

# Perform at the Old Fire Station



We programme both professional and community/amateur work. To have your show considered for our programme, fill out an application form or send us your tour pack.

## Programming policy

We want our reputation to be good quality art aimed at adults which takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

We programme work which contributes to this artistic vision.

We aim to create a balanced programme across art-forms, and take into consideration:

- Ensuring artists represent the wider community in terms of ethnicity, gender, sexuality and (dis)ability;
- Potential to sell tickets/attract audiences, based on our experiences of what Oxfordshire audiences are looking for;
- Our audience development priorities;
- Our commitment to support early career artists;
- Availability of the spaces;
- Technical requirements;
- Financial considerations including the potential to generate income.

The performing arts programming team meets monthly to consider applications.

The visual arts programming team meets three times a year.

If you need an answer urgently in order to announce a tour or complete a funding bid, let us know.

## Programming deadlines

*Contacting Becs before these dates does not guarantee inclusion in that season. We are very busy, and book up very quickly.*

Season	Deadline
Spring 2019 (January - April)	1 November 2018
Summer 2019 (May - August)	1 March 2019
Winter 2019 (September - December)	1 July 2019

# Public Performances



## Theatre

The cost of hiring our Theatre is summarized in the following table:

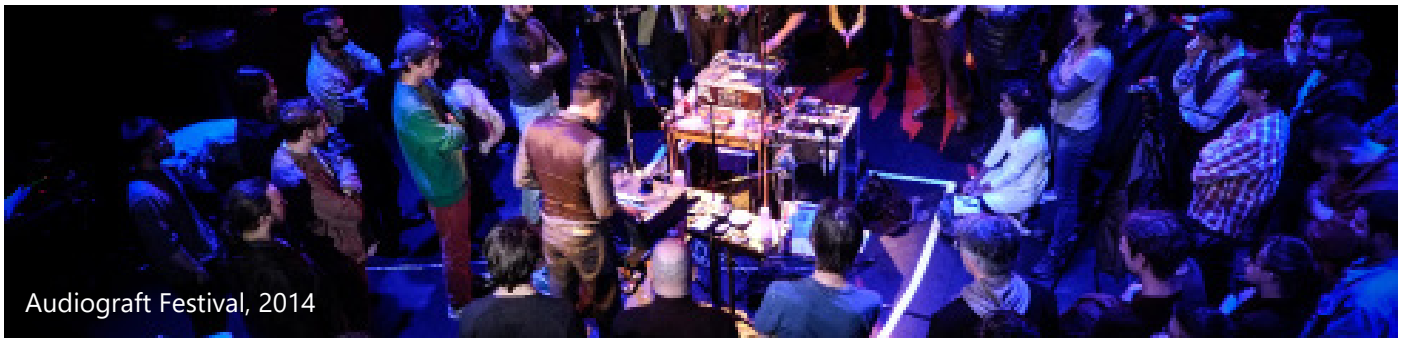
		10am - 11pm	5pm - 11pm
<b>Performance</b>	First	£390 + VAT	£350 + VAT
	Subsequent	-	£350 + VAT
	Matinee	£200 + VAT	-



We provide:

- a technician to support your show
- up to two planning meetings with our support team
- front of house support, duty management and ushering on the night of the performance
- ticket sales through our box office
- backstage support including the assistance of a technician
- professional sound and lighting equipment
- dressing rooms
- publicity and marketing in our brochure and on our website and social media
- trained fire evacuation and health and safety support

Additional Services	Cost
Additional Time	£ 40 /hr plus VAT
Additional Time with a Technician	£ 60 /hr plus VAT
Additional Technician	£ 20 /hr plus VAT
Additional Planning Meeting	£ 15 /hr plus VAT
Get Out After 11pm	£ 55 /hr plus VAT



Audiograft Festival, 2014

## Alternate Venues

The cost of hiring our other spaces for performances is summarized in the following table:

Venue	Cost
Studio	£ 200 plus VAT
Loft Room	£ 200 plus VAT
Gallery	£ 200 plus VAT
Crisis Skylight Café	£ 200 plus VAT



ElevenOne Theatre, 2016

We provide:

- front of house support and duty management for the performance
- ticket sales through our box office
- publicity and marketing in our brochure and on our website and social media
- trained fire evacuation and health and safety support

Additional Services	Cost
Additional Technician	£ 20 /hr plus VAT
Get Out After 11pm	£ 55 /hr plus VAT



The Listening Room, 2013

## Income from Ticket Sales

All income from ticket sales is returned to the visiting company, less:

- 7% commission on ticket sales (+ VAT)
- 2.5% credit card levy.

Arts at the Old Fire Station will manage sales of all tickets at the venue on the night, and in advance. Tickets are sold online, on the phone and in person at the Old Fire Station. You will receive your ticket income within twenty-one days.

## Box Office Splits

These are considered at programming meetings and negotiated individually by the director. All splits are calculated on net ticketing income.

## Complimentary Tickets

Because of our unique partnership with the homelessness charity, Crisis, we ask all companies hiring the Theatre to provide up to 4 complimentary tickets to homeless people (arranged through us). This is a condition of hire.

## Additional Costs

Extra charges are levied for:

- catering
- extra furniture
- technical equipment
- additional staffing required for performances

## Sunday Bookings

£25 plus VAT per hour additional charge on top of the hire fees.



## Important Information You Should Read

- Hirers MUST discuss risk assessment with our Technical Manager prior to confirmation of booking, where required, and MUST provide a full agreed risk assessment in advance for their activity for the hire to be able to go ahead.
- We will provide a full fire evacuation briefing to the visiting company in advance of the event and duty management support during the event. The visiting company will provide a suitable amount of ushers for backstage, as agreed in advance with the Front of House Manager, and appropriate to the event and number and age of participants.
- The visiting company will make themselves available for meetings as agreed with the General or Technical Manager in order to make the event safe and of a professional standard. The visiting company and Arts at the Old Fire Station will sign a contract before the performance or performances take place.
- The visiting company must abide by our risk assessments, our health and safety and fire evacuation regulations and the terms and conditions of the contract. We reserve the right to terminate the contract if these responsibilities are not met.