



The Queen's Hall Edinburgh
85–89 Clerk Street
Edinburgh
EH8 9JG
0131 668 3456
www.thequeenshall.net

Hall Specifications



Contents

<u>Main Contacts</u>	2
<u>Hall capacities and stage set-up</u>	3
<u>Facilities</u>	8
<u>Stage</u>	10
<u>Power</u>	11
<u>Sound</u>	12
<u>Lighting</u>	14
<u>Projection</u>	15
<u>Rigging</u>	16
<u>Parking</u>	18
<u>Food and drink</u>	22
<u>Marketing Support</u>	26
<u>Covid Protocol</u>	28

Main Contacts



Box Office Manager

Gordon Strachan

gordons@queenshalledinburgh.org

+44 (0)131 668 2019



Technical Manager

Tarquin Penman

stage@queenshalledinburgh.org

+44 (0)131 668 4327



Marketing Manager

Emma Mortimore

emmam@queenshalledinburgh.org

+44 (0)131 622 7381

Duty Manager

Jackie Caldwell

duty@queenshalledinburgh.org

Hall Capacities and stage set-ups

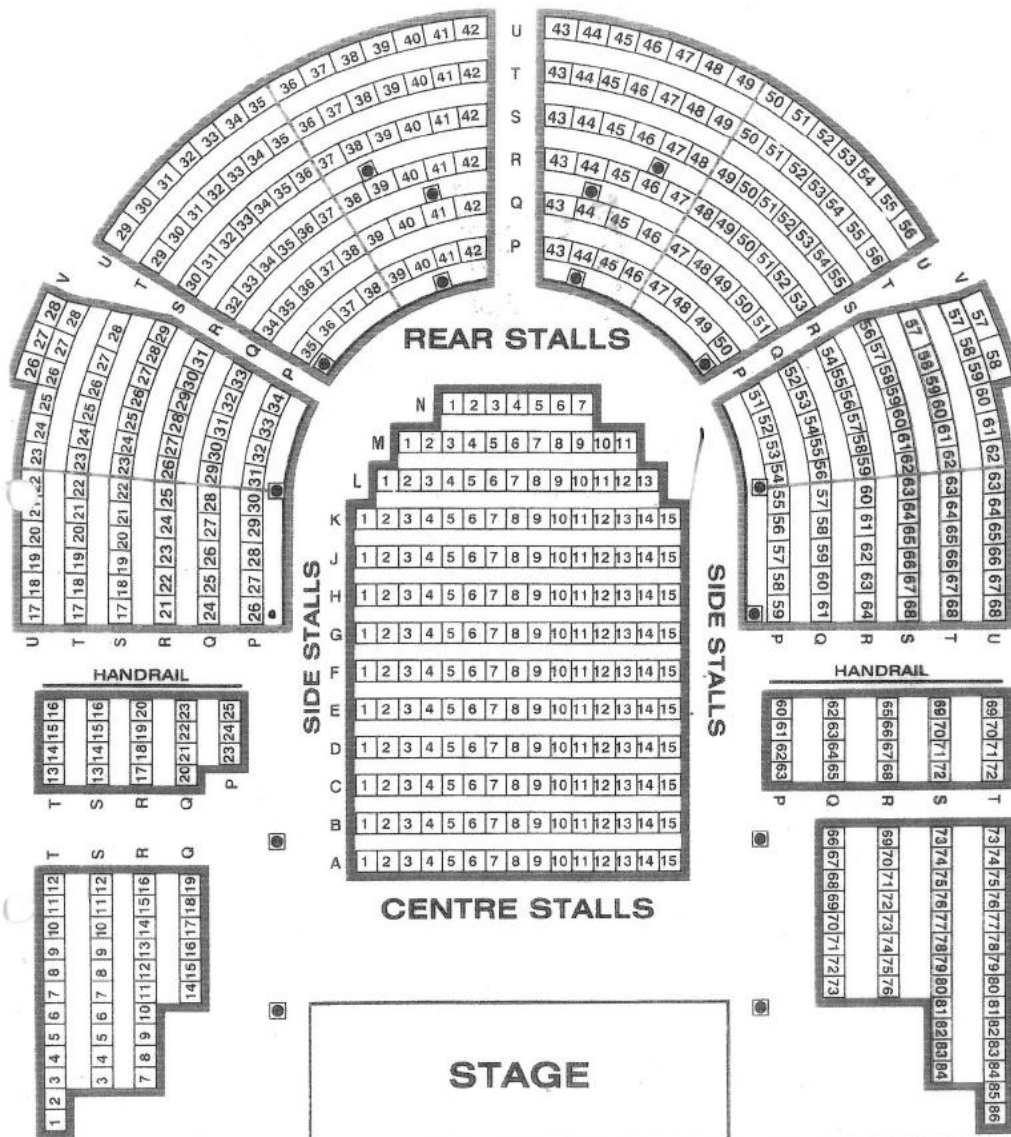
Once we know your exact set-up we can give you precise numbers. The following is a general guide to The Queen's Hall's overall capacity.

