

BISHOPSGATE
INSTITUTE



PROMOTER
PACKAGE
23/24

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23/24

230 Bishopsgate, London EC2M 4QH
020 7392 9200
events@bishopsgate.org.uk

bishopsgate.org.uk

Our atmospheric Grade II* listed building is one of the architectural gems of the City, bursting with unique Victorian features. Bishopsgate Institute is home to an incredible archive celebrating the trailblazers who strived for social and political change, including the UK's largest LGBTQIA+ collection. We are proud to be an inclusive venue and to offer such a unique backdrop to a range of artistic performances.

Our spacious Great Hall is ideal for concerts, larger talks, and cabaret shows, complete with a large stage and a range of technical and lighting facilities. The spectacular glass roof and wood panelling of the Front Library creates the perfect atmosphere for more intimate music events, talks and book launches.



HIRE RATES

Daily Hire Rates (16:00–23:00*) excl. VAT

Space	Rate
Great Hall	£1,900
Front Library	£1,500

* For times outside of these hours additional fees will apply

CAPACITY

Capacity	Great Hall	Front Library
Seated	270	60
Standing	400	110
Cabaret (with round tables)	150	N/A

PACKAGE INCLUDES

- Hire of the Great Hall or Main Library from 16:00–23:00, up to the maximum audience capacity listed in the table.
- 1 × qualified technician from our freelance team from 16:00–23:00.
- One dedicated Duty Manager from the set-up time until the close of the event.
- 1 × SIA registered security guard.
- 1 × Visitor Experience Assistant to staff the reception desk and welcome all building visitors. They will also tick off guests/sell tickets if our box office system is used by the hirer.
- Green room (including tea and coffee making facilities: a kettle and mugs).
- Staffed 'pay as you go' bar—card payments only. Hirer/promoters cannot provide their own bar or bring in drinks for sale or distribution.

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KEY TERMS

THE HIRER/PROMOTER

Bishopsgate Institute will not act as a hirer/promoter or agent to any external hire of space at Bishopsgate Institute. The hirer/promoter of the concert is the person who enters into the contract with Bishopsgate Institute and has sole responsibility for the concert and may be a concert manager, artists' agent or artist.

All enquiries should go to the Events Team at
events@bishopsgate.org.uk

TIMINGS

Music curfew is 22:30, and this must be adhered to, unless you have permission in writing for a later finish.

30 mins (to include audience, performers and technical team) clearing time after music curfew is permitted, with everyone out of the building by 23:00. If all participants have not cleared the building by 23:30, including all crew and performers, an additional fee will be charged.

Additional fees (£250 + VAT per hour) will apply for get outs from 23:00 onwards.

Door times/on-stage times are usually 19:00/19:30.

The venue can also be hired for weekend matinees, please ask for timings. The hire costs are the same.

Every effort will be made to admit latecomers as soon as a suitable break occurs, but admission is not guaranteed and is at the discretion of the Duty Manager.

BOOKING AND CANCELLATION

The booking will not be deemed confirmed until we have received the signed Hire Agreement, venue hire Terms and Conditions and deposit.

All bookings cancelled by the hirer/promoter are subject to the scale of cancellation charges. Please refer to the Hire Agreement for full hire terms and conditions.

CAPACITIES

Maximum capacities are as listed in the table on page 3.

Seated capacity: unreserved seats in rows including guests, technicians, any photography, film or audio recording or live streaming personnel and all other staff and performers. All guestlist/comps are included in the total seated capacity.

Capacities and number of tickets available to sell may be affected by size of stage area/band/guest list and setup of the event. For alternate staging layouts please speak to our Events team.

EQUIPMENT

There is an in-house PA in the Great Hall (speakers, mixing desk, mics, stands etc. – full spec provided on pp. 11-12), operated by one of our experienced freelance team, and fixed stage lighting.

There is a basic in-house PA available for the Front Library (speakers,

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mixing desk, mics, stands etc.) and basic stage lighting. Staging risers can be provided for performers and speakers.

A qualified technician from our freelance team will be provided as part of the booking, from 16:00 – 23:00 (overtime will apply for soundchecks beginning earlier than 17:30 and get outs after 23:00).

