



**MAIN AUDITORIUM  
VENUE SPECIFICATION**  
Concerts and Entertainments  
(DRY HIRE)

[harrogateconventioncentre.co.uk](http://harrogateconventioncentre.co.uk)

# MAIN AUDITORIUM VENUE SPECIFICATION CONCERTS AND ENTERTAINMENTS

## Contents

The main Auditorium 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 included in the dry-hire of the hall

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 Auditorium
- 3.0 Useful Contacts

Harrogate Convention Centre  
King's Road, Harrogate, North Yorkshire, HG1 5LA

# 1.0 GENERAL INFORMATION

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### 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 are able to access the Internet using the complimentary Wi-Fi.

Harrogate Convention Centre uses Motorola Trunked radio communications system for internal 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 *Dry Hire Additional Services* for costs.

The Convention Centre and Royal Hall and will also display promoter supplied posters and distribute promotion leaflets in both venues.

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 *Useful Contacts*).

### TOUR PRODUCTION PARKING

Tour bus parking may be available immediately outside the main auditorium get-in and stage door depending on other events at the Convention Centre. Please contact your Event Planner for availability.

### CAR PARKING

Paid for car parking is available in Springfield car park beneath the Auditorium and in the adjoining Crowne Plaza hotel and Premier INN car parks.

Parking is also available at the Jubilee Car Park, situated on Cheltenham Crescent.

Jubilee Car Park has 440 spaces and is open Thursday to Saturday from 07:00 until 23:59 and Sunday to Wednesday 07:00 until 22:00. A fee is payable, dependent on the length of stay, payable on exit.

For further information please visit the Harrogate Borough Council website [www.harrogate.gov.uk](http://www.harrogate.gov.uk).

### HOTEL ACCOMMODATION

The Convention Centre is interconnected to a 4\* Crowne Plaza hotel and 3\* Premier Inn hotel.

### 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 seating and furniture within the foyers, meeting rooms and dressing rooms in accordance with the event requirements. Any additional furniture moves or changes undertaken by Harrogate Convention Centre during the event may be subject to an additional charge.

### BOX OFFICE & TICKET SALES

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

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.

The Auditorium Box Office is available on the day of your event for walk-up sales. Box Office staff can be provided on the day of your event, please refer to *Dry Hire Additional Services* for costs.

### CLEANING

All areas open to the public will be cleaned by Harrogate Convention Centre.

Promoters are responsible for the clearance of their own rubbish and other waste materials from the building at the end of their event. If

## **VENUE SPECIFICATION/continued**

this is undertaken by Harrogate Convention Centre, a charge may be levied.

### **FIRST AID**

Convention Centre front of house staff are trained in basic first aid. If you require specialist first aid cover please make arrangements direct with your preferred supplier.

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

Convention Centre 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. Convention Centre Front of House staff will assist with an evacuation. Harrogate Convention Centre will provide the appropriate number of fire extinguishers of such type or types that satisfy applicable regulatory requirements.

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

### **MERCHANDISE**

If the sale of merchandise is required for your performance, Harrogate Convention Centre can offer an appropriate space. A commission payment is applicable. See *Dry Hire Additional Services* for rates.

### **HOUSE SEATS**

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

Alternatively, Harrogate Convention Centre may use the VIP viewing gallery on Level 7 to entertain guests at no cost to the Convention Centre.

### **CREW CATERING**

Harrogate Convention Centre can provide kitchen and dining facilities for use by a tour caterer subject to an additional charge. See *Dry Hire Additional Services* for rates.

## 2.0 SERVICES AND FACILITIES FOR MAIN AUDITORIUM

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Your hire or joint promotion agreement includes:

### SEATING

In the Auditorium there is fixed theatre-style seating with a capacity of 1,970 seats and 7 wheelchair positions.

Up to 550 seats at the front of the Auditorium can be removed to create a larger stage or performance area (up to 350sqm), by quotation.

**Flat Floor: 622 seats**

**Tier One: 564 seats**

**Tier Two seats: 791 inc 7 accessible**

At the promoters discretion the flat floor standard mixer/lighting control position reduces capacity by up to 38 seats.

