

theatre @ 41

Hire Pack

June 2024

Welcome

Welcome to Theatre@41. Whether you are a new hirer or have visited us before, this document aims to introduce you to the spaces available in the venue, and provide you with as much information as possible on what we can do for you.

At Theatre@41, we aim to provide a flexible, friendly venue. If there is anything we can help you with please don't hesitate to ask.

The arrangements and details contained within this pack are subject to change, and we will inform you separately of any updates that may affect you that have not yet been documented, and we will try our best to accommodate any reasonable requests you may have.

We hope to make your stay at the theatre as successful as possible.

If you would like any more information please contact hire@41monkgate.co.uk

We hope you have an amazing show.

Trustees@41

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Who We Are

Theatre@41 Ltd is a registered charity limited by guarantee

Our mission is to increase access to and engagement with the performing arts by the people of York, as participants and as audience members, by providing a flexible, affordable and quality space for all.

The organisation is managed by a board of trustees who are responsible for the management and use of the building

Theatre@41 is run entirely by a small but dedicated group of volunteers.

Our current board of Trustees are:

- Chair – Alan Park
- Treasurer – Sam Elmer
- Secretary – Susannah Baines
- Secretary – Jo Hird
- Trustee – Emma Godivala
- Trustee – Jess Murray
- Trustee (Marketing) - Jim Paterson
- Trustee – Maggie Smales
- Trustee – Alison Taylor

Our Facilities

Theatre@41 is a community based arts venue in the heart of the City of York. We offer a fully equipped studio theatre, a dance studio and a rehearsal room, that is suitable for meetings and rehearsals.

There is disabled access to all of our spaces at Theatre@41 and anyone who hires the venue is welcome to use our kitchen facilities, which are shared between all users of the theatre.

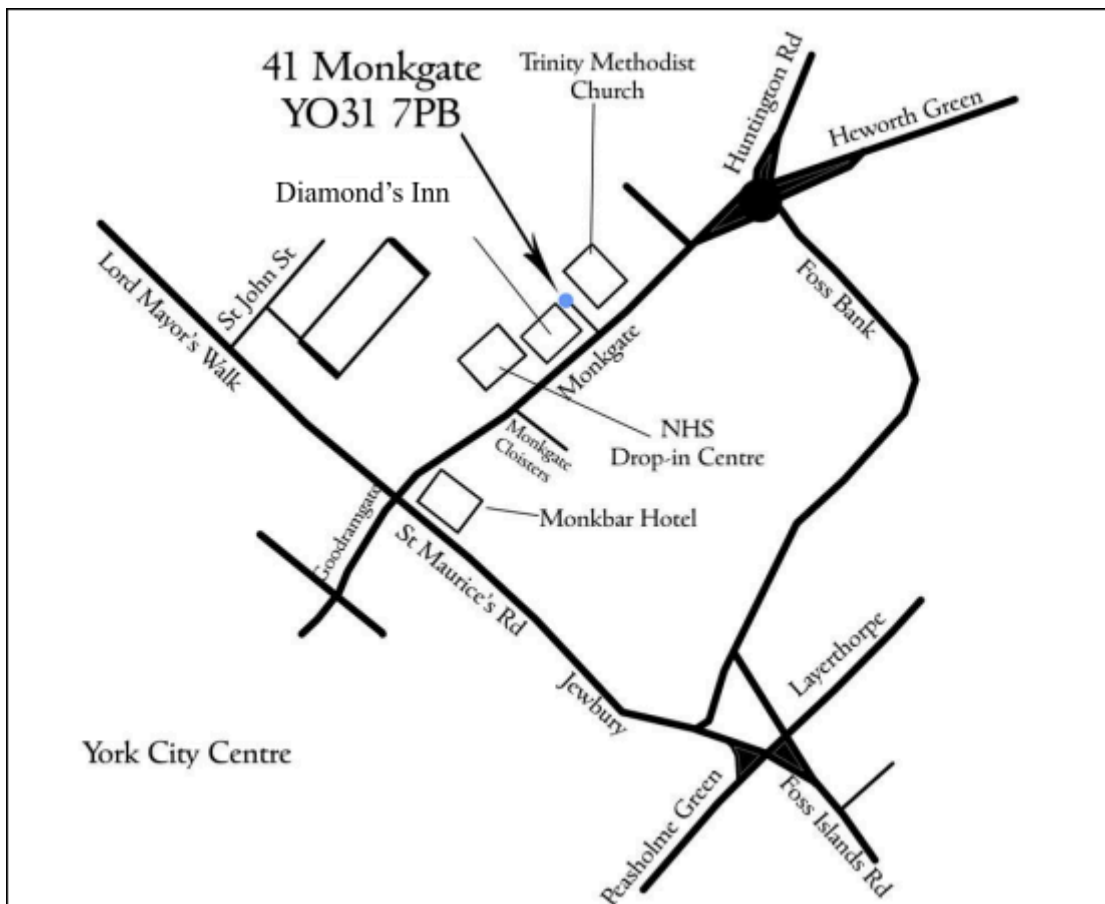
Free WiFi is also available – see our notice boards for the password.

