

# crescent theatre



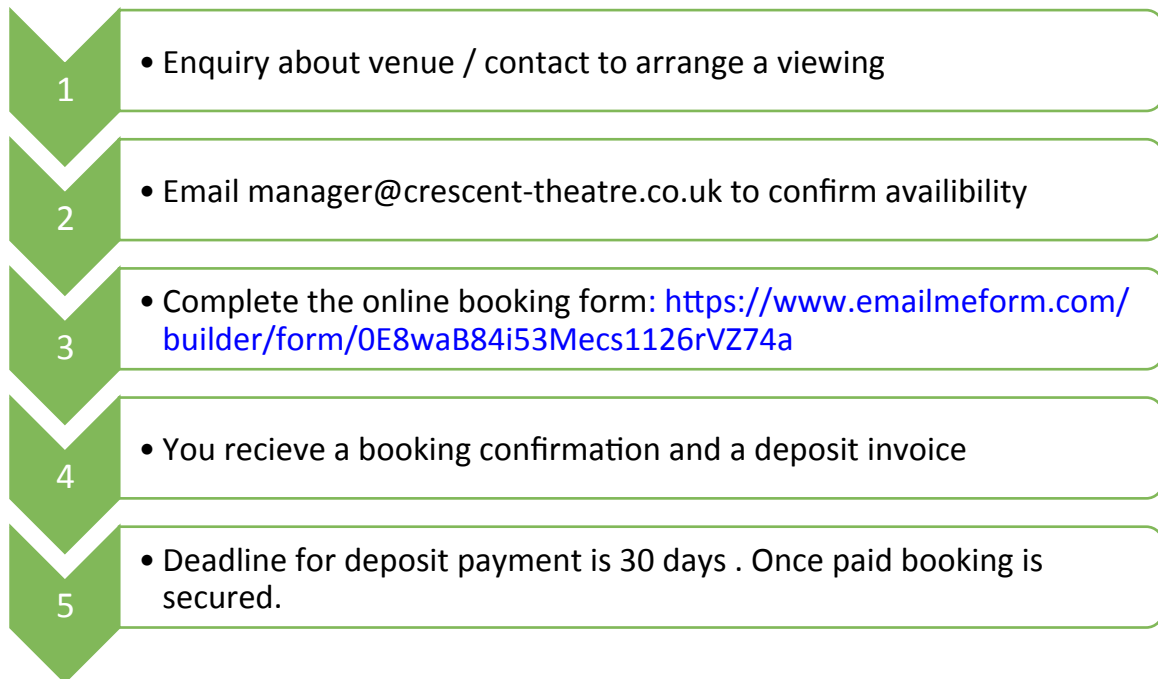
## VENUE HIRE INFORMATION

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# A Guide To The Venue Hire Process

## Timeline for Viewings and Initial Booking Stage



## Timeline once Booking is Confirmed



# Hire Rates

## MAIN HOUSE

### Monday to Thursday

Full Day	<b>£940.00</b>
Part Day	<b>£650.00</b>

### Friday to Sunday

Full Day	<b>£1040.00</b>
Part Day	<b>£750.00</b>

### Performance Rates

Standard 0 to 4 Hours	<b>£250.00</b>
Extended 4+ Hours	<b>£400.00</b>

## RON BARBER STUDIO

### Monday to Sunday

Full Day	<b>£375.00</b>
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Part Day	<b>£275.00</b>
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### Performance Rates

Standard 0 to 4 Hours	<b>£125.00</b>
Extended 4+ Hours	<b>£200.00</b>

## MEETING / DRESSING ROOMS

Committee Room	<b>£125.00</b>
Green Room	<b>£125.00</b>
Dressing Room 4	<b>£125.00</b>
Rehearsal Room	<b>£150.00</b>
Bar Part Day	<b>£350.00</b>
Bar Crescent Monday	<b>£100 inc VAT</b>

## ADDITIONAL SERVICES

Bar Late Licence (1am)	<b>£150.00</b>
Flipchart & Pens	<b>£20.00</b>
Merchandise Sales	<b>15% Commiission</b>
Corkage (per bottle)	<b>£7.50</b>
Additional Hours pre 10am / 2pm and post Midnight	<b>£100.00 ph</b>

### Points to Note:

- A 30 % deposit + VAT is required within 30 days of booking in order to secure any venue hire arrangement. Deposits are strictly non refundable and non transferable. Bookings where a deposit is not received within 30 days may be cancelled without notice.
- All prices shown are exclusive of VAT @20% (Crescent Monday event price includes VAT)
- A 10% discount on venue hire charges is applied to bookings of 7 days or more. The Crescent Theatre is a charity which does not rely on any external funding and as a result of this, prices quoted are non negotiable and no further discounts will be applied to any booking.
- For theatre space bookings a full day hire period is 10am to Midnight.
- A part day rate for theatre spaces is 2pm to Midnight.
- A performance fee must be paid for each individual event instance i.e a run of 5 shows would incur 5 performance fees at the rates listed above in addition to the venue hire charge.
- Please note that we are unable to hire the bar out as an independent space on days when theatrical performances take place in the Main House or Studio theatres.
- We do not take provisional bookings or pencil in dates. If you wish to secure your dates you must fill out an online booking form. Once we have received your booking form, you will have 30 days to make your deposit payment.

# General Building Information

## Getting Here

Main Entrance Located: Sheepcote Street, Brindleyplace, Birmingham, B16 8AE

Loading Bay: Accessed via Bridleyplace between Hilton Garden Inn and Bridleyplace Car Park.

## Finding The Theatre By Road

When you are travelling to The Crescent Theatre from outside Birmingham, follow signs for the City Centre and then the Sealife Centre/Brindleyplace.

## Parking

Q-Park Brindleyplace car park is conveniently located just a few minutes away and offers safe and secure parking.

Crescent Theatre customers can save 10% by getting their car park ticket validated at the Box Office

There is additional parking available in the multi-storey on Brindley Drive, at the back of Birmingham Library. Please note however that this car park gets very busy, especially when there are big events on at the NIA and Symphony Hall. We advise you to check their websites for notification of events, and to allow extra time for your journey into the city centre. The following car parks are also close by: Paradise Circus Multi-Storey, NIA, Town Hall Multi-Storey, Tennant Street and Holliday Street.

## Buses

The Theatre is situated in central Birmingham and is easily accessible by bus from most areas. Buses that stop on Broad Street are: 1, 9, 10, 10H, 22, 23, 24, 29, 29A, 29S, 120, 126, 127, 128, 129, 139, 140, 141, 821 and 829. For further information about buses call the Network West Midlands Journey Planner hotline on 0871 200 22 33 or on their website.

## Trains

The Theatre is within walking distance of Five Ways, Birmingham's New Street, Snow Hill and Moor Street stations, which are all within one mile. Train times are available on the National Rail website.