A lighting operator is not provided unless requested, this service will incur an additional fee of £275 + VAT. Live stream services can also be arranged for an additional fee in the Great Hall.

Hirer/promoters are responsible for ensuring that companies or persons supplying equipment/instruments for use at Bishopsgate Institute deliver and remove instruments in a safe and secure manner. Bishopsgate Institute is not responsible for damage to any instruments on loan whilst on the premises.

The hirer/promoter is responsible for ensuring all electrical equipment brought into Bishopsgate Institute is safe (e.g. PAT tested). Faulty equipment can be a danger to all who come into contact with it, and it can trip the venue's electrical system.

All seats and tables are provided.

PIANO

Bishopsgate Institute can provide a digital piano on request.

With written permission, our 95-year-old Steinway Model D piano may be used for an additional fee to cover tuning and placement. Our Steinway piano is not available in the Front Library.

STORAGE OF INSTRUMENTS / EQUIPMENT

All instruments and equipment should be delivered at the agreed get-in time and removed immediately after the performance unless storage has been arranged in writing in advance with Bishopsgate Institute.

PARKING

Parking in the area is restricted and we have no designated parking. There is a turning circle on Brushfield Street where constant loading and offloading is possible for a short duration. We would advise not leaving the vehicle unattended during this time as there is a high risk of a receiving a ticket.

There are two Blue Badge parking spaces on Brushfield Street for a maximum stay of three hours. There is no car parking on Sundays except in the Blue Badge bays on Brushfield Street.

CLEARANCE / DAMAGE

The hirer/promoter is responsible for returning every room their hire has used to the condition it was inherited in, apart from cleaning and mopping.

Should any part of the premises or its fittings and appointments be damaged, destroyed, stolen or otherwise removed as a result of the hirer/promoter's, their contractors' and their guests' intended or actual occupation, repairs and replacements will be charged to the hirer/promoter at the cost of reinstation, which will be determined by Bishopsgate Institute.

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There should be no use of confetti or glitter cannons, gas-supplied heaters, smoke machines, helium balloons, rose petals, haze or any naked flames.

All cables running across floors must be made safe with rubber matting, which we can supply in-house.

Public Liability Insurance of up to £10 million must be provided to Bishopsgate Institute upon signing the hire agreement.

HIRER/PROMOTER'S DEAL — EXTRAS

If hospitality (food/drinks for the performers) is required the hirer/promoter will provide this themselves, confirming with the Events team what is being provided and when it is arriving.

A standard rider is available at an additional cost.

Additional space can be hired as a production office. Please enquire with the events team for availability and hire rates.

If the Hirer/promoter needs to bring in additional equipment to fulfil the technical requirements of the event the Hirer/promoter must provide a list of what they will be bringing on site at least a week in advance of the event and be able to produce an up-to-date PAT test certificate for any equipment being brought on site.

For concerts with more than 2 bands/artists performing, additional technical or support staff must be arranged via the venue. All rates listed below are basic rate, overtime will apply for get-ins before 16:00 or departure after 23:00.

- Extra Qualified Technician(s) @ £275 + VAT each (for up to 8 hours)
- Event Support Assistant @ £12.50 per hour + VAT each (minimum of 4 hours)
- Any additional technical equipment which our basic PA or lighting can't accommodate
- Bishopsgate Institute must be told what is being provided and the hirer/promoter must show evidence of PAT testing in the last 12 months.

The hirer/promoter will be entirely responsible for the safe set up of equipment belonging to the hirer/promoter or a third party. Bishopsgate takes no liability for any equipment used on site that doesn't belong to us.

Please note that due to our listed status nothing can be affixed to the walls or ceiling.

The hirer/promoter will be invoiced for any extra costs in advance of the event.

GREEN ROOM

We have a green room backstage that, when not in use for another event, artists can use as a dressing room etc. Where available, use of the green room will be included in the Hirer/promoter's deal.

Please discuss other food and drinks arrangements with the events team and kindly leave the dressing room as you have found it.

The green room is not accessible for wheelchair users, please let us know if you require an accessible green room space.

