



**VENUES & EVENTS**  
CATERHAM SCHOOL



# The Performing Arts Centre

and conference meeting space

[www.caterhamvenuesandevents.co.uk](http://www.caterhamvenuesandevents.co.uk)



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The Performing Arts Centre boasts two indoor theatres with flexible spaces, an outdoor theatre, a dance studio and a music department consisting of several individual music rooms. It has a central foyer area with a licenced bar on the first floor where refreshments can be served during breaks or intervals. The Centre can be hired exclusively as a whole or any of the rooms can be hired out independently.



Licensed until 11pm



Main Theatre capacity of 338



Menus available



Wi-Fi



Parking



Accessible



Audio Visual



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# Humphreys Hall

The Humphreys Hall is a purpose built theatre situated in the new Performing Arts Centre on the first and second floor. It has tiered theatre seating with a maximum capacity of 338 seats, which can retract, transforming it into a large hall on one level. It has a generous stage area for performances with theatre curtains and has a backstage area too making it perfect for a concert or live event. It has a theatre sound desk, lighting rigs, a lectern with microphone and a built in PA system. For presentations or conferences, there is a motorised large screen, which can be suspended in front of the curtains, which act as a backdrop.

Refreshments can be served in the central foyer during breaks or intervals, timed with other rooms requiring the use of this space should they be occupied. If you prefer to have exclusive use of the Performing Arts Centre for your event then the whole venue can be hired.

Dimensions: 20.83m x 15.70m



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# Deayton Theatre

The Deayton is a spacious, modern theatre and drama space located on the first floor of the Performing Arts Centre. Its design features floor-to-ceiling panoramic windows that flood the room with natural light, while fitted blackout blinds provide flexibility for performances, presentations, or events requiring complete darkness. The theatre is equipped with retractable tiered seating for 67. For larger events, additional free-standing seating can be arranged at the front of the hall, expanding the capacity to accommodate up to 107 attendees.

The stage area can accommodate a panel, a lectern and it also has a suspended screen with front projection making it suitable for conferences and presentations as well as music or drama performances.

A dividing screen can be lowered from the ceiling, transforming the space into two separate rooms, each with its own entrance and exit, if required. Refreshments can be served in the central foyer for breaks or intervals.

Dimensions: 14.86m x 7.50m



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# Dance Studio

The Dance Studio is a modern, bright, and airy space specifically designed for drama and dance activities, located on the ground floor of the Performing Arts Centre. Its contemporary design makes it a versatile environment for rehearsals, classes, and performances. The studio features floor-to-ceiling panoramic windows, equipped with adjustable privacy blinds, allowing plenty of natural light to flood the room.

One of the studio's standout features is a full wall of mirrors, ideal for students and performers to observe their movements and perfect their routines. The built-in Bluetooth sound system allows for easy, high-quality audio playback. Additionally, the studio is equipped with air conditioning, ensuring a comfortable temperature is maintained year-round, even during high-energy sessions.

Dimensions: 10.83m x 8.22m



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# Orchard Theatre

The Orchard Theatre is a charming outdoor performance space, offering a unique and serene setting for your performance or gathering. It features a wooden decked performing area, complemented by a gently sloping grass bank fitted with benches, which create naturally tiered seating for up to 72 people. Surrounded by beautiful apple trees, the theatre boasts a picturesque and tranquil feel.

The Orchard Theatre is conveniently accessed from the central foyer on the first floor of the Performing Arts Centre, making it an ideal ancillary space for events that would benefit from an outside area.



