



Royal Concert Hall Technical Specification

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**Please note that from 1/3/2020 hard hats will be required PPE for all get ins and outs until the incoming company manager signs off the get in/out complete, steel toe caps are required throughout as before.
A stock of hard hats will be made available for incoming crew's use**

Nottingham, Royal Concert Hall

Technical Specification



Address

Royal Concert Hall
Theatre Square
Nottingham
NG1 5ND

Contacts

Administration

& Stage Door 0115 989 5500 (0845- 8720711)

Box Office 0845- 8720720 (0115 989 5555)

Tour Manager 0115 989 5506 / 99

Wi-Fi ADSL 802.11b/g compatible Internet access is now available for use in the tour office. Network security is WPA.

Venue Director Peter Ireson

Technical Director Dave Guy 0115 9895595
dave.guy@nottinghamcity.gov.uk

Production Co-ordinator Matthew Day 01159895544
Matthew.day@nottinghamcity.gov.uk

Chief Electrician James. McEwan james.mcewan@nottinghamcity.gov.uk

Stage Manager Steve. Bensley steve.bensley@nottinghamcity.gov.uk

Seating Capacity

| | | |
|--------------|-------------|---------------------------------------|
| Stalls | 859 | |
| 1st Tier | 639 | |
| 2nd Tier | 796 | |
| Total | 2294 | |
| Choir Stalls | 186 | (23 on each side and 54 on back rows) |

Parking

✓OVERHEAD TRAM WIRES ARE CONTINUALLY LIVE✓ and an exclusion / hazard zone is in operation. Parking arrangements are for loading and unloading only.

Parking dispensation will be available for one truck to remain parked at the venue, but see below.

Our stage door will not open until 8.00am for access. If your get-in is scheduled earlier than this time you will not be affected. However, if your schedule is for 8.00am or later a parking dispensation notice will not be available until 8.00am. In order to avoid parking penalties please ensure that vehicles do not arrive until load in time.

It is a contractual obligation of the incoming company to carry out any instructions issued by the Theatre Royal and Royal Concert Hall staff in connection with the parking of vehicles during the Period of Use. As laid out in the Terms and Conditions clause 3.8

All coaches must park off site and parking is not allowed overnight. Trucks must park off site at the suggested sites below and access the loading area at get in time. This information will be updated if additional sites become available.

Your attention should also be drawn to the requirements below.

1. Vehicles must park for loading and unloading on the paved cobbled area adjacent to the Concert Hall on Goldsmith St. Outside of this area they will infringe the hazard zone. Double parking is therefore not possible at any time.

Vehicles must not park on the track area under any circumstances.

2. Vehicles must park as close as possible to the venue ensuring pedestrian access is clear to within 1.5m out from the nearest track. Pedestrians should not be forced beyond this distance out into the hazard zone.

Landlines cannot be provided.

Off site parking is available at the following sites. Please enquire direct.

- Nottingham City Transport Depot, Broadmarsh depot - 0115 915 3783
- Rock City - 0115 8221313 or 0115 950 6547
Sam Joynes sam.joynes@dhpfamily.com or emma.walters@dhpfamily.com
- Nottingham Arena - 0115 853 3032
- Nottingham Forest Football Ground – Alan Bexon, Head of Operations 0115 982 4390 (Not available on match days including Trent Bridge cricket)
Alan.Bexon@nottinghamforest.co.uk
- Notts County Football Club, Meadow Lane, Nottingham NG2 3HJ
Ben Thomas Hospitality & Events Sales Manager
Tel: 0115 952 9000 Direct Dial: 0115 955 7222
Email: ben.thomas@nottscountyfc.co.uk

Platform Specifications

Polished Hardwood finish:

Get In:

| | |
|------------------|--|
| Access | from the paved area of Goldsmith Street. Dock Door 12ft wide by 11.5ft high |
| Clearance | Height in wings under side choir stalls is 3.4m / 11'2" |

Size when Choir Stalls are retracted

| | |
|----------------------------|-----------------------------|
| Width at front of Platform | 62'5" (19.1 metres) |
| Width at rear of Platform | 47' (14.3 metres) |
| Depth | 35' (10.8 metres) |
| Total Area | 2216 sq.ft (206 sq. Metres) |

Size with 4 levels of Choir Stalls seating in place:

| | |
|----------------------------|------------------------------|
| Width at front of Platform | 62'6" (19.1 metres) |
| Width at rear of Platform | 39'6" (12.1 metres) |
| Depth | 29' (8.8 metres) |
| Total Area | 1474 sq. Ft (137 sq. Metres) |

A 16m x 4m forestage elevator platform extension / orchestra pit area is available for use. Please enquire to the technical department for full details on minimum preparation time and costs.

Main Stage Loading.

The floor construction allows for a 7.5kn / sq.m superimposed load with a maximum point load of 4.5kn on any 300 x 300mm area.

Extension Stage Loading: 2.5kn / msq (inc PA infills)

Stage Risers

Full stage risers are available on three levels extending to a total depth of 4.2m

Individual rostra measurements are:

- 1800 x 1200 x 600mm (x9)
- 1800 x 1200 x 400mm (x5)
- 1800 x 1200 x 200mm (x4)

Please see page 19 for full layout.

Orchestra Pit

It is necessary to remove 4 rows of seating in order to set the pit area.

NB: when the orchestra pit is installed the fifth row of seats cannot be used.

It also requires a minimum preparation period of 4hrs. Please enquire to the technical director for full details including costs incurred.

Maximum Area: 990 sq.ft (92 sq.metres)

Depth: 2.25m from stage
1.25m from floor

Choir and Bleacher Seating

Two rows of choir seating retract under the two fixed rows at the rear of the platform. The two side rows of choir seating are removed and stored in the wings of the platform PS and OP

Two rows of Bleacher seating can be installed however please allow 4 hours for the installation and 4 for the removal, there is a staff cost associated with this, please contact the Technical Director for details

Acoustic Canopy

The 37-ton acoustic canopy is adjustable in height and incorporates two lighting bridges and orchestral lighting units.

The canopy is suspended over the platform and can be set to suit the scale of on stage activity and size of audience.

The height of the canopy can be varied from 10'6" (3.25 metres) to 44' (13.44 metres), at hoist position 17-19. Lowest clearance point above platform is 37.3' (11.37m) at canopy side edge down stage along hoist line 11to15, measurement taken 5' (1.5m) from side of stage. 41.5' (12.7m) at hoist position 11&15. 43.5' (13.5m) at hoist position 12-14.

Reverb Time: 1.45 seconds at middle frequency with full audience.