### ACCESS

Audience access is via a curved ramp from the lower and upper foyer areas.

Backstage access is via stairs or lift connecting stage door, principal dressing rooms, Green Room and backstage area.

Goods and equipment access is via the goods and car lifts from the upper forecourt area adjacent to stage door.

### GOODS LIFT

Size: 1.47m (d) x 1.17m (w) x 2.15m (h)

Door opening: 1.17m (w) x 2m (h)

Capacity: 750kg

### CAR LIFT

Size: 6.2m (d) x 3m (w) x 3.7m (h)

Door opening: 6.2m(d) x 3m(w) x 3.7m(h)

Capacity: 9 Tonnes

### STAGING

The Auditorium has a permanent stage 14.7m wide x 7.17m deep x 0.975m high which can be extended and adapted into various configurations by removing seating in Blocks A, B & C, subject to quotation.

The permanent stage consists of three rectangular stage lifts, each approx 10m x 2.4m, which can be set to any level between the Auditorium floor and their maximum height. The lifts can also be used to lower heavy items from the backstage level to the Auditorium.

Platform finish is dark grey painted plywood.

Maximum platform load is two tonnes static.

The following equipment is included within the hire package:

- 2 x sets of black velour curtains
- 3 x black serge borders
- 3 x pairs black serge legs
- 1 x white cyclorama cloth
- 1 x lectern
- 'Blue grey' stage carpeting to standard stage

There is no proscenium or fire safety curtain.

House tabs are not hung as standard although a "soft" proscenium arch and house tabs may be suspended by prior arrangement.

Height from stage to ceiling (underside of lighting bridge 1): 8m

Height from stage to rigging grid: 12m

A Yamaha C7 Concert Series Grand Piano is available subject to an additional charge.

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

### SUSPENSION

There are fourteen motorised suspension bars installed over the stage area and ten 300kg fixed speed motorised point hoists installed over the front of the Auditorium.

The Auditorium stage has a rigging grid over the stage area and the front of the Auditorium. Additional temporary production rigging can be installed subject to a maximum additional loading of 4 tonnes UDL.

Proposals for temporary rigging must be submitted for approval to the Event Manager no later than two weeks before the event.

Harrogate Convention Centre has a stock of 250kg and 0.5T electric chain hoists and

## VENUE SPECIFICATION/continued

trussing available for hire for additional rigging requirements.

### DRESSING ROOMS

Purpose-built dressing rooms with en-suite facilities are available:

	A	B	C	D	Chorus 1	Chorus 2
Normal Capacity	1	1	1	1	18	18
Maximum Capacity*	2		1	1	30	30
Toilet & Shower	Yes	Yes	Yes	Yes	Yes	Yes

\*Dressing rooms A & B may be combined. The chorus dressing rooms can each accommodate up to 30 if full make-up facilities are not required.

The artistes' lounge (Green Room) is situated adjacent to the principal dressing rooms.

The use of cooking equipment is strictly prohibited in the dressing rooms and crew room. Accommodation for external catering suppliers can be provided by arrangement with your Event Planner, please see *Dry Hire Additional Services*

### LIGHTING

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

A GrandMA Light lighting console is installed in the control room above the rear of the Auditorium.

220 ways of ETC Unison dimming is installed with 200 x 3kW circuits and 20 x 5kW circuits.

The following equipment is included within the package:

- 2 x Pani HMI 1200 Follow Spot
- 4 x Martin MAC 600 Moving Light
- 4 x Martin MAC 550 Moving Light
- 6 x ETC S4 Revolution Moving Light (inc. shutter and gobo modules)
- 12 x 2kW Starlette Fresnel
- 6 x ETC Source 4 26 575w Profile
- 12 x ETC Source 4 Zoom Profile
- 6 x Strand Cadenza 12-24 2kW Profile
- 2 x Strand Cadenza 8 2kW Profile
- 6 x CCT Freedom 800 Profile

- 6 x 4 Cell Thomas 1kW Linear Cyc Flood
- 12 x PAR 64 Six Bar Beamlight
- 12 x PAR 64 Floor Can Beamlight
- 2 x Molefay 8 Light

The Auditorium is lit by tungsten lighting dimmed over three areas – Flat Floor, Front Rake and Rear Rake. The side areas can be switched off to allow seating areas to be zoned accordingly for smaller audiences.

