



## VENUE INFORMATION FOR HIRERS

To book the Phil Starr Pavilion for an event you will need to call us on 01273 855620 Option 4 or email [events@brightonlgbtfestival.com](mailto:events@brightonlgbtfestival.com)

### EVENT SPACE

Brighton LGBT Festival Ltd and the Volunteer Directors of The B Right On Festival are responsible for the Phil Starr Pavilion, the Starr Bar and its facilities.

The team can also provide organisational and technical support for events in other areas of the Pavilion footprint.

Use of the wider range of facilities, including requests for breakout spaces in addition to the Pavilion booking can be discussed. Additional charges will be incurred for use of extra spaces. Please discuss your requirements with an event volunteer. With sufficient notice, additional support personnel can be provided on request.

### Conferences

We can accommodate conferences and lectures along with public meetings.

### Furniture and Equipment

We may be able to offer the use of tables, chairs and other equipment. These requests should be identified in the initial hire enquiry. Please check our standard equipment against your requirements before booking. Other equipment can be provided at extra cost on request. A 20% admin charge will be added to the gross amount payable for the hire of equipment or the contracting of services.

### Cloakroom

Limited Cloakroom facilities are available in the Phil Starr Pavilion. The hirer should provide staff if they wish to use the cloakroom and it should be attended at all times. The hirer would need to provide their own raffle tickets or suchlike for the cloakroom.

### Car Parking

Due to the nature of the site there is no parking at the Phil Starr Pavilion.

### Loading

Loading can take place at the site entrance on Grand Parade with prior permission. Please click here for a site map.

## **TECHNICAL SET UP OF THE PHIL STARR PAVILION**

The Phil Starr Pavilion is a flexible and multipurpose event space, which is available to hire in a variety of formats and configurations, comfortably accommodating a seated audience of up to 250 tiered/raked theatre style, 200 cabaret style and 400 standing.

The Starr Bar can also be hired separately for a number of options, including a fully stocked café/bar, available for welcoming and registering visitors along with a cloakroom and box office facility for ticket management.

The Star Bar can seat 80 theatre style, 60 cabaret style or 90 standing.

### **Stage**

The Phil Starr Pavilion has a proscenium arch stage along with an integrated sound system, full theatrical lighting rig and audio-visual equipment, including cinema projection facilities.

Backstage, our secure dressing room can accommodate up to 15 performers, equipment and personal belongings. A theatre technician will be provided who will be responsible for lighting, sound and projection. If you intend to use your own laptop with our data projector, please ensure you have set it up and tested it with a data projector prior to your event.

### **Technical**

A Senior Theatre Technician will discuss your technical requirements with you in advance of the event but it may not be the same technician working on the day of your event. It is for this reason that a detailed technical specification, programme and any plans should be compiled for the technician who will be working on the day and a copy of this be made available in advance and on arrival on the day of the hire.

Your booking can include full use of the following technical facilities:

(1) Lighting: A choice of rigs is available:

Stage - An all purpose general cover suitable for most live performances, e.g. music, theatre, cabaret. Please click here for a full technical specification.

Auditorium - In addition to the house lights the auditorium has separate lighting to enhance events such as parties, dance or to illuminate displays.

Lecture/Conference - Lights are used to light speakers standing at the lectern.

Any changes to our standard rigs above must be discussed and agreed with the technician in advance.

Lights cannot be removed or re-located without prior agreement.

(2) Sound: Your booking can include the use of the in-house P.A. system which is suitable for playback of pre-recorded material, for spoken word, (talks, lectures), and for general voice amplification. If you wish to record the event, please discuss this in advance with the technician.

'Live Band/Concert sound' can be provided and a full technical specification of our system is available here. This category must be requested for all live music events and any events with a high technical specification. Technical requirements for Live Bands or Concerts must be discussed with the technician well in advance of the event and plans provided so that they can advise if further equipment is required.

(3) Projection: A data projector and a screen are available. Please indicate when booking if you intend to use this equipment. A back projector and range of presentation equipment is also available for hire at extra charge. Please provide details of extra equipment you would like to hire when booking.

(4) Stage set: If you intend to bring in any set for your event then please provide details of this. It is important that your set adheres to current health and safety regulations (including making sure sets are fire retardant etc) and does not obstruct any of the Pavilions emergency exits. You will be responsible for liaising with the theatre team on appropriate delivery and collection times.

## **CATERING**

We can provide a wide range of catering options for hirers of the Phil Starr Pavilion. These include a comprehensive menu for buffets, canapés, receptions and sit down meals, in addition to the provision of a fully licensed bar. The Starr Bar also serves a wide variety of snacks and beverages. An outside professional food concession will be available at some events or with prior arrangement.