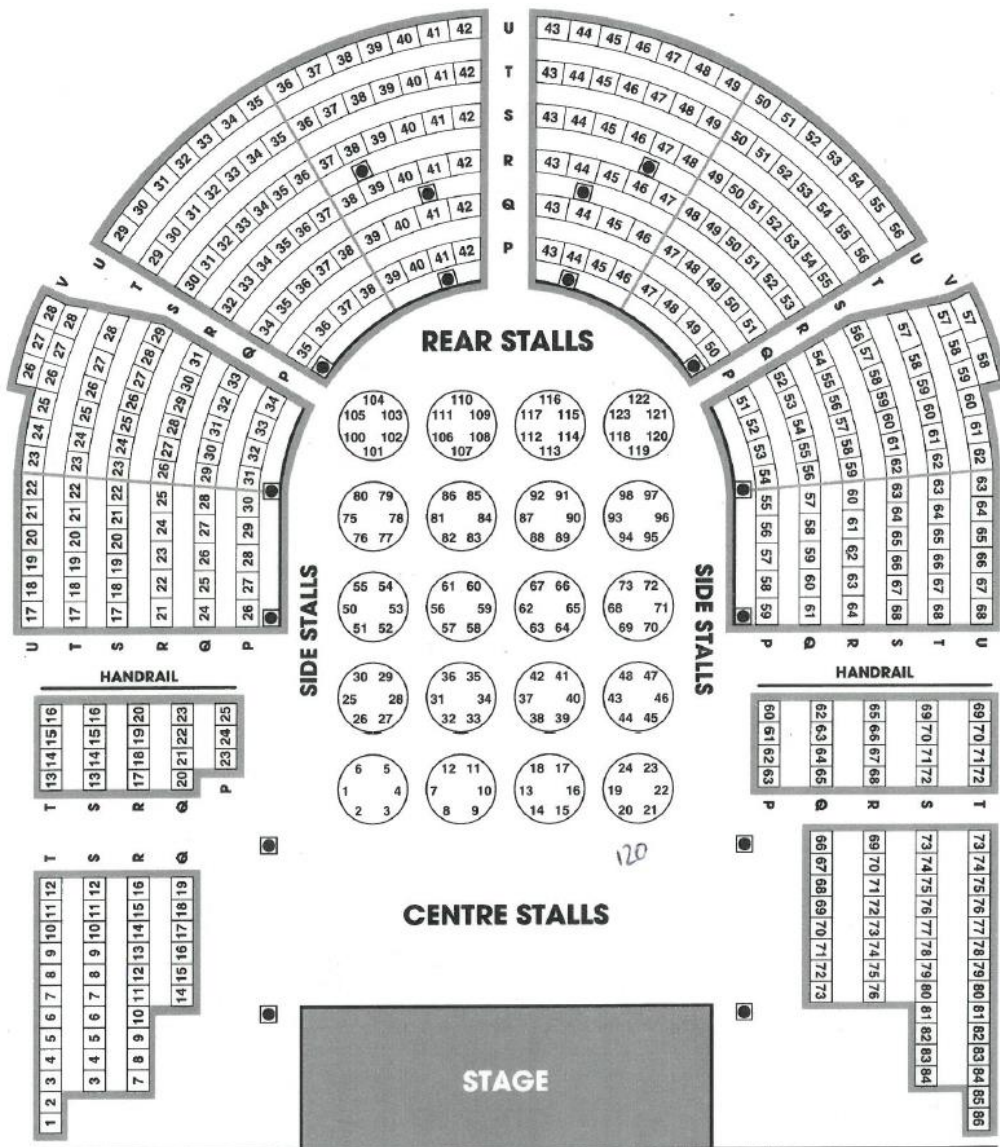
900 Standing

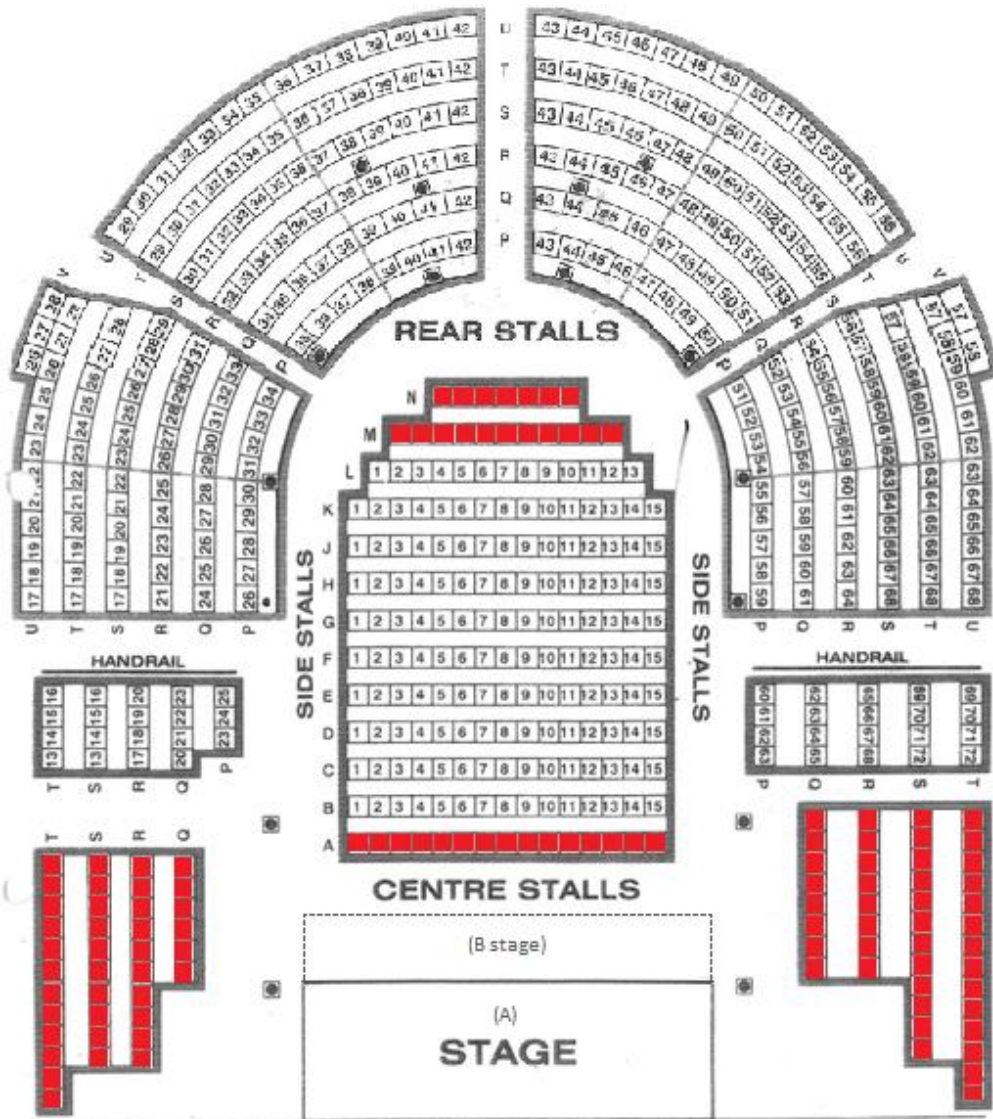
801 seated (inc 107 ltd/non view + 60 standing when seats sold)

773 cabaret seating (inc 107 ltd/non view + 60 standing when sold out)

