



Millfield Theatre Hire Information Pack

Millfield theatre is a 360 seat proscenium style theatre, featuring an air conditioned auditorium, large bar, disabled access and excellent technical facilities.

The venue has a fully trained and professional staff in all areas of theatre production and management including Front of House, Box Office and Technical Production.

Millfield Theatre is regularly hired for shows, conferences, presentations, award ceremonies, dance school shows and production companies.

We ensure that all aspects of your event are taken care of in a highly professional manner.

Contact the Hire Team using the Email below

Millfield Theatre, Silver Street, Edmonton, London N18 1PJ

Millfield.hire@enfield.gov.uk | www.millfieldtheatre.co.uk



Hire Rates

THEATRE HIRE RATES AND CHARGES APRIL 2023 - MARCH 2024

PERFORMANCES

The performance fee is for performances up to three hours in length, including a 20 minute interval. The fee included 30 minutes after the end of the performance.

For shows where there are two performances in one day the first performance will be charged at a 50% discount.

PERFORMANCE FEE

Mon/Tue/Wed/Thur/Fri	£1489.22 per performance
Sat/Sun	£1718.33 per performance
Hourly charge after three hours	
Mon/Tue/Wed/Thur/Fri	£327.29 per hour
Sat/Sun	£384.09 per hour

REHEARSAL AND TECHNICAL SET UP FEE

For the use of the Theatre prior to performance for get in / rehearsal
 Hourly rate £126.63 per hour

A venue technician is required for all bookings and will be charged at £18.50 per hour + VAT

BOOKING DEPOSIT £500

Deposits must be made to secure booking. All deposits are non-refundable.



Additional Services

TICKETS

For all ticketed events at Millfield, tickets must be supplied through the Box Office. These are charged at 6p per ticket plus VAT. We retain a minimum of 12 house seats (for stewards, wheelchairs and emergencies) for all performances. For tickets sold by our Box Office, we will **charge commission on sales of 10% + VAT.**

MARKETING AND PUBLICITY

Millfield Theatre offers a range of marketing option which can be tailored to your event.

Our standard package £250

- ◆ Inclusion in Season Listings
- ◆ Website inclusion
- ◆ One targeted email to mailing list
- ◆ Inclusion in Newsletter
- ◆ 3 Social Media posts
- ◆ Facebook Event created

BAR AND CATERING

Millfield has a fully licensed bar which will be open directly before your event and during the interval

Arrangements can be made for the Bar to open at the end of your event. This will be charged at £16.50 per hour for each staff member required.

Technical Extras

	DAY	WEEK
Gaffa Tape per roll	£8	
Masking Tape per roll	£1.80	
Insulating Tape per roll	£1.40	
Steeldeck Rostra per deck	£14	£70
Smoke Machine inc fluid	£30	£125
Hazer inc fluid	£50	£220
LE MAITRE pyrotechnic. Price depending on product		
DI Box	£10	£40
Chroma Q Scrollers each	£20	£95
Moving Lights/Martin MAC 250 Wash	£55	£215
Moving Lights/ Martin MAC 250 Entour Profiles	£55	£215
Conference AV Package	£120	£490
Data Projector only	£120	£490
Star Cloth	£75	£280
Mirror Ball	£8.50	£35
UV Fixtures	£15	£60
Radio Mic Lapel	£36	£180
Radio Mic Handheld	£36	£180
AA Batteries (pair)	£1.80	
Float / Rifle / Tap Mic per mic	£12	£50
Piano Tuning per tuning	£85	

Flat Floor Layout	£250
Lighting Design*	£320
Lighting Operator	£18.50 per hour
Sound Design**	£320
Sound Operator	£18.50 per hour
Additional Crew	£18.50 per hour
A week hire is defined as a period between 5-7 days	

*The price of a lighting design includes a meeting with the director/choreographer of the production to discuss requirements, watching a run through in the rehearsal room, all preparatory paperwork, and supervision of rigging, focusing and plotting of the design. Board operation is not included.

