

Protein Studios

Event FAQs

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General Information

Where can I find the Protein Studios events docs?

The following information can be found on our events drive:

- Event requirements (*for confirmed bookings*)
- Health & Safety docs
- Studio CAD / Floor plans
- Studio Rigging
- Noise Management Plan
- Studio images
- Event images
- Event partners

What's the Protein Studios address?

Protein Studios
31 New Inn Yard
Shoreditch
EC2A 3EY

Where's the closest tube station?

We're a short walk from Shoreditch High Street (5 min walk) Liverpool Street (12 min walk) and Old Street (8 min walk)

Is there on-site parking available?

There is no on-site parking available. The closest car park is located on Shoreditch High Street. The studio load-in bays are to be used at your own discretion - we can not guarantee or take responsibility for any parking tickets incurred around the perimeter of the building.

Is there WIFI available?

We have a 1GB line available, this is shared across our 5 event spaces. Please note, if WIF (the network) is an integral part of your event (conference/live stream) we may need to work in an additional fee for IT support.

Catering

Are we able to bring in an external catering supplier? If so, what are the limits/restrictions around this.

Yes, we allow external caterers to provide catering for your event, however we highly recommend that you discuss your catering requirements with one of our event partners.

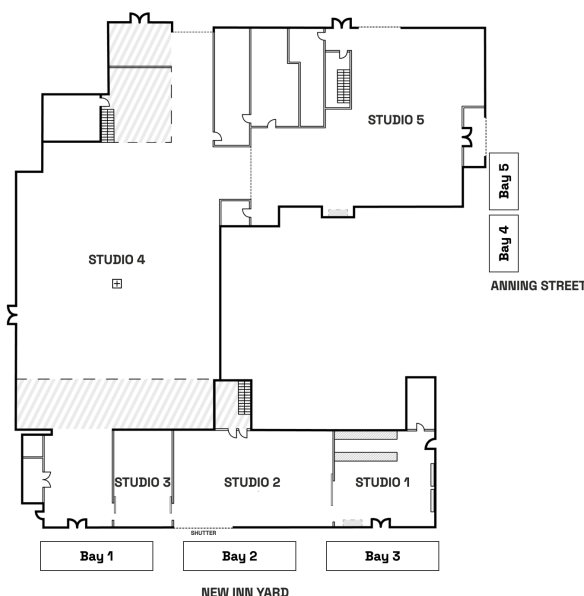
Please note, we allow our catering event partners access to additional studio space (if available) and we allow them to set up and de-rig outside of the agreed hire period (if available).

Please see our Event Requirements for more information (14. Catering)

Are we allowed food trucks outside the space?

Yes, it's possible to have food trucks positioned outside in the parking bays (Studios 1,2 and 4 only). Please note that you will be required to apply for a parking bay suspension and a trading licence (*if selling food*)

If accepted, you will only have access to the bay which is directly outside of your hire area - for example, if you have hired Studio 1 and 2, you will only have access to bays 2, and 3 (not bay 1)



When using a food truck outside of the space you must ensure ample planning is in place for queue management as your setup should not infringe on the public use of the pavement. Please be aware that the council requires a 1.5m wide pavement clearance.

Please see our [Event Requirements](#) for more information (17. Parking Bay Suspension)

Are we allowed food trucks inside of the space?

Yes, it's possible to have food trucks inside of the space - please note that food trucks are prohibited from using gas appliances. We also strongly recommend that cooking in the space is kept to a minimum due to there being no ventilation.

Please see our [Event Requirements](#) for more information (7. Vehicles (in the space) and 14. Catering)

Is there a kitchen on site for catering usage?

There's no kitchen on-site - caterers will be required to use an area of space which is included as part of the hired area. Please note that there's a small tea point located in Studio 4 which works well for small catering setups, this has access to running water (both hot and cold) as does the counter area in Studio 1.

Is the Studio 1 kitchen available to use for caterers?

