

# TURNER SIMS Venue Hire

Information Pack For Student Hirers  
2010 – 2011 Season

Turner Sims  
University of Southampton  
Highfield  
Southampton  
SO17 1BJ



## INTRODUCTION

Turner Sims opened in 1974 as a public concert hall. It features some 60 concerts annually, featuring both internationally acclaimed and up and coming artists in many diverse musical genres including classical, jazz, world, and folk.

Apart from being renowned for its outstanding acoustics, the intimate venue size means that audiences feel they are close to the performer and have a good view wherever they sit.

In addition to its professional concerts, it is regularly used by University student bands and orchestras and a variety of community groups and schools for rehearsals, concerts, dance performances and presentations.

This guide gives detailed information on Turner Sims and advice on the arrangements for your event/concert. Our aim is to ensure that your event runs smoothly from start to finish and that both you and your audience have a successful and enjoyable experience here. If there is anything not in the guide which you wish to ask, please do not hesitate to phone or email us.

We look forward to welcoming you to Turner Sims.

Kevin Appleby

Concert Hall Manager



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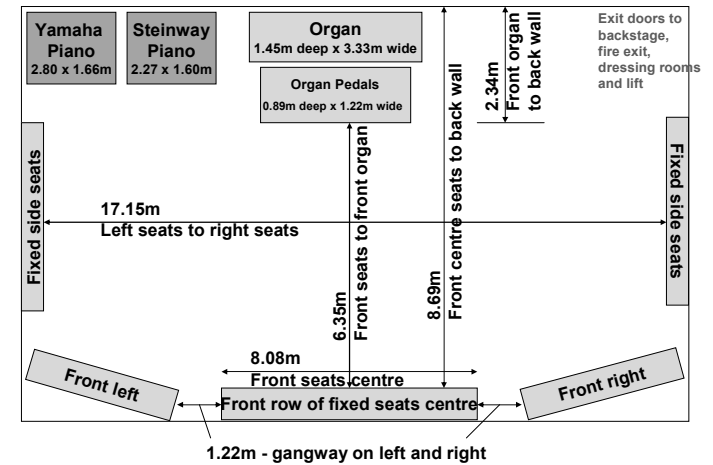
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## THE VENUE

### The Auditorium

#### Turner Sims - Stage Layout



The performance area is 16.5m x 5.75m. The height to ceiling is 9.14m (please note that the roof structure is not strong enough to fly anything). At the rear of the performance area are two grand pianos.

The Peter Collins organ is currently dissembled and won't be back in the building until autumn 2011.

There is one entrance onto the stage. This is also a Fire Exit and must be kept clear of obstructions at all times. Likewise the lift and stairway area's backstage.

Access onto stage from backstage is via stairs. There is a lift available for transporting equipment from the backstage door to the stage and a dedicated stair lift for performers with mobility difficulties.

The audience seating in the auditorium is raked down toward the stage, which is flat. Sightlines therefore are very good from all seats.



### **Backstage Facilities**

There are two dressing rooms, a Green Room and two toilets backstage available for performers.

Dressing Room 1 (suitable for 5-6 people): Wash basin, portable heater, single armchairs, two coffee tables, hanging rail, full length mirror

Dressing Room 2 (suitable for 3-4 people): Wash basin, portable heater, upright piano, two seater sofa, one coffee table, hanging rail

Green Room (suitable for up to 30 people): Upright piano, mirror, tables, plastic chairs.

Toilets: There are two toilets backstage, one of which is suitable for disabled use.

If you have a large group you will need to discuss this when booking, as space is restricted both on stage and in the backstage area.

### **General**

Tables: 3 x 6ft x 3 ft, plus several various size tables.

Chairs: Padded seats and back, back leans backwards slightly, green and red.

Piano stools: 3 available

Conductor's rostra: small carpeted box type stand.

It is advisable to bring your own Music stands, although a Conductors stand is available.