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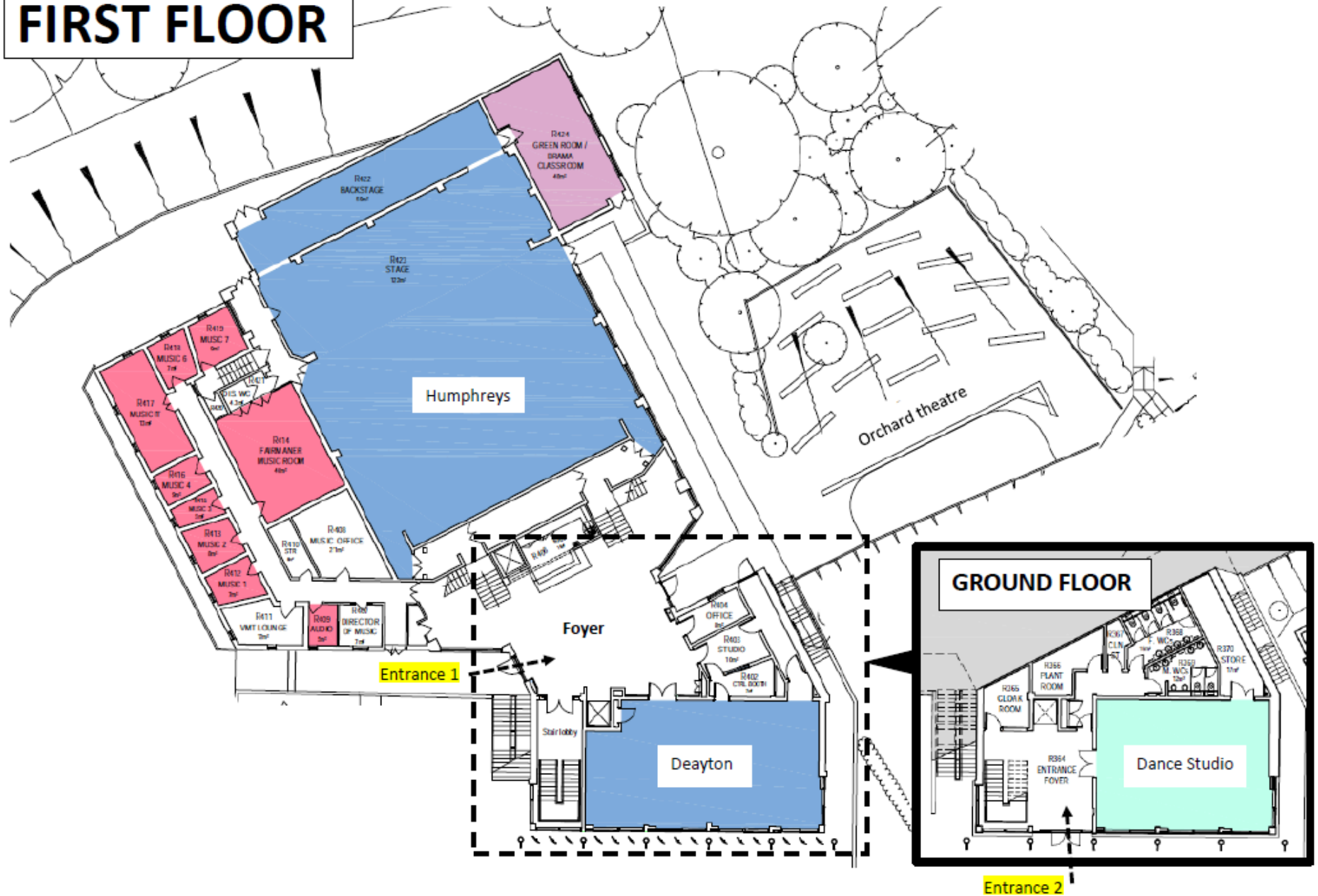
## The Foyer

The foyer offers a warm and stylish gathering space, ideal for guests to gather before and after performances or for corporate guests to unwind during conferences and presentations. Its welcoming environment is perfect for relaxation and casual conversation between sessions.

Situated on the first floor, it boasts a licensed bar that where a range of refreshments and menus can be served during intervals. With its modern design and open, spacious layout, the foyer provides a comfortable and inviting atmosphere where visitors can mingle and enjoy the lively ambiance of the venue. It is the ideal spot for guests to unwind and immerse themselves in the vibrant energy of the venue.

