



Additional technical & production information when hiring the Royal Festival Hall auditorium, Queen Elizabeth Hall and Purcell Room

HALL CAPACITIES

RFH.	Capacity: 2,788 (2,554 without choir stalls)
QEH.	Capacity: 913
Purcell Room.	Capacity: 367 (295 with extended stage)

Inclusive with each auditorium are:

- Backstage areas and dressing rooms
- Basic standing lighting rig (details on request)
- Use of a cyclorama and / or black stock
- Small PA (suitable for announcements/ talks)
- Two technicians – one of whom will be stage and the other may be lighting/sound/AV or stage depending on your events needs. A Production Manager will also be allocated to arrange and oversee production requirements.
- All additional equipment /staffing are subject to **Production Charges**, details available on request.

Production staffing

The services of the technicians are available between the hours **of 07.00 and 00.00 (midnight.)** Costs will be incurred for overnight working. Overnight working commences at midnight. You may also incur taxi costs for staff working till 23:00 and beyond.

Please note that technical staff have specific areas of expertise, eg lighting/sound/stage etc. Once staff have been specified, any additional staff required will be charged. Advice on the levels of staffing required is available from the production department.

Hirers are advised to note that the inclusive technicians are not necessarily sufficient to stage their event effectively, particularly on larger productions or where blacks/cybs need to be rigged or lighting changed.

As part of Southbank Centre's Health and Safety policy, a minimum of one electrician and one Production Manager or Technical Supervisor must be on site for any post show or overnight get-out.

Approved and in-house technical contractors

Southbank Centre has a list of approved contractors for sound, lighting, AV, crewing and rigging available on request from the Production Department. These contractors have all proven compliance with Southbank Centre codes of practice and Health and Safety Policy. Details on application for approved status are also available from the Production Department.

Health and safety

It is the responsibility of all Hirers to ensure that **ALL** electrical equipment (including trailing leads), brought into Southbank Centre premises at the Hirer's behest, have a current **PAT** test and are clearly labelled as such. Any rigging or access equipment supplied by the Hirer must have current certification and copies of such certificates must be forwarded to the Production Manager upon signing of contract. Any rigging undertaken on Southbank Centre premises must adhere to the current Southbank Centre codes of practice and guidelines. Your Production Manager will be pleased to assist with any queries in relation to the above. External companies providing equipment and or services on an event should be able to produce method statements and risk assessments for all activities undertaken at Southbank.

Lighting

In all auditoria, standard white concert lighting is included. The Royal Festival Hall, Queen Elizabeth Hall and Purcell Room all have standing production lighting rigs. Please contact the Production Department for details of these standing rigs, and lighting packages available in each of the venues. **Please note that the minimum 2 person crew included with each venue may not be sufficient to cover any focussing/ adjustments specific to your event.** Such work must be discussed in advance.

In particular, Hirers using the **Purcell Room** should bear in mind that alterations to the lighting rig will necessitate four lighting staff for health and safety reasons.

Sound

All auditoria have basic installed sound systems suitable for light amplification of speech and music. A full range of more comprehensive sound systems are available. Please contact the Production Department for full details of all packages and costs.

Rigging

All rigging work will be subject to the supervision of the In-House Contractor whose role is to ensure work meets Southbank Centre requirements. Please note that **all rigs will be checked for safety and need to adhere to the health and safety rigging regulations.** For advice, please contact the Production Manager.

All in-house equipment may only be operated by in-house staff or approved contractors.

All Southbank Centre Codes of Practice, approved contractors, technical specs etc are available either as hard or electronic copies. Please contact Luis Zamorra on luis.zamorra@southbankcentre.co.uk. Please ensure that your Technical/ Production Manager is alerted to these codes of practice and specifications and has made contact with the relevant Production Manager at least 8 weeks prior to the event.

Production equipment

Southbank Centre has an extensive stock of sound, lighting, video and rigging equipment all available at competitive rates. Please contact the Production Department for details of equipment and technical packages available. If there is equipment required that is not in stock, the Production Department have a number of approved suppliers and can arrange for it to be hired also at very competitive rates. The full cost of hire will be recharged to the Hirer.

Piano/Organ

A piano/organ* is provided for rehearsal and performance, if required. Two tunings per performance are included for the piano by a Southbank Centre approved piano tuner only and each piano is voiced to a specific auditorium. Please contact the Production Department for any request for pitch raising or piano preparation. If you require the organ in the RFH please contact us.

*The Purcell Room does not have an organ.

Backstage Bar

The backstage bars at the RFH and QEH/PR can be opened and staffed during your events. *Times should be booked no less than 1 month in advance, and some charges may apply.* Please contact your event manager for more details.