



Stage@TheDock

Technical Information



1) Capacity

Seating – 350

Access – Attention must be given to the provision of access for wheelchair users, the infirm and their carers. Please liaise with the Venue Manager to determine access requirements.

2) On site facilities

The venue is hired as a space only venue.

You are required to hire in any technical equipment required to support the delivery of your event.

We have a preferred supplier who will work with you to determine your requirements. They will then provide an outline cost for your consideration.

In addition you may, dependent on the nature of the event, be required to submit a Temporary Event Notice to the Hull City Council licence team. We will offer guidance on this.

Box office – We can offer access to a box office system to promote ticket sales and a marquee from which tickets may be sold on site.

Changing facilities - will be provided by Freedom Festival Arts Trust

3) Stage dimensions – See Appendix 2

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4) **Public Access-** See Appendix 2

5) **Power** - This power supply is rated at 70 kVA. There is a metered incoming main in a lockable services enclosure located within the void under the seating terraces at the south end. From here, tubular conduits radiate outwards to various points across the performance stage area, hidden under the timber decking itself and emerging at openable access hatches. These ducts will be equipped with draw ropes, to enable cables to be drawn through as/if required. Also note that conduits run back to building C, under the ground floor of building C leading to a service riser alongside the lift shaft meaning that cables can be taken up, concealed, onto the flat roof for lighting rigs etc if required. (See Appendix 1 & 2– Diagram)

6) **Lift** – the internal dims of the lift platform are 1100x1600mm, with a load capacity of 400 kg.

7) **Loading** – the terraced seating is designed for an imposed loading of 5.0 kN/sq.m. The main decking area at the lowest level is designed for an imposed load of 7.5 kN/sq.m. There is exposed steel structure to the edge of the decking, and support structure beneath this which would offer temporary fixing points if required.

8) **Front of House Support**

Box office – We have an agreement in place with a ticketing solutions supplier. Anyone booking an event will be permitted access to this system to market the event and Freedom Festival Arts Trust will actively promote the event via the Stage@TheDock website. Additional marketing support, including targeted campaigns, is available at a charge. Please liaise with the Venue Manager to explore this further.

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Box office staff– The Venue Manager will factor in costs for your staffing requirements into the total event budget.

9) Stewarding / Backstage Assistance

We will provide venue staff to assist with the stewarding / backstage assistance of your event as per the scale of charges.

There must be at least one steward for every 200 people.

You can, however engage your own stewards providing that:

- At least 2 stewards are on site to seat patrons and remain visible and accessible during the performance at all times,
- Minimum of one person attends the box office entry point checking and distributing tickets
- Stewards must be aged 18 and over and be briefed of the fire procedure and location of the fire exits.
- It is compulsory for all stewards to receive 1 hour fire safety training. The Venue Manager will arrange this with you and provide the relevant information for stewards at the Pre Event Meeting.
- Stewards should be briefed and in position 45 minutes prior to curtain up and the stewards should remain in the venue until the public have left the premises.

Hirers must ensure that their representatives, including those engaged in stewarding and backstage duties, are fit and capable to undertake duties and should not consume or be under the influence of alcohol or drugs.

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11) Insurance

Insurance Cover

The Hirer is advised to take out appropriate insurance to cover loss, theft or damage of property belonging to themselves, Falkirk Community Trust or the public and to cover death or injury of persons in the building during the period of hire.

Public Liability

When an event is open to the public, the hirer is required to take out £5 million Public Liability insurance and the premise are let on the understanding that this will be done. Proof of public liability is required before the booking is confirmed.

The hirer must indemnify Freedom Festival Trust against any loss or damage as described within these conditions.

12) Recording and Photography

Recording by film or other means is permitted only with prior agreement from the venue management team. Photographers and equipment must be situated in designated agreed areas to prevent obstruction of exits. It is the responsibility of the hirer to ensure that all relevant permissions have been obtained

13) PRS

As event organiser you are responsible for completing appropriate PRS documentation and paying the fee's directly to PRS (if applicable).

We can offer guidance on this at your request.

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There are charges for the playing of recorded and live music and which are levied by PRS; charges vary from 3-4.8% of total ticket income depending on the type of event; for non-ticketed events during which recorded or live music is played, a flat fee based on numbers attending is levied.

Further information can be obtained from the Venue Manager.

Please note that proof of payment directly to PRS or the copyright holder must be presented at the pre-production meeting.

Where live music is performed, Hirers must complete the PRS set list form and return it to PRS. You must also provide a copy to the Venue Manager.

14) Pre- Production Meeting

The Venue Manager will work with you to schedule a pre - production meeting. This should be held at the venue no less than 28 days before the first event / performance.

Should the Hirer fail to arrange or attend the Pre- Production Meeting, Freedom Festival Arts Trust can, at its sole discretion cancel the let. The Trust will not be responsible for any costs or losses incurred by the Hirer as a result for such a cancellation. In addition a cancellation fee of 50% of the total hire will be applied

Hirers should give details to the Venue Team at the meeting the following information:

- Details of scenery and equipment to be brought in
- Names of technical contacts / crew responsible for the load in / out

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- Technical requirements including scripts, running orders, lighting plots, sound requirements
- Details for PRS and any proof of any other necessary licences / permissions
- Requirements for Front of House Set up
- Stewards details (where applicable) and list of suitable times for pre event training.
- Event Risk Assessment

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