Where We Are

We are a short walk from the City centre and there are a number of car parks nearby.

In the evening the nearest car park is Monk Bar Car Park ([up to date costs are available on the council website](#)), which is off Lord Mayors Walk and if you park at the far end there is a pedestrian right of way through the local medical centre car park to Monkgate, where you turn left and we are a few yards along past the Diamonds Inn B&B.

There is also parking available at the Foss Bank Sainsbury's, which is free for up to an hour before 6pm and completely free from 6.00pm - 9.00pm. Please be aware the gates to the car park shut at 9.00pm. Hirers of the studio theatre are also entitled to a car parking permit that allows them to park one vehicle outside the theatre.



Rehearsal spaces

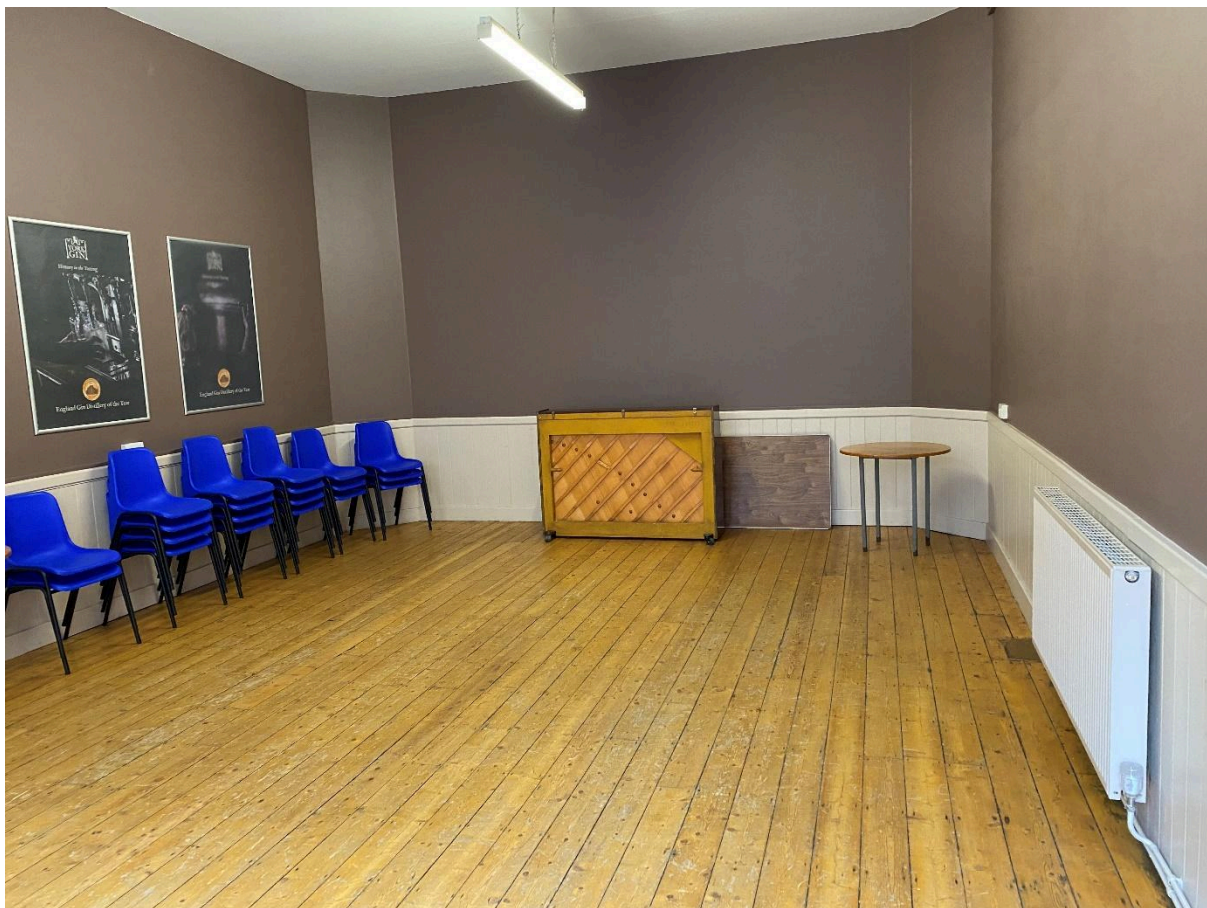
The Gilpin Room

This is a multi-function room ideal for small conferences, workshops, creative days and rehearsals. The room is fully equipped with chairs, tables and an upright Piano. We can also provide flip charts and a digital projector.

Hire charges are calculated as follows:

Per hour	£15
Per hour (repeating hire of over 4 weeks)	£13
Per day	£100

Dimensions: 5.40m x 8.00m



Dance Studio

The Dance Studio is ideal for dance classes and theatre rehearsals. It is open and spacious, with plenty of light. The room is provided with a special non-slip dance floor, full length mirrors down one wall which can be curtained off if needed. A small speaker is provided, with cable to play music via phone or laptop. The room also comes with an electric piano.

Hire charges are calculated as follows:

Per hour	£15
Per hour (repeating hire of over 4 weeks)	£13
Per day	£100

Dimensions: 5.34m x 10.30m



Performing at Theatre@41

The John Cooper Studio

This is a unique theatre space for all types of performance. The standard seating configuration is end-on. However, the staging blocks which create the raised seating area are not fixed, and the theatre can potentially be used in a variety of configurations.

