

## ROYAL HALL VENUE SPECIFICATION Concerts and Entertainments (DRY HIRE)

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## ROYAL HALL DRY HIRE VENUE SPECIFICATION CONCERTS AND ENTERTAINMENTS

## Contents

The Royal Hall is a stand-alone venue within Harrogate Convention Centre.

As part of your hire package this manual provides details of all complimentary facilities and services.

If you require additional event services not detailed in this manual, please contact your allocated Event Manager.

- **1.0** General Information
- 2.0 Services and Facilities for Royal Hall
- **3.0** Useful Contacts

Royal Hall, (Ripon Road) Harrogate Convention Centre King's Road, Harrogate, North Yorkshire, HG1 5LA

## 1.0 GENERAL INFORMATION

#### PLANNING

An Event Planner and Technical Planner are allocated to your event to provide advice and support as necessary. (See Useful Contacts)

#### **IT & TELECOMMUNICATIONS**

Promoters and visitors may access the Internet using the complimentary Wi-Fi.

The Royal Hall uses a Motorola trunked radio communications system for internal Operational Staff communications. A number of handsets are available for use by Organisers and Technical Production staff.

#### **PROMOTION OF YOUR EVENT**

Unless agreed otherwise, all tickets for your event will be sold via Harrogate Box Office situated at Harrogate Theatre (HT) for which you will receive a listing on their website. You will also receive a listing on the Convention Centre website.

The Box Office service includes online, telephone and walk up sales at HT's Box Office in the town centre. Please refer to Royal Hall Dry Hire Additional Services for costs.

Royal Hall will also display promoter supplied posters and distribute leaflets in the Royal Hall and Convention Centre.

Your event will be included in at least two monthly What's On emails to our database as well as postings on our social media channels.

For additional paid for promotion contact our marketing team (See Contacts).

#### **TOUR PRODUCTION PARKING**

There is limited space for parking at the Royal Hall and this may be restricted by other events taking place at the Convention Centre. Please check availability with your Event Planner.

Parking is available at Jubilee Car Park on Union Street opposite the Royal Hall. Please note this car park closes at 11:00pm Sunday – Wednesday and midnight Thursday – Saturday. For further information please visit the Harrogate Borough Council website www.harrogate.gov.uk.

#### **VENUE SECURITY**

Overnight Security Staff are provided to operate the security control room including the operation and control of a closed circuit television system.

#### **FURNITURE ARRANGEMENTS**

Harrogate Convention Centre will set out the auditorium seating and furniture within the foyers and dressing rooms in accordance with the event requirements. Any additional significant furniture moves or changes undertaken by Harrogate Convention Centre during the event will be subject to an additional charge.

#### **BOX OFFICE & TICKET SALES**

A plan of the seating arrangements for your event must be received by Harrogate Convention Centre at least 28 days before the date of the event.

Any alternations to the standard seating arrangement must be approved by Harrogate Convention Centre before tickets go on general sale.

The Royal Hall Box Office is available on the day of your event for walk up sales. Box Office Staff can be provided by Harrogate Theatre to work from the Royal Hall Box Office on the day of your event please refer to Royal Hall Dry Hire Additional Services for costs.

#### CLEANING

All hire areas will be cleaned by Harrogate Convention Centre, unless requested otherwise.

Promoters are responsible for the clearance of their own rubbish and other waste materials from the building at the end of their event. If this is undertaken by Harrogate Convention Centre, a charge may be levied.

#### **FIRST AID**

Harrogate Convention Centre will provide basic First Aid cover to meet the needs of the event.

#### **HEALTH & SAFETY AND FIRE PRECAUTIONS**

Harrogate Convention Centre staff (stewards) will be provided for the event to ensure the

correct implementation of health & safety procedures.

There are regulations governing materials used on-site for stage sets. In general all materials used should be inherently flame retardant. Further information on Harrogate Convention Centre standards can be obtained from your Event Planner.

The fire alarm incorporates both audio alert and public address system announcements. Royal Hall Front of House Staff will assist with any necessary evacuation.

