



**A guide and technical specification for
Promoters and Producers hiring the Museum of Comedy.**

Welcome to the Museum of Comedy.

We're situated in Central London, only a 5-minute walk from either Tottenham Court Road or Holborn tube stations. The museum consists of the Comedy Crypt performance space and the foyer with the exhibition area.

The Comedy Crypt has a stage, a backstage dressing room and it can hold up to 80 people seated.

The Comedy Crypt is carpeted, equipped with a sound and lighting desk, a high quality projector, microphones, stands, tables and we can arrange a keyboard upon request. The space has excellent acoustics and has been used numerous times for professional video and radio recordings, interviews and podcasts.

The Comedy Crypt is a rectangular barrel vaulted space approximately 10m long by 4.6m wide containing a raised stage 4.6m wide by 2.4m deep. The room contains a purpose built aluminium truss structure which acts as lighting and sound grid and as a proscenium arch. The arch and back wall are dressed with red velvet drapes.

Please be aware that the venue is supplied WITHOUT a technician. Should you require one you will need to contact Jess asap.

Our exhibition space provides the perfect foyer and reception area with an in-house café/bar. The room is full of original memorabilia from the greatest British comedy icons.



All technical enquiries about the Museum of Comedy should be directed to Jess Davies
jess@leicestersquaretheatre.com

Enquiries regarding your booking should be directed to Johanna Rigg or David Hardcastle.
jo@museumofcomedy.com, dhardcastle@museumofcomedy.com

Enquiries about ticketing should be directed to- boxoffice@museumofcomedy.com

Marketing enquiries to- marketing@museumofcomedy.com

Front of House / Venue Access enquiries to- foh@museumofcomedy.com



**The Museum of Comedy, The Undercroft,
St George's Church, Bloomsbury Way,
London WC1A 2SR**





The things you need to know: (FAQ)

The venue is supplied without a show operator or technician.

This document is intended to be as complete and clear as possible.

If (after reading all the information provided) you are still not sure how to achieve what you want to; then you will need to employ an operator. *

Shows are responsible for providing their own risk assessments and relevant insurance.

You must inform the theatre when booking if you intend your performance to include fire, weapons, smoke, strobe or other hazards.

There are frequently as many as three or four shows per day at the Museum.

There are two secure dressing rooms and the main one can be used by you during other shows.

Please remember that the space is shared and always leave it tidy and clean.

Each show gets two hours tech time prior to their first performance.

If yours is the first performance of the evening (usually 7pm) your two hours will normally be immediately prior to your performance, i.e. from 5pm to 7pm. Later shows will be scheduled to tech earlier in the day, e.g. if your performance is at 8:30pm or 9:00pm you may be able to rehearse from 3pm to 5pm. Additional time may be made available but is chargeable.

The Comedy Crypt has a fixed lighting rig consisting of LED fixtures controlled by a programmable DMX lighting desk.

It is not possible to refocus this rig. The lighting and sound desks and patches must be returned to default at the end of each and every performance.

There are microphones, DI boxes, a projector and an electric keyboard, all included in the hire. All the appropriate cables are included too.

There is also a broadcast quality multitrack audio recorder which can be used for podcasts or music recordings (There is a charge for these).

Please return all equipment to the appropriate place after your show.

The Museum of Comedy is situated within a listed building.

It is therefore forbidden to alter or fix into the walls or ceiling in any way and any damage caused to the theatre or equipment may be recharged.

Please read, sign and return the attached:

- Health & Safety Rules
- Risk Assessment Questionnaire
- PRS form



* A technician familiar with the venue can be booked for £15/hr +VAT for a minimum of 4 hours.

Minimum calls cannot be split.

i.e. if a technician is called for a rehearsal in the afternoon and a show later, they must be paid for two calls or the number of hours between the start of their first call and the end of their second, whichever is less. This is because all of our technicians are employed on a freelance basis.





Safety

This bit is IMPORTANT!

As specified at the booking stage; you should provide adequate insurance to indemnify yourselves and the theatre against all claims in respect of any incidents relating to the booking.