**The price of a Sound design includes a meeting with the director/choreographer of the production to discuss requirements, watching a run through in the rehearsal room, all preparatory paperwork, rigging and plotting of the design. Board operation is not included. There is an allowance for 2 hours sound editing time for the creation of a show disc of effects and tracks.

FOR BOTH LIGHTING AND SOUND DESIGNS IT IS THE RESPONSIBILITY OF THE HIRER TO PROVIDE A SCRIPT & SCORE WHERE NECESSARY

General Information

How to Get to Millfield



BY BUS

From the Silver Street Stop

34 Barnet Church -
Walthamstow Central Station
102 Golders Green - Edmonton Green
W6 Southgate - Edmonton Green
144 Muswell Hill - Edmonton Green
From the Cambridge Roundabout Stop
217 Turnpike Lane - Waltham Cross
231 Turnpike Lane - Enfield

BY TRAIN

Silver Street Station: via Enfield Town,
Cheshunt or Liverpool Street lines.
Then a 10 minute walk or catch buses 34,
102, 144 from opposite Silver Street Station.

BY TUBE

Turnpike Lane (Piccadilly Line) then buses
144, 217 or 231.
Wood Green (Piccadilly Line) then bus 144
Arnos Grove (Piccadilly Line) then bus 34
Bounds Green (Piccadilly Line) then bus 102
See journeyplanner.tfl.gov.uk for more details.

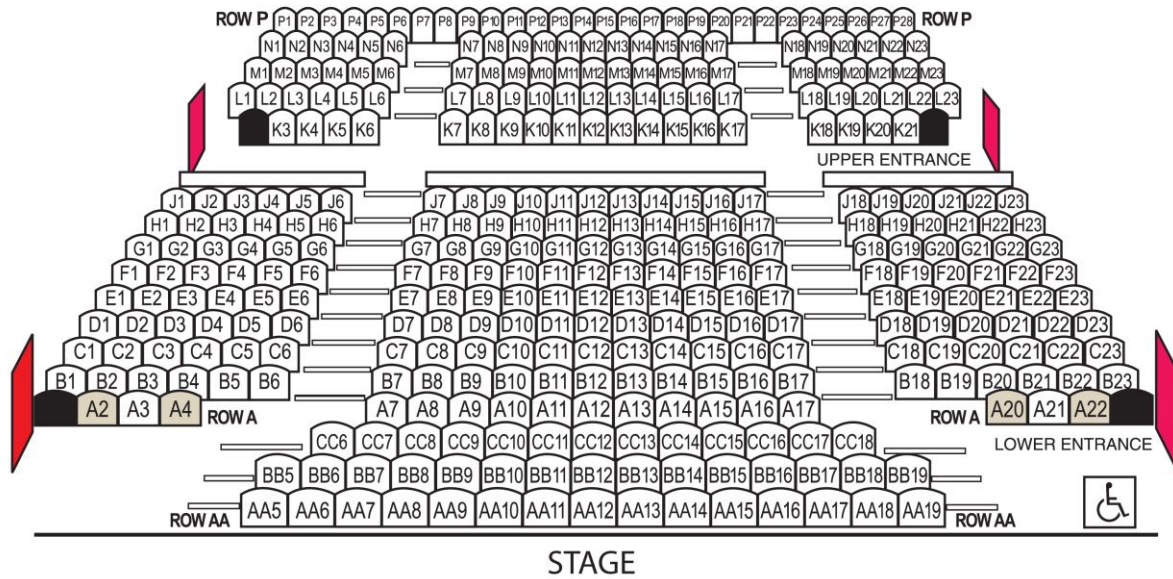
PARKING

There is a car park at the Theatre (with two
blue badge spaces) or at Millfield House (with
three blue badge spaces).
Parking is also available on nearby streets
(e.g. Windmill Road). Bike racks can be found
by the front entrance to the theatre

Technical Specifications

MILLFIELD THEATRE

MILLFIELD THEATRE SEATING PLAN



SEATING CAPACITY

Auditorium with no sound position: 364

Auditorium with sound position: 349

Auditorium with pit covered: 321

Sound position equates to 15 seats

Four seats are reserved for F.O.H ushers.

