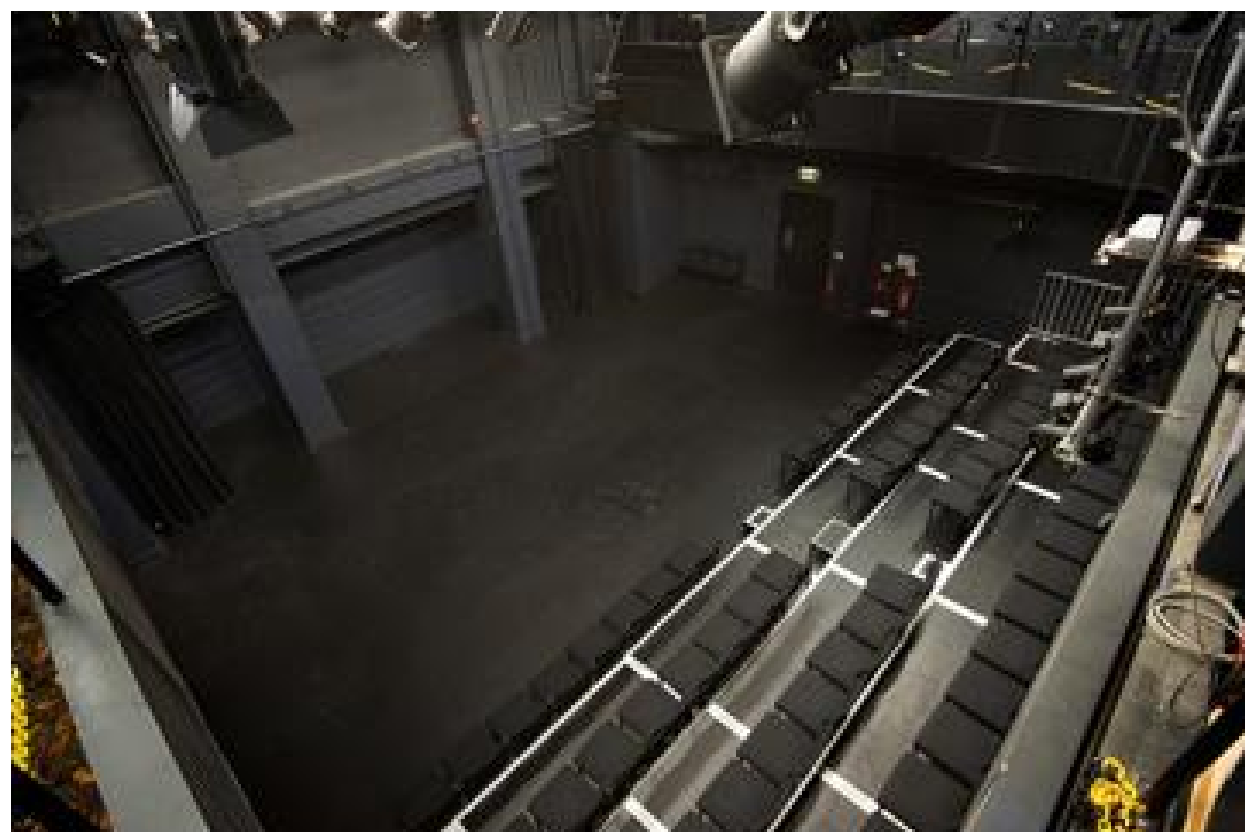


THEATRICAL HIRE GUIDE





The Crescent Theatre has been a part of Birmingham’s theatre landscape since 1932. We are home to an in house theatre company of the same name and stage 10 – 15 productions each season. Alongside these, we play host to an extensive range of companies producing anything from dance to drama, comedy to cabaret, music to musicals. Whatever your event we can accommodate you.

Our largest space, the Main House, is a proscenium arch theatre with a tiered auditorium, trap door and fly gallery. The stage offers great flexibility with the forestage being an adjustable height lift, which can be kept level with the main stage area, be lowered to become an orchestra pit, dropped to form a split level performance area or even for selling an additional row of seats. With a maximum audience capacity of up to 340, every seat has a good view.

For something more intimate, the Ron Barber Studio is a black box space with a maximum capacity of 120. The fully flexible seating rostra offers tiered seating in a wide range of layouts, including the standard end-on, avenue, in the round, cabaret, or thrust. Being a two storey height space, there is a wrap around gallery which houses the techies and looks down onto the performance area, and can even be included as part of the action.