A comprehensive risk assessment and a signed copy of the theatre's Health & Safety Rules must be provided to the theatre at least 4 weeks in advance of the show

The theatre reserves the right to cancel any activity or performance should it be deemed that is inadequately insured, is unsafe to the public or that presents high risk of public injury.

You and all your staff and performers must abide by the health and safety policies of the theatre at all times.



All electrical equipment plugged into the mains electricity supply must carry a Portable Appliance Test ("PAT") certificate and must be safe and suitable for use in public spaces.

All set, costume and props brought into the venue must be adequately fireproofed.

You must inform the theatre when booking if you intend the performance to include fire, weapons, smoke, strobe or other hazards.

Any use of flame or effects must be approved by the council 4 weeks in advance of the show.

If you would like to bring any set or equipment into the venue, please make lists and plans available to the venue at least 4 weeks prior to the first performance.

Technical arrangements not agreed in advance may not be able to be accommodated.



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- Risk Assessment Questionnaire
- PRS form

to jess@museumofcomedy.com immediately if you have not already done so.





Get In

The main entrance to the museum is off Bloomsbury Way, which is a red route.

Deliveries can also be made from Little Russell Street, where limited stopping is possible.

It is usually possible to park a standard or long wheelbase van or other vehicle outside the Museum. Please apply in advance if you wish to do this. There will be a charge of £20 per half day for using this parking space.

If this space is not available, there are two car parks nearby:

<https://www.justpark.com/uk/parking/bloomsbury-square/>

<https://www.ncp.co.uk/find-a-car-park/car-parks/london-shaftesbury/>



There are two methods of access into the Museum; each is down a flight of stone steps and through standard 2000mm x 800mm doorways. This means that large set pieces may not be able to be accommodated.



Tech Time

There is limited time available for technical rehearsals in the space and this must be pre-arranged.

You may book up to two hours for technical rehearsals prior to your first performance free of charge. Additional time may be made available but is chargeable at £30/hr +VAT subject to availability (There is an additional charge at weekends and other times when the museum would otherwise be closed).

If yours is the first performance of the evening (usually 7pm) your two hours will normally be immediately prior to your performance, i.e. from 5pm to 7pm.

Later shows will be scheduled to tech earlier in the day, e.g. if your performance is at 8:30pm or 9:00pm you may be able to rehearse from 3pm to 5pm.



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Any technical assistance you need from the venue must be pre-arranged.

There will not necessarily be trained staff on site.





Auditorium

The Museum of Comedy is situated within a listed building so it is forbidden to alter or fix into the walls or ceiling in any way.

The Comedy Crypt is a rectangular barrel vaulted space approximately 10m long by 4.6m wide containing a raised stage 4.6m wide by 2.4m deep. The room contains a purpose built aluminium truss structure which acts as lighting and sound grid and as a proscenium arch. The arch is dressed with red velvet drapes. There are a set of red velvet and a set of black molton drapes which may be hung from tracks in the rig above the stage. There are matching wing flats for these drapes.

A maximum of 81 free-standing seats are provided for use in the Comedy Crypt.



Please bear in mind the dimensions and construction of the Comedy Crypt and consult with the technical manager before finalising the design of your set, props or effects.

Please take all necessary precautions to ensure your performance will not cause damage to the fabric of the venue. Any food waste or fluid spills left after a performance must be cleaned up before you vacate the premises. Please do not use gaffer tape on the painted walls.

Any damage to the theatre or equipment may be recharged.



Stage Power:

There are 13A sockets on either side of the stage and at the rear of the auditorium. Please consult with theatre staff before unplugging any equipment.



The door at the back of the auditorium is a fire exit.

No set, props or costumes may be stored in fire exit routes at any time.



Dressing Rooms

There are two dressing rooms. The smaller room, which can accommodate 2 performers, is accessed via a door on stage. The larger room, for up to 5 performers, has a separate entrance but does not give direct access to the stage. A system of curtains allows discreet access to the Comedy Crypt.

Dressing rooms are shared between several productions.

Please keep the theatre tidy and consider other productions' needs.

Set, costume and other equipment is left at your own risk & may not be left at the theatre outside the duration of your run. The theatre is not responsible for these, or for any valuables left in the dressing rooms.

