



WOLDINGHAM SCHOOL
VENUE HIRE

The Millennium Theatre Auditorium Hire

Contacts

Head of Events

Mrs Faye Scantlebury

T: 01883 654185

E: venuehire@woldinghamschool.co.uk

Events Co-ordinator

Miss Susan Fraser-Blow

T: 01883 654327

E: venuehire@woldinghamschool.co.uk

Theatre Manager

Mr Ryan Skelly

T: 01883 654185

E: venuehire@woldinghamschool.co.uk

Theatre Technician

Mr Kieran Cooper

T: 01883 654185

E: venuehire@woldinghamschool.co.uk

General Information -

About us

The Millennium Centre

At the heart of the building is the 630 seated acoustically designed auditorium with orchestra pit, industry standard sound and lighting control rooms, scenery construction dock, wardrobe room for costume and prop construction, dressing room, and separate fully equipped studio theatre.

To accommodate this wide range of uses in a single auditorium, the design includes a series of movable acoustic reflectors which adjust the effective volume of the auditorium as well as automatically revealing or concealing large areas of acoustically absorptive materials to adjust the acoustics for speech or music.

A lightweight acoustically reflective back wall reflector and movable wooden proscenium panels provide both acoustic and visual adjustment of the whole hall and create an exceptionally flexible venue.

The auditorium is an ideal venue for conferences, lectures, award ceremonies, product launches and corporate functions



Getting Here

The Millennium Centre is located within the grounds of Woldingham School which is less than 10 minutes from junction 6 of the M25. Woldingham train station lies within the grounds and is a 15-minute walk from the Millennium Centre. Please advise all your guests to use the postcode CR3 7LR if they are using Sat Nav or they may risk getting stuck behind a closed barrier.

Parking

The Millennium Centre car park is situated to the north of the building and has 41 spaces. There is an overflow car park just before the main entrance which can accommodate 200 vehicles. Parking assistance can be provided however this will incur extra charges.

The Space

The Millennium Centre's auditorium typically has an end-on stage with fixed seating to accommodate 630 patrons. This seating can be broken down into the following sections:

Front Stalls: 91

Rear stalls: 390

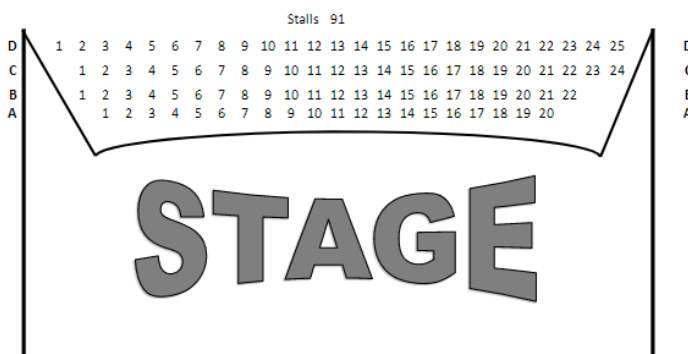
Balcony: 149

GG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	GG	
FF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	FF
EE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	EE
DD	1	2	3	4	5																													DD	
CC	1	2	3	4																														CC	
BB	1	2	3																															BB	
AA	1	2																																AA	

Balcony & Box's 149

	Main																	REAR 390																	
Box 8	A	T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	T			A	Box 4		
	B	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	S			B	
		R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	R				
Box 7	A	Q	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Q			A	Box 3
	B	P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	P			B	
		N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	N				
Box 6	A	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	M			A	Box 2
	B	L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	L			B	
	C	K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	K			C	
Box 5	A	J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	J			A	Box 1
	B	H	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	H			B	
	C	G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	G			C	
		F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	F				
		E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	E				

	Disabled Seating
	1st Level



Stalls	91
Main	390
Balcony & box's	149
Total	630

If you require a larger performance space, there is a stage extension which can be added however, this will reduce the total audience capacity to 539. With the stage extension in place, you have the option of additional seating on the stage to create in the round or thrust staging, The Stage extension is only suitable for orchestra performances.

Using the standard end-on configuration the raised stage means that the front four rows are sat lower than the edge of the stage; row E is level with the stage. Wings can be of varying depths depending on the placement of two acoustic panels, one on each side of the stage. Control positions are at the rear of the stalls, there is one control room for sound and lighting. A live mixing position can be added to the rear of the auditorium this is only required when using radio Mics however this will use approximately 22 seats.

Disability

We can accommodate disabled users throughout the Centre with lift access to all floors and toilet facilities in various locations. We can also remove seats from the Auditorium to provide comfortable space for wheelchair users and their carers if needed. There is an induction loop in the Auditorium for anyone who might need it and screen displays in the foyers.

