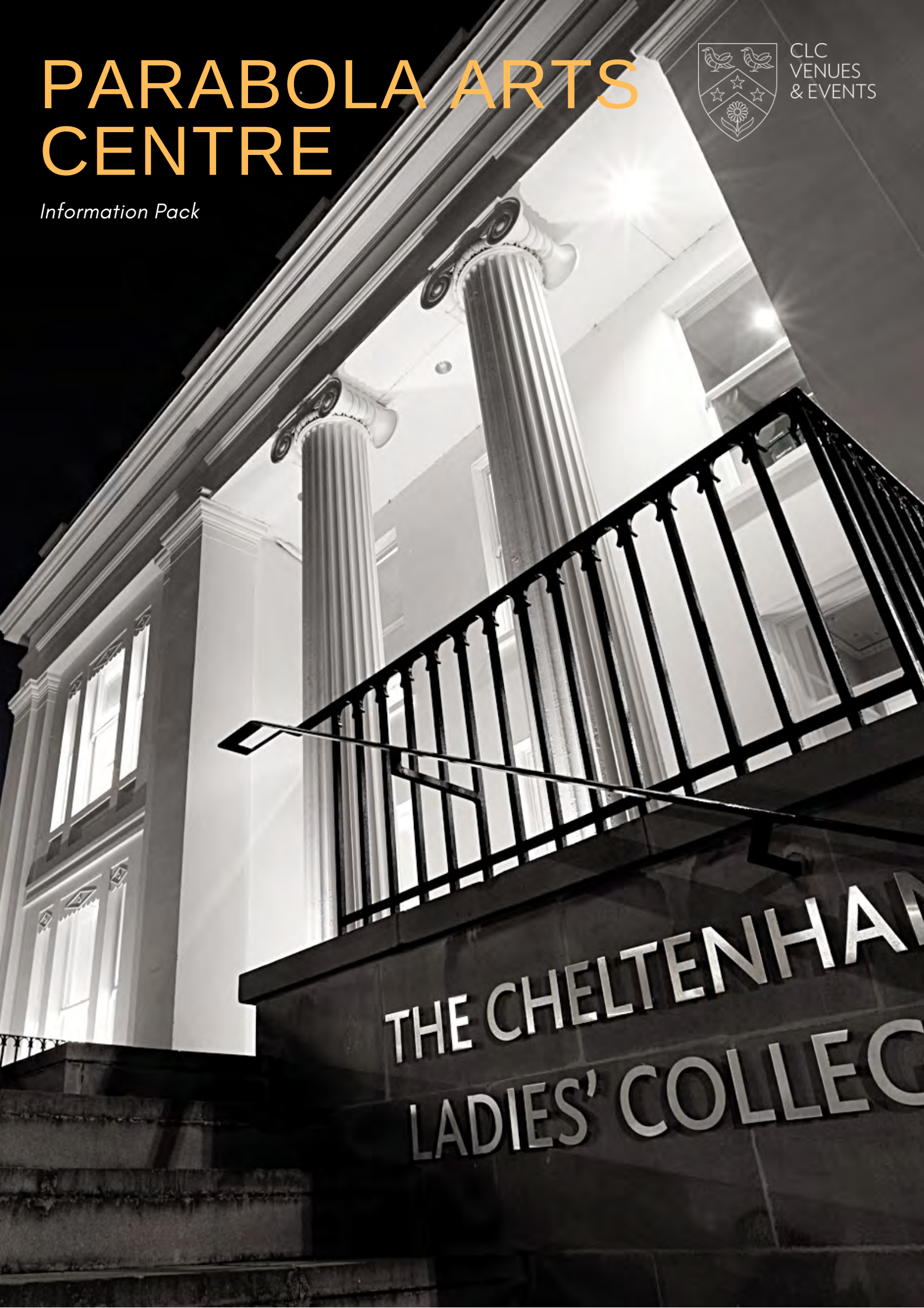


# PARABOLA ARTS CENTRE

*Information Pack*



CLC  
VENUES  
& EVENTS



THE CHELTENHAM  
LADIES' COLLEGE

# GENERAL INFORMATION

## About Us

Looking for a state-of-the-art theatre for your next live performance, conference, festival or presentation? Look no further!

