

Marketing Services	Charge (ex VAT)	Notes
E-newsletter inclusion	Included	(*)
The Stag website – 150 word listing with full colour image	Included	(*)
Facebook, Instagram and X posts (based on content supplied by hirer)	Included	(*)
What's On leaflet inclusion (delivered to every house in Sevenoaks)	Included	(*)
Posters: (A0) displayed outside The Stag, (A3) in Footlights Bar and (A3) in Sevenoaks Leisure Centre	Included	(*)
Flyers (A5) and digital posters/videos displayed inside The Stag	Included	(*)
(*) Included when the hirer uses The Stag's box office and marketing services		
Facebook, Twitter, Instagram advertising	POA	
The Stag website scrolling banner - per month	£400	
E-Shot: Direct promotional email to newsletter database (content provided by The Stag or yourselves)	£120	
Holgate Foyer (4Sheet 60" x 40") - per month	£120	
Foyer stairs A0 poster bay - per month	£60	2 locations available
Town Centre A1 poster bays - per month	£60	£100 for two sites £140 for three sites
Sevenoaks Bus Station (Double Royal 40" x 25") bays – per month	£60	£100 for two sites
London Road A1 poster bay outside the theatre - per month	£50	
South Park car park A1 poster bay - per month	£50	
Theatre front exterior A1 poster bay - per month	£50	2 locations available
Theatre stairs A1 poster bay - per month	£40	2 locations available
Plaza entrance A1 poster bays - per month	£40	2 locations available
A3 internal poster sites (Cinema/Public toilets) - per month	£20	£40 for two toilets £60 for all five toilets
What's On: Sponsorship	POA	
E tickets advertising space	£400 / £325	£400 1st month / each additional month
Ticket wallets advertising for six months	£2,000	20,000 wallets
Poster printing (A0)	£30	
Photocopying / printing from file A4 (monochrome)	£0.15 per print	
Photocopying / printing from file A4 (colour)	£0.25 per print	
Photocopying / printing from file A3 (monochrome)	£0.50 per print	
Photocopying / printing from file A3 (colour)	£0.75 per print	

Technical charges (for equipment availability and charges contact operations@stagsevenoaks.co.uk)	Charge (ex VAT)
Staffing	
Technician rate per hour (booked minimum 7 days before performance)	£27.50
Follow Spot Operator (each) per hour (booked minimum 7 days before performance)	£25
Stage Door Keeper per hour	£20
Technical Staff overtime rate per hour (per technician) (not pre-booked)	£50
Technical Staff overtime rate per hour (per technician) after midnight	£100
Temporary Event Notice (required for events outside our normal licensing hours)	£35
Consumables	
LX tape (per roll)	£2
Gaffa tape (per roll)	£6
AA battery (each)	£1

Box office charges	Charge (ex VAT)
Ticketing Services	
Cinema ticket vouchers	Sold at full sales price (inclusive of VAT)
Creation of external venue seating plan	£250.00
Provision of theatre tickets for external sale, per house	£50.00
Return of previously provided external tickets for resale by The Stag (at least 48 hours prior to first performance)	Free 1-10 tickets £0.75 / tkt 11-50 tickets £75.00 51 or more tickets
Administration of event date change and / or cancellation by the Hirer	£50.00 Up to 50 tickets £150.00 51-100 tickets £250.00 101-200 tickets £400.00 200 or more tickets

Additional Charges	
Damage to fittings and fixtures at The Stag	Charged at full repair costs
Late Bar Guarantee on minimum take	£200.00 (inclusive of VAT)
Refreshments, consistent with current stock	POA
Tea and coffee making facilities (per 25 people) (*) This is for bottomless tea & coffee provision	£25.00 (*)
Corkage per bottle brought onto the premises (with prior written agreement only)	£7.50 (inclusive of VAT)
Hire: hot water urn hire per day	£15.00
Hire: flip chart	FOC - paper and pens £25.00
Room projector and screen for meeting	£10
Required additional cleaning (e.g. untidy dressing rooms or marked walls or carpets)	£62.50 per room
Specialised cleaning (e.g. removal of glitter or sequins from carpets or sinks)	£150.00 per room
Sale of merchandise: Theatre	£50.00
Sale of merchandise: Plaza	£25.00
Videoing facility	£50.00
Banqueting services: Tables, table cloths (cream or black), crockery, cutlery and glassware (up to 100 settings). Provided alongside the hall hire. Crockery, cutlery & glassware must be washed by the hirer before leaving.	£50