Always check availability of equipment

Additional charges may apply

PLEASE NOTE: Stock availability may differ due to repairs etc

Stage Specifications

FLAT FLOOR

Stage Height	Orchestra floor to stage	0.84m
Proscenium	Width	11.3m
	Depth	6.1m
	Front of Pit to Back Wall	9.3m
	Stage width SR-SL Wall	14.1m
Height	Moving Bar Trim Height	5.2m
	Fixed Bar Trim Height	5.7m
	Steel RSJ Height	5.8m
Floor	6mm Hardboard on 25mm PLY	
Flying System	12 Motorised Bars S.W.L	250kg
	1 Hemp Bar S.W.L	50kg
F.O.H.	Bars Bar 1 (Fixed IWB)	
	Bar 2 (Fixed IWB)	
	Bar 3 (2 IWB)	
	Bar 4 (Free)	
Stage Bars	Bar 5 (Truss, Proscenium Header & Red House Tabs) (Manual SR)	
	Bar 6 (Fixed IWB)	
	Bar 7 (Free)	
	Bar 8 (IWB)	
	Fixed Bar (Black Half Tabs) (Manual SR)	
	Bar 9 (Moving LX x6)	
	Bar 10 (Free)	
	Bar 11 (IWB)	
	Bar 12 (IWB)	
	Fixed Tab Tracks U/S	
	Hemp Bar U/S (S.W.L 50kg)	
	Fixed Bar (Star Cloth)	
Orchestra Pit	Removable Treads SR & SL	
Get In	Access Auditorium Right fire doors. Level access to stage	
Masking	5 Pairs Black Serge Legs 5.2m x 2.1m	
	Variety of Black Serge Legs in storage	
Cloths	White Cyclorama	12m x 5m
	White Gauze	12m x 5m
	Variety of Panto Cloths	
Floor Covering	Harlequin Dance Floor	13m x 2m ñ 4 Rolls

Piano	Yamaha C3 Grand
Show Relay	Audio in Dressing Rooms & Green Room
Staging	8' x 4' Steel Deck x 6 6' x 3' Steel Deck x 4 3' x 2' Steel Deck x 2 Assorted Legs 6" ñ 2'
Dock	Tallescope x 1 12 Rung Zarge Ladder x 1 Various small ladders Washing Machine x 1 Tumble Dryers x 2 Slop Sink

Dressing & Changing Rooms

Ground Floor

Dressing Room 1	1-6 Person Capacity
Dressing Room 2	1-6 Person Capacity
Dressing Room 3	1-6 Person Capacity
Male & Female Toilets with Showers	

First Floor

Dressing Room 4	1-8 Person Capacity
Dressing Room 5	1-8 Person Capacity
Dressing Room 6	1-8 Person Capacity
Dressing Room 7	1-8 Person Capacity
Dressing Room 8	1-8 Person Capacity

Accessibility	Auditorium, Stage, Ground Floor Dressing Rooms are Wheelchair accessible, Control Room and First Floor are not wheelchair accessible.
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Lighting Specifications