Decisions about where items may be left are at the House Manager's discretion. Any items left at the theatre must be clearly labelled with the name of your production and the contact details of a responsible person who will be at every performance.





Filming and recording

If you want to film, video, photograph or record any part of the performance please seek prior agreement.

A facility fee will be charged where agreement is provided by the Museum of Comedy for recordings that will be used in a commercial capacity including but not limited to DVD, CD, broadcast and streaming. Museum of Comedy accreditation must be agreed in advance.

If the recording is for private use, there may not be a charge but it must still be agreed in advance. Capacity may need to be reduced to accommodate cameras and operators; please advise box office immediately if seats need to be taken off sale (I estimate 3 seats per camera).

Placement of filming equipment and personnel must not be allowed to affect fire escape or access routes. The front of house manager or supervisor on duty will need to be certain that routes are not blocked before opening the house and their decision is final.

There is a sound recorder permanently installed in the Comedy Crypt which allows us to produce a broadcast quality multitrack recording of your performance if required. If you would like to purchase a sound recorded copy of your show this will cost £20+VAT and must be requested in advance.



Lighting

The Comedy Crypt has a fixed lighting rig consisting of 18 LED fixtures controlled by a programmable DMX lighting desk. It is not possible to refocus this rig.

Additional DMX controlled lighting fixtures may be rigged and focused by incoming companies as long as this does not impact upon the fixed rig. Additional lighting stock may be available from the venue at a small charge, this must be negotiated in advance as it is not stored on site.

There are no dimmers on site and no distribution.



Zero88 Jester12/24 lighting console

3x Chauvet ColorAdo Batten 72 Tour LED batten fixtures

6x Chauvet SlimPar Tri 12 IRC LED fixtures

1x Chauvet Ovation E-190WW LED Profile fixture

9x Chauvet Colordash Accent LED fixtures (personality Arc2) Used as house lights and footlights



The foyer/exhibition has an LED lighting rig which is re-focused to accommodate varying exhibitions. This is controlled via a pre-programmed controller with 7 different colour schemes available. It may be possible, with sufficient warning, for client's special colour schemes to be programmed into this system.



Anytronics AnyScene1 7 preset DMX controller.

30x Chauvet Colordash Accent LED fixtures (personality Arc2) Used as exhibition lights





Sound & AV

The sound system is controlled from front of house and consists of a 20 channel Yamaha mixing desk connected to a pair of speakers on the proscenium arch and fed by a 12 way stage box.

VGA and HDMI lines from stage and the operating position feed the video projector focused onto the screen on stage.



- 1x Yamaha MG166CX mixing desk
- 1x Tascam CD-01U CD player
- 1x Philips DVP3310 DVD player
- 1x Crown XLS802 power amplifier
- 2x EM Acoustic EMS-51 full range speakers
- 1x Allen & Heath ICE 16 USB sound recorder

- 1x BenQ MX722 4000 Lumen DLP projector

- 4x Shure SM58 cardioid microphones
- 2x mono DI boxes





Appendix:

How to load a previously saved show from A USB Stick onto the Zero88 Jester 12/24 Lighting Desk

Hold down **SHIFT** & **MODE** until the ● SUPERUSER mode light is lit.

You are in the SUPERUSER menu.

▲ ▼ Use the arrow keys to select <LOAD/SAVE SHOW>. Hit **ENTER**.

▼ Arrow down to select <LOAD SHOW>. Hit **ENTER**.

▲ ▼ Arrow to the show you want (e.g. Lounge3). <OK> will flash. Hit **ENTER**.

The desk will say: SUCCESS. <OK> will flash. Hit **ENTER**.

▶ Arrow across to <OK>. Hit **ENTER**.

You are back in the SUPERUSER menu.

Hold down **SHIFT** & **MODE** until the light moves from ● SUPERUSER to ● RUN.



CHANGING MODES

If the desk is in ● PRESET mode, hold down **MODE** to change to ● PROGRAM mode.

If the desk is in ● PROGRAM mode, tap **MODE** to change to ● RUN mode.



Please return the desk to show MoCo2 in ● RUN mode at the end of each performance. Thank you.