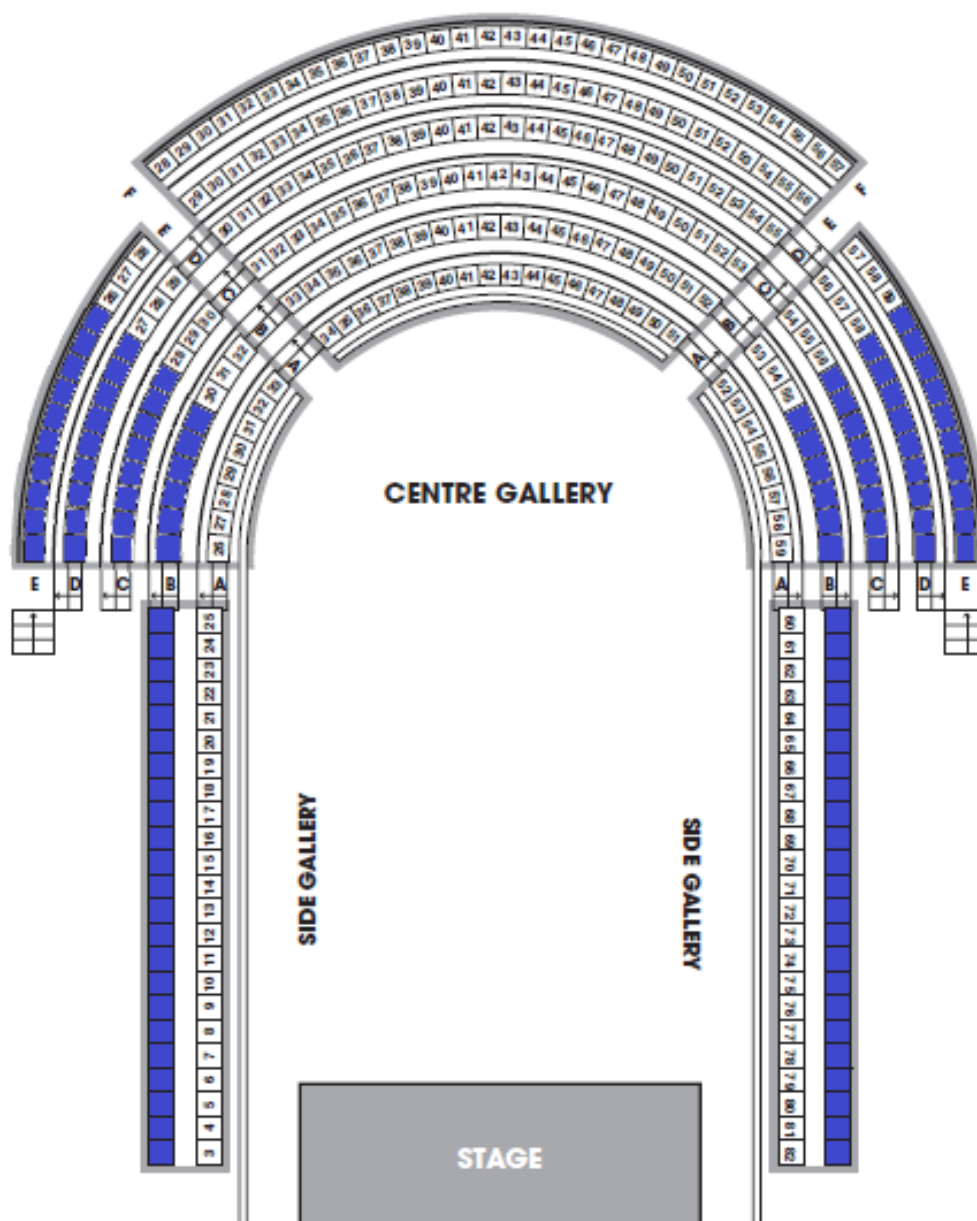
Seating in centre stalls are either rows or tables (cabaret). NB Larger stage floors require the removal of centre stall seats, counted as part of the 107 ltd/non view.







