



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>Covid Protocol</u>	25
<u>Marketing</u>	26

Main Contacts



Events Manager

Kris Bruce

krisb@queenshalledinburgh.org

+44 (0)131 622 7388



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

+44 (0)131 622 7382

Box Office Manager

Peter Horne

boxofficemanager@queenshalledinburgh.org

+44 (0)131 668 2019

Hall Capacities and stage set-ups

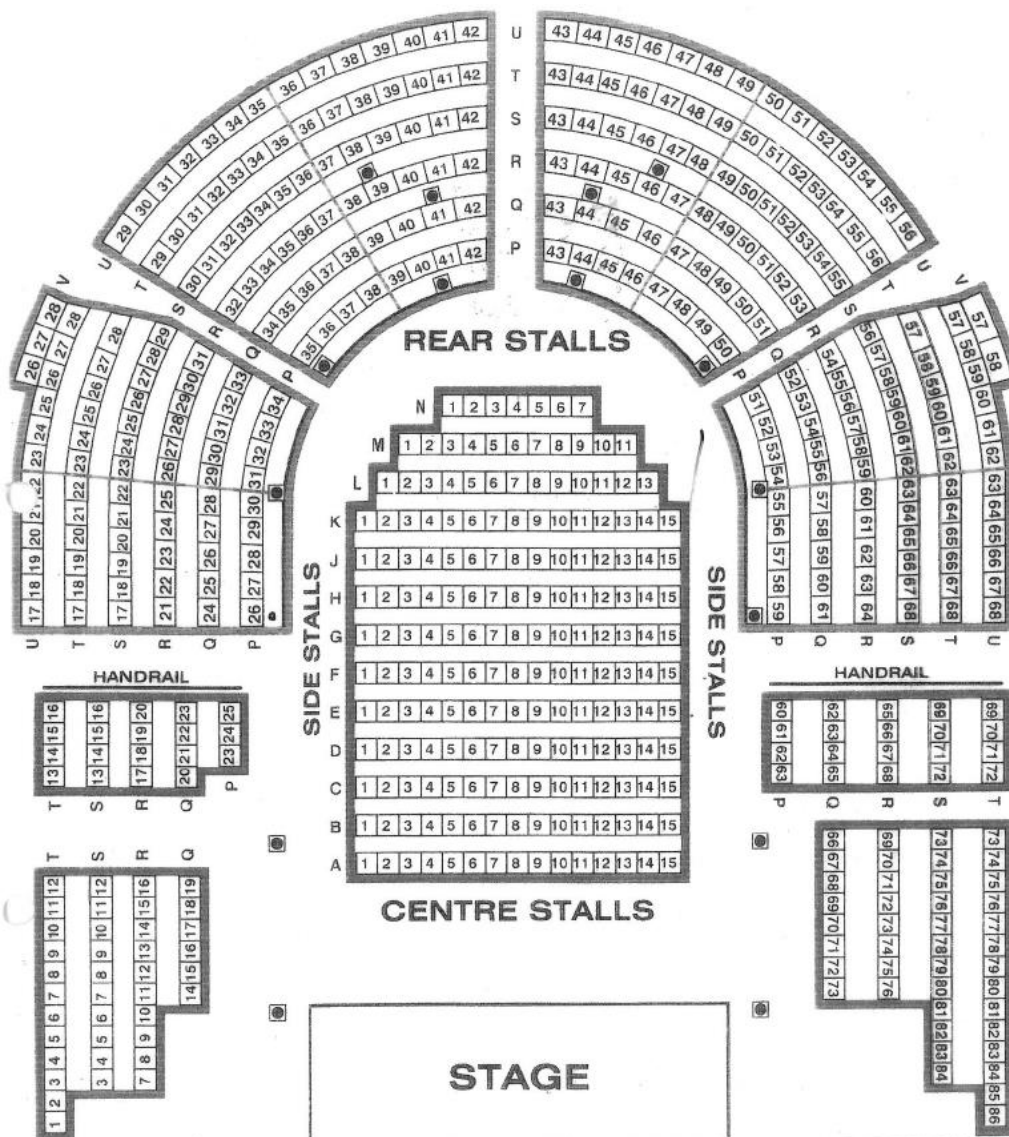
Once we know your exact set-up, we can give you precise numbers. The following is a general guide to The Queen's Hall's overall capacity.