There is a range of additional lighting equipment available for hire, including moving lights, dimmers, control desks and rigging equipment. Please ask your Convention Centre technical planner for details.

### SOUND

Comprehensive sound facilities are provided as part of a permanent hard wired installation for concerts and entertainments.

A Yamaha M7CL 48-Channel Digital Mixer is installed in a permanent position in the sound booth above the rear of the Auditorium.

A Martin Audio W8LM Series Line Array PA system is installed. This consists of a flown left and right array each of 7 x W8LM mini line array and 1 x W8LMD down fill cabinets and 2 x WS218X dual driver vented sub bass speakers on the floor each side of stage. All driven by 4 x MA5.2K power amps for the left and right array and 2 x MA12K power amps for the subs, all controlled by a DX2 loudspeaker controller. A selection of Apogee SSM loudspeakers is available for front fills if required.

The following equipment is included within the package:

- 2 x Denon CD Player
- 1 x Marantz MP3 Recorder
- Up to 16 cabled microphones
- 2 x Lectern microphones
- 4 x Shure UHF radio microphones
- A Tecpro communications system with up to 8 portable outstations

The following tie lines are installed:

- 54 x mic lines from stage to control room, accessible SL for splits
- 24 x mic lines from roof void area to control room
- 12 x mic lines from points around the Auditorium to control room
- 36x tie lines from mixer concert position to stage, accessible SL for splits

## VENUE SPECIFICATION/continued

An induction loop is installed within the Auditorium.

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, two way radios and monitoring systems are properly licensed and certificates available for inspection if required.

### FOH MIXER POSITION

At the promoters discretion the following seats can be removed for front of house sound and lighting control if required. (max 38 seats)

Row L Seats 6 - 16

Row M Seat 7 - 19

Row N Seats 6 - 19

### MULTICORE RUN

From SL or SR to FOH mixer position is 50m

### PROJECTION

A 24' x 13'5" front projection screen is permanently rigged above the stage and flown in as necessary.

Panasonic PT-DZ21KE 20000 lumen wuxga projector is installed in the control room above the rear of the Auditorium.

The following equipment is included within the package:

- 1 x Folsom Presentation Pro seamless video and data switcher with logo store
- 1 x PC running Windows 10 and MS PowerPoint 2013 using microcue control

### POWER

Large power supplies are installed throughout the Centre as follows:

Stage Supply	200A three phase 100A three phase supply 63A single phase supply
Grid	32A three phase supply 63A single phase supply
Upper Forecourt	125A three phase supply 16A single phase supply

Use of these supplies is subject to quotation. Within the inclusive package, a 63A single phase electrical supply is provided backstage for additional technical equipment and 13A sockets are available up to a maximum load of 32A.

Cable ducts link the outside broadcast location on the upper forecourt at stage door with the roof void, the stage, and the control rooms.

### TECHNICAL STAFF

Up to three technicians are provided to set up and operate the equipment outlined above, and are assigned to the Auditorium for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Technical Staff can be provided subject to quotation.

### GET IN/OUT CREW (HUMPERS)

Please refer to Auditorium Dry Hire Additional Services for costs.

### STEWARDING

A minimum of six Front of House Stewards are provided to assist public in the Auditorium and Foyers, as well as supervising evacuation in the event of an emergency.