## Disabled Access

The Crescent Theatre has lift or level access to all public areas. There is an adapted toilet on the ground floor and space for up to two wheelchair users in the Main House and one in the Studio. All staircases have continuous handrails with tactile surfaces at each landing. Both auditoria are equipped with sound transmissions systems.

## Loading and Unloading

Loading into the Main House is from the loading bay at the side of the theatre through the scene dock into the stage left wing. The Studio and Bar can be accessed through Front of House via stairs or small passenger lift. For larger set pieces required in the Studio, a route from the loading bay via the Main House is possible dependant on availability. Contact the Technical Manager for more details and availability. Please be aware that the venue is unable to take delivery of any items relating to your show other than flyers and posters in the weeks leading up to your event. Any deliveries not arranged with the venue in advance may be refused.

## Music Licence (PRSPPL)

An appropriate PRS form must be completed for every production and returned to the Tech Team by the end of the final performance. The appropriate rate will be applied to the final invoice. Plays, Variety, Live Music and Classical Music forms and more information can be obtained from the PRS for Music Website. Failure to complete a PRS form will result in a charge of 5% of box office ticket sales. For shows with 100% agency tickets we will require a sales report to verify your sales post show.

## Technicians

A Venue Technician is included with the hire of the space. They are there to supervise your time in the space and can assist with setting up. They cannot operate during the performance. Staff to operate lighting, sound, flies, etc can be booked with The Technical Manager at an additional cost.

# Box Office and Marketing Information

## Box Office & Ticket Sales

At The Crescent Theatre we can sell your tickets for you through our own dedicated Box Office in person, over the phone and online through our website. Our counter and phone lines are open 10am to 9:30pm Monday to Saturday, and on Sundays as required for performances.

You set the ticket price, and we make no charge to you for tickets sold through our website and Box Office, we just add a small commission payable by the booker to your ticket price based on the value of the ticket. All audiences are required to have a Crescent branded ticket to be admitted to the venue.

The Box Office team will manage all ticket orders placed through our website/phone/counter, and your audience will be able to receive their tickets via post or collect them from the Box Office (either in advance or on the day of performance). You will receive weekly updates of your ticket sales, and a final summary will be included in your final account. Your ticket sales will be offset against your hire costs, and the balance paid to you within 30 days of the invoice date.

## Agency & Complimentary Ticketing

Should you wish to handle all or some of your ticket sales yourself, we will print your tickets for you displaying the standard or adult ticket price you set.

For this service we charge a flat fee to cover set-up costs and overheads, and a 25p plus VAT per ticket fee, which covers printing costs. The set up fee is based on the number of tickets printed:

- Up to 150 Agency Tickets: £50 plus VAT
- Over 150 Agency Tickets: £100 plus VAT

We will notify you when your show goes live on our system, and you will then be able to collect these tickets from the Box Office to distribute to your audience. Any surplus Agency or Complimentary tickets can be returned to us not later than 2 working days before your first performance and we will put them back on sale through our channels.

Batches of complimentary tickets (up to 15% of the total capacity on sale) can be printed at a cost of 15p plus VAT per ticket with no additional set-up charge. Quantities over 15% of capacity incur the same charges as Agency Tickets.

Additional batches can be provided after the initial print run, an admin charge of £5 plus VAT per batch will apply.

You must ensure a representative is present in the Foyer for the duration of incoming (the hour before the performance starts) to distribute Agency & Complimentary tickets; the Box Office cannot sell, exchange, return or distribute Agency or Complimentary tickets on your behalf.

## Marketing

We have a number of channels through which we can help you to market your event. We can include your event in The Crescent Scene brochure, advertise your event on our website and across social media platforms and display your posters and flyers around the venue, we can provide details of the local press for you to contact to promote your event. We can also send a dedicated e-shot to our current mailing list on your behalf for a small fee.

\*\*We reserve the right to edit and/or amend any copy provided in the interests of fairness, accuracy, and clarity of information. We will provide you with our logo in various formats for you to use on your digital and printed media.

## **The Crescent Scene Brochure**

Produced by our in house company, we also include listings for events taking place in the venue for our visiting companies at no extra cost to you. We upload the digital brochure to our website, share it across our social media platforms and email it out to our full mailing list. The printed edition is distributed to various locations across the region as well as being available to pick up in hard copy form at the venue.

For inclusion you will need to have paid your deposit, signed your contract, and submitted appropriate copy by the deadline for the appropriate edition \*(see below).

- **1st June** for events taking place between 1st August and 30th November
- **1st October** for events taking place between 1st December and 31st March
- **1st February** for events taking place between 1st April and 31st July

\*Publication is approximately two weeks before the start of the period.

## **The Crescent Website**

All events taking place in our venue can be advertised on our website. On your event page we will display the dates, times and venue of your performances along with a description of your event and a single image. \*\*We can also link the page to your website, and show a video about your performance (this must be hosted on an alternate site such as YouTube or Vimeo).

\*\* Images for upload should be supplied as a .jpg or .jpeg no larger than 4MB, and we recommend your copy be limited to 150 words.

## **Social Media**

Once your event goes live on our system we will create a Facebook event for you and share your event through our social media channels. Please ensure you are tagging us in your social media activities so that we can share your content.

## **Printed Marketing Material**

To support your marketing activities, we will display (subject to available space) \*\*\* the following:

- Up to 2 x A0 portrait posters to be displayed externally around the building
- Up to 10 x A3 portrait posters to be displayed in the Front of House areas
- Up to 500 x A5 or smaller flyers to be displayed in the Front of House areas
- A pop-up banner to be displayed in the Front of House areas

\*\*\*Please note precedence is given to events occurring soonest.

## **Crescent e-shot**

We can send an email promoting your event to appropriate contacts on our mailing list. You provide us with your copy and images (recommended maximum 4 images) and we do the rest! This is available for a charge of £10 plus VAT per mailing, and can be arranged subject to availability and scheduling.

# Front of House Information

A Duty Manager will be available to you from 90 minutes before your show time. They are there to supervise the building and ensure the smooth operation of the Front of House areas before, during, and after your show.

The bar area will be open to the audience an hour before your show time, serving a range of alcoholic drinks, soft drinks, hot drinks, sweets, snacks and ice creams. Interval drinks can be pre-ordered from the bar to avoid queuing at the interval. For Main House shows, ice creams may also be sold within the auditorium. Large parties can pre-order refreshments in advance.

Stewards will be provided for your show and can be available to sell programmes and merchandise on your behalf, for a commission of 15%. An information or merchandise table can be provided in the bar. The location will be determined by the Duty Manager and is not negotiable.

If you plan to hold a meet & greet as part of your event this can be facilitated either in the auditorium or the Committee Room space off the bar area, subject to availability and additional fees apply.

Pre or post show drinks receptions and catering can be arranged, with both hot and cold options available to pre-order. We also have the option of a late license that allows us to serve until 01:00 and after parties can be booked in advance for a small uplift fee detailed on page 4.