Looking for something more fringe? Check out **Crescent Underground** for two more great venues.

We hope that this guide will provide you with an overview of what is on offer here at The Crescent and what we can offer as part of your hire package. We understand that every production and company is unique, and so we will provide you with a bespoke quotation tailored to your specific requirements.

If you’re still not sure, we will happily arrange a viewing and discuss things further.

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CONTENTS

OUR THEATRE	1
MAIN HOUSE	2
RON BARBER STUDIO	4
MORE SPACE	6
SELLING YOUR SHOW	7
A BIT MORE INFORMATION	8

Maximum Capacity: 340 (Allocated seating)

The audience accesses the auditorium from the bar area on the first floor. Stairs descend either side of the main seating area to the lower auditorium.

Two wheelchair spaces are located on the back row on the left side of Row M. Step-free access is available to the side galleries and the lower auditorium on one side (Row E higher seat numbers) directly from the foyer via door 3.

Allocated seating operates in this venue as standard with custom price bands available. If you'd like to operate unallocated seating, the maximum capacity is 330.



For an additional cost, the Main House can be reconfigured into the round or with row B-D completely removed.

Seating Capacities			
Area	Allocated	Unallocated	Notes
Main Area	303	293	Standard fixed seating.
Row A	18	18	Available on request providing Forestage lift not in use. If required must be released for sale at time of show going on sale.
Gallery X	8	8	Loose seating, Restricted view depending on scenery.
Gallery Z	9	9	Loose seating, Restricted view depending on scenery.
Wheelchairs	2	2	Seats available to sell if not required for wheelchair users.

The stage is level with Row E of the auditorium with access between them.

The main stage area is approximately 14m x 10m (46ft x 32ft) plus the optional forestage 14m x 2.5m (46ft x 9ft). The fixed proscenium arch has an opening of 14m x 6m (46ft x 20ft). A variable false prosc arch is in as standard with a minimum opening of 10m x 4.5m (30ft x 15ft). The height to the grid is 15m (45ft).

A crossover corridor runs behind the stage connecting stage left & right.

We have 26 counterweight flying bars spanning the width of the stage operated from the stage right side. The safe working load of each bar is 400kg. (8 bars are permanently occupied with Cyc, False Prosc, Red Tabs and 4 LX bars.)

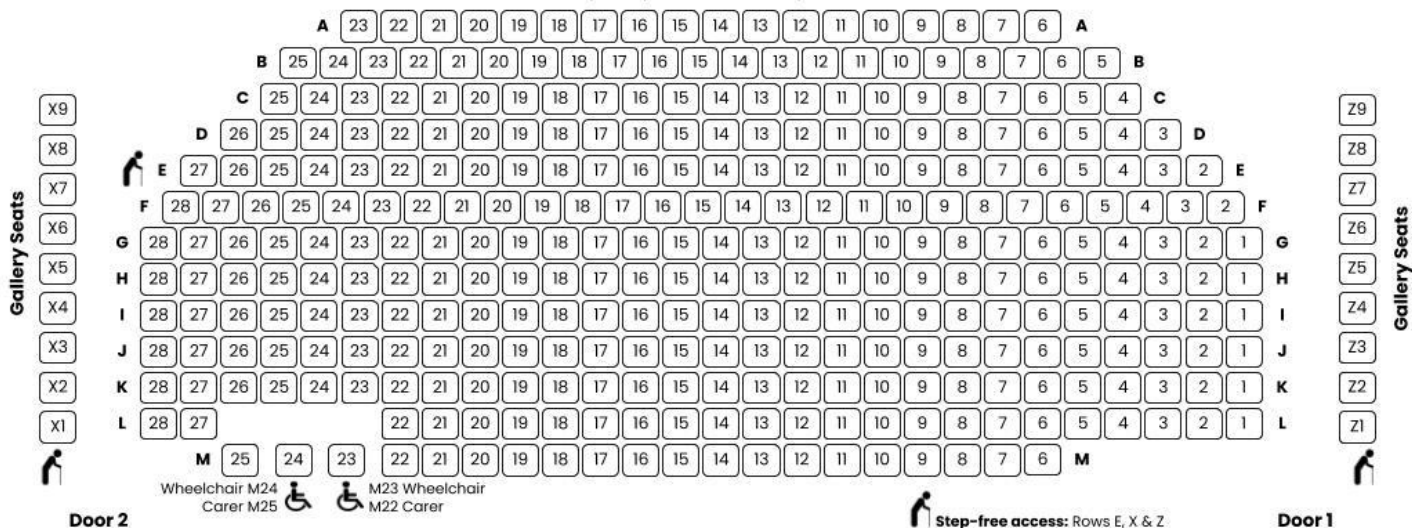


Hire of the Main House includes use of ETC Ion LX desk and generic lighting rig. A standard rig is in place, this can be altered but has to be returned during the get out. A Soundcraft Vii is permanently installed at the rear of the auditorium and a full PA is included consisting of Left, Right, Centre and Subs. Lighting is operated

