

**GLASGOW'S BEST VENUES FOR HIRE**

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**GLASGOW ROYAL CONCERT HALL**

CONCERT HIRE





# GLASGOW ROYAL CONCERT HALL CONCERT HIRE



Built in 1990 for Glasgow’s reign as European City of Culture, the Glasgow Royal Concert Hall sits in an iconic position at the top of Buchanan Street right in the heart of the city’s bustling shopping district.

The Main Auditorium is a multi-purpose venue, presenting a varied programme of music and cultural events, providing seating for up to 2000. Seating can also be removed within the lower arena seating to provide a standing area for 600.

The Royal Scottish National Orchestra now have a new centre adjacent to The Glasgow Royal Concert Hall and within this is housed the New Auditorium. A purpose built rehearsal and recording venue which is also available for hire at times when not in use by the orchestra. Capacity 534 with small stage.







# GLASGOW ROYAL CONCERT HALL CONCERT HIRE

CLYDE FOYER



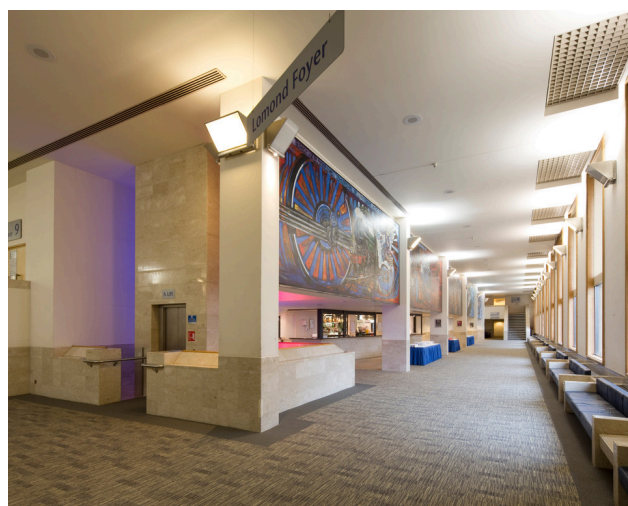
THE GREEN ROOM



BUCHANAN SUITE



LOMOND FOYER



STRATHCLYDE SUITE BAR



STRATHCLYDE SUITE





## VENUE HIRE & ROOM SET UP STYLE CAPACITY

### Main Auditorium

£7700+VAT plus 10% Box Office Service Fee

1980 - Fully seated capacity (inclusive of wheelchair and companion allocations)

2170 - Seated with standing arena\*

\*Maximum Standing capacity - 600 (£1300+VAT surcharge applicable)

### New Auditorium

£1800+VAT plus 10% Box Office Service Fee

534 fully seated with smallest stage size

*Capacity will reduce the larger the stage size required*

Standard Main Auditorium Staging: 19.28m-11.05m wide (widest at front) and 10.39m deep

Standard New Auditorium Staging: 15.078m at widest point at front -5.419m deep

### Strathclyde Suite

£1800+VAT plus 10% Box Office Service Fee

400 - Theatre style without stage

332 - Theatre style with stage

144 - Cabaret style without stage (18 x round tables of 8)

120 - Cabaret style with stage (15 x round tables of 8)

153 - Classroom style (Table hire required and POA)

### BUILDING OPENING HOURS & VENUE HIRE SURCHARGES 2024/25

Our building closing hours are event dependent. The curfew for concerts is 10.30pm.  
Access available from 0800hrs; access before this time charged at £150+VAT per hour in addition to standard venue hire.



**AUDIO VISUAL EQUIPMENT CHARGES**

Steinway Model D Piano:	£270+VAT includes one tuning
PA System + System Engineer:	Venue Technician required in order to use.
Lighting System + System Engineer:	Venue Technician required in order to use.
Technicians:	£300+VAT
Spotlights (2 available):	£80+VAT
Spotlight Operators:	£100+VAT per unit
Kitchen facility (no gas permitted):	£100+VAT
Radio Mics:	£75+VAT
Removal & reinstatement of seats (to create standing area x 600):	£1300+VAT
Towels:	£1.50+VAT per towel
Photocopying:	£12p+VAT per copy

Please note you are welcome to bring in your own AV and production equipment, on providing a list in advance for sign off from the Event Coordinator/Stage Manager, ensuring all kit provided is PAT tested.