View of **Seats off sale** for B stage with FOH mixer position and side stalls out.



UPPER FLOOR PLAN

Limited view gallery seating.

Please note that due to the design of the building, stage set ups that require the main artist(s) to be off center position on stage will cause sightline issues for the balcony seats. This mostly affects the seating highlighted in blue above.

Additionally please advise as soon as possible if the use of and ground stacked PA is to be used as this causes sightline issues for downstairs seating of the following seats: P23-25 and 60-63, Q20-23 and 62-65, R17-20 and 65-68, S13-14 and 69-72, T13-16 and 69-72 (side sections between red highlighted and the hand rails).



Stage B set-up: Seated rows with FOH mixer position at table.



Stage C set-up: Standing.

Facilities

Artist Rooms 3 en suite rooms (toilets and showers); capacity 8 people max



Green Room 1 large room behind stage with sofas, tables and chairs, fridge and tea/coffee making facilities



Production office 1 large office with internet port.

There are additional toilets and showers next to the Green Room and Production Office.

WiFi Public WiFi is available throughout the building. There is also a closed network available, localised to backstage only. Password will be provided on request.

Towels Max 25 on site.

Catering Buy outs only.
NO COOKING BACKSTAGE as per instruction of Lothian and Borders Fire Brigade
Fridge and tea/coffee making facilities available in the green room.

Merchandising	Available in café bar only at non-negotiable 15% fee + VAT if venue staff sell for you; 10% + VAT if you provide your own staff. Merchandise must be displayed using Blu-tak only; tape and pins are not permitted on the walls or display boards provided.
Crew	Professional Crew available from Edinburgh Showtec – please ask for a quotation. Must be booked in advance.
Security	None on site – MINIMUM 2 MUST BE BOOKED (G4S)
Barrier	3 bike rack barriers on site, for FOH position only. Stage Barrier - must be hired in
Fire Curtain	No
Stage Risers	Selection available, to be discussed in advance. No extra cost.
Show times	Provided as a guide only: Doors – 19:00 Support 1 – 20:00 Changeover/Interval – 20:30 Main act – 21:00 End – 22:45 CURFEW – 23:00 due to residential district
Delivery address	Box Office The Queens Hall 85-89 Clerk Street Edinburgh EH8 9JG
Music Shops	Scayles is within a 3 minute walk of the venue, and Varsity Music within a 10 minute walk. For electricals, Euronics is within a 5 minute walk. All are found by turning left out of the front of the building.

Stage

Load-in access: Through narrow centre door at Clerk Street. Approx. 2m high by 1.5m wide. Ramp from street level available.

