

Hire & Events Information & Rates

Updated: March 2025

All spaces are subject to availability. The rates listed below are subject to change and applicable to private hires only.

Programming enquiries, including ticketed events, should be directed to the Programme Manager, Tom Hurley (thurley@yvonne-arnaud.co.uk).

All rates, including staffing, catering and equipment hire, are subject to VAT.

Half-day: up to 4 hours Full day: up to 8 hours

All floors are serviced by a fully wheelchair accessible lift. Toilet facilities, including wheelchair accessible toilets, and baby change facilities, are located on the ground and third floors.

Riverbank Kitchen (Ground Floor)

Overlooking the banks of the River Wey, the Riverbank Kitchen is our large, ground-floor café featuring quarry tiled floors, and floor-to-ceiling, west-facing windows which can be opened to the riverside terrace in warmer weather.

The space offers flexible, cabaret-style seating and its own bar and is ideal for gatherings, dinners, buffets, and meetings.

Capacities: 50 Seated 100 Standing

Hire Rates: £200 - Half-day £300 - Full-day

Loss of earnings levy*: £450

*We reserve the right to charge a loss of earnings levy on hires that cause disruption to the usual catering service.

Stalls Bar (First Floor)

With its high ceilings, modern decor, and uninterrupted views of the garden and River Wey, the Stalls Bar is a light-filled, dramatic space.

There is plenty of seating around the central staircase and the bar can be staffed if required, this space is an ideal choice for gatherings and receptions.

Capacities: 40 Seated 100 Standing

Hire Rates: £100 - Half-day £150 - Full-day

Partner's Room (Second Floor)

The Partner's Room is a carpeted boardroom with a large conference table. Located on the second floor of the theatre, this room is tucked away from the hustle and bustle of the theatre foyers and ideal for meetings and conference calls.

Capacities: 12 Seated 0 Standing

Hire Rates: £50 – Half-day £75 – Full-day

Vanbrugh Room (Second Floor)

The beautifully renovated Vanbrugh Room is the theatre's private members area but can be hired out for special occasions. With its comfortable and versatile seating, as well as its own bar, the room is a popular option for meetings, presentations, dinners and receptions.

Capacities: 30 Seated 40 Standing

Hire Rates: £200 – Half-day £350 – Full-day

Circle Bar (Third Floor)

The Circle Bar, now in its new location, is a cosy space on the top floor of the theatre which boasts its own bar. In this flexible space, the bar can be shuttered off to create a blank canvas, and the addition of a large screen gives the hirer versatility. Perfect for small receptions, meetings and presentations.

Capacities: 20 Seated 20 Standing

Hire Rates: £150 – Half-day £250 – Full-day

River Room (Third Floor)

The Community & Learning Room offers the most flexibility for your event. With stunning views, this large, curved space can be transformed to accommodate almost any function from business meetings to private dinners. The room comes complete with a retractable screen, AV capabilities, dimmer blinds and the option of tables and chairs.

Capacities: 80 Seated 100 Standing

Hire Rates: £400 – Half-day £500 – Full-day

Main Stage/Auditorium

The star of the show is the Main Stage and Auditorium, which boasts 586 plush red seats across the Stalls and Circle levels. The low-level stage has a playing area of approximately 10x10m, with generous wing space, a cyclorama, backstage crossover, scene dock and 10 spacious dressing rooms. The stage also has AV and flying capabilities. Technical support can be provided for an additional charge.

A perfect option for production dry hires, private film screenings, conferences, presentations, and training days.

Capacities: 586 Seated (varies) 0 Standing

Hire Rates: From £1,500 – Half-day From £3,000 – Full-day

Entire Building

Ideal for large-scale events that may benefit from multiple breakout spaces. Due to our busy schedule of events, this option often requires advance booking.

Hire Rates: From £2,500 – Half-day From £4,000 – Full-day

Loss of earnings levy*: £450

*We reserve the right to charge a loss of earnings levy on hires that cause disruption to the usual catering service.

Mill Studio (Ground Floor - Separate Building)

Located in the historic Old Town Mill, next door to the main Yvonne Arnaud Theatre building, the Mill Studio is a black box theatre space with 80 tiered seats, AV capabilities and 3 dressing rooms. Technical assistance, and the removal of the seating bank, can be provided for an additional charge. Perfect for production dry hires, small private film screenings, receptions, training days, rehearsals and workshops.