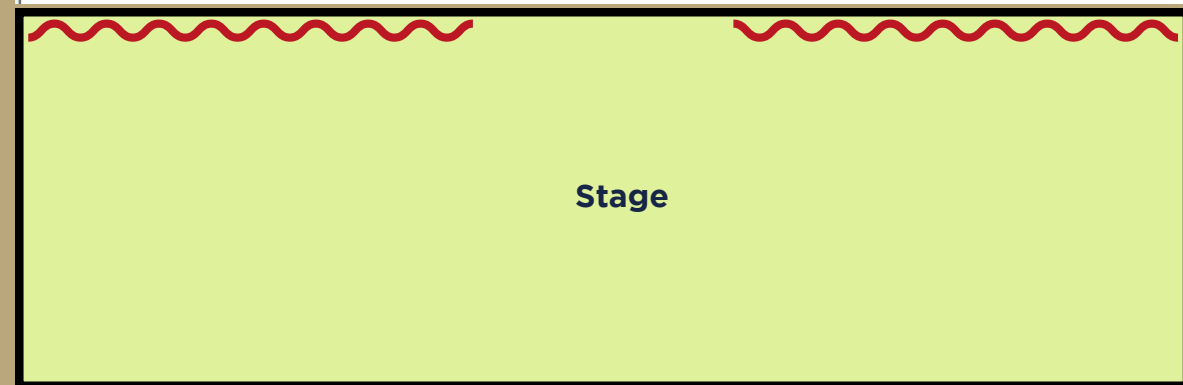
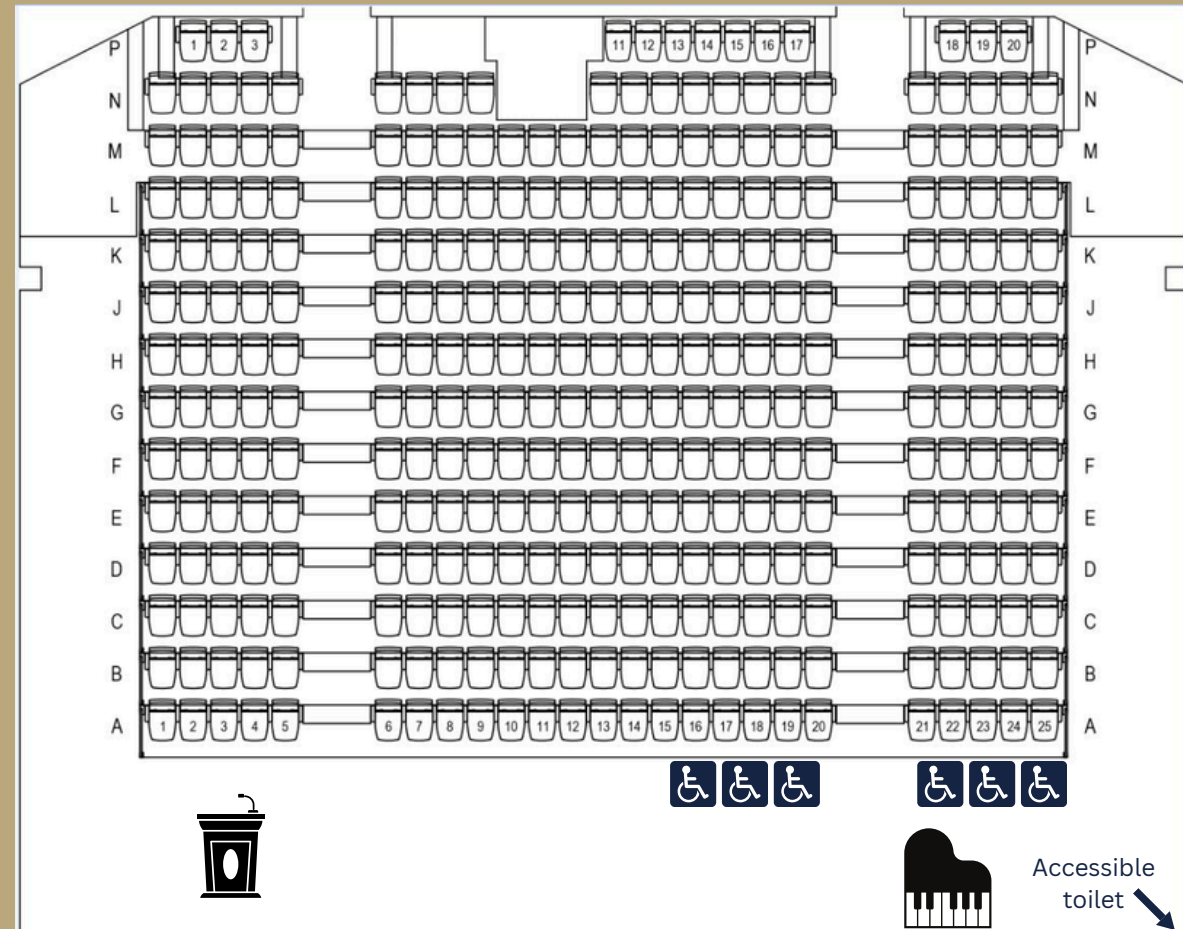
