



77-85 Newington Causeway
London SE1 6BD
+44 (0)20 7407 0234
admin@southwarkplayhouse.co.uk
www.southwarkplayhouse.co.uk

Last Revision: 11 December 2020

One-Off Event Hires

Both of our theatres are available for one off events on Sundays.

We're happy to look at all proposals but we're particularly keen on events showcasing new and emerging theatre artists.

We run main programme shows in our spaces throughout the year which means that your event will have to take place on top of someone else's set.

Both of our spaces have flexible seating meaning that your event will have to adapt to whatever configuration the main programme show is in.

We can advise you of the seating configuration and set constraints at least 4 weeks before the date of your event.

Events must start at 7pm and must include at least one 20-minute interval.

Technical Facilities

Sound: We will provide stereo speakers with a headphone jack connection cable to plug in your own equipment

Lighting: We guarantee the minimum of a general wash. Any other specials etc. are dependent on the lighting rig of the running show.

Dressing Space: Owing to their continued use for the main programme the dressing rooms will not be available for use. Dependent on your requirements, alternative areas of the theatre will be designated as dressing space. This will be confirmed by the venue prior to the day of your event.

Staffing

We do not provide any crew for your event. You will have to provide capable technicians as part of your team.

You will be given access to the building from midday. A theatre technician will be around to help you navigate the equipment and the space; and to ensure that the rules of the venue are abided by.

An hour before the event begins there will be someone running the box office, and sufficient Bar Staff will be provided until your event finishes.

A Duty Manager will be running the front of house and taking ultimate responsibility for the venue throughout the course of your event.

Insurance

You will need Public Liability and Employer's Liability insurance in order to put on your event at Southwark Playhouse. We will require proof of this before we put your event on sale.

This is to cover you should any issues arise from the public attending the event; from anyone working/involved on your event; and with regards to the theatre company whose set you'll be working on.

We recommend Wrightsure, who can provide insurance for your event for as little as £75. Here is a link to get a quote: <https://performers.acturis.com>

Marketing

Your event will be given a page on our website with space for an image 495x495pixels in size, and room for any copy and credits you wish to highlight.

You will be given one slot in the newsletter that is sent on the Thursday before your event.

Please bear in mind that other than the above provision we are unable to provide any marketing support. The onus will be on you, the company, to publicise your production.

Any marketing that has the 'Southwark Playhouse' name or logo must be sent for our approval before being printed/distributed.

Cost

We charge £500 or 50% of the box office (net of ticket fees) whichever is the greater amount.

Standard ticket prices are £15. A £1 per ticket sold fee is charged inside the ticket price.

We take a 15% commission on any merchandise you sell.

Example: If you sell 100 tickets, the gross box office would be £1,500. We would then deduct £100 (£1 per ticket sold) to cover ticket fees. We would then take 50% (£700) of the remaining £1,400 and you would take the remaining 50% (£700).

Please Note: We will only be able put your event on-sale once we receive a signed venue agreement, proof of insurance, and marketing image and copy.