



The Queen's Hall Edinburgh  
85–89 Clerk Street  
Edinburgh  
EH8 9JG  
0131 668 3456  
[www.thequeenshall.net](http://www.thequeenshall.net)

# Hall Specifications



360° views can be seen at <http://www.thequeenshall.net/tour/>

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## **Main Contacts**



### **Operations Manager**

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### **Box Office Manager**

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### **Duty Manager**

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## Hall Capacities and stage set-ups

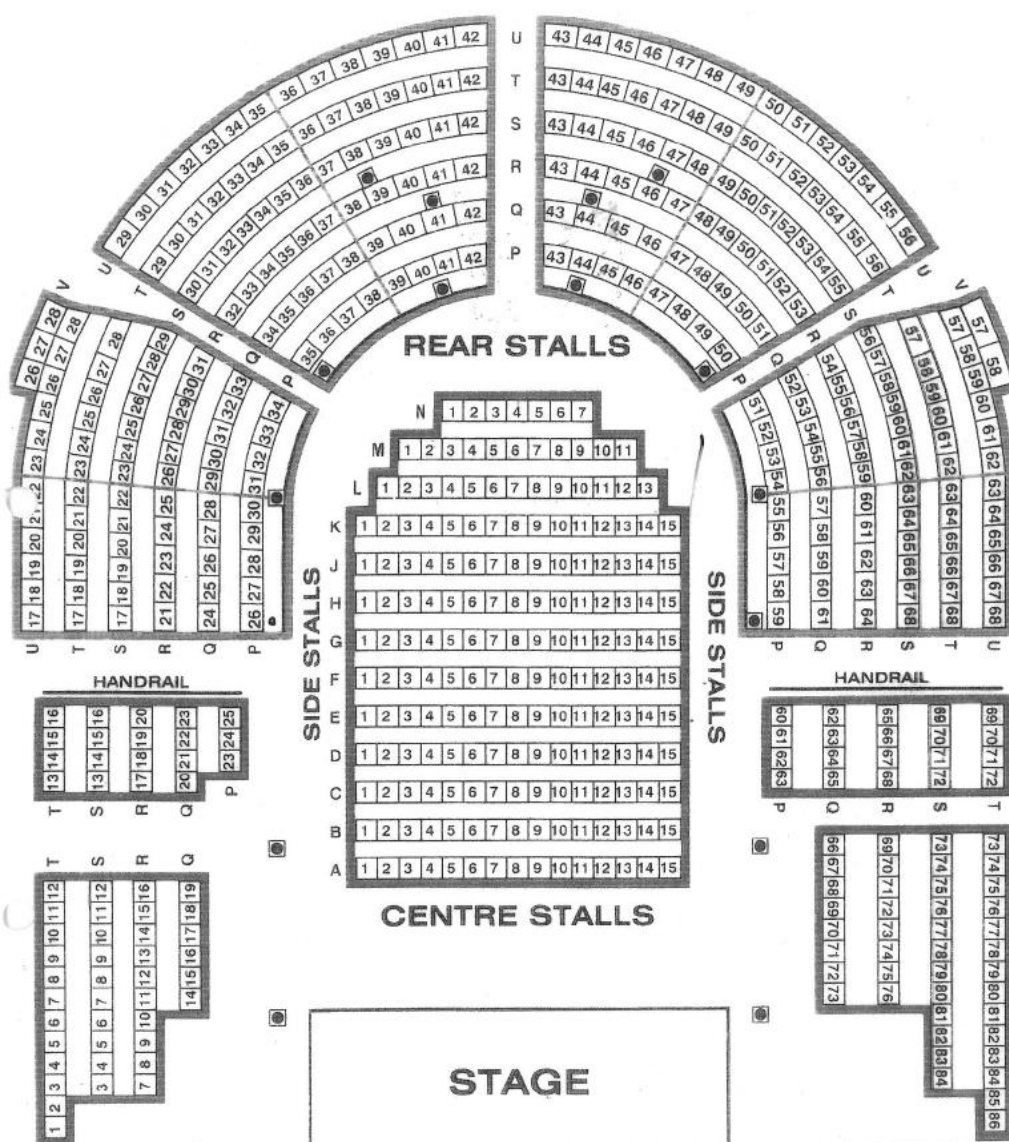
Once we know your exact set-up we can give you precise numbers. The following is a general guide to The Queen's Hall's overall capacity.

