



KENT COLLEGE
CANTERBURY

The Great Hall Hire Fees 2025/26

		Cost
Minimum Hire Weekday (Monday-Thursday)	6 Hours between 9am & Midnight (Additional Hours Cost Below)	£924 + VAT
Minimum Hire Weekend (Friday - Sunday)	8 Hours Between 9am & 11pm (Additional Hours Cost Below)	£1239 + VAT
Full Day Rate	10 Hours Between 9am & Midnight	£1540 + VAT
Week Rate	Max 40 Hours Spread over a maximum 7 days exclusive use (before midnight)	£5600 + VAT
Additional Hours (Standard)	Between 9am & Midnight	£145 + VAT
Additional Hours (Late)	Between Midnight & 2AM (Load outs/Get Outs Only)	£220 + VAT
PRS	4.2% of Gross Box Office	Chargeable by invoice
Security Deposit	Due 10 working days before the event.	£500 + VAT

Please Note:

- There must be an 11-hour break between the end of one session and the start of another (ie Overnight)
- There is a minimum hire time; (Monday-Thursday 6hrs, Friday-Sunday 8hrs)
- These prices are based on the public being present for less than 50% (week rate) and 65% (Full day or minimum hire rate) for the total length of time of the hire. The hirer is likely to incur additional costs for front of house staff should these percentages be breached.
- Send your proposed schedule to enterprise@kentcollege.co.uk for a bespoke quote
- Any additional staff have a minimum call of 3hrs.
- All dance competition organisers will be required to provide five designated staff members whose sole responsibility will be to monitor the site and their guests

throughout the duration of the event. Please note that this requirement will now **form part of the formal hire contract**. Events will not be permitted to proceed without these staff members in place, and **no refunds will be issued** for events cancelled due to non-compliance with this policy. These staff members will be:

- Briefed on arrival by a member of our team
- Supported by our on-site security
- Expected to actively and continually monitor the premises to ensure all guests are following our school's rules, terms, and conditions

Hire Fee Includes:

- 1 x Technical Staff for fit up, rehearsals and performances.
- Technical Equipment listed on our tech specs (see below for additional Technical Charges)
- A box office service, to include online sales
- Bar staffed for public performances
- Front of house staff for public performances
- Car parking attendants
- Cleaning after event

Additional Charges (if required):

- Merchandise - for events selling merchandise, we charge 15% commission; the hirer must supply their own sales staff. This commission is also charged to photographers and videographers.
- PRS - on shows, charges for the performance of live music will be recharged to the hirer. Normally this is 4.2% Net Box Office income. (No PRS applies if you have applied for rights directly to the publisher. Please supply a copy of your licence.)
- First Aiders - Dance Schools and theatre groups must provide their own designated First Aiders. If they are unable to supply, we can arrange first aid at £140 + VAT per 4 Hour Shift.
- SIA Security - This is charged at £22ph + VAT. Security numbers must be discussed at the time of booking with the Manager. Please note; the venue only allows security personnel from our approved contractors.

Technical Rate Card:

	Day	+ 1 Day	Week
Staff			
Technician per hour	£21.00	n/a	n/a
Stage Manager per hour	£24.00	n/a	n/a
Stage Equipment			
Tuned Baby Grand Piano	£110	£15	£160
Additional piano tune (if required)	£85	n/a	n/a
Rostra	£5.50 per unit	£1 per unit	£10 per unit
Towels (laundry fee)	£1.10 per towel	n/a	n/a
Smoke machine inc fluid	£23	£16	£75

Haze machine inc fluid	£38	£21	£87
Sound equipment			
Mic Stands	FOC	FOC	FOC
Music Stands (max 10)	£5	£1	£15
Radio Mics (each, inc. batteries)	£30	£20	£85
Lighting equipment			
Projector	£50	£45	£150
Follow Spot	POA	POA	POA