from within the control room at the rear of the auditorium. There is space next the sound should both require the same operator.

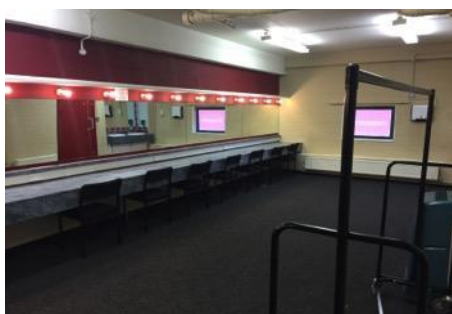
STAGE

Row A sold upon request if the orchestra pit is not in use.



Dressing Rooms

Hire of the Main House includes the use of two of the dressing rooms (allocated at booking stage).



Dressing Room 1

- Capacity of 30
- Toilets & showers
- Mirrors & lights
- 2 costume rails
- Coat hooks

Dressing Room 2

- Capacity of 25
- Toilets & showers
- Mirrors & lights
- 2 costume rails
- Coat hooks

Dressing Room 3

- Capacity of 5
- Fridge, kettle, iron and ironing board
- Mirrors & lights
- Coat hooks

Full technical information is available in the [Main House Tech Spec](#).

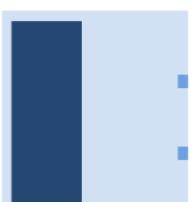


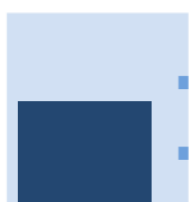
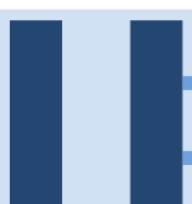

Technical equipment available at additional cost is listed separately in the [Additional Charges](#).

The studio area is 12m x 9m (40ft x 30ft) plus a small area between the pillars 3.8m x 1.5m (12ft x 5ft). This includes both seating and acting areas.

A crossover corridor runs behind the studio connecting the four entrances, including the audience door.

The space is licenced to a maximum audience capacity of 120. Some suggested layouts are below. The standard end-on seating needs to be returned during the get out.



End On (standard)	Thrust	In the Round	Short End On
<p>DRESSING ROOM</p>  <p>AUDIENCE ENTRANCE</p>	<p>DRESSING ROOM</p>  <p>AUDIENCE ENTRANCE</p>	<p>DRESSING ROOM</p>  <p>AUDIENCE ENTRANCE</p>	<p>DRESSING ROOM</p>  <p>AUDIENCE ENTRANCE</p>
<p>Capacity: 90/120 Acting area: 5m/3m x 12m</p>	<p>Capacity: 100 Acting Area: 5.5m x 5.5m</p>	<p>Capacity: 100 Acting Area: 6m x 6m</p>	<p>Capacity: 90 Acting Area: 5m x 9m</p>
Avenue Longways	Avenue Shortways	Cabaret Style and Other Layouts	
<p>DRESSING ROOM</p>  <p>AUDIENCE ENTRANCE</p>	<p>DRESSING ROOM</p>  <p>AUDIENCE ENTRANCE</p>	<p>For any non standard configurations we will initially put a maximum 80 tickets on sale (not including stewards and house seats which will also need to be accommodated).</p> <p>It may be possible to increase this number once the final layout is agreed with the Technical Department.</p>	
<p>Capacity: 106 Acting Area: 3.5m x 12m</p>	<p>Capacity: 98 Acting Area: 9m x 4.5m</p>	<p>Capacity and Acting Area are variable.</p>	

For an extra cost, if the full space is required the seating and rostra can be removed and stored backstage.

A lighting grid is fitted to the ceiling of the studio and the SWL of each bay is 40kg. Set can also be hung from the grid but it must be within these limits.

