



**A GATEWAY  
TO THE**

**ARTS**



## About us

Gateway Theatre is an arts centre for children, youth and families. Within the building are a 922-seat Theatre and the 207-seat modular Black Box theatre, studio spaces for multi-purpose use, and a Sky Garden for open-air performances and events. Gateway Theatre is home to performances big and small, of various genres and styles. It is a place that allows artistes to explore their creativity, and encourages the public to explore their imagination.

## Mission

Gateway Theatre supports made-in-Singapore works that promote positive messages and social values.



# Venue Hire Process

The following checklist will help to ensure that you have submitted all necessary documents.

## Requests for Venue Hires & Partnerships

Checklist	Due Date	Completed
Complete <a href="#">venue request form</a> and send via email to <a href="mailto:sales@gateway.sg">sales@gateway.sg</a> All potential programmes and events at Gateway Theatre must undergo a curatorial review before being approved.	-	<input type="checkbox"/>
If application is approved, hirers will be issued a Letter of Acceptance. The booking will only be confirmed after receipt of the signed contract and Venue Offer Provisions, and full deposit payment.	-	<input type="checkbox"/>
Hirers may publicise their event only after the booking is confirmed.		<input type="checkbox"/>

## Production Coordination

<b>Checklist</b>	<b>Due Date</b>	<b>Completed</b>
Production Meeting with Gateway Theatre production team	Approximately 4 – 6 weeks before event	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Production schedule</li><li>2. Technical Rider</li><li>3. Event layout/seating plan</li></ol>	5 working days before Production Meeting	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Event programme rundown</li><li>2. Access Card Application Form</li><li>3. Risk assessments forms</li></ol>	Approximately 2 weeks before event	<input type="checkbox"/>





## Theatre

### Seating Capacity:

922 guests

527 stall seats | 395 circle seats

### Stage Dimensions:

24.6m x 11.16m (Side Stage to Side Stage)

### Stage Performance Area:

11m (width) x 9.6m (depth)

# THEATRE

## Performance/ Event Package

		Arts General	Private	
			4-hour block	8-hour block
<b>Weekday</b> Mon - Thu	<b>Stalls only</b> (527 seats)	\$3,000	\$3,400	\$6,100
<b>All days</b> Mon - Thu, Fri - Sun	<b>Full theatre</b> (922 seats)	\$4,000 OR 18% of 1st \$65,000 of BOX OFFICE & 15% thereafter, whichever is higher	\$4,850	\$7,800
<b>Weekend surcharge</b> Fri - Sun  (Including Public Holiday & eve of Public Holiday)		\$1,000	\$800	\$800
Additional hour (per hour)		\$1,500	\$1,400	\$1,400

# THEATRE

## Rehearsal/ Set-up/Bump-out

	Arts General	Private	
		4-hour block	8-hour block
4 hours	\$960	\$2,400	\$3,400
8 hours	\$1,800	\$4,250	\$6,100
12 hours	\$2,500	\$9,200	
Additional hour (per hour)	\$400	\$1,000	
<b>Weekend surcharge</b>	\$800	\$1,000	
Dark day rate	\$2,500	\$7,500	

1. The above charges include basic services such as air-conditioning, dressing rooms, standard lighting, standard audio and staging equipment as listed in venue technical specifications.
2. Please note that all rates are subject to the prevailing GST.
3. Gateway Theatre reserves the right to amend the above rental rates without prior notice.
4. Late payment interest of 10% p.a. will be levied for payment received after the due date, which is stated in the invoice.
5. Venue hire package does not include any technical crew or engineer. In the interest of safety and security, all Hirers are required to use Gateway Theatre's technical crew, ushers and security staff for set-up, performance/show and tear down of venue support equipment. Additional labour will be charged as per Gateway Theatre's published rates.
6. Cleaning charges for the use of the venue apply.
7. Should any equipment or property on the premises be broken, damaged or lost, or should the premises be damaged in anyway, the Hirer shall pay for repairs to make good such damage(s) and/or for any loss arising therefrom.





## Black Box

**Max Seating Capacity:**  
207 guests

**Stage Dimensions:**  
207 Seats: 15.5m (width) x 8.7m (depth)  
161 Seats: 15.5m (width) x 9.4m (depth)



# BLACK BOX

## Performance/ Event Package

	Arts General	Private	
		4-hour block	8-hour block
<b>Weekday</b> Mon - Thu (Except Public Holiday & eve of Public Holiday)	\$1,000	\$2,100	\$3,800
<b>Weekend surcharge</b> Fri - Sun (Including Public Holiday & eve of Public Holiday)	\$400	\$400	\$400
Additional hour (per hour)	\$400	\$580	\$800

