

The Nottingham

New Theatre



External Venues Pack 2018-19



EXTERNAL VENUES PACK

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A note from your Fringe Coordinator:

Hi, I'm Dan, the Fringe Coordinator for this year.

One of the most incredible and exciting aspects of our Fringe season is that you are not confined to any particular space, whilst most performances occur in Studio A, in the past we have had shows in many different venues across University Park campus and Nottingham itself. If you have any interest in using an external venue for your fringe show please don't hesitate in contacting me at fringe@newtheatre.org.uk and I will be all too happy to help with any difficulty or query you may have.

It is difficult to know exactly what kinds of spaces are available and can be daunting to approach such venues; hopefully this guide will make the whole experience easier. In this document I will give some examples of spaces that are available in Nottingham and how to book them, however remember that this list is not exhaustive. A piece of fringe theatre can occur literally anywhere, the only limitation on what can be a venue is your imagination.

With that in mind, have fun and let's get fringe!

Daniel McVey

HOW TO HIRE AN EXTERNAL VENUE

Some venues on campus may be centrally timetabled, in which case can be booked through the room booking website (<https://eu.jotform.com/uonsusocs/roombookings>) or through the SU office. Booking other venues will differ greatly however most will require an email or phone call to enquire. Remember to say that we are a student group and, where necessary, how long the space will be needed for (for the show, get-ins and get-outs), as it may be possible in certain cases to negotiate a reduced rate.

THINGS TO REMEMBER

- If the capacity is larger than a normal fringe show (20-30) and your budget relies on an increased turnout ensure that you have **strong publicity ideas** on how to ensure good audience sizes.
- Similarly, if you are using a venue in Nottingham **consider the accessibility for members**, the majority of our audience is coming from University Park Campus and the areas that surround that (Lenton, Dunkirk, Beeston etc.). Therefore a strong publicity plan on how to encourage our membership to attend would be useful. Moreover, possibly consider how marketable the show is to the wider community in Nottingham, some of these venues will promote public events on their own websites and social media platforms.
 - As well as considering how easy the venue is to get to it is also worth looking at venue access for audience members; for example Studio A has step-free access to book tickets and enter the venue. It is useful to show you have considered audience access into the venue within your proposal form.
- When budgeting in venue hire costs remember that if the room is hired by the hour you will also need to budget the cost of the venue hire for your **get-ins and get-outs** before and after the shows too. It is also important with this to consider the complexity of your set and lighting designs and to book an appropriate duration for the get in/out.
- If you are planning to take lights and/or large set pieces from the theatre you need to consider how you are going to **transport** the items safely to the venue. For most external venues this will require the use of a car or van. We can hire vans through the SU or through liaising with TEC however there are costs associated with this. If you are planning to transport theatre equipment it is **vital that you have spoken to the Theatre Manager** as there are possible limitations to

the insurance of theatre equipment and restrictions on who can drive SU/TEC vans. Ensure that you have clearly planned for this in your proposal form.

- Venues will be unable to guarantee availability until you have dates; it is impossible to be certain of a venue being available until after proposals once the slots have been set. Therefore, whilst it is advisable to have contacted venues prior to proposals, until your show has been successful, and show dates confirmed, it is important to keep an open mind about venues. Shows in the past that have planned on using external venues have faced difficulties and resorted to using Studio A. It may therefore be useful to have considered, if you are unable to get the venue for your show dates, how it would work in Studio A or other venues.
- Teams are able to decide they would like to perform in an external venue after proposals, though if this is being considered it should be mentioned in the proposal form. However, if a desired venue has a hire charge or would need extra consideration in how to transport set and tech to the space this **MUST** be outlined in the proposal budget.

HOW THIS WILL AFFECT YOUR PROPOSAL

For more information on how to fill out the proposal form please refer to the **Proposals Pack**.

- **Set Design:** To draw an accurate design of seating you will require a scale floor plan of the venue. Most venues will have an accurate floor plan they will be happy to provide upon request. Ensure you include all important staging details for the venue in this section of the form. As previously stated, it may be worthwhile considering how the show would work in another venue, such as Studio A, in case there are issues with venue hire. The set design question has no word limit so it is possible to outline ideas about how you would use both spaces.
- **Tech:** Technical capabilities of venues will vary significantly. As such it is important that you contact the Company Technical Director and Technical Manager prior to proposals to discuss what is possible in different venues and what equipment is needed to achieve what you want. Nothing is impossible, but some things are expensive and would require hires from TEC. Ensure that you have explained in depth how you will work with the venue's technical capabilities within the proposal form. Providing a link to or details of a venue's technical documentation is recommended where available.

- **Budget:** Quotes for venue hire can be obtained prior to proposals and should be put in the miscellaneous section of the proposal form. If you have contingency budgets that vary depending on the venue it can be useful to show the two different budgets on the form. For more information on how to do this effectively contact me, at fringe@newtheatre.org.uk, for examples, or the treasurer at treasurer@newtheatre.org.uk.

EXTERNAL VENUES ON CAMPUS.