At the discretion of the Front of House Coordinator, and should there be no other events in the building, you are welcome to decorate or theme the bar space providing we have received prior notice of your plans.

## **Catering Options:**

Please see page 9 for a price list of all available catering packages.

If there is something you need that is not listed, please contact the Theatre Manager on [manager@crscent-theatre.co.uk](mailto:manager@crscent-theatre.co.uk) who will be happy to discuss more bespoke packages for your requirements.

## **Points to Note:**

- No sale or return on alcoholic drinks – if you have requested a drinks package as part of your hire you will be asked for your agreement on the estimated quantities for your event.
- Customers cannot bring their own food onto the premises for distribution or sale to patrons.
- Customers can bring their own wine onto the premises, subject to a corkage charge. Glassware can be provided upon request.
- All prices quoted on page 9 exclude VAT @ 20%
- We can cater for a range of dietary requirements. Please let us know if there are any specific dietary requirements, which need to be catered for. Final numbers and dietary requirements for catering requirements must be confirmed 10 business days prior to the event.



# Catering Prices

ITEM	PRICE PP	WHATS INCLUDED?	NOTES
<b>BREAKFAST</b>			
<b>Light Breakfast</b>	£4.50	2 x Mini pastries and fruit platter	<i>Minimum 4 people</i>
<b>Hot Breakfast Baps</b>	£5.00	Choice of bacon, sausage or egg rolls	
<b>LUNCH</b>			
<b>Standard Cold Buffet</b>	£6.50	A selection of sandwiches, crisps, fresh fruit and cakes	
<b>Premium Cold Buffet</b>	£9.50	A selection of premium sandwiches, crisps, finger food, fresh fruit and sweet treats	
<b>Crudite Platter</b>	£2.50	Carrot, cucumber, pepper, cheese & celery batons served with a selection of dips	<i>Minimum 4 people</i>
<b>SWEET TREATS</b>			
<b>Selection of Cakes</b>	£2.50	A selection of mini cakes	<i>Minimum 4 people</i>
<b>Cookies and Muffins</b>	£2.50	A platter of cookies and muffins	<i>Minimum 4 people</i>
<b>Fruit Platter</b>	£2.50	A selection of fruit pieces	<i>Minimum 4 people</i>
<b>Ice Creams</b>	£2.50	Traditional theatre ice cream tubs. Assorted flavours available.	
<b>DRINKS</b>			
<b>Hot Drinks</b>	£2.00 (1 serving)	Filter coffee, selection of teas, water, juice, & biscuits	
	£3.20 (2 Servings)		
	£5.50 (3 Servings)		
<b>Bottled Water</b>	£1.00	Still or Sparkling	
<b>Fruit Juice</b>	£2.50 per litre	Apple / Orange as standard. Other options available upon request	
<b>Squash</b>	£0.10	Orange or Blackcurrant	
<b>Prosecco Reception</b>	£3.00	Sold by the bottle (6 glasses per bottle)	<i>We will offer an 80/20 split of prosecco and orange juice as an alternative, unless otherwise requested</i>
<b>Wine Reception</b>	£2.50	Sold by the bottle (6 glasses per bottle)	<i>We will offer an 40/40/20 split of white wine, red wine and orange juice as an alternative, unless otherwise requested</i>

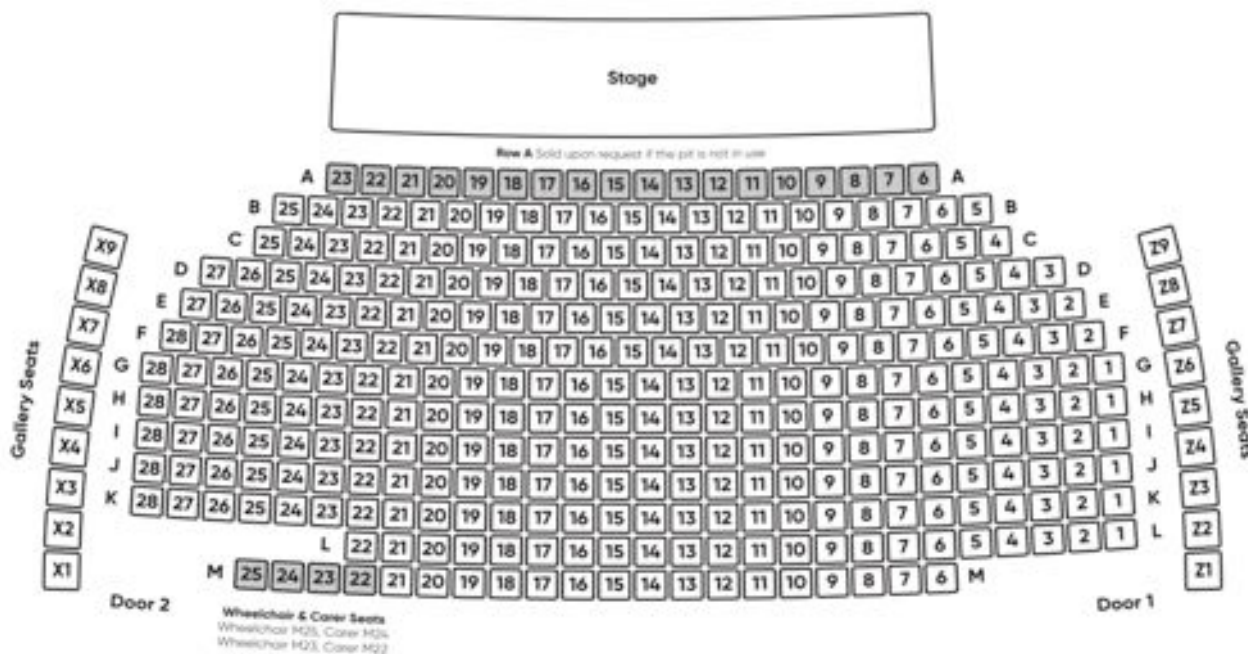


# Main House Specification



## AUDITORIUM

- Audience enter through the foyer; ascend via stairs or lift to first floor bar area .
- Audience access the upper auditorium left & right via doors 1 & 2 from first floor.
- Stairs descend either side of main seating area to lower auditorium left & right.
- Level access to lower auditorium left (Row E higher seat numbers) directly from foyer via door 3 (Access request to be made to Duty Manager/Box Office/Stewards.



### Seating Capacities

Area	No. of Seats	
Main Seating Area	303	Standard fixed seating, Reserved.
Row A	18	Removable fixed seating. Available on request providing Orchestra Pit/Apron not in use for performance; If required <b>must</b> be released for sale at time of show going on sale; <b>cannot</b> be released for sale after this point. Time within the hire period should be allowed for this to be installed.
Galleries X & Z	18	Unfixed seating (9 each side), <b>Restricted view depending on scenery.</b> Available on request; can be released for sale once majority of tickets for Main Seating Area sold.
Wheelchair Accommodation (Row M)	2	Spaces available to accommodate wheelchairs with access from bar via door 2 and lift access from foyer Unfixed seats available to sell as seats if not required for wheelchair users.

