

# COLCHESTER ARTS CENTRE

## GENERAL VENUE INFORMATION



Never Knowingly Understood

GENERAL ENQUIRES:  
[info@colchesterartscentre.com](mailto:info@colchesterartscentre.com)  
01206 500 900

TECHNICAL ENQUIRES:  
[katy@colchesterartscentre.com](mailto:katy@colchesterartscentre.com)

EVERYTHING IN THIS DOCUMENT IS SUBJECT TO CHANGE  
(ACCURATE AS OF SEPTEMBER 2023)

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## **Contact Information**

### **BOX OFFICE**

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Email: [ticketing@colchesterartscentre.com](mailto:ticketing@colchesterartscentre.com)

### **GENERAL ENQUIRIES**

Email: [info@colchesterartscentre.com](mailto:info@colchesterartscentre.com)

### **PROGRAMMING**

Performance: Anthony Roberts - [anthony@colchesterartscentre.com](mailto:anthony@colchesterartscentre.com)

Music & Comedy: Stafford Glover - [stafford@colchesterartscentre.com](mailto:stafford@colchesterartscentre.com)

Community & Kids: Anthony Roberts - [anthony@colchesterartscentre.com](mailto:anthony@colchesterartscentre.com)

Hires: Stafford Glover – [stafford@colchesterartscentre.com](mailto:stafford@colchesterartscentre.com)

### **ACCOUNTS**

[accounts@colchesterartscentre.com](mailto:accounts@colchesterartscentre.com)

### **STAFF EMAILS**

ANTHONY ROBERTS

*Director*

[anthony@colchesterartscentre.com](mailto:anthony@colchesterartscentre.com)

STAFFORD GLOVER

*Executive Producer*

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KATY CIRNE

*Technical and Production Manager*

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DARRYL WARD

*Deputy Technical and Production Manager*

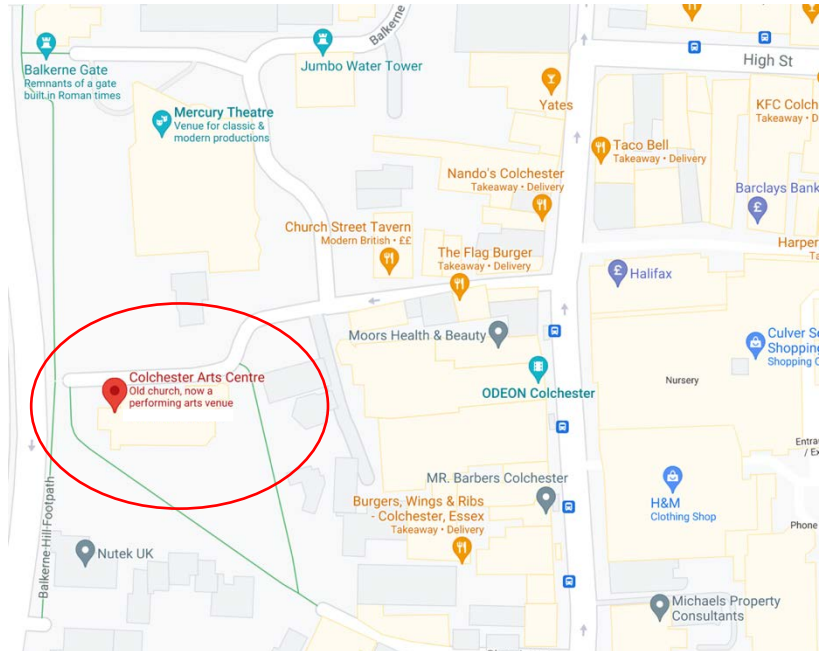
[darryl@colchesterartscentre.com](mailto:darryl@colchesterartscentre.com)

## About the Venue

*Colchester Arts Centre – the little church with a big attitude, deep in the heart of Essex.*

### **Address**

Colchester Arts Centre  
Church Street  
Colchester  
Essex  
CO1 1NF



### **Parking**

There is no parking at the venue, other than three disabled parking spots. The nearest parking is a multi-storey car park called St. Marys, height restriction 1.97m. We offer discounted tickets at £1.50 per vehicle, please contact box office.

