HIRE THE VENUE

the Lights andover

Owned and managed by Test Valley Borough Council

Introduction

to The Lights Theatre, Andover

The venue, located in the heart of Hampshire, offers a professional programme featuring music, theatre, comedy, and dance, along with community performances, exhibitions, and gigs.

Since opening in 2006, The Lights has been crucial in providing entertainment in Andover and the wider Test Valley.

The Lights

How to get here

Directions and Parking

BY FOOT

The Lights is situated a 2-minute walk from the main town centre or a 10-minute walk from Andover Rail station.

BY ROAD

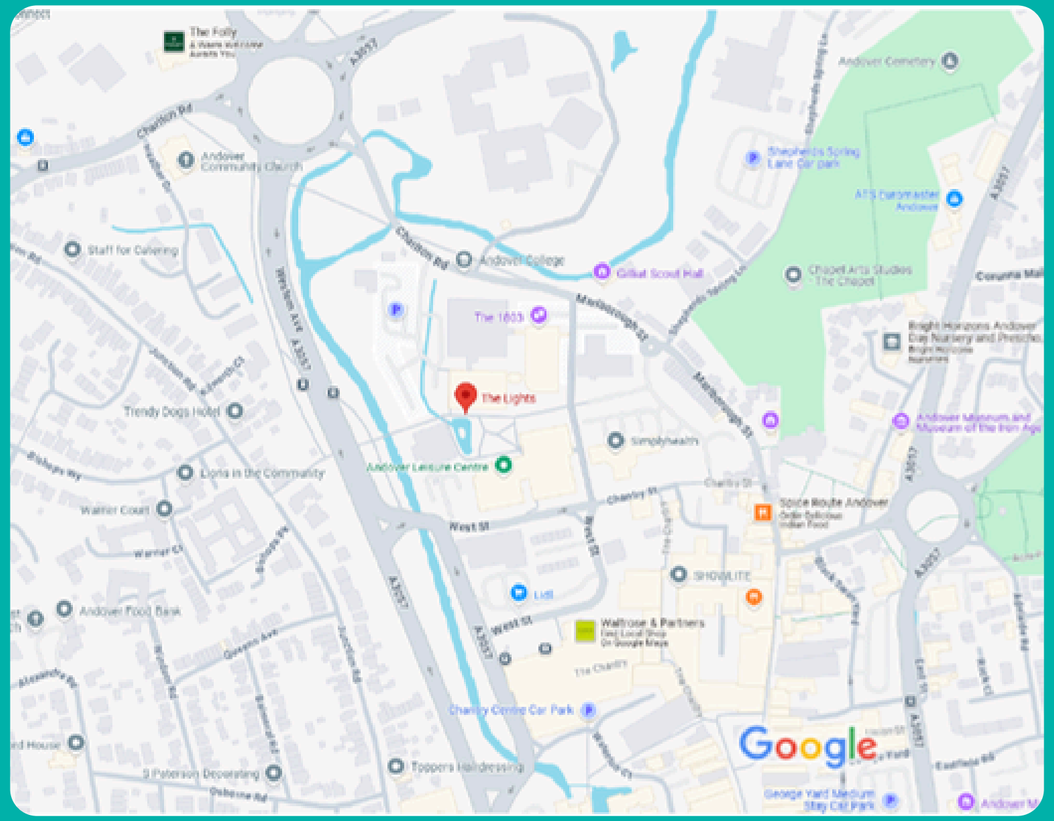
As the main route from London to the West Country and from Southampton to Oxford and the north, Andover is particularly easy to get to. Situated on the A303 and within easy reach of the M3 and M4.

BY RAIL

Andover is conveniently situated on the main London Waterloo to Exeter railway line.

DISABLED PARKING

Visitors may drive to the front entrance to drop off disabled passengers. Disabled parking can be found in West Street car park.



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Lights andover

Car Parking and pedestrian access from Andover Town Centre | The Lights Andover

There are no dedicated car parks to The Lights theatre itself, however there is a range of public pay and display…

The Lights Theatre Andover

Hire the Auditorium

The Lights

Stage - Dimensions: 10 x 6.4m (exc. wings)