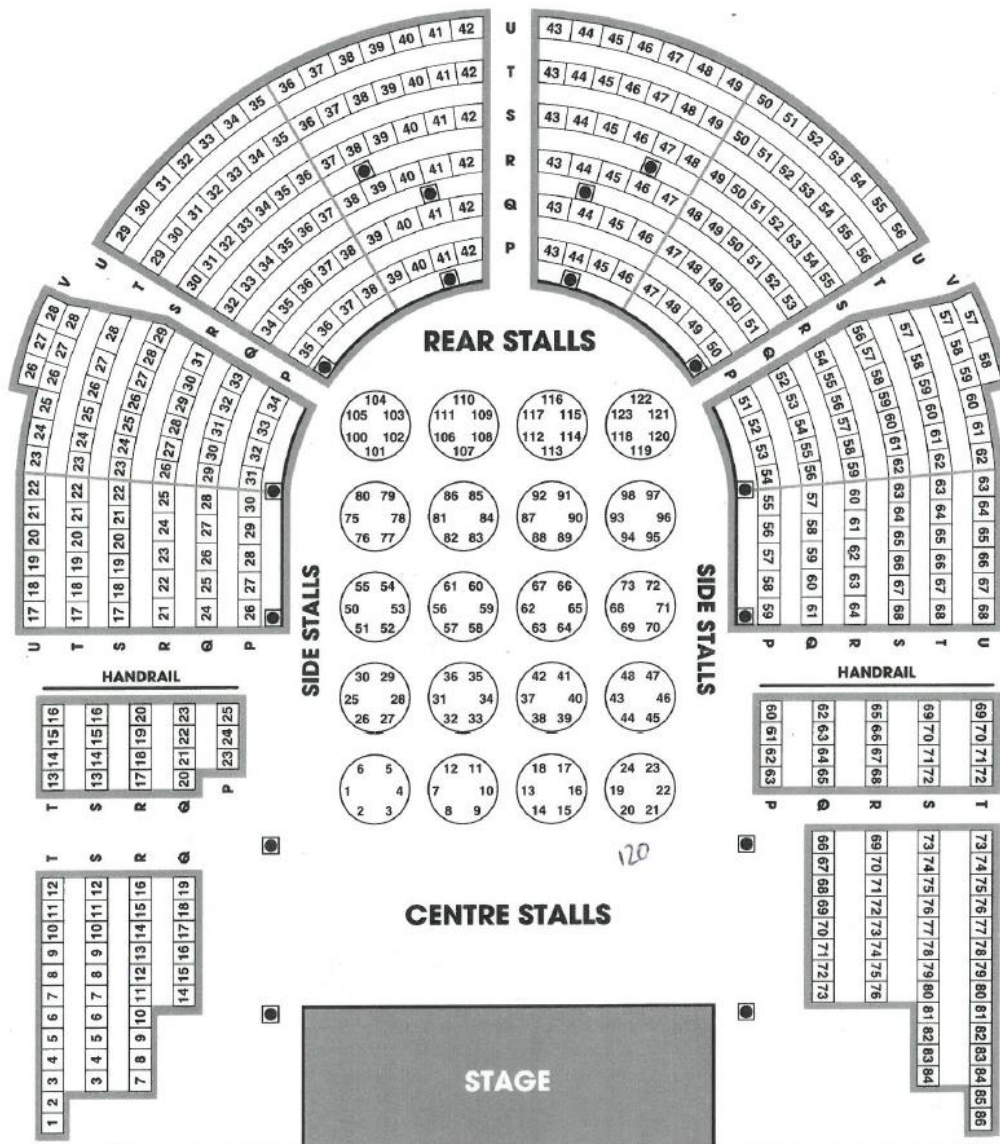
900 Standing

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

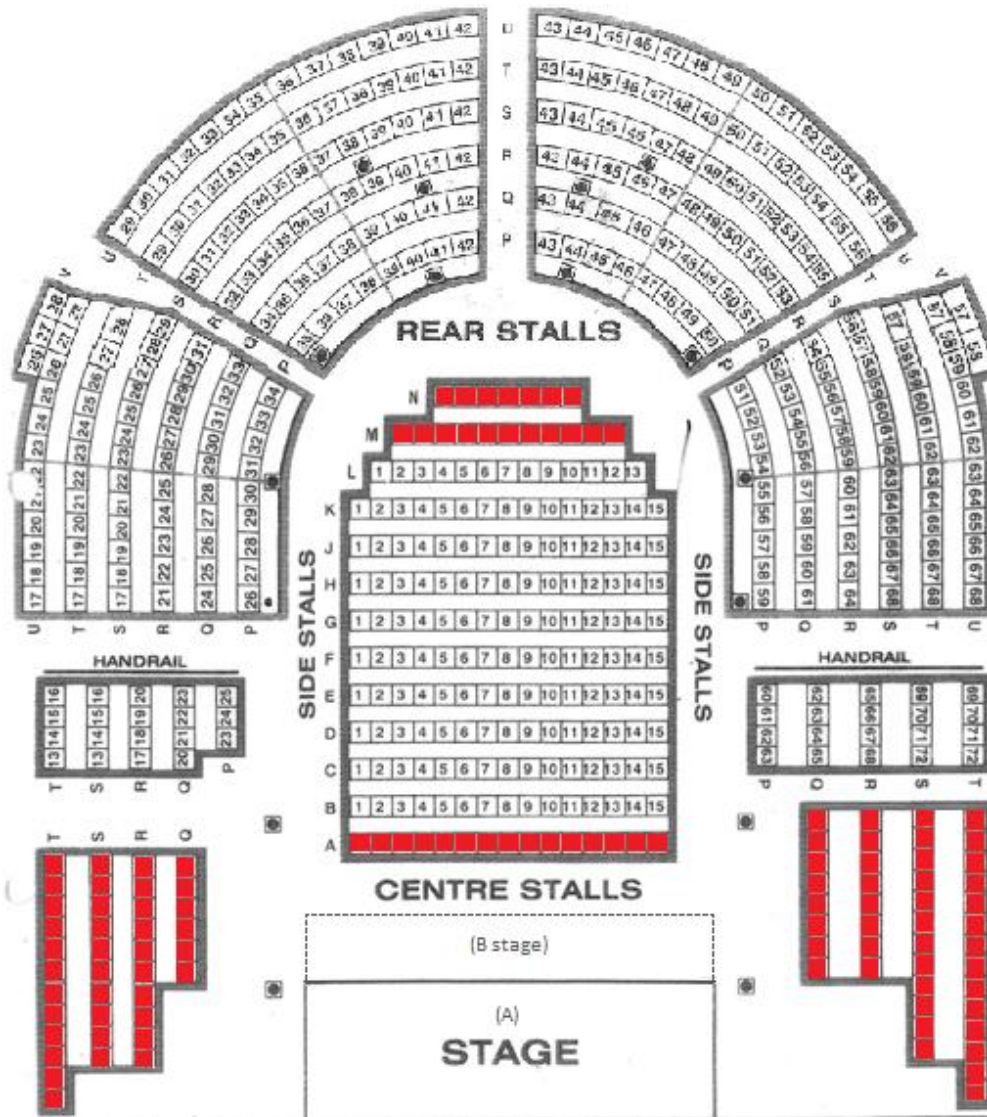
773 cabaret seating (inc 107 ltd/non view + 60 standing when sold out)

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.