### **Loading Access**

Outside the venue there is a loading bay, this leads step free into the venue through double doors (about 3 metres from loading bay to venue). There are then ramps, if required, up onto stage. Front of house position is on the floor level.

### **Facilities**

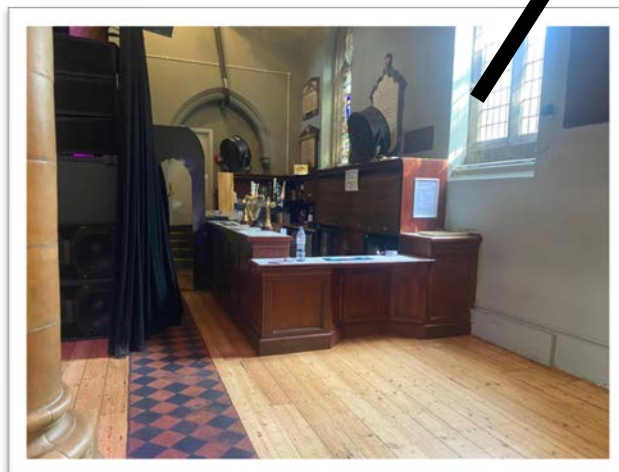
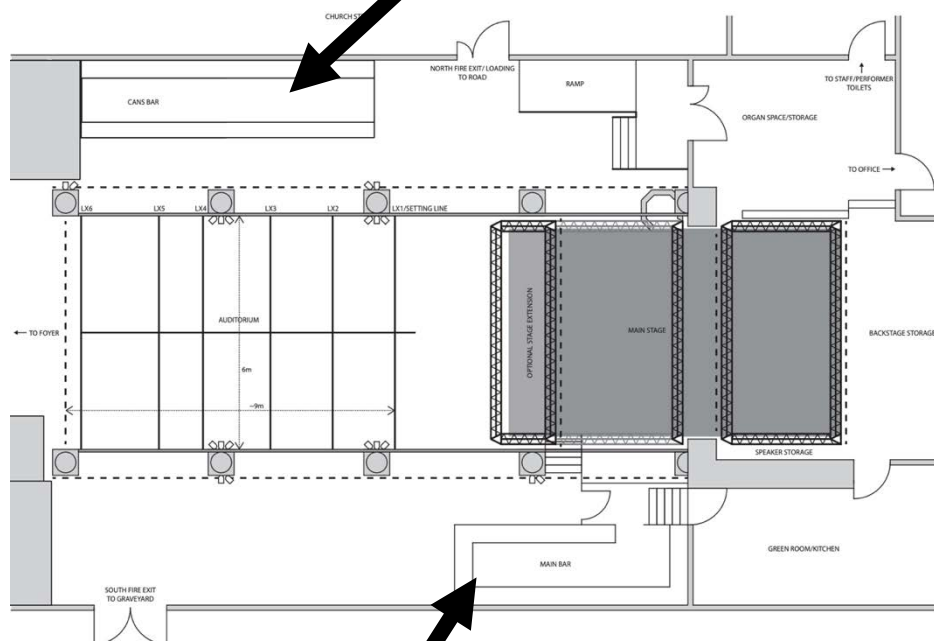
- There is one **dressing room** space with tea and coffee making facilities, artist only fridge, microwave/oven, mirror and chairs.
- There is **Wi-Fi** available throughout the venue.
- There is an accessible backstage bathroom with **shower facilities**, towels available on request.
- There are women's and gender-neutral **toilets** front of house.

### **Merchandise**

We can provide a merchandise area/table on request. Please get in touch for rates and seller availability, if needed.

## Bars

Within Colchester Arts Centre, there are two bars. One smaller with draft available and one larger available only with bottles and cans. Both bars have accessible sides on them for wheelchair users. For events, the bars can either not be used, only one used or both used. When not in use, the bar sides can be used for displaying signs or merchandise.



