



### Information for Hirers



### **Nearest Parking and Access**

- There is limited 2 hour parking at the bottom of Thomas St.
- Morrisons' car park has 3 hours free parking and is 5 minutes walk away.

## Drop off points

- Burdall's Yard fire exit gate opens on to Pera Road. There is access from the gate across Burdall's Yard upper terrace and down stairs leading into Main Stage. This access allows hirers to drop off and collect equipment.
- There are pull-in spaces outside Domino's Pizza and Ripples Bathrooms.

## Venue Capacity

We have three spaces for hire:

- Main Stage (12 metres by 5 metres of flat floor, plus 3.5 metres by 5 metres of raised stage at the far end). The Main Stage can accommodate 80 people seated, 120 standing or, depending on the type of class, up to 30 participants. Basic stage lighting and a sound system are in place.
- The Gallery (9 metres by 5 metres) can accommodate 30 people seated, 50 standing, or, depending on the class, up to 15 participants.
- Studio (8 metres by 4 metres) is the most intimate space in Burdall's Yard and can accommodate up to 20 people seated, 35 standing, or, depending on the class, up to 12 participants. It can be hired as a rehearsal or recording space.



## Also available to hire by special arrangement:

- The bar can also be used as an evening events space, with an audience capacity of up to 50 people. It comprises a long area 9 metres by 5 metres and a shorter space 3 metres by 5 metres arranged around a large L-shaped bar, with 9 tables, 16 high chairs and 16 low chairs.



## Hire slots

- It is planned that daytime classes/activities will take place in two-hour slots Tuesday-Friday using either Main Stage or The Gallery, with The Studio functioning as a secure cloakroom/changing area. We are taking regular weekly bookings in 10-12 week blocks following the state school term times.
- Timings: 9.30-11.30; 11.30-1.30; 1.30-3.30; 3.30-5.30 and a "twilight slot" 5.30-7.00pm. This last slot is aimed at classes for people finishing work and/or students finishing lectures.
- Evening events, performances and gigs can start at 7.30 or 8pm and continue to 10.30pm.

## Class timings

- As it is hoped that the daily classes will run back-to-back, hirers need to ensure that they allow a 10-15 minute 'get in' and 'get out' time for their participants to arrive and depart and for the space to be tidied and readied for the next user.

## **Costings**

- The daytime cost for a two-hour slot in The Main Stage is £40 and for The Gallery and Studio it is £30.
- The costings of one-off evening performances or event hires will be agreed with the Venue Manager and Artistic Director depending on the type of event.
- Weekend hire is available for one-off events or regular weekly/monthly bookings. Hire cost by arrangement with the Venue Manager and Artistic Director.
- In school holidays the whole venue (or parts thereof) will be available for full, or part-week hires and one-off events. Hire cost by arrangement with the Venue Manager and Artistic Director.

## **Opening Up**

- A venue manager will be in the building at least half an hour before your booking.

## **Storage**

- On site storage is available for practitioners to leave equipment in a large secure cupboard at no extra cost.

## **Burdall's Yard is currently furnished with**

- 50-100 auditorium chairs
- 36 folding chairs