Built with minimalist contemporary detail, the Parabola Arts Centre has seating for 311 (+wheelchair spaces) across two levels, making the auditorium wonderfully proportioned, resonant and atmospheric for your audience. Not to mention that being situated in the centre of Cheltenham, means there are easy to access transport links for your spectators to reach the Grade II\* listed building. If you need rehearsal and/or extra spaces, there are a variety of rooms available in the Parabola Arts Centre for your use including five breakout rooms, a dance studio, 3 dressing rooms and a foyer space which houses the box office and bar whilst also doubling as an art gallery. For advice regarding social distancing and seating plans, please contact your Event Co-ordinator.

Take centre stage in your next live performance. Take the weight off your shoulders and leave your event in our capable hands, as our team have a wealth of experience delivering high-profile live events. As strategic partners of Cheltenham Festivals and Cheltenham Comedy Festival, Cheltenham Ladies' College have hosted events with world-renowned performers such as Nicola Benedetti, Sarah Millican and Dawn French.

## How To Find Us

Parabola Arts Centre,  
Parabola Road,  
Cheltenham, Gloucestershire,  
GL50 3AH

*(Main Entrance on Bayshill Road)*

## Parking

If you require an off road parking space in our car parking facilities, please notify your Event Co-ordinator at least 2 weeks prior to your event. Please note your Co-ordinator can only book a maximum of 2 spaces during term time for our clients. However, during holiday periods we are able to book a larger number of spaces across a multitude of car parks.

Alternatively, the Parabola Arts Centre is surrounded by pay-at-machine on road parking. As well as this, there is a car park just around the corner at St Georges Road car park.



*All prices quoted are exclusive of VAT charged at a standard rate.*



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# BOOKINGS & HIRE

## Price of Hire

Standard Hire of the Parabola Arts Centre Auditorium: £175+VAT per hour (min 4 hour booking)  
Price includes 1 Duty Manager and 1 Duty Technician to oversee the running of the venue on the event day.

Auditorium availability

Monday - Friday: 5pm onwards (during term time) / Saturday & Sunday: all day

Professional Performances: £220+VAT per hour. Price includes 1 Duty Manager and 1 Duty Technicians to oversee the running of the venue on the event day.

*We do offer a **Public Benefit** discount for charities - please do ask.*

## Additional Expenses

- Please note if our Technical Theatre Manager deems the performance too complicated for 1 Technician, the Hirer is requested to hire a second technician charged at £23.00+VAT per hour.
- Technical - Please note additional costs apply for use of equipment outside of standard hire (including grand piano and radio microphones). Please see Technical Extras below.
- Steward £16.50+VAT per hour.
- Additional classrooms from £30.00+VAT per hour.

## Fees & Charges

A 25% deposit is payable on return of contract, and the balance to be paid one month in advance of the event.

### Cancellation Fees

- More than 60 days – Initial deposit
- 30 to 59 days – 50% of total contracted amount
- 29 days and less – 100% of total contracted amount
- The Hirer has the right to postpone the date of the event, once, to a future date agreed by the Venue, and carry over any deposits or Hire Charges already paid. Should a second postpone be required, further charges may apply.

## Front of House Bar & Catering

We provide the bar for all public events in our front of house spaces for audiences over 100. We reserve the right to not open our bar and will communicate this with hirers in advance.

Any drinks brought onto site for resale or distribution to the public are subject to corkage which is charged at £12.00+VAT per bottle.

Catering is available in the galleries includes; canapes, cold buffets and refreshments. Contact our team to receive a copy of our menu pack.

No food can be brought into the auditorium. Purchased drinks are allowed into the venue.



