



THE PRINCESS PAVILION FALMOUTH COMMUNITY & CHARITY EVENT BROCHURE

PRINCESSPAVILION.CO.UK



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VENUE INFORMATION

Thank you for considering the Princess Pavilion for your event. Please find to follow information about the venue, capacities and hire fees for community groups and charities.

EXCLUSIVE WHOLE VENUE HIRE

If you choose to book exclusive venue hire the building will be closed to the public. You will have access from 10am - 11pm with exclusive use of the theatre and all back of house areas including three green rooms, Garden Room, bar, gardens and bandstand.

Venue spaces are also available to book separately.

THE GARDEN ROOM

The perfect choice for an event, with beautiful views of the gardens in a light, airy space.

CAPACITIES

X 200 standing

x104 seated at round tables, 8 people per table

x 80 seated at long tables

GET IN TIME

Available from 5pm - 11pm.

THE GARDEN ROOM & BAR

CAPACITIES

X 300 standing

Seated capacities as above.

GET IN TIME

Available from 5pm - 11pm.

THE THEATRE

CAPACITIES

X 600 standing

X 360 seated - 180 on the rake and 180 on the flat floor

x 176 seated at round tables, 8 people per table

GET IN TIME

Available from 10am - 2pm or from 2pm - 11pm.

DRESSING ROOMS

There are three dressing rooms adjacent to the stage. They can be used as green rooms for your VIP guests or breakout meeting spaces.

Dressing Room 1 - 7m x 4m

Dressing Room 2 - 6m x 4m. Has a private toilet and shower facilities.

Dressing Room 3 - 6m x 4m. Has a private toilet and an accessible shower.

There is a refrigerator in each dressing room and tea/coffee making facilities.



RATE CARD

Please note, there are a limited number of full venue hires available per month. Our venue policy is that we have no more than 4-5 full site closures per month. Please speak to the events team directly for availability.

EXCLUSIVE VENUE HIRE

Full day hire £2500 per full day

This includes the Garden Room, bar, theatre, green rooms, gardens and bandstand with access from 10am - 11pm. You have exclusive use of the whole venue and it is closed to the public.

THE GARDEN ROOM

Hire fee £25 per hour, minimum of two hours, billable from 6pm even if your event starts later.

This includes exclusive use of the Garden Room and possible shared use of the bar area. There is also access to the gardens and bandstand but this is not exclusive to your event.

Please note, there may be an event taking place in the theatre at the same time as your event, but your use of the Garden Room remains exclusive.

A pop-up bar will be placed in the Garden Room in the event of the theatre being in use.

Access is from 5pm - 11pm with the exception of Thursday, where access will be from 6pm. Time is required at 5pm to re-set the room so events should not start before 6pm.

THE THEATRE

9AM - 2PM

Room only hire fee £25 per hour, (up to 3 hours)

Daytime community hires are only confirmed 1 month prior, but can be 'pencilled' ahead of this.

2PM - 11PM

Room hire only fee £400

Full use hire fee £500*

Room only hire fees include the floorspace only. There is no access to the stage and back of house areas.

Full use hire fees include the stage, back of house areas and greenrooms. Any use of PA or lighting requires a technician, see below.

* There are a limited number of slots annually for community performance / theatre. Please enquire with the Events Team.

TECHNICIANS

For use in the theatre, if required.

Sound technician £180 per day

Lighting technician £180 per day

An hourly rate may be available, based on your requirements.

KITCHEN RENTAL

If you would like to bring in any external catering, including pre-prepared buffet food, a kitchen hire fee will be applicable.

Our kitchen is available for hire at £500 per day if you would like to bring in your own catering team.

If you are bringing in your own pre-prepared buffet, a food corkage fee of £5 per head will apply.

Please note, in both instances, you must also provide your own serving and kitchen porter staff. The Princess Pavilion team will service the bar.

