
Bush Theatre
PASSMORE EDWARDS
PUBLIC
LIBRARY
ROOM HIRE &
EVENTS
IT'S TIME
THEATRE FOR LONDON, NOW.

ABOUT THE BUSH THEATRE

The Bush Theatre, housed in a beautiful Victorian library just off Shepherd's Bush Green, offers a unique venue within a buzzing and creative environment.

The Bush Theatre has a range of spaces for hire, all wheelchair accessible, perfect for rehearsals, filming locations, meetings, away-days, conferences and parties. We also offer whole building hires and have spaces suitable for 5 – 200 people depending on your needs.

By choosing to host your event at the Bush Theatre you will be directly contributing to our programme of work. Every purchase directly supports our community activities and artistic mission.

Discounts on room hire rates are available for registered charities and artistic hires.

Telephone 020 8743 3584
Email events@bushtheatre.co.uk

ALEN-BUCKLEY SCRIPT LIBRARY

The Alen-Buckley Script Library is a stunning room lined with book shelves and atmospheric lighting. It is perfect for all kinds of events including parties, rehearsals, live music and meetings.





Capacity:
Theatre: 50
Dinner: 40
Standing: 60

Room Dimensions:
9.1m x 6m

Note: Evening hires are unavailable if there is a show in our Holloway Theatre. To see our current shows, please click here.

STUDIO

The Studio is situated on the ground floor at the rear of the building. A light space with high windows. Available as a black box or theatrical configuration.

Capacity:
Theatre: 60 (Thrust)
Dinner: 40
Standing 70

Room Dimensions:
7m x 8.5m





ATTIC

The Attic is a lovely neutral space situated at the top of the building with lift access. There is plenty of natural light with black-out blinds for performances.

Capacity:
Theatre: 50
Dinner: 50
Standing 60

Room Dimensions:
5.7m x 11.3m





MEETING ROOM / WRITERS ROOM

A cosy space situated at the top of the building with lift access. Perfect for small meetings, read throughs and filming.

Capacity:
Seated: 8

Room Dimensions:
2.4m x 3.4m





HOLLOWAY THEATRE

Our largest space, which offers a range of flexible configurations that are popular for private showcases, filming, conferences, wedding receptions, parties, and away-days.

Capacity:
Theatre: up to 220
Dinner: 140
Standing 250

Room Dimensions:
12m x 20m





Please note: The Holloway Theatre has very limited availabililty.

ROOM RATES - DRY HIRE

Please note that all rates are NET and subject to VAT at 20%

Our building is open Monday to Saturday between the hours of 5pm and 11pm and from 2pm on Wednesdays and Saturdays but is available to hire outside of these times.

For any out of hours hires including Sundays there are additional operating costs for staffing and services to consider. We can build these into your quote once we have more detail on your requirements.

	Exclusive Hire	Holloway Theatre	Studio	Attic	Alen-Buckley Script Library	Meeting Room
Daytime (10am-6pm)	£ 3,000.00	£ 1,000.00	£ 480.00	£ 315.00	£ 235.00	£ 135.00
Evening (6pm - 11pm)	£ 3,000.00	£ 700.00	£ 340.00	£ 220.00	£ 155.00	£ 80.00
Hourly Rate	n/a	£ 144.00	£ 72.00	£ 48.00	£ 35.00	£ 20.00
Full Day Hire (10am - 11pm)	£ 5,000	£ 1,700.00	£ 750.00	£ 565.00	£ 415.00	£ 235.00

Get in and get out times must be included in your hire period.

20% discounts are available on room hire for registered charities and artistic hires

ROOM RATES - TECHNICAL PACKAGE

Please note that all rates are NET and subject to VAT at 20%

Technical Package includes:
- PA System
- Lighting Rig
- Q-LAB
- Duty Technician

	Holloway Theatre	Studio	Attic
Daytime (10am-6pm)	£1,200.00	£ 665.00	£ 500.00
Evening (6pm - 11pm)	£ 870	£ 470	£ 350
Hourly Rate	£ 180.00	£ 100.00	£ 75.00
Full Day Hire (10am - 11pm)	£ 2,125.00	£ 1,180.00	£ 885.00

Get in and get out times must be included in your hire period.

ADDITIONAL COSTS

Please note that all rates are NET and subject to VAT at 20%

Certain activity and hires within our building may require additional support from our in-house team. Hourly rates are detailed below...

	Hourly Rate	Minimum call Time	Details
Duty Manager	£20/hr	4 hours	**For any additional support outside of regular operating hours.**
Technician	£20/hr	5 hours	**Required for any technical support on an event.**
Usher	£18.5/hr	4 hours	**2 ushers required for the Holloway Theatre, 1 in all other spaces when an audience is in the space.**

Any additional staffing booked is for a minimum of 4 hours.

TECHNICAL SUPPORT

Please note that all rates are NET and subject to VAT at 20%

Our performance spaces are complete with integral sound, lighting rigs and staging, and we also offer the following additional support in all of our spaces...

Equipment	Hire Rate
PA System	£ 60.00
Microphones	£ 10.00
Portable TV / Small Speaker	£ 25.00
Projector & Screen	£ 80.00
Electric Piano	£ 80.00
Printing	£ 0.10 per page

HIRE NOTES

- All room hire rates, equipment costs and additional prices are exclusive of VAT.
- Technician, event manager & other staffing charges may apply.
- Artistic hires are classified as rehearsals, R&D's, private showcases, and filming (for individuals and small companies).
- The whole building is fully accessible to wheelchair users.
- Assistance dogs are welcome.
- Theatre and Studio events may be on top of existing stage sets.
- The Bush Theatre does not promote private events.
- Hire events are not permitted to use the Bush Theatre logo on promotional material.
- Children must be supervised at all times.
- The Bush Theatre produces all the spaces in-house and is not available to hire for theatrical productions which are ticketed to the public.
- All food and drink for the hire must be purchased from the Bush's Library Bar unless permitted by the events manager.
- Catering for 8+ requires additional staff.
- Clients are permitted to use their own photographer, videographer, florist, DJ and any other professional subject to the Bush Theatre's approval.
- We can recommend local Theatre suppliers on request.
- Requests for equipment must be made at least a week in advance of the hire and preferably at the time of booking.
- Staging, tables and chairs are included in the hire rate unless they incur a significant amount of staff set-up time.
- Late night taxis must be covered by the hirer if staff are required to work later than 11pm
- All room hires are dry hire and any equipment required is an additional cost.