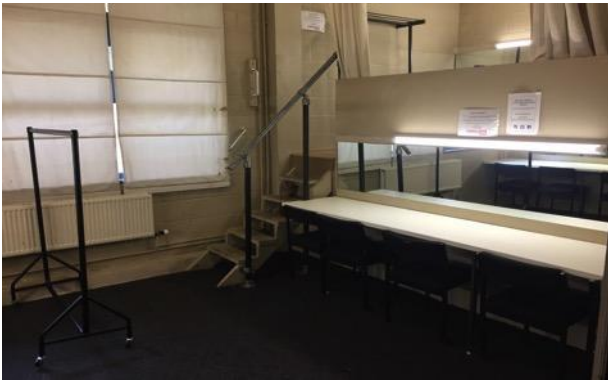
Hire of the Studio includes use of ETC Element LX desk and generic lighting rig. Lighting is operated from the gallery. There are only 8 lanterns in the standard rig in this venue, you rig additions as required and they stay where they are during the get out.

A Soundcraft GB8 is permanently installed at the rear of the gallery. A full PA is included with a speaker in each corner. In the standard layout these are set as Front Left, Front Right, Rear Left and Rear Right.



Dressing Rooms

Hire of the Ron Barber Studio for a theatrical performance includes the use of the backstage including:



Dressing Room 5

- Capacity of 30 across two levels
- Mirrors & lights
- Two costume rails
- Coat hooks



Shower Room

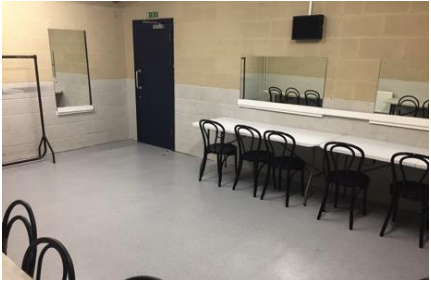
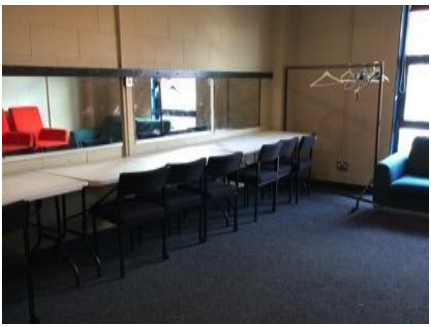
- Capacity of 5
- Fridge, kettle, iron and ironing board
- Mirrors
- Sink & shower
- Coat hooks

Full technical information is available in the **Ron Barber Studio Tech Spec**.

Technical equipment available at additional cost is listed separately in the **Additional Charges**.

Need more space to supplement your venue? Available for an additional cost these spaces could act as a:

- VIP reception space
- Meet & greet space
- Dressing room
- Hair, make-up and wardrobe
- Green room
- Prayer Room
- Rehearsal room
- Production office
- Storage
- Band Room

	<p>Dressing Room 4</p> <ul style="list-style-type: none"> - Capacity of 30 - Located under Main House stage - Studio level - Lower ground level - Counter, mirrors & lights - Two costume rails - Coat hooks - Access to orchestra pit area if required as pit extension or band room
	<p>Baskerville Room</p> <ul style="list-style-type: none"> - Capacity of 25 - Bar level - 1st floor - Projector & screen available at additional cost - Folding tables allow different arrangements - Sinks - Mirrors - One costume rail available - Coat hooks - Soft furniture
	<p>Cumberland Room</p> <ul style="list-style-type: none"> - Capacity of 35 - Bar level - 1st floor - Sound system: Mini jack connection - Projector & screen available at additional cost - Accessible directly into Lowrie Bar area for audience allowing use for VIP receptions, meet & greets and prayer room - One costume rail available - Cabaret tables available upon request
	<p>Roma's Rehearsal Room</p> <ul style="list-style-type: none"> - Capacity of 50 - Studio level - Lower ground floor - Full mirrored wall - Sound system: CDs and mini jack connection - Projector & screen available at additional cost - Accessible from Front of House - Folding tables allow different arrangements - Two costume rails available - Cabaret tables available upon request



There are three ways to sell tickets for your show:

A. THE CRESCENT SELLS ALL THE TICKETS

We can sell your tickets for you through our own dedicated Box Office: in person, over the phone and online through our website. Our counter and phone lines are open Monday to Saturday, and on Sundays as required for performances.

