

Appendix D – Fees and Charges 2024/2025

Trinity Arts Centre Schedules (Comparison of 2023/2024 to 2024/2025)

The fees and charges schedule for Trinity Arts Centre has been amended for 2024/2025 to better suit the patterns of hire schedules the venue has accommodated over the past year. The new charges reflect the following:

Fee	Rationale
Mon to Thursday Rates	We have abandoned the cheaper early to mid-week hire rates due to them being in-effective. Originally created to encourage venue usage outside of our peak periods; we have learned that hiring groups prefer the peak periods.
Community vs Commercial	We have introduced two variable charging categories. Community is charged at cost price. Commercial is charged with an acceptable profit margin.
Performance Hire	The running of a performance is the most consistent periods of hire which is set at 5hrs.
Rehearsal/Get-in	Hiring groups have always requested variable rehearsal times. Having this time charged by the hour, allows for hiring groups to have a bespoke overall charge.
Cinema Hire	We have a number of hires that use the venue to present a lecture and require the use of the cinema equipment. Operating the cinema requires a different set up and staffing model to live performances and this fee reflects that.
Technical Programming Session	Many community groups try to fit technical programming into their tech rehearsal. This new charge allows the venue to work with the hirer outside of rehearsals to get a show pre-programmed.
Full Venue Hire	A number of groups have started to hire the full venue for their performances. This charge creates a package charge.
Full Production Week	This new charge is for hiring groups that wish to stage a production across a single week.

The new schedule is not directly comparable to the previous schedule. Both schedules are provided below to allow for comparison.

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PREVIOUS SCHEDULE APPROVED FOR 2023/2024

Prosperous Communities Committee		Trinity Arts Centre								
		2022/23		Proposed Increase / (Decrease)		2023/24		VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	£	£	
Theatre (rehearsal) (Mon-Thurs)	per hour	£58.50	0.0%	£0.00	£58.50	£0.00	£58.50		X	
Theatre (rehearsal) (Mon-Thurs)	per half day	£192.50	0.0%	£0.00	£192.50	£0.00	£192.50		X	
Theatre (rehearsal) (Mon-Thurs)	per full day	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00		X	
Theatre (rehearsal) (Fri-Sun)	per hour	£58.50	0.0%	£0.00	£58.50	£0.00	£58.50		X	
Theatre (rehearsal) (Fri-Sun)	per half day	£231.00	0.0%	£0.00	£231.00	£0.00	£231.00		X	
Theatre (rehearsal) (Fri-Sun)	per full day	£363.50	0.0%	£0.00	£363.50	£0.00	£363.50		X	
Theatre (performance) (Mon-Thurs)	per hour	£69.50	0.0%	£0.00	£69.50	£0.00	£69.50		X	
Theatre (performance) (Mon-Thurs)	per half day	£246.00	0.0%	£0.00	£246.00	£0.00	£246.00		X	
Theatre (performance) (Mon-Thurs)	per full day	£401.50	0.0%	£0.00	£401.50	£0.00	£401.50		X	
Theatre (performance) (Fri-Sun)	per hour	£69.50	0.0%	£0.00	£69.50	£0.00	£69.50		X	
Theatre (performance) (Fri-Sun)	per half day	£294.50	0.0%	£0.00	£294.50	£0.00	£294.50		X	
Theatre (performance) (Fri-Sun)	per full day	£481.50	0.0%	£0.00	£481.50	£0.00	£481.50		X	
Room hire(Mon-Sat) (educational/charity)	per hour	£14.50	0.0%	£0.00	£14.50	£0.00	£14.50		X	
Room hire(Mon-Sat)	per hour	£21.50	0.0%	£0.00	£21.50	£0.00	£21.50		X	
Room Hire (Mon-Sat)	per half day	£72.00	0.0%	£0.00	£72.00	£0.00	£72.00		X	
Room Hire (Mon-Sat)	per full day	£126.50	0.0%	£0.00	£126.50	£0.00	£126.50		X	
Thomas Johnson Room (Mon-Sat) (educational/charity)	per hour	£8.50	0.0%	£0.00	£8.50	£0.00	£8.50		X	
Thomas Johnson Room(Mon-Sat)	per hour	£12.50	0.0%	£0.00	£12.50	£0.00	£12.50		X	
Thomas Johnson Room(Mon-Sat)	per half day	£55.00	0.0%	£0.00	£55.00	£0.00	£55.00		X	
Thomas Johnson Room(Mon-Sat)	per full day	£65.00	0.0%	£0.00	£65.00	£0.00	£65.00		X	
Duty Manager/Technician	per hour	£14.00	0.0%	£0.00	£14.00	£0.00	£14.00		X	
Booking Fee (face to face / phone)		£1.00	0.0%	£0.00	£1.00	£0.00	£1.00		X	
Ticket insurance per ticket	£2 incl VAT								S	
Film showings - adult		£5.42	0.0%	£0.00	£5.42	£1.08	£6.50		S	
Film showings - concessionary *		£4.59	0.0%	£0.00	£4.59	£0.92	£5.51		S	
Film showings - TAC member	10% discount on eligible tickets								S	