If you have hired Studio 1 the kitchen area is available to use - however, all equipment including the hot plates, ovens, fridges, ice machine and dishwasher are not included as part of the hire as these are owned by OAT (cafe operator)

Please be aware, if you are hiring Studio 1 the following kitchen equipment will remain in place during the hire:

- Coffee machine
- Large open front fridge
- Under counter fridges
- Dishwasher
- Ice Machine
- Shelving content (wall shelves can be covered by metal panels)

Is the coffee machine in Studio 1 available to hire?

The OAT coffee machine can not be used or hired. If you are looking to serve coffee during your event, you will need to discuss directly with OAT. Please contact Emma on (emma@oatcoffee.com)

Do you clear the cafe setup when hiring Studio 1?

Where possible we will always try to accommodate a full packdown of the cafe, however, in some cases where all studios are being hired, it's highly unlikely that we will be able to accommodate the removal of the large wooden table, large open front fridge coffee stand and coffee machine.

Is there fridge space to store food/drink before the event starts?

There's no fridges available in the studios. The fridges located in Studio 1 are owned by our cafe operator (OAT) and are not available to use or hire.

Bar & Alcohol

Does Protein Studios have an alcohol licence for the sale of alcohol?

There's no sale of alcohol permitted across our spaces - In order to sell alcohol we will need to apply for a TEN (temporary event notice). TENS are subject to availability and are charged at an additional fee of £200 per TEN. All TENS are to be acquired by Protein Studios and cannot be applied for by clients.

If we can't sell alcohol, can this be given out for free / or as part of a paid ticket?

Yes, you are allowed to serve alcohol for free at your event - please note, including alcohol as part of a paid ticket falls under the sale of alcohol, which is not permitted without a TEN.

Please see our [Event Requirements](#) for more information (16. Alcohol Licence)

Do you allow under 18s to attend an event if there's alcohol being served?

No, under 18s cannot attend an event if there's alcohol being served. All guests attending the event should be 18+ (strict). We strongly advise anyone who is attending an event to bring ID (passport/driving licence) so they can comply with the 'Challenge 25' policy that we have in place.

Does Protein Studios offer a bar service as part of the hire?

I'm afraid not - please contact one of our [event partners](#) if you are looking to book a bar service.

Do you have a list of any bar equipment that's available to use during the hire?

There's no bar equipment/ kit included in the hire. If you are hiring Studio 1, you will have access to the physical bar/ counter but please note that this is not a pre-stocked bar with equipment /kit included.

Do you have glasses/cups that we can use/hire?

We do not stock any glassware, crockery or bar/kitchen equipment. Please contact one of our [event partners](#) if you are looking to hire glassware.

Is drinking outside on the street allowed?

We do not allow any type of drink (alcoholic/ soft) to be consumed outside the studios. Drinks must be left inside of the space, we highly recommend that the drinks station (where drinks are left) is monitored by security.

Space Alterations & Installation

Can we paint the walls in the studios?

No, painting onto the walls is not permitted. If you are looking to cover a large section of the wall, we recommend using vinyl or flats (which can be painted on top of)

Are we able to attach to the walls using nails / screws?

Yes, however all holes must be filled, sanded and repainted. The studio walls must be returned to their original state at the end of the hire.

Please be aware that a conditions report will be carried out at the start and end of your hire to ensure there's no damage to the walls.

Please see our [Event Requirements](#) for more information (22. Conditions Report)

Are we able to vinyl the walls?

Yes, we allow wall vinyls; we recommend using low-tack vinyl where possible. If installing vinyl we highly recommend that you use our [event partner \(RHM\)](#) as they're familiar with the space and have worked on many of our events.

Please be aware that a conditions report will be carried out at the start and end of your hire to ensure there's no damage to the floors.

Please see our [Event Requirements](#) for more information (22. Conditions Report)

Are we able to vinyl the floors?