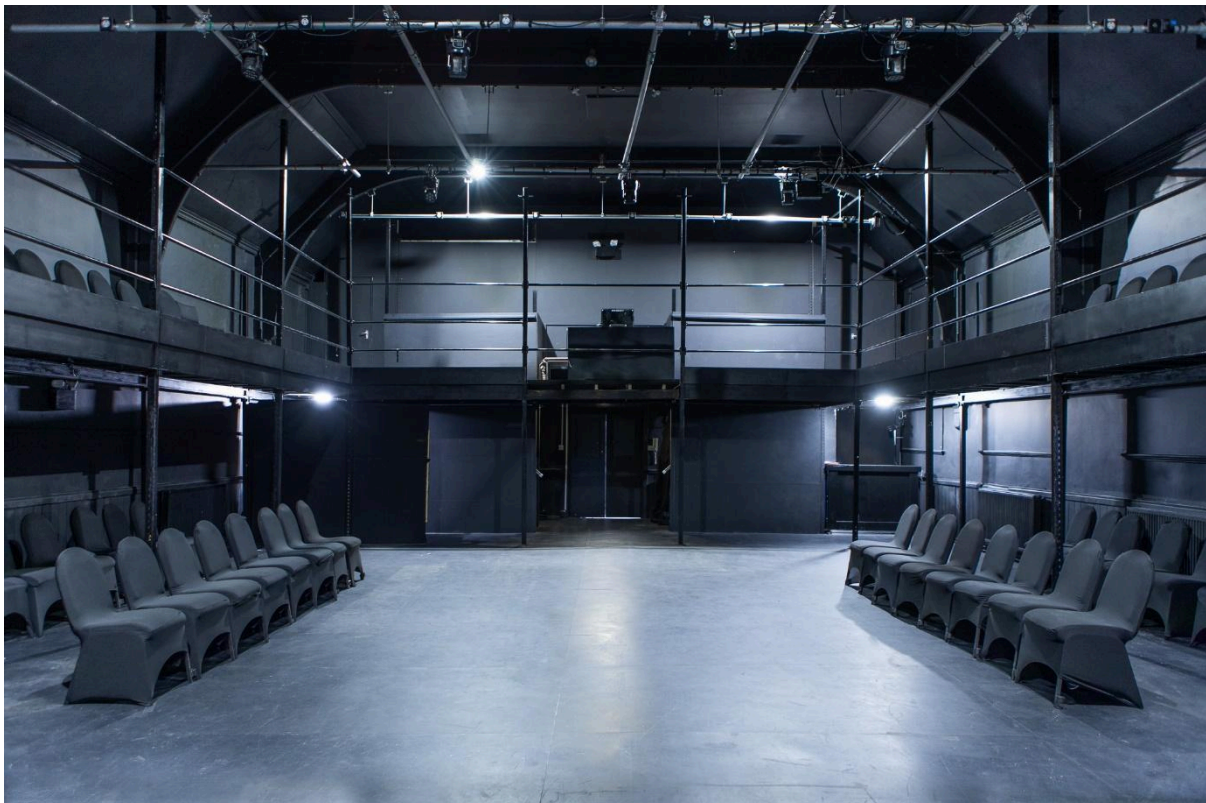
The maximum seating capacity when the audience is end-on is 100 (max 40 on the balcony). The maximum capacity of the Studio Theatre, for fire regulation purposes, is 130 (including performers, backstage crew and technical operators, etc).

Hire charges are calculated as follows

7 Days (Sun to Sat)	£1050
4 days (Wed to Sat)	£720
1 day (0900 – 2300)	£220

For hires of two weeks or more a 15% discount is applied to all subsequent weeks after the first week of hire.

