

# **barbican theatre**



## **Facility Hire Information Pack**

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## Welcome to the barbican theatre

... a vibrant and creative venue in the heart of the historic Barbican in Plymouth.

This information pack covers everything you should need to know about hiring a space and using the services available at the Barbican Theatre. We can create a package tailored to your requirements and will always try to accommodate your requests.

The building houses a well equipped auditorium, a bright rehearsal studio and an intimate café bar. Our spaces are all available to hire throughout the year and we can cater for a variety of events. We can host anything from small scale theatre performances, dance productions and conferences, to award ceremonies, drinks receptions, business meetings and training days.

Thank you for your interest in our venue. Please feel free to contact me with any queries you may have.

Regards,

Dan Baker  
House Manager

Tel: (01752) 267131  
Email: [info@barbicantheatre.co.uk](mailto:info@barbicantheatre.co.uk)

*"It is always a pleasure to perform at The Barbican in Plymouth. The theatre is an intimate, welcoming, safe space where you can really connect with your audience. The staff are always professional and welcoming and genuinely interested in pushing the boundaries of performance and theatre. They encourage performers to take risks, to tackle serious social issues through theatre and are at the forefront of young people's theatre development. They provide invaluable advice and support for smaller, emerging companies with their encouragement and considerable experience."*

**Jane Brummit**



## FACILITIES FOR HIRE

### The Auditorium



The auditorium can seat between 107 and 140 people. The stage itself is 10.20m wide by 8.90m deep and has a semi-sprung floor. The space is also equipped with a flexible lighting rig, a sound system and a projector.

The auditorium is available for:



- Performances
- Rehearsals
- Conferences
- Events
- Training
- Classes/workshops
- Award ceremonies
- Presentation
- Film screenings/film-making

### The Studio



The studio is 11m x 5.5m with mirrored wall, ballet bar, sound system and projection capability. The room is versatile and can be set up for intimate theatre performances (seating up to 50\*), or smaller workshop. The space also works well for more formal occasions such as boardroom style, etc.



The studio can be used for:

- Meetings
- Away Days
- Classes and workshops
- Rehearsals

\* Extra seats need to be hired and will incur an additional charge.

## The B-bar



The B-bar is Plymouth's most theatrical watering hole offering Thai noodles, world music, comedy, cabaret, a good selection of drinks and free wi-fi – all in a velvet draped cafe bar. No need to go anywhere really. Sit here long enough and the world comes to you. The B-Bar is available to hire for events. If you are interested in hiring the venue you can call the B-Bar Manager on 01752 242021, pop in for visit or look on the B-Bar website.



[www.b-bar.co.uk](http://www.b-bar.co.uk)



*"We had exclusive use of the theatre space for a whole week, so we could 'tech' the show: plot the lighting, fine-tune the music, have uninterrupted rehearsals and then trial the show and workshop with invited audiences. The Barbican Theatre arranged this invited audience, which was invaluable so as to test out the work and get feedback. Facilities were exactly what we needed and the staff were friendly and supportive. A VERY WORTHWHILE COLLABORATION."*

**John Roberts**

Artistic Director of PuppetCraft

## We offer other services too...

The Barbican Theatre offers something more than a space. We have many years of experience in creating work that inspires and stimulates so, if you fancy something a little inventive and imaginative, our creative practitioners can offer a helping hand. Our technical team can assist you in setting up and our Marketing team can advise you on how to get the best out of your event. Details of our additional services are listed below – please feel free to contact us for a full list of charges.

### Box Office

If your event is a ticket only event then the Box Office can sell tickets on your behalf. There is a charge for this service.

### Technical Support



Technical support is available in the form of Jamie Smith, our Production & Technical Manager; he will be responsible for the health and safety of your company and show you around the building so you know where you are. Jamie will be available upon your arrival and up to 90 minutes prior to the commencement of the performances/event (dependent on event type).

Should you require additional technical support or advice please let us know when confirming your booking – this will be charged on an hourly basis and may require an initial discussion with Jamie. He can also provide advice relating to lighting design, production management and stage management.

### Other Equipment

Additional equipment is also available to hire.

- Projector – this can be set up in the auditorium, studio or bar
- Sound System
- Microphones – line (radio mics are available at additional cost)

### Available Marketing

The following services are included within the hire package:

- Website 'What's On' section – up to 50 words and 1 x jpeg image (194x194 pixels)
- Weekly e-update – up to 50 words and 1 x jpeg image (194x194 pixels)
- Display of print in theatre building (e.g. DL or A5)

## Get Creative

Our professional practitioners have many years' experience in creating, devising and directing work that inspires, stimulates and promotes creative thinking. We can deliver educational and corporate learning packages or formal consultancy depending on your requirements.

The **Barbican Theatre** excels in enabling people to find a pathway to engage with and enjoy the arts in a friendly and supportive environment. It is experienced in providing a high quality arts provision that is constantly evolving in response to the needs and involvement of its audiences.

**Our mission is...**to offer as many people as possible access to high quality artistic activities. Although we believe this to be especially important for young people, we feel that everyone should be able to participate in the arts in a way that is enjoyable and without prejudice. Involvement cultivates, enthuses and invites people to explore and question their world. It allows them to express their needs, to voice their ideas and opinions, to celebrate together and to work in provoking social and cultural change in their community.

Please let us know when booking if you would like more information about this service.



