

**The**  
**Elgiva**

**Hirer Information Booklet**

# The Elgiva

## Elgiva Theatre – Auditorium

The Elgiva is a 300 seated / 400 standing capacity theatre, with a digital cinema that is owned and managed by Chesham Town Council. Our large auditorium is versatile and spacious and we present a wide-ranging programme of professional and amateur productions, top comedy, musicals, ballet/dance, one-night shows, a professional pantomime, an eclectic range of movies, exhibitions, weddings and other public and private events.

With retractable seating and comprehensive, state of the art digital audio and lighting systems, this space is perfect for productions, screenings and much more. Our capacity is 300 seated/400 standing.



**Technical spec can be found :** <https://elgiva.com/contact/technical/>

## Hire rates for the Elgiva Theatre 25/26

Effective from April 1, 2025, these rates will be in full effect and applicable to all hirers, regardless of any previously provided rates. All bookings made prior to this date must provide documented confirmation of the agreed hire fee with Elgiva; otherwise, the new rates will apply. *Please note that hire rates are reviewed annually and are subject to change.*

### ELGIVA RATES

Hire Period	Amount (Inc VAT)
Full Week (Sun – Sat) <b>(max 8 hours per day)**</b>	£9,050.00
<b>Day Rate (max 10 hours)**</b>	
Mon or Tues	£1,110.00
Weds or Thurs	£1,250.00
Fri or Sat	£1,700.00
Sun or Bank Hol	£1,715.00

### COMMUNITY RATE

Our Community Rate is offered at the discretion of Elgiva Management to **non-profit organisations** and **charities**.

Hire Period	Amount (Inc VAT)
Full Week (Sun – Sat) <b>(max 8 hours per day)**</b>	£5,500.00
<b>Day Rate (max 10 hours)**</b>	
Mon or Tues	£800.00
Weds or Thurs	£850.00
Fri or Sat	£1,200.00
Sun or Bank Hol	£1,210.00

*\*Please email management if believe you are eligible for this rate. Proof of eligibility might be required.*

**Weekly Rate-** Includes an 8-hour day. One technician will be provided for get-ins, get-outs, performances, and full rehearsals *(an additional technician can be added to a hire on request. This will be subject to technical department availability at an additional cost)*

**Daily Rate-** Includes a 10-hour day. One technician will be provided for get-ins, get-outs, performances, and full rehearsals *(an additional technician can be added to a hire on request. This will be subject to technical department availability at an additional cost)*

**\*\*Additional Hours-** Any extra hours beyond the day rate must be approved in advance with management and will be charged at an additional cost.

**Overtime Charges-** If an event exceeds the agreed times, additional hours will be charged in half-hour increments until the venue is fully cleared.

**Hire Deposit:** A non-refundable deposit of £250 per day of hire is required to secure all bookings. Bookings will not be confirmed until the hire deposit has been paid. This fee is capped at £750 for multiple days in one single booking.

### Box Office Fees

Additional Items	Cost (Ex VAT)
Administration Fee per performance	£45.00
Ticket Commission on gross sales	6.0%
PRS (% of Net Ticket Sales)	4.20%
PRS-Dance Schools etc, per show	£43.0

### Technical Charges

Additional Items	Cost (Ex VAT)
Additional Staff per Hour	£23.50
Hire of Technician after midnight	£47.00
Hire of Duty Manager after midnight	£47.00
Piano Hire – Yamaha C7 (not tuned)	£57.00
Radio microphone hire per unit / per day	£15.00
Smoke machine per unit / per day	£26.00
Follow spots per unit / per day	£26.00
Data / Video projector per day	£92.00
Hazer	£31.00
8 Prolights LUMA 700 LED Movers per week	£465.00
8 Prolights LUMA 700 LED Movers per day	£95.00
Gauze-per day	£16.00
Mirrorball & Motors-per day	£16.00
Steeldeck	£14.00
UV Cannon	£25.00

### Marketing Additional Charges

	Cost (Ex VAT)
Display of external show banners per week	£35.00
Rotated posters around Chesham	£35.00

### Merchandise Fees

Additional Items	Cost (Ex VAT)
Merchandise commission - Venue sells	20% of sales to venue
Merchandise commission - Company Sells	17% of sales to venue

### Cleaning Fees

Additional Items	Cost (Ex VAT)
Deep Clean	£100.00
Full Venue (foyer used as extra space)	£300.00
Layout Change Auditorium (seats removed)	£200.00
Layout Change (cabaret style)	£275.00

## Elgiva Theatre – Foyer

The Elgiva Foyer is a versatile open space ideal for a variety of events such as receptions, exhibitions, networking sessions, or informal gatherings. The foyer has flexible setup options, whether you're looking to create a mostly standing event or a more structured layout with seating and displays. The foyer needs to be booked in addition to the auditorium if it is being used as an additional space for your hire. Please query this with management if you are unsure whether your booking requires you to book the foyer as well as the auditorium.



## Hire Fees for the Foyer 25/26

Day	Rate per hour (Ex VAT)
Monday – Saturday (open to the public)	£50.00
Monday – Saturday (not open to the public)	£100.00
Sunday (not open to the public)	£100.00

**Furniture** – Furniture in the foyer should not be moved without prior confirmation from management to do so.

**Cleaning fee** – The foyer must be left in the manner in which it was found. Failure to do so will result in a £100 (Ex VAT) cleaning fee.