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# ESSENTIAL DETAILS

## Stewards

You will be required to provide a minimum of two stewards per level of the theatre being used. If both the lower and upper circles are used, then the minimum steward numbers are 4.

Stewards must be over 18. Names of all stewards must be supplied one week ahead of the event.

Stewards will receive a full health and safety briefing prior to the audience arriving.

The Venue can provide trained stewards at a cost if required, our current charge is £16.50+VAT per steward, per hour.

*Please note, if suitable stewards are not provided, the event cannot take place.*

## Access

Access to the PAC outside of the hire times must be agreed in advance with the Venue, and may be subject to an additional hire fee.

Hire of the PAC includes the auditorium, galleries and dressing rooms as standard. All other rooms are out of bounds to the Hirer and members of the public unless agreed in advance with the Venue.

Additional hire costs apply to the use of any additional spaces.

The Hirer must allow sufficient time within the hire period for any 'Get Out'. Equipment cannot be left on site past the hire duration without prior agreement from the Venue.

## Accessibility

The Parabola Arts Centre is fully accessible via an entrance and exit by the stage operated by a push pad.

Seats can be removed at the back of the auditorium for people using wheelchairs and their companions.

There are accessible toilets next to the main toilets, by the circle bar and dance studio. There is also an accessible toilet by the dressing rooms. These can all be accessed by the lift.

## Marketing

Our team will not create any marketing material for your events. The responsibility of marketing your event will lie in your hands. The marketing of your event must abide by the CLC brand guidelines. Our reputation is important to us, and a common mistake is the correct use of the apostrophe in Cheltenham Ladies' College - although we aren't the teachers here, we can spot spelling errors!

The Commercial Events Manager may agree to include the event on our CLC Events website and social media channels, but reserves the right not to.

Any publicity or promotional material relating to the event must be approved in writing before use by the Marketing Manager. Please only promote your event relating to the venue once you have paid your deposit and signed your contract.

When photographing or filming your Event, please ask permission of the College if this is to be used for public use. In the event that the Event takes place when pupils of the College are on site, there must be no photography containing any pupils.



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# THEATRE LAYOUT

## Seats and Sightlines

The auditorium seats 311 persons, with additional space for wheelchair users. 106 seats are located on the first floor circle. 12 seats are removed from row M seats 30 to 36, to accommodate audience members in wheelchairs. However, lose chairs can be added to this section for the rest of their party. As a general rule, one wheelchair takes up two seat spaces.

If you require the thrust to be out or the orchestra pit to be open then this will require removing row A and B from the stalls at the loss of 28 seats.

