



## Proposal for an Incoming Park90 Production

Park Theatre presents dramatic work by a variety of guest producers across our Park200 and Park90 stages. If you are a producer or theatre company with a proposal that you would like considered for our programme, please read this document thoroughly before completing the relevant sections.

We are a disability confident venue so if you require a different way of accessing this process please get in touch.

## Programming in Park90

Park90 invites audiences to look at the world through the lens of historically underrepresented eyes. We programme theatre to start conversations, inspire and entertain, and cast light on our community, our society and our world. To be considered for a slot, plays should take account of the following factors:

- Be in line with the mission statement detailed above
- Be character led, not issue-led
- Have a strong narrative drive
- Be stage-ready
- Have a maximum of 5 actors
- Be written during or after 2000, and, if a revival, have a clear relevance and purpose for a new production.

We aim for a breadth and variety of narratives and viewpoints throughout our season, including proportionate representation across the gender spectrum. We embrace work that is made by and tells the stories of women, ethnically diverse, working class, disabled and LGBTQ+ artists and characters.

## Timeline

Please be aware that we are usually booked up at least six months ahead of time in both spaces. Proposals are reviewed constantly throughout the year. Please keep in mind that we are a small team and so it may take some time to hear back from us.

## Submission Process

1. Read this document fully.
2. Complete the relevant sections.
3. Complete the Budget Form.
4. Email the following to [submissions@parktheatre.co.uk](mailto:submissions@parktheatre.co.uk)
  - a. this completed submission form
  - b. the completed budget form
  - c. the script
  - d. any other supporting documents

**Park Theatre** Clifton Terrace Finsbury Park London N4 3JP

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5. You will receive an initial email to acknowledge receipt
6. You will receive a full reply, saying whether:
  - a. the production has been *shortlisted* (not a guarantee of being in the season)
  - b. the script could benefit from further development
  - c. the proposal is not one we are able to take forward
7. In the case of 'a' or 'b', our Producer Programmer will contact you to discuss the project further.

## Hiring Park90

**From April 2025**

### Cost for Standard 4-week Run

**£14,400** plus VAT (for 4-week hire). This equates to a weekly rental of £3,600 (plus VAT) per week. This is the rate for shows programmed from April 2025 onwards.

**Rates are reviewed annually and subject to change from April 2026.**

### Standard technical charge for all productions

This is an obligatory one-off technical fee, charged on top of the rental agreement above. This provides 4 crew for four hours of get-in and four-hours of get-out time. In addition, Park Theatre will ensure a Duty Technician will be present during all performances in case of technical issues. Please note that the Duty Technician is not part of your show team and will not operate your performances.

For runs starting on or **after April 2025** the charge is £800 +VAT

### Cost for Slot Share Runs

The theatre also offers a slot share model in Park90, whereby two producers share the performance space over the course of the run - with shows alternating between 7pm and 8:30pm start times.

The split model allows producers to share the rental costs of Park90 and also explore opportunities of sharing creative teams, stage managers and PR / marketing costs. The model is predicated on each show being circa 60 mins long and having a set that is easily strikable for the turn-around between both shows. There will be a shared lighting rig and configuration that will be dictated by the theatre's technical team.

The rental for MMAD is **£3,600** plus VAT per week (with a minimum of a 2-week hire). This rental is split between the producers of each show in the double bill, so that the cost to each producer is £1,800 plus VAT per week. This is the rate for shows programmed from April 2025 onwards and will be reviewed in late 2025 for shows from April 2026 onwards.

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We operate a contra-free rental system, the only additional costs that may be incurred would be specific requests upon the venue by the producer, outside of the inclusions in the rental.

## Standard technical charge for Slot Share Runs

This is an obligatory one-off technical fee, charged on top of the rental agreement above. This provides 4 crew for two hours of get-in and two-hours of get-out time. In addition, Park Theatre will ensure a Duty Technician will be present during all performances in case of technical issues.

For runs starting on or **after April 2025** the charge is £400 +VAT

Any additional technical support over and above this time, will be charged at the applicable rates.

## Available Configurations

Auditorium Config	Capacity	Stage Size (Approx)
Traverse	76 seats	8.3 x 3.9m
Thrust 1	87 seats	4.6m x 5.4m
Thrust 2	82 seats	6.7m x 4.3m
L Shaped	92 seats	5m x 4.6m
In The Round	94 seats	5.6 x 4.3m
In The Round 2	102 seats	5.6 x 3.4m

## Ticket Prices

For banding and pricing please download 'Park90 Total Seater' on our [submissions page](#).

