Hire Brochure

Number 1 multi-purpose venue in the District

PRINCES THEATRE

Clacton-on-Sea

Tendring
District Council

About *us,*

Celebrations -Whether it is family celebrations, lavish awards evenings, work parties, marriage ceremonies or wedding receptions, the Princes Theatre is a facility that will suit your needs. Working closely with reputable local caterers, excellent meals can be supplied directly from our in house kitchen which can accommodate from 40 up to 600 guests. Meals can be prepared to individual requirements and friendly service is guaranteed. A dedicated professional team will work closely with you and help take the stress out of organising any event.

Conferences and Meetings - The Princes Theatre is a large Grade 2 listed building designed and built with flexibility in mind. Complimented by its ancillary 'Essex Hall', the Princes Theatre is able to accommodate anything from the smallest board meeting, up to a 600 seat conference. It Includes purpose built rooms, high quality audio visual equipment and flexible catering facilities.

Theatre - Constructed in 1931, the Princes Theatre is an impressive purpose built theatre, with an 820 seat auditorium. With modern retractable tiered seating and large proscenium arched stage the flexibility of this venue is limited only by imagination.

BUSINESS MEETINGS TEAM BUILDING WEDDING RECEPTIONS EXHIBITIONS SEMINARS THEATRE FAMILY FUN DAYS MUSIC FESTIVALS RALLIES BIRTHDAY CELEBRATIONS CONFERENCES PRODUCT LAUNCHES AWARDS CEREMONIES CATWALK EVENTS BUSINESS MEETINGS TEAM BUILDING WEDDING RECEPTIONS SEMINARS THEATRE PRODUCTIONS FAMILY FUN DAYS MUSIC FESTIVALS RALLIES BIRTHDAY CELEBRATIONS PRODUCT LAUNCHES

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Room *layout.*

HORSESHOE

The choice of something as simple as a layout of the room can make all the difference when hosting a meeting or conference. Whether your event is held in the Essex Hall or the Princes Theatre we have a variety of layouts to suit your needs. Alternatively, we can customise any room to your specifications.

THEATRE

CLASSROOM

PRINCES THEATRE
Venue Hire

BOARDROOM

CONFERENCE

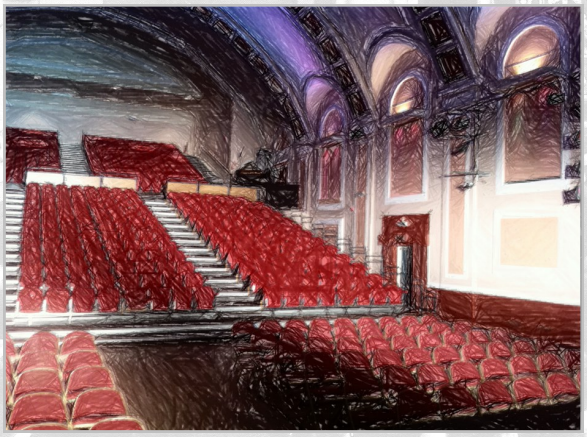
CABARET

	Size (m)	Theatre	Horseshoe	Boardroom	Classroom	Conference	Cabaret
Princes Theatre	18 x 21	820	150	200	200	200	300
Essex Hall	9 x 9	60	27	24	30	30	50

These pictures represented have been taken in the Essex Hall and are to illustrate the different types of room layout.

Theatre *hire.*

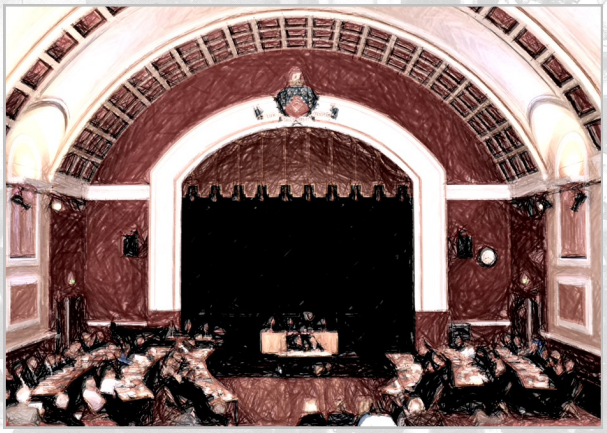
The Princes Theatre is the District's largest professional venue. Its multi-functional space enables it to be set up as traditional 820 seat theatre, a 600 capacity standing venue, a conference/function hall able to stage a range of events from weddings through to gala dinners, private parties, trade exhibitions, product launches and business conferences. The stage boasts a 20 bar counter weight flying system so even the most demanding of scene changes are achievable. Our enthusiastic and creative staff will work closely with you to ensure your production/event is a success.