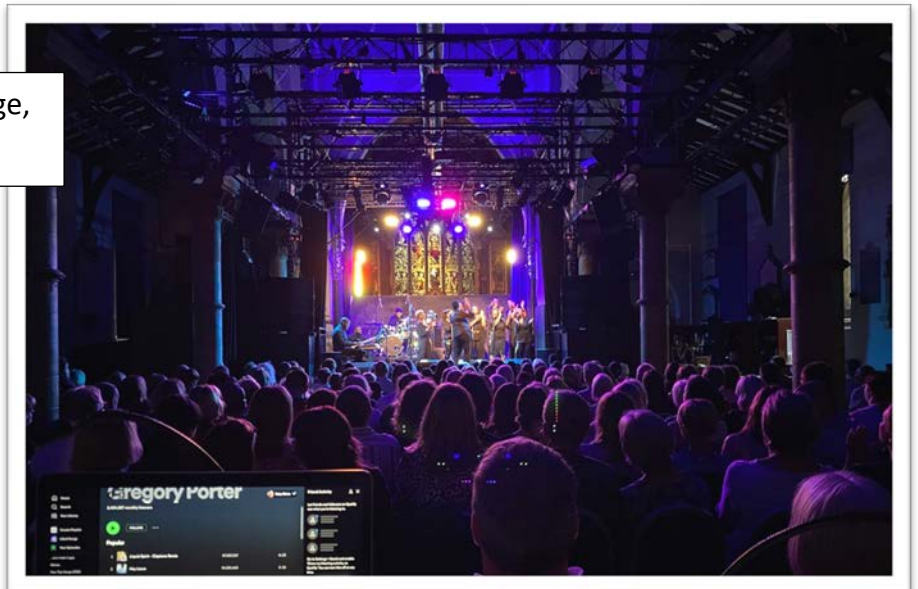
## Capacity and layouts

The venue is very versatile and can be set up in many ways, see list below with accompanying capacities.

- Seated performance with full length stage – 220 capacity
- Seated performance with reduced stage – 240 capacity
- Standing only – 400 capacities
- Cabaret tables and chairs – this can be custom with capacity anywhere between 30 to 140
- Theatre configuration with raked seating – 80 capacity
- Custom layout – capacity dependant on layout.

For any other custom arrangements please do get in touch with Katy ([katy@colchesterartscentre.com](mailto:katy@colchesterartscentre.com)).

Seated show with full stage, 220.



Seated show with reduced stage, 240.





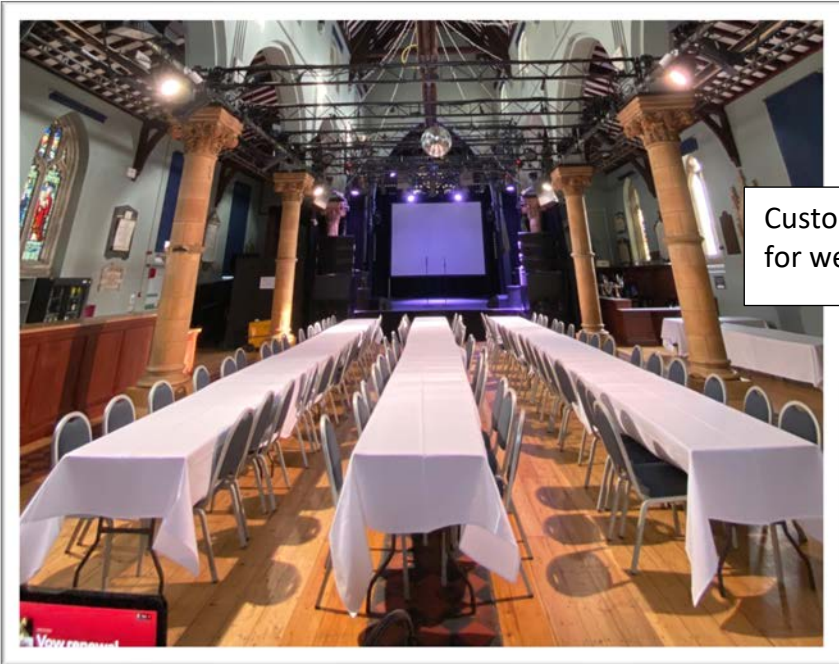
Seated show with full stage but reduced seating for ticket sales.



Seated show with mix of cabaret tables and rows of seats.



Standing only, max capacity 400.



Custom set up with hired furniture for weddings/conferences/parties.