Lighting	Installed Dimmers 750amp over 3-Phase 3kw Outlets x 140 (33 ways FOH, 117 ways Stage) DMX sockets x 15
LX Power	On stage 63amp to Distro (32amp, 16amp)
LX Desk	ETC ION – Control Room
Lanterns	Parcans CP62 x 44 Cantata 1k Fresnels x 18 Rama 1k Fresnels x 19 S4 Fixed 36° x 11 S4 Zooms 25-50° x 4 S4 Zooms 15-30° x 12 S4 Pars x 5 Single Cell Floods x 10 3 Cell Flood Bars x 4 4 Cell Flood Bars x 5 Acclaim 24-44° Profiles x 4 Acclaim 15-30° Profiles x 3 Floor Parcans x 5 Cantata 26/44° x 4 Chroma Q Scrollers x 8 Mac 250 Entour x 5 Max 250 Wash x 2 Chauvet R2 Spots x 2 LED Moving Wash x 4
Followspot	Robert Juliat Manon MSD 1200 x 2
SFX	Strobe x 1 Unique 2 Hazer x 1 Mirror Ball with Motor x 2 Pyro Controller x 2 Pyro Pods x 8
Cabling	Socapex – Varied Lengths 4pin Scroller Cable – Varied Lengths 5pin DMX Cable – Varied Lengths

Sound Specifications

In-House	Sound Control Room or Open Mixing Position centre upper stalls – 15 seats lost
Incoming Sound	Touring Co. Mixing Position Centre upper stalls – 15 seats lost
Sound Power	32amp Clean Power on Stage – SR & SL
Mixer	Yamaha QL5 Digital Desk
Cabling	XLR – Varied Lengths 08 Way Stage Box – XLR 18 Way Stage Box – XLR Box Cables Stereo Jack Extender (M to F) x 2 Dual Mono Jack Loom Short x 1 XLR Very Short x 13 XLR Short x 5 Y Split Stereo Jack to 2 Mono Jack x 1 Y Split XLR 1 M to 2 F x 1 Stereo Mini Jack x 1 Dual RCA to Dual Mono Jack x 3 RCA Dual x 1 XLR x 4 Mono Jack to F XLR x 2 Stereo Mini Jack to F XLR x 1 BNC x 3 Mono Jack x 13 Stereo Jack x 1 Stereo Jack to F XLR x 1 F to F XLR x 2
Dock Cables	Mono Jack x 8 Stereo Jack x 1 Dual RCA x 1 Stereo Jack to F XLR x 4 Mono Jack to M XLR x 4 Stereo Jack to M XLR x 1 Y Split Stereo Jack to 2 Mono Jack x 1 M to M XLR x 1

Mic Channels Dante 32 Channel Digital stage box
16 Channel Analog 4 Returns, 4 Speakon SR & SL
(mic patching in Control Room)

Outboard Eqpt Allen & Heath 16 Channel Mixing Desk
Microphones Shure SM58 x 2
Shure SM57 x 4
Shure Beta 57A x 3
AKG C547 BL x 2 (One with baseplate removed)
Sennheiser E604 x 2
Sennheiser E602-11 x 1
Sennheiser Radio Mics x 4
Sennheiser Belt Packs x 12
Headset Mics x 12
Rifle Mics x 4 Black & 1 Silver
Hanging Mics x 3 (Audio Technica AT8538)
AKG D112 x 1
Samson CO1 X 1
Sennheiser E815S x 1
AKG Overheads x 2
Crown Boundary Mic x 1
Shure Microflex Gooseneck Condenser x 2
AKG Drum Mic Set
D112 Mk2 x 1
C430 x 2
D40 x 4

Mic Stands
Tripod Short & Boom Arm x 6 (New)
Tripod Short & Boom Arm x 6 (Old)
Circular Base Stands (No Boom) x 9
Circular Base Stands (With Boom) x 2
Tripod (No Boom) x 7
Tripod Short (No Boom) x 2
Tripod (With Boom) x 5
Mini Circular Stands x 2
19 Boom Arms
14 Short Stands
23 Tall Stands
2 Mini Stands