For an additional cost, the Main House can be reconfigured into the round or remove row B-D completely.

### Total seating capacities

(numbers in brackets include wheelchair accommodation):

- Main Auditorium Only 301 (303)
- Main Auditorium plus Row A 319 (321)
- Main Auditorium plus Galleries 319 (321)
- Main Auditorium plus Row A & Galleries 337 (339)



## STAGE

### Access

- Roller shutter door leading directly to stage left via shared scene dock for loading/unloading only.
- Pedestrian level access from foyer via door 3 corridor (access pass required)

### Stage Construction

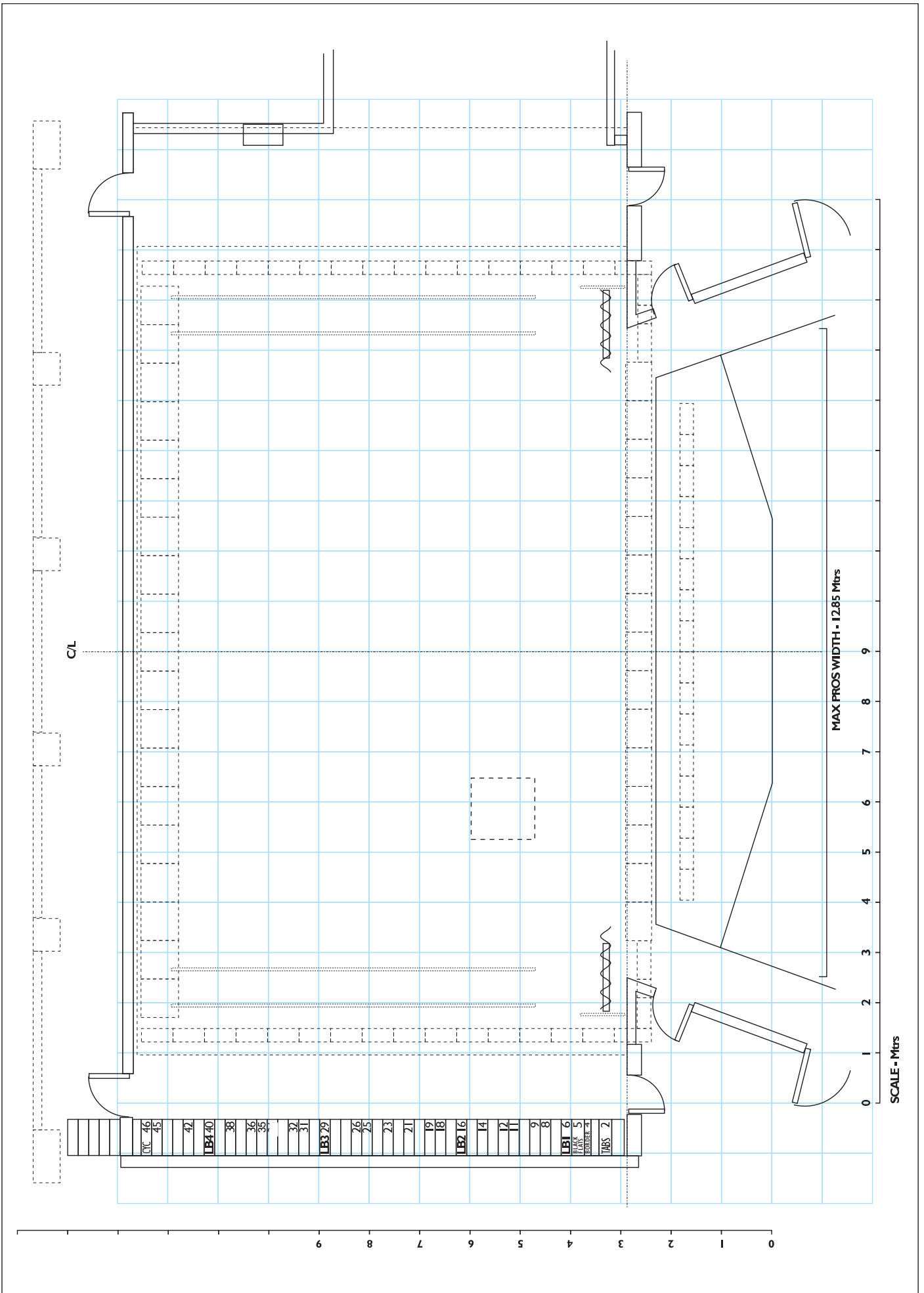
- Wooden surface (hardboard over plywood).
- Steel sub-structure.
- Trap door set downstage right.
- The stage is painted black, any colour change carried out by an incoming company must be by prior agreement with the Technical Manager and must be returned to its original state and colour by the end of the hire period using paint specified by The Crescent Theatre.

### Stage Dimensions

	<u>Width</u>	<u>Height/Drop</u>	<u>Depth</u>
Stage	14.5m/47.6ft	n/a	9.45m/31ft
Fore-stage (Pros. line to pit edge)	Full Width	n/a	2.75m/9.02ft
Grid	Full Width	15m/45ft	Full Depth
Variable Proscenium Arch			
	Minimum: 8.35m/27.4ft	n/a	n/a
	Maximum: 12.85m/42.15ft	5.9m/19.35ft	n/a

### Orchestra Pit

- Pedestrian access from foyer via door 3 corridor (access pass required), Stage crossover corridor & stage stairs.
- Screw-Jack lift forms Orchestra Pit/Apron. Cannot be moved during performance or whilst occupied.
- Can be set at any level.
- Cannot sell Audience 'Row A' if in use as apron or pit.
- Half depth accommodates approx. 6 musicians.
- Full depth accommodates approx. 14 musicians; includes permanent rostra extension under Stage.
- Dressing Room 4 accessible from orchestra pit for extended space. Additional charges apply please contact the Technical Manager for details.
- 2ft high conductor platform available.
- Music stands and chairs available.



### Masking Flats

- 4ft x 16ft right angled “book fold” black serge masking flats (6 available).

### Rostra

- A selection of rostra and legs are available, charges apply (See Additional Equipment).
- Rostra, leg and tread requirements should be discussed in advance with the Technical Manager.
- If the floor or rostra is painted in any area, the entire stage floor or rostra must be repainted using paint specified by us by the end of the get-out. Charges apply (see additional equipment).