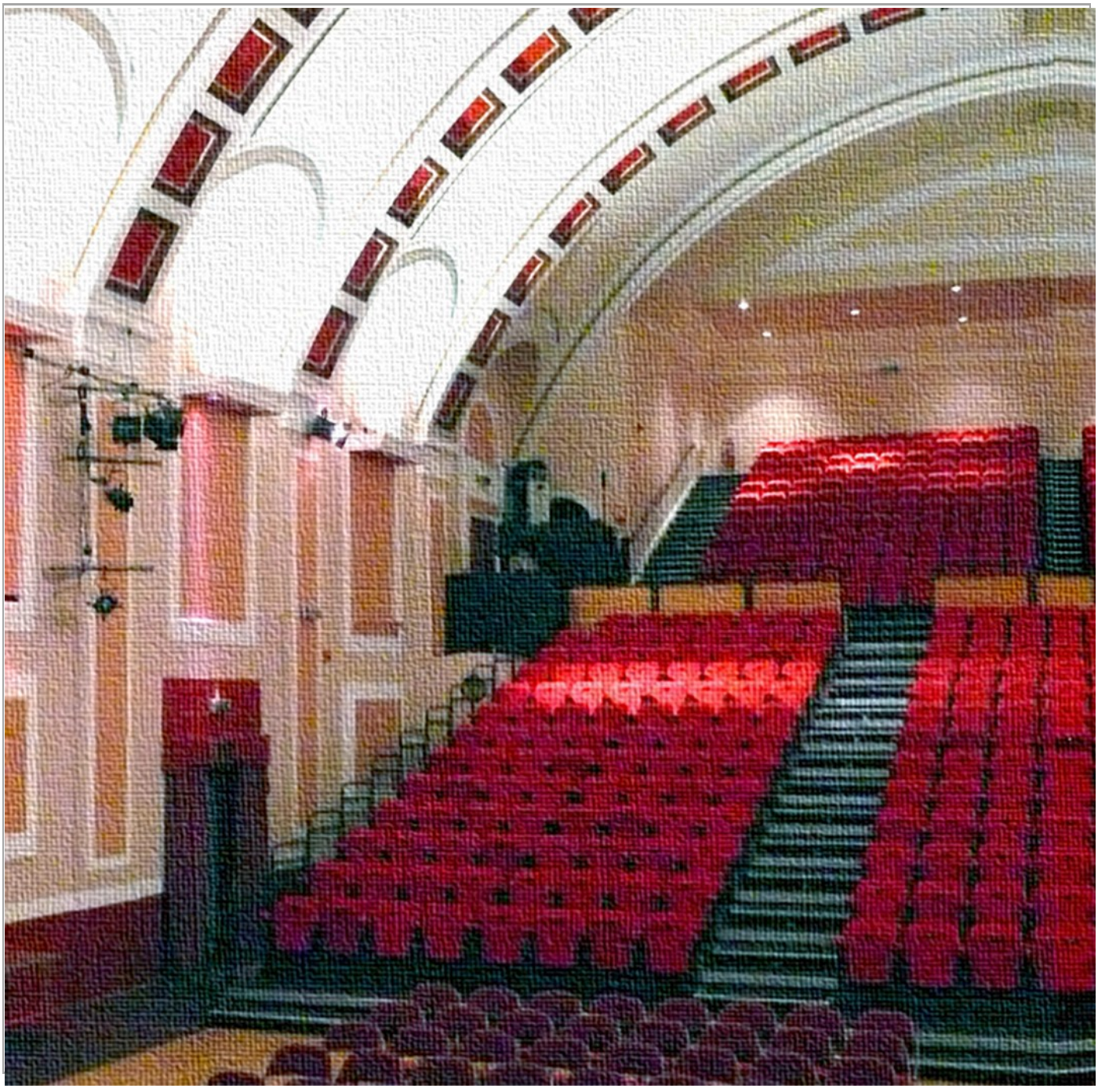


PRINCES THEATRE
Venue Hire

The venue has a raked traditional proscenium arched stage. There is of course professional lighting and sound equipment permanently installed, controlled by in-house professional technicians which will mean your event will be both visually and audibly impressive . With strong ties to local businesses additional items can be sourced via our purchasing department at very competitive prices.

