

HEBDEN BRIDGE PICTURE HOUSE

TECHNICAL INFORMATION FOR HIRERS

UPDATED April 2018

1. CAPACITY

****** THE BALCONY IS BEING REFURBISHED IN AUTUMN 2018 AND ALL HIRES SEPTEMBER AND OCTOBER 2018 (AND POSSIBLY NOVEMBER 2018) WILL BE FOR A MAXIMUM OF 290 SEATED IN THE STALLS ******

Total: 533 seated plus up to 10 wheelchairs (Max)
From Nov 2018: 527 seated plus up to 10 wheelchairs (Max)

Stalls: 299 seated plus up to 10 wheelchairs (recommend sell to 285/290*)
Seats per row: 22 (Max)

Balcony (til 08/18): 234 seated (recommend sell to 225/230*)
Seats per row: 24 (Max)

Balcony (from 11/18): 228 seated (recommend sell to 220*)
Seats per row: 24 (Max)

*We may require you to work to a maximum audience of 505/510 for reasons of safety.

See section 11 for seat layout detail including wheelchair spaces.

2. ACCESS AND GET IN

There is a one-way anti-clockwise driving system around the exterior of the venue **which must be kept clear due to sharing the building and exterior parking with a taxi firm and its taxi rank – please be aware when parking your vehicle.** Pull in from New Road to the side of the shop unit which is to the right hand side of our front steps as you look at the building. You will come round the building so as to exit next to the taxi rank which is to the left hand side of the front steps as you face the building.



Access for load in is at the side of the building via one of two side fire exits, which lead to the stalls and FOH and are situated between FOH and the dressing room.

Side Fire doors (HOH): Height 2.13m
 Width 1.65m

3. DRESSING ROOMS

There is one dressing room with access straight on to the stage as well as Front-of-House, via the backstage corridors. The dressing room contain: mirror, a clothes rail, a kettle, a fridge, an iron/ironing board and toilet and wash basin facilities. We regret we do not have showers.

Please ask the Duty Manager for your event / hire for dressing room keys if you require them – these **MUST** be returned at the end of the evening to the Duty Manager.

Please note that there is no show relay to the dressing room.

4. SMALL STAGE, SCREEN AND AUDITORIUM DIMENSIONS

The main stage is no longer in use. The small stage of demountable decking can erected (by prior arrangement) in front of the cinema screen on the flat carpeted floor at the front of the stalls to a **maximum size of 3 metres deep and 6 metres wide** (approximately as wide as the central section of stall seats).

It can also be erected in the following size permutations (depth x width):

1 x 2m	2 x 2m	2 x 6m
1 x 4m	2 x 3m	3 x 2m
1 x 6m	2 x 4m	3 x 4m
	2 x 5m	3 x 6m

The stage decking can be erected at 38cm high (two steps off the floor) or 76cm high (four steps off the floor), and we have two sets of steps for each stage height so access to the stage can be provided from both sides simultaneously.

The cinema screen is 3.9 m high by 7.3m wide in flat presentation and 8.79m wide in scope presentation.

The Stalls floor in front of the screen can be used for performance (depth at deepest point (centre) from screen stage edge to edge of stalls floor is 4.0 m and width is approx. 9.0 m).

5. LIGHTING

The Picture House has installed a 24 position lighting rig on 4 vertical IWBs to light the screen, small stage, and stalls floor to the front of the screen with the following schedule:

- 24 channel zero88 chilli dimmer with wireless dmx, containment and one hard dmx control point (rear auditorium control)
- Zero88 Jester 24ML lighting desk
- 8 x LEDJ Intense PAR (RGB)
- 2 x Rank T Spot
- 6 x Rank Harmony 15/28 profiles
- 6 x Harmony PC Fresnel
- 11 x Parcan (CP62)
- 5 x CCT Sil 3
- 4 x Strand Profile
- Various TRS extensions

House lighting is via the 10 dimmable LED ceiling (house) lights, and we have 4 screen warmers providing ambient warm light on the screen in between presentations.

6. POWER SUPPLY

We offer the following power for hirers to use (located down stage right corner of the wings of the main stage):

1 x 240 V 63 A single phase Cee Form 3 pin socket outlet.