A relevant and comprehensive Risk Assessment for your Event should be carried out by the promoter and a copy submitted to your Royal Hall Event Planner.

#### MERCHANDISE

If the sale of merchandise is required for your performance, Royal Hall will allocate an appropriate space. A commission payment of 15% is applicable.

#### **HOUSE SEATS**

By agreement with the Hirer, Harrogate Convention Centre may reserve up to eight appropriate seats in respect of any Event to which the general public are admitted.

#### **CREW CATERING**

There is no provision for crew catering in the Royal Hall. Facilities may be available in adjoining Halls A or Hall M if the halls are not in use for other events. Please discuss availability with your Event Planning Manager.

## 3.0 SERVICES AND FACILITIES FOR ROYAL HALL

#### SEATING

Fixed theatre-style seating with a capacity of 988 seats in three tiers including 10 positions for wheelchair users

Grand Hall	432 seats
	Seating in the Grand Hall can be removed to create a larger stage or dance floor

Grand Circle	302 seats
	4 x wheelchair locations (inc.
	attendants)
Dress Circle	220 seats
	6 x wheelchair locations (inc.
	attendants)
Boxes	20 seats (5 boxes per side with 2
	seats each)

The Royal Hall's in-house sound and lighting control positions are located at the rear of the Grand Circle.

If required by the promoter, a visiting production control area can be created at the rear of the Grand Hall by removing up to 16 seats.

The Grand Hall floor is constructed as a sprung maple dance floor – 19.8m wide x 16.1m deep. The floor loading is 0.225kNm2.

#### **AUDIENCE ACCESS**

Audience access is via the Front Foyer and the North and South Ambulatories. The Dress Circle is accessed via staircases in the Front Foyer and a passenger lift in the South Ambulatory.

#### **TOUR PRODUCTION ACCESS**

Goods and equipment access is via various routes as follows:

Route 1: Front Entrance – up six steps, through foyer, down seven steps, through North Ambulatory into rear stage scene dock. Smallest door opening 1.68m wide x 2.43m high.

Route 2: Wheelchair Entrance – up ramp, through North Ambulatory into rear stage scene dock. Smallest door opening 1.12m wide x 2.01m high.

Route 3: Hall A – through Hall A, up three steps, through North Ambulatory into rear stage scene dock. Smallest door opening 1.58m wide x 1.92m high. Use of this route is dependent on event bookings within the Exhibition Halls.

Vehicle access to the front of the Royal Hall is restricted to loading and unloading only. Parking of vehicles may be accommodated elsewhere on the Harrogate Convention Centre site. Please liaise with your event planner.

DRESS CIRCLE LIFT:

Size: 1.53m wide x 1.4m deep x 2.2m high Door opening: 1.1m wide x 2.0m high Capacity: 1000kg

#### STAGING

The Royal Hall has a proscenium stage with a safety curtain. All stage settings must allow the safety curtain to be lowered fully at any time.

The proscenium opening is 9.84m (32') wide x 5.2m (17') high to the lower edge of the house pelmet.

The permanent stage is 9.8m (32') wide x 8.17m (26'9") deep x 1.3m (4'3") high and can be extended and adapted into various configurations by removing seating in the Grand Hall.

The stage depth is 2.62m (8'7") from safety curtain to front edge of curved apron and 5.5m (18'2") from safety curtain to back of performance area.

The platform finish is dark grey painted plywood.

The permanent stage is constructed with a 1 in 40 rake.

Height from stage to underside of grid (at proscenium arch): 11.9m (39').

The following equipment is included in the dryhire package:

- Set of red velour tabs and border
- Set of blue velour tabs and border
- Three black serge borders
- Three pairs black serge legs
- Two sets black serge tabs

#### **ROYAL HALL DRY HIRE VENUE SPECIFICATION CONCERTS AND ENTERTAINMENT/continued**

#### • White cyclorama cloth

A Weber upright piano is available by prior arrangement. Tuning can be arranged subject to an additional charge.

There is a range of additional staging equipment available for hire including AluRapid variable height staging units, drapes, starcloth, stage furniture and rigging equipment.