Stage details: 9.75m wide
 4.4m deep
 0.6m high
 Clearance approx. 8m to nominal flying of truss
 Platform stage, no proscenium
 Depth can be extended by Sico extensions at increments of 1.2m up to 3.6m
 No PA wings and stage wings are not able to be boxed off
 Black back drop available (7.5m in height)
 6x metal 12.5kg Stage weights
 Stage risers LiteDeck Toplock, **must** be arranged in advance
 6x 8'x4'
 4x 4'x4'
 2x 2'x4'
 Riser legs available at 1' (0.3m) or 2' (0.6m), **must** be agreed in advance
 6x wooden box risers 1.8m x 1m x 0.3m
 2x wooden box risers 77cm x 52cm x 20cm

Mixer and lighting positions - rear of centre stalls in front of pews.
 Cable runs stage to FOH along the balcony. No more than 40m.
 DMX in ports located at FOH position and just off stage left (no more than 8m) for patching. One DMX 512 universe in house with channels 1-36 and 105-229 used for in house fixtures.
 In house analogue XLR multicore available when using house PA
 Stage left available for monitors set up
 (Space off stage right is also available, though a path **must** be kept clear as this is a fire escape access).
 Limited storage space available along corridor off stage right. Access route, highlighted by yellow markings, **MUST** be kept clear as this is a fire escape.

4x Comms boxes. 3x headset units, one held earpiece and mic unit
 Positions at FOH Control position, Upstage Left, Backstage Left, and Centre Gallery.

5x wooden treads
 1x hand railed steps

Please be **All positions MUST be agreed in advance of going on sale**. It is our policy that once tickets have been sold we do not re-seat customers from the best seats in the house to accommodate configuration changes.

Power

Power	2x 63amp 3phase ceeform, <u>Or</u> 1x 63a 3phase and 3x 63a single phase ceeform, Located 8m cable length off stage left
Backline power	2x 13amp sockets on rear stage wall
FOH house power	1x 16a socket trails from balcony
Cabling and extensions:	Selection of 16a power extensions of varying lengths. 7x Power stage boxes with 16a through and 4x 13a sockets Selection of varying length 13a plug/socket extension cables

Tour bus and shore power: **No overnight** shore power.

Access to the front is only available **09:30-16.00** and **18:30-07.00**. Outwith these times you will NOT be allowed to stop.

Please note that dispensation will be needed per vehicle stopping. This is £10 per vehicle, charged back at settlement. Details required a minimum of 48hours before the show. See [here](#) for more details.

Sound

Mixing Desk	Yamaha LS9-32
Multicore	23 channel analogue xlr inputs + 8 xlr returns Stage box upstage Left wired to FOH position
PA	<p>Downstairs:</p> <p>2 pairs Nexo Geo S1230 main – ground stack 1 pair Nexo S2 Subs – ground stack 1 pair Nexo PS8 outfill - flown</p> <p>Gallery:</p> <p>1 pair Nexo Geo S1230 main - flown upstairs 1 pair Nexo PS8 outfill - flown upstairs</p> <p>Monitors/front fills:</p> <p>6x Nexo PS15 4x Nexo PS10</p> <p>Nexo NX242 digital System controller Camco Vortex 6 amplifier - main Camco Vortex 6 amplifier - subs Camco Vortex 4 amplifier - monitors Nexo PS15TD Controllers Nexo PS10TD controller Nexo PS8TD controller QSC 4 channel - outfills QSC 4 channel - monitors (4 mixes)</p>
Mics	<p>7x SM58 2x Beta58 8x SM57 2 x Beta57 6x AKG C451 4x Beta98 2x E906 1x Beta91 1x Shure B52 2x DPA 4099P with Piano mount 7x BSS DI boxes</p>
Stands	<p>19x Tall tripod mic stands 9x Short tripod mic stands 1x Tall Round base mic stand 1x Bass drum mic stand</p> <p>8x Silver fold up music stands 2x Black fold up music stands 20x Black solid music stands</p>

Piano	Steinway D Full size Grand Piano 2001 Steinway D Full size Grand Piano 2014 (only used for classical) Kemble Upright Piano 3x Piano stools
Misc	CD player 50 x black armless chairs 1x wooden, soft seated bar stool 6x Tall barstool type seats with back *please inform in advance if you require more than 3 Conductor's podium – 1.3m x 0.68m x 0.23m (with back rail and carpet) Drum carpet 8' x 5' 3x square wooden top table 68cm ² x 74cm high Black cloth varying sizes

Lighting

Control Chamsys MQ40N
 1x Wireless control box for house lights
 1 DMX 512 universe in house
 DMX in, at FOH position and DMX in and out, off stage right with approx.
 8m cable run to stage.
 4x DMX in on Truss cross beams

Power rack ColorSource ThruPower Cabinet 24x10A
 ColorSource ThruPower Cabinet 12x10A
 6 x 16amp single phase hot power sockets

Fixtures 14 - Briteq Orbit
 8 - Briteq Saturn
 12 - Briteq Theatre each with barn doors
 15 - ParNel *
 4 - 14deg Source 4 Profile *
 4 - 19deg Source 4 Profile *

Gels available in a range of colours
 (* - ***Upon request only***)

Please email stage@queenshalledinburgh.org in advance for a current patch sheet of the rig.

Please be advised we have no designated follow spot positions available. If follow spots are required, please discuss this with us **before going on sale**. We do not recommend the use of follow spots due to disruption/proximity to the audience and resultant loss of capacity and the loss of approx. 20 best seats in the house.

Hazer available - £10 charged back as show cost.

