

COLCHESTER ARTS CENTRE

GENERAL VENUE INFORMATION



Never Knowingly Understood

GENERAL ENQUIRES:
info@colchesterartscentre.com
01206 500 900

TECHNICAL ENQUIRES:
katy@colchesterartscentre.com

EVERYTHING IN THIS DOCUMENT IS SUBJECT TO CHANGE
(ACCURATE AS OF JANUARY 2026)

CONTENTS

Contact information

- *Box Office*
- *General Enquiries*
- *Programming*
- *Accounts*
- *Staff Emails*

About the Venue

- *Address*
- *Parking*
- *Loading Access*
- *Facilities*
- *Merchandise*
- *Bars*

Capacity

Access

- *Overview*
- *Disabled Parking*
- *Facilities*
- *Assisted Listening*
- *Access Riders*
- *Other Access*

Staffing Options

Basic Technical Information

- *Sound*
- *Visual/Projection*
- *Lighting*
- *Stage*

Contact Information

BOX OFFICE

Tel: 01206 500900

Email: ticketing@colchesterartscentre.com

GENERAL ENQUIRIES

Email: info@colchesterartscentre.com

PROGRAMMING

Performance: Anthony Roberts - anthony@colchesterartscentre.com

Music & Comedy: Stafford Glover - stafford@colchesterartscentre.com

Community & Kids: Anthony Roberts - anthony@colchesterartscentre.com

Hires: Stafford Glover – stafford@colchesterartscentre.com

ACCOUNTS

accounts@colchesterartscentre.com

STAFF EMAILS

ANTHONY ROBERTS

Director

anthony@colchesterartscentre.com

STAFFORD GLOVER

Executive Producer

stafford@colchesterartscentre.com

JOANNE PARRY

General Manager and Finance

joanne@colchesterartscentre.com

MICK NEWMAN

Box Office

mick@colchesterartscentre.com

EMMA WALLIS

Marketing Manager

emma@colchesterartscentre.com

KATY PECK

Technical and Production Manager

katy@colchesterartscentre.com

DARRYL WARD

