



# Auditorium Hire Information

## Contacts

**Andy Edmeads**

**Venue and Operations Manager**

01276 707613

[andy.edmeads@surreyheath.gov.uk](mailto:andy.edmeads@surreyheath.gov.uk)

**Nick Duncan**

**Senior Technician**

01276 707571

[nick.duncan@surreyheath.gov.uk](mailto:nick.duncan@surreyheath.gov.uk)

**Box Office: 01276 707600**

**[camberley.theatre@surreyheath.gov.uk](mailto:camberley.theatre@surreyheath.gov.uk)**

**[www.camberleytheatre.co.uk](http://www.camberleytheatre.co.uk)**

## General Guidelines

To ensure your event runs smoothly and safely please ensure you are familiar with the following:

- No one is permitted to enter the backstage premises until the Hirer has arrived.
- All company members and crew must enter and exit through the Stage Door at the rear of the building.
- All members of the company and crew must sign in at the Stage Door.
- Stage door must be staffed by a member of your team.
- A trained and licensed chaperone should be responsible for taking any children to their dressing rooms / stage when necessary.
- A list of all chaperones should be provided to a member of the Technical Department.
- Stage Door must be kept closed at all times once company members and crew have been signed in and during the show.
- Dressing rooms are to be kept clean and tidy, especially on departure. Failure to leave dressing rooms in a satisfactory condition will incur a cleaning charge.
- Corridors and fire exits must be kept clear at all times.
- No running or shouting in the back stage area.
- The Theatre can be a dangerous place and all company members, crew and children are reminded not to touch or move anything without instruction from our technicians.
- No member of the audience will be admitted backstage.
- Auditorium doors will be opened by the Front of House team approximately 30 minutes before the show start time to allow the audience to take their seats. Please make sure all rehearsals and sound checks are finished at least 45 minutes before the show start time to allow the auditorium to be cleaned and set.
- Camberley Theatre does not allow self-catering and no food is permitted front of house or inside the auditorium at any point. We recommend no food is consumed backstage, especially when in costume.
- Only water with screw top or sports cap may be consumed side of stage.
- Once the audience has started to arrive, no one taking part in the show is permitted front of house.
- Please ensure all company and crew members treat our staff with respect and listen to any information or advice.
- Any children in the production must be collected and signed out by the Stage Door and not the Foyer or Auditorium.

## Access Information

- Get In and access time is to be agreed with the Theatre Manager as per your hire contract. Times may be adjusted following a meeting with the Senior Technician.
- The Stage Door and Loading Bay is to the rear of the building. All company and crew members must access the building via the Stage Door and sign in.
- The Load-in is at the rear of the building and can accommodate vehicles up to 40ft in length. The doors lead straight into the SL wing however the load-in bay is 1.44m off the ground. For the purposes of loading in, we have a 16' ramp available for use.
- Our Loading Bay door measurements are:  
Width: 1.5m  
Height: 3.0m

## Stage

The Main Auditorium is a versatile and multi-functional space which has a number of configuration options depending on the requirements of the events.

Camberley Theatre is fully accessible with wheelchair spaces available at the front of the seating and lift access for seats at the back.

Space and Formation	Max Capacity	Type of Seating
Pros Arch Theatre Style	400 (338 raked seating, 66 flat floor)	Reserved
Theatre Style with Orchestra Pit	385 (338 raked seating, 47 flat floor)	
Cabaret Style	200 around tables	Unreserved
Flat Floor	520 standing	Unreserved

**Reserved seating** gives the customer a specific seat

**Unreserved seating** offers unallocated seating for the customer to select a seat when the house opens.

## Tech Crew

Two technicians are included in your hire. You can use these crew members to operate lights, sound or stage manage. Additional technicians can be hired (charges apply) when booking your event.

## Stage Dimensions

Proscenium Height	3.8m
Proscenium Width	8.7m
Apron Width	11.32m
Apron to Setting Line	1.85m
Setting Line to last Fly bar	6.15m
Height above auditorium floor	1.15m
Stage to grid	6.97m
Get-In Door Width	1.5m
Get-In Door Height	3.0m
Get-In Height off Ground	1.8m

## Rostra

We have the following rostra available to use for your production:

- Four 8x4
- Four 4x4
- Four 3x2

## Drop Off, Collection and Parking

We ask that all cars are parked in the Knoll Road multi-story car park. Space permitting, we can offer up to two spaces in the car park for hirers. You will need a permit for these which you can obtain from the Box Office on the day of your event.

All other cars parked in the Knoll Road multi-story car park can take advantage of the theatre day rate of £2. This can be paid at the Box Office and is available to all company and crew members.

The area behind the Theatre can be used for loading and unloading but please do not block or obstruct roads or pedestrian routes. All car parks are owned by Surrey Heath Borough Council who patrol these areas regularly.

Parents are not permitted backstage and should use the Stage Door for drop off/pick up.

## Schedule

It is vital you send us a schedule of your rehearsal and shows so we can prepare, plan and support you fully. Please speak with the Technical team if you have any questions.

## Dressing Rooms

- Dressing Room 1 (stage level)  
Dressing room with en-suite toilet and shower. This is closest to the stage.  
2 lit mirrors, costume rail. Capacity: 3
- Dressing Room 2 (first floor)  
One of our largest dressing rooms ideal for groups.  
10 lit mirrors, 2 sinks, costume rail. Capacity: 20
- Dressing Room 3 (first floor)  
1 lit mirror, 1 sink, shower. Capacity: 3
- Dressing Room 4 (first floor)  
2 lit mirrors, 1 sink. Capacity: 5
- Dressing Room 5 (first floor)  
8 lit mirrors, 2 sinks, costume rail. Capacity: 16
- Dressing Room 6 (first floor)  
3 lit mirrors, 1 sink, costume rail. Capacity: 8
- Green Room (beneath the stage)  
5 x 3 seat sofas, 6 chairs and table, fridge, microwave, tea/coffee making facilities. Capacity: 25
- Laundry Room equipped with 2 washer tumble driers.

All of the above spaces are included in your hire.

The Function Room, Conference Room and Studio can be hired to provide additional dressing room or rehearsal facilities. These are between £25 - £35+VAT per hour.

## Box Office and Ticketing

All Auditorium events must use our Box Office to sell tickets. Please refer to our Box Office and Ticket Services information pack for more information.

## Essential Companion Scheme

We offer an Essential Companion Scheme which helps those with disabilities enjoy their visit to the Theatre. All tickets sold via the Box Office are automatically included in this scheme.

More information on this scheme can be found on our website or from the Box Office.

# AUDITORIUM SEATING PLAN



UPPER ENTRANCE

Q	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	H	H	H	H	Q
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	P
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	N
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	M
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	L
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	K
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	J
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	H
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	G
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	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	E
D	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	D
C	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	C
B	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	B
A	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	A
AA	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	AA

ENTRANCE

STAGE

KEY

- HOUSE SEATS
- WHEELCHAIR SPACE
- ROWS AA-C ARE FLAT FLOOR