Circuits 24 hot power/dimmer switchable channels spread across overhead/stage truss
 6 hot power/dimmer switchable channels on balcony side bars, paired across
 4 generic dimmer channels for house light control
 6 hot power 16amp channels overhead/stage truss

Note:

No access to grid for focusing when at dead height. Fixtures to be pre-focused before flying grid out.

Projection

Please indicate if projection is to be used **prior** to tickets going on sale, to allow us to advise any sight line issues. We do not have any in house projection, or cabling. All screens, projectors and data cables must be hired in.

Please note that rear projection is not suitable in this venue and will take out most, if not all of the performance area on the stage. If a larger stage is selected at the time of booking to compensate for this, please note that we do not have any means of masking off the sides of stage between the rear of the screen and the projector. The area for the projector is also not recessed.

Rigging

Master grid truss over hangs stage and audience area held by 6x 0.5t single break motors
2x 14m mini beam truss 48.4mm tube diameter, 1 SL, 1SR. Box attached to;
1x 8m mini beam truss 48.4mm tube diameter, Up stage.

5x 9m of Lite beam 48mm tube diameter truss, clamp attached at intervals:

- Up stage
- Mid stage
- Down stage
- Front of audience
- FOH position

8m (IWB) either side of stage on balcony front.

Truss SWL 2.5tonne with all house fittings and cabling removed from truss. This does not account for the updated regulations for trusses hanging overhead.

If house fitting are wished to be removed, this **must** be discussed in advance but please note that a complete strip of the truss is not possible. **Details of all weights to be hung (including LX, AV and PA) must be sent through in advance. No hanging will be permitted if not discussed prior to get-in.**

Hanging of backdrop/projection/screen is also possible.

Max height for a backdrop is 8m.



View of truss in raised position.



View of truss in lowered position.

Parking

Access for load ins to the hall are heavily restricted due to the main front access being on a main, busy, arterial route *with a bus lane*, and the rear being on a main access road which is also heavily policed by the parking authorities employed by Edinburgh City Council.

Access to the front - Clerk Street



The main load in is through the middle black doors. There is a two-step lift, over which a ramp can be acquired from the house. Then a small ramp into the foyer, followed by a push of approx 5 metres into the main auditorium floor. The stage is c. 20 metres from the foyer.

Access to the rear - Hope Park Crescent

This access is narrow (9.5ft / 290cm at narrowest point), steep and allows for max 4 (short) car lengths. The access must be kept clear at all times as it is the main fire escape from the rear of the building. From here there is a steep uphill push of c.8 metres to rear cafe doors then through cafe into backstage and stage right is another c.10 metres.

This access is discreet and well-hidden but can be found either by, if coming from the south, just after the traffic light junction look for a blue plaque on the buildings to the right



Or if coming from the north, a small well-hidden gap on the left, immediately after the traffic light controlled pedestrian crossing and before the bus shelter





Bar entrance / fire exit

Bus Lane Restrictions

Access to the front main load in is only available **09:30-16.00** and **18:30-07.00**. Outwith these times you will NOT be allowed to stop.

We advise against overnight arrival and parking up outside the venue, as the bus lane timings will inevitably require early removal, and we cannot provide shore power overnight without compromising the security of The Queen's Hall.

Load off dispensation

Dispensation can **ONLY** be booked for max 2 hours for load off. After this time, you will need to source alternative arrangements for daytime parking (see options below).

Each dispensation application is £10.00 per vehicle.

This must be done at least 24 hours in advance of the date of arrival through the local authorities.

Parking authority contacts for further info / enquiries:

+44 (0)131 557 6941 | edinburghdispensation@nslservices.co.uk

Alternatively, we can apply for this on your behalf, subject to an admin fee. Contact Iain McQueen iainmcq@queenshalledinburgh.org

To do this we require the following:

- 1) Notice **at least** 5 days prior to arrival
- 2) Vehicle make(s) and type(s) and colour, including details of any trailers.
- 3) Correct vehicle registration number(s)

NB arrival times and registrations are NON-transferable on the day.

Daytime Parking Possibilities

There are two other venues in the city that *may* have daytime access, depending on their schedule, but these must be agreed well in advance of your event date.

The Festival Theatre: 0131 662 1112

The Corn Exchange: 0131 477 3500

Commercial lorry / bus parks

Pringles Coach Park

Leith Mills, 70-74 Bangor Road, Edinburgh EH6 5JU | www.pringlescoachpark.com

Contact - Jim Ballantyne: +44 (0)7770 991916 | jim@pringlescoachpark.com

Secure coach parking. Buses, rigid trucks up to 18 tons, vans, motorhomes.