Suspension Point Hoists

12 x 1-ton Liftket double brake chain hoists permanently hung at position numbers 6,8,10,11,13,15,16,18,20,21,23,25, on rigging plan. Temporary hoists can be rigged for lifting weights up to 1-ton capacity on additional numbered positions. Limit 3 ton across each spread. Please see rigging plan on page 18

Available Trussing

12 X 3M (305mm sq) Sections Total Fabrications LIGHT DUTY

Fixings: M16 x 45HT Bolts, Nuts, Washers

Typical Loading: 984kgs / 10m spread

Lighting Specification

1. Lighting Control

ETC GIO +DMX to house dimmers. House Lights Dimmer 121>130 U1
80 x 3kw ETC Sensor modules
40 x 5kw ETC Sensor modules

2. F.O.H Lighting

12 x Selecon: 5.5 /13° profile spots.
18 x Selecon: 12 / 30° profile spots.
6 x Source 4: 36° profile spots.

Please note that the Selecon lamps have an “M” size gate. Source 4’s “B” size gate.

3. Canopy Lighting Bridges

4 Mac 350
6 Mac Aura’s

4. Side/Perch Lighting

32-x 110 volt Par 64 cans
6 Mac Aura

5. Additional Lighting

CCT 1 and 2Kw Fresnels available if required.
2 Mac Aura

6. Follow Spots:

2 x Robert Juliat “Aramis” HMI 2.5Kw situated rear of Tier 2

Power Supplies

Platform Right

| | |
|-------|---|
| T.P.N | 200 amps / phase (Powerlock connectors) |
| T.P.N | 125 amps / phase |
| T.P.N | 125 amps / phase |
| S.P.N | C Form 63A X 3 |

Platform Left

| | |
|-------|---|
| T.P.N | 400 amps / phase |
| T.P.N | 200 amps / phase (Powerlock connectors) |
| T.P.N | 125 amps / phase |
| S.P.N | C Form 63A X 3 |

Sound Specification

The in-house sound system comprises:

- Mixing Console: DiGiCo SD9
- Flown centre array of 8 L'Acoustics Arcs (180 degree coverage).
- Stage left + right stacks of 2 L'Acoustics SB 218 subs, and 3 Arcs.
- 2 D+B E6
- 2 D+B E0 108 mounted left and right on both box level.
- All the above powered by 7 L'Acoustics LA48a amps.
- Processing for main stage and flown array is by XTA DP226,
- Also available:
- Sony pro CD player.
- Minimac running QLab
- 10 x Shure SM58 mics.
- 4 x AKG Se300B with cK91 heads
- 4 X Shure SM 57 mics
- 8 x AKG 451 mics.
- 4 x Bss D1 Box

Please confirm before hand as equipment can migrate between the Concert Hall and the Theatre Royal.

All of the above provided and installed by TOUR TECH AUDIO UK LTD. www.tourtech.co.uk

Further information is available from www.l-acoustics.com

1. Delay system of left and right to stalls and 1st tier
2. 2 x D+B E3 per level,
3. 2 x D+B E0 in 1st and 2nd tier boxes.

Fold back monitors available:

4 x D&B M4 STAGE MONITOR powered by D&B D6 AMP

4 x EV SX200 powered by EV P1250 amp.

Radio Mics

It is the responsibility of the Visiting Company to ensure that all radio equipment, except that provided by the venue, such as radio microphones and two-way radios are properly licensed. A copy of all applicable radio licenses should be available. The venue will refuse the use of radio equipment that cannot be shown to be licensed, or license free.

For information on licensing please contact JFMG below

<http://www.jfmg.co.uk/>

4th Floor, UK House, 2 Great Titchfield Street, London, W1W 8BB, 020 7299 8660

Mixer Position

The mixer position is built on pallets, there are several different configurations listed below, please ensure Box Office know and have held seats for the correct version. The seats below only deal with the actual seats removed, more may need to be removed from sale for sight lines. FYI pallets 1 and 5 are less than a meter in size

Small pit (Auditorium Right version) 2.30m x 1.8m
(remove pallets 1 and 2)
Remove seats - T15-19 S14-19 R15-20 (total 17 seats removed)

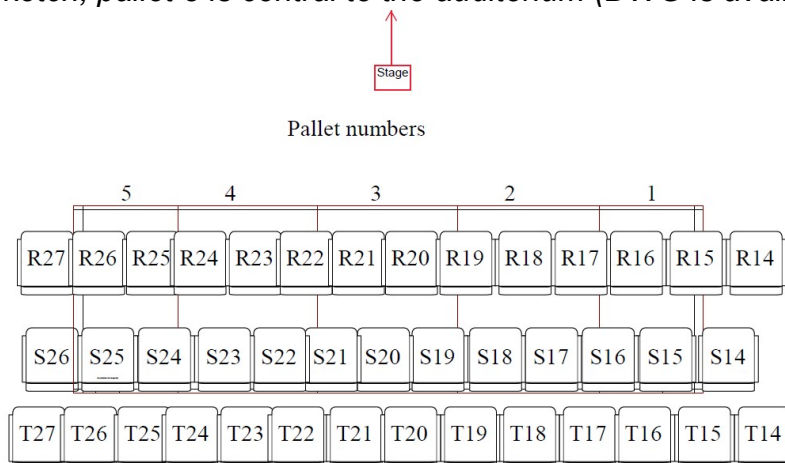
Small pit (Auditorium Left version) 2.30m x 1.8m
(remove pallets 4 and 5)
Remove seats T21-26 S22-26 R22-27 (total 17 seats removed)

Medium pit (Auditorium Right version) 3.60m x 1.8m
(remove pallets 1, 2 and 3)
Remove seats T15-23 S14-21 R15-22 (total 25 seats removed)

Medium pit (Auditorium Left version) 3.60m x 1.8m
(remove pallets 3, 4 and 5)
Remove seats T19-26 S19-26 R19-27 (total 25 seats removed)

Full Pit 6m x 1.8m
(remove pallets 1 – 5)
Remove seats T15 – 26 S14 – 26 R15 – 27 (total 38 seats removed)

Mixer position sketch, pallet 3 is central to the auditorium (DWG is available on request)



| | | |
|--------------------------|-------------------------------|-------|
| Multi-core run distance: | U/S Centre to mixer position: | 46m |
| | To control room: | 50m |
| | Prompt corner to mixer pos. | 30.5m |
| | To control room: | 35.5m |

A mixing area at rear stalls can be prepared for some events.

Projection Equipment

Christie DWU1052-Q, 1-Chip DLP, WUXGA Projector
10,000 ISO lumens, 10,000 Centre lumens, 8,900 ANSI lumens

Lens Short Zoom 1.2 - 1.8 / 1.1 - 1.7 plus Christie Lens Ultra Short 0.8 - 1.0

Draper FocalPoint Screen Kit With Black Frame, Rear projection Screen can be set to either 16:10, 401x630cm (HxW) Overall Size or 4:3, 478x630cm (HxW) Overall Size

Crew booking

The Royal Concert Hall will book all crew for get in and get outs to comply with our health and safety guidelines. Outside crewing companies are not permitted, this doesn't apply to crew touring with the show

To help ensure the correct crew is booked please advise of crew requirements at least **one month** in advance of your event, to enable crew to be booked.