### TOWELS

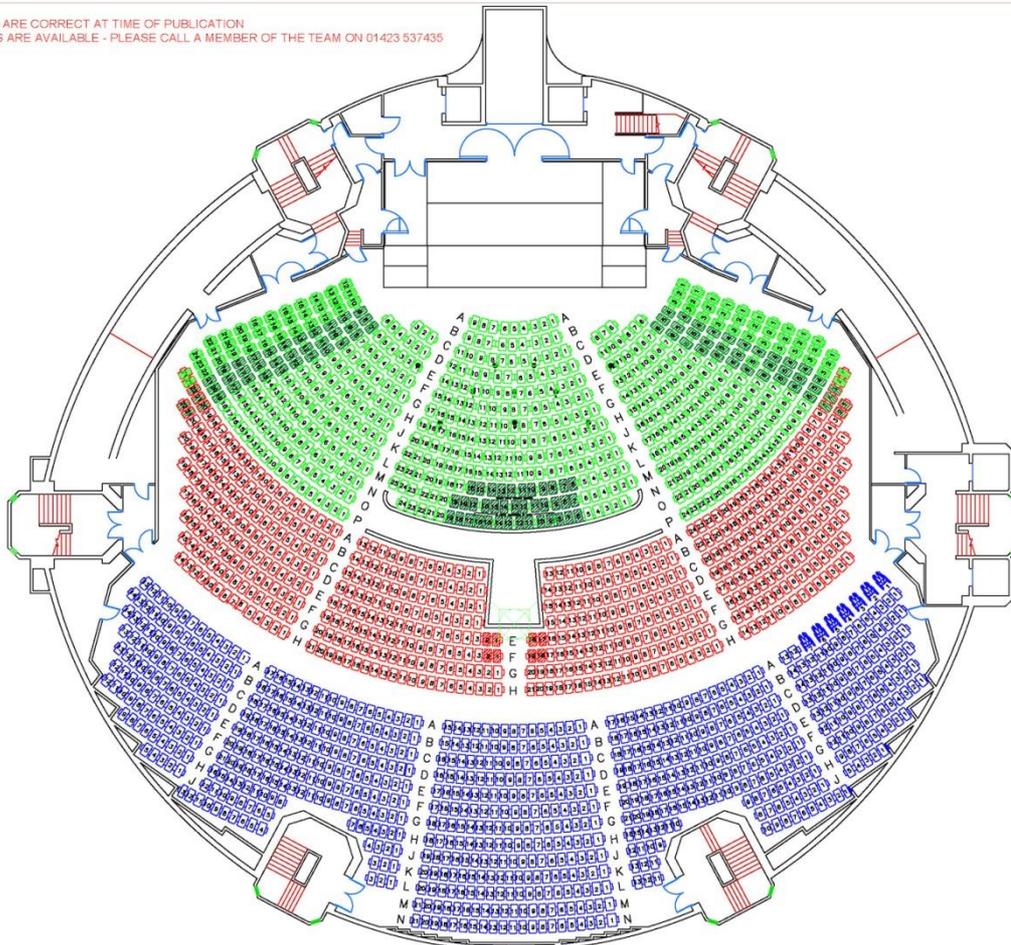
Please refer to the Dry Hire Additional Services for costs.

### HEATING & VENTILATION

The Auditorium and Foyers are fully air conditioned.

# MAIN AUDITORIUM SEATING ARRANGEMENT

ALL PLANS ARE CORRECT AT TIME OF PUBLICATION  
CAD PLANS ARE AVAILABLE - PLEASE CALL A MEMBER OF THE TEAM ON 01423 537435



THIS PLAN IS FOR INFORMATION ONLY AND MUST NOT BE SCALED FROM ALL DIMENSIONS AND DETAILS ARE FOR GUIDANCE ONLY. AND CONTRACTORS ARE ADVISED TO CHECK ON SITE TO ESTABLISH DEFINITIVE MEASUREMENTS AND ANY CLADDING OR SPECIFIC DATA. HARROGATE CONVENTION CENTRE WILL NOT BE LIABLE FOR ANY LOSS FROM RELIANCE ON THIS PLAN.

KEY / NOTES

DRAWING TITLE	
Auditorium	
ISSUE	DATE
1 01	29th Feb 2012
DRAWN BY:	
HARROGATE CONVENTION CENTRE Tel: 01423 500500	
NOT TO SCALE	



**CONNECT**  
**ENGAGE**  
**GROW**  
**PLAY**

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