Yes, we allow floor vinyl to be installed in the following areas/ studios:

Studio 1

Studio 2

Studio 3

Studio 4 (*entrance only*)

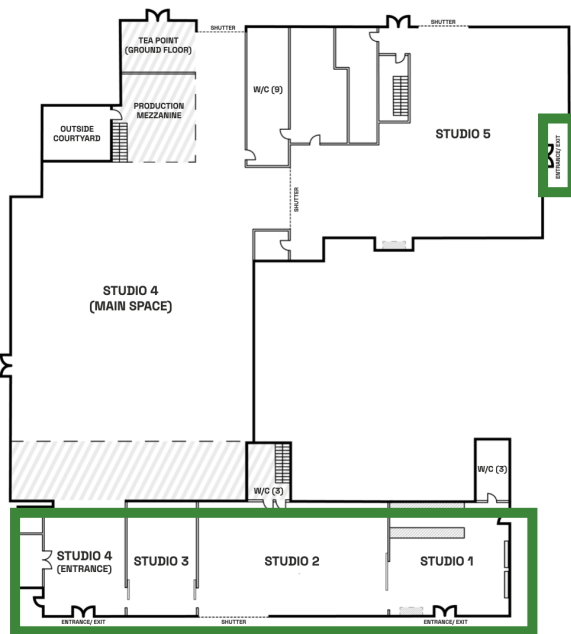
Studio 5 (*shop front entrance only*)

The floor plan below indicates the areas in green which vinyl is permitted.

Why can't we install vinyl in the main area Studio 4 and 5?

We do not allow floor vinyl to be installed in Studio 4 and 5 as there's a high risk that the removal will cause damage to the polished finish.

When repairing patches of damage it is extremely difficult to achieve a uniform finish across these two spaces due to the size. If floor vinyl causes damage, the entire floor will need to



be re-polished, which comes at a very substantial cost. The smaller studios are more self contained meaning it is a lot easier to fix scuffs, marks, scratches and glue residue.

Do you have any restrictions on outside branding?

Yes, all outside branding must be discussed and approved ahead of confirmation. We will require visuals and images/ renders of where the branding will be placed. The shopfronts and windows can be branded if we're unable to accept your external request. Please be aware we cannot drill into the external brick work of the building.

Can carpet be laid on the floor of the studios?

Yes, however, the same rules apply as vinlying on the floors. If carpet is installed within the space we require masking tape to be laid before adhesives are used, this will help prevent damage to the floors.

Can the TALA lighting in Studio 1 be removed?

The central lighting display cannot be removed, however all other lighting in Studio 1 can be lifted. It is important to note that the light bulbs are expensive to replace so you will need to be cautious when making adjustments. Please note any broken bulbs will be charged under damages.

Can we remove the shelves behind the Studio 1 counter?

The shelves cannot be removed, however we do have metal covers to hide them.

See image below:

**Are we able to hang/attach from the pipework/ tray / truss?**

Where possible, we recommend that anything being hung at height is attached to our existing weight tested rigging points. If you require additional rigging, we're happy for you to have these installed providing the works are carried out by Rigging Services.

Can I install a facade in the Studio 2 entrance?

Yes, installing a facade in the Studio 2 shutter entrance is possible - you can see some previous examples [here](#).

Sound proofing will need to be taken into consideration as this is classed as the shutter being open.

Please see our [Event Requirements](#) for more information (9. Temporary Structures)

How much are the charges for damage?

The cost for damages will fluctuate due to the severity of the damage, all damage fees will be based on the cost price of contractor rates /materials - we do not charge a markup and we are happy to provide proof of cost.

Are there any ladders on-site?

Yes, we have a number of different sized ladders available to use. For high-level access, you will be required to use a tower and this must be operated by a trained competent person.

On site we have 6ft, 8ft and 12ft sets of ladders.

The Studio Spaces

What is your maximum capacity for a full takeover (Studios 1-5)?

The max capacity for the venue based on Studios 1, 2, 3, 4 and 5 is 500 - Please note: This is with the space cleared, any set-build within the Studios will affect your capacity limits

How many toilets are there across the space?