Use of Auditorium includes Dressing Room and Green Room

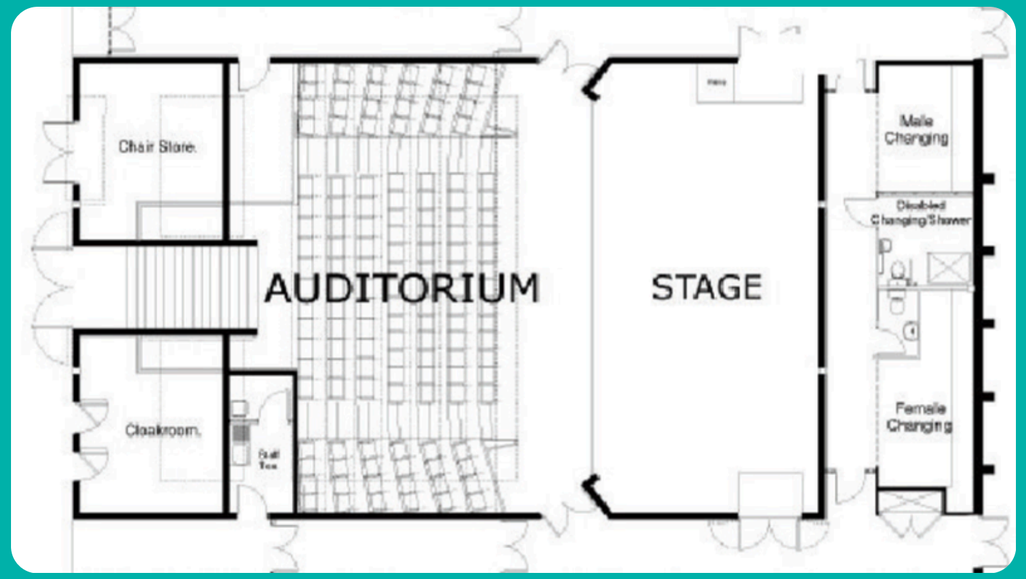
Suitable for performances and rehearsals, large seminars or AGM's

Capacity: 249 fixed seats of which 33 are the slightly bigger Pullman style seats,

including up to 12 front row seats which are also shared as wheelchair seating.

The dressing rooms are directly behind the stage and allow for quick access to from the stage left or right double doors (crossover)

More detailed information can be found in the Technical Guide, available upon request



Hire the Auditorium

The Lights

Duration	Community Rate	Business Rate
4 Hours	£345	£580
8 Hours	£450	£750
12 Hours	£680	£1125
Additional cost for Sunday Hire	£170	£225

The Arena

20 x 18m: Suitable for banquests, balls, dances and standing gigs.
Capacity: 200 seated for dining or 350 standing.

As with the Auditorium, the Arena is equipped with its own lighting and sound system which can be adjusted to suit your particular requirements. Also with a 5x5m stage, the Arena is perfect for awards ceremonies, business presentations or large-scale exhibitions.

Please note that there may be an additional charge for Arena events, please enquire.

More detailed information can be found in our Technical Guide.

Hire the Arena

The Lights

Duration	Community Rate	Business Rate
4 Hours	£235	£370
8 Hours	£310	£460
12 Hours	£335	£530
Additional cost for Sunday Hire	£170	£225

AV Equipment

The Lights

Product	Duration	Community Rate	Business Rate
Additional Dressing Room	Per 4 Hours	£65	£65
Technical Services	Per 4 Hours	£80	£80
Laptop, Projector & Screen	Per day or part thereof	£140	£140
Screen Only	Per day or part thereof	£43	£43
Microphone (wireless, lapel - up to 4 total)	Per day or part thereof	£30 each	£30 each
Wired Microphone	Per day or part thereof	£20 each	£20 each

AV Equipment

The Lights

Product	Duration	Community Rate	Business Rate
Lectern	Per day or part thereof	£12	£12
Flipchart	Per day or part thereof	£8.50	£8.50
Star Cloth	Per day or part thereof	£48	£48
Projector for Arena / Auditorium	Per day or part thereof	£58	£58
Arena Cafe Bar	Closure for event	£200	£200
Laptop	Per day or part thereof	£50	£50
The Lights Event Manager for Show	Per event	£250	£250

AV Equipment

The Lights

Product	Duration	Community Rate	Business Rate
Mirror Ball	Per day or part thereof	£25	£25
Haze / Smoke	Per day or part thereof	£20	£20
Rostra	Per day or part thereof	£20	£20
Sunday Hire	Per day or part thereof	£170	£225
Auditorium Weekly	Sunday 10 - 10pm Mon - Sat 6 - 11pm	£2350	£2350
Box Office Commission	N/A	6%	10%
Credit Card Commission	N/A	3%	3%

Board Room

The Lights

Working lunch available

Our Board Room accommodates up to 12 people, offering an intimate setting that promotes engagement. It is equipped with a projector and flip chart for effective presentations.

Food and drinks can be ordered from The Atrium Café, with delivery to your door at your preferred time. Whether you're meeting clients, having a team outing, or holding a private meeting, The Lights will help ensure a successful event.

Duration	Community rate	Business rate
2 Hours	£40	£70
4 Hours	£75	£125
8 Hours	£130	£220
12 Hours	£175	£285
Additional cost for Sunday hire	£170	£225

Conference Room

The Lights

The Conference Room is perfect for large meetings, conferences, or workshops, accommodating up to 40 people, depending on layout.

Working lunch available

It’s designed for effective training sessions and meetings. The space is adaptable to your needs, and our Duty Manager will set it up to your specifications. Capacity varies by layout: Boardroom style: 16-20 people. Café style: 30-36 people. Theatre style: 36-40 people.