*"We found the Barbican Theatre to be an excellent and flexible space, with good facilities, that made us feel professional – it's a playground! The team there are really supportive."*

**Jessica Dalton-Leggett**

*Electric Picnic Theatre Collective  
Rose Bruford College*

## TECHNICAL INFORMATION AND SPECIFICATIONS

The Production & Technical Manager requires technical information to be confirmed **at least 4 weeks** prior to your performance/event date. This may affect the overall cost of the hire package so will need to be confirmed in writing.

### **Please advise the Production & Technical Manager of the following:**

- Show/event running time
- Will there be an interval?
- Do you require a performance/dance floor to be laid over the dark wood sprung floor? If so, do you require black or grey?
- Do you require the front of stage to be removed to reveal the pit for your use? Please note at least 2 weeks' notice is required for this to be carried out.
- Describe any intended use of naked flame, petrol engines, flammable gases, strobes, lasers, pyrotechnics, theatrical smoke machines, onstage smoking by performers or any other effect likely to require approval by our licensing authority. Please note that live animals are forbidden in performance. **At least 30 days' notice is required to obtain necessary licensing permission.**

### **Access**

The theatre building, auditorium, studio, backstage areas and stage have good disabled and wheelchair access. The light control box is only accessible by ladder and the upper dressing room are difficult to access due to a spiral staircase.

### **Auditorium Seating**

- Format – end on
- Standard – 107 fixed seats in a raked auditorium
- Other – 140 seats with stepped pit open as seating area

### **Stage**

- Semi-sprung wooden floor, with black/grey performance/dance floor available
- Stage front lifts out to reveal stepped pit beneath (see plans)
- Open stage with flexible black drape surround, legs and cyclorama (see plans)

### **Dimensions**

- 10.20m width x 8.90m depth (7.15m depth with pit open)
- 5.50m height to LX line
- 7.90m to highest point of ceiling

### **Ceiling**

- The ceiling is beamed and vaulted above the lighting bar line

### **Dressing rooms**

- 2 x dressing rooms
- Hot water
- Washing facilities
- Shower (shower has difficult access)



## Equipment Specification

<b>Lighting</b>	
Distribution Dimming Control Riggers DMX	96 circuits (15 amp) 48 ways DMX (Anytronic) in 3 phases Sirius 48 programmable Zero 88 Linebacker 5 Pin (on stage and lighting box control points)
<b>Projection</b>	
Projectors Screen 2 Channel Vision Mixer 2 x DVD Players Computer Input Line feed	1 x Sanyo PLC-XT16 Multimedia 3500 ANSI lumens White Cyclorama at rear of stage
<b>Sound</b>	
Speakers Amp Foldback Desk Playback	2 x Ohm RW3 300W full range Pevey CS 800 stereo power 800w 2 x Pevey 100W power speakers Allen & Heath Sc series 24 channel CD, MD, Cassette, MPS Connectivity
Tielines  Comms	Box to stage/stage to box 12 x XLR 4 x 1/4" jack Box/USL/USR/DSL/Rehearsal studio/Rear row of seats
For Trapeze or heavy works, there is a bar supplier CSL to CSR	
<b>Lantern stock</b>	
P 743 Fresnel Ianero Fresnel Thomas Fresnel Prelude F Pat 123 Cantata PC Quartet PC Prelude PC Minim PC Sil 30 profile SL 23/50 Quartet 22/40 Prelude 16/30 Milano 16/30 Pat 23 profile Minim F Parcan Coda 1 Pat 60 Flood	(1000W) 4 no +3 x B/D (1000W) 2 no +B/D (500W) 2 no (650W) 1 no +B/D (500W) 3 no (1200W) 4 no +B/D (650W) 10 no +B/D (650W) 6 no +B/D (500W) 2 no (1000W) 3 no (600W) 3 no (650W) 6 no (650W) 5 no (650W) 1 no (500W) 1 no (500W) 2 no (1000W) 7 no (500W) 9 no (500W) 4 no

<b>Sound Stock</b>	
Microphones	3 x Shure SM58 Dynamic Microphones 2 x Sennheiser e 825 s Dynamic Microphones
Processing	1 x Drawing Reverb Unit 1 x Sabine Feedback Destroyer 1 x Behringer Ultra DI – 4 channel DI box
2 x Pevey Powered 100W wedges Small selection of microphone stands	
<b>Other stock</b>	
1 x Basic Fog Machines 1 x Basic Haze Machine	

**Technical drawings are available on request**

### **INSURANCE**

Public Liability Insurance of up to £5 million is required and a copy of your certificate will be requested prior to your arrival. Short term insurance schemes for around £75 are available from most insurance brokers.

### **RISK ASSESSMENT**

A copy of the Barbican Theatre's Risk Assessment of the building is available on request. A Risk Assessment must be carried out in relation to your activity and the hirer will be responsible for taking action to prevent accidents and illness to all parties. Please supply a copy of your Risk Assessment to the Production & Technical Manager.

### **CODE OF ETHICS**

The Barbican Theatre respectfully requests that all hirers understand and respect its Code of Ethics as outlined in the hiring contract. Any questions or comments relating to this should be forwarded to the Administrator prior to the performance/event.

### **USEFUL CONTACTS**

Dan Baker	House Manager	info@barbicantheatre.co.uk	01752 267131
Jamie Smith	Production & Technical Manager	Jamie@barbicantheatre.co.uk	01752 242015

Please discuss your technical requirements with the Production & Technical Manager **before** confirming your booking.

Packages are available for bookings over 1 week and discounts may be available on regular bookings - please contact us for further information.

All charges are correct at time of issue but are subject to change or review at short notice.

**The Barbican Theatre will endeavour to match the hire charges of comparable venue**