The Britannia Coach & Truck Park

200 Sir Harry Lauder Road, Portobello, Edinburgh EH15 2QA

Contact - Brenda Sutherland: +44 (0)131 669 1911 | brenda@securecoachpark.co.uk

Food & drink: supermarkets, cafés and coffee shops

For riders:

Sainsbury's Local	Daily 07:00-23:00 33-39 South Clerk Street EH8 9NZ Exit the front of The Queen's Hall, turn right and walk to crossroads (1 min). Shop located on opposite corner.
Sainsbury's Supermarket	Mon-Sat 07:30-22:30; Sun 08:00-20:00 Cameron Toll Shopping Centre, 6 Lady Road EH16 5PB Approx 1.5 miles south-east. There are various other shops at Cameron Toll including Aldi, Boots and McDonald's.
Tesco Metro	Daily 06:00-01:00 94 Nicolson Street EH8 9EW Exit the front of The Queen's Hall and turn left. Tesco is a 5 min walk away on the opposite side of the street.

Note: Scottish licensing laws mean you can't buy alcohol from any shop after 22:00.

Millers Sandwich Bar	Daily 08:00-17:00 18 Hope Park Terrace EH8 9LY +44 (0)131 668 2955 Exit the front of The Queen's Hall and turn right. The sandwich shop/café is on the other side of the first junction (green exterior). Offers block order of a selection of sandwiches to pick up.
----------------------	---

For buyouts:

Greggs	Mon-Fri 07:00-15:00, Sat 08:00-17:00 9 South Clerk Street EH8 9JD Directly opposite front of building.
Snax	Café, all day breakfasts, sandwiches, hot meals. Mon-Fri 07:00-17:00, Sat 07:00-18:00; Sun 07:30-17:00 118 Buccleuch Street EH8 9NQ http://www.snaxcafe.com/menu/ Exit the rear of the building, turn right and Snax is approx. 1 min walk away.
Cult Espresso	Coffee shop Mon-Fri 08:00-18:00, Sat 10:00-18:00, Sun 10:00-17:00 104 Buccleuch Street EH8 9NG http://www.cult-espresso.com/ Next door to Snax.
Wee Boulangerie	French bakery Mon-Sat 09:00-18:00, Sun 09:00-15:00 67 Clerk Street EH8 9JG http://theweeboulangerie.co.uk/wp/ Turn left out of front of building, just past Bonnington's.

10 to 10 Delhi Afro Indian food
 Daily 10:00-22:00
 67 Nicolson Street EH8 9BZ
<https://deliveroo.co.uk/menu/edinburgh/university-of-edinburgh/10-to-10-in-delhi>
 Turn left out of front of building, just past Wee Boulangerie.
 Breakfast, Lunch, Dinner. Takeaway and sit in available

Food & drink: restaurants and takeaways

Rigatoni's Italian lunch, dinner and takeaway
 Mon-Thu 17:00-23:00, Fr/Sat 11:00-23:00, Sun 12:00-22:00
 27 South Clerk Street EH8 9JD
<http://rigatonisqueens.co.uk/menu.html>
To book a table please call 0131 662 0756
 Opposite and slightly to the right as you leave the front of the building.

Noodles and Dumplings Noodle bar, sit in and takeaway
 Tue-Fri 12:00-21:00, Sat/Sun 12:00-22:00
 23 South Clerk Street EH8 9JD
 Opposite and slightly to the right as you leave the front of the building.

Blonde Modern Scottish and European restaurant
Lunch Tue-Sun 12:00-14:30*
Dinner Tue-Sat 18:00-22:00*, Sun/Mon 18:00-21:00*
 *Last Orders
 75 St Leonard's Street EH8 9QR
<http://blonderestaurant.co.uk/>
To book a table please call 0131 668 2917
 Turn left out of front of building, cross road, go down Montague St then turn left at end. Approx 3min walk

Kalpna Traditional vegetarian and vegan Indian restaurant
Lunch (Buffet) Daily 12:00-14:00
Dinner Daily 17:00-22:00
 2-3 St Patrick Square EH8 9EZ
<http://www.kalpnarestaurant.com/menus.html>
To book please call 0131 667 9890 or visit the website www.kalpnarestaurant.com/reservations.php
 Turn left out of front of building and cross road. Located approx. 3min walk away just past Edinburgh Bargain Stores.

Sodaeng Traditional Korean restaurant
Lunch Mon-Sat 12:00-15:00
Dinner Mon-Sat 17:00-21:00
 94 Buccleuch Street EH8 9NH
To book please call 0131 629 1190
 Turn right out of rear of building and cross road. Approx 1min walk away just past Snax café.

- Southpour
Vegetarian friendly bistro
Sun-Thu 10:00-23:00, Fri/Sat 10:00-01:00
1-5 Newington Road EH9 1QR
<http://www.southpour.co.uk/food/>
To book a table please call 0131 650 1100 or visit the website
www.southpour.co.uk/contact/
Turn right out of front of building, cross road and first junction.
Southpour is on corner of next junction approx. 5min walk
away.
- Papa John's Pizza
Pizza takeaway
Sun-Thu 11:30-23:00, Fri/Sat 11:30-01:00
12 South Clerk Street EH8 9PR
<http://www.papajohns.co.uk/>
Turn right out the front of the building, Papa John's is on the
corner of the next junction.
- The Urban Fox
Laid-back fresh, classic Scottish dishes with several vegetarian
and vegan options.
Daily 12:00-22:00
19-21 Causewayside EH9 1QF
www.the-urban-fox.com
Turn left out of back of building, and cross two junctions (past
Summerhall). Approx 3 min walk. Nextdoor to Indaba Deli.
Sit in or delivery.

