



## SPACE & CAPACITIES

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SPACE	MEASUREMENTS	STANDING	BANQUET	CABARET	THEATRE
Studio 1	2,000sq ft	200	170	120	160
Studio 2	1,200sq ft	150	90	60	130
Total Hirable Space	3,200sq ft	350	260	180	290

## FACILITIES

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### SPACE

2 x infinity cove, 2 x Green rooms, and high quality polished concrete flooring throughout.

### SOUND & LIGHTING

#### PA STUDIO 1

Electro-Voice (Full Range) x 4

Studio 1 amp // Lab Gruppen c5:4

#### PA STUDIO 2

Nexo PS15 low (full range) x 4

Nexo LS 1200 x 1

Studio 2 amp// Lab Gruppen

Controller // Nexo PS15 TD MkII Controller // Both Studios

### LIGHTING

Studio 1 is fitted with 9 x Wall mounted LED up lights, 1 x I-spot LED floodlight / I1921W, 2 x ceiling mounted LED house lights

Studio 2 is fitted with 2 x ceiling mounted LED house lights

### POWER

2x63 Amps 3 phase & 2x63 Amps single phase

The client is advised to supply a distribution box to accommodate all supplied equipment. The client is discouraged from using all other sockets other than those specified above to avoid power outage due to faulty appliances.

It is essential that you very carefully consult Electrical Plans as part of your pre-event planning. We require you to clearly inform us of power requirements in advance. Clients must ensure that all electrical items bought into the venue for use are PAT tested and within date.

### HANGING TRUSS

4 x Tri-Truss – Load per Truss is 500kg. You are encouraged to use the installed trusses, however we also ask you to remove excess tapes off the truss and leave no dog-ears.

### FIXING TO WALLS AND COLUMNS

Any and all fixings to walls & pillars must be discussed in details with the venue and listed on your submitted plans. Tension wires are provided along the walls of the studios for the client use. These are tested to 100kg and are useful for hanging frames, photographs, paintings etc. We ask clients to refrain from drilling into our walls and we also discourage the use of production tapes on the walls as they are inclined to leave residue or peel off paint. It is the Client's responsibility to return the hired area(s) to original state.

## ... MORE FACILITIES

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### TOILETS

The toilets will be clean and tidy upon arrival and stocked with basic soap, hand towels and additional toilet paper. You may dress the toilets with your own supplies as required. Please do not place candles in the toilets, as it is a fire hazard.

### WATER & HEATING

Each studio is equipment with a worktop, sink with hot and cold water, heaters and cooling fans.

### WI-FI

High-speed wireless broadband is available in both studios with streaming capabilities.

100Mb Dedicated Fiber Internet Service (100Mb Symmetrical).

For anything other than causal usage it is strongly recommended that a technician be consulted. Good speeds come into the building but it is imperative to ensure that the line is optimized for the intended use.

Technician costs (provided by Nexus Globalnet Limited)

Phone consultation to establish requirements:

£65.00+VAT for the first hour

£32.50+VAT p/half hour thereafter (charged in 30min increments)

Remote install/configuration of the line:

£65.00+VAT for the first hour

£32.50+VAT p/half hour thereafter (charged in 30min increments)

Onsite install & configuration (including hardware & cabling):

Full day £750+VAT

½ day £425+VAT

Nexus office / 01473 858687 / Option 1

Wil / 07966 944701 / [wil@nexusglobalnet.com](mailto:wil@nexusglobalnet.com)

Mark / 07897 087645 / [mark@nexusglobalnet.com](mailto:mark@nexusglobalnet.com)

## LICENSE & VENUE POLICIES

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### ENTERTAINMENT LICENSE

Shoreditch London has a full Entertainment License for regulated entertainment. This applies to:

- Sale and serving of alcohol
- Performance of plays
- Live Music
- Recorded music
- Exhibition of films
- Performance of dance
- Facilities for dancing
- Serving of hot food and drinks

License Number: LBH-PRE-T-1247

Times: Monday to Sunday / 09:00 – 00:00

### SOUND LEVELS

Live Music and DJs are permitted but sound levels must not exceed 82dBA in Studio 1 and 98dBA in Studio 2 and comply with the Code of Practice on the Environmental Noise Control at Concerts (1995) for indoor venues. If the type of sound is audible externally even at the stated level, the onsite manager will ask for this to be reduced.

### CLEANING & WASTE

Please ensure all areas are left clean following an event. Any catering waste must be taken off site. Ice and water can be disposed of carefully in the specified area. Ice must not be disposed of in any of the foundations toilets.

Any waste left on site will be subject to a £80 charge.

### SMOKING POLICY

Smoking is not permitted anywhere in the building. It is the responsibility of the client that they ensure a safe and operable area is made available to all smoking guests with ashtrays provided.