**BLACK BOX**  
**Rehearsal/  
 Set-up/Bump-out**

	<b>Arts General</b>	<b>Private</b>
4 hours	\$600	\$1,750
8 hours	\$1,000	\$2,900
12 hours	\$1,400	\$4,050
Additional hour (per hour)	\$250	\$550
<b>Weekend surcharge</b>	\$250	\$350
Dark day rate	\$1,400	\$4,050

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## The Gallery

### Max Capacity:

80 Guests (Sitting)

100 Guests (Standing)

### Room Dimensions:

18.7m x 6.3m x 3m (Lowest ceiling height)



# GALLERY

## Event Package

	Rates per hour (Min. 3 hours)	4-hour block	8-hour block	Additional hour
<b>Weekday</b> Mon - Fri (Except Public Holiday & eve of Public Holiday)	\$150	\$560	\$1,080	\$150
<b>Weekend surcharge</b> Sat - Sun (Including Public Holiday & eve of Public Holiday)	\$200	\$760	\$1,480	\$200

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7. Should any equipment or property on the premises be broken, damaged or lost, or should the premises be damaged in anyway, the Hirer shall pay for repairs to make good such damage(s) and/or for any loss arising therefrom.
8. F&B licensing will be required as per event requirements





## Sky Garden

### Max Capacity:

100 Guests (Sitting)

150 Guests (Standing)

### Stage Dimensions:

12.8m x 4.4m



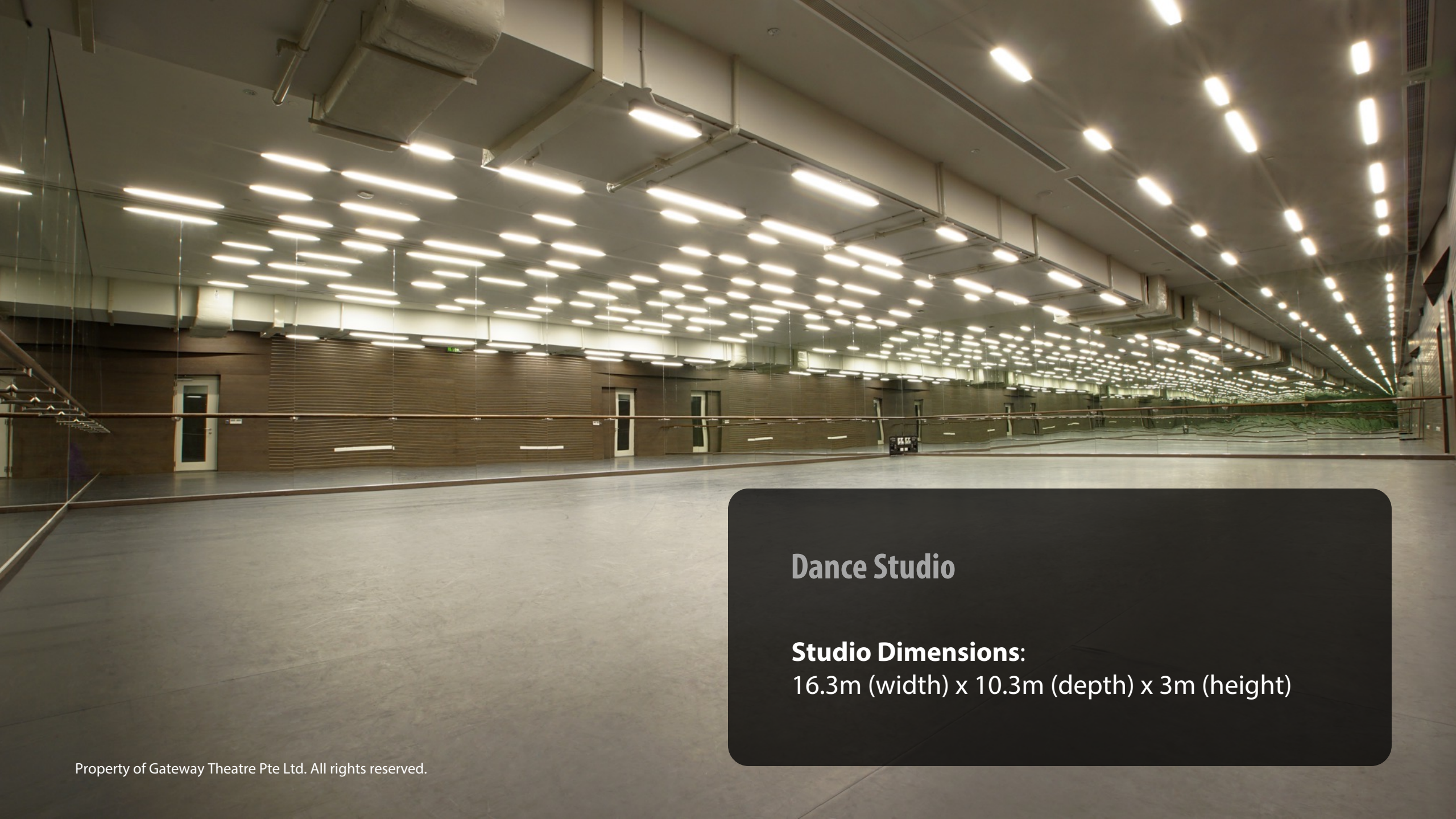
# SKY GARDEN

## Event Package

	<b>Rates per hour (Min. 3 hours)</b>	<b>4-hour block</b>	<b>8-hour block</b>	<b>Additional hour</b>
<b>Weekday</b> Mon - Fri (Except Public Holiday & eve of Public Holiday)	\$150	\$560	\$1,080	\$150
<b>Weekend surcharge</b> Sat - Sun (Including Public Holiday & eve of Public Holiday)	\$200	\$760	\$1,480	\$200

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8. F&B licensing will be required as per event requirements





## Dance Studio

### Studio Dimensions:

16.3m (width) x 10.3m (depth) x 3m (height)

# DANCE STUDIO

## Event Package

	<b>Rates per hour (Min. 3 hours)</b>	<b>4-hour block</b>	<b>8-hour block</b>	<b>Additional hour</b>
<b>Weekday</b> Mon - Fri (Except Public Holiday & eve of Public Holiday)	\$120	\$440	\$840	\$120
<b>Weekend surcharge</b> Sat - Sun (Including Public Holiday & eve of Public Holiday)	\$150	\$560	\$1,080	\$150

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## Studio 1

**Seating Capacity:**  
60 Guests

**Studio Dimensions:**  
10.9m (width) x 6.6m (depth) x 2.7m  
(height)



# STUDIO 1

## Event Package

	<b>Rates per hour (Min. 3 hours)</b>	<b>4-hour block</b>	<b>8-hour block</b>	<b>Additional hour</b>
<b>Weekday</b> Mon - Thu (Except Public Holiday & eve of Public Holiday)	\$80	\$280	\$520	\$80