### Prompt Corner & Communications

- Desk standard position down stage right however can be set down stage left or in control room. Please inform Technical Manager if non standard position required.
- 6 headsets and beltpacks available for use across the Main House.
- 1 headset permanently wired to prompt desk
- 6 cue lights available for use, operated from prompt desk. List of locations available on request.
- Backstage calls to dressing rooms and FoH calls to the auditorium operated from prompt desk

### Control Room

- Rear of Auditorium
- Followspot Position
- Filming location
- Lighting Control Position

### FOH Bridges/Rigging

- Rigging over auditorium accessed via FOH Bridges

### Dressing Room Information

- 3 Dressing Rooms are included with the hire of the Main House.
- Additional requirements should be discussed on booking, appropriate rooms will be allocated subject to availability.
- Access to dressing rooms outside of performance call times by prior arrangement only.
- Dressing Rooms are locked 30 minutes after performance or sooner; further access will not be granted until the following call time.
- Main House access is via ground floor; Door 3 corridor.

<u>Room Name</u>	<u>Accommodation</u>	<u>Capacity</u>	<u>Nearest Toilets</u>	<u>Location</u>
Dressing Room 1	Mirrors, Sinks & Showers	25 - 30	En-suite	Ground Floor
Dressing Room 2	Mirrors, Sinks & Showers	20 - 25	En-suite	Ground Floor
Dressing Room 3	Mirrors	5	Main House Stage Left	Ground Floor



Dressing Room 1



Dressing Room 2



Dressing Room 3

## FLY SYSTEM

- Counterweight flying system
- Operated from stage left flying gallery at 2<sup>nd</sup> floor level
- 18 bars available for additional masking/flown set pieces
- Safe Working Load of 400kg per bar spread evenly
- Assorted flying equipment (wires, grummets, and strops) supplied upon request
- Requirements to be discussed with Technical Manager at least two weeks prior to get-In
- Operators can be provided at additional cost providing sufficient notice (see Staffing). Any operators provided by the visiting company need to be signed off as competent by a member of venue technical staff.
- Additional flown items items are available, charges apply (see Additional Equipment).

### Bar Dimensions

Traverse Bars	11.8m/38.7ft
Up/Down Bars	8m/26.24ft

### Permanent Flown Items

<i>Bar</i>	<i>Distance from Use Pros</i>	<i>Use</i>
2	0.4m/1.3ft	House Tabs (Operational from Stage Level)
4	0.8m/2.6ft	House Border (Variable Proscenium Arch)
5	1.0m/3.2ft	House Tormentors (Variable Proscenium Arch)
6	1.2m/3.9ft	Lighting Bar LX1 (Internally Wired)
16	3.2m/10.5ft	Lighting Bar LX2 (Internally Wired)
29	5.8m/19ft	Lighting Bar LX3 (Internally Wired)
40	8.0m/26.2ft	Lighting Bar LX4 (Internally Wired)
45	9.0m/29.5ft	Storage location for full black tabs (must be returned if moved)
46	9.2m/30.2ft	Cyclorama

### Moveable Flown Items

<i>Quantity Available</i>	<i>Type</i>	<i>Width</i>	<i>Drop</i>
4	Borders: Black Velvet	12.8m/42ft	3m/10ft
8	Legs: Black Velvet	1.9m/6.5ft	6.7m/22ft
6	Legs: Black Surge	3m/9.8ft	6m/19.6ft
2	Tabs: Black Velvet (forms Full Blacks on Bar 45)	7.3m/24ft	6.7m/22ft
1	Projection Screen (see Audio Visual)	4m/13ft	3m/9.8ft

## Hanging Sheet

Show:			
Date:			
<i>Bar</i>	<i>from Pros</i>	<i>Use</i>	<i>Show weight</i>
2	0.4m	Permanent House Tabs	
4	0.8m	Permanent House Border	
5	1.0m	Permanent Tormentors	
6	1.2m	Permanent LX1	
8	1.6m		
9	1.8m		
11	2.2m		
12	2.4m		
14	2.8m		
16	3.2m	Permanent LX2	
18	3.6m		
19	3.8m		
21	4.2m		
23	4.6m		
25	5.0m		
26	5.2m		
29	5.8m	Permanent LX3	
31	6.2m		
32	6.4m		
35	7.0m		
36	7.2m		
38	7.6m		
40	8.0m	Permanent LX4	
42	8.4m		
45	9.0m	(Black Tabs storage bar)	
46	9.2m	Permanent Cyclorama	
<i>SR Off Stage Up/Down</i>			
<i>SR On Stage Up/Down</i>			
<i>SL Off Stage Up/Down</i>			
<i>SL On stage Up/Down</i>			



## LIGHTING

- Standard Rig may be altered as necessary but must be returned by the end of get-out. Alteration to the house lights in any way is not permitted.
- Lighting plans to be submitted to Technical Manager no later than two weeks prior to get-in to guarantee stock levels. Standard rig plan available from Technical Manager on request.
- Limited additional stock of 15amp and DMX cable available on request. Additional lighting and special effects equipment available. Charges apply (see Additional Equipment).
- No gel or gobos are included within the hire, any colour requests should be made to the Technical Manager in good time to be ordered in and recharged.

<b>Lighting Desk</b>	ETC Ion
<b>Dimmers (LD90)</b>	108 x 2.5k circuits 12 x 5k circuits
<b>Non Dim Power</b>	20 x Non-Dim 15amp circuits, 2 x 32amp Blue phase (Sound Phase) (Stage Left) 1 x 63amp 3phase (Stage Left)

### Lantern List

<i>Quantity Available</i>	<i>Lantern</i>	<i>Wattage</i>
10	Robert Juliat 15/38	2000W
8	Strand SL 23/50	650W
8	ETC Source 4 Zoom 15/30	950W
4	Acclaim Profiles	650W
14	Thomas PAR 64 (CP62 Lamps)	1000W
8	Floor PAR 56	300W
22	Strand PATT 743	1000W
6	Strand PATT 243	2000W
8	Strand Harmony PCs 3.5/65 (for use with scrollers only)	1000W
5	Strand Coda Flood	1000W
3	Thomas Flood Type A	1000W
3	Thomas Flood Type B	1000W
5	Strand Iris Flood	1000W
2	Strand PATT 293 (Hard Edge Followspots)*	2000W
2	Beam Lights (Soft Edge Followspots)	2000W
6	6ft upright Booms on bases	n/a
8	Apollo Colour Scrollers; 16 Colours (inc O/W) <i>see below</i>	n/a

\*One Strand PATT 293 situated in Control Room at rear of Auditorium. Should both be required please contact Technical Manager.