Duration	Community rate	Business rate
2 Hours	£50	£80
4 Hours	£85	£140
8 Hours	£150	£245
12 Hours	£195	£320
Additional cost for Sunday hire	£170	£225

Studio One

The Lights

Studio 1 is a versatile space that accommodates a variety of activities, including tap classes, craft sessions, and rehearsals. It features a sink located at the side of the room and an electric piano, making it ideal for your class or rehearsal needs.

Additionally, Studio 1 is equipped with a plug-in speaker for your audio requirements.

Duration	Community Rate	Business Rate
4 Hours	£100	£180
8 Hours	£185	£285
12 Hours	£235	£375
Additional cost for Sunday Hire	£170	£225

Dance Studio 1

The Lights

Within the Dance Studio 1, we provide sprung wooden floors, a mirrored dance rehearsal space and an integrated PA system.

A technically advanced room for those looking to perfect their skills.

Duration	Community Rate	Business Rate
4 Hours	£100	N/A
8 Hours	£185	N/A
12 Hours	£235	N/A
Additional cost for Sunday Hire	£170	N/A

Refreshments & Catering

The Lights

If you need assistance with catering, please reach out to us to discuss your requirements

We can pre-book items such as tea, coffee, juice, water, biscuits and pastries.

If you are interested in a buffet lunch that as well. We offer several menu options from our external caterers based in Andover, who prepare everything fresh each day (for a minimum of 10 people.

The venue has it's own cafe bar, The Atrium Cafe Bar. Attendees and delegates can purchase refreshments during opening hours. We offer a variety of fresh sandwiches and delicious sweet treats and bakes.

Working lunch can be provided for up to 10 people, if this of interest, please do reach out to us with your requirements.

Refreshments & Catering Options

The Lights

Product	Per Head
Tea / Coffee	£2
Tea / Coffee / Juice	£3
Tea / Coffee / Biscuits	£2.50
Still Mineral Water	£1.50
Sparkling Mineral Water	£1.20
Sparkling Mineral Water	£1
Working Lunch (Sandwich, Crisps, Heartsease Sparkling, Bake)	£8.50

Terms & Conditions

The Lights

Terms and Conditions of Hire 2026-27

Auditorium Hire

1. For hires that include stage lighting and sound, a member of The Lights technical staff will be on duty to supervise the event. At least one member of the technical staff will be on duty at all other times that the theatre is in use. Their role is to assist in running your event and ensure that safe working practices are always adhered to.
2. The technical facilities of the theatre are set out in the technical guide. Any additional equipment you may require can be hired, and the cost will be added to the hire charge. Please discuss your requirements and the charges with the Technician.
3. If you require 13 amp extension leads for electrical equipment you are using or specialist leads for AV or other materials, you must provide your own.

Auditorium or Arena Insurance For hirer's of the Auditorium or Arena events indemnify the Council in respect of claims for damages, proceedings, costs and expenses of any description arising from the hiring of the Auditorium or Arena and take out and maintain such policies of insurance as are necessary to insure against such liability and to produce the same to the council for inspection. The Public Liability Insurance required is £5,000,000 for these hirings.

Deposits

1. For weekly hires, a deposit of 10% is required; for all other bookings, a £50 deposit will be required. The £50 deposit will be non-refundable.
2. If the hirer wishes to cancel for any reason, the following charges will apply:

Less than 1 month's notice – whole charge is payable; 1 – 3 months' notice – 50% of hire charge is payable.

3 If The Lights has to cancel a hiring through circumstances beyond its control, no charge will be made nor any payment made in respect of any work the hirer might have done about the event.

Front of House

For conference and other use of the auditorium, please discuss your catering/drinks requirements with the Operations Manager.

VAT Certain hire charges are subject to VAT at the prevailing rate, and costs quoted will have VAT added to them.

If you are not VAT-registered, please remember to add the 20.0%.

Health and Safety

1. All electrical equipment brought into the venue must have PAT pass certificates.
2. Hirers must take all reasonable care for their health and safety and for the health and safety of others who may be affected by their actions, omissions, or the use of the company's equipment within the guidelines of the health and safety acts. A copy of The Lights' full safety policy is obtainable upon request.
3. All doors, exits and signs must be left clear of obstruction, and The Lights is a no-smoking venue.
4. The Lights reserves the right to refuse admission to or remove from the premises any person considered a danger to the safe operation of the venue.

Timing

1. Please ensure that the time you book is adequate for all your set-up, the actual event and the clearing up.
2. Over-runs on room hire will be charged at the normal, full hourly rate during the normal opening hours.

Additional charges

1. All Auditorium and Arena hires that require full technical support have a compulsory charge of £70.00 per 4 hours.
2. All coffee and catering are to be provided through The Lights.

Over running on a room hire will be charged at the normal, full hourly rate during the Theatre's normal opening hours

Thank you for choosing The Lights

We would like to personally thank you for considering us as the venue for your event.

We are a small venue with a big heart, and once you step through our door, you become part of The Lights family.

We look forward to seeing you in the venue soon.

Seb Baynes
FOH Commercial Manager

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