



Jack Studio Theatre Information Visiting Companies

The Theatre

- The Jack's seating and layout is flexible. The theatre's capacity is 50 end on or in 3 sides, and 57-63 in the round (depending on the layout)
- Floor and rig plans are on our website. The theatre's playing space is 7mts x 5mts
- The Jack is well equipped for lighting and sound designs. Our technical details are on our website here: <http://www.brockleyjack.co.uk/about-us/venue-hire/> If you have any further technical questions, please email us and we will get back to you
- Our performances run Tuesday - Saturday at 7.30pm.
- Ticket prices are £16 full and £14 concession for full length plays

What to expect during your time at the Jack Studio

Press and publicity

- We will provide you with a schedule for publicity deadlines, from booking tickets to press night
- We promote the production on our website and through our social media (Facebook, Twitter & Instagram 12,500+ followers)
- We send regular e-shots to the theatre's mailing list before and during your production (8,000+ members). Visiting companies are featured on our e-shots with information about their production and links to booking
- We do all press listings (local/national/industry) for your company
- We create a press release for your production, which we distribute to our press list with invites to press night, which we host
- We will work with you on your flyer design and copy. We have an in-house template for all flyers and posters
- We can organise a local door to door drop (2,000 – 3,000 flyers)

Rehearsals

- All companies who perform at the Jack have a week's free rehearsal space (Monday - Friday 10am - 5.15pm)
- The rehearsal room is 10mts x 7 mts. Tea, coffee, kettle, fridge and microwave are all provided
- There is Wi-Fi and sound equipment in the rehearsal room

- If you are auditioning at the Jack, we can provide up to two free audition days (subject to availability)
- Any subsequent rehearsal or audition days at the Jack are charged at the reduced rate for visiting companies of £40 per day
- For companies not performing at the theatre, the daily rehearsal room rate is currently £75. Commercial hires & filming start at £250 for both spaces.
- The Jack has a costume and props store, which you are welcome to use, free of charge

Get-in:

- Companies get-in to the theatre on the Sunday prior to opening on the Tuesday. The theatre manager will be at the get-in and get-out
- Companies have access to the theatre and the rehearsal space on the Sunday, Monday and Tuesday (10am - 10.30pm) of their opening week
- Visiting companies also have access to the theatre on the Wednesday and Thursday of the week their production opens (10am - show time)

Further information

- We meet all companies before they start rehearsals to go over any production requirements, including PRS, insurance and any design plans
- We pay your PRS for any incidental music. You will need to arrange permission and payment for interpolated music
- Throughout your time with us, we also provide production advice and support, box office staff, and regular ticketing updates

Programming at the Jack

- We're always pleased to welcome new companies to the Jack, with bold and ambitious ideas
- Throughout the year we programme a diverse mix of productions, providing a platform for new writing, innovative revivals of classic texts and musical theatre
- Please see our production archive on our website for examples of past programming
- We programme two - three week runs, and on occasion four week runs
- We're happy to meet companies interested in coming to the Jack to discuss your proposal and production plans

From visiting companies we require:

- A proposal, which includes play title, and if the rights are available (should they be required)
- If it is a new play, we would need to read this before meeting
- Possible dates and length of run
- Any other company information (company biographies/reviews/links to website etc., where possible.)
- Please note, the Jack receives many enquiries about programming, and we might not always be able to accommodate your production in our current schedule.

Hire of the space:

- We offer a box office split of 50/50 of net takings, with no minimum guarantee. We can also discuss a straight hire charge, if companies prefer.
- We require a small refundable deposit in advance of the production with the signed contract and any rights agreement, (£100 per week of performance)
- At the end of the run you are provided with a full box office breakdown for each performance

If you have any further queries, or wish to arrange a time to visit the Jack, please be in touch! Thank you.