Capacities: 80 Seated (varies) 100 standing (varies)

Hire Rates: From £400 – Half-day From £600 – Full-day

Staffing

Technical - £35 per person, per hour

Catering - £25 per person, per hour

Extras

Projector and screen - £30 per day.

Early opening/late closing (subject to availability) - starting from £35 + VAT per hour.

Technical Facilities

Please enquire for technical facilities costs. All requirements must be booked in advance.

Catering

Please enquire for catering options. All requirements must be booked in advance.

Terms and Conditions of Hire

- Hires bookings are subject to availability at the time of enquiry.
- Hiring a space does not constitute a partnership between the hirer and the Yvonne Arnaud Theatre.
- Management reserves the right to refuse or cancel hires, at any time, if it is deemed the nature of the hire does not align with the Yvonne Arnaud Theatre's values. In instances where payment has been made, no refunds or compensation shall be granted if the hirer has withheld information regarding the nature of the event to the management.
- Management reserves the right request a detailed brief of the event and, if required, veto aspects of the hire. Failure to observe requested vetoes will result in the termination of the hire without compensation.
- Payment must be received in full before a hire is confirmed. Until a hire is confirmed, the management do not guarantee the availability of a particular space.
- Charitable rates, for certain spaces, are available to registered charities. Discounts cannot be applied retrospectively.
- Hirers claiming the charitable rate agree that their hire may be relocated to an alternative space within the theatre if a full-paying hirer requests their booked space. In such instances, no refunds or compensation shall be granted if the alternative space is deemed unsuitable by the hirer.
- Charitable rates are not applicable for the Main Auditorium or Mill Studio, nor can they be applied to staffing, catering or technical requirements.
- Standard opening hours are 10am – 5pm. Hires outside these times are subject to additional fees for early openings and/or late closures.
- In the unlikely event of a booked space becoming unavailable, a full refund shall be issued (with the exception charitable rate hires). The Yvonne Arnaud Theatre is not liable for charges incurred to the hirer in finding an alternative venue.
- Events must conclude no later than 10pm. Hires which extend beyond 10pm will incur additional staffing and late opening charges.
- Management reserve the right to staff events in accordance with its safety or operational policy. The hirer is liable to cover all staffing costs.
- The hirer agrees to obey any and all instruction from Yvonne Arnaud Theatre staff during the hire, including in the event of a building evacuation.
- Management reserve the right to terminate the hire, with immediate effect, if the event becomes a health and safety concern to guests, the public and/or staff. The hirer will not be recompensated if it is deemed their actions, or the actions of their party, contributed to the termination of the event, or the cause of the cancellation is outside of the Yvonne Arnaud Theatre's control.
- The Yvonne Arnaud Theatre does not permit external catering and, as such, the hirer agrees not to engage external caterers for their event. Please speak to the hires team if your event requires catering.
- The hirer agrees to pay for any damage, accidental or otherwise, to Yvonne Arnaud Theatre property during the hire period, where the fault lies with the hirer or a member of the hirer's party.

Cancellation Policy

Main Stage/Auditorium & Mill Studio

- Management requires written notice of cancellations made within four months of the event date. Within this timeframe, or after the requisite four-months' notice, the management expects that both parties will use all reasonable endeavours to reschedule the hire at an alternative agreed date.
- If, for any reason, the hirer does not give the requisite four months' notice of a cancellation and/or rescheduling is not possible, the hirer will pay a cancellation charge of 50% of the agreed upon hire rate. Bookings made within the four-month notice period will be subject to the same conditions. Cancellations made within one month will be subject to a cancellation charge of 100%.
- If catering, technical assistance, equipment hire and/or levies are included in the hire package and notice of cancellation is within two-weeks of the scheduled event, the hirer will pay 100% of all costs.

All Other Spaces

- Management requires written notice of cancellations made with one month of the event date. Within this timeframe, or after the requisite one-month notice, the management expects that both parties will use all reasonable endeavours to reschedule the hire at an alternative agreed date.
- If, for any reason, the hirer does not give the requisite one-month notice of a cancellation and/or rescheduling is not possible, the hirer will pay a cancellation charge of 50% of the agreed upon hire rate. Bookings made within the one-month notice period will be subject to the same conditions.
- Cancellations made within one week will be subject to a cancellation charge of 100%.
- If catering, technical assistance, equipment hire and/or levies are included in the hire package and notice of cancellation is within two-weeks of the scheduled event, the hirer will pay 100% of all costs.