SECURITY

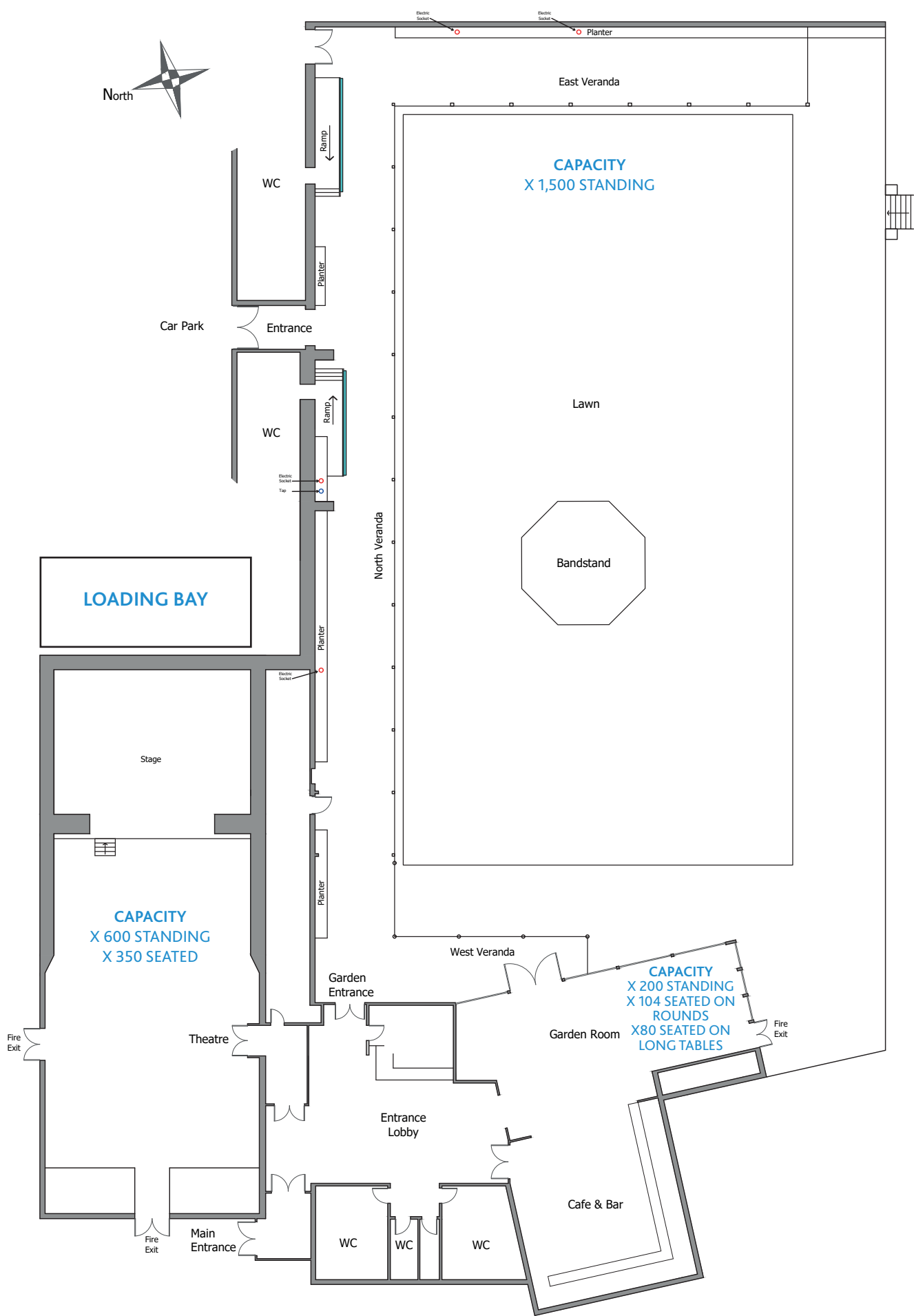
Security is required for any event of over 100 people, and/or where live music (including acoustic musicians, and DJs) is performed.

Our licence requires us to have 1 x SIA officer on shift for every 100 guests.

Security is charged at £18.50+VAT per SIA officer, per hour, with a 4.5 hour minimum per SIA officer.

ALL RATES ARE SUBJECT TO VAT AT THE CURRENT RATE.

FLOOR PLAN



Princess Pavillion
Scale 1:200

CONTACT DETAILS

CONTACT THE EVENTS TEAM FOR MEETING & EVENTS BOOKINGS.

PRINCESS PAVILION, 41 MELVILL ROAD, FALMOUTH, CORNWALL TR11 4AR
TEL: 01326 211222

EMAIL

PAVILIONEVENTS@FALMOUTHTOWNCOUNCIL.COM

WEBSITE

PRINCESSPAVILION.CO.UK

FACEBOOK

FACEBOOK.COM/PRINCESSPAVILION

INSTAGRAM

INSTAGRAM.COM/PRINCESSPAVILIONOFFICIAL