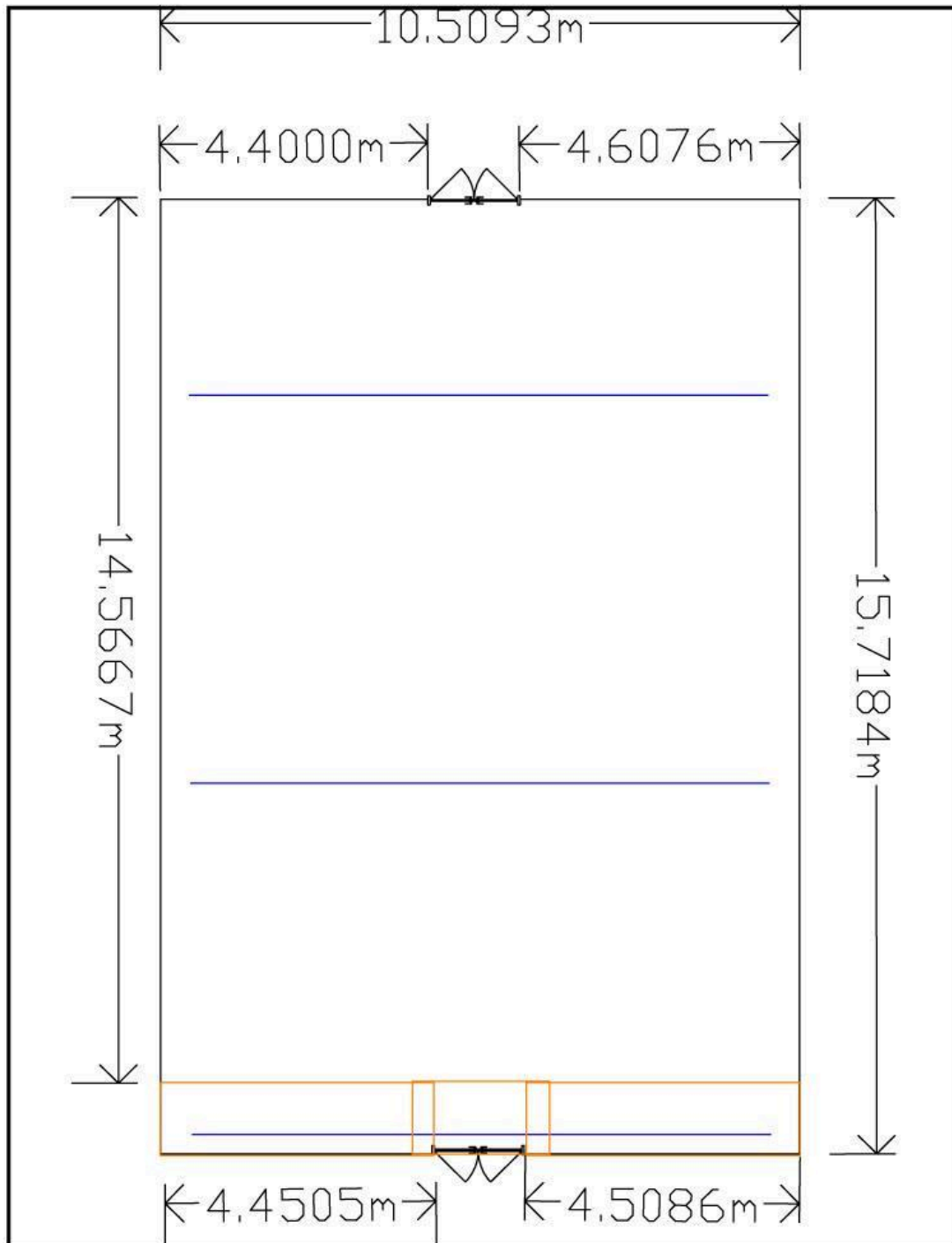
Dimensions: 10.51m x 15.72m



The Floor Plan

The floor of the John Cooper Studio is painted matte black. The floor may only be painted in other colours or designs with the approval of Theatre@41 and must be returned to black at the end of the period of hire using the theatre's approved paint - Dulux Easycare Rich black Matt Emulsion paint.

41 Monkgate Studio Theatre Floor Plan



Seating

The standard seating layout is end on. Hirers may adapt the seating to suit the different needs of individual productions. The desired seating layout must be agreed with Theatre@41 on exchange of contracts. The hirer is responsible for both the disassembly and reassembly of the seating rack back into the standard configuration.

A seating layout which does not offer two clear fire exit routes cannot be accommodated.

Masking

We have a number of sets of black drapes available.

Dressing Rooms

There are two dressing rooms available at Theatre@41 accessed from a lobby adjacent to the Studio Theatre. These dressing rooms can accommodate a maximum of 6 x male performers and 6 x female performers. If your company is larger than this please discuss dressing room arrangements with us. Extra dressing room space is only by prior approval.

All child performers require their own dressing room space and must be segregated by sex.

The hirer is responsible for ensuring that dressing rooms are kept clean and tidy at all times.

Toilet Facilities

The toilet facilities are at the main entrance, and are shared with all users of the building. There are no toilets, washing or drinking facilities on the Studio Theatre level.

Disabled access

There is a lift providing wheelchair access to the Studio Theatre. This is situated at the far end of the Theatre from the auditorium's main entrance, adjacent to the dressing rooms.

Front of House (FOH)

Theatre@41 provides full front of house and bar service.

Technical Information

Hire of the John Cooper Studio comes with full access to our technical infrastructure, including:

- Mixture of generic and LED lights
- Lighting desk
- PA and sound desk

Technical equipment is stored in the tech rooms at the rear of the mezzanine. The doors to these rooms are locked. We will provide codes at the time of your hire.

