

Kirkgate Arts & Heritage

Venue information pack

Kirkgate Arts & Heritage
The Kirkgate Centre
Kirkgate
Cockermouth
Cumbria
CA13 9PJ

Kirkgate Arts
and Heritage



We are a volunteer led Arts and Heritage organisation based in The Kirkgate Centre, a converted Victorian School in the heart of Cockermouth.

Google map link- [Kirkgate Arts](#)

General Information:

There are spaces for two vehicles to park at the front of the building (to the left on the above image) and a three hour [disc zone car park](#) adjacent (on the right of the above image) parking discs are available in the Kirkgate Centre box office.

Our bar is situated on the ground floor, in the 'Egremont Room' (images below) and ground floor access to the dressing rooms is via the door to the left at the back of this room. Unfortunately there is currently no wheelchair access to the backstage area.

The main auditorium is reached via stairs accessible through the door to the left from the Egremont Room, or via the lift (through the same door, then left). The public WCs are also accessible in this corridor.

Additional stage tech is located in 'Peter's Cupboard' adjacent to the dressing rooms (keys are held by our operations team and the duty manager).

All events have a duty manager present, who is responsible for the building and audience management as well as supervision of volunteer staff (front of house, bar etc).

Images of the main auditorium (upstairs)



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Images of 'The Egremont Room' (multi-use space and bar, downstairs)



Floor plans:

The dressing rooms are located on a mid-floor level, at the rear of the building (underneath the stage).

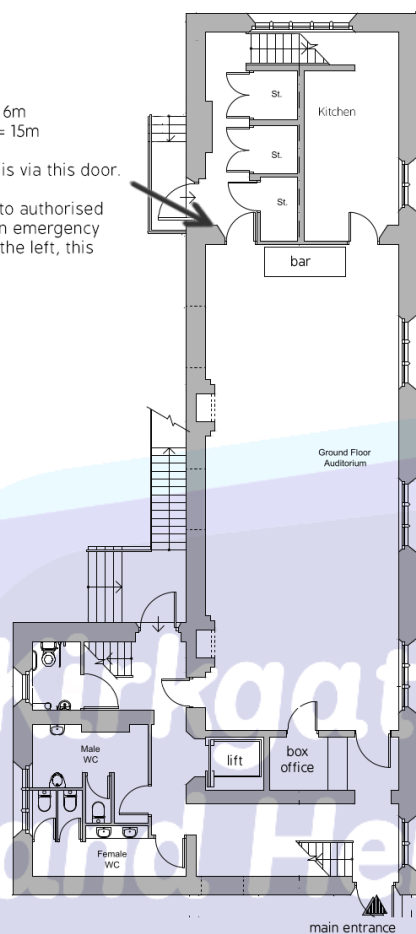
Ground Floor plan

Kirkgate Centre
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Width of Ground Floor room = 6m
Length of Ground Floor room = 15m

Access to the backstage area is via this door.

Aside from backstage access to authorised persons, and in the event of an emergency evacuation via the fire exit to the left, this area is not for public access.

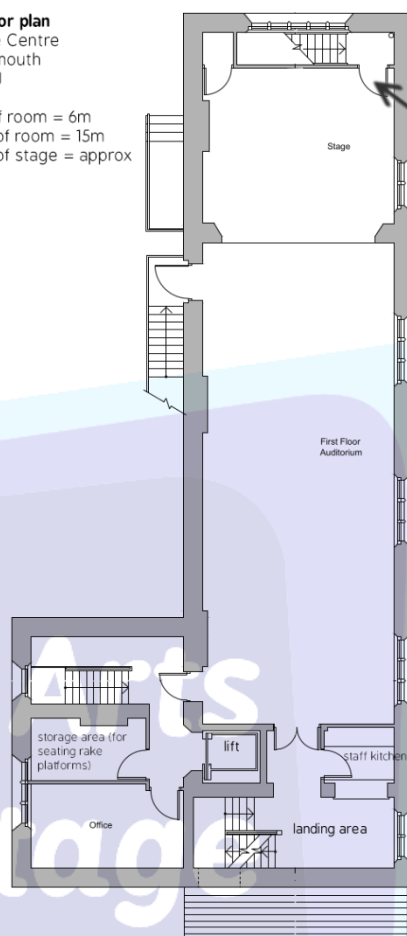


First Floor plan

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Width of room = 6m
Length of room = 15m
Length of stage = approx 5m

Access to the backstage area is via this door.



Technical:

Sound and lighting

We have a small team of volunteer event technicians, basic lighting and sound equipment can be set up before your event.

Please provide a channel list, stage plan and any lighting requests at the time of booking. If you are unable to bring an engineer with you to operate the sound on the night we may be able to arrange an engineer but any costs would be deducted from the events gross income before any agreed ticket split for ticketed events, or for an additional fee for private events.

In the auditorium we use:

Allen & Heath Mix Wizard 16:4 wz3 or Allen & Heath Qu-Pac (artists need to provide their own software and ipad to control).