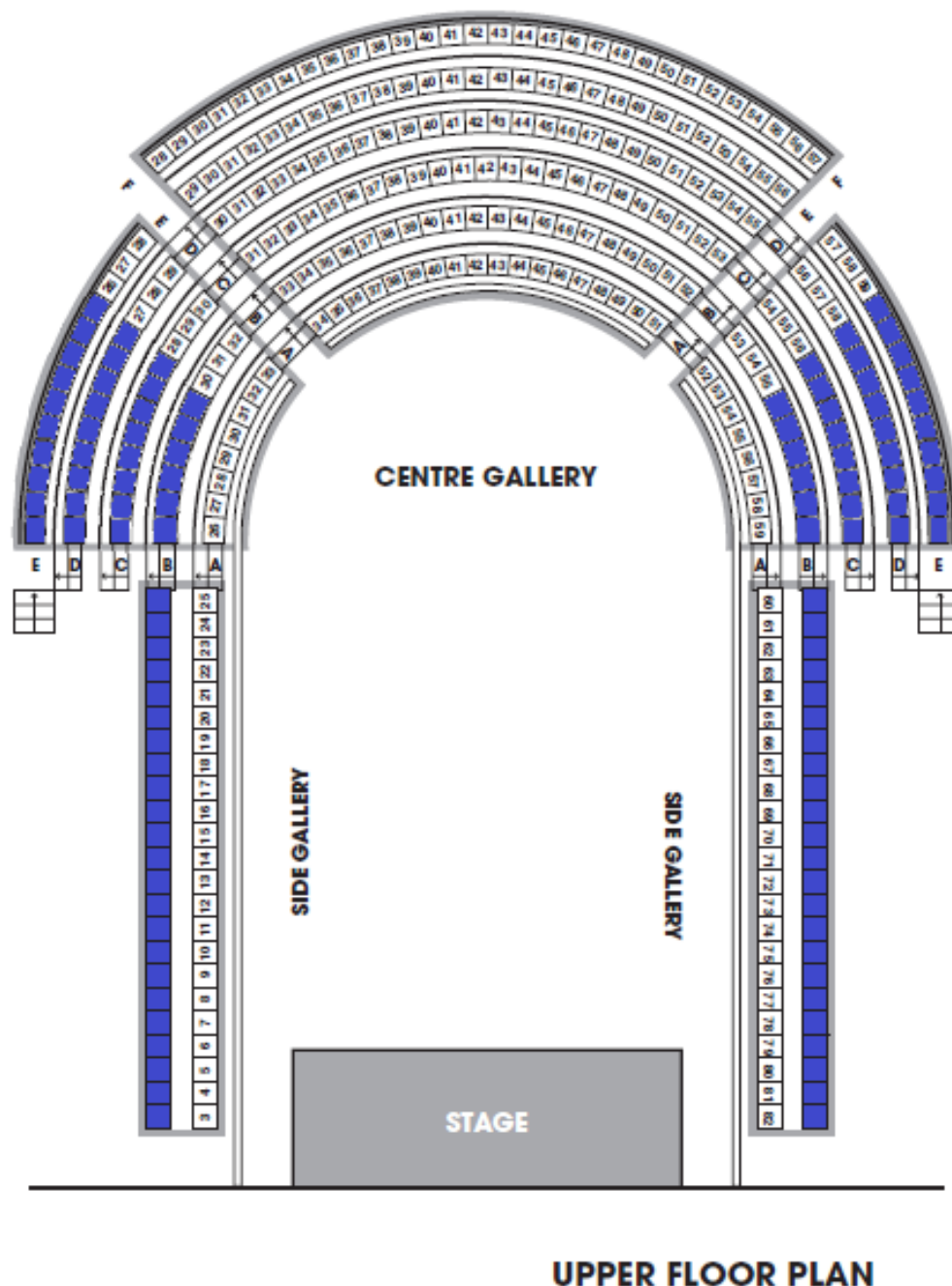








View of **Seats off sale** for B stage  
with FOH mixer position and side stalls out.



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**

Dressing 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 telephone access and internet port.  
**Outgoing phone calls will not be charged for if kept within reason** - if in doubt, please ask a member of staff before making the call.  
Production line number 0131 668 4327

WiFi      Backstage: Domain: THEQUEENSHALL; Password: queenshall  
Public WiFi also available throughout the building.

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	<a href="#">Scayles</a> is within a 3 minute walk of the venue, and <a href="#">Varsity Music</a> within a 10 minute walk. For electricals, <a href="#">Euronics</a> 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  
5m 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 (8m in height)

Stage risers LiteDeck Toplock, **must** be arranged in advance

6x 8'x4'

4x 4'x4'

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

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.

We can offer 13amp power upon arrival run from the front of the building.

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. This includes for shore power.