Wheelchair seats are available in the stalls on row E and boxes 3 and 7 in the balcony. For row E seats 1 and 2 are removed to provide space for a wheelchair and seat 3 is used for a carer, seats 27 and 28 are removed to provide space for a wheelchair and seat 26 is used for a carer. The boxes can comfortably accommodate a wheelchair user and their carer.

Stage Dimensions

The dimensions of the main performance area are as follows:

Width: 15.9m / 52' 2"

Depth: 8m / 26' 3'

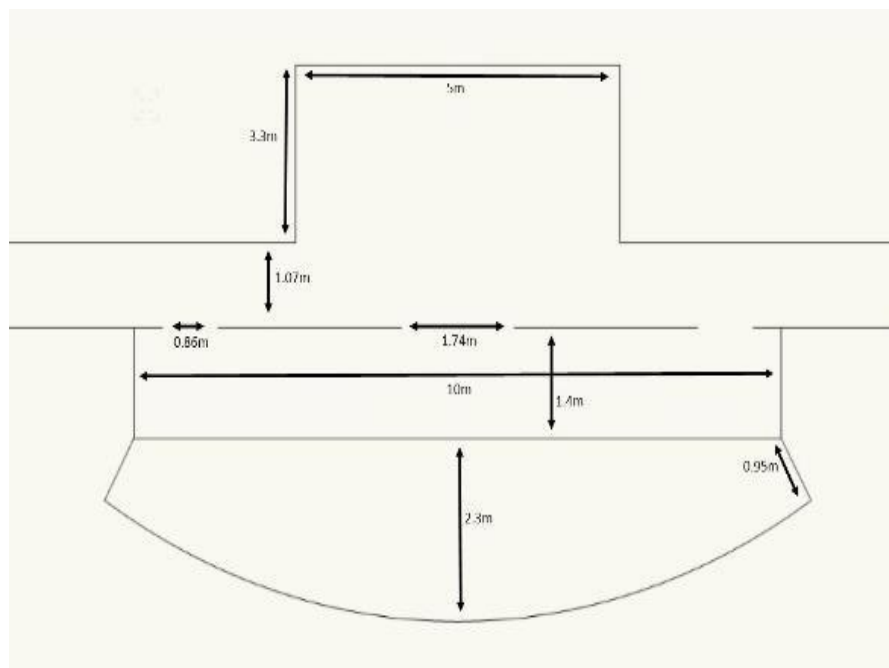
Including the orchestra pit the minimum and maximum depths increase to 8.9m and 10.3m respectively and using the stage extension increases the minimum and maximum depths to 12m and 13.9m respectively. Please bear in mind that these dimensions are for the curved portion of the stage (see the diagram below).

There is no on-stage crossover unless created using full blacks or if you use under the pit crossover, The other crossover is via school corridors and will take around 90 seconds and is only possible if the acoustic panels are placed in front of the onstage doors.

Stage Size



Under Pit Size



Orchestra Pit

There is a motorised orchestra pit which can accommodate up to 20 musicians. We can provide RAT stands if required.

Dressing Rooms

There are two dressing rooms on the same floor as the stage. Each dressing room has a capacity of 10 persons and has two toilets and sink facilities. Each person has an individual mirror and worktop space.

Foyers

There are two foyer areas in the Millennium Centre located on the ground and first floors. Each foyer has its own bar area which can be used to serve drinks and refreshments for your performance or event. Our in-house catering can provide this service.

There is wall mounted Digital Screens which can be used to display images or videos if you wish. The control for these Digital Screens is an online base software called TrilbyTV, this can only be controlled by our Duty Technician, we will require this 7 days before the event.

Security

Woldingham School has 24-hour security on hand to deal with any issues that may arise.

IT & Telecommunication

Vodafone and O2 is the only mobile network that will operate within the valley of Woldingham School. O2 has the better coverage, there is internet access via our own high-speed wireless. Which is available for guests within the Millennium centre – This is not suitable for streaming.

Access

Prior to your arrival, you will be given a code to gain access to the building. This code will only be active for your booking times, and you will not be able to gain access outside of these times. For your performances, the magnetic door catches will be released to enable your audience to gain access to the building. During these times you will be responsible for the safety of the building and its contents. It is very unlikely that anyone other than your audience will try to gain access, but it is advised that someone always remains in the foyer.