- Studio 1: 3 toilets (non-accessible)
- Studio 2: 2 toilets (1 accessible), 1 urinal
- Studio 4: 9 toilets (1 accessible)
- Studio 5: 9 toilets (1 accessible)

For large scale events using Studios 4 and 5, the toilets can be connected.
Please note, all of our toilets are gender neutral.

What are the studio dimensions?

Please refer to our studio [CAD plans](#) for measurements. If you are looking for detailed measurements these should be taken by the client/production agency.

Do the studios have air conditioning/heating?

Yes, all of our studios have air conditioning and heating. Please note, If hiring Studio 2 on its own, the large shutter will impact heating and cooling. We therefore recommend that you hire Studio 1 which has a shop front entrance.

Do you allow vehicles inside of the space?

Yes, Studios 2, 4 & 5 have drive-in access.

Please see our [Event Requirements](#) for more information (7. Vehicles (in the space))

Is there a smoking area outside?

Yes, guests are permitted to smoke outside of the venue. However, this is limited to New Inn Yard (not Anning Street) due to local residents. Please note that we only allow a maximum of 10 guests outside of the venue at any one time.

Do the studios have blackout blinds?

All of our studios are equipped with blackout blinds to help block out external light. Please be aware that Studios 1, 4 and 5 have floor-to-ceiling glass shop fronts and Studio 4 and 5 has glass ceiling lights. If you are looking to create a dark space, we recommend that you cover the windows with vinyl or blackout curtains.

Can we have tables outside the studio?

Furniture including tables and chairs is not permitted on the pathway/ parking bay outside of the space - you will need to apply to Hackney council for a permit.

Can we have an A-board outside?

A-board signage is not permitted on the pathway/ parking bay outside of the space - you will need to apply to Hackney Council for a permit.

Do you have any guidance around queueing outside of the space:

Queue management will need to be taken into consideration if you are expecting large queues.

Please see our [Event Requirements](#) for more information (19. Queue & Crowd Management)

What are the dimensions of the Studio 1, 4 and 5 shop front windows?

The measurement of the window panes vary so we recommend that measurements are taken by the supplier who is installing / fitting vinyl and branding. Please note, our event partner RHM have detailed measurements of the space including the window.

Is there any back of house space?

If you require back of house space for storage, cloakroom etc this will need to be included and worked into the hired area. Please note that we have a small section of storage location in Studio 2 and there's a production office in Studio 4, both spaces are 1st floor level.

When hiring Studio 1, does the cafe still trade

If you have hired Studio 1 for a full day, the cafe will be closed and they will not trade to the public. There is an option for you to keep the cafe open and incorporate them as part of your event, but please note the hire fee cannot be offset against catering and refreshments with OAT. OAT are an operator and runs separately to Protein Studios.

Access to the Space

Can we use the shutter in Studio 2 as our entrance?

If you're hiring Studio 2 on its own, this will be your sole point of access into the space. Please note, when the shutter is open we only allow background music (no DJ setup) for events running past 6pm it's highly recommended that events access via the Studio 1 entrance due to security and temperature control.

Which studios can be hired on their own?

Studio 2, 4 & 5 are the only studios available to hire on their own as each of the spaces have their own entrance.

If you would like to look into a solo hire of Studio 1, please discuss with the Studios team.

Hire Period / Timings

What are your hire periods?

The studio hire periods are as follows:

- Studio 1 (Full hire) 8:30am–10pm
Studio 1 (Evening) 5pm–10pm
- Studio 2 (Full hire) 8:30am–10pm
- Studio 3 (Full hire) 8:30am–10pm
- Studio 4 (Full hire) 8:30am–10pm
- Studio 5 (Full hire) 8:30am - 10pm

Please note, we can run events until 11pm without a TEN but you will be charged for the additional hour. If you run any later than 11pm we will need to include a TEN (temporary events notice) as part of your booking.

Do we have extra time outside of the hire period to setup and de-rig?

