

Venue Fact File



Venue Name: _____

Venue Address: _____

_____ Postcode: _____

Phone number: _____ Council: Herefordshire / Shropshire (please circle)

Dimensions of your venue / hall: Length: _____metres Width: _____metres

Height of venue / hall: _____metres

Are there obstacles e.g. pillars/low beams/hanging lights or heaters? If yes, please indicate

What is the seating capacity? (this will be on your premises licence) _____

Does it have a stage? Yes / No

Dimensions of stage: Width _____m Depth _____m Height to ceiling _____m

Do you have stage lighting? Yes / No

If yes, what type? _____

Do you have a PA? Yes / No

Do you have a room(s) for use as dressing room? Yes / No

Do you have blackout? Yes / No

Are you interested in hosting dance performances? Yes / No

How would you describe your hall or stage floor (Wooden? Sprung? Good condition?

Worn?) – this is particularly relevant for dance) _____

Are your sound/lighting kit available to other venues for hire/loan? Yes / No

Do you have an equipped kitchen? Yes / No

Is the electricity run on a meter? Yes / No

Please draw out a basic floor plan on a separate piece of paper indicating:

- 1) Access
- 2) Stage – if fixed
- 3) Lights – if available
- 3) Number & position of electricity sockets

Are there are steps to your venue / hall? Yes / No If yes, how many? _____

Please tick the boxes that apply to your venue / hall:



Wheelchair accessible toilet



Wheelchair accessible toilet
Transfer space limited



Standard WC facility only



By prior arrangement



Wheelchair access at rear/side



Ramped approach up to entrance



Ramped approach down to entrance



Total number of steps at entrance



Level entrance



Designated parking



Reservable/general parking on site



Internal lift to hall



Induction loop/infra red system



Guide dogs are welcome

Yes

No

Thank you for providing these details. If you need any help with your application, please don't hesitate to contact us. Please return completed forms to: Jules Agnew, Events Administrative Assistant, Arts Alive, Blue Barn, Green Lane, Churchstoke, SY15 6EN.

P: 01588 620883 (opt 1)

E: jules@artsalive.co.uk

W: www.artsalive.co.uk