



Thank you for your interest in holding your event at the Royal Lyceum Theatre.

The theatre is available to hire for auditions, rehearsals or meetings when not in use for our shows or classes.

For more information, to check availability or to get a quote for your event, please email Manuele Biondi – mbiondi@lyceum.org.uk.

Please note that we are unable to provide quotes by phone.

If you would like to discuss your idea with us please get in touch - with enough notice we can help you to plan and organise any number of special events including:

- Conferences
- Rehearsals
- Showcases
- Summer schools
- Workshops
- Seminars
- Memorial services
- Wedding services
- Civil-partnership services
- Parties
- Private concerts
- Private readings
- Book launches
- Exhibitions
- Talks
- Debates

Conveniently located in the heart of the city, we are open Monday to Saturday from 10 am (closing hours may vary according to other activity in the building).

RATES AND INFORMATION

Parties and Evening Events

Rates vary. Please contact Manuele Biondi for more information -
mbiondi@lyceum.org.uk.

A wide selection of menu suggestions is available, from a simple sandwich-style buffet, through to fine à la carte cuisine.

We also include our wine list and a list of drinks available from our bar.

The Theatre

For theatre hire and enquiries and a full specification please email Ruth Butterworth -
rbutterworth@lyceum.org.uk

The theatre is generally available for one-off hires and short runs as well as corporate events, meetings and filming.

Rates:

£1100.00 + VAT

The Rooms

To hire the Henry Irving, Ellen Terry Room, the Howard or Wyndham Bar please email Manuele Biondi - **mbiondi@lyceum.org.uk**

Please see the end of this document for layout plans for these spaces.

Rates:

Charity

£75.00 + VAT room only

£100.00 + VAT room and a Dedicated Team Member

Corporate

£150.00 + VAT room only

£175.00 + VAT room and Dedicated Team Member

Staff Charges

Duty Manager £15.67 per hour + VAT

Team Member £8.77 per hour + VAT (minimum four hours call)

The Royal Lyceum Theatre opens at 10am and bookings will proceed from that time - for your safety, earlier entry can be arranged at additional cost. On occasion, space is available on Sundays; an increase will apply to all costs on weekends.

Lyceum staff and actors-in-residence may book any available space (excluding the Auditorium) for their private use, with 24 hours notice, at a rate of £5.00 per hour with a minimum hire of 2 hours (this does not include any staff or catering costs).

PAYMENT AND CANCELLATIONS

Payment

Full payment must be made upon confirmation of the booking, outstanding payment for extras are to be made within 2 weeks after to the event.

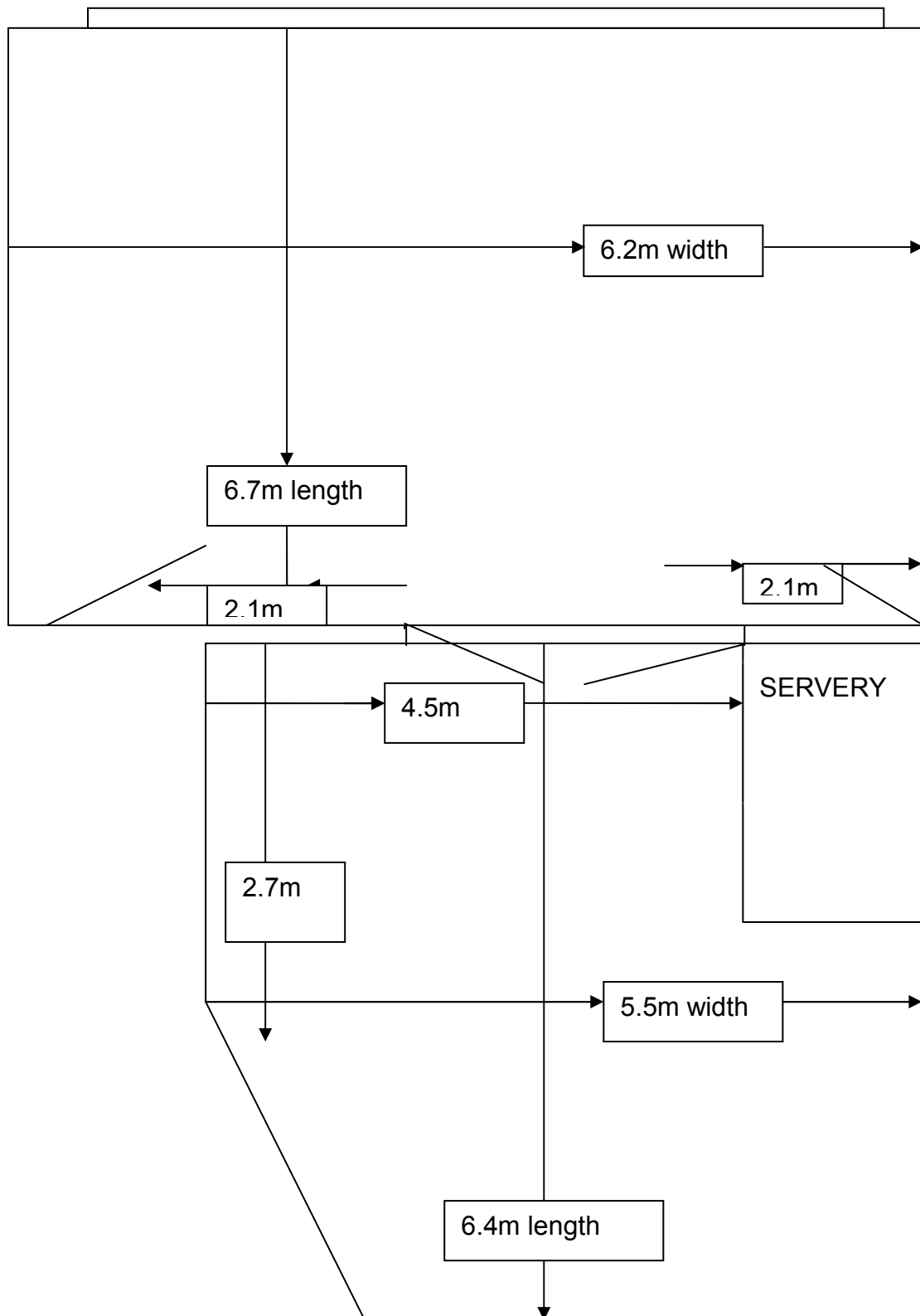
Cancellation policy

If you have to cancel your booking, we will make the following charges:

- If you give us notice of **over 7 days** prior to the booking period, there is a **charge of 50% of the original fee.**
- If you give us notice of **less than 2 days** prior to the booking period, the original fee will be **charged in full**

ROOM LAYOUTS

Henry Irving and Ellen Terry rooms



Wyndham Bar