No, your setup and de-rig must take place within the hire period. If you need additional time outside of the hire period, this can be added per hour at an additional charge. Please note, we only allow extra hours to be added pre-8:30am and post-10pm.

What is the latest time my event run until?

We are able to run into the early hours of the morning with an approved TEN (Temporary Events Notice). It is important to note that we are located in a residential area, so sound levels will need to be agreed to ahead of time if the event runs past 10pm.

Do you offer half day rates for derig?

We do not offer half day rates, setup/ live and de-rig days will be quoted as a full day.

Do you offer overnight builds?

Yes, this is something we can accommodate, however, please note that we charge an hourly rate between the hours of 10:00pm - 8:30am and Venue Management is charged at £80 per hour. If you're planning an overnight build, please be aware of the following:

- 1- 2 x security is mandatory
- 1- 2 x Venue Management is mandatory
- There must be a minimum of 2 people on site at all times for health and safety purposes
- Sound levels must be taken into consideration (only low level sound permitted)
- We do not allow load-out between 11pm - 7am

Deliveries

When can we have event items delivered to you?

If you need to have event items delivered outside of the hire period, our reception can sign for deliveries between the hours of 8:30am–6pm. Please inform us of all deliveries in advance as we have limited storage space.

Following the event, do you allow for event items to be collected the next day?

If there's event items that need to be collected following the event please speak to the Studios team. We'll do our best to accommodate, but in some cases we will not be able to due to space/ storage.

Load-in/ out

What's the earliest we can load in/ load out?

Load-in and load-out should take place between 8:30am - 10pm. If you need additional time for setup and de-rig, this will need to be discussed in detail. Please note, the studio is located in a residential area so there are time/ restrictions in place, especially for large scale productions.

When hiring Studio 1 (the cafe) what time can I load in?

If you have hired Studio 1 for a full day, access will be from 8:30am. If you are hiring the space in the evening only, access will be from 5pm (when the café has closed). If you need extra time to set up, we can work an additional hours into the quote which will be an additional cost.

Do you allow suppliers to de-rig outside of the hire period?

De-rig must take place during the agreed hire period, this includes tech, set design, bar and catering services etc. We do allow our event partners extra load-in and out time when they require it, which is another reason why you should consider using our event partners.

Do I have an allocated loading bay to use for the duration of my hire?

You will have access to the loading bay which is directly outside of the hired area.

Tech & Sound

What tech does Protein Studios have in-house available to hire?

Coming Soon

What's the latest we can play music until?

Music can be played for the duration of your live event, however, the sound levels must be inline with the Protein Studios Noise Management plan which can be found [here](#). Please note, future sound considerations will be taken into account post 10pm.

Please see our [Event Requirements](#) for more information (11. Noise Management Plan & Tech Plan)

Do you allow DJs to play in the space?

If a DJ setup is a part of your event you will be required to use our in-house tech team ([KSS](#)) for anything sound related. KSS will carry out a sound check prior to the event and sound will be monitored during the event.

Please see our [Event Requirements](#) for more information (11. Noise Management Plan & Tech Plan)

Is it mandatory to use KSS for sound (tech)

Yes, it will be mandatory to use the in-house tech team ([KSS](#)) for any event with a DJ setup/live band (sound only). KSS will monitor the sound levels during the event.

How loud can music be played?

Please refer to our Noise management plan which can be found [here](#). If you're not familiar with sound levels the Studios team and KSS are happy to advise.

Do you allow live music/ bands to play in the space?

If a live band / music is an integral part of your event, this will need to be discussed prior to confirmation. In most cases we can accommodate, however, approval will be based on the time of the event and the type of setup and instruments that are being played.

For high risk events where sound has the potential to cause disruption (music events, music showcases, live music, bands) you may be required to produce an event specific Noise Management Plan - this must be produced by [F1 acoustics](#).

Please note, It is mandatory to use the in-house tech team ([KSS](#)) for any event with a DJ setup/live band (sound only). KSS will monitor the sound levels during the event.