## DISABLED ACCESS

All our auditoriums are fully accessible to those with mobility difficulties and wheelchair spaces are available. Access to Glasgow Royal Concert Hall is via the north entrance at Killermont Street.

If you are visiting Glasgow Royal Concert Hall then disabled car parking spaces are available at the Concert Square multi-storey car park, situated opposite the Concert Hall and at the Buchanan Galleries' Car Park adjacent to our building.

## CANCELLATION POLICY

### **Cancellation 12 weeks or more prior to event:**

- Deposit non-refundable (Full Venue Hire)

### **Cancellation less than 12 weeks, but more than 6 weeks prior to event:**

- Deposit non-refundable (Full Venue Hire)
- 25% of total Catering booked is chargeable

### **Cancellation less than 6 weeks prior to event:**

- Deposit non-refundable (Full Venue Hire)
- 50% of Catering booked is chargeable

### **Cancellation less than 2 weeks prior to the event:**

- Deposit non-refundable (Full Venue Hire)
- 100% of Catering booked is chargeable

## SECURING YOUR BOOKING

If you would like to secure the booking, a Deposit Request will be sent to you from our Finance Team at Head Office. Your Deposit will comprise of your full room hire rate (which is non-refundable) plus 10% of any catering costs. Additionally, on receipt of your confirmation you will be issued with a Contract Copy. You would then print, date and sign two copies retaining one for your files and returning the other by post to the venue or scanned and returned by email, with the required information below.

- Type of Event
- Event Title
- Event On Site Contact (on the day including mobile tel no.)
- Event Schedule (Including get in/get out time/ start & finish times)
- Room Set Up Requirements (Standing/ Cabaret etc) and for how many people
- AV Hire Requirements
- Catering Requirements (including service times)
- Full Invoice Address (including postcode, contact name and telephone no.)





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All of our catering is supplied by the award winning Encore Hospitality Services. They have a range of pre-set menus for every occasion; from small meetings to 3 course banquets. Our team of Event Coordinators can supply these, with full details, on request.



Should you have any specific requests, not covered by our menus, please let us know and we will work with the catering team to best to offer alternatives.

We can accommodate for all of your guests dietary requirements, but please provide notification prior to the event so we can offer alternative options.

Please note we require menu confirmation at least 14 days in advance and final numbers no later than 10 days out.