Shure SM58 vocal microphones (x6)

Shure SM57 instrument microphones (x2)

AKG C900 microphones (x9)

Stage Line DIB - 100 DI (x4)

Roland FP90 Keyboard

4 x RCF ST12-SMA MKII Active Floor Monitors

2 x RCF NX L44A active column speakers (FOH)

Ample XLR, jack and power cables.

6 on stage power sockets (plus numerous 4 way and 2 way extension leads).

If your performance requires any additional kit, please bring this with you. If you would like us to arrange additional kit the cost of this would be deducted before any agreed ticket split, and any additional technical requirement **must be arranged at the time of booking**.

In the Egremont Room we use:

Yamaha Stagepas 400 portable PA

Projection

HDMI input at stage, via CAT5 to HDMI receiver in projection room. HDMI input can be provided from technician control position at the back of the theatre. Adapter available for VGA connection.

DP2K-6E Barco Alchemy digital projector

Screen 4.8 m x 2.6 m

Dolby Digital® CP750 Cinema Processor with sends to Left, Right, Centre, Sub-woofer, Surround Left and Surround Right speakers.

We can display from DVD, Blu-Ray or laptop input as well as from DCP files.

Additional facilities

We have a bottle bar (downstairs) but if your event would benefit from draft beer, cocktails, or other drinks being available this can be arranged by request. We allow a limited amount of alcohol to be brought in for special events (for example champagne for a toast) but this is subject to a corkage charge and must be arranged in advance of the event.

We have 60 folding chairs for use in our Egremont Room (downstairs) and the auditorium has 125 seats on a rake (116 when the tech desk is in use for live events).

With a flat and completely clear floor the auditorium capacity is 130. If you will require seating at tables upstairs the capacity is up to a maximum of 80 (dependant on the types of table used).

We have four 76cm x 152cm trestle tables, six 76cm x 182cm trestle tables, six 152cm diameter circular tables and four adjustable height bar tables.

Our kitchen has a six ring induction hob, electric oven, dishwasher and instant boiling water tap. There is also a selection of cutlery, crockery and glasses available for your event.

There are black cotton tablecloths available for the large circular tables, and purple /white gingham tablecloths for the trestle tables.

If you have any queries regarding room hire at the Kirkgate Centre please contact katie@thekirkgate.com.

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Room Hire Tariff 2023

Large party event cost £975

The hire fee above is for exclusive use of the whole building for your event. For large parties we allow access from 3pm the day before the event for set up and decoration, and up to midday the following day for clean up and collection of items.

These times may be negotiable depending on other building use before and after the event, please confirm access times with the operations manager in advance of the event (katie@thekirkgate.com).

Use of all facilities are included in the hire cost (use of kitchen, technical equipment, furniture, glassware, crockery etc) but we do ask that anyone using stage lighting/PA equipment has prior knowledge of how to operate. It may be possible to arrange technical support if required but this would incur an additional cost (£20 per hour). Basic set up and switching on would not be charged for, only support required during the event (such as a sound engineer for any band).

We provide:

A **duty manager** for the event, who is responsible for the safety and security of the building and customers. If you have any problems during the event this is the person to contact.

Bar staff to serve from our bar downstairs during the event.

If required- a **technician** (see note above) and an **event coordinator** (who would liaise with your caterers/entertainment etc to ensure the event runs smoothly).

Your details:

Name	
Address	
Contact telephone number	
Contact email address	
Please confirm you are over 18	

Your event:

This information is not essential at the time of booking and can be completed at a later date.

	Office use:
Day and date (DD/MM/YY)	
Start time of event	
Access time (on the day)	
End time of event (this must be 11pm at the latest)	
Name of catering provider	
Contact number of catering provider	
Email address of catering provider	
Name of entertainment provider	
Contact number of entertainment provider	
Email address of entertainment provider	

Other details:

Please use the following page to give us as much information as possible on your event. Feel free to use more pages if needed. Include details such as service times for food, entertainment start time, layouts required in the auditorium and bar. Diagrams of the building are included in this pack to help you plan, please be aware of fire exits and ensure those areas are kept clear.



Kirkgate Arts and Heritage

Financial information:

For private hire events- We require a non refundable deposit of £300 for your event at the time of booking. The remaining balance should be paid at least 14 days before the event.

Our account details are:

Kirkgate Arts
Cumberland Building Society
Sort Code – 165221
Account Number – 32563388

Full terms and conditions can be found on our website-

<https://kirkgateartsandheritage.org.uk/wp-content/uploads/2022/01/Kirkgate-Arts-Terms-and-Conditions-November-2021.pdf>

Please note:

As we are located in a residential area we ask that hirers of the building try to keep noise to a minimum outside the building if they are leaving late in the evening. Our bar closes at 11pm (latest) which is also the time that any amplified music must be switched off. We ask that the building is vacated on the night of the event **before** midnight.

Recommended suppliers:

If you require any alternative /additional furniture or decorative lighting for your event, we recommend Eden Event Hire (they are familiar with the centre and have worked with us previously for wedding receptions). <https://www.edeneventhire.co.uk/>