GATEWAY THEATRE

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.



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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 venue request form and send via email to sales@gateway.sg All potential programmes and events at Gateway Theatre must undergo a curatorial review before being approved.	-	☐
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.	-	☐
Hirers may publicise their event only after the booking is confirmed.		☐

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GATEWAY THEATRE

Production Coordination

Checklist	Due Date	Completed
Production Meeting with Gateway Theatre production team	Approximately 4 – 6 weeks before event	☐
1. Production schedule 2. Technical Rider 3. Event layout/seating plan	5 working days before Production Meeting	☐
1. Event programme rundown 2. Access Card Application Form 3. Risk assessments forms	Approximately 2 weeks before event	☐

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GATEWAY THEATRE



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)

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THEATRE

Performance/ Event Package

		Arts General	Private	
			4-hour block	8-hour block
Weekday Mon - Thu	**Stalls only** (527 seats)	$3,300	$3,750	$6,700
All days Mon - Thu, Fri - Sun	**Full theatre** (922 seats)	$4,400	$5,350	$8,600
		OR 18% of 1st $65,000 of BOX OFFICE & 15% thereafter, whichever is higher		
Weekend surcharge Fri - Sun (Including Public Holiday & eve of Public Holiday)		$1,000	$1,000	$1,000
Additional hour (per hour)		$1,500	$1,400	$1,400

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THEATRE

Rehearsal/ Set-up/Bump-out

	Arts General	Private	
		4-hour block	8-hour block
4 hours	$1,050	$2,650	$3,750
8 hours	$2,000	$4,650	$6,700
12 hours	$2,750	$9,500	
Additional hour (per hour)	$400	$1,000	
Weekend surcharge	$800	$1,000	
Dark day rate	$2,750	$8,250	

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.
8. Pets are not allowed in the Black Box. Only Guide Dogs for persons with disabilities will be permitted.
9. CCTV is in operation in all venues for the safety and security of all users.

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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)

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BLACK BOX

Performance/ Event Package

	Arts General	Private	
		4-hour block	8-hour block
Weekday Mon - Thu (Except Public Holiday & eve of Public Holiday)	$1,100	$2,300	$4,200
Weekend surcharge Fri - Sun (Including Public Holiday & eve of Public Holiday)	$400	$400	$400
Additional hour (per hour)	$450	$650	$650

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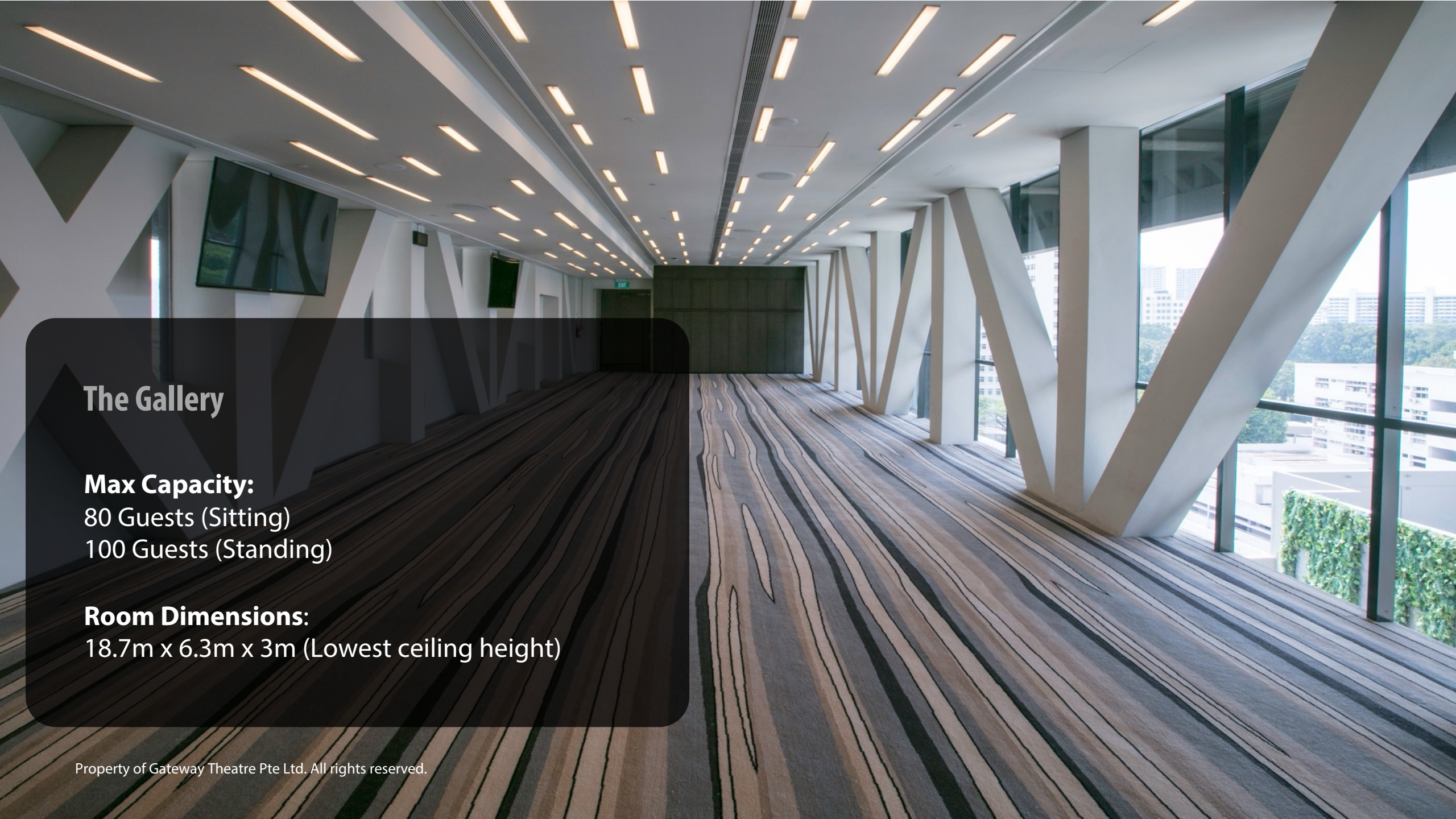
BLACK BOX