2 x 240 V 32 A single phase Cee Form 3 pin blue socket outlets.

7. SOUND

Basic cinema sound system is suitable for events which require modest levels of amplification – comedy, spoken word events, and community etc. requiring up to six microphones.

The house system is not suitable for professional live music events and promoters must provide their own PA system and operator (which is not possible at present as our additional power supply is not currently available – expected to be available from early 2017).

Microphones: 6 x SM58

Playback: Dual CD player
MP3

Monitor: Opera mk2 floor monitor x1

8. AMPLIFICATION & HEADSETS

The Theatre has radiating amplifiers wall mounted at the front sides of the auditorium, which work with wireless headsets (which may be borrowed by audience members) which amplify the sound coming from the projectors' sound system. We regret our induction loop is no longer in full working order.

9. PARKING

Car parking space is available on site to accommodate up to three Transit short wheel base vans (this involves using our staff parking spaces). These spaces are to the rear, adjacent to the canal. The Picture House has no spaces at all on the taxi rank side elevation of the building. Please advise what parking spaces are required in advance, so we can ask staff to make alternative arrangements. We have one marked disabled bay space to the West elevation of the building.

10. TICKETS

Hebden Bridge Picture House does not have a computerised box office system as its cinema tickets are all sold on the door for cash. However, we can assist hirers in selling advance tickets for their events.

We can sell event tickets on your behalf, both in paper format or via our www.ticketsource.co.uk/hbpicturehouse account to online bookers. If you require paper tickets to be sold to in person callers we can print these for you or you can have your own tickets printed (numbered please) and passed to us for selling. For online booking we will set the event up on wegottickets.com for you via our seller account.

Please note we have no credit card machine facilities at our box office, nor do we have a telephone booking line – in person callers must pay cash for their tickets and attend when the Box Office is open at cinema opening times for one hour per screening. Most of our regular customers are aware of these facts.

A small booking agency charge will be levied for each ticket sold on behalf of a hirer. Please see our Conditions of Hire for more information.

11. SEATING LAYOUT



533 seats total* plus 4 in-stalls and 6 back of stalls dedicated wheelchair spaces = 543 capacity with 10 wheelchair users, BUT we sell may insist to a maximum of 510/515/520 tickets (recommend selling to 510 maximum). We have 299 stalls seats and 234 balcony seats*. We need additional staff to open the balcony (and incur additional cleaning charges) and so always sell stalls seats first until capacity is approached. If your event requires both seating areas to be open there will be an additional staff member cost for the balcony being open and an additional charge for 2 hours' cleaning time covering the balcony seating area and the two bathrooms.

Both seating areas have two off-centre aisles. The stalls has no steps between rows but a generous rake and generous leg room. The balcony is steep with steps (two) between each row, and more restricted legroom.

Seating is unreserved and the balcony seats do not have consecutive numbers or row letters. Reservations of seats for special guests should be notified well in advance.

** See section 1 of this document on capacity reduction and changes in Autumn 2018.*

Stalls:

SCREEN

6
6
6
6
6
6
4 (wheelchair space)
6
6
6
6
6
6
6

76 seats left side
Plus 3 wheelchair
spaces at back

10
10
10
10
(wheelchair space) 7 (wheelchair space)
10
10
10
10
10
10
10
10
10
10
10
10
147 seats central section
257 STALLS SEATS

A
B
C
D
E
F
G
H
J
K
L
M
N
P
Q

6
6
6
6
6
6
(wheelchair space) 4
6
6
6
6
6
6
6

76 seats right side
Plus 3 wheelchair
spaces at back



Balcony:

FRONT OF BALCONY

4 (6 from Nov '18)	12	6
6	12	6
6	12	6
6	12	6
6	12	6
6	12	6
6	12	6
6	12	6
6	12	6
6	12	6
4 (will be none on this row post Nov'18)	12	4 (will be none on this row post Nov'18)
56 seats left side (54 from Nov '18)	120 seats central section 234 BALCONY SEATS (228 from Nov '18)	58 seats right side (54 from Nov '18)

If you have any queries about a technical aspect of your proposed hire of the Picture House please email projection@hebdenbridgepicturehouse.co.uk or call 01422 847287/842807.