Loading

Loading in and out of the Millennium Centre is via a dock door which leads through the scenery store and onto the stage via the USR entrance. The dock door measures 2.5m by 1.7m. You can reverse a lorry into the area in front of the dock door but unfortunately not right up to it. It is advisable that you have a tail-lift on your vehicle if you have heavy items as the dock door is on ground level.

Audience access is via the main entrance to the Millennium Centre.

First Aid

There will be always a trained first aider on site however organizers of any event in the Millennium Centre are responsible for ensuring that they have sufficient medical cover within their team.

Health and Safety, Fire procedures and Car Park marshals

You will receive a Health and Safety briefing upon arrival at the Millennium Centre and all participants should familiarise themselves with the procedures in place.

All exterior doors are fitted with magnet locks and keypads that will disarm in the unlikely event of an evacuation. Please do not block any fire exits during your time in the Millennium Centre.

You will need to provide ushers for your performances. They will receive an evacuation procedure briefing from the duty technician before the show. You will need to allocate seats for them next to the aisles on rows D or F and row T. If you are also using the balcony ushers will need to be allocated seats in boxes 2 and 6 and the aisle seats on Row GG. Ushers and front-of-house staff will need to make sure that **No Food or Drink enters the auditorium.**

You will need to provide a minimum of 3 car park marshals, which will oversee Assisting the flow of traffic in the car park areas. Ensure passengers are parked in correct locations.

NB: The balcony and rear stalls can each accommodate two wheelchair users. If you would like to use these spaces, please deduct two seats per wheelchair from the totals listed above.

Technical Provisions

Staffing

Throughout your hire period there will be one supervisory technician on duty. They will be able to help with any questions or queries that you may have relating to the venue. They will also assist with setting up the venue lighting, sound and AV equipment that you may have chosen to use. We ask that where possible you provide your own operators for your performances as this enables the venue technician to be available to deal with any problems that may arise during the performance.

Lighting

Hire of the Millennium Centre for your event includes the use of all lighting fixtures. You are welcome to re-focus the lanterns to suit your performance and use the lighting desk to program your show. The venue technician may be able to program your show for you if required. If you wish to re-color the lanterns you will need to supply the gel in order to do this. There is a small gobo stock which you may use.

Sound

Inclusive of venue hire you will have use of the in-house sound system, including amps, speakers, monitors, playback and the mixing desk. You have the choice of either two tie-clip or two handheld radio microphones as part of your hire, any additional microphones will incur extra charges. All microphones on lecterns are inclusive of the hire.

Please Note: Sound is to be received no later than 7 days prior to the event should a sound technician be required.

Projection

Use of the projector, screen and laptop is in addition to the hire charge, and you will need to create and supply your own material to be displayed.

Staging

Due to the time and consumables required, there will be an extra charge if you wish to have the stage extension added, the dance floor laid, or the panels covered with material for your performance. The dance floor and panel material are available in black.

There are set prices for different staging options which incorporate consumables and technician hours in order to complete the task prior to your arrival:

Set up and Departure

Please ensure that your booking times are suitable to allow you to complete your set-up in the allocated time ready for your first performance. There should also be enough time in your booking to allow you to return the building to the exact state that you found it following your performance(s). All furniture and equipment that is moved during your hire must be returned to the location that it was taken from. Our technical staff are only scheduled to work to your booking times and may not be able to stay later if you over-run, you will also be charged for any additional time that you occupy the building.

Rates Of Hire

Auditorium hire £110 per hour, minimum of 5 hours per day – includes.

- 2 microphones (Wireless Handheld)
- Drama Room
- Dressing Rooms x 2
- Recital Room
- Classrooms x 2

Description	Cost (Per day)
Technical support (sound & lighting) Monday to Friday	£100
Technical support (sound & lighting) Saturday	£150
Technical support (sound & lighting) Sundays & Bank Holidays	£200

Description	Cost (Per duration)
Dance floor for duration of the booking	£170
Additional microphones	£25
Screen	£25
Projector	£25
Laptop (PC)	£25
Use of stage extension	£350
Use of cyclorama	£30
D.I Box (each)	£6
Small standalone PA system	£7.50
Steeldeck 8x4 (Various amounts and sizes available please contact for details & quotes)	£15 per 8x4
DMX Starcloth – Middle area - DMX (14m x 10m) to cover middle area of stage.	£25
Panels covered in black material & DMX Starcloth -Side panels x2 (6m x 4m) to cover side acoustic panels.	£100
Effects	
Le Maitre MVS Hazer *	£30 (plus fluid)
Pyrotechnics available on request at discretion via the theatre team	

- *Le Maitre Fluid comes at an additional cost of £50 per 2.5L and must be purchased with the hire.

All hire charges are subject to vat @20%