

Venue Specification

Concerts and Entertainments





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As part of your inclusive hire package, Harrogate International Centre (HIC) provides you with much more than just a venue for your entertainment. Within this manual, we provide you with comprehensive details of all the complementary facilities and services you receive.

If you wish to discuss any further services to ensure your event is a success, please contact your dedicated HIC Event Planner.

CONTACTS

Sales Team

01423 537474

sales@harrogateinternationalcentre.co.uk

1.0 GENERAL INFORMATION

EVENT PLANNING

A HIC Event Planner is allocated to your event to provide specialist advice and support as necessary. They prepare detailed event schedule documents for you and the HIC Operational Teams, outlining all requirements and scheduling information including quotations for any further services.

IT & TELECOMMUNICATIONS

At HIC, event organisers and promoters are able to access the Internet using WiFi. A complimentary card can be found in your HIC Welcome Pack on arrival at the venue.

HIC uses a Motorola Trunked radio communications system for its internal Operational Staff communications. A number of additional handsets are available for use by Organisers and Technical Production Staff.

PROMOTION OF YOUR EVENT

Tickets for your event will be sold via several means including through HIC's on-site Box Office. Our Box Office is open 6 days a week and is manned by professional and knowledgeable staff. You will also receive a listing on our HIC Box Office website and various regional and national entertainment websites. We produce a 'What's On' magazine three times a year, which will also feature a line-listing of your event as well as weekly e-shots to our existing mailing list.

We are able to offer guidance with marketing your event for an additional charge. Contact your dedicated HIC Event Planner to discuss the various options available.

PARKING

200 Pay and Display parking spaces are available for visitors in the Conference Centre underground car park, accessed from Springfield Avenue. Jubilee Car Park, situated on Cheltenham Crescent, has an additional 440 spaces.

CLEANING

All hired areas will be cleaned daily by HIC Staff, 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 HIC, a charge may be levied.

HEALTH & SAFETY AND FIRE PRECAUTIONS

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

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

HIC 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 the Event should be carried out by the organiser and a copy submitted to the HIC Event Planner.

FIRST AID

HIC will provide basic First Aid cover to meet the needs of the event. Additional first aid cover can be arranged by your Event Planner at a further charge.

FURNITURE ARRANGEMENTS

HIC will set out the loose seating and furniture within the foyers, meeting rooms and dressing rooms in accordance with the event requirements. Any additional furniture moves and changes undertaken by HIC during the event will be subject to an additional charge.

VENUE SECURITY

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

The Security Staff also control the access of all vehicle entrances and the operation of all parking areas at the Centre.

MERCHANDISE

If the sale of merchandise is required for your performance, HIC can offer staff and space at an additional charge.

MAIN
AUDITORIUM



2.0 MAIN AUDITORIUM

Your inclusive package includes:

SEATING

Fixed theatre-style seating, capacity 1,970 seats and 7 wheelchair positions on a single tier.

Up to 550 seats at the front of the Auditorium can be removed to create a larger stage or performance area, subject to an additional charge.

There are 7 wheelchair locations at the front of Block H.

A mixer area can be created at the rear of Block B by removing 38 seats.

The mixer area is approximately 6.5m wide by 2.5m deep. The cable run to stage right is 35m and to stage left is 50m.

BLOCK A	201 seats	BLOCK B	220 seats
BLOCK C	201 seats	BLOCK D	147 seats
BLOCK E	135 seats	BLOCK F	135 seats
BLOCK G	147 seats	BLOCK H	94 seats
BLOCK J	176 seats	BLOCK K	233 seats
BLOCK L	176 seats	BLOCK M	105 seats

ACCESS

Audience access is via a curving 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.

Up to two 45' articulated trucks and a conventional 'crew bus' can be parked on the upper forecourt area. Additional vehicles can be accommodated elsewhere.

2 x 16A Cee power supplies are available on the upper forecourt.

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 7.4m deep x 0.975m high which can be extended and adapted into various configurations by removing seating in Blocks A, B & C subject to an additional charge.

The permanent stage consists of 3 rectangular stage lifts, each 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.

There is no proscenium or fire safety curtain. House tabs are not hung as standard although a "soft" proscenium arch and house tabs can be hung specially by prior arrangement.

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

Height from stage to rigging grid: 12m

The following equipment is included within the package:

- 2 sets of black velour curtains
- 3 black serge borders
- 3 pairs black serge legs
- White cyclorama cloth

A Yamaha C7 Concert Series Grand 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 Steeldeck and AluRapid variable height staging units, drapes, starcloth, stage furniture and rigging equipment.

SUSPENSION

HIC has a steel and timber rigging grid over the stage area and the front of the Auditorium.

There are 14 motorised suspension bars over the stage area and 10 300kg fixed speed motorised point hoists installed over the front of the Auditorium.

HIC has a stock of 250kg and 0.5T electric chain hoists and trussing available for hire for additional rigging requirements.

Temporary production and concert rigging can be installed within the grid subject to a maximum additional loading of 4 Tonnes UDL. Proposals for temporary rigging must be submitted for approval to the Events Office no later than 2 weeks prior to the event.

MAIN AUDITORIUM

DRESSING ROOMS

Purpose-built dressing rooms with en suite facilities are available for up to 40 people in normal use.

Dressing Room	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 can be joined into one larger room. 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.

All rooms have audio show relay installed and the artistes' lounge is equipped with a large screen TV showing terrestrial channels and show relay.

The use of cooking equipment is strictly prohibited in the dressing rooms and Green Room. Accommodation for external catering suppliers can be provided by arrangement with the HIC Event Planner.

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. An Avolites Pearl 2004 console is also available as an alternative option.

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 Silhouette 30 1.2kW Profile
- 12 x Silhouette 15 1.2kW 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 3 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.