Hirers are expected to provide their own appropriately qualified technician. All technicians must be approved by Theatre@41. Nobody else from the company must use the technical equipment.

Hirers are welcome to move and gel lights as needed for their own lighting design. However, **all hirers must return the lighting rig to its “house” state at the end of the hire.** Failure to do so may result in additional charges as per contract.

You can find more details of our technical equipment, including the “house” lighting rig on our Tech Wiki - [Technical Wiki \(google.com\)](#)

We realise it can be difficult to find technical staff for shows. We run regular free lighting workshops and have a small number of technical volunteers who may be able to help depending on the requirements of your show.

If you are struggling to staff your show please speak to us.

Financial Procedures

In order to make sure you get paid there is certain information we need from you. Once your hire is confirmed we will give you a call or email to confirm this.

Information we require

- Financial contact name (Person)
- Name of organisation
- Address
- Email
- Telephone Number
- Bank Details
- Account Name
- Sort Code
- Account Number

Rehearsal room hire

We bill in arrears at the end of the month, so if your hire was in July, we'll send you an invoice at the start of August.

John Cooper Studio

We want putting on theatre to be as easy as possible, so we don't take any money up front. No deposit. We will deduct your hire fee from your box office receipts and then pay you the remaining balance.

At the end of a show we will:

- Email you a final show settlement report including any tickets sold on the day of the show
- Within 7 days we will issue a Purchase Order deducting your hire fee and any outstanding rehearsal or other costs for the show in question.
- You can then invoice against that Purchase Order and we will pay you your money.

Marketing your show

Please note, if referring to the theatre in your own marketing materials, please refer to us as Theatre@41, and use one of our approved logos (available on request).

Our Seasons

We run three seasons at Theatre@41. These run:

- Jan to April
- May to August
- September to December

In order to market your show we require various pieces of information at different times. This is set out later in this document.

Box Office

All shows performed at Theatre@41 must be sold via the Theatre@41 box office. Hirers can set their own ticket prices. Theatre@41 charges customers an additional 10% booking fee on top of these prices to help with the cost of running the online box office and theatre. You can absorb this into the overall cost of your ticket price if you prefer.

In order to sell tickets on the box office we require the following:

- Show title
- Show copy for online box office (approx 150 words)
- Show start time
- 1 x web-resolution image of 500x700 pixels (this will be displayed online so needs minimal wording on the image, as that will be displayed on the same web page. Just an image is fine)
- 1 x optional web-resolution header image of 1600 x 535 pixels (same as above)
- Ticket prices

You will be able to keep track of show sales through our live box office portal. We will send you a link to this once your show is on sale.

Posters and Leaflets

We have poster displays and leaflet racks at the theatre. If you wish to provide posters and leaflets then we require these in the following formats:

- A3 portrait posters
- A5 portrait flyers

We cannot guarantee display of any other format.

Season Brochure

Every season we publish a brochure which is available throughout York, including the tourist information centre, and at the theatre.

For the brochure we will require an additional high resolution portrait image for display (at least 300 dpi). As with the online box office, this image needs minimal wording as the essential show information will be printed alongside in the brochure.

Social Media

Theatre@41 has several social media channels where we promote shows. These are:

- Facebook - <https://www.facebook.com/41Monkgate>
- Instagram/Threads – @theatre41york
- Twitter (X) – @41monkgate

If promoting your show on social media please tag the relevant account. If you wish to promote your show with a paid ad on social media we can arrange this via the Theatre account. Please email marketing@41monkgate.co.uk

Mailing List

We have a mailing list of nearly 5000. We send out weekly “what’s on” emails as well as periodic seasonal emails.

Additional support

Our volunteer team is also able to offer further support in getting the word out about your show, both through our own channels and more widely. In addition to our regular social posts and mailings, we can offer:

- A dedicated email to specific segments of our mailing list who are likely to be interested in your show
- Setting up ticket offers such as early-bird sales, special offer codes, time-limited sales or last-minute deals
- Delivery of a targeted social media campaign to a budget specified by you (copy / assets must be provided)
- Introductions to local press and media

If you want to discuss what other opportunities there might be to promote your show, please get in touch at marketing@41monkgate.co.uk.

