

INFORMATION PACK



St Mary's Creative Space is housed in a decommissioned Church.

It is a Grade 1 listed historic building, and users are expected to be sympathetic to its beauty and atmosphere and to accept any limitations this imposes.

CONTENTS

Licencing	page 2
Capacity, Layouts & Equipment	page 3
Facilities	page 4
Smoke/Fire & safety	page 5
Parking & Access	page 6
Venue plan with dimensions	page 7
Sound & Lighting system	page 8

LICENCING

St Mary's holds and operates under a Premises Licence for:

- Performance of Dance, Live Music, Recorded Music, a Play,
- Entertainment of a similar description,
- Exhibition of a Film,
- Supply of Alcohol on the premises

The Premises Licence covers events from Mon – Sat.

Under the licence events must be finished and the building exited by 12 midnight and alcohol must be finished by 11.30pm. However, due to the location of the venue we expect most events to finish by 10.30pm. If the event will finish after 10.30pm please let the bookings team know.

The user must comply with the provisions of the licence - a copy is available for inspection on request.

St Mary's is not suitable for hire for private parties in the evening or club / DJ nights or rock bands.

For events with performance or alcohol on a Sunday a TEN (Temporary Event Notice) must be applied for by the hirer.

The Supply of Alcohol Policy can be viewed on the website or by request / will be sent on request.

PRS/PPL

St Mary's holds PRS and PPL licences. These allow royalties to be paid to artists when their music is performed or played.

Hirers whose event includes music will need to provide additional information within two weeks of the event: type of music played / live or recorded / audience size / box office figures. The subsequent PRS / PPL licence fee payable will be recharged to the hirer.

If performers are only playing their own compositions, just tell us this, no other information is required.

CAPACITY, LAYOUTS & EQUIPMENT

Capacity must not exceed 200 (this includes all attendees, including performers, audience, staff and volunteers).

Please note: 197 chairs are available in the building (10 chairs have arms).

Layout options with capacities:

Theatre style facing the stage – with seating rake

145 seats

9-11 chairs per row with a centre aisle (within the nave i.e. between the columns)

Café/Cabaret style

Up to 80 seats

10 round tables each with 8 seats

Traverse/Catwalk/Runway style

120 seats in rows or 80 seats around tables

Semi-circle

10 chairs per row if facing the stage

Boardroom style

Up to 40 chairs

Exhibition/market stall style

Combination/custom layouts are also possible – please speak to the booking team

Equipment

197 chairs (10 with arms)

4 large rectangular tables (seats 4 each side, 1 each end)

10 small rectangular tables/desks (seats 2)

3 large round tables (seats 10 per table)

7 medium round tables (seats 8 per table)

Sound and lighting equipment – please see page 8

Other equipment can be booked for an event

- Lectern
- Flip Chart Stand + paper
- Screen
- Upright Piano
- Grand Piano **
- Film projection equipment (previously used by Chester Film Society). To use you will need to be a competent technician.

**Use of the Grand piano incurs an additional charge. Its use and tuning must be arranged in advance with Chester Music Society.

FACILITIES

Kitchen

- Small under counter fridge x 2
- Sink
- 36 Mugs
- 100 small cups and saucers
- Washing up liquid
- Hot water urn (for use in the kitchen only)
- Kettle

There are no glasses provided on site.

There are no cloths or tea towels provided.

No tea, coffee or milk is provided.

Toilets

- 1 accessible toilet
- 2 ladies toilets
- 1 mens toilet, 2 urinals

Soap, toilet roll, hand dryers are provided.

Wi-Fi

Wi-Fi is installed in the venue and is available for hirers. Please note, coverage is poor due to the location of the router.

Lights

The main house lighting in St Mary's is controlled from one panel of switches located to the left of the Bell Tower. They cannot be controlled from the lighting desk.

SMOKE/FIRE & SAFETY

Smoke & Fire detectors

Smoke & Fire detectors can be made inactive for your event to allow for a haze machine or similar. This must be requested in advance and must be part of your event Risk Assessment.

No naked flames e.g. candles may be used in the building

Electrical equipment

Hirers may bring in additional electrical equipment to be used for the event

There is one 13-amp 3 phase socket in the venue and plenty of standard 13-amp sockets.

The hirer shall ensure that any electrical equipment brought into the premises has a valid ITEE (PAT) Certificate. Appliances without a valid certificate may not be used on the premises.

VEHICLE ACCESS, PARKING & ACCESSIBILITY

Loading & Unloading

Vehicles may park outside St Mary's to load and unload.

Once this is completed please ensure that you move your vehicle.

Parking

There is no parking within the immediate vicinity of St Mary's and limited vehicular access.

Please ask audiences/participants to use Castle Square for parking and as a pick up / drop off point. Castle Square car park is available for public parking Mon – Fri after 3pm for free, Sat and Sun £5 to park until 3pm, free after 3pm.

Little Roodee & New Market carpark are the closest all day public car parks.

Accessibility

The venue is accessible for wheelchair users. The entrance path is sloped and slightly uneven so support may be needed to ensure wheelchair users and those with limited mobility are safe. There is also a small level change on the threshold of the building.



There is a disabled toilet.