900 Standing

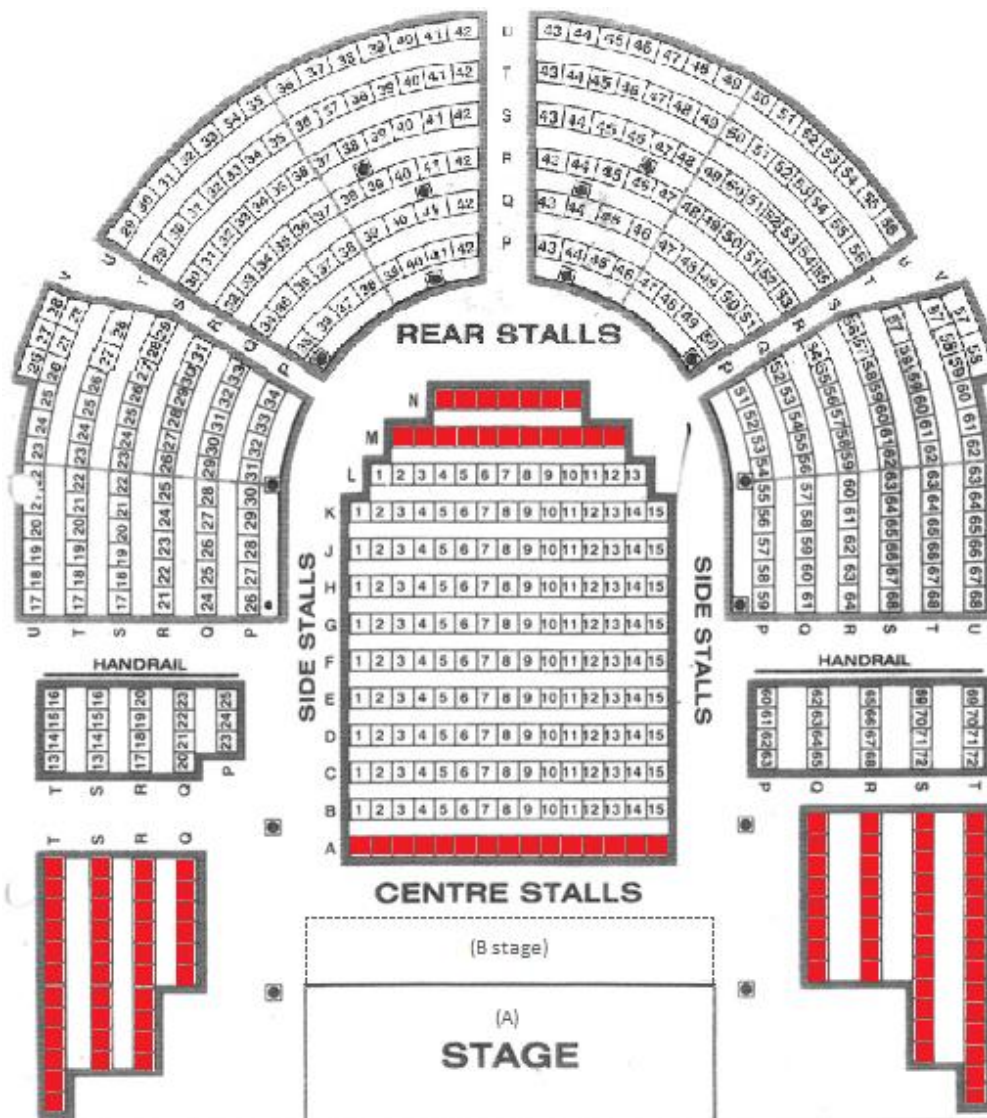
801 seated (inc 107 ltd/non view + 60 standing when seats sold)