### Permanent Rigged Lanterns

<i>Quantity</i>	<i>Lantern</i>	<i>Location</i>	<i>Wattage</i>
2	Strand PATT 764 (Tab Warmers)	Forward FoH Bridge	1000W

## Scroller Colours

Frame No.	Colour	Rosco No.	Lee No.
0	Open White		
1	Rose Tint	R005	L154
2	Medium Bastard Amber	R004	L004
3	Pale Amber Gold	R009	L009
4	Straw Tint	R013	L013
5	Quarter C.T Blue	R373	L203
6	Light Steel Blue	R064	L161
7	Night Blue	R074	L119
8	Italian Blue	R370	L115
9	Royal Lavender	R357	L180
10	Deep Straw	R015	L015
11	Golden Amber	R021	L021
12	Fire	R019	L019
13	Red	R026	L026
14	Broadway Pink	R339	L128
15	Magenta	R046	L046

## Crescent Equipment DMX Addresses

1-120	Dimmers
121-123	Le Maitre Haze Machine
124-127	Martin Atomic Strobe Machine
128-130	Star Cloth
151-158	Apollo Colour Scrollers

## AUDIO VISUAL

- Show relay monitors permanently fitted DSL, DSR and on Fly Gallery
- All Lines patchable in control room patch bay

## Projection Screen

- Retractable
- 4:3 Ratio
- Front or rear projection
- Rigged onto any available fly bar
- Front projection is from Control Room centre window
- Rear projection from projector stand

## BNC Tie Lines

3	Orchestra Pit
2	Downstage Left
1	Upstage Left
2	Downstage Right
1	Upstage Right
4	Control Room
2	Fly Gallery

## VGA Tie Lines

1	Down Stage Right
1	Up Stage Left
1	Control Room
1	Rear FoH Bridge

## SOUND

- 20 Amp channels available; 9 of which permanently wired to the FoH
- Limited additional stock of XLR, Speakon and jack cable available on request
- All lines patchable in control room patch bay
- Additional sound equipment and microphones are available. Charges apply (see Additional Equipment).

### Sound Desk

- Soundcraft Vi1 digital mixing desk
- 32 inputs 27 outputs, XLR only
- Built in FX units, limiters and compressors
- Located permanently at rear of auditorium

### Playback Equipment

- 1 Tascam Twin CD-X1700 CD player
- 1 Intra-Audio PC with 8 channel Edirol-101 audio card
- 1 Sound Cue System v11

### Permanent FoH PA

Fed from LCR on desk as standard; other options available:

- 3 Martin EM76 Centre speaker cluster (Crown K1 Amp)
- 4 Martin Audio W3P Pros speakers (Crown K2 Amp)
- 2 Martin EM251 sub base speakers (Crown K2 Amp)

Permanent Fixtures Patchable:

- 4 Martin Audio auditorium speakers (Crown K1/Crown Microtech Amp)
- 2 Martin Audio EM26 Gallery speakers (Crown K1/Crown Microtech Amp)

### Additional Speakers

- 4 WM0.5 Martin Wedge speakers (Crown K1/Crown Microtech Amp)

#### Mic Lines (XLR)

- 16 Orchestra Pit/Trap Room
- 6 Downstage Left
- 2 Upstage Left
- 6 Downstage Right
- 2 Upstage Right
- 4 Control Room

#### Audio Tie Lines (XLR M&F)

- 2 Orchestra Pit
- 4 Downstage Left
- 1 Upstage Left
- 4 Downstage Right
- 1 Upstage Right
- 2 Control Room

#### Speaker Tie Lines (Speakon)

- 3 Orchestra Pit/Trap Room
- 3 Downstage Left
- 1 Upstage Left
- 3 Downstage Right
- 1 Upstage Right
- 2 Control Room

# Ron Barber Studio Specification



## AUDITORIUM

- Audience enter through the foyer; ascend stairs or lift to 1<sup>st</sup> floor bar area.
- Audience access the Studio via stairs or lift to lower ground floor.

### Seating Configurations & Capacities

**Acting Area** - For the purposes of these measurements, the 'acting area' extends up to the pillars; any available space beyond this has not been factored in.

**Capacity** - This is the maximum number of seats available for sale in each layout.

**Wheelchair Users** - We can accommodate a maximum of one wheelchair user per performance in the Studio. Two seats for a wheelchair user and accompanying carer will be held for sale exclusively through Box Office so that we can ensure appropriate provision is made. These seats are included in the capacity for each layout.

**House Seats** - Allowance has been made for two house seats in each layout, which are not counted as part of the overall capacity and will not be made available for sale for any performance.

**Stewards** - Two seats for stewards will be located in a suitable position, depending on layout (stewards may not have a clear view of the performance).

(Diagrams not to scale, overall dimensions approximately 12m x 9m)



**End On (longways)** - our 'standard' layout  
Capacity: 90  
Acting area: 5m x 12m (60sqm)  
or  
Capacity: 113  
Acting area: 4m x 12m (48sqm)



**Thrust**  
Capacity: 100  
Acting Area: 5.5m x 5.5m (30.25sqm)



**In the Round**  
Capacity: 100  
Acting Area: 6m x 6m (36sqm)



**End On (short ways)**  
Capacity: 90  
Acting Area: 5m x 9m (45sqm)



**Avenue Longways**  
Capacity: 106  
Acting Area: 3.5m x 12m (42sqm)



**Avenue Shortways**  
Capacity: 98  
Acting Area: 9m x 4.5m (40.5sqm)

### Cabaret Style and Other Layouts

Capacity and Acting Area are variable. For any non standard configurations we will put a maximum 80 tickets on sale initially (not including stewards and house seats which will also need to be accommodated). It may be possible to increase this number once the final layout is agreed with the Technical Manager.

- Flexible secured unfixed seating throughout (excludes Cabaret Style).
- Raked seating configured from 18 off 2x1m and 4 off 1x1m LiteDeck pieces.
- A additional selection of rostra and legs are available. Charges apply (see Additional Equipment).
- Bespoke configurations are possible upon request.
- All Seating configurations must leave 2 clear fire escapes and be approved by the Technical Manager.
- Seating must be returned to standard configuration upon get-out unless otherwise advised by the Technical Manager.

#### Access

- Loading access via roller shutter through Main House via Pit Lift to Studio loading bay with double door access to Studio (subject to availability).
- Pedestrian access from foyer down one floor via stairs or lift to studio level (lower ground floor).

#### Studio Dimensions

	<u>Width</u>	<u>Height/Drop</u>	<u>Depth</u>
Barrel Grid	Full Width	6.5m/21.3ft	Full Depth
Overall Dimensions	12m/39.4ft	6.5m/21.3ft	9m/29.5ft

#### Masking

- Full width black serge curtains on rail across un-galleried wall.
- Backstage soft masking provision as required (subject to availability).

#### Rostra

- A selection of rostra and legs are available, charges apply (See Additional Equipment).
- Rostra, leg and tread requirements should be discussed in advance with the Technical Manager.
- If the floor or rostra is painted in any area, the entire stage floor or rostra must be repainted using paint specified by us by the end of the get-out. Charges apply (see Additional Equipment).