### INSURANCE

A valid copy of the hirer's & event organizer's Public Liability & Employers Liability Insurance certificates confirming a minimum cover of £5 million must be filed before the hire period commences. Shoreditch London has Public Liability & Employers Liability Insurance for the premises at: 37 Batemans Row, London, EC2A 3HH. Available upon request.

### PERSONNEL & CONTACT NAMES

We require the client to select a sole contact for running of the whole event. Please provide us with a full list of on-site personnel and contact numbers (especially mobile numbers). This is for both security and courtesy. As stated in the Terms and Conditions the Events Office must receive this no later than 24 hours before the event.

## STAFFING & SUPPLIERS

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### STAFFING

A Duty Manager must be on site throughout any event held at the studios. All events that use Shoreditch London must employ a fully qualified event organizer. For any event that fails to provide management contact details to our events office 14 days prior to the event Shoreditch London reserves the right to cancel.

Door staff, cloakroom attendants, security, riggers, AV technicians and events managers can all be provided at an additional cost.

### CONTRACTORS

Shoreditch London expects all contractors to act responsibly within the space and be agreeable to on site suggestions and advice given by the Duty Manager.

### SECURITY SERVICES

All events must provide on site security for the duration of the event to be arranged through Shoreditch London.

A minimum of 3 SIA security guards are required (2 x guards required 30 minutes pre/post live event, 1 x guard required 30 minutes before guests arrive and until de-rig complete).

### PHOTOGRAPHY

Shoreditch London reserves the right to take photographs of each event environment and use them to demonstrate the success and versatility of the venue. Please inform us if you do not wish your guests to be included in such photographs.

### RATES excl. VAT

SIA security	£16.50 p/hr min 5hrs
Cloakroom attendant	£12.50 p/hr min 5hrs
Floor staff	£12.50 p/hr min 5hrs
Guest list staff	£12.50 p/hr min 5hrs
Toilet attendant	£12.50 p/hr min 5hrs
AV technician & rigging	£144 half-day rate (up to 4hrs) £204 day rate (4 - 8hrs) £286 long day rate (8 – 12hrs) £348 extra long day rate (12 – 16hrs)

## ... MORE SUPPLIERS

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We work with a wide range of recommended suppliers. Please talk to a member of the Events Team about your requirements, and we can help point you in the right direction and make any necessary introductions.

You can contact us on [link@shoreditch.com](mailto:link@shoreditch.com), or call the office on 020 7033 9006.

## CATERING

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Please be aware that cooking is not permissible inside the premises.

No forms of flammable gas or liquids are permissible within the premises.

Electric ovens, hot cupboards and warming plates are permitted inside the studios at the discretion of the duty manager.

Each studio is equipped with a worktop, a sink with hot and cold water, 3 small under the counter fridges and one dishwasher.

The studios are cold kitchen only. You are welcome to use different areas (such as the green rooms) to situate your catering facilities.

All electrical items must be PAT tested before bringing into the venue.

The venue has multiple 32 & 64amp power outlets, including the outdoor spaces. Please supply correct cabling. This can be hired at an additional cost of £150+VAT.

It is recommended for hot catering to be situated in the courtyard with gazebo cover at an additional cost of £250+VAT. Clients are welcome to bring their own cover.

### PREFERRED SUPPLIERS

**Chef Events**

[www.chefevents.co.uk](http://www.chefevents.co.uk)

**The Arrangers**

[www.thearrangers.net](http://www.thearrangers.net)

**The Food Initiative**

[www.thefoodinitiative.com](http://www.thefoodinitiative.com)

**Tasting Plates**

[www.tastingplates.com](http://www.tastingplates.com)

**Alexander & Björck**

[www.alexanderandbjorck.com](http://www.alexanderandbjorck.com)

**Humdingers**

[www.humdingers.org.uk](http://www.humdingers.org.uk)



## PRODUCTS AVAILABLE FOR DRY HIRE

Items on a dry hire, all items to be installed by the hirer.

PRODUCT	DESCRIPTION	QUANTITY	PRICE P/DAY
Projector	EPSON EB-G5600 / XGA Resolution / LCD / 4500 Lumens	1	£250 + VAT
Projector	EPSON EB-G5450WU / HD Resolution / LCD / 4000 Lumens	1	£250 + VAT
Microphone	Sennheiser SKM 100-835 G3 handheld wireless microphone / wireless receiver	2	£100 + VAT (or £150+VAT for two)
Up Lighters	Standard up lighters with different colour gels	8	£12.50 each + VAT
CDJ	Pioneer / Multi Player / CDJ - 2000 Nexus	2	£80 each + VAT
Mixer	Pioneer / Professional Mixer / DJM - 900 Nexus	1	£80 + VAT
PA Studio 2	Nexo Ps 15	4	In house
PA Studio 2	Nexo Ls 1200	2	In house
PA Studio 2	DMX Drive Pack	1	In house
PA Studio 2	Lab Guppen C Series 88:4	2	In house
Mirror ball	Charged for rigging/de-rigging	1	£150 + VAT
Pin spots	Mainly used to light up the mirror ball	2	£20 + VAT
Draping	Durably fire retardant wool serge	Various sizes	£60 each + VAT
Gazebo	6m x 3m with attachable sides	1	£180 + VAT
Distro	63amp – 16amp distro box & 8 x 13amp – 16amp jumpers	1	£70 + VAT
Cloakroom	4 rails, hangers, tickets	1	£150 + VAT
Cove	Studio 1 & 2 have a white infinity cove which is normally covered for events – this can be left exposed, but cost to repaint applicable	1	£50+VAT (per cove)