Please schedule breaks in your working pattern, you may refer to the BECTU handbook for guidance but as a rule of thumb an hour break at least every 5 hours worked and where applicable an overnight break of 11 hours is required, infringement of these will result in the infringed time being charged at double time

While stop ons can be called on the day it is very important to specify call length, EG four or five hours for the get in this ensures that you have the correct amount of crew for the time you need them

Please note contractually there is a charge for late changes to crew calls, barring stop ons a charge of £250 will apply for changes made less than 2 working days before the get in day

**From 1/3/2020 hard hats will be required PPE for all get ins and outs until the incoming company manager signs off the get in/out complete, steel toe caps are required throughout as before.
A stock of hard hats will be made available for incoming crew's use**

Runners and Catering assistants

Runners and Catering assistants are outside contractors and must be booked direct by the incoming company, suggested contractors below.

| | |
|-----------------|---|
| All Alliance | Fiona: 07956 561421 Helly: 07931 336323 info@allalliance.co.uk |
| Central Crewing | Mic Mac 07943 134456 centralstagecrew.contact@gmail.com |

Doctors

The nearest surgery is across the road on Upper Parliament Street 0115 883 1960, doctors unfortunately do not come out to the venue.

For a non life threatening health problem there is the Nottingham NHS Urgent Care Centre between 07:00 and 21:00 7 days a week 365 days a year. A&E may turn people away at present if they arrive within these hours and they are deemed to have a non life threatening condition.

Nottingham NHS Urgent Care Centre
0115 883 8500
Seaton House, City Link ,
Nottingham,
Nottinghamshire,
NG2 4LA

There is limited free on-site parking (not available for dental patients).

The centre offers assessment and treatment for health conditions, e.g:

Under 2s - please contact 111 for advice on the best service available for you

Minor burns or scalds

Minor head injury with no loss of consciousness

Skin infections or animal bites

Suspected broken bones, sprains & strains (X-ray service available)

Eye infections or minor eye injuries

The centre is not appropriate for:

Non-urgent treatment that could be treated by your GP

Routine services such as blood tests or wound dressing / suture removal

[Overview - Nottingham NHS Urgent Care Centre - NHS \(www.nhs.uk\)](https://www.nhs.uk)

[Urgent Treatment Centre :: Nottingham City Care](#)

As ever though for advice on a health problem call 111 24-hours a day, for life-threatening emergencies dial 999.

General Information

Backstage accessibility

Please let us know of any access requirements that we may need to act upon so we can do our utmost to support these needs.

Dressing room 21 is accessible with level access via the Stage Door Lift and accessible toilet and shower.

There is an accessible toilet adjacent to the Cowens Suite.

Nelsons Suite and Dressing room 20 have shared access to an accessible toilet and shower

Stage and all backstage floors have level access via the Stage Door Lift.

Stage Door has level access via a platform lift and automatic door.

Stage Door and Box office counters have induction hearing loops installed.

The auditorium has two hearing enhancement systems Infra Red (inhouse headsets) and Mobile Connect (WIFI using customers own devices, please note as a result some audience members may be using a phone during the performance).

Dogs with a recognised assistance dog id card are permitted backstage but please let us know in advance to prevent any confusion.

There is a changing place toilet in the Concert Hall Foyer for use by both public and visiting staff

There is level access via a ramp stage left to the auditorium stalls.

Please advise on any strobe or flashing lights within performance.

The venue runs an access requirement register which details front of house access information for customers, this is available on our website.

Hearing Assistance & Audio Description

The venue does not operate a loop system as they can interfere with equipment within the building.

Please note as a result some audience members may be using a phone during the performance.

The venue has a stock of headsets and facilities for audio describers. There is good IR coverage in all levels, but due to the nature of the auditorium's design the extremities of the auditorium are out of the radiators range.

Please contact the venue sound department or access officer on 0115 989 5500 for further details.

Dressing Rooms/ Catering

There are 6 principal dressing rooms 21>26 each with en-suite washbasin, WC and shower unit. In addition there are 3 large dressing rooms 17>19 for orchestral use. One of these contains an electric cooker, fridge, freezer and sink, and can be used as a catering preparation area. (dressing room 17)

This room can also be used as a wardrobe room with professional coin operated washer and dryer.

There is a dressing room 20 **however this has no show relay or backstage calls.**

Additional **32A single phase supply available.**

An office is also available for Tour/Company manager use, please note direct dial out phones are not available

Please note dogs and other animals are only allowed backstage if performing and with the appropriate licensing documents, please see assistance dogs above

NB: THERE IS A £500 CLEANING CHARGE PER ANIMAL FOR ANIMALS BROUGHT IN WITHOUT PRIOR AGREEMENT.

| Estimated maximum capacities Royal Concert Hall dressing and reception rooms | | | |
|---|--------------------------|------------------------|-------------------------|
| Room | Capacity children | Capacity adults | Mirror positions |
| Dressing room 17 | 25 | 15 | 0 catering/wardrobe |
| Dressing room 18 | 25 | 15 | 12 |
| Dressing room 19 | 25 | 15 | 13 |
| Dressing room 20* | 8 | 6 | 6 |
| Dressing room 21 | 10 | 4 | 2 |
| Dressing rooms 22- 25 | 8 per room | 4 per room | 2 |
| Dressing room 26 | 10 | 4 | 2 |
| Nelsons Suite** | 100 | 50 | 0 |
| Totals | 235 | 125 | 37 |

* there are no calls in Dressing Room 20

** The Nelsons Suite isn't included in the hire and requires prior booking, there may be a cost attached to this

NB: GAS BOTTLES ARE NOT PERMITTED ON THE PREMISES FOR COOKING.

Towels

There is a charge of £2 per towel provided by the venue. This is to cover laundry/staff charges. Lost towels will be charged at £5 per item.

Keys/swipe cards

Due to a large number of dressing room keys going amiss / not returned, a replacement charge of £50 per item will be levied for any keys not returned to the stage door.

Pianos

The Royal Concert Hall has two Steinway Concert Grands both model D 1x 1960 and 1x 2019 (2019 model is only available to classical concerts) Please check ahead as we reviewing our piano provision. Tuning is by arrangement with the technical department

Electronic Organ

The Concert Hall is home to a Copeman Hart (www.copemanhart.co.uk) electronic organ upgraded in January 2004 to digital electronics. It includes a new capture system with eight long-term memories and three new expression pedals. This upgrade also included the renewal of all 28-loudspeaker units
Dimensions including base plinth; W 2310mm, D 1800mm, H 1900mm

Exhibition Floor Space

| | |
|------------------------------|-----------------------------|
| Box Office / Entrance Foyer | 1474 sq.ft (137 sq.metres) |
| Level 1 Stalls Entrance | 1743 sq.ft (162 sq.metres) |
| Level 2 Bar 1 / Foyer | 2184 sq.ft (203 sq.metres) |
| Level 3 1st Tier Entrance | 1431 sq.ft (133 sq.metres) |
| Level 4 Bar 2 / Foyer | 2582 sq.ft (240 sq. metres) |
| Level 5 2nd Tier Entrance | 1484 sq.ft (138 sq. Metres) |
| 1st Tier Bar Length | 52' 15.8M |
| 2nd Tier Bar | 67'8" 20.66M |
| Buffet Bar | 14'8" 4.5M |

Full floor plans available by contacting the technical department.

