

THE TABERNACLE W11

THEATRE INFORMATION PACK



9AM - 4PM
£600+VAT - DAYTIME

4PM - CLOSE
£1200+VAT - EVENING

9AM - CLOSE
£1800+VAT - ALL DAY

	Entertainment Curfew	Load out	Premises Closes
Sunday	09.00 – 22.00	22.00	22.30
Monday – Wednesday	09.00 – 22.00	22.30	23.00
Thursday	09.00 – 22.30	23.00	23.30
Friday & Saturday	09.00 – 22.30	23.30	00.00

THE VENUE

The maximum capacity of the theatre is 499 in standing reception, 270 in theatre style and up to 124 guests seated in cabaret style.

The theatre includes access to two dressing rooms, both of which have direct access to the stage.

The space is highly flexible with adjustable staging and flexible seating options, and benefits from air conditioning and high speed WIFI.

SIA STEWARDS: £20+VAT per SIA staff, per hour

Under the terms of our licensing, 1 member of SIA staff per 100 people is required

1 hour prior to the advertised start time until the premises close time.

E.G. An event of 125 attendees would require 2 SIA Staff.

TICKETING AND MARKETING

The Tabernacle are unable to sell tickets on behalf of hirers, however we are happy to offer advice or seating plans if required. All ticketed events will require box office staff, this can be arranged by the hirer or booked with The Tabernacle for a rate of £190+VAT (2 staff members provided).

We offer free advertising for public events, if you would like to use this service please inform the Events Manager. We are able to display A3 posters in our foyer and front gates, and advertise the event on our social media and website. Please note this service will be in line with The Tabernacle's marketing schedule; we will do our best to align with any external deadlines but this may not always be possible.

CATERING/DRINKS

The Bar & Restaurant is open to the public Monday – Sunday from 12pm.

We are able to offer event catering for up to 130 guests - catering menus can be found on our website or requested from the office.

Any catering or drinks brought in from outside will be subject to corkage & forklage charges (forklage from £10 per person, corkage at £10 per bottle of wine, £15 per bottle of prosecco or champagne, £40 per bottle of spirits, £3 per bottle of beer, £2 per soft drink including VAT).

Please note that we are unable to provide any kitchen facilities for preparation or heating of food/drink in the venue; catering must come in ready to serve. The Tabernacle does not hold a stock of crockery, cutlery, or glassware for catered events. If you require this for your event, we are able to arrange hire through our selected supplier.

ROOM FURNITURE

While every event will have different setup requirements, we can provide:

Staging (full stage WxD: 7.5 meters by 5 meters)

Up to 150 foldable chairs or theatre style seating up to 270pax

A selection of tables seating 8 pax or 10 pax, or 6ftx3ft trestle tables

Black tablecloths

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- SOUND SPECIFICATIONS -

SOUND RESTRICTION Decibel limit = 96DB

The 96Db limit in the Theatre is imposed by a level meter on the back wall of the Theatre on Stage right. If this meter has 3 solid red lights for 10 secs continuously, it will cut backline power only to the 13a stage power sockets (all the backline must run through these sockets as part of the terms of our licensing) - it is not attached to the PA system. The PA system and controller is set to operate at a good 96Db throughout the theatre and is the ideal listening level for events in the space. The 96dBA level limit is measured at a minimum of 2 sec R.M.S. not peak, it is a 2 sec to 10 sec R.M.S. and venue will use discretion to decide if the overall bass level will cause annoyance to any of the surrounding residents

Please note that we do not allow any other PA systems to be used in the venue.

AUDIO LOUDSPEAKERS

3 x Stage Monitors

4 x Nexo NX.GEOS-1210 10 deg cabinet

6 x Channels amplification stage

2 x Nexo NX.GEOS-1230 30 deg cabinet
monitors

2 x Nexo NX.RS-15P Dual Cardio Subs

Hanging system Loudspeakers

MICROPHONES

4 x Shure sm57

1 x 1 BSS Opal Graphic

2 x Shure PGX Radio Hand Held

6 x Shure SM58

1 x Beta 58

2 x Sennheiser 835

6 x Drum mic kit – Shure PG

AMPLIFICATION & CONTROL

- Mixing Desk -

Soundcraft Si Compact 32 V3 m

2 x Movable hanging point systems 3

1 x Nexo NX.GEOS-12TD System meter travel

SWL 450 KG processor

2 x QSC RMX 5050 Amplifiers

2 kw per Microphones Channel

MISCELLANOUS

1 x 24 channel Multicore

5 x Di boxes

1 x 8 way return system

Multimedia Projector

Additional equipment can be hired in from our preferred supplier. Orders £400

and under will be recharged by The Tabernacle. Above £400 will be invoiced directly to the client

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- TECHNICAL ENGINEERS -

Access to any of our technical equipment requires hiring our in-house engineers.

