



ALDEBURGH
JUBILEE HALL

HIRE PACK

General Information and
Technical Specifications



WELCOME

Thank you for your interest in Aldeburgh Jubilee Hall



Aldeburgh Jubilee Hall is available for hire for public and private gigs, rehearsals, performances, classes, fairs, markets community events and parties. Our venue allows for flexible layouts with seating for up to 226 people.

If you would like to discuss specific requirements and availability for hire, please email our General Manager manager@aldeburghjubileehall.co.uk or call 01728 454022.

GENERAL INFORMATION

aldeburghjubileehall.co.uk

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CONTACT

manager@aldeburghjubileehall.co.uk

Tel: 01728 454022

General Manager: Emily Mummery

LOCATION

Aldeburgh Jubilee Hall, Crabbe Street, Aldeburgh, IP15 5BN

What 3 Words: shakes.swinging.available

CAPACITY

We have one main auditorium, foyer and bar, dressing rooms and backstage area.

Full conventional seating (raked seating and chairs on flat) – 226

Hybrid seating (raked seating and cabaret chairs & tables on flat) – 210

Conventional seating with orchestra pit in use – 194

Full hall of cabaret chairs and tables – 100

FACILITIES

We have Wifi throughout the venue. The password will be provided on the day of your hire.

We have two dressing rooms and a loading bay area.

We have a bars in the foyer which may serve hot and cold drinks and snacks.

Our kitchen has a domestic fridge, freezer and dishwasher available upon request.

We do not provide catering or waiting staff. If you hire outside caterers please discuss this with us in advance. All staffing required for serving, preparing, and cleaning-up associated with catering must be provided by the caterer.





STAFF

We have a team of front of house and technical staff that can assist you during your hire.

- Dry hire (private/unticketed event): We will provide a member of staff to unlock and lock up after you
- Public event hire (using our box office): We will provide an event manager, FOH ushers and basic sound and lighting. Please let us know any specific requirements as soon as possible beforehand. There may be extra charges for excessive technical needs e.g. sound engineer.

PARKING

Space for unloading is behind the loading bay or in the courtyard on Crag Path. No other parking is available onsite. Other parking is available in Oakley Square car park, in front of the White Lion Hotel or in the Aldeburgh church car park.

Loading Access - Behind the venue, there is a loading bay, which leads into the hall through raised double doors onto stage level. There is also a ramp from the courtyard into the auditorium level.

COURTYARD

Please note that the courtyard is not owned by Aldeburgh Jubilee Hall and is only to be used as an emergency exit and for disabled access.

MERCHANDISE

We can provide a merchandise table on request. We do not take commission for merchandise.

BOX OFFICE

We can offer a box office service for your hire event, beforehand and on the day. We charge a 5% commission on gross ticket sales.

ACCESSIBILITY

Wheelchair access for the auditorium is from Crag Path (on the seafront), through the courtyard gates, up the ramp and into the foyer.

Wheelchair access for the stage is through the Stage Door on the south alley side of the building.

We have a stair climber which can be used to go up 3 steps backstage up to the stage level.

The closest disabled parking is in Oakley Square approximately 400 feet south of the hall.

There are two accessible toilets on site. One is backstage and one is front of house.



HEALTH AND SAFETY

Fire exits are located on either side of the auditorium, one leading into the courtyard and one leading into the south alleyway. The courtyard gate must be unlocked when the hall is in use. There is also a fire exit backstage behind the kitchen, which leads out to the courtyard. The assembly point is on the beach next to the RNLi lifeboat station for all staff, visitors and customers.

As a listed building, we do not allow hot FX, pyrotechnics or fire of any kind, including candles.

The Firearms Act 1968 demands that all replica and prop weapons for use in productions/shows be controlled with strict rules and regulations. Therefore, any replica or prop weapons (no matter how fake they look) must be discussed prior to use in a performance and have their own risk assessment. This includes prop gun confetti cannons. It is illegal to have a replica/prop weapon in a public space without authorisation from the local police.

Smoking and the use of e-cigarettes/vaping are strictly prohibited indoors.

The nearest hospital with an emergency room is Ipswich Hospital, Heath Road, Ipswich, IP4 5PD.

FULL TERMS & CONDITIONS

For venue hire full terms and conditions please ask for our Conditions of Hire & Use document available from the General Manager.



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PRICING

Full Day (0800 - 2300)

Ticketed Event.....£525 per day
Non-Ticketed/Private Event.....£460 per day

Afternoon & Evening (1200 - 2300)

Ticketed Event.....£480 per day
Non-Ticketed/Private Event.....£410 per day

Extra Hours.....£42 per hour
Hourly Rate.....£70 per hour

Multi-Day Bookings

2-4 Days.....£425 per day
5-8 Days.....£410 per day

For longer bookings, please contact our General Manager.

Additional Charges

Stage Blocks (for catwalk, extra staging, etc)..... £100 per booking
Orchestra Pit.....£150 per booking



FAQS



Do you offer a discounted rate for charities?