There are many different spaces on campus that could be used. Here is a list of some of the spaces that have been used in the past for performances however there are many more spaces on campus that could be used. Some can be booked centrally (e.g. PAS) whereas others may require contacting the SU or Hall Wardens directly. It is helpful if you have previously contacted any venues that may not be centrally bookable to ensure that they are available and they are happy to host a piece of theatre.

If available most spaces on campus will be free to use however, it is still worth checking prior to proposals; for example, Lakeside Arts does have a hire charge. With hall libraries in particular it is worth noting that in recent years there has been some difficulty in booking them for performances, so it may be worth having contingency plans if you wish to use these. If enquiring about using a hall, email the Hall Warden.

You can view all the venues the theatre has ever performed at here:
<https://history.newtheatre.org.uk/years/>

TRENT PERFORMING ARTS STUDIO (PAS LG18):



A large designated performance area, this versatile black box studio boasts high ceilings and facilities including an inbuilt lighting rig, flexi-staging and chairs, although the space lends itself to alternative seating styles and arrangements. The space can be used for both intimate low capacity shows or larger capacities of 20-30. We've had multiple performances in PAS over the years, most recently *Crystal Quest: A Crystal Quest: A 5D Adventure!* which had a very positive experience working in the space.

PROS:

- On campus.
- Wheelchair accessible.
- Has a full lighting rig, speakers and tech desk.
- Venue has chairs and flexi-staging.
- Is a centrally timetabled room so can be easily booked like any other rehearsal space.
- Close to the NNT building, useful for transfer of items.

CONS:

- Has a very busy schedule with workshops, seminars and other societies, so may be difficult to book in such rigid days. However, many societies are willing to swap rooms if given enough notice, but don't take this as given.
- Due to the busy nature of the room and the fact that teaching is delivered in it, it may be difficult to book the room for entire weekdays and thus the set may need to be removable from the space between shows.

NNT PERFORMANCE HISTORY:

Crystal Quest: A 5D Adventure (2017)

The Great Gatsby by F. Scott Fitzgerald; Adapted by L. J. Bateman (2015)

The Toyland Murders by Ben Hollands (2015)

The Last of the Haussmans by Stephen Beresford (2015)

SHERWOOD HALL LIBRARY:



An octagonal library situated on the first floor of Sherwood Hall. The space has its own chairs and, depending on the use of the space can sit small or large audiences. Has been used for *Flowers for Algernon* in Spring 2016 although groups have faced difficulties in booking the space for a performance in Autumn 2017.

PROS:

- On campus – its location in a hall makes it easily marketable to residents of the hall.
- Room has unique features including a metal spiral staircase to access a raised viewing area.

CONS:

- Not wheelchair accessible (also means no lift so all items must be carried up the stairs.)
- Have had difficulties booking the space for performances recently partially due to the fact it is in a working hall.
- Far enough away on campus that a vehicle would still probably be needed to transport items.

NNT PERFORMANCE HISTORY:

Flowers For Algernon by Daniel Keyes; Adaptes by David Rogers (2016)

LINCOLN HALL LIBRARY:



Lincoln Hall Library has been used for New Theatre shows many times, including for *Hinged* in 2016, *Little Red* in 2013 and *No Exit* in 2012, it is a large square room with chairs and a raised viewing area. There is space for small audiences and it can be set out in many different seating arrangements.

PROS:

- Wheelchair accessible.
- On campus – its location in a hall makes it easily marketable to residents of the hall.
- Room has unique features including a raised viewing area.

CONS:

- Have had difficulties booking hall libraries for performances recently partially due to the fact it is in a working hall. However, it is still worth trying as this will change between years.
- Far enough away on campus that a vehicle would still probably be needed to transport items.
- May be unable to use features such as viewing area, if you are intending on using this, ensure you have thoroughly checked with the halls beforehand.

NNT PERFORMANCE HISTORY:

Hinged by Boo Jackson and Tom Heath (2016)

Little Red (2013)

No Exit by Jean-Paul Sartre (2012)

Can't Stand Up For Falling Down by Richard Cameron (2007)

THE GREAT HALL IN THE TRENT BUILDING:



The Great Hall is a large events venue in the Trent Building and throughout the year is host to various events including concerts, weddings and conferences. This room includes a stage as well as various other unique features. The space really is huge, having an advertised end-on traditional seating capacity of 250 however, due to the large space lends itself to alternative seating arrangements and large flat performance spaces. It has previously been used by the New Theatre for *Sketchy Characters* in 2015.

PROS:

- On campus.
- Wheelchair accessible.
- Close to the NNT building, useful for transfer of items.
- Large space appropriate for many different sized audiences.
- Room has a lot of unique features including a stage area.
- Room is centrally bookable.

CONS:

- Has a very busy events schedule, so may be difficult to book in such rigid days.
- If the large space is being utilised for a larger audience size increased marketing would need considering.