#### SUSPENSION

The Royal Hall has a timber rigging grid over the stage area.

A double purchase counterweight flying system is installed with 19 x 10m bars at 200mm centres bar 0 is allocated to the house tabs. Maximum loading on any bar is 200kg.

A motorised FOH lighting bar is installed 6.55m in front of the safety curtain. The bar is 12m long with a 220kg SWL.

Three internally wired LX bars are permanently installed on bars 3, 13 and the upstage manual winch bar.

The permanently installed manually winched LX bar is installed immediately upstage of the counterweight bars with a 200kg SWL.

A hemp set is available upstage for a cyclorama.

#### **DRESSING ROOMS**

Dressing rooms are available for up to 32 people in normal use.

Dressing	1	2	3	4
Room				
Normal	1	6	15	15
Capacity				
Maximum	2	12	30	30
Capacity				
Toilet	Yes	No	Yes	Yes
Shower	Yes	No	Yes	Yes

The chorus dressing rooms can each accommodate up to 30 if full make-up facilities are not required.

Additional accommodation can be arranged if adjacent halls are available.

All basement rooms have audio show relay installed.

The use of cooking equipment is strictly prohibited in the dressing rooms and crew room.

Accommodation for external catering suppliers is subject to availability may be provided by arrangement with your Royal Hall Event Planner, please see Royal Hall Dry Hire Additional Services for costs.

#### LIGHTING

Comprehensive stage lighting facilities are provided, rigged to a standard layout for concerts and entertainments.

A Grand MA Ultralight (series 2) console with additional fader wing is installed in the control room at the rear of the Grand Circle. An Avolites Pearl 2004 console is also available as an alternative option.

ETC Sensor dimming is installed with 174 x 2.5kW circuits.

The following equipment is included in the dryhire package:

- 2 x Pani HMI 1200 Follow Spots
- 4 x Martin MAC 250 Entour Moving Light
- 4 x Martin MAC 250 Wash Moving Light
- 4 x ETC S4 Revolution Moving Light (inc. shutter module)
- 24 x 1kW Starlette Fresnel
- 6 x ETC Source 4 10 750w Profile
- 6 x ETC Source 4 19 750w Profile
- 6 x ETC Source 4 26 750w Profile
- 5 x 4 Cell 1kW Cyc Flood
- 24 x PAR 64 Beamlight
- 6 x PAR 56 Floor Can Beamlight

The Royal Hall is lit by dimmable tungsten lighting. The Grand Circle and Dress Circle areas can be switched off for smaller audiences. House lights can be controlled via a plug-in panel from SR, SL, Control Room, rear of Grand Hall or rear of Dress Circle.

There is a range of additional lighting equipment available for hire including moving lights, dimmers, control desks and rigging equipment.

Harrogate Convention Centre can organise custom gobos in both steel and glass for branding. For specific quotes please contact your Technical Planner (see Contacts)

#### SOUND

Comprehensive sound facilities are provided for entertainments.

A Yamaha LS9-32, 32-channel mixer is installed in the control room at the rear of the Grand Circle which can be relocated to the rear of the Grand Hall if required.

The PA system installed to either side of the stage consists of an RCF TTL11 active column array and has a power output of 4000W from each. These are placed on top of floor mounted RCF TTS 26A Subwoofers which have a power output of 3400W. The Grand and Dress Circles are covered by four RCF NX L24-A two way active array speakers. These have a power output of 1400W each. The system is controlled by a Klark Teknik DN9848E.

The following equipment is included within the package:

- •1 x Sony minidisc recorder
- •1 x Marantz MP3 recorder
- •1 x Denon audio cassette machine
- •1 x Denon CD player

• Up to 12 cabled microphones and two radio microphones are available

• A Tecpro performance communications system with up to 6 portable outstations

The following tie lines are installed:

- 16 mic lines from SR to control room
- 16 mic lines from SL to control room
- 16 mic lines from Dress Circle to control room
- 8 mic lines from Grand Hall to control room
- 8 tie lines from SR to control room
- 8 tie lines from SL to control room
- 8 tie lines from Dress Circle to control room
- 4 tie lines from Grand Hall to control room

An induction loop is installed covering all areas of the Royal Hall.