STAFF

Hirer/promoter must provide their own stewards:

- Stewards must be on site no less than 30 minutes prior to 'doors open' time (see Terms and Conditions of Hire Agreement).
- Great Hall: at least 4 of their own stewards (1 per 100 attendees) must be in place for the duration of the performance by each of the 3 fire exits in the Great Hall, to be ready to assist in the event of an emergency and 1 to support the Visitor Experience team with queuing, tickets & guest lists.
- Front Library: 3 of their own stewards, 2 x stewards must be in place for the duration of the performance by each of the 2 fire exits in the library, to be ready to assist in the event of an emergency and 1 to support the FOH team with queuing, tickets & guest lists.
- A Bishopsgate Institute Duty Manager will brief stewards on fire safety prior to the doors opening to the public.

ACCESSIBILITY

Bishopsgate Institute offers disabled customers an additional complimentary ticket so they can bring a personal assistant for no extra cost. We ask our hirer/promoters to offer the same to their customers.

The Library, the Great Hall, Upper Hall, lower ground floor and reception areas are fully accessible.

No animals are permitted inside the building with the exception of assistant dogs and emotional support animals who must be kept on a lead / chaperoned at all times or by prior written consent of the Events team. We may ask to see their badge.

We have fixed induction loops which work with amplified sound in the Great Hall, Courtyard Room and Studio.

Please be aware that the main stage in the Great Hall is not wheelchair accessible for performers.

TICKETING

Bishopsgate Institute can set up and run the box office through our own ticketing platform (hire of Box office - please see section 2).

With prior written agreement, ticketing can also use the hirer/promoter's own ticketing platform. Sales reports must be provided to Bishopsgate Institute each week in the lead up to the event with a final sales report sent on the morning of the event.

If the hirer/promoter manages the ticketing, the hirer/promoter will need to provide at least 2 dedicated people responsible for ticketing lists and queue and entry management on the night. This is in addition to the stewards in your main performance space (Great Hall or Front Library). The hirer/promoter will be required to provide their own POS system for managing the tickets and payments.

Bishopsgate Institute reserves the right to request up to 2 pairs of complimentary tickets for any event taking place at Bishopsgate Institute.

MARKETING

Unless there is prior written agreement, Bishopsgate Institute will not undertake event marketing for this event as this event does not form part of Bishopsgate Institute's programme. All marketing and promotion must be done by the hirer/promoter. The hirer/

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promoter must not imply or claim any partnership or association with Bishopsgate Institute, nor the Institute's endorsement or sponsorship of the event.

Our logo must not be used anywhere in the hirer/promoter's marketing or advertising and we may require all marketing materials to be shared with Bishopsgate Institute for approval prior to publishing.

LICENSING LAWS

Bishopsgate Institute holds a premises licence and is subject to current licensing laws and PRS PPL.

Bishopsgate Institute is entirely non-smoking (this includes e-cigarettes) and bans are in operation and enforced throughout the building.

FILMING/RECORDING

Filming and recording is not permitted unless it has been agreed in writing in advance of the performance date. For commercial and broadcast filming/recording fees please contact Bishopsgate Institute at events@bishopsgate.org.uk

SOUND RESTRICTIONS

There is a sound limiter set at 100 dB in Great Hall.

BAR PROVISION

Bishopsgate Institute can provide a card payment only bar in the Great Hall and Front Library, open 30 minutes before the event start time and at the interval. This must be booked and included in the hire agreement. Hirers/promoters may not provide or sell any food or drink at events.

AGE RESTRICTION

At Bishopsgate Institute our events and content are aimed at adults and this generally applies to evening hires and events. If you are expecting under 18s to be attending or performing please let us know in advance, and provide information about the safeguarding/chaperoning you have in place.

RISK ASSESSMENT

The hirer/promoter is expected to provide a risk assessment detailing any high-risk activities taking place and detailing any additional safety or access needs of the performers, crew or audience members if known. Bishopsgate requests the risk assessment to be completed at least 10 days before the event.