A single-phase 63A power supply is available on levels 1,2,3 & 4

V.I.P / Meeting Rooms

| | |
|---------------|--|
| Nelsons Suite | 160 sq. meters (110 – main area) approx. |
| Cowns Suite | 699 sq.ft (65 sq. metres) |

Health and Safety

Please note the procedures for ensuring the safety of all personnel engaged in handling, storage and transport of items such as scenery and other equipment for theatrical and concert presentations at the Theatre Royal and Royal Concert Hall. The Visiting Managers specific obligations are set out under Licensees Obligations, clauses 3.27 and 3.28 highlighted below.

As H&S information is regularly updated please contact the technical department for specific risk assessment and any other health and safety queries.

Please see appendix 1 & appendix 2 for general information

Appendix 1

Local Site Rules for Visiting Performers/Production Personnel
Company Managers must ensure that they:

- ◆ Report to reception / Technical Department on arrival.
- ◆ Meet the Stage Manager or Deputy before commencing work.
- ◆ Inform the Technical Manager of any hazardous substances to be used on site and provide test certificates where appropriate.
- ◆ Inform the Technical Director of any synthetic smoke or pyro planned for use, before activation so that the auditorium fire detectors can be isolated. Failure to do so may result in call out charges for emergency services being levied.
- ◆ Provide a safe working procedure including risk assessments where necessary.
- ◆ Familiar themselves with the venues emergency procedure.
- ◆ Ensure that everyone under his or her control wears identification.
- ◆ Provide a list of everyone under his or her control to be left at reception in case of evacuation.
- ◆ Ensure that appropriate protective clothing/equipment is worn where appropriate.
- ◆ Ensure permission is sought to enter roof space and that only fully competent persons carry out any overhead rigging activity.
- ◆ Keep work areas in good order to avoid slips, trips, falls etc.
- ◆ Report all accidents and provide a copy of any accident reports.

Managers must also ensure that they do not:

- ◆ Leave tools or equipment accessible by unauthorised persons (particularly children) when their work area is left unattended.
- ◆ Allow obstructions to fire exits or exit routes.
- ◆ Allow the use of bad language, swearing etc.
- ◆ Allow smoking in unauthorised areas.

Please tear off this slip and hand to Stage Door or Technical Director.

The Company / Production Manager responsible for (details below), has read and understood the venue rules and will ensure that they are known to their employees and followed.

Name of company/organisation: _____

Brief description of event: _____

Name of person in charge (please print): _____

Signed: _____ Date: _____

Appendix 2

THE FOLLOWING REGULATIONS FORM AN INTEGRAL PART OF THE STANDARD ROYAL CONCERT HALL CONTRACT.

- 1) Any electrical equipment brought into the Concert Hall by or on behalf of the Promoter must strictly comply with the current regulations for the Electrical Equipment of Buildings, as published by the Institute of Electrical Engineers and must comply with any additional requirements of this Concert Hall. The Promoter's equipment and its installation, removal and maintenance is the responsibility of the Promoter and must, at all times, be under the supervision of a qualified person.
- 2) The Promoter shall ensure that all electrical equipment and tools brought to site, comply with all relevant statutory requirements including the "Electricity at Work Regulations 1989". Such equipment and/or tools shall be operated and used in a safe manner and the Promoter shall make available for inspection, evidence that the equipment has been tested in accordance with the above regulations.
- 3) The Resident Company reserves the right to instruct the Promoter, where equipment and/or cables may be positioned within the Auditorium or other parts of the building accessible to the general public, and may delay the performance until the Promoter has satisfied the Resident Company that any such equipment and/or cables may not interfere with the safety of the public or the staff of the Concert Hall.
- 4) All lifting and suspension equipment brought to site by the promoter must comply with all current legislation and the promoter shall make available for inspection, evidence that the equipment has been tested and examined in accordance with current legislation.
- 5) The promoter shall have carried out and have available, risk assessments of all special effects used in the production, and of all perceived hazards associated with the unloading, manual handling, erection and reloading of all scenery and electrical equipment brought to site. Written assessments of significant risks in the workplace are required by law - ref. The Management of Health and Safety at Work Regulations 1992 (Regulation 3).
- 6) It is expected that the Tour Manager, or Deputy, will discuss with Concert Hall Staff, the fit-up of the production prior to commencement based on a prepared Method Statement.
- 7) Advanced notice is required of any proposed use of flame/fire effects and pyrotechnics.
- 8) Under no circumstances may the artistes invite the audience to leave their seats.
- 9) The Promoter agrees to observe, carry out and abide by all conditions and regulations imposed by statute or by any Public Authority, together with the rules currently in force at the Concert Hall during the times of the Promoter's occupation of the Concert Hall.
- 10) The Promoter agrees to fully compensate the Resident Company for:

Any loss or damage to the Concert Hall or its fixtures or fittings arising during the use of the Concert Hall by the Promoter or after the Production and including consequential loss.

All costs, claims, damages and demands whatsoever in respect of any loss of or damage to property and/or personal injury or death in or about the Concert Hall due to an act or omission by the Promoter, her or its servants, agents or employees.

- 11) The Promoter agrees to give the Resident Company sole discretion as to whether additional security staff is necessary for the safety of the public during the production and, if so, to pay to the Resident Company the full cost of such staff.
- 12) The Promoter agrees to abide by the Concert Hall licence prohibiting standing during any concert in any part of the auditorium. This will include members of the public and also guests of the group, band and Promoter. It is recommended that the Promoter reserve a suitable

number of seats to the rear and to the side of auditorium in the stalls for the purpose of guest seats.

- 13) Guests are not permitted on the platform area and are only allowed in the dressing room areas with prior permission of the tour manager or representative.
- 14) The Resident Company will not be responsible for the supply of towels in dressing rooms.
- 15) The Promoter shall take all necessary steps to ensure that no advertisement in connection with the event is displayed other than in compliance with the appropriate Town and Country planning legislation and advertisement Regulations.