## **Day Delegate Rate**

Finger buffet lunch - £34.00+VAT

Fork buffet lunch - £38.50+VAT

Water on tables

Arrival tea, coffee and fresh pastries

Mid-morning tea, coffee and Border Biscuits

Chef's choice buffet with tea and coffee

Fruit juice & mineral water served with lunch

## **Finger Buffet**

Any 3 items - £17.95+VAT

Any 4 items - £20.95+VAT

Any 5 items - £24.00+VAT

## **Hot & Cold Fork Buffet**

Options from £31.50+VAT

## **Fixed Price Menu Selection**

2 course meal with coffee - £45.00+VAT

3 course meal with coffee - £55.00+VAT

## **Canapes**

Options from £13.25+VAT per person

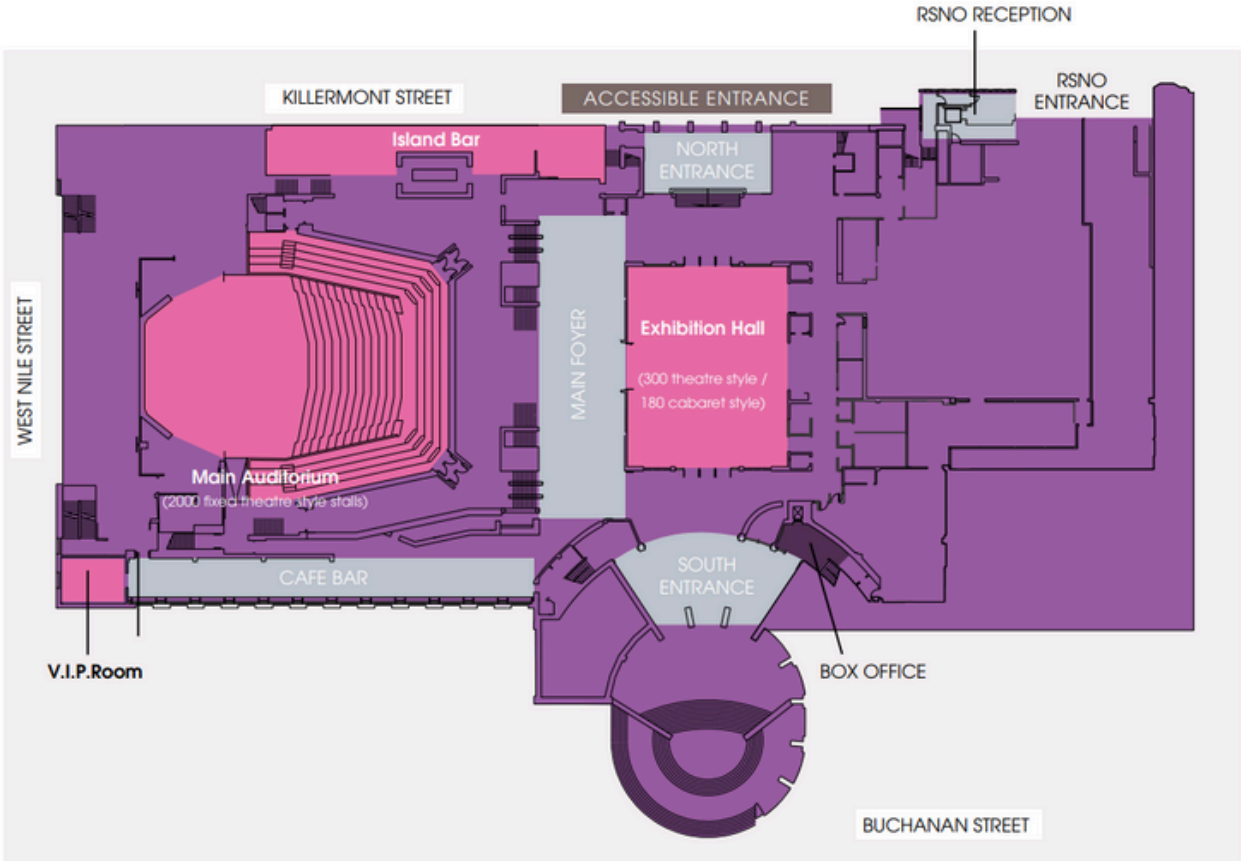
See attached menus for full details.

Minimum numbers and linen costs (£7.50+VAT per sheet) may apply.