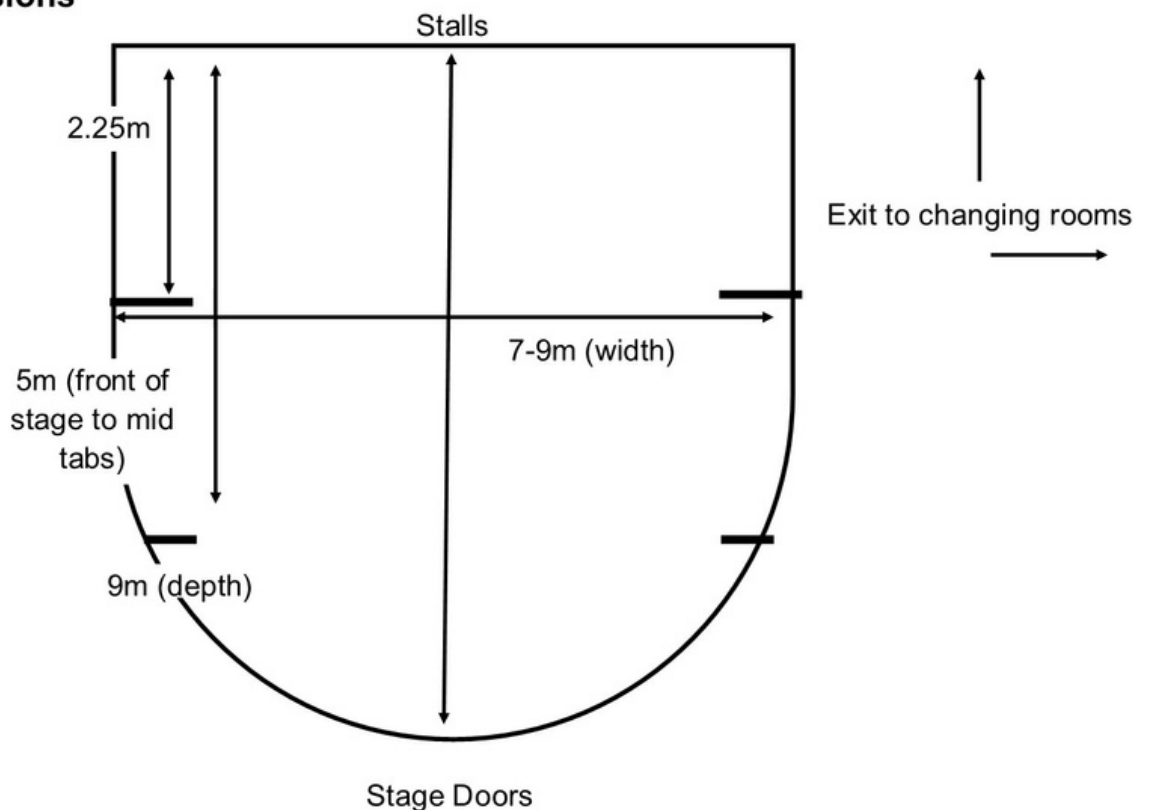
Please note, depending on your stage set-up, the side seats closest to the stage may have restricted sight lines. Those most affected are stalls: L1-6 & L43-48, M1-6 & M46-51; balcony: A1-6 & A47-53, B1-6 & B48-53.

The Senior Technician must be informed in advance if any seats need to be moved as they cannot be moved quickly.

## Theatre Layout

Please see the plans for the theatre layout in the following pages.