Audio show relay is available in the dressing rooms and green room.

There is a range of additional sound equipment available for hire including PA & foldback speakers, amplifiers, mixing desks, microphones, Shure UHF diversity radio microphone systems and ring intercom units.

#### **RADIO LICENSES**

It is the responsibility of the visiting tour production to ensure all radio microphones, 2 way radios and monitoring systems are properly licensed and certificates available for inspection.

#### **MULTICORE RUN**

50m from Stage Left or Stage Right to Grand Hall production control position

#### PROJECTION

There is a range of projection and AV equipment available for hire, including video cameras vision mixers, video recording, video/data switching and distribution, large screen video/data projectors with various alternative lens options and a range of front and rear projection screens.

#### POWER

Temporary power supplies are installed throughout the Royal Hall as follows:

Up Stage Centre	125A three phase supply
	CEE Connector
Up Stage Centre	63A three phase supply
	CEE Connector
Up Stage Centre	63A single phase supply
	CEE Connector
Stage Right	63A three phase supply
	CEE Connector
Orchestra Pit	63A three phase supply
	CEE Connector
Grand Hall	63A three phase supply
	CEE Connector
Roof Void	63A three phase supply
	CEE Connector

Use of these supplies is subject to an additional charge. However, within the package, a 63A single phase electrical supply is included backstage for powering additional technical equipment and 13A sockets are available up to a maximum load of 32A.

#### **TECHNICAL STAFF**

Three Technicians are provided to set up and operate the equipment outlined above, and are assigned to the Royal Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Technical Staff can be provided, please refer to Royal Hall Dry Hire Additional Services for costs.

#### **GET IN/OUT CREW (HUMPERS)**

Please refer to Royal Hall Dry Hire Additional Services for costs.

#### STEWARDING

A minimum of six Front of House Stewards are provided to assist the public and supervise evacuation in the event of an emergency.

If deemed appropriate by Harrogate Convention Centre, additional security staff may be required and may b recharged to the hirer.

Harrogate Convention Centre can provide additional Front of House Staff at the request of the promoter, please refer to Royal Hall Dry Hire Additional Services for costs.

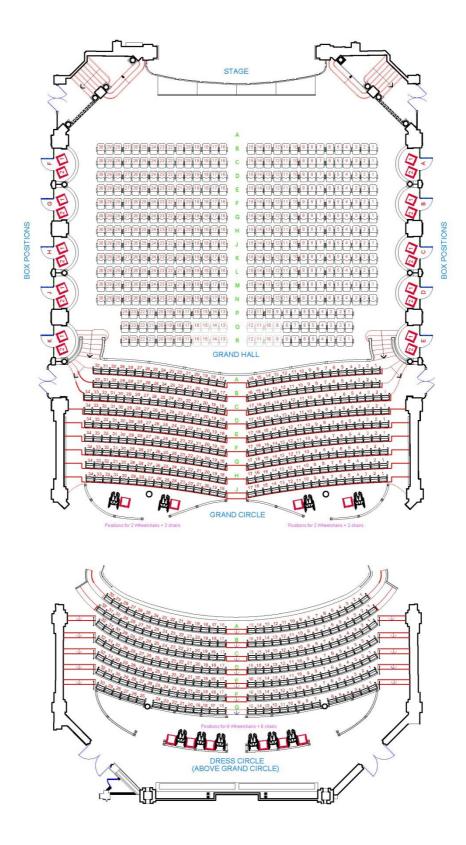
#### TOWELS

Please refer to the Royal Hall Dry Hire Additional Services for costs.

#### **HEATING & VENTILATION**

The building is heated using conventional radiators and the Royal Hall is equipped with a mechanical ventilation system. **ROYAL HALL DRY HIRE VENUE SPECIFICATION CONCERTS AND ENTERTAINMENT/continued** 

## **ROYAL HALL** SEATING ARRANGEMENT



# CONNECT ENGAGE GROW PLAY

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