NNT PERFORMANCE HISTORY

Sketchy Characters by Ian Sheard and Jamie Drew (2015)

Macbeth by William Shakespeare (1973)

A Beckett Festival by Samuel Beckett (1972)

Edward II by Christopher Marlowe (1971-72)

STUDIO LIVE IN THE PORTLAND BUILDING:



Studio Live is a purpose-built performance area that is used by many other societies for their performance, such as Musicality for their showcases and summer shows. It has pull-out raked seating, a retractable stage, an inbuilt projector and movable chairs and tables. As a large space, with an advertised maximum capacity of 190 it would lend itself to the possibility of alternative seating.

PROS:

- On campus.
- Wheelchair accessible.
- Close to the NNT building, useful for transfer of items.
- Large space appropriate for many different sized audiences.
- Room has an optional stage area.
- Inbuilt projector.

CONS:

- Low ceiling.
- Regularly booked by various societies so could be difficult to book for specific days. Whilst some societies may be willing to move if asked it is also a society events room and thus there may not be an appropriate alternative room to offer.

EXTERNAL VENUES IN NOTTINGHAM.

Listed here are a few of the spaces that are hireable in Nottingham and are specifically aimed towards performances, however it is important to remember that any spaces can be performance areas; prior to their closure we had performances in the Lofthouse, a loft area which had a bar and housed art exhibitions in it (*A Beautiful Thing*, 2016), Lee Rosy's Tearoom (e.g. *40%*, 2014; *The Dumb Waiter*, 2012) and a barn in Lenton (*Osama the Hero*, 2013). Fringe theatre can happen anywhere. If you have any questions on possible venues in Nottingham or if you would like me to accompany you to look around any space then please email me at fringe@newtheatre.org.uk.

NOTTINGHAM WRITERS' STUDIO:



Situated in the Creative quarter of Nottingham this hub of writer-related events. The space houses a hireable event space in the basement which is a hub of activity for concerts, meetings, film screenings and more. The space can sit 60 when in an end-on theatre style.

PROS:

- Wheelchair accessible.
- Has the option of gender-neutral bathrooms. Free WiFi.
- Modular staging available.
- Public events are promoted on their website and newsletter.

CONS:

- Has a very busy schedule so may be difficult to book in such rigid days.
- Most affordable way to book would be per-hour which means everything would have to be removed between shows. Thus would require more minimalistic sets and lighting design.

ADDRESS:

Nottingham Writers' Studio,
25 Hockley,
Nottingham,
NG1 1FH

ROOM HIRE PRICINGS:

£25 per hour.

£150 per day.

ADDITIONAL INFORMATION:

- The space is available during working hours on Fridays to view.
- More information can be found online at <https://www.nottinghamwritersstudio.co.uk/roomhire/>.
- To book, check availability or discuss extra requirements contact admin@nottinghamwritersstudio.co.uk.
- Telephone number is 01158372248.

NONSUCH STUDIOS:



This 'Cultural Studio' located near Nottingham Trent University has three hireable rooms of different sizes, capacities and uses (meetings, rehearsals, cabarets, birthdays, exhibitions, screenings and more). The main performance space is Studio 1, a former concert hall, with a raised stage area, original wooden floor and stained glass windows the space includes 55 chairs. Studio 2 is smaller than Studio 1 and was originally a Tap Studio, a much more casual space with a dance floor and chalkboard doors. Studio 2 also includes 55 chairs. Their final studio space, Studio 3, is much more informal, generally used for rehearsals. Despite being as large as Studio 1 it only has 10 chairs.

PROS:

- Studios 1 and 2 are wheelchair accessible through a different entrance.
- Each room has its own unique qualities, details of which are on the website.
- Studio 1 has an in-built raised staging area.

CONS:

- Studio 3 is not wheelchair accessible.
- Has a very busy schedule so may be difficult to book in such rigid days.
- Most affordable way to book would be per-hour which means everything would have to be removed between shows. Thus would require more minimalistic sets and lighting design.



ADDRESS:

Nonsuch Studios
32a Clarendon Street
Nottingham
NG1 5JD

ROOM HIRE PRICINGS:

Studio 1: £25 per hour

Studio 2: £20 per hour

Studio 1 & 2 combined: £40 per hour

OTHER INFORMATION:

- Viewings can be organised by contacting Izzy Bradley on izzy@wearenonsuch.com.
- Specific equipment is available to be hired, this and other information regarding conditions of hire are available at <https://wearenonsuch.com/wp-content/uploads/2017/01/Nonsuch-Studios-Space-hireTerms-Conditions-February-2017.pdf>.
- Room dimensions are all available on the website at <https://wearenonsuch.com/space/nonsuch-studios/>.

IMAGES USED IN PACK:

Page 6: *CrystalQuest: a 5D Adventure!* (2017) from history.newtheatre.org.uk

Page 7: *Flowers for Algernon* (2016) from history.newtheatre.org.uk

Page 8: *Hinged* (2016) from history.newtheatre.org.uk
The Great Hall during the 2016 NNT Alumni Dinner from photos.newtheatre.org.uk

Page 9: Studio Live from nottingham.ac.uk

Page 10: *Word Jam: Unity through Diversity* event from Leftlion.org

Page 11: Studio 1 from wearenonsuch.com
Studio 2 from wearenonsuch.com
Studio 3 from wearenonsuch.com