### **Piano and Harpsichord Hire**

The Music Department have a Mason and Hamlin piano that can be hired by some student groups at a cost of £150+VAT (excluding tuning). Contact Denise Kendall in the music office on 023 8059 5872 or email [D.S.Kendall@soton.ac.uk](mailto:D.S.Kendall@soton.ac.uk)

The Turner Sims Steinway D is available for hire at a cost of £210 + VAT (£260 + VAT at weekends). This includes one tuning. No mics or equipment should be taped inside the piano.

The Goble harpsichord owned by Turner Sims is single manual and has three registers, two at 8ft and one at 4ft, and a buff acting on the back 8ft. The compass is 4½ octaves. Hire fee £120 + VAT, to include one tuning.

### **Extra Tuning**

If you require extra tuning, the cost is £84.00 + VAT on weekdays and £124.50 + VAT at weekends.

If you prefer to bring in your own instrument you are welcome. Please discuss delivery details in advance. Please remember that all electronic pianos must be PAT tested.

## Technical Information

### Lighting & Sound

Turner Sims have a basic lighting rig. If you have any specific needs we can arrange for someone to come and set this up in advance however there may be a cost involved.

The Turner Sims lighting board has 24 2KW circuits. Six of these circuits are situated in the roof and therefore not accessible.

Being a mainly acoustic hall, we do not have any sound equipment, nor do not have resident technicians or crew. If you need a sound desk, you will need to organise this yourselves. Please note that this will reduce your seating capacity.

### Power

Extra power is situated at the back of the stage. One socket is 63 Amp, 3 phase, neutral and earth together. The other is 32 Amp, single phase. These can be used individually, but not together.

If you require any other equipment (e.g. a lectern, slide projector, CD player) for your performance/event, we are happy to discuss this with you.

### PAT Testing

All electrical equipment brought into Turner Sims must have a current Portable Appliance Testing (PAT test) certificate. Use of any equipment which does not have a certificate may cause a performance to be stopped. You will be required to send us a copy of the certificates in advance.

### Recording

If you wish to record your event, please discuss technical details with us in advance. You will need to supply your own equipment for this.



## SERVICES

### Box Office

The Turner Sims Box Office is always used for the sale of Student events. The commission charged is 25% if less than 100 seats are sold, or 15% otherwise.

The Box Office is open from 1000-1700 weekdays (2000 on concert days) and 1700-2000 at weekends (only on concert days).

### Capacity

The design of Turner Sims is such that one of our fire exits is across the stage. For this reason, when there is a large group of performers (ie, an orchestra), seats 8-22 in rows B, C and D, are used as a gangway and cannot be sold. This, as well as the fact that our legal capacity includes performers, means that the audience potential for an orchestra, Sinfonietta, concert band, etc, is usually 313. In the case of a smaller group or solo performer, the capacity can go up to 372. A full sized sound desk will normally reduce your capacity by 21 seats.

### Complimentary Tickets

10 Complimentary tickets are allocated to your group for VIP guests (if required). Any other complimentary tickets will be charged at a cost of 10% on a full price ticket.

### Catering

The bar will open 45 minutes before the performance and during the interval. If you wish to have the bar open after your event, an extra charge will be incurred. We are happy to organise drinks receptions for you, just have a chat with the bar manager once your booking is secure. Any drinks used in receptions must be purchased through our bar.

We don't have a kitchen or catering facilities, but Hospitality services within the University can provide food should you wish. You can contact them on 023 8059 4572 for more details.

If you wish to bring in your own caterers they will need to discuss the details with us. We are happy provide a list of caterers that have been used successfully in the past.

### **Front of House**

We provide Front of House Managers to help run your event and to welcome you on arrival. They will contact you about a week before your event to discuss final arrangements. If you have any queries before then, please do not hesitate to ring them on any of our concert nights, or drop them an email.

The Front of House Managers need to be supported at the event by five volunteer ushers who will check tickets, greet your audience and show them to their seats. They will also be expected to help evacuate the building if necessary. It is the responsibility of the hirer to provide these ushers and to ensure they are happy to take on the responsibility. They will need to report to the Front of House Managers one hour before your event for a safety briefing. They must not be performing in your show at any point or have any other duties. They must be over eighteen.