Must dos

We want everyone to enjoy using Theatre@41 but there are certain things we must do in order to comply with the many regulations governing entertainment venues. We're sorry to say that if any of the below are not done then we will consider it a breach of contract and the hire will not be able to continue.

Safeguarding

Theatre@41 has a duty of care to promote the wellbeing of and safeguard from harm all who are involved in its activities. Our safeguarding policies set out the roles and responsibilities of Theatre@41 and those who use the theatre and its facilities.

All hirers and users of Theatre@41 will have their activity assessed for regulated activity. Theatre@41 expects all individuals and organisations delivering a regulated activity on Theatre@41's premises to have:

- An up to date Safeguarding policy in place.
- Have DBS checks in place for individuals who are involved in regulated activity with children as part of their role using Theatre@41. DBS certificates will either be enrolled in the DBS Update Service or be updated every 2 years.
- Meet York Council's requirements for Child Performance Licences and chaperone coverage for performances.

Hirers can find copies of our safeguarding policies below and safeguarding posters on display in the theatre.

- [Children's Safeguarding Policy](#)
- [Adult Safeguarding Policy](#)

The theatre Safeguarding lead is Alan Park.
All concerns must be reported to Alan Park.
chair@41monkgate.co.uk
07989397780

Child Performance Licences

If your performance or rehearsal involves children of statutory school age (16 years old or younger) you must follow the [National Network for Children in Employment and Entertainment \(NNCEE\)](#) Guidelines. Including:

- Children are supervised by the required number of approved chaperones.
- Chaperones do not need to be paid but must be licenced by a local authority.
- All children have the necessary performance licences.
- Children are able to change costume in an appropriately private and safe place.

For rehearsal purposes many companies choose to license staff in attendance such as directors, musical directors and choreographers. For performances you will need enough chaperones to ensure all children are supervised at all times.

You can get chaperone licenses from York Council - <https://www.york.gov.uk/chaperones>

Public Liability Insurance

Theatre@41 has insurance in place for anything that happens to someone as a result of the building. You will need insurance in place for anything that happens to someone as a result of your performance.

PPL/ PRS

If your show has licensed music in it (which is most music outside of separately licensed musicals) we require details of the music played at least 30 days in advance of your show, to ensure it can be used.

PPL/ PRS will charge an fee for the use of the music. The charge is dependent on a number of factors.

- Audience entrance/ leaving music - no charge
- Scene change or underscoring music - charge based on show capacity
- Music characters in the show can hear - permission need from PPL/ PRS in advance. Charge dependent on duration of music.
- Variety show music - charge based on box office receipts
- Music as you walk on or off stage - charge based on box office receipts

You can read the PPL/PRS Theatre tariff brochure [here](#).

If you are performing a concert, PPL/ PRS require a set list of any live music performed where you do not already have the performance rights. PPL/ PRS then calculate the cost of performing the music based on box office receipts.

We pass on all PPL/ PRS charges to hirers.

Fire Exits and Alarms

We love that the John Cooper Studio is a flexible space, but that doesn't mean we don't have to adhere to fire safety rules. We have produced evacuation plans for our standard end-on layout. If you choose to do a show in another layout this must be approved by Theatre@41 and must allow access to two clearly marked fire exits which are kept clear.

Illuminated fire exits must not be covered, and the fire alarm must only be de-activated for smoke effects with prior approval.

Licensing

Your show must be done and dusted by 11pm.

Building Regulations - Mezzanine

The Mezzanine has a strict weight limit. Any performance on the Mezzanine or area above the dressing rooms must be authorised by Theatre@41

Risk Assessment

We require a risk assessment for every show at the theatre.