Special discount codes / promotions can be set up and redeemed online, in liaison with our Sales & Marketing Director.

Park Theatre takes £0.75 plus VAT per ticket and 3.75% plus VAT for credit, debit and charge card transactions.

A £1.50 building levy is added to each ticket, which comes to the theatre, and is included in the advertised price.

## Performance Schedule (8 shows per week)

Monday to Saturday:

Thursday & Saturday matinees:

**7pm** (may differ for slot share shows)

**3:15pm** (may differ for slot share shows)

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## Rehearsal Space

Subject to availability, visiting companies may hire out our rehearsal space at a discounted rate. Please enquire for more details.

### Discount Rate April 2025 onwards

15% discount for charities, non subsidised or regularly funded theatre companies and/or companies rehearsing shows that will be staged at Park Theatre.

- Mon –, Fri £1028.50 per week (plus VAT).
- Saturdays, if available, there would be an extra charge of £308.55 (plus VAT) per day.
- Other day and hourly rates available on request.

**Please continue to the Company, Show and Financial Information forms below.**

## Company Information

<b>Producer or Theatre Company Name</b>	
<b>Contact Name</b>	
<b>Telephone Number</b>	
<b>E-Mail Address</b>	
<b>Correspondence Address</b>	
<b>Company Registration Number</b> If applicable or obtained	
<b>Charity Number</b> If applicable or obtained	
<b>Insurance Certificate Numbers</b> If applicable or obtained N.B. You will be required to have Public Liability and Employer's Liability insurance in place should your proposal go to contract	

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## Show Information

<b>Title of Show</b>						
<b>Author</b>						
<b>Brief Synopsis</b>						
<b>Proposed Configuration</b>						
<b>Potential Date Range(s)</b>						
<b>How flexible are you within these dates?</b>						
<b>Estimated Running Time</b>						
<b>Interval? Please mark with an 'x'</b>	<b>Yes</b>			<b>No</b>		
<b>Could your show work as part of a double bill?:</b> This is only applicable to shows circa 60 minutes long	<b>Yes</b>		<b>No</b>		<b>Maybe</b>	
<b>Minimum No. of Cast Required</b>						
<b>Diversity and Representation:</b> Park Theatre is committed to presenting work that is diverse (both in terms of themes and talent) and representative of our vibrant wider community of audiences and stakeholders. Please detail how your production will reaffirm this ethos.						
<b>Production Concept:</b> Please briefly describe the initial creative vision for the production. For revival productions, please indicate why the revival will be pertinent for a modern theatre audience. N.B. If you have a mood board or design concept for the production, please submit it along with this form.						

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<b>Cast Attached (if known)</b>	
<b>Creatives attached (if known)</b>	
<b>Access Requirements:</b> We aim to ensure that Park Theatre is accessible to all. Please let us know of any access requirements which should be taken into account for any of the team working on this production.	

**Access Performances:** Please note that every show is required to have at least one Access Performance on offer, to be administer by Park Theatre for a fee.

**Sustainability:** Park Theatre is committed to making theatre sustainably. Once a production is shortlisted, we will ask you to detail what measures you will implement to reduce the environmental impact of the show. For production sustainability ideas and initiatives, please refer to [The Theatre Green Book](#).

## Financial Information

### Budgeting:

1. Please complete the **Headline Budget Form** which can be found on our [submissions page](#)
2. What anticipated amount of Box Office income do you require for the production to be financially viable?

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\* Please refer to either the Park90 or Park200 Total Seater document on our [submissions page](#).

<b>Funding:</b> Please tell us how you intend to fund this production including what funding is currently in place and your timeframe for achieving any outstanding funding.

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**Fair Pair:** By signing the document below, you understand that every show must pay the company rates as set out in the [UK Theatre / Equity Commercial Theatre rate \[Tier C\]](#), unless otherwise agreed with Equity.

<b>Signature:</b> Please add signature or type name to indicate you have read the above.	
<b>Date Submitted</b>	

## Next Steps

For proposals to be considered, please remember to send the following documents to [submissions@parktheatre.co.uk](mailto:submissions@parktheatre.co.uk):

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- c) the script
- d) any other supporting documents

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