Rehearsal/ Set-up/Bump-out

	Arts General	Private
4 hours	$660	$1,950
8 hours	$1,100	$3,200
12 hours	$1,550	$4, 450
Additional hour (per hour)	$250	$550
Weekend surcharge	$250	$350
Dark day rate	$1,550	$4,455

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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)

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GALLERY

Event Package

	Rates per hour (Min. 3 hours)	4-hour block	8-hour block	Additional hour
Weekday Mon - Fri (Except Public Holiday & eve of Public Holiday)	$150	$560	$1,080	$150
Weekend surcharge 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
9. Pets are not allowed in the Black Box. Only Guide Dogs for persons with disabilities will be permitted.
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Sky Garden

Max Capacity:
100 Guests (Sitting)
150 Guests (Standing)

Stage Dimensions:
12.8m x 4.4m

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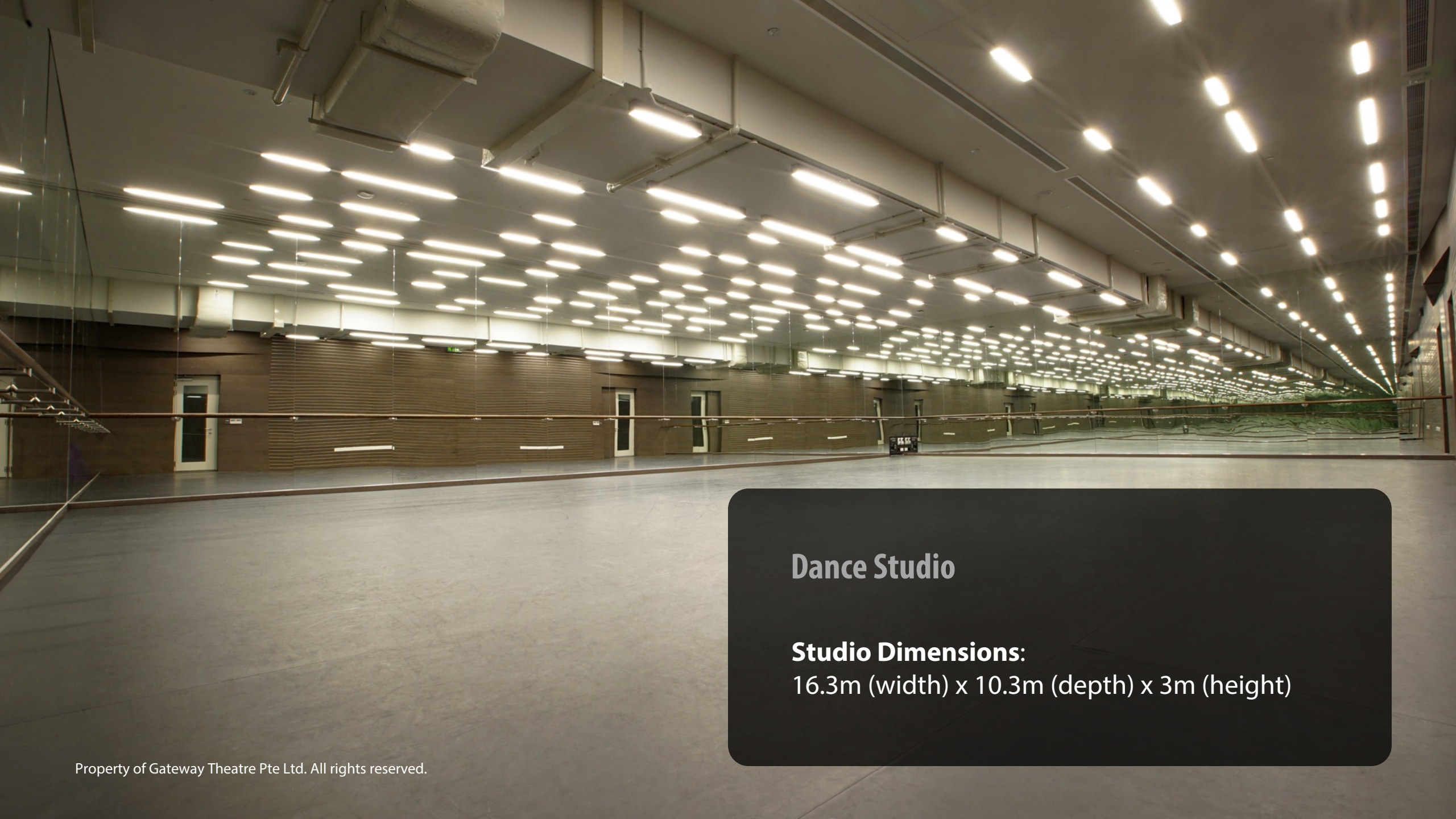
SKY GARDEN

Event Package

	Rates per hour (Min. 3 hours)	4-hour block	8-hour block	Additional hour
Weekday Mon - Fri (Except Public Holiday & eve of Public Holiday)	$150	$560	$1,080	$150
Weekend surcharge 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
9. Pets are not allowed in the Sky Garden. Only Guide Dogs for persons with disabilities will be permitted.
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Dance Studio

Studio Dimensions:
16.3m (width) x 10.3m (depth) x 3m (height)

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DANCE STUDIO

Event Package

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

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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. Pets are not allowed in the Dance Studio. Only Guide Dogs for persons with disabilities will be permitted.
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Studio 1

Seating Capacity:
60 Guests

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

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STUDIO 1

Event Package

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

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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. Pets are not allowed in Studio 1. Only Guide Dogs for persons with disabilities will be permitted.
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Studio 3

Seating Capacity:
40 Guests

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

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STUDIO 3

Event Package

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

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8. Pets are not allowed in Studio 3. Only Guide Dogs for persons with disabilities will be permitted.
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ADDITIONAL CHARGES

	Technical crew[4]		Usher	Transportation	Security
	Technician	Specialist			
All days (8am – 11pm) except Public Holidays	$24/person/hour Min. 4 hours	(e.g. lighting programmer, audio engineer) Rates may vary. Please enquire for rate & availability	Quote upon request	$40 per person per trip (after 11pm & before 8am)	Quote upon request
Late night (11:01pm – 7:59am) & Public Holidays (all day)	1.5x rate				

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GATEWAY THEATRE

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 or sales@gateway.sg

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GATEWAY THEATRE

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.

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GATEWAY THEATRE



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)*

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GATEWAY THEATRE

Contact

Gateway Theatre

3615 Jalan Bukit Merah, Singapore 159461
Tel: 6424 9408

gatewaytheatre.sg

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