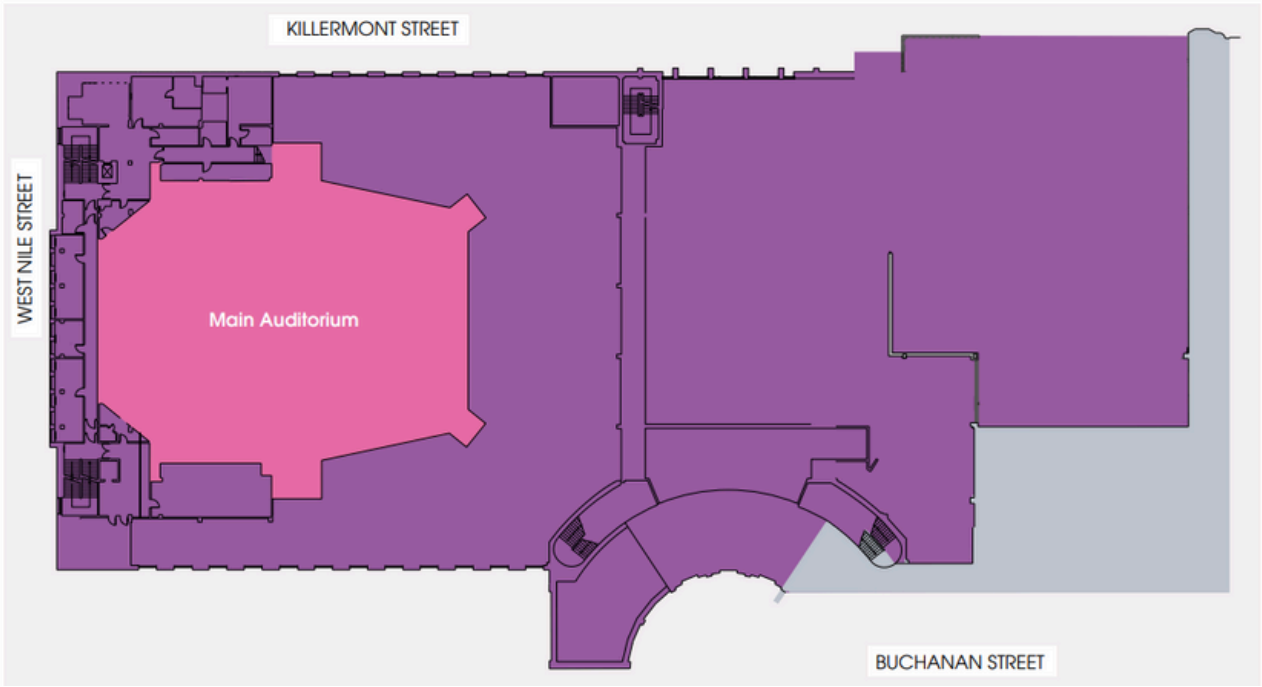


# GLASGOW ROYAL CONCERT HALL CONCERT HIRE

## FLOOR 1



## FLOOR 2



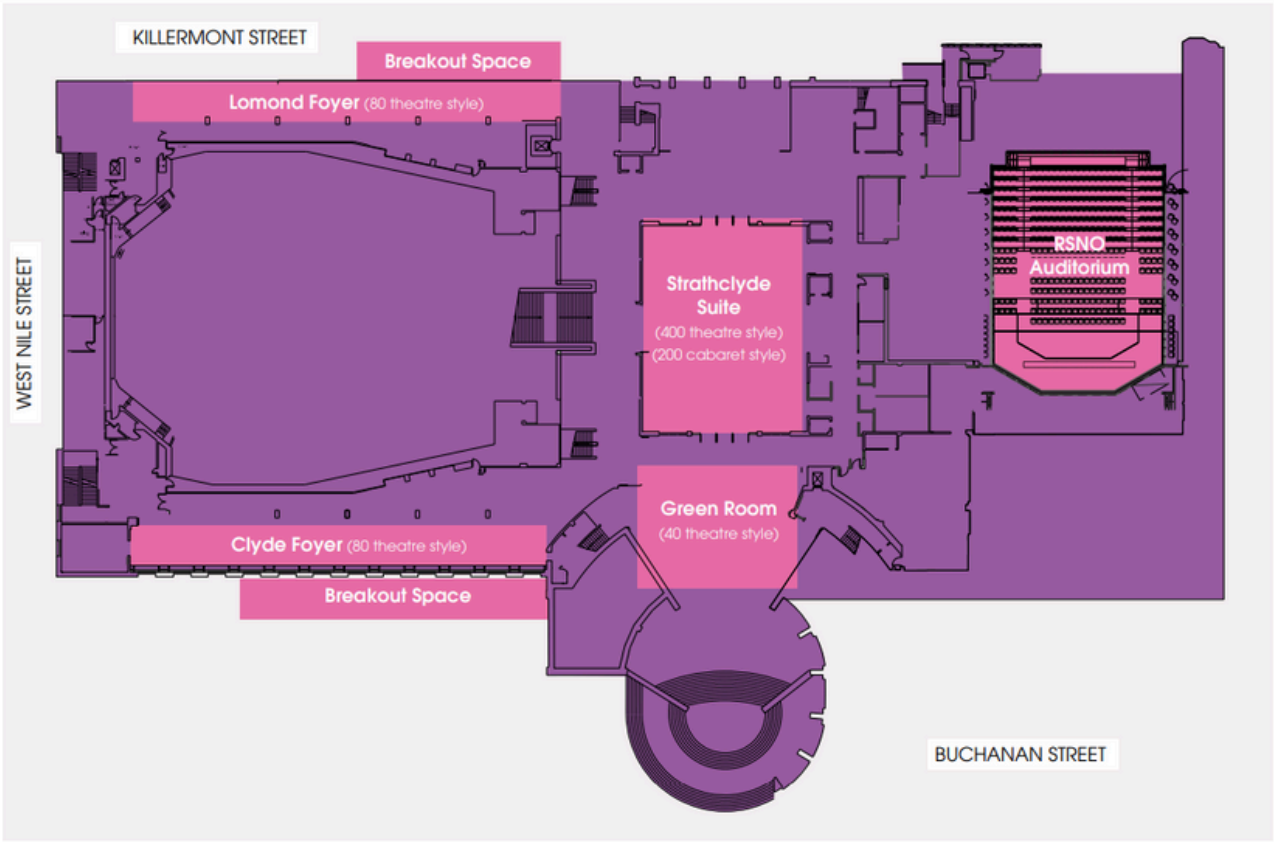
**areas for hire**



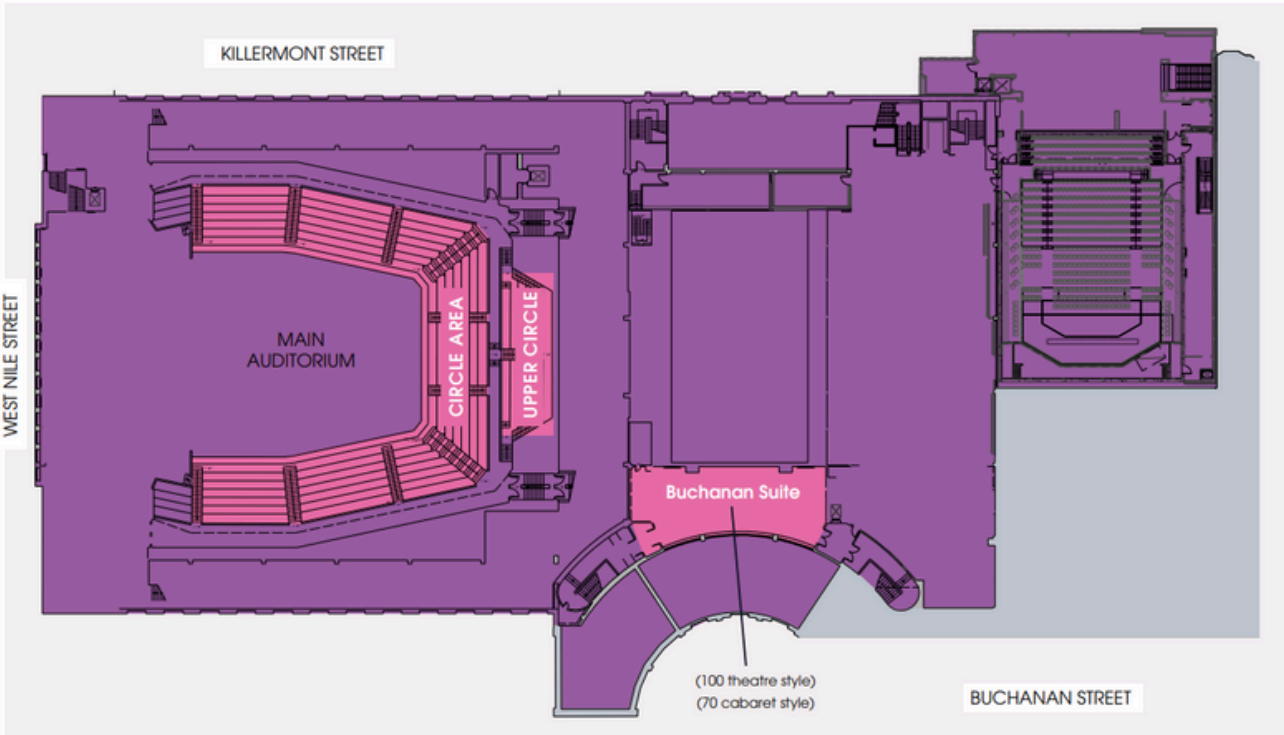


# GLASGOW ROYAL CONCERT HALL CONCERT HIRE

## FLOOR 3



## FLOOR 4



**areas for hire**

# GLASGOW ROYAL CONCERT HALL CONCERT HIRE

## Main Auditorium - Downstairs

[illegible]



# GLASGOW ROYAL CONCERT HALL CONCERT HIRE

## Main Auditorium - Upstairs