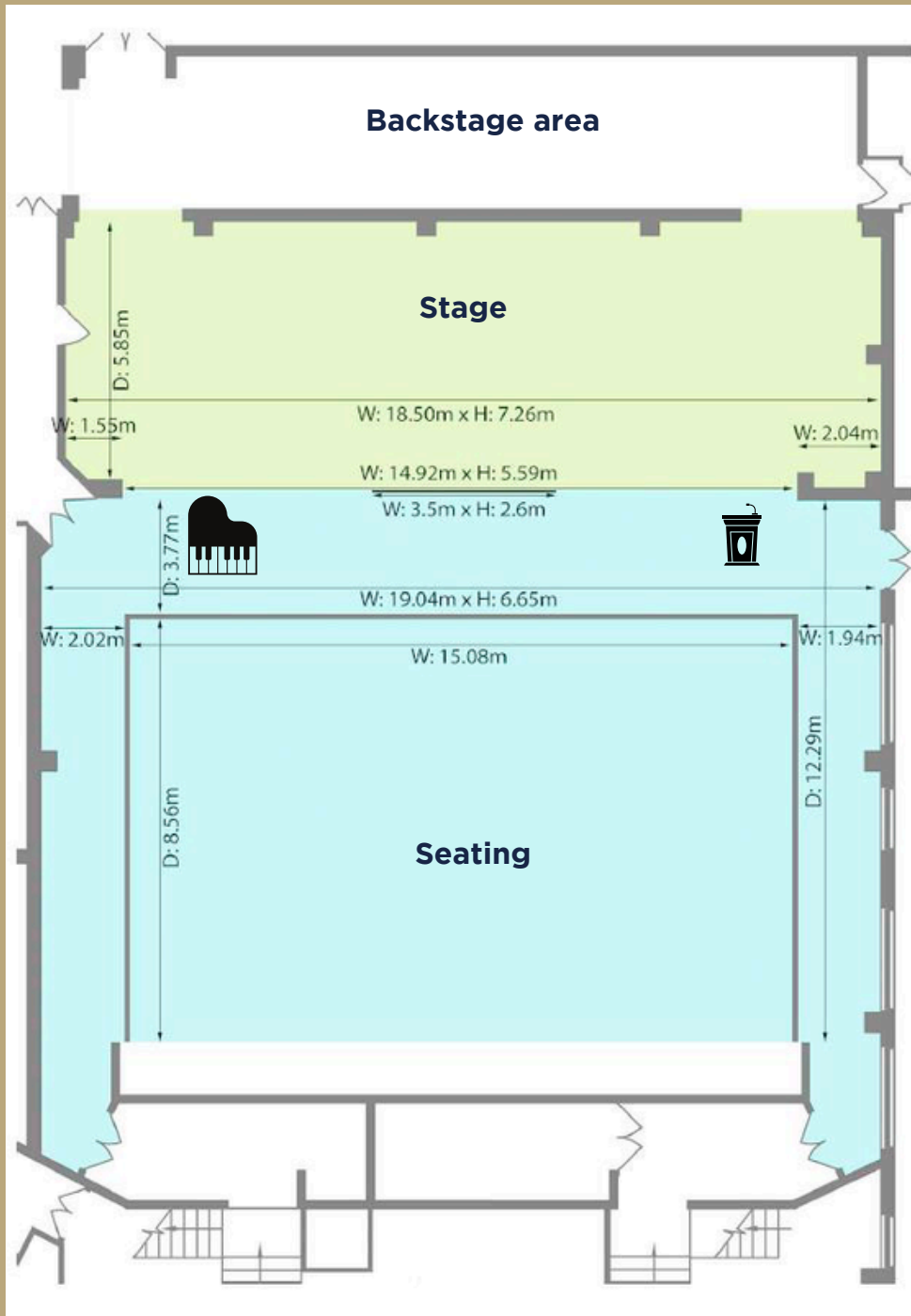
# Floorplan