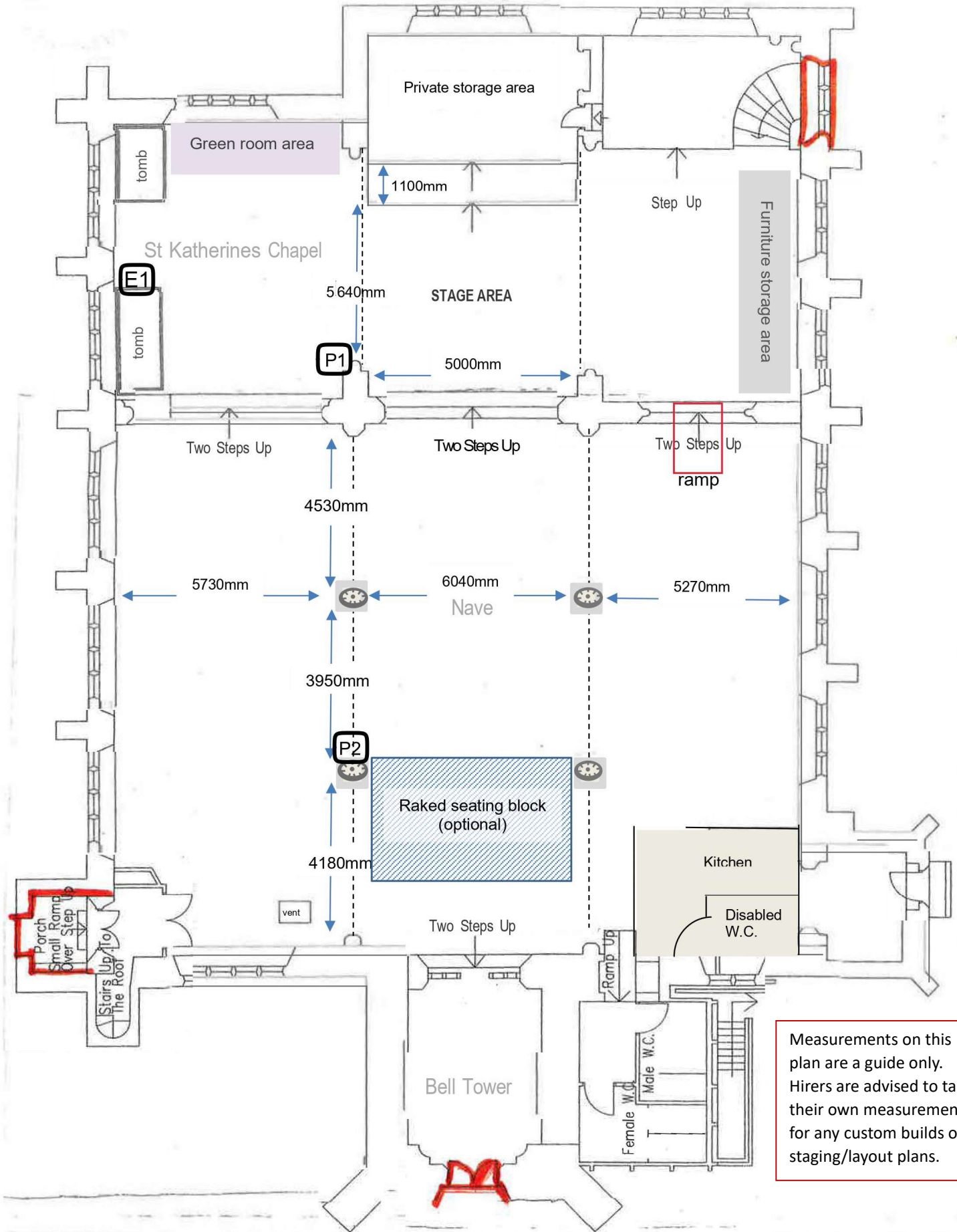
There is no induction loop.

The only accessible fire exit is the main entrance.

Please see Conditions of Use for more information about the space; risk assessments, cleaning, bins, insurance etc.

St Mary's Creative Space Floor plan

- = black curtains on fixed track
-  = pillars (900 x 900mm)
-  = fire exits
- E1 = 31 amp 3 phase socket
- P1/P2 = Patch locations for sound & lighting system



Measurements on this plan are a guide only. Hirers are advised to take their own measurements for any custom builds or staging/layout plans.

SOUND AND LIGHTING SYSTEM

The sound system consists of a **portable operation rack** with a **16 channel desk** and **4 x full range 12' speaker units** located on each of the nave truss legs giving full coverage across the standard seating area of the venue.

A simple lighting system consisting of **6 x RGBW LED Cans** provides a basic LED wash across the space. This is controlled via a **DMX lighting console** located in the portable operation rack.

Patch panels have been located within the nave and stage areas of the venue creating 2 operation locations for the system.

The rigging elements of the system comprise of **6 x truss legs** in total, with 4 x situated in the nave of the venue and 2 at the rear of the stage area. The rigging systems allow for independent rigging of technical equipment in addition to the installation lighting and sound.

**Please note, care must be taken to ensure the truss hardware is not overladed. The truss has a max SWL (safe working load) of 20kg. SWL is noted on the base of each truss leg.*

**No out rigging on the truss i.e. Fixing bunting, steel wire or any additional strain on the truss in an east or west direction is permitted*

Full blackout is not achievable during daylight hours.

Noise

Please be aware that sound does carry beyond the venue and St Mary's is sited in a residential area. We expect hirers to show consideration to the local residents. Event noise should be kept to a reasonable level, including on leaving the building. Events that include amplified music should nominate a team member to do outside checks around the building,

A permanent noise monitoring system has been installed which has the capability of monitoring noise levels throughout an event and logs all levels that peak above the 90DB preset threshold.