Deputy Technical and Production Manager

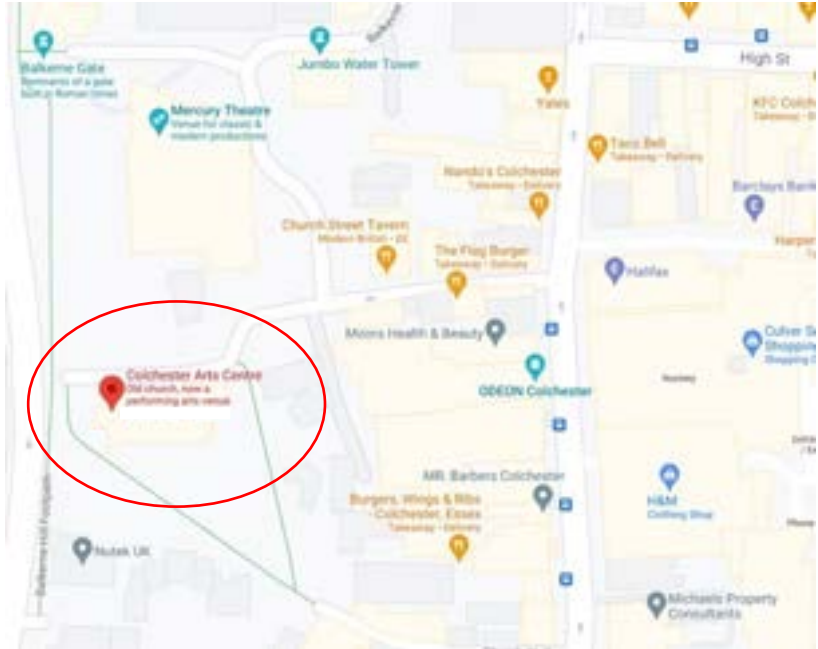
darryl@colchesterartscentre.com

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

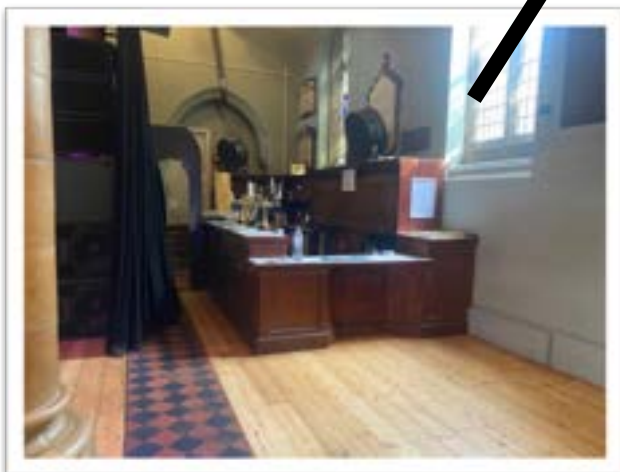
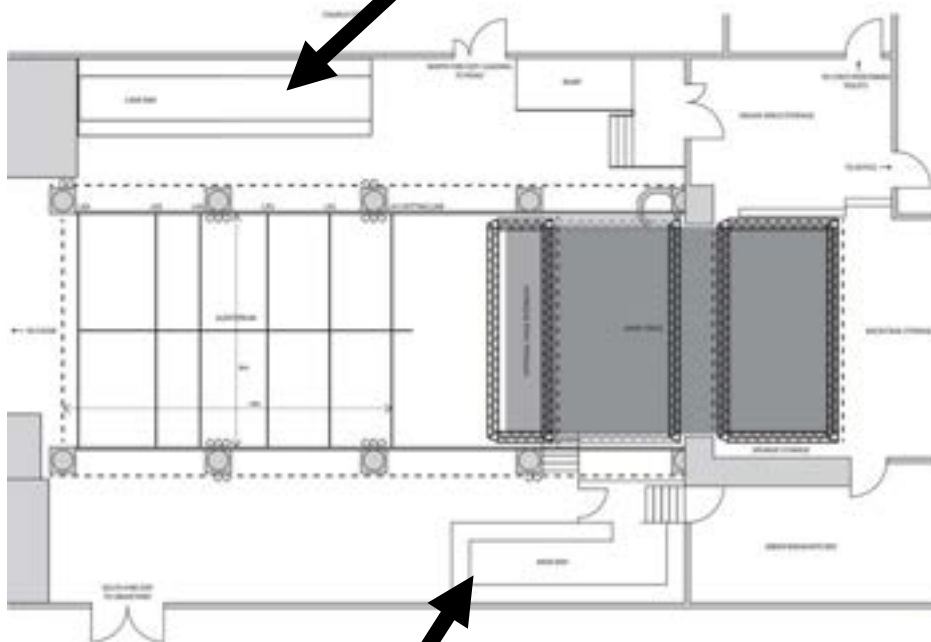
- There is one **dressing room** space with tea and coffee making facilities, artist only fridge, microwave/oven, mirror and chairs.
- There is **Wi-Fi** available throughout the venue.
- There is an accessible backstage bathroom with **shower facilities**, towels available on request.
- There are women's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

Merchandise

We can provide a merchandise area/table on request. We **DO NOT** charge commission.

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* (most shows – music, comedy)
- Seated performance with reduced stage – 240 capacity (sold out comedy mostly)
- Standing only – 400 capacities
- Cabaret tables and chairs – this can be custom with capacity anywhere between 30 to 100*
- Theatre configuration with raked seating – 80 capacity *
- Custom layout – capacity dependant on layout.

**Seating is put out custom to the show to reflect sales and possible walk ups, this helps create the best atmosphere for the show.*

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.

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).

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 and on our large portable 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).



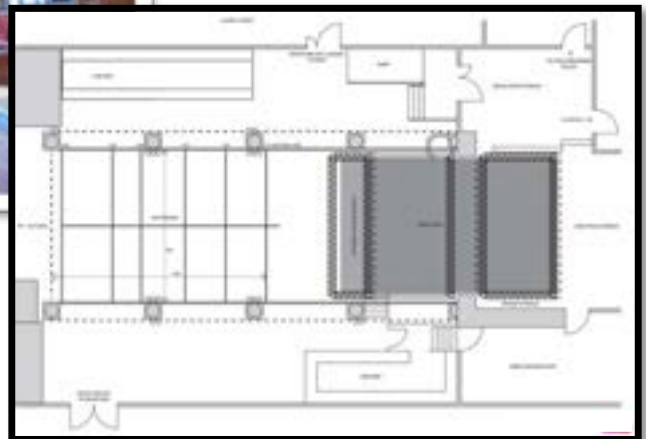
STAGE

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) 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:**