DIs	Behringer Ultra DI (Phantom/Battery) x 3 EMO Single DI (Phantom) x 1 Radial Pro AV2 (Stereo/Phantom) LEEM Active DI NDI 100 (12v PC) x 1 StudioSpares Dual DI (Stereo/Phantom) x 2 StudioSpares Active DI (Phantom/Battery) x 8 PC Box for DI Mini Jack x 2
PA	Martin (WT2) Tops x 2 Martin (WT2) Bottoms x 2 Martin (WT2) Delays x 2 Martin (WS2A) Subs x 2
Foldback	Martin (F12+) x 4 EV (RX112/75) x 2 Community (S2 CSX) x 2 TurboSound Drum Wedges x 2
Projection	Hitachi Projector (CYC for Screen) (VGA & HDMI)
Infra-Red	Hearing Loop for Hearing Aids
S.M. Desk	Off Stage Right (Infra-Red Camera & Colour Feeds)
Intercom	Canford Tecpro Hardwired Belt Packs. i SM Desk i SR Wing i LX Desk i Sound Desk i Followspot 1 i Followspot 2

Terms and Conditions

1. Applications

- 1.1 Applications for hire shall be made, in writing, on forms obtainable from the Manager stating the Purpose of the Hiring and whether the use of any equipment is required.
- 1.2 No application shall be considered from any persons under 21 years of age.
- 1.3 The Manager has the right to refuse any application without having to give any reason for such refusal.
- 1.4 The Centre reserves the right to amend these conditions and regulations at any time without prior notice.

2. Facilities

- 2.1 Use of the Theatre includes use of the changing rooms associated with it and the Green room.

3. Period of Hiring

- 3.1 Dates and times of the Hire required must be clearly stated on the Application form.
- 3.2 All Areas will be fully vacated prior to the completion of the period of Hiring.

4. Electrical Equipment

- 4.1 No lighting, heating, power or any other electrical fitting or appliance in the Area is to be altered with or otherwise interfered with.
- 4.2 No lighting, heating, power or other electrical fittings or appliances are to be installed or used without prior consent of the Duty Manager and any electrical equipment brought into the Centre must carry a current Certificate of Testing.
- 4.3 Any electrical disco/entertainment equipment brought into the Centre must carry a current certificate of testing which should be supplied to the Hire Manager prior to the Hire period.

5. Health & Safety

- 5.1 No objects containing inflammable gas shall be sold or exhibited or used in the connection with the Hiring.
- 5.2 Explosive and inflammable articles shall not be brought to or used in the Centre without prior written consent from the Theatre Manager and the Hirer shall be responsible for ensuring that anything used in connection with the Hiring is non-flammable.
- 5.3 The Hirer must not bring in any substances which are subject to the COSHH (Control of Substances Hazardous to Health) regulations, unless this has been formally approved by the Theatre Manager prior to the Hire period. The Hirer must also show a safe system of work, approved by the Theatre Manager. These must be supplied with the substances brought in by the Hirer prior to the Hire period and agreed by the Theatre Manager.

6. Health and Safety Supervision

- 6.1.1 During the period of Hiring, the Hirer is responsible for
- 6.1.2 The efficient supervision of the Area including (without prejudice to the generality of the above.)
- 6.1.3 the effective control of children including safe-guarding and complying with the venues Child Safe-Guarding Policy.
- 6.1.4 the orderly and safer admission and departure of persons to and from the Area
- 6.1.5 the orderly and safe vacation of the Area in the case of emergency under the guidance of Centre staff who should be informed immediately should such an emergency evacuation be necessary.
- 6.1.6 the safety of the Area.
- 6.1.7 the preservation of good order and decency in the Area.
- 6.1.8 Ensuring that all doors giving egress from the Area remain unobstructed and immediately available for exit.

- 6.2 The Hirer or the authorised representative whose name should be given to the Duty Manager prior to the Period of Hiring must be in attendance throughout the Hiring.
- 6.3 The Hirer shall ensure that the maximum number admitted to the Area during the Period of Hire shall not exceed the number agreed with the Duty Manager prior to the period of Hire
- 6.4 Should the Hirer deem it necessary to summon the Emergency Services of Fire, Police and/or Ambulance the Duty Manager must be informed.
- 6.5 Upon hearing an alarm bell/siren, all persons should proceed to the nearest 'FIRE EXIT' and exit the building as calmly as possible. Everybody shall then proceed to the assembly point. (Please check this prior to your period). The Duty Manager will inform you when it is safe to re-enter the building.
- 6.6 The Hirer must immediately report all accidents to the Duty Manager on site. The Hirer must not attempt to administer first aid themselves unless qualified to do so. The centre will not be held responsible for actions of first aid taken by the Hirer.