As a registered charity ourselves, we generally do not offer a reduced rate.

Can we bring in our own alcohol?

Yes, for private parties. For public events, we will run the bar, so own alcohol is not permitted.

Can we bring our own front of house staff/ushers?

Yes, just let us know well in advance as will need to ensure that at least one of them is first aid trained and that they are briefed on Jubilee Hall's fire safety information.

How late can my evening hire finish?

We are licensed for events and sale of alcohol for the following hours:

Monday to Friday: 10.00am - midnight

Saturday : 10.00am - 11.45pm

Sunday: 10.00am - 10.30pm

TECHNICAL SPECIFICATIONS

aldeburchjubileehall.co.uk

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STAGE & HALL DIMENSIONS

✓ STAGE DIMENSIONS

Stage Front to Back Wall.....	7 metres
Front Stage Width.....	7 metres
Stage Width Including Wings.....	11 metres
Height from Stage Floor to Lighting Rig.....	5 metres
Auditorium Floor to Stage Floor.....	87 centimetres

✓ AUDITORIUM DIMENSIONS

Stage to Raked Seating.....	6 metres
Front to Back of Raked Seating.....	5.3 metres
Total Auditorium Length.....	10 metres
Total Auditorium Width.....	11.5 metres

✓ ADDITIONAL STAGING

Additional stage blocks are available to build a catwalk or extra stage area on the flat. Details are available on request. Use of this is an additional charge of £100.

✓ ACCESS EQUIPMENT

- 1 x 3 part Zarges ladder (3 x12 rungs)
- 1 x small set of steps



LOADING LIMITS & ORCHESTRA PIT



MAXIMUM LOADING LIMITS FOR LIGHTING, DRAPES & FLOWN ITEMS

Safe Working Loads (SWL)

Front of House Lighting Bar No. 1: must not be loaded in excess of 150kg.

Front of House Lighting Bar Nos. 2A and 2B: must not be loaded in excess of 120kg each.

Hemp sets above stage: There are 20 fly bars, each suspended from one hemp set, each consisting of four 16mm diameter mixed natural fibre ropes. Hemp sets 2 and 3 are both fastened to No. 2 fly bar with a maximum load of 160kg. The remainder are all rated at safe working load 75kg. A maximum of 10 bars only may be loaded to the full SWL of 75kg at any one time. A sign to this effect is posted above the pin rail.

Safe Electrical Load

There is an incoming 3 phase supply of 100 Amp with separate ring mains on stage, under stage, in the dressing rooms, and in the auditorium. Where we have given you permission to connect additional electrical apparatus to our installation, you must ensure that any such additional electrical apparatus connected to any of these ring mains does not overload the Hall's electrical supply.



ORCHESTRA PIT

The pit is on two levels.

One level is in front of the stage - 8m x 1.7m

One level is beneath the stage - 8m x 5m

The use of the pit must be requested on booking and requires an additional charge of £150.



LIGHTING & EQUIPMENT

✓ LIGHTING

There are 3 lighting bars above the stage and 2 front of house.
Lighting Desk - x1 Jester with 48 channels. Default position is downstage left corner of stage but can be moved to front of house on request.

✓ LANTERNS

10 x Cantata F complete with barn doors, gel frame, safety chain and hook clamp
6 x Minuette Fresnel complete with barn doors, gel frame, safety chain and hook clamp
4 x Minuette floods complete with gel frame, safety chain and hook clamp
2 x Coda 1 floods complete with gel frame, safety chain and hook clamp
4 x Strand SL 36 profiles complete with gel frame, safety chain and hook clamp
4 x Strand SL 15/32 profiles complete with gel frame, safety chain and hook clamp

✓ MASKING

5 x Pairs of Bolton twill legs 2.4m wide each x 4.5m drop
6 x Bolton twill borders 11m wide x 1.25 m drop
1 x Pair of Bolton trill traverse tabs 5.3m wide each x 4.25m drop

✓ ACCESS EQUIPMENT

1 x 3 part Zarges ladder (3 x12 rungs)
1 x small set of steps

✓ OTHER EQUIPMENT

1 x Haze Machine
1 x Fog Machine

SOUND / AV

✓ **SOUNDMIXER**

Behringer Europower PMP1680S Audio System

8 Inputs

Location: Downstage left corner of stage. This cannot be moved.

✓ **SPEAKERS, MONITORS & PROJECTOR**

2 x Yamaha CBR15 mounted either side of the stage

2 x Active Floor Monitors Sub Zero 230 watt 12 inch

1 x ViewSonic Projector LSC520WU Lumen 5200

✓ **MICROPHONES**

2 x Lapel mics

2 x Handheld radio mics

4 x Handheld wired mics

2 x Microphone stands



LOCATION



Address

Aldeburgh Jubilee Hall
Crabbe Street
Aldeburgh
Suffolk
IP15 5BN

Distances from Aldeburgh

Saxmundham railway station	7 miles
Ipswich	25 miles
Norwich	40 miles
Journey from Ipswich to London by train	70 minutes