If you require a catering service, licensed bar or food concession please indicate this by when making your booking enquiry. The bar is provided free of charge and would be open 45 minutes prior to the event start time and throughout the duration of the event. The bar licensing hours are 10.00 – 00.00 Tuesday to Sunday.

NB: No external caterers to be used on the premises without prior agreement. For additional guidance or more details on services available, please us on 01274 855620 option 4

## **HEALTH AND SAFETY**

All hirers must complete and return a Health and Safety risk assessment before their event is confirmed. The management has the right to cancel the booking if the risk assessment has not been completed to the satisfaction of the Health & Safety Officer.

It is the hirer's duty to take responsibility for all Health and Safety and First Aid matters for their event.

The hirer, or their named representative, is to be present and available during the whole period of hire.

Hirers must comply with current legislation and the directions of the Event Manager in all matters relating to the security, safety and maintenance of the premises, in particular, with regard to keeping exits clear, and action to be taken in the event of an emergency situation. For public performances stewards must be briefed by the Event Manager within reasonable time prior to the event starting on the necessary action to take in the event of fire or other emergency. You must comply with the health and safety legislation that is relevant to your event or your use of the premises. You shall ensure that your guests, contractors, staff and agents comply with current legislation.

It is the responsibility of Brighton LGBT Festival Ltd to ensure that Health and Safety procedures with regard to the space or spaces being hired under contract will comply with relevant legislation as far as is reasonably practicable.

First Aid cover for public events can be arranged through St John Ambulance at the cost to the hirer.

## **FRONT OF HOUSE**

### **Stewards and Security**

If assessed as requiring additional stewarding, the hirer must provide responsible stewards for their event and exercise control over entry and subsequent behaviour of persons attending functions to the satisfaction of the Event Manager. In all cases an appropriate number of stewards will be established.

Larger event stewards and security

Larger events may require 4 named stewards, or more, who should be briefed by the Event Manager. This includes live music events.

The hirer must provide costs for one SIA registered door supervisor per 100 patrons for concerts and late licence events. All door supervisors will clearly display their SIA identification cards at all times. It is the hirer's responsibility to ensure that the maximum capacity of the space or spaces being hired is not exceeded and that

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passageways and fire routes are not obstructed at any time. Please contact us to discuss this.

The licence capacity of the venue is 499 people. This includes audience, performers, crew and stewards. Failure to stay within capacity is a serious offence.

The Event Manager will brief the stewards where required. Stewards must not be under the influence of drugs or alcohol during the hire period. At least one steward must remain in the Starr Bar or box office area throughout the duration of the hire.

## **PUBLICITY**

### **Marketing**

The Phil Starr Pavilion is not responsible for the marketing or promotion of any group or organisation that hires the venue and will not conduct a special press campaign relating to the hirers event unless prior arrangement is agreed by taking out one of our advertising packages. We may be able to offer assistance with marketing such as inclusion on our social media platforms and the design of posters and tickets at the discretion of the Event Manager.

The venue is referred to as the 'Phil Starr Pavilion, Victoria Gardens, Grand Parade BN1 1WN.

The Phil Starr Pavilion reserves the right either to request or to refuse use of its branding as part of the public communication of the hirer's event.

All advertisements must be produced in an agreed format that includes our footer template and contact details. The template is available upon request.

### **Merchandise**

The hirer must provide their own merchandise seller. A charge of 20% will normally be made on the value of goods sold.

### **Signage**

Any signage for events must be agreed and approved in advance this includes external signage and banners.

## **ACCESSIBILITY**

The Phil Starr Pavilion is fully accessible. The Auditorium has designated wheelchair spaces. When tiered/raked seating is used, wheelchairs spaces will be allocated to the front of the stage unless otherwise requested. We advise wheelchair users to contact the venue in advance, so we can ensure the allocated areas are reserved.

Assistance dogs are welcome.

Printed materials are available in large print version on request.

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A British Sign Language (BSL) Interpreter is available on request and during advertised events. If you would like a BSL Interpreter present during your event we can arrange this on your behalf. Prices are available on request.

The venue is fitted with a hearing system - please notify a front of house Volunteer or the Event Manager on arrival if you wish to use this facility.

The stage is accessible with a graduated ramp.

We have a wheelchair accessible toilet on site with full facilities and electric hoist. An attendant will be available at all times should you require assistance. Our dressing room is accessible via a ramp.

We have a hearing loop system installed in the main auditorium and an Infra red assisted hearing system in the Starr Bar. Visitors should check their hearing aid is compatible with this system.

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