## **Access**

The Colchester Arts Centre is mostly step free. Steps located in the below areas:

- Three steps up into the box office, there is a sturdy handrail in place here.
- Three steps up onto stage from stage right, this to also access the backstage area. There is no handrail here. Ramp available.
- Five steps up to the green room/kitchen from the main bar, there is a sturdy handrail from here. Another route is available with three steps, or a ramp is available.
- Five steps up onto stage from downstage left. Another route is available with two steps, or a ramp is available.

All other areas including audience entrance into the space and front of house to the side of stage area are step free from pavement outside.

### ***Disabled Parking***

There are three disabled parking spots on Church Street, directly outside the venue.

### ***Facilities***

There are two accessible toilets on site. One backstage, with fully accessible shower/wet room and accessible toilet. The other accessible toilet is front of house towards the audience entrance.

### ***Assisted Listening***

The Arts Centre uses an infrared assisted listening unit, connected to the main sound system, with infrared outputs covering both standard and theatre layouts of the venue.

### ***Access Rider***

Please feel free to send us an access rider prior to your show with us to make us aware of any access requirements you may need. Resources below.

*How to make an access rider and open template:*

<http://alexandrinahemsley.com/resources/access-rider-open-template/>

### ***Other Access***

If you have any other access queries or would like to discuss BSL, captioned or relaxed performances, please do get in touch (accessibility@colchesterartscentre.com).

## Staffing Options

When hiring the venue, certain staff are necessary for an event to go ahead, other staff are optional depending on the event needs. See below the staff list.

- **Duty Manager** (essential), this person oversees the venue, audience, bars and the performers and works alongside any technical team to start the performance.
- **Bar Supervisor** (essential if using the bar/s), this person sets up and oversees the bar and its staff.
- **Door Staff** (essential if using tickets or guest list), this person scans in tickets and tickets people off at the door.
- **Security** (essential if a large standing gig), these people are used to keep the staff, audience and performers safe.
- **Sound Engineer** (essential if using sound system), this person runs the stage and desk for any sound needs.
- **Lighting Engineer** (essential if using lighting system), this person will light the space and the performance.
- **Stage Manager** (optional), this person can manage the stage and help with getting things on and off stage, available on request and only with plenty of notice.
- **Merchandise Seller** (optional), this person can sell and manage merchandise, available only on request and only with plenty of notice.
- **Custom staff** – for any other staff please get in touch with Stafford ([stafford@colchesterartscentre.com](mailto:stafford@colchesterartscentre.com))

We supplement our staff with volunteers depending on the performance or hire. Staff and volunteers will wear a Colchester Arts Centre lanyard with either STAFF or Volunteer on it.



## **Basic Technical Information**

*For a more in-depth look at our technical specifications, please see the full Technical Specification available on our website, or contact our Technical and Production Manager, Katy (katy@colchesterartscentre.com).*

### **SOUND**

Colchester Arts Centre is fitted with a state-of-the-art sound system with full coverage of the venue and full frequency response, capable of loud rock gigs and more intimate acoustic events as well as discos and spoken word.

We have a full stock of microphones and onstage monitoring (*see our full Technical Specification for our stock list and full PA list and configuration*).