Box office commission for community production hire agreements is 10%
 Box office commission for professional production hire agreements is 15%

* concessionary prices eligibility are school children, those on income support, senior citizens, students, those on disability allowance, Military id card and Blue light card

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PROPOSED SCHEDULE FOR 2024/2025

Prosperous Communities Committee		Trinity Arts Centre							
		2023/24		Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	£	
Space Hire									
Community - Theatre Hire - Performance	Up to 5hrs access (includes: 1 x Technician, 1 x Duty Manager, FOH Staff, Marketing)	£0.00	0.0%	£0.00	£425.00	£85.00	£510.00	S	
Community - Theatre Hire - Rehearsal/Get - in	Per hour (includes Technician)	£0.00	0.0%	£0.00	£55.00	£11.00	£66.00	S	
Community - Theatre Hire - Room only	Per hour	£0.00	0.0%	£0.00	£44.50	£8.90	£53.40	X	
Commercial - Theatre Hire - Performance	up to 5hrs access (includes: 1 x Technician, 1 x Duty Manager, FOH Staff, Marketing)	£0.00	0.0%	£0.00	£552.50	£110.50	£663.00	S	
Commercial - Theatre Hire - Rehearsal/Get - in	Per hour (includes Technician)	£0.00	0.0%	£0.00	£71.50	£14.30	£85.80	S	
Commercial - Theatre Hire - Room only	Per hour	£0.00	0.0%	£0.00	£58.00	£11.60	£69.60	X	
Community - Cinema Hire - Presentation/Lecture	up to 5hrs Access (include Duty Manager)	£0.00	0.0%	£0.00	£192.50	£38.50	£231.00	S	
Commercial - Cinema Hire - Presentation/Lecture	up to 5hrs Access (include Duty Manager)	£0.00	0.0%	£0.00	£250.00	£50.00	£300.00	S	
Community - Ancillary Room Hire only	Per hour	£0.00	0.0%	£0.00	£15.00	£3.00	£18.00	X	
Commercial - Ancillary Room Hire only	Per hour	£0.00	0.0%	£0.00	£23.00	£4.60	£27.60	X	
Services									
Community - Ticketing Service Charge	Per ticket	£0.00	0.0%	£0.00	£1.00	£0.20	£1.20	S	
Commercial - Ticketing Service Charge	Per ticket	£0.00	0.0%	£0.00	£1.46	£0.29	£1.75	S	
Additional Staffing Charge	Per person /per hour	£0.00	0.0%	£0.00	£20.00	£4.00	£24.00	S	
Technical Programming Session	up to 5hrs time with Technician	£0.00	0.0%	£0.00	£125.00	£25.00	£150.00	S	
Packages									
Community - Full Venue Hire - Performance	up to 5hrs access to full venue (including Technician)	£0.00	0.0%	£0.00	£575.00	£115.00	£690.00	S	
Community - Full Venue Hire - Rehearsal/Get-in	Per Hour	£0.00	0.0%	£0.00	£85.00	£17.00	£102.00	S	
Community - Theatre Hire - Presentation/Lecture	up to 5hrs access to full venue (including Duty Manager)	£0.00	0.0%	£0.00	£342.50	£68.50	£411.00	S	
Commercial - Full Venue Hire - Performance	up to 5hrs access to full venue (including Technician)	£0.00	0.0%	£0.00	£828.50	£165.70	£994.20	S	
Commercial - Full Venue Hire - Rehearsal/Get-in	Per Hour	£0.00	0.0%	£0.00	£126.70	£25.34	£152.04	S	
Commercial - Theatre Hire - Presentation/Lecture	up to 5hrs access to full venue (including Duty Manager)	£0.00	0.0%	£0.00	£526.00	£105.20	£631.20	S	
Catering Essentials Package	Per delegate/Per day (includes Selection of tea, coffee, water and cordial provided during hire)	£0.00	0.0%	£0.00	£1.25	£0.25	£1.50	S	
Community - Full Production Week	up to 15hrs for Rehearsal/get in/get out/dress and 4days up to 5hrs per day for Performance	£0.00	0.0%	£0.00	£2,525.00	£505.00	£3,030.00	S	
Cinema									
Films cost *there will also be an additional cost of £1 booking fee per ticket		£0.00	0.0%	£0.00	£2.49	£0.50	£2.99	S	
Quad Film Ticket (4 people) ** there will be also be an additional charge of £4 booking fee		£0.00	0.0%	£0.00	£6.67	£1.33	£8.00	S	
Booking Fee (face to face / phone)		£1.00	0.0%	£0.00	£1.00	£0.00	£1.00	X	
Ticket insurance per ticket	£2 incl VAT	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S	

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