## LOCATION & PARKING

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### TUBE

**Old Street Tube Station**  
**Liverpool Street Station (Train also)**

### OVERGROUND

**Shoreditch High Street Station**

### BUSES

**242, 35, 26, 48, 55, 243, 149, 67, 47, 78, 135, 205**  
**[www.tfl.gov.uk](http://www.tfl.gov.uk)**

### PARKING

**Please be aware that our car park has the capacity for only 4 cars, however there's a car park curfew of 7:45pm. If you wish to park later than 7:45pm there are several commercial car parks locally.**

**Additional parking can be arranged via Amnesty International. Please contact the Shoreditch London Ltd. Office for more information.**

## STUDIOS ACCESS

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### TIMES

Normal studios access for events is 9:00am – 12:00am

### LOADING AND UNLOADING

#### Day Time address:

Shoreditch Studios,  
37 Batemans Row,  
EC2A 3HH

All deliveries, load in and set up must be done through this entrance. All vehicle and human activities in our front yard is restricted to 7:45pm. All vehicles must be removed from this area no later than 7:45pm.

#### Night Time address:

Reliance Square,  
29 New Inn Yard,  
EC2A 3EY

All night time activities, including entrance for guest, smoking area and de-rig after the event must be done through this side. New Inn Yard entrance is restricted to nighttime use only (after 7pm). Whatever the circumstances, the needs of local residents are of paramount importance. The limited hours of operation and the restrictions regarding excessive noise are the basis of our good standing with our neighbours.

### DELIVERIES

All deliveries to the studios are to occur within the negotiated hours of the venue hire, unless previously arranged with the events office. Deliveries should be clearly marked with: event name, contact name and mobile telephone number.

### COLLECTIONS

All products, press packs, tools, materials, hired equipment and waste are to be collected within the negotiated hours of the venue hire and should be clearly marked with the carrier's name, destination, clear description of the consignment (e.g. BOX 1 of 6, etc), contract name and mobile telephone number.

Shoreditch London cannot accept any responsibility for collections of equipment remaining on the premises after the negotiated hours of the venue hire. We may charge for storage of these items after the event venue hire.

### DISABLED ACCESS

Both our studios spaces are fully accessible for wheelchairs. Studio 2 has a fully equipped toilet for disabled access.

## **SAFETY REQUIREMENTS & RESTRICTIONS**

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### **HEALTH & SAFETY**

It is a condition of entry onto the premises that every event organizer, contractor, sub-contractor supplier and their agents comply with the Health and Safety at Shoreditch London.

### **EMERGENCY, EVACUATION PROCEDURES**

Shoreditch London has a full Fire Safety Strategy and full floor plans that state the locations of all fire exits. Please advise us if you require a copy of this Strategy.

### **FIRE EXTINGUISHERS & EXITS**

The Fire extinguishers are provided in accordance with BS5306: Part 3 and Part 8. These standards outline the minimum requirements for the number and distribution of portable fire extinguishers within the building. Please ensure fire exits are kept visible, unobstructed and clearly marked at all times. If you require additional fire extinguishers please advise us in advance of your event.

### **FIRST AID FACILITIES**

A first-aid kit is kept in reception and also in the kitchen.

### **WATER, FIRE, COMPRESSED AIR, GAS AND ANIMALS**

It is your responsibility to advise us of any potentially hazardous elements of your event plan. For example, water filled ponds, compressed gas cylinders, naked flames, live animals all present significant logistical and safety issues.

To a lesser extent cooking oils, condensation from ice bins, melt from ice sculptures, spilled drinks, broken glass, staining from fallen petals and stamens may also present problems.

### **CANDLES**

All candles must sit inside either glass votives or storm lanterns, with the rim of the glass standing higher than the top of the flame. Heat protective material must be placed beneath the candles. The candles must be manned at all times. Candles are not permitted in the toilets or cloakrooms.

### **PYROTECHNICS & FIREWORKS**

These are not permitted inside our premises.

### **MARKETING**

For all marketing queries please contact Travis on [travis@shoreditch.com](mailto:travis@shoreditch.com) or 0207 033 9006.