### Stage Dimensions



*All prices quoted are exclusive of VAT charged at a standard rate.*

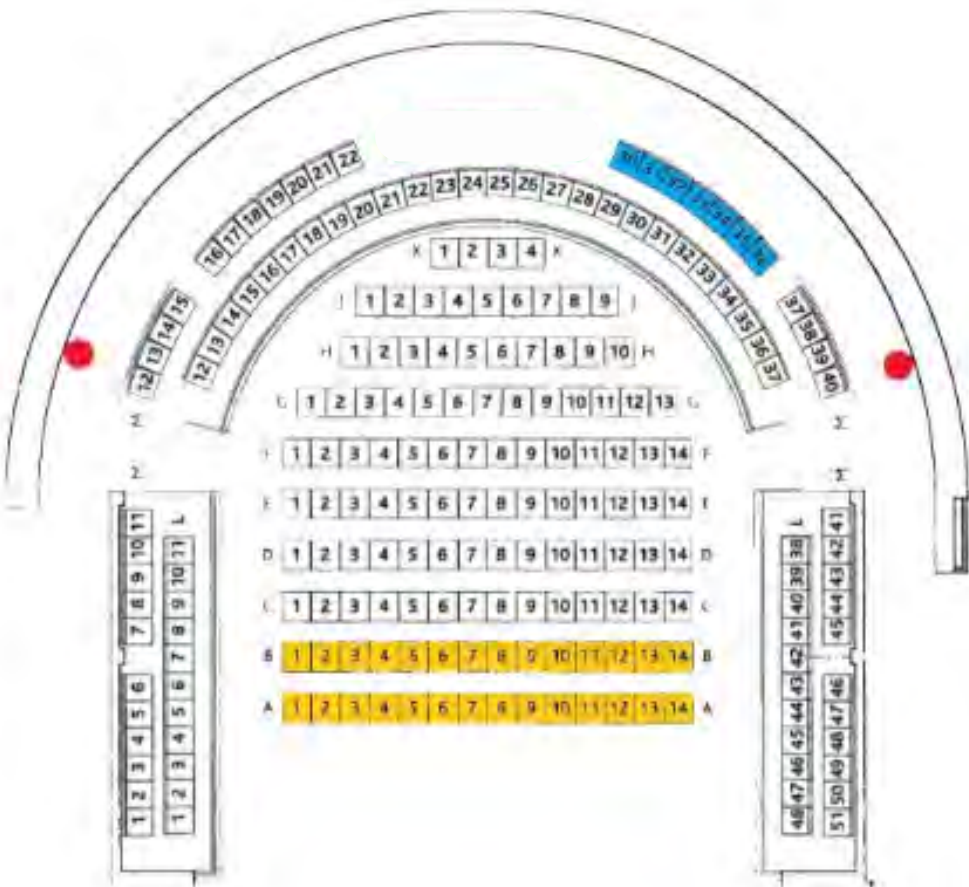


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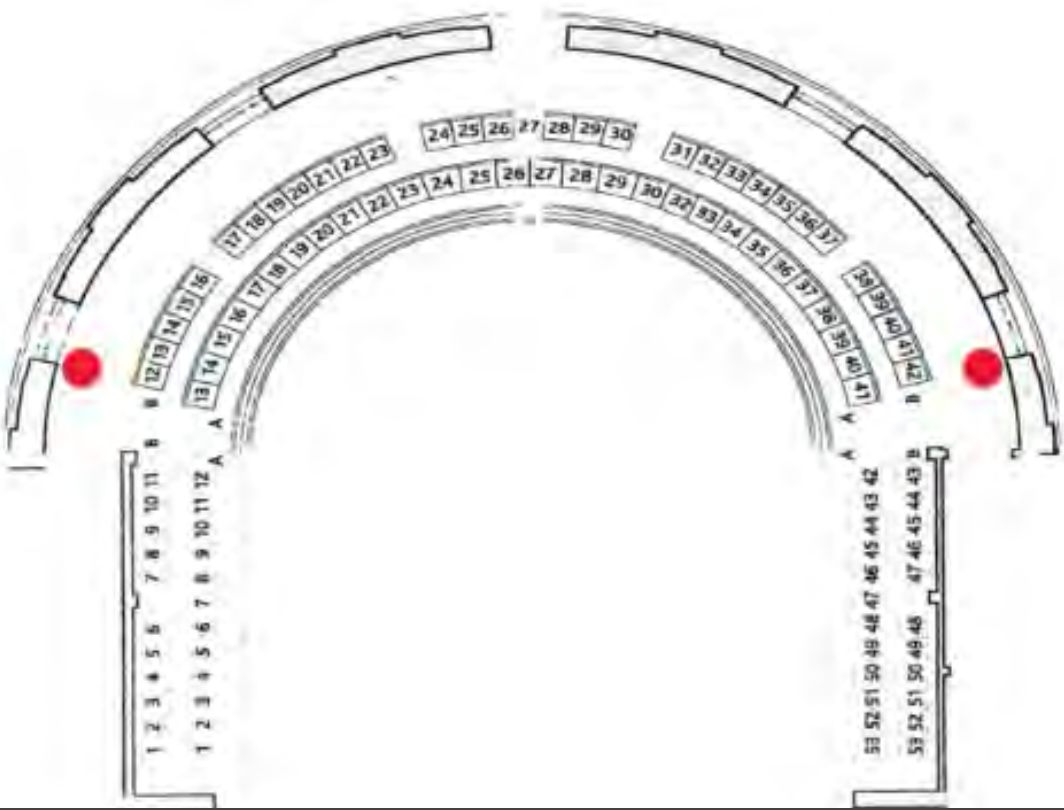
# Seating Plan

Ground Floor  
Stalls

- Disabled seating
- Removable seating
- Steward seating
- Unavailable seating



First Floor  
Circle



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# CONTACT US

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