### **VISUAL/PROJECTION**

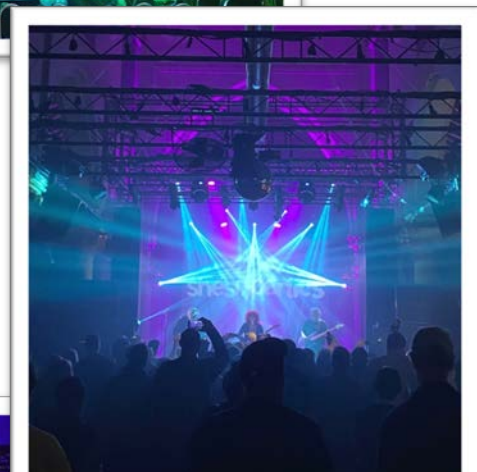
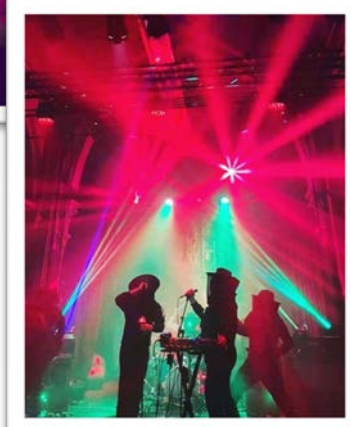
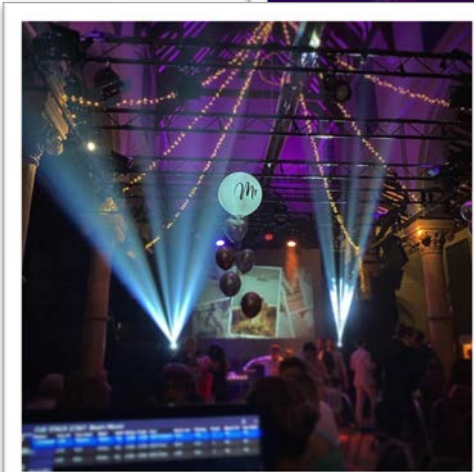
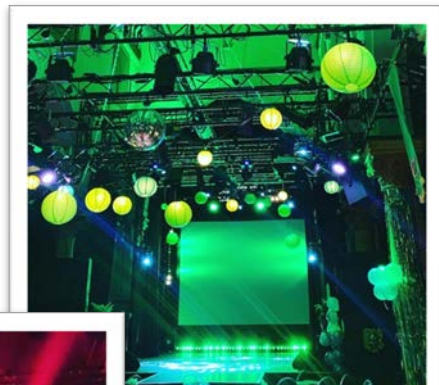
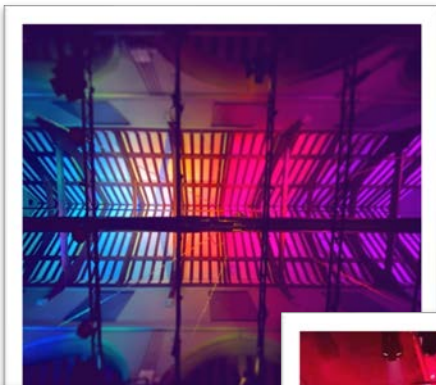
We have limited options when it comes to visual effects and projection, but we can provide basic projection on our large-scale screen, please get in touch with Katy, our Technical and Production Manager, to discuss any further options (katy@colchesterartscentre.com).





## LIGHTING

Colchester Arts Centre has a full range of lights and effect lighting to provide the perfect lighting for your event. With specific lights to highlight some of the churches best inside architectural features, a full rig to provide an interesting light show no matter the type of event, including rock gigs, discos and weddings, as well as certain areas of the venue where we can add specific lights unique to your event. Please get in touch with Katy, our Technical and Production Manager to discuss full options ([katy@colchesterartscentre.com](mailto:katy@colchesterartscentre.com)).



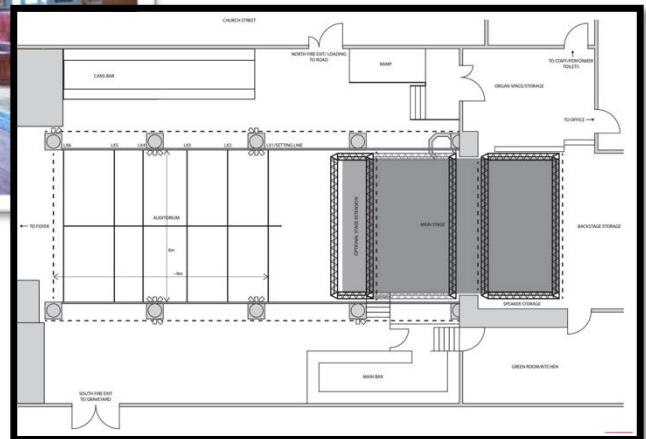
## STAGE

We have multiple layouts of our stage, see below, as well as a stock of decking to create custom stages, please get in touch with Katy, our Technical and Production Manager ([katy@colchesterartscentre.com](mailto:katy@colchesterartscentre.com)) to discuss options.

For full stage layouts, please see our full Technical Specification available on our website.



**FULL STANDARD  
STAGE:**



**RAKED SEATING WITH  
SPACE IN REVERSE:**