Please dos/ don'ts

As well as the legal stuff there are other things that really help us run the building. Every time one of these isn't done, one of our volunteers has to do it. This list comes from painful experience, so please:

- Do not do anything that permanently changes the fabric of the building without prior approval. This includes gaffering, hammering or stapling things to walls or painting things different colours. **If in doubt, ask.**
- Do not remove any of the balcony bars for performance without prior approval.
- Take your rubbish out. Our recycling is collected weekly and we have a large green bin for all other waste. You will find the bins by the back fire exit. Please do not dispose of set in the bins.
- Take your set with you. We have been offered countless tables, chairs, awnings over the years. We are afraid we don't have the space for them so they need to go when you go.
- If you need to move anything then please put it back where you found it.
- Put the dishwasher on and empty it :)

Hirers' Timeline

That's an awful lot to digest but don't worry, we're on hand to answer any questions and we'll give you a nudge when we need some information from you. As a guide here is when we usually need things:

Once hire agreed:

- Agreed dates and times
- Signed contract
- Confirmation of any regulatory requirements (e.g Child licenses)
- Key contact information

Then once all that's done:

Season	Box office Info	Brochure info	Tech Spec
Jan to April	Prior to September	Prior to November	Prior to November
May to August	Prior to January	Prior to March	Prior to March
September to December	Prior to June	Prior to July	Prior to July

Quick reference key info

Address	Theatre@41, 41 Monkgate, York, YO31 7PB
Access	We have an electronic lock. You will be given a unique access code and instructions before your hire.
Security	Please keep the front door locked at all times. When leaving the building check for open windows. Please do not prop open the back fire escape.
Laundry	Theatre@41 has no laundry facilities.
Cleaning	The building is cleaned every Monday and Friday by professional cleaners.
The Garden	Please do not use the garden area unless this has been agreed beforehand.
Temperature	Only Trustees can alter the heating controls. If the space is not warm enough then please let us know. If the building is too hot during the summer we provide large fans to help the air circulate.
Parking	Each hirer is entitled to one Parking Permit for one vehicle for the duration of their hire. Other vehicles can dwell while attended for as long as needed for unloading and loading. Unattended vehicles without a permit have a ten minute dwell time.
Access for Equipment	Access for get-in and get-out is via the back staircase and disabled lift. The main staircase to the Studio Theatre is not to be used
Stage Door	The main door should be used for cast and crew access.
Sign In/Out	All of the company must sign in and out when in the building. You can use your own sign in sheets if easier.
Smoking	A no smoking policy is in operation throughout the Theatre. That includes vaping.
Kitchen	A kitchen is available for all users of the building and must be left in a clean and tidy condition at all times.
Accident procedure	All accidents must be recorded in the accident book in the kitchen and notified to a member of Theatre@41 at the earliest opportunity or the FOH manager during performances.
First Aid	First Aid boxes can be found in the kitchen.
Emergency Evacuation	Hirers must ensure that they, their representatives and any cast and crew are fully aware of the emergency evacuation procedure.

Damage policy	Should any members of the visiting company damage or break any property of Theatre@41 they will be charged for replacement or repair.
Hirers' Property	Theatre@41 cannot be held liable for any loss of or damage to hirers' or other visitors' property, equipment or belongings.
Electrical Equipment	All electrical equipment used at Theatre@41 must be PAT tested and display a current PAT label
Show Timings	Theatre@41 is licensed for performances until 11pm, and the premises must be vacated by midnight.
Disabled Access	Theatre@41 has disabled access to all of its facilities.
Working Light Switches	Switches for the strip lighting in the Studio Theatre are located under the tech box next to the main entrance door.
Insurance	Theatre@41 has Public Liability Insurance for visitors to the building and its own activities. Hirers are required to have their own insurance to cover any liability arising out of their activities including public performances.
Risk Assessment	Theatre@41 has a Risk Assessment for the building, which does not include hirers' activities. Hirers must carry out their own risk assessment, and provide a written copy before or at the commencement of any booking.

Key contacts

- Hire info – hire@41monkgate.co.uk
- Finance – accounts@41monkgate.co.uk
- Tech questions – technical@41monkgate.co.uk
- Marketing – marketing@41monkgate.co.uk
- Box-Office requests (comps etc) – boxoffice@41monkgate.co.uk