HIC can organise custom gobos in both steel and glass for branding. These services are subject to additional charges.

SOUND

Comprehensive sound facilities are provided for entertainment events.

A Soundcraft Series 5, 48-channel 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 downfill cabinets and 2 x WS218X dual driver vented sub bass speakers on the floor each side of stage. This is 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 being 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 Sony Minidisc Recorder
- 2 x Denon Audio Cassette Machine
- 2 x Denon CD Player
- 1 x Marantz MP3 Recorder
- Up to 8 cabled microphones
- Two channels of foldback including 2x Martin LE400 monitors and amplifiers
- A Tecpro performance communications system with up to 8 portable outstations

The following tie lines are installed:

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

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.

PROJECTION

There is a range of projection and AV equipment available for hire, including Sony video cameras with EFP kits, camera control units, camera pedestals and tripods, Panasonic MX50 and MX12 vision mixers, video recording to DVCAM, DVD, SVHS and VHS, video/data switching and distribution, large screen video/data projectors with various alternative lens options and a range of front and rear projection screens.



Model **FIVE**

Soundcraft

Laptop MD

MAIN AUDITORIUM

POWER

Large power supplies are installed throughout the Centre as follows:

Stage	200A three phase supply 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 an additional charge. Within the package, a 200A three phase and a 63A three phase electrical supply are included backstage for powering 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 the stage door with the roof void, the stage, the control rooms, the interpreters' booths and the VIP viewing rooms.

TECHNICAL STAFF

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 an additional charge.

STEWARDSING

A minimum of eight Front of House Stewards are provided to assist the public in the Auditorium and supervise evacuation in the event of an emergency and are assigned to the Auditorium for the duration of the performance.

Additional Front of House Staff can be provided subject to an additional charge.

RECEPTION

The HIC main reception desk is located on the ground floor foyer of the Conference Centre and is staffed from doors open to the end of the performance. A number of services can be provided including photocopying, faxing, printing, sale of WiFi access cards, etc. There is a charge for these additional services.

Reception is also the main control for the site-wide public address system.

CLOAKROOM

There is a cloakroom facility situated on the ground floor foyer of the Conference Centre which can be made available for performances. There is an additional charge for staffing this facility.

HEATING & VENTILATION

The Auditorium and foyers are fully air conditioned and an Electrician is available on standby throughout the open period of an event to monitor and adjust settings as required.

ROYAL
HALL

3.0 ROYAL HALL

Your inclusive package includes:

SEATING

Fixed theatre-style seating with a capacity of 978 seats and 10 positions for wheelchair users, in 3 tiers.

Grand Hall	436 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 boxes can be used closed for theatre-style events and each accommodates two people. Alternatively, they can be used with the doors retracted, providing access to the ambulatories for social functions. The boxes are suitable for wheelchair users.

A mixer area can be created at the rear of the Grand Hall by removing 24 seats.

The Grand Hall floor is constructed as a sprung maple dance floor – 19.8m wide x 16.1m deep. Various table settings for functions will accommodate up to 400 people. The floor loading is 0.225kNm².

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. The North Ambulatory is linked to Hall A and the South Ambulatory is linked to Hall M.

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.

Route 4: Rear Courtyard – from Hall A service yard, through basement halls, into rear courtyard, up 18 steps, into rear promenade, through into rear stage scene dock. Smallest door opening 1.57m wide x 1.91m high.

Routes 3 & 4 are 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 can be accommodated elsewhere on the HIC site.

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 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 within the 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
- 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 Steeldeck and 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 1 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 250kg SWL.

Three internally wired LX bars are available and can be rigged to any of the counterweight sets.

A 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 Room	1	2	Chorus 1	Chorus 2
Normal Capacity	1	1	15	15
Maximum Capacity	2	2	30	30
Toilet	Yes	Yes	Yes	Yes
Showers	No	No	Yes	Yes

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

A crew room is situated adjacent to the chorus dressing rooms.

Additional accommodation can be arranged if adjacent halls are available.

All 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 can be provided by arrangement with the HIC Event Planner.

LIGHTING

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

A strand 550 lighting console with Tracker moving light software 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 3kW circuits.

The following equipment is included within the package:

- 2 x Pani HMI 1200 Follow Spot
- 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 575w Profile
- 6 x ETC Source 4 19 575w Profile
- 6 x ETC Source 4 26 575w Profile
- 4 x 4 Cell Selecon 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.

HIC can organise custom gobos in both steel and glass for branding. These services are subject to additional charges.

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.

A PA system is installed consisting of a KV2 ES 1 loudspeaker with KV2 ES 2.5 sub woofer cabinet on the balcony either side of the stage. An additional KV2 EX 12 loudspeaker is installed in the North and the South Slips to cover the Dress Circle.

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 6 cabled microphones
- Two channels of foldback including 2x Martin LE400 monitors and amplifiers
- 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.

PROJECTION

There is a range of projection and AV equipment available for hire, including Sony video cameras with EFP kits, camera control units, camera pedestals and tripods, Panasonic MX50 and MX12 vision mixers, video recording to DVCAM, DVD, SVHS and VHS, video/data switching and distribution, large screen video/data projectors with various alternative lens options and a range of front and rear projection screens.

ROYAL HALL

POWER

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

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 Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Technical Staff can be provided subject to an additional charge.

STEWARDING

A minimum of six Front of House Stewards are provided to assist the public in the Royal Hall and supervise evacuation in the event of an emergency and are assigned to the Hall for the duration of the performance.

Additional Front of House Staff can be provided subject to an additional charge.

HEATING & VENTILATION

The building is heated using conventional radiators and the Royal Hall is equipped with a mechanical ventilation system. An Electrician is available on standby throughout the open period of an event to monitor and adjust settings as required.





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