



POLKA

Where Theatre Begins

Hires Pack

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Why Choose Polka?

At Polka we offer a number of **versatile spaces** that are ideal for a variety of events, from conferences and award ceremonies, to rehearsal spaces, classes, community group use and birthday parties.



With a **licensed café** on site we're fully equipped for all your food and beverage needs. We can provide tea and coffee, pastries, cakes, hot and cold food, buffets and drinks receptions as standard.

Let us know what you need and we will do everything we can to make your event as stress free as possible!

Take a look at our spaces below. To book an event or find out more, please contact [hires@polkatheatre.com](mailto: hires@polkatheatre.com)



Our Spaces



Main Theatre

About the Main Theatre

Stage Dimensions: 6.3m x 8.2m approx
Full Specifications available on request

Stage Capacity: Dependent on event

Audience Capacity: 300

- Ability to remove front row seats for guests with access requirements
- Located on the First floor with lift access to the auditorium and stage
- Upstairs foyer area and toilets
- Dedicated Duty Manager and Technician available for 4 or 8 hours, dependent on hire time
- Front of House staff available for your event





Adventure Theatre

About the Adventure Theatre

Stage Dimensions: 9.5m x 10m

Flexible seating for up to 100

- Ground floor step-free access
- Le Mark Harmony Dance Floor
- Dedicated Duty Manager and Technician available for 4 or 8 hours, dependent on hire time
- Front of House staff available for your event

***Use of theatre dressing rooms is subject to availability and agreement with the venue**





Clore Learning Studio

About the Clore Learning Studio

Room Dimensions: 11.28m x 5.64m

Room Capacity: 20-60

- Self-contained toilet facilities
- OMI sensory walls and floor projection
- Ground floor and garden access
- Sound system
- Chairs and tables available, if required

Suitable for activities such as rehearsals, classes, parties, large meetings and more!



The Nest



About The Nest

Room Dimensions: 9.6m x 8.4m

Room Capacity: 30-80

- Kitchenette
- Gender neutral and accessible toilet facilities
- Lift access
- Sound system
- Air Conditioning
- Chairs and tables available, if required
- Natural lighting
- Ability to create full blackout and rig theatrical lighting (subject to availability)





Y C Chan Play Den

About the Y C Chan Play Den

Room Dimensions: 10m x 11m

Room Capacity: 250

- Toilet facilities including gender neutral and accessible toilets
- Garden and playground access
- Bench seating
- Natural lighting
- Ability to make one large space by opening doors to Clore Learning Studio

***Please note the Play Den is only available for hire outside of our regular opening hours; which are 9am - 5pm Tuesday - Sunday.**



Café and Meeting Room



About the Café and Meeting Room

Café

Room Dimensions: [insert dimensions]

Room Capacity: 52

- Booth seating for up to 8 people
- Indoor table seating for up to 30 people
- Outdoor table seating for up to 12 people

*Please note the Café is only available for hire outside of our regular opening hours.



Meeting Room

Room Dimensions: 4.3m x 2.7m

Room Capacity: 10

- TV with HDMI connectivity
- Boardroom style seating for up to 10 people





Catering

- We are able to offer buffet style catering for most events
- Sit down meals can be arranged

Please enquire for more information.

Please inform us of any dietary requirements.



Pricing

	Standard rate p/h	Charity rate p/h	Standard 1/2 day rate	Charity 1/2 day rate	Standard day rate	Charity day rate	Weekly rate
Main Theatre	N/A	N/A	£1300	£1040	£2,400	£1920	£11,250.00
Adventure theatre	N/A	N/A	£800	£640	£1400	£1,120	£6,500
Clore studio	£65	£52	£200	£180	£350	£300	£1,500
The Nest	£85	£68	£300	£280	£500	£450	£2200 or £2450 (exclusive use)
Play Den	£175	£145	£650	£500	£1,000	£800	Enquire
Meeting Room	£40	£30	£120	£100	£200	£150	N/A
Cafe	£65	£52	£200	£180	£350	£300	Enquire

Pricing

- All Prices are subject to VAT at the current rate
- A 40% non-refundable deposit is required to secure your booking. The remainder will be payable no less than four weeks prior to the hire date.
- Hire is subject to agreement of the hires contract where full terms and conditions are viewable.
- Out of hours hires require an onsite Duty Manager charged at £17 per hour + VAT (excluding Main and Adventure Theatre).
- Extra staffing is available at an additional cost, quoted dependent on the event type.
- Additional technical requirements may be subject to additional fees and must be discussed with the venue in advance of the hire.