

CONCERT & PERFORMANCE HIRE 2025

The Landmark Arts Centre is a Registered Charity which aims to preserve its magnificent building for the benefit of the community by presenting a cultural programme of exhibitions, concerts, events and arts classes. Although the Centre develops a great deal of the programme itself, as a community venue it welcomes enquiries from local organisations such as choral societies, orchestras and solo artists, who need a performance space. Please remember though that we typically plan our programme at least 12 months in advance and publish our quarterly season brochure in March (covering May – August), July (covering September – December) and November (covering January – April).

Suitable for: A wide range of music including choral, orchestral, jazz, blues, soul; comedy and solo spoken word performances; dance. Please note due to the acoustic of the building we do not programme proscenium arch plays or theatrical shows.

Capacity:

Audience seated capacity is 330. However, under the terms of our premises licence, a maximum of 388 people are permitted in the building at any one time, including all performers, Landmark staff and volunteers. For example, if the total number of performers and staff were 100, then the total audience capacity would be 288. Audience capacity may also be reduced if staging involves performers being on or moving within the audience seating area. Please note, we are not permitted to allow standing audiences.

Facilities Provided:

- Use of the Bell Room (as dressing room facility), stage and main hall auditorium. Another room is also available as extra dressing room space, subject to our other commitments.
- Fully set up audience seating in line with the capacity guidelines above. Rear seating can be configured as semi-raked seating to provide improved sightlines. We now also have a new retractable, tiered seating system, as shown in the photo attached. This allows for 146 fixed, upholstered seats in raked rows, which can be folded away to create a flexible flat-floor space when required. Additional standalone chairs can also be added at the front to extend capacity within licence limits.

LANDMARK ARTS CENTRE

- Landmark Box Office ticket service, including online ticket facility. We can take payments online or in person. Due to the strict audience limit under our licence, we retain control of ticketing to avoid the risk of overbooking.

However, we can supply the hirer with tickets for them to sell directly to their members/ mailing list. Any unsold tickets must be returned to the Landmark before the concert. Hirers receive all net Box Office receipts (after any deductions applicable for PRS & booking fees).

- For safety and in line with our premises license the Landmark will control entry to and supervise the running of the performance.
- The Landmark will operate a bar service and retain all profits.
- We can supply a simple PA, basic stage lighting and a conductor's podium if required.
- Please read our technical schedule. Any sound, light or other equipment required for the performance can be supplied, but at an extra cost, which will be charged to the Hirer.
- The concert may have a description & photo in the relevant quarterly events brochure subject to our receiving the details within our copy deadline. The same information will appear on our website under What's On section.

Accessibility: Ground floor location with disabled access via an entry ramp. Disabled toilet facilities available for those with limited mobility or wheelchair users. Induction loop fitted in the main hall. Please discuss any special needs requirement at the point of booking. Extremely limited on-site parking, but free parking is available on adjacent residential roads. Disabled parking for blue badge holders can be reserved upon request in advance and subject to availability.

HIRE CHARGE: £1000 + VAT PER DAY or £140 p/hr

Based on the following times:

Arrival from noon; afternoon rehearsal; evening performance to finish by 10.30pm

MINIMUM HIRE DURING THE WEEK – 1 HOUR (SET UP IS 15 MINS PRIOR & AFTER).

MINIMUM HIRE DURING THE WEEKEND – 3 HOURS.

Out of working hours (including Weekends) or EVENING period (5pm - 10pm): FOH will be required.

LANDMARK ARTS CENTRE

Additional charges for events:

Security per person	£18.26 per hour
Front of House	£15.00 per hour
Technician/Engineer Lighting	£120.00 per day
Technician/Sound	£250.00 per day
Hire of Projector + Screen	£75.00 per event
Hire of Grand Piano	£160.00 per event
Hire of Keyboard	£120.00 per event

Payments: New hirers are required to pay a 50% deposit upon exchange of contracts, and the balance will be invoiced after the event.

A post-event ticket sales report will be produced and sent to the hirer.

Net box office receipts, after any deductions applicable for PRS & booking fees and subject to any outstanding fees due to the Landmark having been paid, will be paid to the hirer within 7 days of the event.