## FIRST FLOOR





# Humphreys Floor and Seating plans





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## Rates

Venue	Monday - Thursday		Friday		Saturday - Sunday	
	Day rates: 8am - 5pm	Evening rates: After 5pm	Day rates: 8am - 5pm	Evening rates: After 5pm	Day rates: 8am - 4pm	Evening rates: After 4pm
Whole Venue	£102.50 p/h	£127.50 p/h	£102.50 p/h	£147.50 p/h	£127.50 p/h	£147.50 p/h
Humphreys	£75 p/h	£90 p/h	£75 p/h	£100 p/h	£85 p/h	£100 p/h
Deayton	£35 p/h	£50 p/h	£35 p/h	£60 p/h	£50 p/h	£60 p/h
Dance Studio	£20 p/h	£25 p/h	£20 p/h	£35 p/h	£30 p/h	N/A

Prices exclude VAT

*Minimum booking time is 4 hours.*



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## Humphreys Venue Hire Rates Include:

PA sound system: d&b Audiotechnik Ti10 line array  
Lectern with integrated PC, Extron AV control and  
gooseneck microphone



## Extras:

### Technicians

AV technicians are available to assist your event at £20+VAT per hour (min 4 hours).  
When you book a technician, this can include two handheld or lapel clip on microphones and the standard rigged performance lighting plot.

### Screen & Projector

5m x 2.8m motorised screen (16:9) and front projector at £50+VAT per day

### Microphones

Extra Radio Mics at £30+VAT per channel per day

### Lighting

Bespoke lighting plot can be designed and/or rigged POA

### Stage Reconfiguration

The stage can be reconfigured in the Humphreys to make it deeper £100+VAT

### Harlequin Dance Floor

Rolled out on top of the Humphreys stage for dance events £150+VAT

### Security

If security is required for your event, supplementary charges of £20+VAT per security guard will apply

### Catering

We have a variety of menus and drinks options to cater for your event.

### Breakout rooms

Additional breakout rooms can be provided at an additional cost



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# Catering

Our contract caterers Chartwells Independent, who are based on site, can provide a variety of tempting catering solutions for your event including:

### **Cashless bar for public events**

Our Foyer area is perfect for refreshment breaks. Complete with a bar area to serve drinks from, we can provide a cashless bar serving wine, bottled beer, spirits and soft drinks. All transactions are taken through card and contactless payment only. Minimum spend may apply.

