

**OLD FIRE
STATION**

Perform at the Old Fire Station, Oxford

We programme both professional and community/amateur work.

Our programming policy

We want our reputation to be good quality art aimed at adults which takes a risk, asks questions and entertains.

We want our audiences to have fun and be open to new ideas and different people.

We programme work which contributes to this artistic vision.



Our programming policy

We aim to create a balanced programme across art-forms, and take into consideration:

- Ensuring artists represent the wider community in terms of ethnicity, gender, sexuality and (dis) ability;
- Potential to sell tickets/attract audiences, based on our experiences of what Oxfordshire audiences are looking for;
- Our commitment to supporting early career artists;
- Our commitment to programming quality shows.

How to apply

You can either send us a form, downloadable from the website, or send us your tour pack.

Any questions?

bookings@oldfirestation.org.uk



When do we decide?

The performing arts programming team meets monthly to consider applications.

The visual arts programming team meets three times a year.

If you need an answer urgently in order to announce a tour or complete a funding bid, let us know.

The Theatre





About the Theatre

Our Theatre is a black-box space. Capacities are:

91 end-on

124 in thrust

200 standing

We sadly cannot offer aerial rigging for trapeze etc.

We provide:

- a technician to support your show
- up to two planning meetings with our support team
- front of house support, duty management and ushering on the night of the performance
- ticket sales through our box office
- backstage support including the assistance of a technician
- professional sound and lighting equipment
- dressing rooms
- publicity and marketing in our brochure and on our website and social media
- trained fire evacuation and health and safety support

How much does it cost to hire the Theatre?

To hire 10am - 11pm: £390 + VAT per day

To hire 5pm - 11pm: £350 + VAT per day

Matinees & extra shows

Matinees are charged at £200 + VAT per show.

If you were doing 3 days including a matinee:

Day 1: £390 + VAT

Day 2: £200 + VAT for matinee, then £350 + VAT for the evening

Day 3: £350 + VAT

Optional extras:

The hire fees cover costs for a simple show with basic technical requirements. If you have more ambitious technical or staging requirements there may be other costs. We can quote bespoke prices for your production, but here are some prices to give you an idea of extra costs:

Additional time: £40/hr + VAT

Additional time with a technician: £60/hr + VAT

Additional technician: £20/hr + VAT (minimum call: 3 hours)

Additional planning meeting: £15/hr + VAT

Get-out after 11pm: £55/hr + VAT

Can I negotiate a box office split?

Let us know in your application, or when you send your tour pack, what your favoured split would be, and if you would like a guarantee.

We aren't always able to offer a box office split or pay guaranteed fees, but we may be able to support your production in other ways e.g. writing a letter of support to Arts Council England to accompany your funding application.

What extra charges are there?

Box office

10% box office & credit card charge

Comps

We offer 4 complimentary tickets, via the homelessness charity Crisis, to people facing tough times.

Sunday bookings

£25+VAT per hour additional charge on top of the hire fees.

What extra charges are there?

Extra charges are levied for:

- PPL/PRS
- catering
- extra furniture
- technical equipment
- additional staffing required for get-ins, get-outs and performances

Extra information



Risk assessments and insurance

Visiting companies and artists must discuss risk assessment with our Technical Manager prior to confirmation of booking, where required.

Visiting companies and artists must provide a full agreed risk assessment in advance for their activity for the hire to be able to go ahead.

Visiting companies and artists must be appropriately insured for their event. Our team is happy to discuss what type of insurance you may need.

Fire evacuation

The Old Fire Station will provide a full fire evacuation briefing to the visiting company in advance of the event and duty management support during the event. The visiting company will provide a suitable amount of ushers for backstage, as agreed in advance with the Front of House Manager, and appropriate to the event and number and age of participants.

Communication

Contracts will be signed by the visiting artists, and the Old Fire Station, in order to confirm bookings.

Our technical team may need to have a meeting with you in the space to ensure that both sides have a complete understanding of what will take place.



THEATRE
COMEDY
DANCE
MUSIC
FOOD
DRINK
GIFTS
ART
JOIN IN

OLD FIRE
STATION

CORN EXCHANGE

This café ends
homelessness



Warning sign: A yellow triangle with a black exclamation mark.

Notice: A white rectangular sign with black text.

Notice: A white rectangular sign with black text.