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	24 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 - flown</p> <p>1 pair Nexo PS8 outfill - flown</p> <p>1 pair Nexo S2 Subs - ground</p> <p>Gallery:</p> <p>1 pair Nexo Geo S1230 main - flown upstairs</p> <p>1 pair Nexo PS8 outfill - flown upstairs</p> <p>Monitors/front fills:</p> <p>6x Nexo PS15</p> <p>4x Nexo PS10</p> <p>Nexo NX242 digital System controller</p> <p>Camco Vortex 6 amplifier - main</p> <p>Camco Vortex 6 amplifier - subs</p> <p>Camco Vortex 4 amplifier - monitors</p> <p>Nexo PS15TD Controllers</p> <p>Nexo PS10TD controller</p> <p>Nexo PS8TD controller</p> <p>QSC 4 channel - outfills</p> <p>QSC 4 channel - monitors (4 mixes)</p> <p>AudioTechnica UHF Antenna distribution system with 4 receivers 840 – 865MHz range.</p> <p>2x Audio Technica 3000 series, handheld mic</p> <p>2x Audio Technica 3000 series, lapel mic</p> <p>7x SM58</p> <p>6x SM57</p> <p>6x AKG C451</p> <p>1x Shure B52</p> <p>2x DPA 4099P Piano mics</p> <p>7x BSS DI boxes</p> <p>16x Tall mic stands</p> <p>8x Short mic stands</p> <p>1x Bass drum mic stand</p> <p>8x Silver fold up music stands</p> <p>2x Black fold up music stands</p> <p>20x Black solid music stands</p> <p>Approx. 34x wooden music stands</p>
Piano	<p>Steinway D Full size Grand Piano 2001</p> <p>Steinway D Full size Grand Piano 2014 (only used for classical)</p> <p>3x Piano stools</p>

## Misc

CD player

50 x black armless chairs

20 x black music stands

1x wooden, soft seated bar stool

1x wooden, hard seated bar stool

Conductor's podium – 1.3m x 0.68m x 0.23m (with back rail)

Drum carpet 8' x 5'

3x square wooden top table 68cm<sup>2</sup> x 74cm high

Black cloth varying sizes

3x bike rack barriers for FOH position for standing shows

## **Lighting**

Control	Chamsys MQ40N Fat Frog Zero88 2x Wireless control box for house lights 1 DMX 512 universe in house with channels 1-36 and 105-229 used for in house fixtures. DMX in, at FOH position and DMX in and out, off stage right with approx. 8m cable run to stage.
Dimmer rack	36 channel ADB Eurorack 50
Fixtures	34 - ParNels 4 - 14deg Source 4 Profile 4 - 19deg Source 4 Profile 1 - 25deg to 50deg Source 4 Zoom 4 - ETC Source 4 Revolutions (31 channel mode) Located on the FOH bar Gels available in a range of colours  Please be advised we have no designated follow spot positions available. If follow spots are required please discuss this with us <b>before going on sale</b> . 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.  No in house hazer.
Circuits	24 channels spread across overhead/stage truss 6 channels on balcony side bars, paired across 4 channels for house light control

### **Note:**

No access to grid for focusing when at dead height. Fixtures to be pre-focused before flying grid out. Source 4 Revolutions used for accurate spot focus from front.

## **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 the 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 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 1.9tonne UDL (2.5tonne with house fittings removed from truss).  
If house fitting are wished to be removed, this **must** be discussed in advance.

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







Café 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](mailto:edinburghdispensation@nslservices.co.uk)

Alternatively, we can apply for this on your behalf, subject to an admin fee. Contact Iain McQueen [iainmcq@queenshalledinburgh.org](mailto: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) 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](http://www.pringlescoachpark.com)

Contact - Jim Ballantyne: +44 (0)7770 991916 | [jim@pringlescoachpark.com](mailto: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](mailto: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.
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For buyouts:

Greggs	Mon-Fri 07:00-17:00, 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 <a href="http://www.snaxcafe.com/menu/">http://www.snaxcafe.com/menu/</a> Exit the rear of the building, turn right and Snax is approx. 1 min walk away.
Breakfast Club	Breakfast and lunch. Mon-Sat 07:00-15:00, Sun 08:00-15:00 117-119 Buccleuch Street EH8 9NQ Same location and menu as Snax above.
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 <a href="http://www.cult-espresso.com/">http://www.cult-espresso.com/</a> Next door to Snax.

Bonnington's Eaterie	Coffee, sandwiches, soup, panini Daily 08:00-16:00 75 Clerk Street EH8 9JG Next door but one as you turn left out of the front of the building
Wee Boulangerie	French bakery Mon-Sat 09:00-18:00, Sun 09:00-15:00 67 Clerk Street EH8 9JG <a href="http://theweeboulangerie.co.uk/wp/">http://theweeboulangerie.co.uk/wp/</a> 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 <a href="https://deliveroo.co.uk/menu/edinburgh/university-of-edinburgh/10-to-10-in-delhi">https://deliveroo.co.uk/menu/edinburgh/university-of-edinburgh/10-to-10-in-delhi</a> Turn left out of front of building, just past Wee Boulangerie. Breakfast, Lunch, Dinner. Takeaway and sit in available
Indaba Deli	Spanish and South African food Mon-Fri 09:00-19:00, Sat 10:00-19:00, Sun 10:30-17:00 17 Causewayside EH9 1QF <a href="http://www.indabadeli.com">www.indabadeli.com</a> Turn left out of back of building and cross two junctions (past Summerhall). Approx 3 min walk. Sit in or takeaway, stews, sandwiches and tapas.

