

Audio-Visual Guide to Central Hall, Westminster

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1. General Information

Central Hall, Westminster is a building of historical interest. It is owned by the Methodist Church and managed by people who operate at high standards. As such, it has certain regulations and it is required that the building is respected at all times by those who use it. This document contains helpful information directed specifically towards audio-visual companies who come in to the building.

2. General rules

The venue understands that sometimes a client will outsource audio-visual equipment, i.e. a client wishes *not* to use the internal audio-visual company. This is no problem; however the venue does require that an in-house technician be present at all times that the outsourced company is in the building. This is to observe the conduct of the guest company in terms of health & safety and respect for the building. The in-house technician will also be on hand to offer advice on any technical element of the building should the guest company require it.

An important rule of the building that you will need to bear in mind when preparing equipment for the event is that there is **strictly no gaffer tape to be used in the building for any reason**. AV companies must provide other solutions for covering cables, e.g.: rubber matting or solid trunking.

All cables running on the floor across public thoroughways must be secured and without using gaffer tape.

3. Insurance

You are recommended to insure against any damage, death or injury caused by yourselves (or by any other person entering the premises as a result of your booking), to the premises or the property of Central Hall Westminster Limited or any other person or property. Proof of such insurance shall be produced to a representative of Central Hall.

4. Load in/out

The loading bay is located at the back of the building on Matthew Parker Street, SW1. This can be used at most times during the day, however there are certain times when

other arrangements will apply, as stated below. The loading bay is often used by employees of the venue to park their cars at these times care must be taken when loading in equipment.

The entrance height of the bay will not allow most vans to park inside the loading bay. It is advised that vehicles are parked alongside the pavement and flight-cases etc. are pushed the rest of the way. Once a vehicle is unloaded, it will need to be moved to avoid blocking the loading bay and to avoid traffic wardens who are particularly vigilant in the Westminster area. There are nearby parking meters and car-parks in the surrounding area which will be detailed below. External companies will not be permitted to use the loading bay for the parking of vehicles.

The loading bay can be used between 7.00 am and 11.00 pm. Due to local residents and noise restrictions, any loading or unloading outside of these times must be through another entrance, a pedestrian door on the corner of Matthew Parker Street and Tothill Street, SW1.

Once inside the building there is a decent sized goods lift that travels to all floors, there are 4 stairs down on the 1st level to reach the Lecture Hall or Library. The lift measurements are:

180 cm wide
290 cm long
210 cm high

(You can just about fit a couple of 10 ft set panels inside at diagonals.)

The Lecture Hall and Library can be accessed via emergency exits at street level for the loading in of equipment for set builds and exhibitions for installation in either of these rooms. Access via this route does involve stairs. This access should be agreed and confirmed with the CHW event manager.

If you need to load in items that are too large for the lift e.g. set panels over 10 ft, these need to come in through the main entrance at the front of the building and be **walked up** the entrance staircase. Each time equipment is moved through this area it must be cleared by the in-house event staff first.

Under no circumstances are the passenger lifts at the front of the building to be used for transporting flight-cases.

5. Power and IT

ISDN lines, internet connections and telephone lines are available upon request. The building is configured with Cat 5 cabling with a 2mg capacity. Cat 5 outlets can be connected to B/Band, ISDN, Digital or Analogue lines. Analogue lines can be used for phones, fax, dial up modems, credit card machines, conference calls.

Central Hall Westminster is able to offer the following internet solutions for your event.

Access to Wireless internet is £100.00 per room per day. Each connection can support up to 25 computers.

Broadband internet is £100.00 per user if you require more than one connection a router can be provided to extend the amount of users – the cost per router is £50.00. Central Hall Westminster's internet speeds are 4mbps download, 750kbps upload.

125A 3 Phase and 63A 3 Phase and 13A power supplies are available in the Great Hall and around the building in some areas. Please advise us in advance of all power, telecom and IT facilities you may require to enable us to meet all your requests.

6. Storage

Companies must pre-arrange a room for storage of flight-cases with the in-house event manager.

7. Local Parking

There is no onsite parking available at Central Hall, however, public car parks operate in Abingdon Street, Horseferry Road, Rochester Row and Semley Place.

There are pay by telephone parking spaces adjacent to the building on Tothill Street and Mathew Parker Street (no charges at weekends or on weekdays after 18.30hrs). The charge is £2.00 per hour with a maximum of 4 hours stay and this payment is made by calling 020 7641 6850 when you arrive at the location.

If necessary, parking suspension can be requested from Westminster City Council. The contact telephone for the Westminster council is 020 7641 6850.

Parking Location Numbers are:

- at Tothill Street: 6007.
- at Mathew Parker Street: 6609

There are several coach stands in Tothill Street which can be used as drop off and pick up points for guests arriving and leaving by bus or coach.

8. Performing Rights

Due to the arrangement of payment of royalties that this conference centre must follow, **all** recorded music that is played during the event must be noted down and the information given to the in-house technician or the in-house event manager by the end of the de-rig.

This should include the track name and recording artist, although any other information is useful.

9. Contacts

If you require any additional information or advice prior to your rigging day you may find the Central Hall website of some use:

www.c-h-w.com

Or contact the in-house technical manager:

Andy Munro
centralhall@eclipse-presentations.co.uk
020 76543 812