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

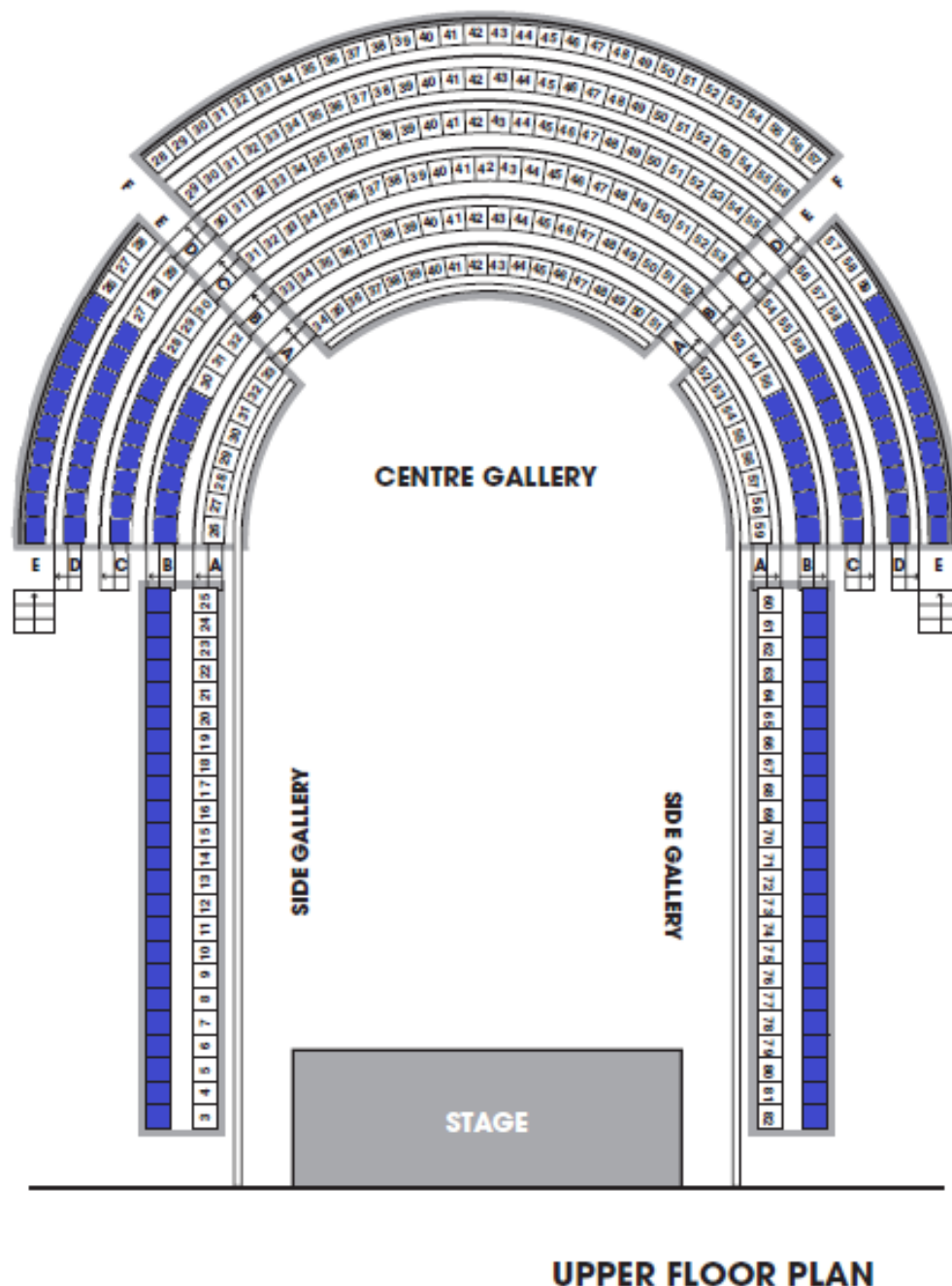
Seating in centre stalls is either rows or tables (cabaret). NB Larger stage floors require the removal of centre stall seats, counted as part of the 107 ltd/non view.







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



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 handrails).



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	<p>Space available in the main corridor. Non-negotiable 15% fee + VAT Please advise as soon as possible if you require a seller, we may be able to provide at a fee of £50+VAT A merch board is provided for display. Four hooks are provided across the top for hanging; pins should be used elsewhere on the board. If you want to display elsewhere, please speak to a member of staff first and do not put blutak on the walls.</p>
Crew	<p>Professional Crew available from Edinburgh Showtec – please ask for a quotation. Must be booked in advance.</p>
Security	<p>None on site – MINIMUM 2 MUST BE BOOKED (G4S)</p>
Barrier	<p>2 bike rack barriers on site, for FOH position only. Stage Barrier - must be hired in</p>
Fire Curtain	<p>No</p>
Stage Risers	<p>Selection available, to be discussed in advance. No extra cost.</p>
Show times	<p>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</p>
Delivery address	<p>Box Office The Queens Hall 85-89 Clerk Street Edinburgh EH8 9JG</p>
Music Shops	<p>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.</p>

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 1.08m 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 001-453 used for in house fixtures.
 In house analogue XLR multicore available when using house PA. In house single Cat6 available for use upon request.
 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.
- 6x Comms boxes with headset units – mixture of single ear and double ear headphone
 Positions located at FOH Control, Upstage Left, Backstage Left, Upstage right, Backstage Right, and Upstairs 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 CEE Form, <u>Or</u> 1x 63a 3phase and 3x 63a single phase CEE Form, Located 8m cable length off stage left
Backline power	2x 13amp sockets on upstage wall 1x 16amp socket upstage left 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 Allen & Heath D-Live C3500
 Allen & Heath CDM48 Mix Rack (48in, 24 returns)
 Yamaha LS9-32
 Stage box upstage Left wired to FOH position (23in, 6 returns)