If you are unsure which engineer would best suit your requirements, our events manager can discuss your event with you to determine the best option.

For shows with more technical requirements, please allow enough time in your schedule for the get in/get out or soundcheck time required

AUDIO VISUAL TECHNICIAN

E.g. Conferences, Book Launches

7 hour shift = £150+VAT

Each additional hour = £20+VAT

- Venue Stage Lighting - Up to 4 handheld microphones - PA system for a DJ or music playlist
- Extra-large projection and TV screens

SOUND ENGINEER

E.g. Small bands/Theatre shows

7 hour shift = £175+VAT

Each additional hour = £25+VAT

- Venue Stage Lighting - Capacity to programme multiple microphones
- PA system setup for a DJ, backing music or live music - Stage monitors - Sound recording

ADVANCED SOUND

E.g. Live music gigs

7 hour shift = £220+VAT

Full day rate = £350+VAT

- Venue Stage Lighting - Full capacity use of the sound desk - Stage monitors
- Sound recording - Set up for complex live music
- Preliminary communication to ensure all sound requirements are considered

LIGHTING ENGINEER

E.g. Conference, Basic Plays

7 hour shift = £175+VAT

Each additional hour = £25+VAT

- Basic white wash on stage - Focused lights where required - Simple colour effects
- Run lighting changes (script/cues required)

ADVANCED LIGHTING

E.g. Theatre shows, Live Gigs

7 hour shift = £220+VAT

Full day rate = £350+VAT

- Basic lighting package plus:
- Moving lights - Full capacity use of the lighting desk
 - Use of floor package (requires a tech plot in advance)
 - Preliminary communication to ensure all lighting requirements are considered

The full lighting tech spec and patching information can be requested from our events manager

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- ADDITIONAL INFORMATION -

TERMS & CONDITIONS

1. Pencilled bookings will only be held for 7 days unless otherwise agreed.
2. All booking times must include set-up and clear-out time. and strictly adhere to The Venue curfew times.
3. Removal and cleaning - The Venue will undertake normal cleaning operations but the Hirer shall be responsible for the removal of all its equipment, boxes, packing materials, scenery and the like. Any such items left to be cleared by the venue will incur a minimum £50 removal fee.

PAYMENT INFORMATION

Hires are confirmed only when the deposit of 50% of the room hire rate is paid and The Venue is in receipt of a signed and completed contract.

The balance of the charge along with any security, technical, catering and agency staff charges must be paid in full seven (7) days before the function/event. Any additional costs will be invoiced after the function/event and must be paid within fourteen (14) days of the invoice

Cancellation charges are as follows:

- a) 2 months before hire date: Deposit refunded
- b) 2 months to 30 days: Loss of deposit
- c) 30 days to 14 days: Total room hire charge expected
- d) less than 14 days: Total charge expected, to include room hire, catering if booked and pre-booked engineers.

ACCESSIBILITY

The Pavement has a Dropped Kerb at either end of the road & the restaurant, bar and gallery are accessible from the street without encountering any steps Please be aware that both lifts in The Tabernacle are currently out of order and awaiting repairs, therefore there is no step-free access to the first and second floor.

PARKING

General parking is not available at The Venue. A limited number of pay and display and disabled parking spaces are available in designated positions near to the premises. For loading/unloading, there is a bay directly in front of the main gates, please note that this is for loading only.

HEALTH AND SAFETY

All venue hirers must abide by The Tabernacle's Health and Safety policy and Fire Evacuation Procedure: Upon hearing the Fire Alarm, leave the building promptly, do not wait to be told and do not attempt to collect personal belongings. Close doors and windows behind you if time permits it and only where you can. Use your nearest Fire Exit, indicated by the **RUNNING MAN** sign. If you find smoke blocking your route, then go a different way. DO NOT use the lift. Once out of the building, make your way to the Fire Assembly Point, **POWIS SQUARE**, and listen to the instruction of the Fire Marshall. DO NOT go back in the building unless you are specifically told to do so by the Fire Marshall or Fire Brigade Officer in charge.

DO NOT BLOCK FIRE EXIT AND DO NOT PROP OPEN FIRE DOORS AT ANY TIME.