Please see our [Event Requirements](#) for more information (11. Noise Management Plan & Tech Plan)

Do you allow music to be played in Studio 2 with the shutter open?

We allow ambient background music to be played, the level of sound will be monitored by the team during the event. If you are planning to have a DJ setup, you will be required to keep the shutter in Studio 2 closed.

Do you allow raves/parties in the space?

I'm afraid not - the studio is located in a residential area so we can't allow 'raves' or late night parties. If you're looking to host a product launch, exhibition with a DJ/ music, that's totally fine.

Can the silver truss in Studio 2 be removed?

Yes, the silver truss can be removed by our in-house event partner KSS. Please note that there's a charge of £1,000 for the removal and reinstall of the truss and lighting.

Please note, KSS do not allow external contractors to hang from the existing truss. If you are looking for a tech partner for the event, we recommend that you speak with our in-house event partner KSS.

Do you have PPL/PRS licence which covers us for this event?

Yes, we have a PPL/PRS licence, this is included as part of the hire fee.

Cleaning & Waste

Is the post event deep clean mandatory?

Yes, it's mandatory that a deep clean is carried out following the event by a cleaning contractor. If you require daily cleaning, this can be arranged and included as part of the booking. Please contact the Studios team to discuss.

Does the cleaning fee include 'making good'?

No, cleaning does not include any 'making good' to the space. If there's damage to the space you will be charged accordingly. The cleaning fee includes:

- Floors cleaned
- Toilets cleaned
- Kitchen area cleaned
- Allocated rubbish removal

Please see our Event Requirements for more information (**23. Cleaning Plan**)

Do you supply cleaners and cover waste removal?

Our cleaners provide a standard clean between hires, but the space must be cleared of waste and left in an acceptable condition.

Do you include waste disposal as part of the hire?

You will be given a bag allocation for general waste and recycling, this is outlined below:

- Studio 1 - 5: 10 bags of each per day

- Studio 1 - 3: 6 bags of each per day
- Studio 4 - 5: 8 bags of each per day

If the above number of bags per day is exceeded, there will be a charge of £2 per extra bag (general waste and recycling).

Please note, general waste and recycling does not include bulk materials, such as pallets, carpets, large boxes etc - for larger scale events we highly recommend that a separate waste collection is arranged by the Event Organiser.

Please see our [Event Requirements](#) for more information (24. Waste Disposal Plan)

Security

Is security mandatory?

Yes, security is mandatory for any live event. This is for the security of the building, event and guests attending.

Please note that we require at least two operatives on each entrance, and an additional 1 operative inside the space for every 50 persons attending an event (*live event only*).

Please see our [Event Requirements](#) for more information (**20. Security Plans**)

Where does security need to be placed during my event?

Security will need to be situated on all entrances and exits in use during your event. We require a presence inside the building which will be calculated from your capacity, as well as externally if you are expecting large queues/crowds to be in attendance.

Do I have to use Protein Studios Security company?

It is mandatory to use Protein Studios security supplier - this is to ensure the safety and security of the building. If required, you are permitted to hire your own team of security to work alongside the Protein Studios security team.

Do I need security for my setup and derig days?

This is at your discretion but it's recommended that you have security on site at all times, especially for the larger scale events across multiple studios.

Staffing

What is the difference between a Venue Manager and an Events Manager?

Venue Managers are mandatory for setup and de-rig, Event Managers are mandatory during a live event.

What are the Venue & Event Managers responsible for during the event?

The responsibilities are similar, however, our Event Managers have more experience with managing live events. The team is responsible for ensuring that the building is secure, safe and well maintained. They will be your point of contact during the event and can assist you with all things related to the building.

Will I be able to contact Venue & Event Managers throughout the event?

Yes, Venue & Event Manager contact details will be sent to you prior to the event in the welcome email.

Booking process

Do you hold pencils?

We can hold a loose pencil on your requested date until you're ready to confirm. Please note, if a booking request comes in for the same dates and they are ready to confirm, you will have 24 hours to confirm and sign the hire agreement.