Marketing Support

We are delighted that you are (thinking of) bringing your show to The Queen's Hall and want to help you sell as many tickets as possible. To support you in doing this we offer the following services included as standard in your hire. **Please note that this is still slightly in flux post-Covid and at this time we're not publishing a printed quarterly brochure or able to offer some of our previous services.** As the situation changes we'll update this document accordingly.

Print

- Poster (A3) and flyer (A5) display within the venue

Online/social media

- Listing on our [website](#)
- Inclusion in our monthly e-newsletter (approx. 24k subscribers)
- Social media posting ([Facebook](#), [Instagram](#), [Twitter](#))
Where practical within our marketing schedule, sharing and/or retweeting of your social media posts which tag The Queen's Hall's accounts as above.
- Co-hosting of a Facebook event (please let us know if you need us to create this)

What we need from you to do this

As soon as your event is confirmed, please send us the following:

- **Copy** for the website entry (100-300 words approx.) preferably in Word format.
- A **hi-res image**, copyright cleared to use online (min size 1440 x 945 pixels). This **must be landscape, supplied as a jpeg** (not pdf) and **not be overwritten with text**
- **ALT text** giving a short description of your image for accessibility
- **A3** posters x **12** maximum
- **A5** flyers x **500** maximum
- **Links** to relevant **social media** accounts
- Any other **relevant promotional links and material** i.e. video, quotes
- Request to co-host Facebook event.

Please ensure that in all print our name is written as The Queen's Hall. Logos available to download here: <http://bit.ly/QHlogos>

Contact us

Emma Mortimore, Marketing & Development Manager
emmam@queenshalledinburgh.org | +44 (0)131 622 7381

Useful local marketing contacts

For the best results, we recommend that you also undertake your own marketing campaign; the following are Edinburgh businesses we used on a regular basis pre-pandemic. Please note that these are suggestions only and we cannot take responsibility for the quality of work, or outcome resulting from, use of third party providers.

Print and distribution

Tempus IME	Grant Laing +44 (0)131 516 5678 grant.laing@tempusime.com www.tempusime.com
Out of Hand Scotland	Flyer/poster print and distribution www.outofhandscotland.co.uk +44 (0)131 661 8122 hello@outofhandscotland.co.uk
Hanging Rock	A2 / A3 poster distribution www.hanging-rock.co.uk

Press and Advertising

For a list of press who are happy to be contacted directly about shows coming to The Queen's Hall, please visit: <https://bit.ly/PressToShare>

For advertising:

The List	Jayne Atkinson +44 (0)7734 320319 jayne.atkinson@list.co.uk www.list.co.uk
The Skinny	Sandy Park +44 (0)131 467 4630 sandy@theskinny.co.uk www.theskinny.co.uk
ArtMag	Christie Dessy +44 (0)131 475 1321 publisher@artmag.co.uk www.artmag.co.uk
Edinburgh Reporter	Phyllis Stephen +44 (0)7791 406498 editor@theedinburghreporter.co.uk www.theedinburghreporter.co.uk

Supplementary Marketing

Solus emails

We currently have an email database of just over 24k. We do not share data, but can send email marketing on your behalf. We value our customers and prefer to tailor emails to past bookers of similar shows, rather than blanket emailing the whole database.

- Email previous bookers of similar shows: £0.10 + VAT per email
- Banner advert in monthly 'What's On' email: £100 + VAT; w: 353 px x h: 135 px
- Inline advert in monthly 'What's On' email: £120 + VAT; max. 50 words + image/logo

We allow a maximum of two adverts per 'What's On' email.

Please contact us if you would like to do this outlining the types of show you would like us to target, and provide an image and copy. We will send you a quote and draft email for your approval before sending.

Flyering

- Inclusion of your flyer with ticket mailouts for other shows: £0.10 + VAT per flyer

We hope to be able to offer further supplementary marketing in the future.

To discuss further, please contact:

Emma Mortimore, Marketing Manager:

emmam@queenshalledinburgh.org | +44 (0)131 622 7381

Once agreed, all costs will be deducted from your final settlement figure.

Covid Protocol

We have undertaken Covid risk assessments.

We have been passed by the local Edinburgh council Covid Officer.

We have been awarded 'Good to Go' status by Visit Scotland.

We are updating our public Covid protocol in line with Scottish Government guidelines.

All customers who buy tickets from The Queen's Hall are sent a pre-show email outlining the current protocol in place at the time of their event and signage around the venue reminds them of what they need to do.

Our protocol for customers is published [on our website here](#).

Further [FAQs are here](#).