There is no charge to you for tickets sold through our Box Office, we just add a commission (payable by the booker) to your ticket price to cover card transaction fees, use of the ticketing system and printing costs. All audiences are required to have a Crescent branded ticket or e-ticket to be admitted to the venue.

The Box Office team manages all ticket orders placed through our counter/phone/website, and your audience will be able to receive their tickets by email, post or collect them from the Box Office. You can keep up to date through weekly updates of your ticket sales.

B. YOU AND THE CRESCENT BOTH SELL THE TICKETS

If you want to handle some of the ticket sales yourself we will print batches of tickets for you. We call these "agency tickets" and you will be able to collect these tickets from the Box Office to distribute to your audience once your show goes on sale.

Any surplus agency tickets can be returned to us and we will put them back on sale at our Box Office.

You need to ensure that a representative is present in the foyer for the hour before each performance to distribute any "agency tickets". The Box Office cannot sell, exchange, return or distribute agency tickets on your behalf on the day.

C. YOU SELL ALL THE TICKETS

If you want to handle all of the ticket sales yourself we can print your tickets for you. These are chargeable per ticket printed.

If you wish to provide your own tickets this would need to be pre approved by the theatre. You would also need to provide 2 of your own stewards to check tickets at the entrance to the venue and assist with seating the audience. We recommend using our tickets and you exchange them with the audience on arrival to avoid double booking or over capacity issues.

Complimentary tickets

These are similar to agency tickets and can be left with the box office for ticket holders. No payment can be handled by our box office and upto a 15% maximum capacity can be handled before the agency ticket rules apply.

Marketing

We can help you to market your show by displaying your posters artwork and flyers around our venue and on our digital displays. Supporting your social media activities by sharing your posts, as well as creating a Facebook event linking back to your event page on our website and periodically issuing posts promoting your event. We will also include your show in our season brochure (subject to deadlines), and can offer a dedicated e-shot to our current mailing list (additional charge applies).

Additional cost items are listed separately in **Additional Charges**.



A BIT MORE INFORMATION

Front of House

The bar area will be open to the audience before your show, serving a range of alcoholic, soft, and hot drinks, sweets, snacks and ice creams. Drinks can be pre-ordered from the bar before the performance to avoid queuing at the interval.

Stewards will be provided for the comfort and safety of your audience. They can be available to sell programmes and merchandise on your behalf, for a commission of 15%. An information or merchandise table can be provided in the bar.

If you plan to hold a meet & greet as part of your event this can be facilitated either in the venue or one of the additional spaces.

Pre or post show drinks receptions and catering can be arranged, with both hot and cold options available to pre-order. We also have the option of a late license that allows us to serve until 01:00.

Technicians

A Venue Technician is included with the hire of the space. They are there to supervise your time in the space and can assist with setting up. They cannot operate during the performance. Staff to operate lighting, sound, flies, etc can be booked at an additional cost.

Music Licence (PRSPPL)

An appropriate PRS form needs to be completed for every production. The appropriate rate will be applied to the final invoice. For shows where you sell all the tickets we will require a sales report to verify your sales post show.

Catering Options

- ★ Customers cannot bring their own food onto the premises for distribution or sale to patrons. We have a range of catering options available separately.
- ★ Customers can bring their own wine onto the premises, subject to a corkage charge. Glassware can be provided upon request.
- ★ We can cater for a range of dietary requirements. Please let us know if there are any specific dietary requirements when booking catering. Final numbers and dietary requirements for catering requirements must be confirmed 5 business days prior to your event.

Children in performance

If you intend to have young people or children in your performance you must ensure that all local licencing obligations are met regarding licencing and chaperones. Please contact us to receive a copy of the Crescent Theatre Safeguarding Policy.

Important Booking Notes

- ★ Payment of a deposit and return of a signed contract is required in order to secure any hire arrangement. Bookings where a deposit is not received and contract not signed by the due date may be cancelled without notice.
- ★ The deposit is the anticipated hire cost at time of booking. You can apply for credit and if successful this would drop to a percentage of the anticipated hire cost with the remaining due after the event.
- ★ The deposit of the hire cost is strictly non refundable and non transferable.
- ★ The Crescent Theatre is a charity which does not rely on any external funding and as a result of this, prices quoted are non negotiable and no further discounts can be applied to any booking.
- ★ We do not take provisional bookings or pencil-in dates.

Additional cost items are listed separately in **Additional Charges**.