### 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 <a href="http://rigatonisqueens.co.uk/menu.html">http://rigatonisqueens.co.uk/menu.html</a> <i>To book a table please call 0131 662 0756</i> 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 <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 <a href="http://blonderestaurant.co.uk/">http://blonderestaurant.co.uk/</a> <i>To book a table please call 0131 668 2917</i> Turn left out of front of building, cross road, go down Montague St then turn left at end. Approx 3min walk

- O Canto Do Passarinho** Traditional Portuguese restaurant  
 Tue-Thu 13:00-22:30, Fri-Sun 13:00-23:00  
 Friday – Sunday 1pm – 11pm  
 93 St Leonard's Street EH8 9QY  
<http://www.ocantodopassarinho.co.uk/menu.html>  
*To book a table please call 0131 667 0217 or email [reservations@ocantodopassarinho.co.uk](mailto:reservations@ocantodopassarinho.co.uk)*  
 Turn left out of front of building, cross road, go down Montague St then turn right 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](http://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/](http://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.
- Illegal Jack's** Award-winning Tex Mex  
 Daily 12:00-22:00  
 44-45 St Patrick Square EH8 9ET  
[www.illegaljacks.co.uk](http://www.illegaljacks.co.uk)  
 Turn left out of front of building and walk until you come to small grassed square, turn left at far end. Approx 3 min walk.  
 Sit-in and takeaway.

**The Southern Bar**

Burgers, ribs, salads, small plates and breakfasts

Daily 10:00-00:00 (late Fri/Sat)

22-26 South Clerk Street EH8 9PR

<http://www.thesouthern.co.uk/>

Turn right out of front of building. The Southern is just past the next junction approx. 2 min walk away.

**Summerhall Kitchen**

Chinese takeaway

Daily 17:00-23:00

9 Summerhall Place EH9 1QE

[www.summerhallkitchen.co.uk](http://www.summerhallkitchen.co.uk)

Turn left out of rear of building, straight over first set of lights past Summerhall. Takeaway located just after Summerhall Square approx. 3min walk away.



## Marketing Support (updated April 2018)

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.

### Print

- Inclusion in our quarterly brochure (subject to print deadlines) – 10k distribution
- Poster (A3) and flyer (A5) display within the venue

### Online/social media

- Listing on our [website](#)
- Inclusion in our e-newsletter x 2:  
1 when tickets go on sale; 1 in the month prior to your event
- [Facebook](#) posts x 2 and [Instagram](#) posts x 2:  
1 (each) when tickets go on sale; 1 (each) closer to your event
- On average [2 tweets](#) per month
- 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.

### What we need from you to do this

Please check this even if you've done an event with us before as we have different requirements for our new website. As soon as your event is confirmed, please send us the following:

- **100 words** of copy
- **50 words** of copy
- A minimum of **2 hi-res images**, copyright cleared to use in print and online (min size 1440 x 965 pixels). One **must be landscape** and all images **must be supplied as a jpeg** (not pdf) and **not be overwritten with text**
- **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, press releases, reviews etc.

Please ensure that in all print our name is written as The Queen's Hall. Logos available to download here: <http://bit.ly/2Gnxbsb>

### Contact us

Emma Mortimore, Marketing Manager

[emmam@queenshalledinburgh.org](mailto:emmam@queenshalledinburgh.org) | +44 (0)131 622 7381

Jacquie Ewens, Marketing Officer

[jacquiee@queenshalledinburgh.org](mailto:jacquiee@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 all Edinburgh businesses we use on a regular basis. 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