Licensee's Obligations

The Licensee shall :

- 3.1** Pay to the Council the deposit as specified in sub-clause 1.10 on the signing of this Agreement.
- 3.2** At the end of the licence period, leave the part or parts of the Hall the subject of the licence in such condition as shall be to the reasonable satisfaction of the Manager.
- 3.3** Be responsible for any loss or damage caused to the Hall either directly or indirectly from the exercise of the licence on a full reinstatement basis as certified by the Manager.
- 3.4** Fireproof to the reasonable satisfaction of the Manager, all of its own scenery, curtains, display material, equipment and properties used in the Event.
- 3.5** Ensure any electrical equipment brought into the Hall complies with all regulations or codes of practice for the time being in force published by the Institute of Electrical Engineers in respect of electrical equipment of buildings and shall produce to the Manager when demanded, evidence of such compliance.
- 3.6** Take all necessary steps to ensure that advertising in respect of the Event is displayed in compliance with the Town and Country Planning legislation for the time being in force.
- 3.7** Be responsible for the cost of replacing lost towels which have been supplied by the Council to the Licensee.
- 3.8** Obtain the prior written consent of the Manager before :
 - 3.8.1** Transmitting or recording, or allowing the transmission or recording of the Event by any media whatsoever including as illustrations only : television, radio and other audio means, film and video recording.
 - 3.8.2** Placing or allowing the placement of details of the Event on the internet or similar electronic media.
 - 3.8.3** Making a collection of any description within the Hall.
 - 3.8.4** Assigning, sub-licensing or charging in any manner, this Agreement or any of the rights, liabilities and privileges granted under it (which the parties agree are personal to the Licensee).
 - 3.8.5.** Bringing in or allowing to be brought in to the Hall for consumption or otherwise, any food, drinks (whether soft drinks or those containing alcohol) or any other form of refreshment.
- 3.9** Promote the Event, subject to sub-clause 3.22, and allow the Council also to do so independently.
- 3.10** Ensure that all necessary licences have been obtained as at the date of this Agreement, or will be obtained before the Event, in respect of copyright and other rights in the works being performed in the Event.

- 3.11** Ensure that the Event will not infringe any copyright held by a third party nor is defamatory of any person, firm or company;
- 3.12 Not infringe copyright in any musical works outside the jurisdiction of the performing Rights Society and shall pay all fees direct to any owners of musical works not within the jurisdiction of the Society.
- 3.13** Immediately comply at its own expense with all reasonable instructions from the Manager as will ensure compliance with its obligations under this Agreement.
- 3.14** In being given specific notice by the Manager, at all times comply with the instructions, requirements or regulations of the local fire authority, the Council acting in its capacity as the local licensing authority and those of any other licensing authority.
- 3.15** Comply with the dates and times specified in sub-clause 1.6 in getting-in, fitting-up and getting-out.
- 3.16** Comply with the number, length, start and finishing times and the duration of any interval as specified in sub-clause 1.7.
- 3.17** Only conduct rehearsals on the date(s) and during the time(s) specified in sub-clause 1.9.
- 3.18** Provide any technical equipment specified in sub-clause 1.13;
- 3.19** Provide to the Manager, where possible and appropriate, exemption certificates complying with relevant foreign entertainers income tax legislation, no later than 7 days prior to the Event (or, where appropriate, its first performance);
- 3.20** Not less than fourteen days before the Event (or, where appropriate, its first performance) provide the Manager with :-
- 3.20.1** written details of the Licensee's requirement for Council staffing to support the Event, if these details have not been agreed between the parties and specified in sub-clause 1.16;
- 3.20.2** written details of the use of any fire, flame, pyrotechnics and/or lasers in the Event; and
- 3.20.3 all risk assessments and method statements required under sub-clause 3.5
- 3.21** Not alter the structure, fittings, decorations or furnishings at the Hall without the prior approval of the Manager and immediately following the conclusion of the Event, carefully remove any items agreed by the Manager which require such action as a consequence of an approval given under this sub-clause. Not perform the Event within 35 miles of Nottingham Market Square earlier than two months before the Event (or, where appropriate, its first performance) and not during the period of four weeks following the Event (or, where appropriate, its last performance).
- 3.22** Not allow fly posting; any company found to be fly-posting is liable to prosecution.
- 3.23** Not do or allow anything to be done whereby any policy of insurance or insurance fund in respect of which the Council has the benefit, may be invalidated or any premium payable may be increased or the terms of insurance made more onerous.
- 3.24** Without prejudice to the specific obligations contained within sub-clause 3.25, comply with the Health and Safety at Work Etc Act 1974 and any other Acts, Regulations, Codes of Practice or Orders, including European Community Directives and constraints, all as relevant to the licence granted by this Agreement.
- 3.25** Comply with :-
- 3.26.1** Any instructions given by the Manager concerning the location of equipment (of whatever nature and whether or not technical equipment supplied by the Council or the Licensee) and/or cables within those parts of the Hall to which the public have access;
- 3.26.2** Acts, Regulations, Codes of Practice or Orders, including European Directives and constraints relating to the use and operation of lifting and suspension equipment (provided by the Licensee), producing to the Manager, evidence that such equipment has been examined/tested/inspected in accordance with such laws;

3.26.3 Risk assessments (prepared by the Licensee and produced to the Manager in accordance with this Agreement) relating to the unloading, manual handling, erection and re-loading of scenery and electrical equipment;

3.26.4 Method statements (also prepared by the Licensee in accordance with this Agreement and approved by the Manager beforehand) relating to the fit-up; and

3.26.5 Any instructions issued by the Manager concerning the use of flame, fire, pyrotechnics and/or lasers, following notice of intention to use such items provided by the Licensee in accordance with this Agreement.

3.27 Provide an experienced responsible person familiar with the production and contents of the trailer / truck who will introduce themselves and liaise with the resident staff and supervise the unloading and reloading of the trailer / truck.

3.28 Provide a short and concise written description of the scenery and equipment being delivered and a trailer plan. This should be sent to the technical manager with the rider or at least one week prior to the arrival of the production. Particular attention should be given to any unusual items or specific risks requiring additional controls to maintain safety. This will include:

