THE KENTON
HENLEY-ON-THAMES

Visiting Companies Guide

Thank you for visiting The Kenton Theatre in Henley.

This guide is designed to make sure your show is as successful as possible.

Our unique theatre is over 215 years old (the 4th oldest working theatre in the UK) and was built before cars, lorries and electricity were mainstream. Whilst areas have been modernised since, things can sometimes take longer than experienced in modern theatres so please bear that in mind.



Arrival & Loading

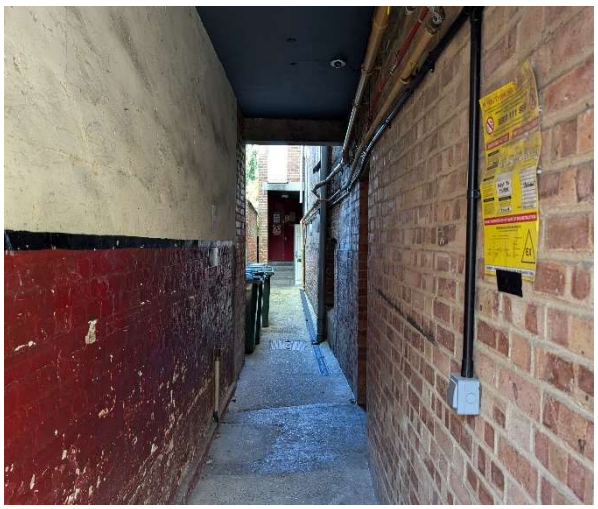
The theatre is on a residential road in the town centre which can be very busy with traffic during peak times.

Loading is done on double yellow lines at the top of the main road. You can stop to unload but please make sure larger vehicles can pass you. Google Maps Street View

Access into the venue is via an alley on the side of the theatre (2.1m high, 0.8m wide) with a small flight of stairs at the end which leads onto the stage. There is a ramp available though heavy cases will need to be carried in due to the weight limit on the ramp.







Kenton Theatre (Henley-on-Thames) Management Society Limited. Charity No. 253021. Company Reg: 906767

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Parking

On Street – cars & some vans

There are numerous parking spaces located on New Street near the theatre. They are charged and limited to 3 hours. Please note some are for residents or blue badge holders only (see signage).

Waitrose (Kings Road Car park) Short Stay – cars & small vans

The car park is limited to 3 hours, but these time restrictions finish at 18:00 (17:00 on Sundays).

Driving Time: 5 Minutes
Walking Time: 5 Minutes
Address: Kings Road, Henley-on-Thames, RG9 2DQ - Google Maps Directions

Henley Rugby Club (Dry Leas) Long Stay – cars & vans

If parking a large vehicle, they request parking at the far end of the car park next to the other vans and minibuses. There are sometimes rugby events on which prevent the car park being used. If parking here remember to move your vehicle **before the gates lock at 10pm.**

Driving Time: 5 Minutes
Walking Time: 10 Minutes
Address: Dry Leas, Marlow Road, Henley on Thames RG9 2JA - Google Maps Directions

Southfields Car Park Long Stay – cars & small vans

Limited spaces but does not lock at night.

Driving Time: 5 Minutes
Walking Time: 10 Minutes
Address: Southfields (Goodall Close), Henley-on-Thames, RG9 1BJ - Google Maps Directions

Electric vehicles

See Park And Charge Oxfordshire for more details on suitable car parks.

Merchandise

If you are selling your merchandise, there will be a small table available to be used before the show and during the interval. The front of the stage is also available to sell merchandise from during the interval or after the show. If selling merchandise, there will be a commission charged which can be found in your contract, this is typically 15% or £10.00 if using your own machines and staff.

The table in the foyer is 0.92m wide x 0.61m deep.



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Staffing & Breaks

To ensure compliance with government regulations, any staff provided by the theatre to support your show will require a 20-minute break for every 6 hours worked. We understand that show requirements might occasionally necessitate adjustments to this break schedule. However, if the break cannot be accommodated due to the demands of your performance, the theatre will need to charge for this time. We remain flexible and are committed to working with you to find a suitable arrangement that aligns with your show's needs.

Wi-Fi

Free public Wi-Fi is available, the current password can be found on the notice board backstage by dressing room 1.

Lighting Bars

All our lighting bars are operated on manual winches. The bar over the audience must be operated by a Kenton authorised member of staff.

Bringing Your Own Electrical Equipment

All items must be PAT tested and have valid labels dated for at least after the last day of your booking.

Radio Microphones

If using PMSE licensed frequencies, please bring your certificate from OFCOM.

Risk Assessment

A risk assessment must be supplied to the technical manager (technical@thekenton.org.uk) in advance of your event.

We need to be informed in advance of anything that requires additional risk assessments to be used within the premises including (but not limited to) pyrotechnics, cold spark machines, naked flames, water, lubricants (such as oils, detergents, bubbles etc) or anything that can introduce added risks to the performers, audience, our neighbours or the building. Failure to do so could result in said element of the production not being able to proceed.

Consumables

Consumables such as gaffa tape, electrical tape and batteries are available on request. Speak to the technician for the current charges. These charges will be added to your settlement.

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Pictures Of The Stage

Both pictures show legs and travelling curtains flown out.

Stage left including fly tower



Stage right, stage



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