### **Publicity and Promotion**

We produce two brochures each year covering the Autumn season (concerts from October to January) and the Spring season (from February to June). We can list your event in these brochures provided you have confirmed your booking before the deadlines (for the Autumn brochure by the end of June and for the Spring by the end of October). Please provide approximately one paragraph of text and e mail it to our Marketing Officer. If you miss the deadline for the brochure we can still add your details to the website.

All other publicity and mail outs are the responsibility of the hirer.

When printing your publicity please ensure all these details are included: venue, price, time, and date. Use of our logo is welcome. Please contact us for a copy of this.

A copy of all publicity will need to be checked by our management before going to print.

### **Disabled Access**

Turner Sims has full disabled access for both performers and audience members. However, we do ask that you inform us in advance should one of your performers require assistance to the stage via our stair lift. Likewise, if you are selling your own tickets, we ask that you inform us of any customers you have requiring wheelchair or guide dog space, so that we can make the event as comfortable as possible for them.

## **CHARGES**

### **Hire Charges**

The hire charge is £315 for a 5 hour period. This includes your get in and get out time. Extra hours are calculated at £65 per hour.

The fee includes Front of House management, box office and bar staff.

The fee includes Performing Rights Fees but not Box Office commission.

### **Deposits and Cancellation**

A non refundable deposit of 25% of the hire fee is required to secure your booking. A deposit invoice will be sent with your booking form.

Payment of invoices can be made by cheque made payable to University Of Southampton and sent to the income Office, Finance Department, University of Southampton SO17 1BJ; by credit card- in person at the Income Office or by telephoning 023 8059 3544 and quoting the invoice number, or by cash, in person, at the Income Office.

If you cancel your event within a month of your date the full hire fee will be charged.

### **Making a Booking – Booking Forms and Contracts**

If you decide to go ahead with your booking, please fill in the booking form and send it back to The Administrator as soon as possible. This, with the non refundable deposit, secures your booking. If we have not received this within one month of pencilling in the date we will assume you no longer require the booking.

Once the booking form and deposit have been received a contract will be issued.

### **Payment and Settlement**

Any outstanding hire fees will be taken out of your settlement before your cheque is issued (if the hire fees are greater than your ticket sales, an invoice for the difference will be issued).

Payment for any settlement is always made by cheque which will be sent out via the University of Southampton's Finance Department. A copy of the settlement will be emailed to you as soon as possible after the concert. Once you have agreed the figures the settlement will be sent to finance to process.

### Performing Right Society Fees

The Performing Right Society (PRS) is a membership organisation which collects licence fees from performers of copyright music and distributes the money as royalties to the people who own the copyright (including the performing right) in that music. As a venue where live music performances take place, we are required by law to hold a PRS licence, and submit both programme information and the appropriate fee to the PRS every time any music is played in the Concert Hall.

You will need to give two copies of your programme to the Front of House Managers on the night of your event, who will then send this information to the PRS. If your event does not have a programme, you will be given a form to fill in which we must receive from you before you leave.

The standard PRS fee is included in your fee.

### Insurance

The hirer is required to hold adequate Public Liability insurance to indemnify them, their guests, employees, agents, subcontractors against their legal liability to Third Parties. The insurance held by the University does not extend to include hirer's liability. If you do not hold such cover, we can provide details of specialist insurers on request.

### Contact Details

Concert Hall Manager: 023 8059 2223  
 Administrator: 023 8059 2223  
 Front of House: 023 80593105  
 Marketing: 023 8059 2504  
 Bar: 023 8059 7079  
 Box Office: 023 8059 5151  
 Fax: 023 8059 2505  
 Website: [www.turnersims.co.uk](http://www.turnersims.co.uk)  
 Email: [info@turnersims.co.uk](mailto:info@turnersims.co.uk)