If needed, we can provide our standard Risk Assessment Template for the hirer to adapt – please ask events@bishopsgate.org.uk

2 BOX OFFICE

TICKETING — ADVANCE SALES

Bishopsgate Institute uses Spektrix as a box office system and tickets can be sold through this system, the hirer/promoter is welcome to use the hirer/promoter's own box office system. In this case, the hirer/promoter must provide Bishopsgate Institute regular sales reports from the hirer/promoter's own sales channels.

Bishopsgate Institute can provide the following:

- Online event set up and a link for the hirer/promoter's website
- Box office staff on the night for on the door sales (card payments only) – the Hirer/promoter must also provide a steward to support the ingoing and guest list processes
- Regular ticket sales reports can be provided
- Our ticket office, which is in operation 9:30 - 5:30, Monday to Friday. Tickets can be bought in person or over the phone as well as via the website
- Final sales reports on the night of the hirer/promoter event
- Final report with all sales and invoice details within a week of the event
- Bishopsgate Institute will take 10% of the ticket price or a minimum fee of £250 to cover the service of any tickets sold via our system
- We will make payment of ticket sales within 30 days of the Hirer/promoter's invoice being received by Bishopsgate Institute
- If however the Hirer/promoter has any outstanding invoices for technical services or other, ticket income will not be passed on

until Bishopsgate Institute has received monies owed

Bishopsgate Institute reserves the right to request up to 2 pairs of complimentary tickets for any event taking place at Bishopsgate Institute.

TECHNICAL INFORMATION 2023 (GREAT HALL ONLY)

We work with freelance sound and/or lighting technicians who can provide AV operation for events and venue hire. Please speak to our Events team about booking an AV technician for your event.

POWER

We have various 13- and 16-Amp sockets situated across the stage and rest of the hall.

Stage Left has access to 2 x 13 Amp and 6 x 16 Amp dimmable power. You will also find an HDMI input for our projector, a preset box for our working lights and a panel with 24 audio tie lines, 8 returns, 4 rack data inputs, 8 data link inputs and 4 speak on connections. This panel is mirrored twice throughout the hall, once at the rear on the left-hand side and once at the rear on the right-hand side. The stage panel can be linked up with only one of these rear panels.

Stage Right has access to 2 x 13 Amp and 6 x 16 Amp dimmable power sockets.

Along the side and back walls of the Great Hall we have multiple panels for both 13- and 16- Amp power. Each panel is usually within 5m from the next.

SOUND EQUIPMENT

The Great Hall has a fixed induction loop for amplified sound.

PA SYSTEM

Amount	Tech
2	EM Acoustics Halo C Line Arrays (FOH)
2	EMS-118 Subwoofer
4	EMS-81X Loudspeakers (Delays)
4	EMS-81X Loudspeakers (Delays)

SOUND CONTROL UNIT

Amount	Tech
1	Yamaha TF-3 mixer (used for live streamed events)
1	Numark mixer (can support up to 3 microphones)
8	Sennheiser Receiver
1	Tecpro Master Station MS741 (Comms)
1	Tascam CD-200 SB
1	Kramer Presentation Switcher VP-436

MICROPHONES

Amount	Tech
2	AKG P17
1	AKG P2
4	AKG P4

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2	Behringer C2
5	Sennheiser Goosneck
4	Sennheiser Handheld
4	Sennheiser Lapel
2	Sennheiser MD441
3	Shure SM57
5	Shure SM58

LIGHTING AND PROJECTION EQUIPMENT

The lighting grid is separated into three grids that can be flown independently. They have a maximum load bearing of 400kg each.

Amount	Tech
On Grid	
12	ETC Source Four JR Zoom (White)
6	ETC Source Four JR Zoom (Black)
20	ETC Source Four LED Series 2 Lustr / Controlled by AutoYoke Ellipsoidal
5	ETC ColorSource Spot with CYC
10	ETC Selador Classic Lustr 11
8	ETC Ovation H-105WW (Houselights)
Projector	

In Storage	
18	ETC Source Four JR Zoom (Black)
4	ETC Selador Classic Lustr 11
12	Prolight Smartbat
15	Par Can

LIGHTING CONTROL UNIT

Amount	Tech
1	ETC Element
1	96-way ETC Sensor 3 power control system
1	4-way Anytronics relay unit
2	ETC Echo Scene Controller