Multicore Cat6 drum and cable run from Stage to FOH
 23 channel analogue xlr inputs + 8 xlr returns

PA Downstairs:
 2 pairs Nexo Geo S1230 main – ground stack
 1 pair Nexo S2 Subs – ground stack
 1 pair Nexo PS8 outfill - flown

 Gallery:
 1 pair Nexo Geo S1230 main - flown upstairs
 1 pair Nexo PS8 outfill - flown upstairs

 Monitors/front fills:
 6x Nexo PS15
 4x Nexo PS10 (often used as out/front fills)

 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 – flown outfills
 QSC 4 channel – monitors/outfills (total 4 mixes)

Mics 8x SM58
 2x Beta58
 8x SM57
 4x Beta57
 6x AKG C451
 4x Beta98
 2x E906
 1x Beta91
 1x Shure B52
 2x DPA 4099P with Piano mount
 4x DPA 4099 with violin mounts
 7x BSS DI boxes

Stands 19x Tall tripod mic stands
 9x Short tripod mic stands
 1x Tall Round base mic stand
 1x Bass drum mic stand

 20x Black solid music stands

Piano	Steinway D Full size Grand Piano 2001
	Steinway D Full size Grand Piano 2014 (only used for classical)
	Kemble Upright Piano
	3x adjustable piano stools
Misc	CD player
	50 x black armless chairs
	1x wooden, soft seated bar stool
	5x Tall barstools with backrest
	Conductor's podium – 1.3m x 0.68m x 0.23m (with back rail and carpet)
	Drum carpet 8' x 5'
	4x 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 FOH position
 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
 10 - ParNel *
 4 - 14deg Source 4 Profile *
 4 - 19deg Source 4 Profile *
 (* - Upon request only)

Gels available in a range of colours

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.

If any house fittings are wished to be removed, this **must** be discussed in advance but please note that a complete strip of the truss is not possible, thus available weight is much lower.

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 often possible, please advise weights in advance of show day to confirm.

Max height for a backdrop is 7.5m.



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

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 Supermarket	<p>Mon-Sat 07:30-22:00; 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.</p>
Sainsbury's Local	<p>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.</p>
Tesco Metro	<p>Mon-Sat 06:00-00:00; Sun 07:00-20:00 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.</p>
Co-op	<p>Daily 07:00-22:00 49 S Clerk St, Newington, Edinburgh EH8 9NZ Exit the front of The Queen's hall and turn right. Cross diagonally at the junction walk about a minute, just past Kings Hall.</p>

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

Millers Sandwich Bar	<p>Mon-Fri 08:30-16:00; Sat 09:00-16:00 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.</p>
----------------------	---

For buyouts:

Greggs	<p>Mon-Fri 06:30-15:00; Sat 07:00-15:00 9 South Clerk Street EH8 9JD Directly opposite front of building.</p>
Snax	<p>Café, all day breakfasts, sandwiches, hot meals. Daily 08:00-15:00 118 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.</p>
Cult Espresso	<p>Coffee shop Daily 09:00-17:00 104 Buccleuch Street EH8 9NG http://www.cult-espresso.com/ Next door to Snax.</p>

Edinburgh Coffee Cake	<p>Café Sit in or takeaway Mon-Sat 09:00-18:00 18 South Clerk St, Edinburgh, EH8 9PR http://edinburghcoffeecake.com/ Exit front of the building turn right and cross straight over at the junction. About 2min walk</p>
Wee Boulangerie	<p>French bakery Daily 08:45-18:00 67 Clerk Street EH8 9JG http://theweeboulangerie.co.uk/wp/ Turn left out of front of building.</p>

Food & drink: restaurants and takeaways

10 to 10 Delhi	<p>Afro Indian food Daily 11:00-22:00 67 Nicolson Street EH8 9BZ https://www.10to10takeaway.co.uk/order Takeaway Delivery Dine-in</p>
Rigatoni's	<p>Italian lunch and dinner, and takeaway Wed-Sun 17:00-22:00 27 South Clerk Street EH8 9JD https://rigatonis.co.uk/contact/ <i>To book a table please call 0131 662 0756 or book online</i> Opposite and slightly to the right as you leave the front of the building.</p>
Noodles and Dumplings	<p>Noodle bar, sit in and takeaway Mon-Tue 12:00-21:00, Thur-Sun 12:00-21:00 23 South Clerk Street EH8 9JD <i>Dine-in Takeaway</i> Opposite and slightly to the right as you leave the front of the building.</p>
Blonde	<p>Modern Scottish and European restaurant <u>Lunch</u> Tue-Sun 12:00-14:30* <u>Dinner</u> 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/ <i>Dine-in only. To book a table please call 0131 668 2917</i> Turn left out of front of building, cross the road, go down Montague St then turn left at end. Approx 3min walk</p>