Out of Hand Scotland	Flyer/poster print and distribution <a href="http://www.outofhandscotland.co.uk">www.outofhandscotland.co.uk</a> ; Paul Renwick: +44 (0)131 661 8122; <a href="mailto:paul.renwick@outofhandscotland.co.uk">paul.renwick@outofhandscotland.co.uk</a>
Hanging Rock	A3 poster distribution <a href="http://www.hanging-rock.co.uk">www.hanging-rock.co.uk</a> Bobby Agent: +44 (0)131 558 3146 <a href="mailto:bobby@hanging-rock.co.uk">bobby@hanging-rock.co.uk</a>
Take One Media Scotland	Flyer/poster distribution <a href="http://takeonemedia.co.uk/contact-us/take-one-scotland/">http://takeonemedia.co.uk/contact-us/take-one-scotland/</a> Bob Burns, Business Development Manager +44 (0)131 440 9444; <a href="mailto:bob.burns@takeonemedia.co.uk">bob.burns@takeonemedia.co.uk</a>
Events Armoury	Flyer/poster design and print; <a href="http://www.eventsarmoury.com">www.eventsarmoury.com</a> +44 (0)131 667 8888; <a href="mailto:sales@eventsarmoury.com">sales@eventsarmoury.com</a>
City Centre Posters	60x40 outdoor poster display, lamppost wraps <a href="http://www.citycentreposters.co.uk">www.citycentreposters.co.uk</a> ; Steve Gent, Scotland Account Manager: +44 (0)131 553 5135   <a href="mailto:steve@jack-arts.co.uk">steve@jack-arts.co.uk</a>

### Press and Advertising

The Scotsman Evening News	Martin MacNamee +44 (0)131 311 7252 <a href="mailto:martin.macnamee@jpress.co.uk">martin.macnamee@jpress.co.uk</a> <a href="http://www.jpress.co.uk">www.jpress.co.uk</a>
The Herald/Sunday Herald Evening Times	<a href="http://advertising.heraldandtimeslabs.com/contact/">http://advertising.heraldandtimeslabs.com/contact/</a> <a href="http://www.heraldscotland.com/author/journalists">www.heraldscotland.com/author/journalists</a>
Daily Record Sunday Mail	Scott Fraser +44 (0)1506 529554 <a href="mailto:scott.fraser@trinitymirror.com">scott.fraser@trinitymirror.com</a> <a href="http://www.mediascotlandsolutions.co.uk">www.mediascotlandsolutions.co.uk</a>
(NB We don't get The Mail on Sunday in Scotland)	
The List	Jakob Van den Berg +44 (0)131 550 3099 <a href="mailto:jakob.vandenberg@list.co.uk">jakob.vandenberg@list.co.uk</a>   <a href="http://www.list.co.uk">www.list.co.uk</a>
The Skinny	Sandy Park +44 (0)131 467 4630   <a href="mailto:sandy@theskinny.co.uk">sandy@theskinny.co.uk</a> <a href="http://www.theskinny.co.uk">www.theskinny.co.uk</a>
Forth Radio	Oona McGinnis +44 (0)131 475 1321 <a href="mailto:oona.mcginis@forthradio.com">oona.mcginis@forthradio.com</a>

## Supplementary Marketing

### Print Brochure advertising

Subject to print deadlines and pagination, full and half-page adverts are available in our full-colour A5 listings brochure (10k copies distributed to 120 venues across Edinburgh).

- Half page: £250 + VAT (dimensions: w: 148mm x h: 105mm)
- Full page: £400 + VAT (dimensions: w: 148mm x h: 210mm)

Please supply artwork as a hi-res pdf.

Alternatively we can design your advert for you for an additional £50 + VAT.

**Advert costs will be invoiced at time of booking.**

### Solus emails

We currently have an email database of just over 15k. 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.

### Flyering

- Inclusion of your flyer with ticket mailouts for other shows: £0.10 + VAT per flyer
- Exit flyering at suitable shows: £20 + VAT flat rate per show

### 60 x 40 poster display

Subject to space we can display a 60x40 vinyl wall panel in our bar in the weeks leading up to your event. You can send a poster (see below) or send artwork (hi-res pdf h: 60 inches w: 40 inches, to include a 6 inch space at top for fold for hanging) for us to print locally.

- Print: £85 + VAT
- Display: £20/week + VAT

**Please do not send a poster without confirming with us first, as we may not have room to display it.**

### To discuss further, please contact:

Emma Mortimore, Marketing Manager:

[emmam@queenshalledinburgh.org](mailto:emmam@queenshalledinburgh.org) | +44 (0)131 622 7381

Jacquie Ewens, Marketing Officer:

[jacquiee@queenshalledinburgh.org](mailto:jacquiee@queenshalledinburgh.org) | +44 (0)131 622 7386

**Once agreed, all costs (except advertising) will be deducted from your final settlement figure.**