

THE EXCHANGE



St Mary's
University
Twickenham
London

75 London Road, Twickenham, TW1 1BE



VENUE HIRE PACK

ABOUT THE EXCHANGE

The Exchange is a community venue in the heart of Twickenham with a 285 seat theatre, 5 studio rooms, a conservatory and a bar. Situated opposite Twickenham station, The Exchange is owned by Richmond Council and managed by St Mary's University.

The venue can be used for a wide range of activities, from performances to conferences, festivals and presentations. Our versatile auditorium offers tiered theatre seating for 285 people, 300 with an extra row of non-fixed seats on stage or 249 without the use of side stall seats. The centre block of the stalls can be retracted back to create a large rehearsal space.

Purpose built Studio rooms are available for a variety of uses, some of which are outlined below. We also have a stunning Conservatory space with access to an outside terrace, perfect for parties and celebrations of all kinds. Our flexible auditorium space, Studio rooms and Conservatory are all available for whatever function you have in mind.



HIRING THE EXCHANGE

Our facilities cater for events such as:

- Performances
- Rehearsal Space
- Film Screenings
- TV Filming / Photoshoots
- Conferences
- Lectures
- Meetings
- Wellbeing Classes
- Workshops

We can provide:

- Technical support for use of lighting, sound & AV equipment
- A Front of House & Events Duty Manager / Assistant
- Friendly Volunteer Ushers
- Catering / Hospitality for events
- Menus available upon request
- A fully staffed and well stocked bar
- Free Wi-Fi
- Heated rooms in Winter
- Air conditioned rooms in Summer
- Full Box Office Service (Online, by phone or in-person)

PLEASE NOTE: These must be asked for in advance. Technical staffing and FOH will incur an extra charge.

SPACES AVAILABLE

Theatre:

The Exchange Theatre has a capacity of 281 fixed seats plus a wheelchair bay. The capacity can go up to 300 with a row of non-fixed chairs added to the front row- please note this isn't advisable for all hires as it takes away from performance space.

Our Theatre is suitable for various performing arts, film screening, lectures/talks and conferences. The retractable seats in this space can create a great rehearsal space when the chairs are pushed back (please note an extra charge is added for this service).

Technical support is available and our technical run down/specs are available upon request. Hire of the Theatre include two Dressing Rooms and Toilets located backstage.

The 1st floor Exchange Bar can be opened and staffed for your event upon request.

The Conservatory:

This room can be hired for various functions including but not limited to drinks receptions, workshops, small conferences, meetings, acoustic performances, open mic evenings and more. A pop-up bar can be set up in the space upon request, please note a charge or minimum spend applies.

Studios:

5 multi-purpose studios used for meetings, dance classes, yoga sessions, pilates, art classes, parent groups and much more.

ROOM SPECIFICATIONS

STAGE & SET

Configuration: End on only.

Playing space: 5200mm front stage to rear cyclorama.

8000mm width to drapes.

Wings: We do not have physical wings, we have drapes with 1100mm width at the narrowest point and 1900mm at the widest.



THE CONSERVATORY

Located on the 2nd floor.

This room can be hired for various functions including but not limited to drinks receptions, workshops, conferences, meetings, acoustic performances, open mic evenings and more. Also, leads to a small outdoor terrace.

Dimensions: Length 10m x Width 13m at widest

Capacity: Max capacity for this space is 70 with no furniture.
46 seated cabaret style, 60 lecture style.



STUDIO 1

Located on the 4th floor (top floor).

Has a semi sprung Harlequin dance floor which makes it the perfect space for dance (no tap permitted), drama and wellbeing classes.

Dimensions: Length 9.6m x Width 6.7m

Capacity: Health & Safety capacity is 25.

Toilets and a separate accessible toilet are located on this level. This room is accessible by lift or stairs.



STUDIO 2

Located on the 4th Floor (top floor).

Has AV facilities and furniture for boardroom style meeting, workshops or small lectures.

Dimensions: Length 7.4m x Width 6.7m

Capacity: 20 boardroom style and 25 lecture style.

Toilets and a separate accessible toilet are located on this level. This room is accessible by lift or stairs.



STUDIO 3

Located on 3rd floor.

Another, semi sprung Harlequin dance floor which makes it the perfect space for dance (no tap permitted), drama, wellbeing classes.

Dimensions: Length 7m x Width 6.7m

Capacity: Depends on the use but max health & safety capacity is 20.

Toilets and are located on this level, there is **no** accessible loo on this level. This room is accessible by lift or stairs.



STUDIO 4

Located on 3rd floor.

This multipurpose room can be used for meeting requiring no AV or be used for art classes, workshops.

Dimensions: Length 6.7m x Width 6.7m

Capacity: depends on use but max health & Safety is 20 with no furniture or 15 boardroom, 20 lecture style with furniture.

Toilets are located on this level. Accessible by lift or stairs.



STUDIO 5

Located on 2nd floor.

Has AV facilities and furniture for boardroom style meeting, workshops or small lectures.

Dimensions: Length 6.8m x Width 6.9m

Capacity: 20 boardroom style and 25 lecture style.