Kalpna	<p>Traditional vegetarian and vegan Indian restaurant Daily 12:00-22:30 2-3 St Patrick Square EH8 9EZ http://www.kalpnarestaurant.com/menus.html <i>To book please call 0131 667 9890 or visit the website</i> Turn left out of front of building and cross the road. Located approx. 3min walk away just past Edinburgh Bargain Stores.</p>
Papa John's Pizza	<p>Pizza takeaway Sun-Thu 11:00-23:30, Fri/Sat 11:00-01:00 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.</p>
The Urban Fox	<p>Laid-back fresh, classic Scottish dishes with several vegetarian and vegan options. Mon-Sat 10:00-22:00; Sun 10:00-16:00 19-21 Causewayside EH9 1QF www.the-urban-fox.com <i>Dine-in only. To book a table visit website</i></p>
Soi38	<p>Authentic Thai Street Food Daily 13:00-22:00 38 Clerk St, Newington, Edinburgh EH8 9HX https://www.soi38.co.uk/ <i>Dine-in Takeaway</i></p>

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.

Further [FAQs are here](#).

Marketing Support

(Updated June 2022)



We are delighted that you're 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 and optional extras. Please note: we don't deliver marketing plans for individual shows. Charges for any optional services will be taken from your final settlement figure.



Your event listing

To list your event on our website, we will require the following:

- A **landscape orientation image**. This could be a photograph, illustration or graphic and should not contain text if it can be avoided. Minimum dimensions: 1440 x 945 px. File format: PNG or JPEG.
- **Event description text**. No more than 300 words.
- We can also include **pull-out quotes** and **embedded YouTube content** if desired.



Print

We have street-facing and internal locations around our venue for print materials. We'll accept:

- Up to 10 **A3 posters**.
- Up to 200 **A5 flyers**.

Please ensure that our venue name is always written as: **The Queen's Hall**. [Download our logos here](#). Our postal address can be found on the next page.



Social media

- **Tag** our social media accounts in your posts and we will retweet/share.
- We create social media content for all shows when they are announced and in the run up to the performance. Please **send us any publicity photos or graphics** you have for your event so we can use these in our output.
- If you choose to set up a **Facebook Event**, please add The Queen's Hall as a co-host.
- We can produce one **Facebook/Instagram paid advert** for your show. Please reach out to discuss your budget for this. Minimum spend: £100.
- You can request access to our **Meta Ads Manager account** if you'd rather create an advert yourself.



Our monthly newsletter

We have over 29,000 subscribers and email them about new shows at the beginning of every month.

- We'll include your show in the body text of the newsletter free of charge.
- Highlight your show with a **banner advert** for £100 + VAT. 620 x 148 px.
- Highlight your show with an **inline advert** for £120 + VAT. Max. 50 words + image/logo.



Solus emails

We don't share customer 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 our entire database.

- We can send a solus email for your show for £0.10 + VAT per customer emailed.
- For this, we require at least one image and up to 300 words of marketing copy.

Useful local contacts

For the best results, we recommend that you also undertake your own marketing campaign. The following are Edinburgh businesses we use on a regular basis. Please mention The Queen's Hall when booking for the best rates.

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

- **Hanging Rock** A2 /A3 poster print & distribution | hanging-rock.co.uk | bobby@hanging-rock.co.uk
- **Take One Media** Leaflet distribution | takeonemedia.co.uk | +44 (0)7920 077612 | takeone@takeonemedia.co.uk
- **Tempus IME** Printing | tempusime.com | +44 (0)131 516 5678 | richard.skedd@tempusime.com
- **Out of Hand Scotland** Flyer/poster print & distribution | outofhandscotland.co.uk | +44 (0)131 661 8122 | hello@outofhandscotland.co.uk

Print and digital advertising

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

Press contacts

You can access a list of journalists who are happy to be contacted directly about shows coming to The Queen's Hall [here](#).

To discuss further, please get in touch with our marketing team:

Adam Knight, Marketing Officer: adamk@queenshalledinburgh.org +44 (0)131 589 2998

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

The Queen's Hall, 85-89 Clerk St, Edinburgh EH8 9JG