<b>Weekend surcharge</b> Fri - Sun (Including Public Holiday & eve of Public Holiday)	\$100	\$360	\$680	\$100

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## Studio 3

**Seating Capacity:**  
40 Guests

**Studio Dimensions:**  
3.8/5m (width) x 11m (depth) x 3m  
(height)



# STUDIO 3

## Event Package

	<b>Rates per hour (Min. 3 hours)</b>	<b>4-hour block</b>	<b>8-hour block</b>	<b>Additional hour</b>
<b>Weekday</b> Mon - Thu (Except Public Holiday & eve of Public Holiday)	\$70	\$250	\$500	\$70
<b>Weekend surcharge</b> Fri - Sun (Including Public Holiday & eve of Public Holiday)	\$90	\$330	\$660	\$90

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# ADDITIONAL CHARGES

	<b>Technical crew<sup>4</sup></b>	<b>Usher</b>	<b>Transportation</b>	<b>Security</b>
<b>All days</b> (8am – 11pm) except Public Holidays	\$23 or \$35 per person per hour (rate depends on role required) Min. 4 hours	Quote upon request	\$40 per person per trip (after 11pm & before 8am)	Quote upon request
<b>Late night</b> (11:01pm – 7:59am) & Public Holidays (all day)	1.5x rate			

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# ARTS SUPPORT SCHEMES

On our mission to be a creative arts space that supports made-in-Singapore works for children, youth and families, Gateway Theatre offers venue support to non-profit Arts Groups, Arts Freelancers and Independent Arts practitioners.

To find out more, please enquire with our team at [6424 9408](tel:64249408) or [sales@gateway.sg](mailto:sales@gateway.sg)

# Gateway Theatre

## Accessibility



### **Mobility**

Gateway Theatre and all its venues are designed to be accessible to wheelchair users and people with mobility restrictions.



### **Closed Captioning**

Gateway Theatre also provides resources to facilitate closed captioning for the deaf and hard-of-hearing.



### **Audio Description**

To allow blind or visually-impaired persons to enjoy the arts, Gateway Theatre provides audio sets to facilitate Audio Descriptions of the performances.





## Directions

### By MRT

#### Redhill MRT (EW18)

11 min walk from Exit A or Bus 132 from Redhill Station (Stop ID: 10209) to Bukit Merah Interchange (Stop ID: 10009)

### By Bus

**14, 147, 196, 197, 855, 961** (to Bukit Merah Town Centre, Stop ID: 10091/Opposite Bukit Merah Town Centre, Stop ID: 10099)

**5, 16, 57, 123, 131, 131M, 132, 139, 153, 167, 176, 198, 272, 273, 851** (To Bukit Merah Bus Interchange, Stop ID: 10009)

# Contact

## Gateway Theatre

3615 Jalan Bukit Merah, Singapore 159461

Tel: 6424 9408

[gatewaytheatre.sg](http://gatewaytheatre.sg)

 GatewayTheatreSG

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