The Theatre and facilities are available for hire by individual members of the public, local Community groups, businesses and local, national and international artists. As well as a one off hire you could have use of the facilities on a weekly, monthly or seasonal basis.





Your *Wedding Venue.*

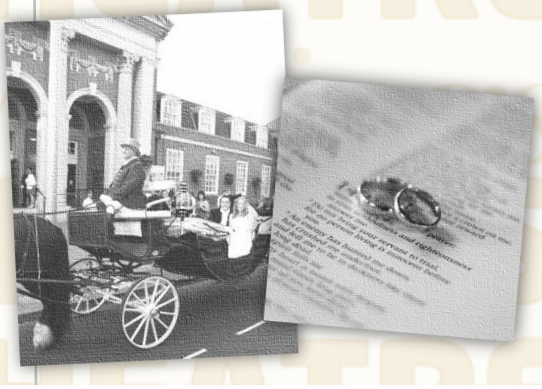
For a wedding reception with a difference, the Princes Theatre is unique and makes the ideal venue. From traditional and sophisticated to dramatic & theatrical, the Princes Theatre offers packages to suit all types, to make your special day perfect. With a dedicated wedding team with many years experience of organising events, functions & performances we will organise your day to the highest standard and provide the wedding reception you deserve.

As each and every wedding reception is very individual, our in-house wedding coordinator will discuss with the bride, groom and parents their needs and requirements and give them the dedicated attention to the smallest of detail. We are also more than happy to give you advice and help on every aspect of your wedding from dresses to photographers, horse & carriage to toastmasters, make-up artists to stationers, we can suggest quality local businesses.

'We were very blessed to find the Princes Theatre after months of searching for the perfect venue. I had butterflies in my tummy when I saw the red carpet laid out for me to arrive. All the staff were there to greet us and reassure us that everything was ready and perfect. I felt exactly how I always imagined my wedding day would be.

When I walked into the hall the transformation was outstanding, everything we wanted, the colours, the lighting, the table arrangements, the music, it was so beautiful. A million times better than I ever dreamed, the team at the Princes Theatre listened to exactly what we wanted and did provide everything, perfectly. '

-Mr & Mrs Jacobs, Wedding 19th September 2009



For more information about hiring the Princes Theatre as your wedding reception venue visit

http://www.tendringdc.gov.uk/leisure/princes-theatre/your-wedding-venue

Or contact Melissa Leek for a printed copy on 01255 686653

Your Wedding Venue

PRINCES THEATRE • CLACTON TOWN HALL

Our *facilities.*

Disability - Both the Princes Theatre and the Essex Hall are wheelchair accessible. They also provide an induction loop system for the hard of hearing. There is an accessible toilet which is suitable for people with mobility problems or wheelchairs.

Dressing Rooms - Recently redecorated the dressing rooms under the stage provide easy access for quick changes. There is also one VIP dressing room at ground level which is often used by stars of stage and screen. For large dance shows additional dressing rooms can be made available upon request.

Kitchen - The Princes Theatre's kitchen comes with plate warmers, glass washer, catering hob and oven. The kitchen has proven its effectives over the years by assisting with the provision of some truly excellent banquets. A list of recommended caterers is available upon request.

Licensed Bar - The Essex Hall and the Princes Theatre has a fully stocked bar with a wide choice of wines, spirits, draught beers and cider. Teas, coffees, confectionary and ice creams are also available. Available on request.