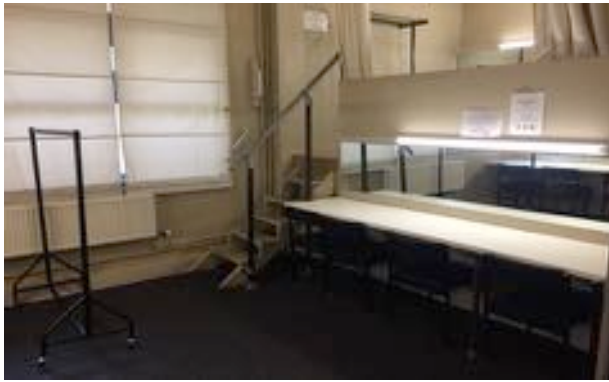
#### Technical Gallery, Backstage & Communications

- Access from public lobby off foyer and emergency exit into Main House dressing room corridor (ground floor).
- Spans three sides of Studio at ground floor level, (level above performance space)
- 4 Headsets and beltpacks available for use across the Studio.
- 4 cue lights available for use, operated from prompt desk. List of positions available on request.
- Backstage calls to dressing room and FoH calls to studio operated from prompt desk.
- Dedicated back stage area adjacent to Studio.
- Crossover corridor connects all entrances to backstage area (including audience entrance; access pass required).

#### Dressing Room Information

- 2 Dressing rooms are included with the hire of the Ron Barber Studio.
- Additional requirements should be discussed on booking, appropriate rooms will be allocated subject to availability.
- Access to dressing rooms outside of performance call times by prior arrangement only.
- Dressing rooms are locked 30 minutes after performance or sooner; further access will not be granted until the following call time.
- Studio Access is via lower ground floor; Studio crossover.

<u>Room Name</u>	<u>Accommodation</u>	<u>Capacity</u>	<u>Nearest Toilets</u>	<u>Location</u>
Dressing Room 5	Mirrors, Split Level	20 - 25	Studio Backstage	Lower Ground Floor
Dressing Room 6	Mirrors, Sinks & Showers	2	Studio Backstage	Lower Ground Floor



## LIGHTING

- A SWL of 40kg per bay applies to the main grid in the studio.
- Standard rig may be altered as necessary but must be returned by the end of get-out.
- Standard rig plan available from Technical Manager on request.
- Lighting plans to be submitted to Technical Manager no later than two weeks prior to get-in to guarantee stock levels.
- Limited additional stock of 15amp and DMX cable available on request.
- No gel or gobos are included within the hire, any requests should be made to the Technical Manager in good time to be ordered in. Charges apply.
- Additional lighting and special effects equipment is available. Charges apply (see Additional Equipment).

<b>Lighting Desk</b>	ETC Element
<b>Dimmers (Permus)</b>	72 x 2.5k circuits
<b>Non Dim Power</b>	4 x Non-Dim 15amp circuits

### Lantern List

<i>Quantity Available</i>	<i>Lantern</i>	<i>Wattage</i>
6	Strand Cantata Profile	1200W
10	CCT Minuette Profiles	650W
4	ETC Source 4 Jnrs	575W
8	Strand Brio 18/30 deg.	600W
4	Thomas Par 64s (CP62 Lamp)	1000W
10	Strand Quartet Fresnel	650W
10	Selecon Acclaims Fresnel	650W
4	Berkley Colourtran Fresnel	2000W
4	Minuette Fresnels (Dedicated to Houselights only)	650W
2	6ft upright Booms on bases	n/a

### Crescent Equipment DMX Addresses

1-72	Dimmers
121-123	Le Maitre Haze Machine
124-127	Martin Atomic Strobe Machine

## AUDIO VISUAL

- Retractable projection screen permanently fitted opposite Technical Gallery
- Front projection only from central cradle on the Technical Gallery

## SOUND

- 8 Amp channels available; 4 of which permanently wired to the FoH
- Limited additional stock of XLR, Speakon and jack cable available on request
- Additional sound equipment and microphones are available. Charges apply (see Additional Equipment).

### Sound Desk

- Soundcraft GB8 Mixing Desk 24-8-2
- Located permanently on Technical Gallery

### Playback Equipment

- 1 x Twin Tascam CD – X1700 CD Player
- PC with 8-channel soundcard and Show Cue System v11

### Permanent PA

- 4 x Martin Audio speakers permanently located in each corner of the studio at Technical Gallery level, fed from Group 1-4 on desk as standard; other options available

### Additional Speakers

3 Wedges for spot effects or fold back

#### Mic Lines (XLR)

2	Downstage Left
2	Upstage Left
2	Downstage Right
2	Upstage Right
1	Ceiling Centre

#### Audio Tie Lines (XLR M&F)

1	Downstage Left
1	Upstage Left
1	Downstage Right
1	Upstage Right

#### Speaker Tie Lines (Speakon)

1	Downstage Left
1	Upstage Left
1	Downstage Right
1	Upstage Right



# Bar Specification



#### **BAR AREA**

- Loading and pedestrian access from foyer up one floor via stairs or elevator to first floor
- Male and female toilets available in space

#### **SEATING CONFIGURATIONS**

- Seating set in cabaret style as standard with total seated and standing capacity of 70

#### **STAGE AREA**

- Raised, one step up from main floor
- Set against the window wall (blinds in place for hiding windows if required).
- Stage Dimensions: 3.8m x 0.18m x 2m (WxHxD)

#### **STAFFING**

- The Duty Technician included will assist in setting up sound. It is recommended that visiting company provide personnel to monitor sound during performance.
- Bar staff and a Duty Manager are included in the price of hire. (Excluding additional space bookings)

#### **LIGHTING**

- Standard rig in place which may be altered as necessary but must be returned by the end of the night; consisting of:
  - 2 Front Lights
  - 2 Back Lights
  - 1 Central Spot Light

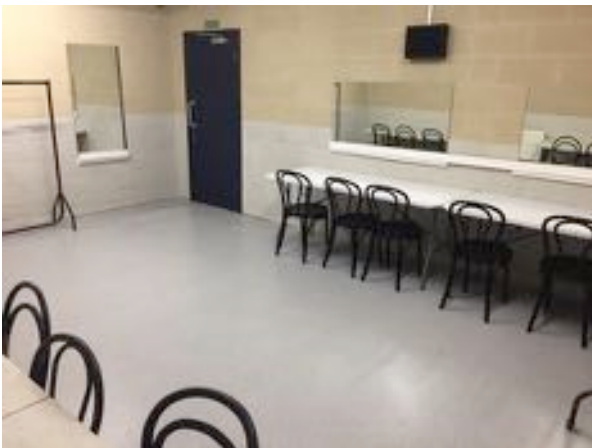
#### **SOUND**

- House PA available upon request
- Limited additional stock of XLR, Speakon and jack cable available on request
- Sound Desk & PA
  - Soundcraft 328XD mixing desk
  - 16 XLR & Stereo jack Inputs
  - Main LR output and 2 Aux output
  - Desk located at rear of bar
  - 2 x speakers positioned each side of the stage on stands
  - 2 x powered monitor speakers available for foldback
  - 5 x Vocal mics
  - 3 x Instrument mics
  - 5 x Mic Stands
- Additional sound equipment and microphones are available. Charges apply (see Additional Equipment).