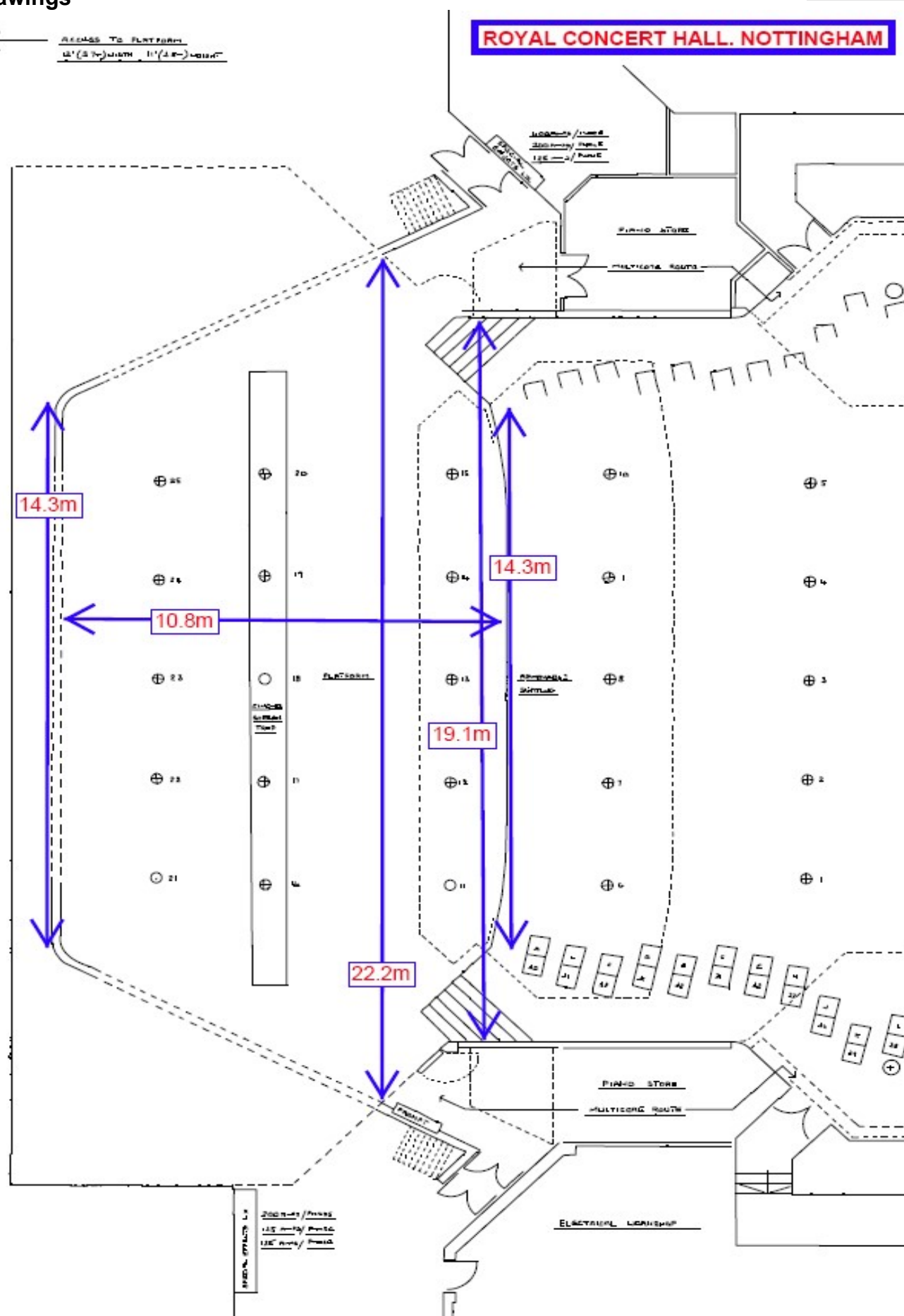
- the approximate weight of those articles
- the approximate dimensions of those items
- the location of those articles in the trailer
- the order in which the contents should be unloaded and loaded
- details of any special storage used within the trailer (eg racking for board materials).
- details of any special securing requirements (eg. strapping of materials to prevent movement in transit).

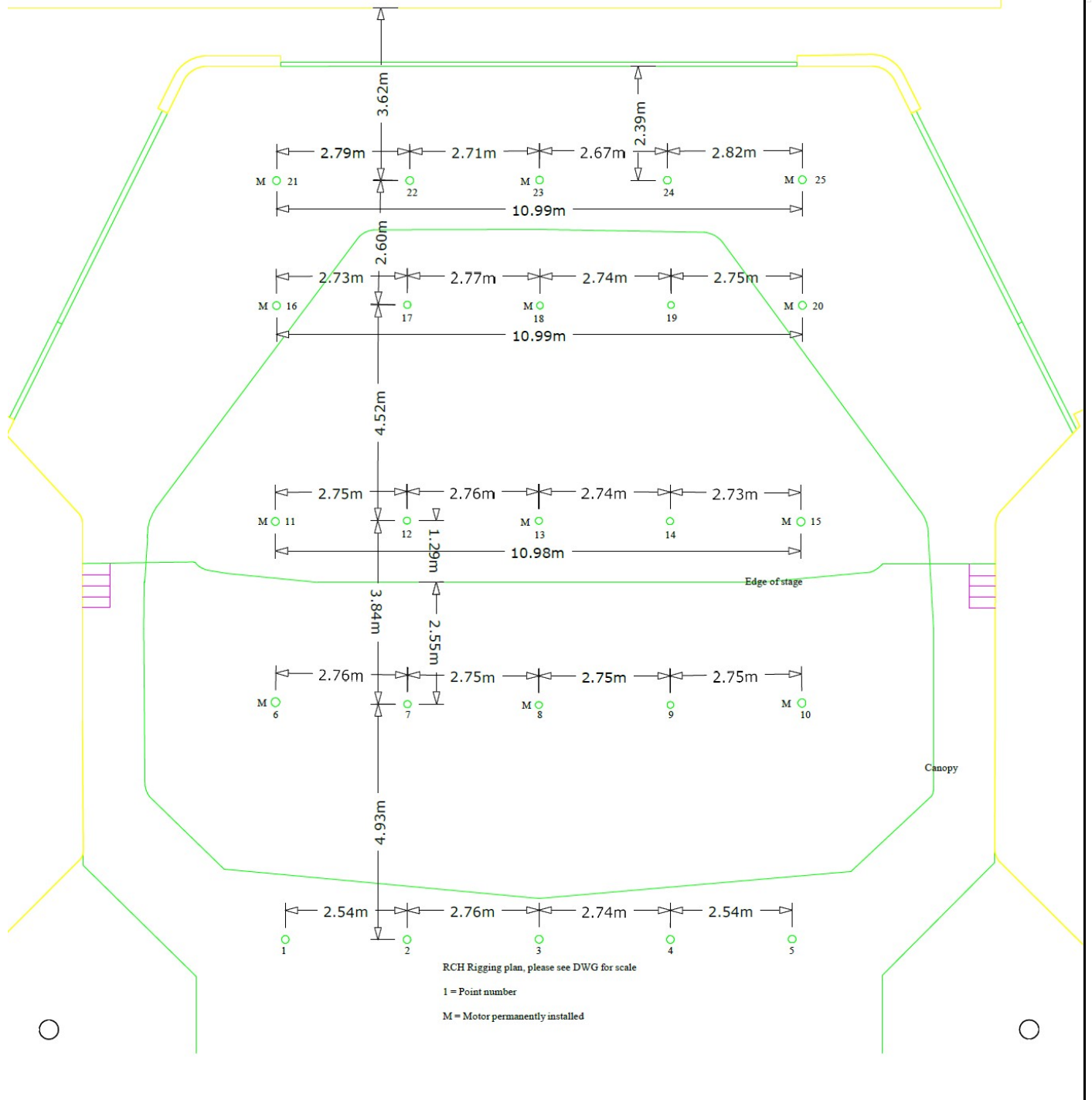
3.29 Provide free of charge ticket(s) for carer(s) accompanying disabled patron(s) holding a full priced ticket

3.30 Advise the Council if smoking will occur on stage and provide evidence that it is an integral part of the performance.