WI-FI LICENSED BAR AIR-CONDITIONING HEATING VIDEO DVD PROJECTION ACCESSIBLE TOILET RECEPTION AREA POWER POINT FULL PA SMOKE MACHINE RED CARPET CATERING KITCHEN DRESSING ROOMS HAZE STAGE LIGHTING INDUCTION LOOP WHEELCHAIR ACCESSIBLE BOX OFFICE SLIDE PROJECTION TEAS AND COFFEES STAGING FOYER WI-FI LICENSED BAR AIR-CONDITIONING HEATING VIDEO DVD PROJECTION ACCESSIBLE TOILET

	Essex Hall	Princes Theatre
Level	Ground	Ground
Disabled Access	YES	YES
Halogen	NO	YES
Fluorescent	YES	NO
LED	NO	YES
Dimmers	NO	YES
Blackout	YES	YES
Full PA	YES	YES
Power Point Sound	YES	YES
Induction Loop	YES	YES
Conference Mics	YES	YES
Radio Mics	YES	YES
Fold Back	YES	YES
Wi-Fi	YES	YES
Air Conditioning	YES	NO
Air Extraction	NO	YES
Heating	YES	YES
Video	YES	YES
DVD	YES	YES
Projection	YES	YES
Slide projectors	YES	YES
Projection Screen	YES	YES
Stage	YES	YES

A full copy of the theatres technical specifications can be obtained from the technical manager Kai Aberdeen.
Please see contacts.

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Contact *us.*

General Theatre Manager - Marketing

Melissa Leek

01255 686653

mleek@tendringdc.gov.uk

General Theatre Manager -Technical

Kai Aberdeen

01255 686652

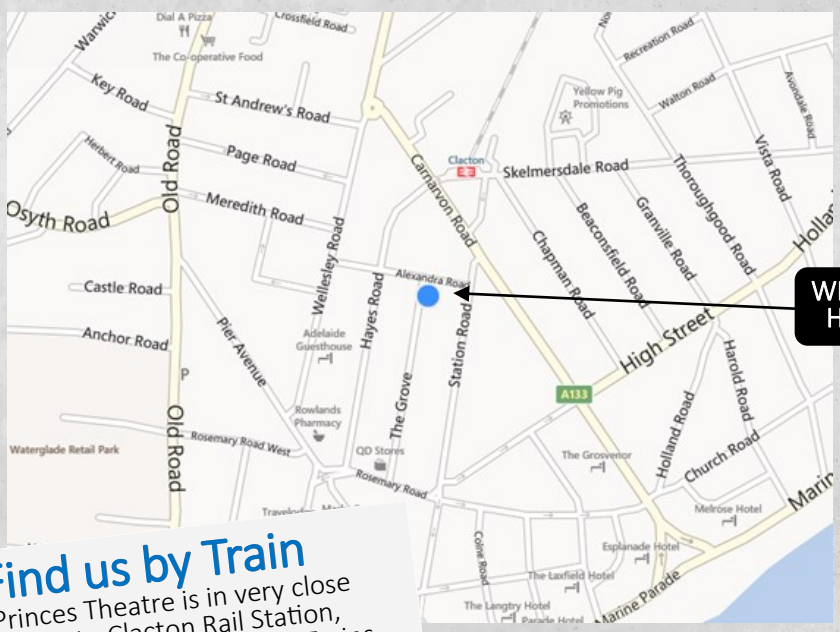
kaberdeen@tendringdc.gov.uk

Scale of *charges.*

	TOTAL PER HOUR	SPECIAL	MIN HOURS PACKAGE
PRINCES THEATRE			
STANDARD	£110.00		6
DANCE SHOW	£75.00	vs.25% of box office	5
EXHIBITION	£80.00		8
REHEARSAL	£85.00		4
CONFERENCE	£110.00		4
WEDDING RECEPTION WEEKDAY	£155.00		9
WEDDING RECEPTION WEEKEND	£200.00		9
SET UP & RESET	£30.00		0
ESSEX HALL			
STANDARD	£28.00	Weekends £39.00	3
COMMERCIAL/TRADE	£39.00	Weekends £49.00	3

How to find *us*,

Princes Theatre, Town Hall, Station Road ,Clacton-on-Sea, Essex, CO15 1SE



Find us by Train

The Princes Theatre is in very close proximity to Clacton Rail Station, approximately a 3 minute walk. Trains arrive from Liverpool Street, Chelmsford, Witham and Colchester.

Find us by Car

From the A12 turn on the A120. Then onto the A133. At the roundabout, take the 1st exit onto the Colchester Road/A133. At the next roundabout take the 3rd exit onto the A133. Continue forward over the next four roundabouts. Turn right onto station road.

FIND US ON FACEBOOK
Princes Theatre

FOLLOW US ON TWITTER
Princes Theatre

Design & Photography by Louise Parkes