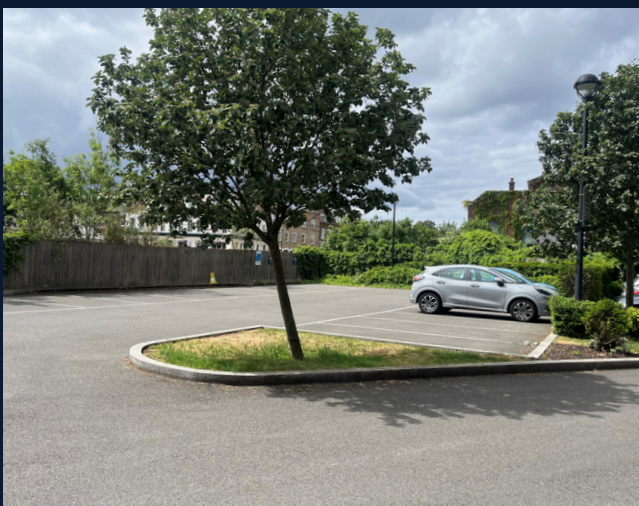
Toilets and a separate accessible toilet are located on this level. This room is accessible by lift or stairs.



CAR PARK

The Exchange benefits from on-site parking with 15 - 20 large spaces that can be utilised to support film and television productions. The car park is suitable for production vehicles, technical equipment loading, crew parking and unit base operations, subject to availability and event schedules.

This car park is not for public use. Organisers and crews can use this space by registering their car at reception.



AVAILABILITY & RATES

Please tell us as much as you can about your event – date(s) you'd prefer, how many people you'll be hosting, whether you need catering, music, and anything else you can think of...

THEATRE HIRE RATE

MAIN THEATRE	£200
MAIN THEATRE - COMMUNITY RATE (25% OFF)	£150
MAIN THEATRE - CHARITY RATE (50% OFF) (HOURLY LESS THAN 8 HOURS)	£100
MAIN THEATRE - DAY RATE (UP TO 8-10 HOURS)	£1,400

MULTI-USE SPACES

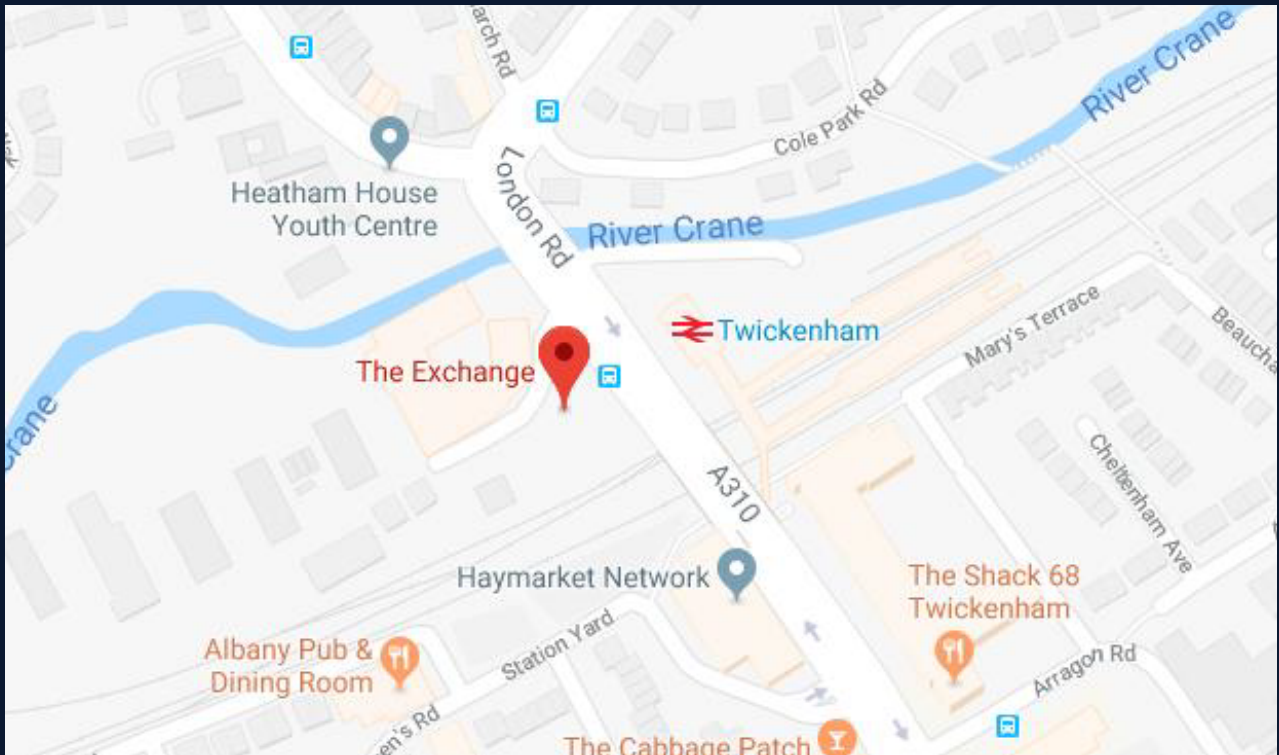
CONSERVATORY	£105
STUDIOS	£66
CAR PARK USE ONLY (4 - 8 HOURS)	£125

- ALL RATES ARE SUBJECT TO VAT AT 20%
- 25% LOCAL COMMUNITY RATE IS SUBJECT TO LOCATION AND NON-PROFIT ORGANISATIONS
- PROOF OF REGISTERED CHARITY NUMBERS MUST BE PROVIDED TO QUALIFY FOR 50% OFF



Our Baby Grand-Piano in the Foyer is available for artistic programming use, only in the theatre, at an additional cost.

LOCATION



You can find us opposite Twickenham railway station, in South West London.

PARKING / TRAVEL

The Exchange can accommodate parking to the organisers of visiting companies but there is no public parking. There are limited parking spaces near the venue entrance for Blue Badge holders. There are public car parks in Twickenham within walking distance of the venue.

We encourage you to travel by public transport where possible. The venue is right opposite Twickenham station. Trains to Twickenham run regularly from Waterloo, Vauxhall and Clapham Junction. Bus routes **H22**, **267** and **281** pass outside the venue.