3.31 Advise the Council if the productions contains material of an adult nature or which is deemed likely to offend

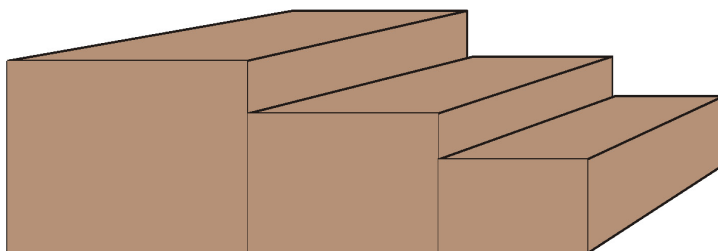
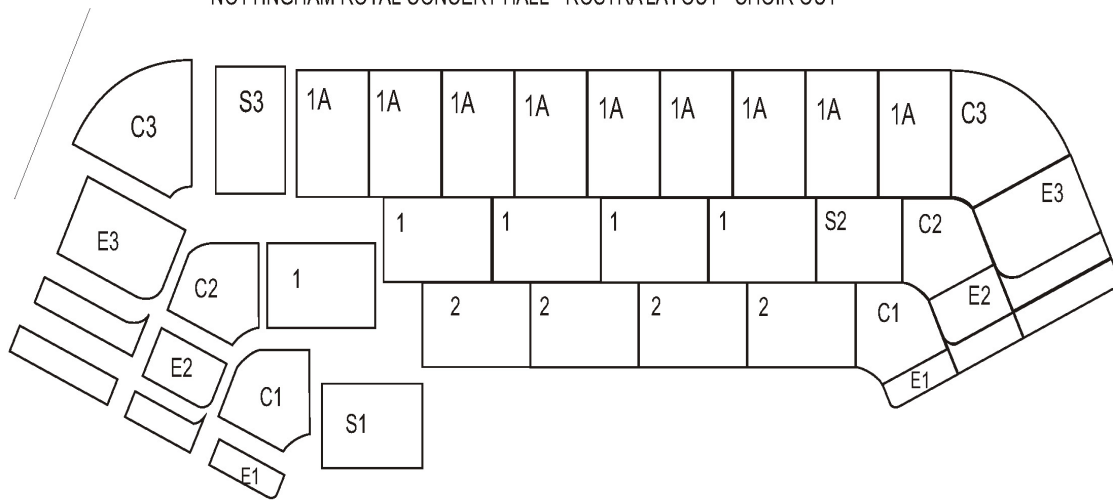
← ADDRESS TO FLAT FORM
 $W'(157)$ WITH $11'(157)$ WITH





N.B. Individual drawings including elevation sections in PDF or DWX formats are also available on request.