What is the process for confirming the space?

On confirmation you will be sent our New Client Form, once returned you will be sent your Hire Agreement followed by an invoice for the Hire Fee.

Do I need to come for a site visit ahead of confirming?

Yes, we highly recommend coming to see the space ahead of confirming. This is to ensure the studios are best suited for your event, as well as us getting the chance to further understand your needs and requirements for your event.

Do you take a deposit?

No deposit is taken, the hire fee should be paid immediately to secure the booking.

When are event costs due?

Any additional costs associated with the event are to be paid within 21 days following the event. This includes but is not limited to; Venue Management, Security and Cleaning.

What is your cancellation policy?

Please speak to a member of the Studios team

Special Effects

Do you allow smoke & haze machines to be used within studios?

Yes, we do allow smoke and haze machines in the space. The fire alarm system is occasionally activated for smoke and haze so we will need to run a test before the event goes live.

Do you allow controlled pyrotechnics

Yes,

Do you allow confetti to be used within the studios?

Yes, however, additional cleaning will need to be worked into the booking. Please discuss this with the Studios team.

Do you allow glitter to be used within the studios?

No, we do not allow glitter to be used.

Do you allow pyrotechnics?

No, but we do allow Sparkular. It is electrically charged titanium dust but gives a solid pyro effect without the health and safety hazards.

Health & Safety

What Health & Safety documentations do we need to provide?

You will be required to provide the following H&S docs ahead of the event:

- RAMS (Risk Assessment /Method Statements)
- Fire Evacuation Plan (with the build taken into consideration)
- PEEP (for guests attending who require accessibility provisions)
- First aid information
- Medic information (400 people + requirement)
- Hot Works Permit (if undertaking hot works)
- Mobile Plant information (if mobile plants are in use)

Please see our [Event Requirements](#) for more information (Health and Safety)

Will there be a qualified first aider from your team present on the day of my hire?

The Studios team are first aid trained, however, Event Organisers are to ensure they have suitable first aid provision in place during the hire period.

Please see our [Event Requirements](#) for more information (1.4 First Aid)

Will you be providing a walk-through evacuation plan in case of an emergency?

Yes, two separate walkthroughs will need to take place. One at the start of the hire (based on the space being empty) and another following the install.

Are all of the studios accessible?

Yes, all of our studios are located on the ground-floor (apart from the production office in Studio 4 and 5). All doorways and walkways are inline with health and safety regulations and our toilets comply with regs.

Please note, you will be required to produce a PEEP if wheelchair users will be attending the event.

Please see our [Event Requirements](#) for more information (1.3 PEEP)

Insurance

Does the venue include insurance?

No, the Event Organiser is responsible for providing their own insurance.

What type of insurance do you require?

You must obtain adequate insurance with a company of repute to cover the intended use of the property, including agents, officers, sub-contractors, and guests. The insurance must include public liability and employers' liability with an indemnity limit of at least £5 million per incident.

How do I obtain insurance?

You will need to contact your insurance company or broker - if you're looking to take out a short term insurance policy for the duration of your event, please contact Aston Lark (Daniel Simmons: daniel.simmons@astonlark.com)

Event Partners

What's the benefit to using a Protein Studios event partner?

All of our event partners have been carefully curated and offer a great service. We allow our partners to use additional event space for their setup (if available) and it's possible for them to access the space outside of the agreed hire period for setup and de-rig. We do not allow this perk to non-event partners.

Please also note that our event partners also are familiar with the space, our Event Requirements which can be immensely beneficial.

Who are your event partners?

A list of our partners can be found in our [hire pack](#) - if you need more information, their information packs can be found [here](#).

Please contact Lois (lois.welch@proteinstudios.com) if you would like an introduction.

Do you have furniture available to use and hire?

No, we do not have furniture available to use or hire. Please contact one of our [event partners](#).

Please contact a member of the Protein Studios team if you have any questions which are not included in our FAQs