### **Snacks**

We can provide snacks for purchase at the bar including items such as crisps, popcorn, nibbles, pre packaged sandwiches, confectionary and sweets.

### **Working lunches for daytime meetings**

We have a selection of menus suitable for corporate hospitality including hot and cold refreshments, breakfast, sandwich lunches or finger food buffets. Perfect for conferences or meetings.

### **Hot seated meals**

We can provide hot meals in our contemporary refectory next door to the Performing Arts Centre, perfect for more elaborate conferences and larger events, subject to availability.

# Frequently Asked Questions

## **Is parking available?**

Yes, we offer ample on-site parking for your guests. If required, signage will be provided to guide them to the designated parking areas on the day of your event.

## **Do we need to provide car park attendants?**

Yes, you will need to arrange your own car park attendants to manage parking for your guests. With enough notice we can provide them if needed, at a cost.

## **Is the venue accessible for people with disabilities?**

The Performing Arts Centre is located at the top of a hill and there are a number of stairs to climb to reach it from the main car park. It is possible to drive up to the back of the Centre and drop off guests with mobility issues so they can avoid the stairs however the driver must then park in the main car park. Once inside the venue there is an accessible lift to take guests with mobility issues to the first floor of the Humphreys and the ground floor of the building. Due to the theatre seating being fixed, any wheelchair users must be positioned in front of the first row of theatre seats. There is an accessible toilet in the Humphreys next to this area. This is clearly marked on our seating plans.

## **Can you sell tickets for our show or help market our event?**

Unfortunately, we do not handle ticket sales. We recommend using platforms such as Eventbrite to manage ticketing for your show. We can help with marketing and promoting your event on our social platforms if deemed appropriate.

Please speak to your venue contact.

## **Can we provide our own technicians?**

The short answer is yes, however you would most likely need to have one of our technical team there to oversee the use of our equipment unless otherwise agreed with the venue.

## **Do we need to provide ushers?**

Yes, you are responsible for providing ushers to assist with your event if needed. There are four entry points to the theatre, two on the first floor and two on the second floor.

# Frequently Asked Questions Continued...

## **How do you decide whether our event requires additional costs for security?**

This is decided through a risk assessment of your event which takes into consideration factors such as the nature of your event, number of attendees and whether alcohol is being served.

## **Can we provide our own bar?**

If you are providing any form of alcohol sales then unfortunately we do not allow anyone else to provide the bar. If your bar is soft drinks only and snacks that do not require any cooking then yes you can. Please note that if you are taking card transactions you are not permitted to use our Wi-Fi for this. You must provide your own Wi-Fi dongle suitable for this purpose.

## **Are drinks allowed in the Humphreys?**

No, as a general rule of thumb, we do not allow food or drinks in the Humphreys hall.

## **What is the Wi-Fi like in the venue?**

We have a stand alone Wi-Fi for external lettings in the school which is separate to the Schools secure one. We can provide this to the event organisers in advance of the event. This network is filtered and you should advise in advance of what you need to access online so we can ensure it is unblocked.

## **What is the mobile signal like at the venue?**

The most reliable mobile network providers in the venue is EE or Three. Any other providers have very limited signal, if any.

## **Is there a stage?**

There is a fixed, raised stage in the Humphreys Hall. The standard dimensions are 14.64m (W) x 4.88m (D) x 0.23m (H). The stage can be reconfigured to make it deeper by taking the side blocks off the wings and repositioning them at the front to form stage dimensions of 12.2m (W) x 6.1m (D) x 0.23m (H).

There is no stage in the Deayton however staging blocks can be provided to create a temporary one for your event.

## **Is the stage suitable for dancing?**

Due to the stage being made up of individual wooden staging blocks it is unsuitable for bare feet however we can install Harlequin dance flooring on top. This needs to be installed the day before to allow it to rest, so there does need to be availability to do this in advance. Please check with your venue contact who can advise.

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## Contact Us

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