7. Qualifications

- 7.1 The Hirer shall be responsible for ensuring that any necessary disclosure from the disclosure and barring service is obtained on all persons supervising children and young persons under 18 years of age.

8. Decorations and Advertising

- 8.1 No bolts, nails tacks, screws, bits, pins or any other like objects are to be driven into any part of the Centre fabric fixtures and fittings furniture or other property nor is any adhesive substance to be attached to it.
- 8.2 No placards or other articles to be affixed to any part of the Centre.
- 8.3 The Duty Manager reserves the right to remove any permitted posters, boards signs, flags or other emblems or advertisements that become untidy or unsightly.

9. Statutory Requirements

The Hirer must not permit any act, matter or thing that would or might constitute a breach of any statutory requirement affecting the Centre or which would or might invalidate in whole or in part any insurance effected in respect of the Centre.

10. Public Entertainment License

The Hirer must comply with all conditions and stipulations of the Centre's premise license. Available for inspection of request.

11. Copyright Works

- 11.1 In use of all or part of the Centre the Hirer is not to infringe any copyright or allow any copyright to be infringed. If the use of all or part of the Centre will involve the performance of any musical or dramatic works or the delivery in public of any lecture in which copyright subsists it will be the responsibility of the Hirer to obtain prior to the period of Hiring the consent of the owner of the relevant copyright and to pay all composers, authors, publishers and other fees and royalties that may be payable in respect of the function to be held during the period of hire.
- 11.2 The Hirer must supply to the Manager (if so required) at the time of booking a copy of the program of any entertainment to be given at the function and must provide evidence as the Theatre Manager may (reasonably) require of compliance with this condition. Use of any film needs to have appropriate copyright. Prior to the performance, original work only to be videoed if permission is agreed with Technical team.

12. Broadcasting and Filming

The Hirer is not to grant broadcasting or filming rights without prior consent from the Theatre Manager.

13. Film Exhibition

No cameras or video recorders of any description to be used in the Auditorium.

14. Gambling

No sweepstake, raffle, tombola or any other form of lottery is to be permitted to taken place in the Centre except a lottery:

- 14.1 That is lawful under the Lotteries and Amusement Act 1976.
- 14.2 For which the Prior consent of the Manager has been obtained
- 14.3 Which is conducted strictly in accordance with the relevant stator provisions.

15. Bars and Catering

No Liquor, soft drinks, or refreshments is to be brought into or sold on the premises by the Hirer (including no other caterer) unless previously agreed by the Theatre Manager. No alcohol either backstage or on stage.

16. Smoking

Smoking (including Vapes) is not permitted within the Theatre.

17. Expiration of Period of Hiring

At the expiration of Period of Hire, the Hirer is to:

- 17.1 Leave the Theatre and stage set up in the condition found.
- 17.2 Leave the Subject area to the Hiring in a clean and orderly state, free of litter.
- 17.3 Remove all equipment previously brought in by or on behalf of the Hirer unless prior consent has been obtained from the Theatre Manager for some or all of this equipment to be stored in the Centre.

18. Agreement Personal to the Hirer

The benefit of Agreement is personal to the Hirer and is not assignable or capable of being sub-hired.

19. Damage to Millfield Arts Centre

- 19.1 It is the responsibility of the Hirer to Check the area of hire prior to the Period of Hire and report any damage to the Duty Manager.
- 19.2 The Hirer with pay to the Centre on demand the cost of repair of any damage except of fair wear and tear occasioned to the areas subject to the hiring or to the fixtures, fittings, apparatus, equipment or furniture contained therein and caused by him or any other persons under his control during the Period of Hire
- 19.3 The Theatre Manager will assess the cost of the necessary repair or alternatively the Hire may at his/her own expense obtain an assessment from an independent but qualified third party provided that such a third party is acceptable to the Theatre Manager.