# Additional Dressing Rooms

- Dressing rooms are included with each venue hire. Please check the venue sections of this document for the capacity of included dressing rooms.
- Additional dressing room or rehearsal room spaces are available – Additional charges apply.
- Access to dressing rooms outside of performance call times by prior arrangement only.
- Dressing rooms are locked 30 minutes after performance or sooner; further access will not be granted until the following call time .

<u>Room Name</u>	<u>Accommodation</u>	<u>Capacity</u>	<u>Available to</u>	<u>Nearest Toilets</u>	<u>Location</u>
Dressing Room 4	Mirrors	20 - 25	MH	Main House Backstage	Lower Ground Floor
Green Room	Sink, Mirrors	20 - 25	MH, RBS	Bar Public Toilets	1 <sup>st</sup> Floor
Committee Rooms (A & B)	Room Divider	25 - 30	MH, RBS, Bar	Bar Public Toilets	1 <sup>st</sup> Floor
Rehearsal Room	Mirrors	35 – 40	MH, RBS	Lower Ground Public Toilets	Lower Ground Floor



Dressing room 4



Green Room



Committee Room



Rehearsal Room

# Additional Equipment

- Availability is not guaranteed.
- Equipment should be booked with the Technical Manager.
- Charges may vary
- Are prices listed are excluding VAT
- Correct at time of publication

Quantity	Type	Day	Week
	<b>Flys (Main House Only)</b>		
	Size (WxH)		
1	Starcloth - White LED's	£45.00	£120.00
2	Tabs: Silver: (2 Halves)	£27.50	£60.00
1	Gauze: Black	£27.50	£60.00
1	Gauze: Black (Short)	£27.50	£60.00
1	Gauze: White	£27.50	£60.00
	<b>Rostra</b>		
15	8' x 4' Aluminium LiteDeck	£12.50	£35.00
4	4' x 4' Aluminium LiteDeck	£12.50	£35.00
2	8' x 2' Aluminium LiteDeck	£12.50	£35.00
2	8' x 2' Steel Deck	£12.50	£35.00
4	2m x 1m Steel Metro Deck (Studio Only)	£7.50	£25.00
1	1m x 1m Steel Metro Deck (Studio Only)	£7.50	£25.00
	<b>Lighting</b>		
1	Mirror Ball (0.5m diameter)	£15.00	£45.00
1	Le Maire Haze Machine	£40.00	£120.00
2	KK FX Wheels	£6.00	£25.00
1	Martin 3000w Atomic Strobe Machine	£18.00	£70.00
2	UV Canons	£20.00	£72.00
1	Red/Blue Beacon	£5.00	£20.00
1	Martin FX Unit	£8.00	£20.00
2	Strand 6 Channel Dimmer Packs	£7.50	£20.00
1	Martin Magnum 550 Smoke Machine	£12.00	£30.00
1	ProStage 6 Way Pyrotechnics Controller	£10.00	£20.00
2	Pyro Fixed Pods	£2.00	£8.00
2	Pyro Angle Pods	£2.00	£8.00
	<b>AV</b>		
1	Projector - Sanyo WM5500 (Main House Only)	£66.00	£242.00
1	Projector - Optoma DS211 (Studio Only)	£42.00	£105.00
	<b>Sound</b>		
5	Shure SM58s	£6.00	£30.00
5	Shure SM57s	£6.00	£30.00

6	Sennheiser Radio Mics (Lapel)	£11.00	£55.00
2	Sennheiser Radio Mics (Handheld)	£11.00	£55.00
4	Shure Radio Mics (Lapel)	£10.00	£55.00
3	Bartlett Boundary Mics	£15.00	£70.00
Var	Shotgun Mics	£10.00	£50.00
4	DI Boxes	£7.00	£24.00
	<b>Staff</b> Minimum 4 hour call, charged in full hours	<b>Before 00:00</b>	<b>After 00:00</b>
	Operators (LX, Sound, AV, Followspot)	£20.00	£40.00
	Crew (Stage, Flys)	£20.00	£40.00
	<b>Misc Additional Charges</b>	<b>Cost</b>	
	Black Soft Sheen Floor and Rostra Paint	£40.00	Per 5L Tin
	Early Access Charge (before contracted call time)	£100.00	Per Hour
	Past Midnight Charge	£100.00	Per Hour
	PAT testing of items brought into venue by Hirer	£5.00	Per Item
	Delayed Performance Start Time Charge	£50.00	Per Perf
	Cleaning Surcharge	£66.00	
	Confetti Surcharge	£66.00	Per Day
	Rechargeable Hired / Purchased Items	Cost+15%	
	PRS covering charge (if no form completed)	5% of Net Box Office	
	PRS Live Music (minimum fee applies)	4% of Net Box Office	
	PRS Plays	£10.67 Per week	
	PRS Variety, Dance Show, Film showing	2% of Net Box Office	
	Programme and Merchandise Sales	15% Commision	

### IMPORTANT NOTES

- All items of equipment, spaces and staff detailed within this document are subject to availability, and additional charges may apply.
- Specific requirements should be discussed with the Technical Manager in advance of the hire period
- All additional items of equipment, spaces and staff must be confirmed in writing prior to get-in to ensure availability.
- Any replacement or repair costs resulting from loss or damage sustained to hired equipment is payable in full by the customer.
- List of equipment subject to revision.

# ESSENTIAL INFORMATION FOR HIRERS

- **You need to make sure that you have enough people to get in, build your set, design and rig your lights, mix your sound, run your event and get out. If you do not have enough people to do this, let us know as soon as you can and we can supply extra crew when you need them for a fee.**
- **Any persons working in the theatre for a visiting company must be trained and competent to carry out the tasks they are expected to fulfill. All visiting companies must ensure that they have the correct level of Public Liability Insurance for the activity taking place.**
- **If you intend to use any third parties or contractors as part of your event, you must ensure that they are competent and trained to carry out the work required, and supply us with copies of their Public Liability Insurance, Risk Assessments and Method Statements no later than 14 days prior to your first day of hire.**
- **You must provide a risk assessment and any relevant method statements for your event to us no later than 14 days before the first day of your hire, which details all risks and control measures involved in all areas of your event from get in, fit up and performance to get out activities. A template for this document can be requested from the Technical Manager.**
- **If you intend to have young people or children in your performance you must ensure that all local licencing obligations are met. Please contact us to receive a copy of the Crescent Theatre Safeguarding Policy.**
- **Once your booking has been confirmed, you will be sent the Crescent Theatre Health and Safety Handbook. All visiting companies are expected to adhere to the policies and procedures included in this document and we reserve the right to eject any person from the premises who does not adhere to our safe working practices on site.**

# USEFUL CONTACTS

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Monday - Saturday 10.00am – 9.30pm  
Sunday 2 hours prior to first performance

**Costume Hire**  
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[costumes@crescent-theatre.co.uk](mailto:costumes@crescent-theatre.co.uk)  
By appointment