NOTTINGHAM ROYAL CONCERT HALL - ROSTRALAYOUT - CHOIR OUT



Standard Layout

A1=w1200mm;d1800mm;h600mm

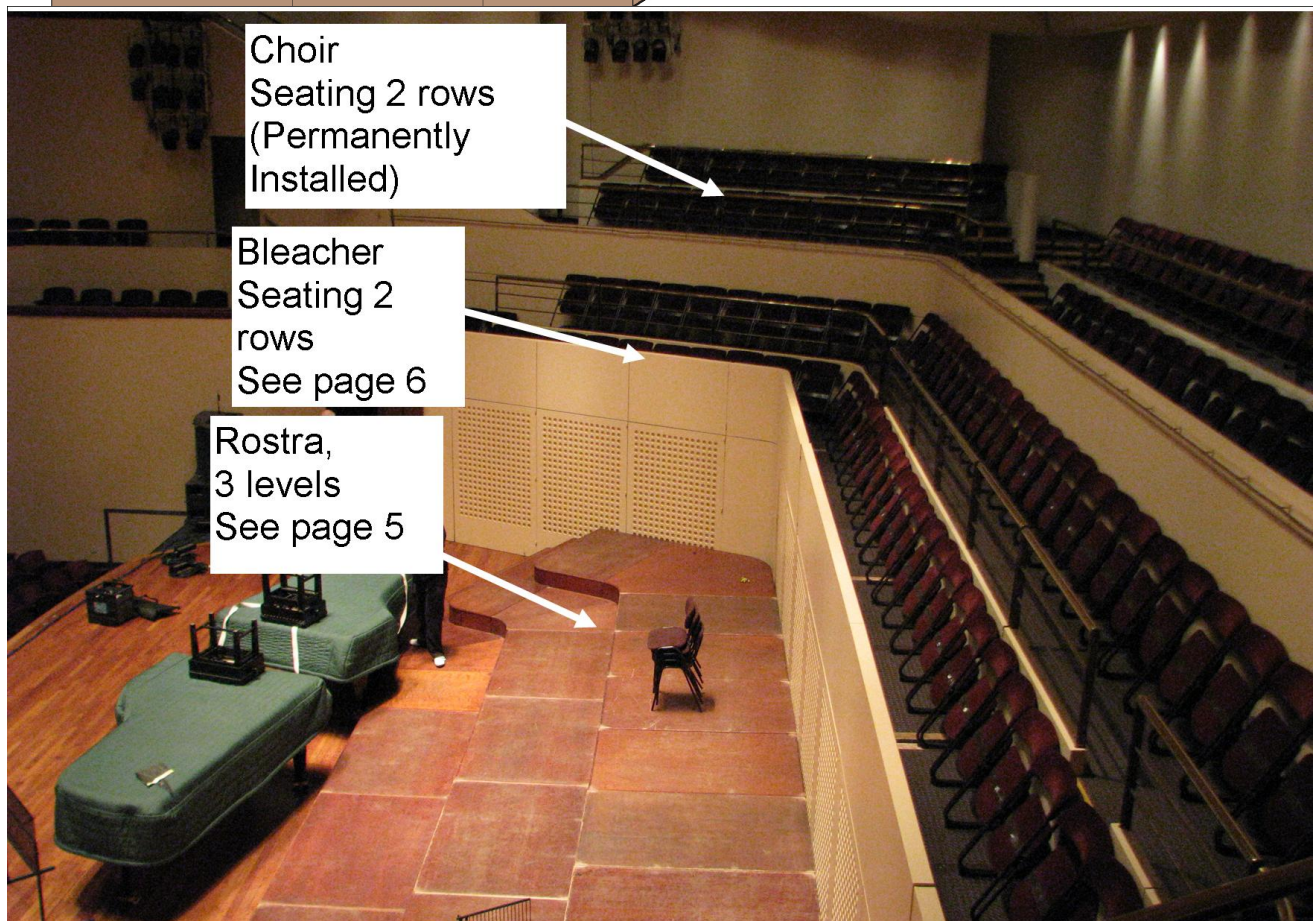
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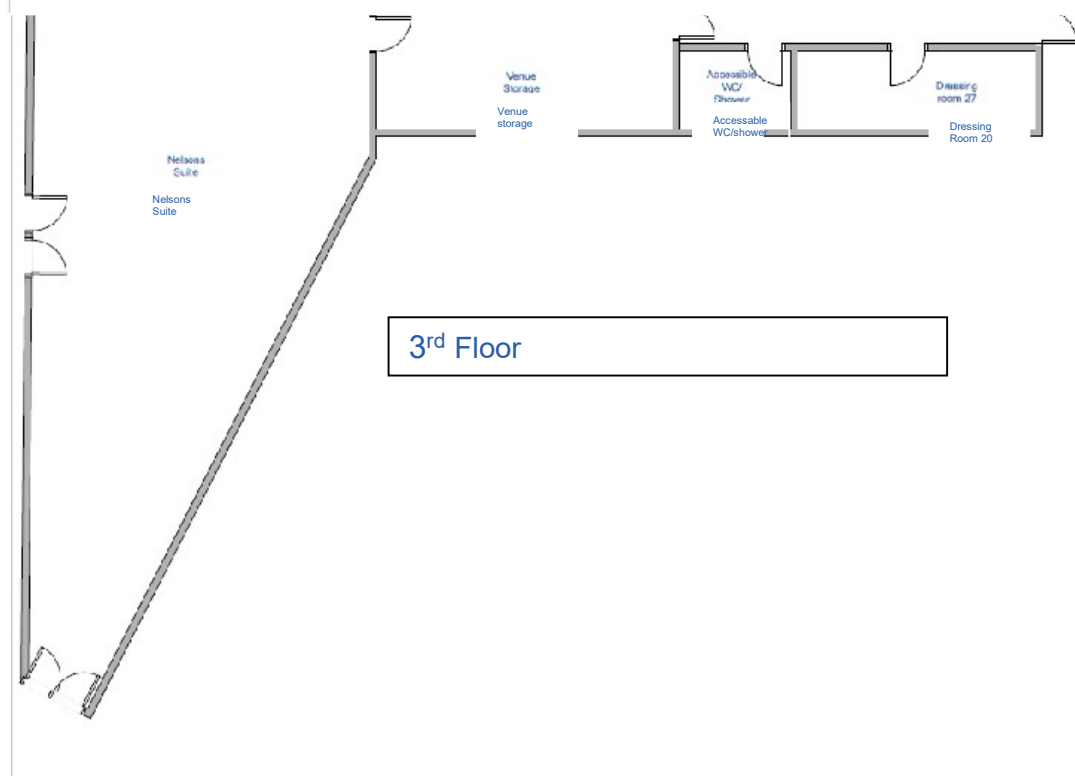
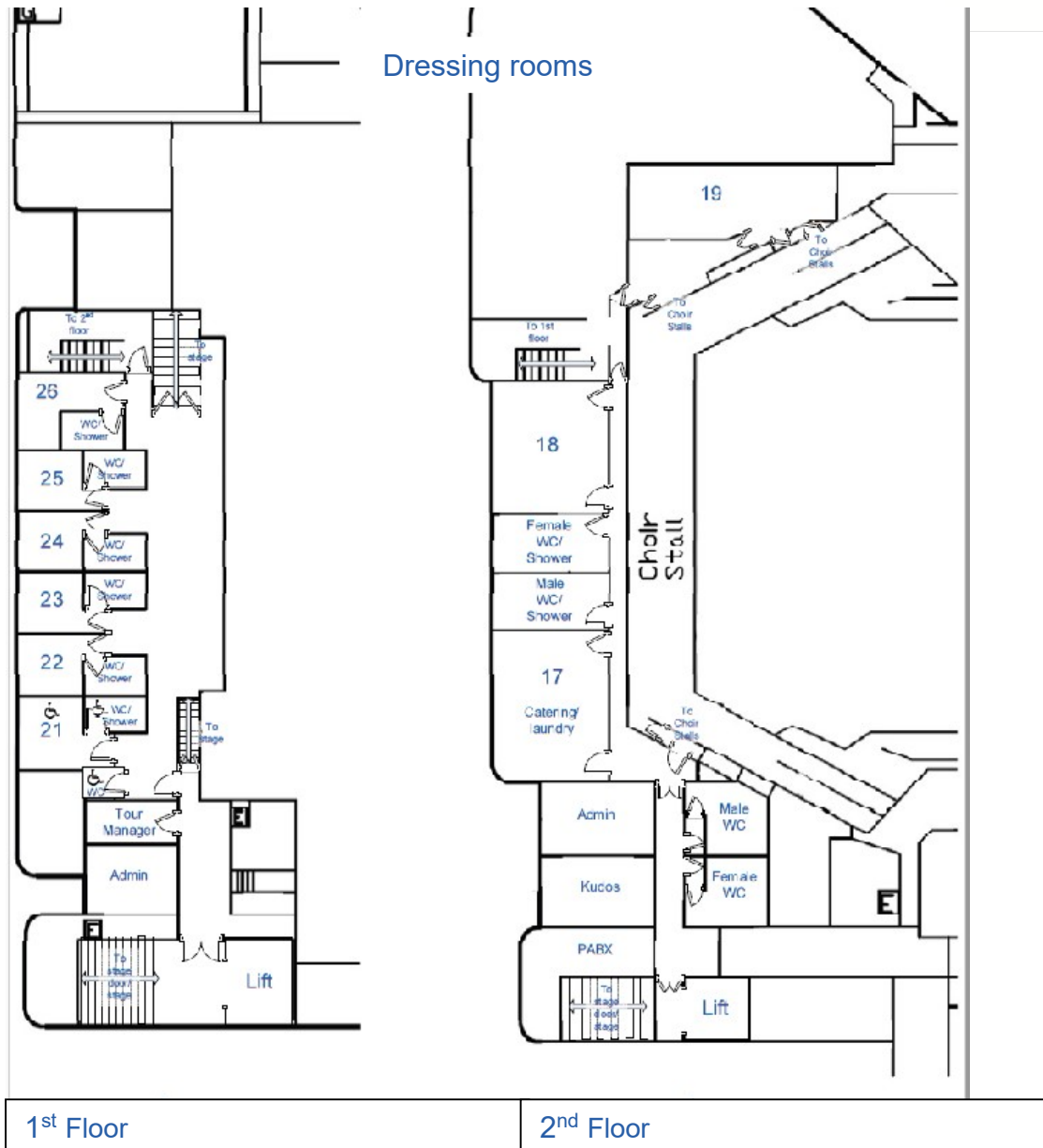
2=w1800mm;d1200mm;h200mm

S3=w1116mm;d1800mm;h600mm

S2=w1137mm;d1200mm;h400mm

S1=w1168mm;d1200mm;h200mm





House Soft Masking

Borders

- 2x 20" x 10" 6.09m x 3.04m Border
- 3x 20.0" x 1.0" 6.09m x 0.3m Border
- 1x 20" x 1.5" 6.09m x 0.45m Border
- 3x 40" x 8" 12.19m x 2.43m Border
- 1x 50" x 8" 15.24m x 12.19m Border
- 1x 30" x 8" 9.14m x 12.19m Border
- 1x 15" x 0.6" 4.57m x 0.18m Border

Legs

- 3 sets 15" x 35" 4.57m x 10.66m Legs
- 1 set 10" x 30" 6.09m x 9.14m Legs
- 1 set 50" x 15" 15.24m x 4.57m Legs

REDS = TABS, Legs and Border

Lx onstage