20. Injury to Persons and Loss of Property

- 20.1 The Centre will not be liable for the death or injury to any persons attending the Centre for the function which is the subject of the Hiring or for any losses, claims, damages, costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death, injury or loss is due to the negligence of the Centre.
- 20.2 The Centre will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles, gifts or property of any kind (including equipment) brought into or left at the Centre either by the Hirer for his own purposes or any other person or left or deposited with any other officer or employee of the Centre.
- 20.3 The Hirer will indemnify the Centre against all such liabilities as are mentioned in the Condition.

21. Public Liability for Hirers charging an entry fee

The Hirer is to have in force throughout the Period of Hiring a policy of insurance effected with a reputable insurance company. The Hirer may be requested to produce proof of insurance at the Hire Managers request.

22. Further Exclusions of Liability

- 22.1 The Centre will not be liable for any loss due to breakdown of machinery or equipment failure, supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the Centre to be temporary closed or the Hiring to be interrupted or cancelled.
- 22.2 The Centre gives no warranty that the Centre is legally or physically fit for any specific purpose.

23. Right of Entry

The Centre reserves the right for duly authorised members or officers or employees of the Centre to enter the Area that is the subject of the Hiring at any time for any authorised purpose.

24. Cancellation by the Hirer

- 24.1 If the Hirer wishes to cancel the Hiring in whole or in part written notice must be given by the Hirer to that effect.
- 24.2 Such notice Must be given one month prior to the Period of Hiring.
- 24.3 Failure to provide the required period of notice will cause the amount of money already paid to be forfeited. Any deposit paid is not refundable.

25. Cancellation by the Centre

- 25.1 The Theatre Manager may cancel the Hiring if the Centre is required for any purpose in connection with a Parliamentary or Local Government election, special event or if the Centre or that part subject to the Hiring is rendered unusable by any such event mentioned in Condition 23. 1
- 25.2 If the Hiring is cancelled for any such reason as referred to as Condition 25.1 the Theatre Manager will give to the Hirer the Maximum possible notice and refund the fee payable in respect to the Period of Hiring affected but will not otherwise be liable to the Hirer.
- 25.3 Should the Theatre Manager at the time be of the opinion that it is likely to be of an objectionable nature they shall have the power to cancel the Hiring immediately and show reserve the right to refuse admission to or remove from the centre any person without station a reason.
- 25.4 The Theatre Manager reserves the right to terminate any Hiring in the event of the Hirer failing to comply with any requirement imposed by the Centre. The Manager will not refund any payment in respect of the Hiring and shall not be liable to pay any compensation or indemnify the Hirer for any loss.

26. Breach by the Hirer

If the Hirer fails to observe and perform any of these Conditions the Theatre Manager may:

- 26.1 Charge to and recover from the Hirer any expenses incurred by the Centre in remedying such failure including cost of employing attendants, cleaners or other persons as may be appropriate and
- 26.2 Cancel the instant or any other Hiring of the Centre by the Hirer without incurring any liability to the Hirer for the return of any fee or otherwise.

27. Merchandising

The merchandising of confectionery, drink, clothes or any other sellable items is not permitted without the prior consent of the Theatre Manager.

28.Complaints

Any complaints arising out of the Hiring must be made in writing to the Theatre Manager within 7 days of the expiration of the Period of Hiring.

29.Amended Conditions

29.1 The Centre reserves the right to amend the Standard Conditions at any time without notice.

29.2 Such amendment would include a request for an increased fee from the Hirer who has already paid a deposit or the full amount for a booking.

30.Scale of Charges

30.1 The scale of charges shall be as laid down and published by the Hire Manager.

30.2 The Theatre Manager reserves the right to vary these charges at any time.