



Welcome to the Museum Of Comedy  
&  
The Cooper Room

**MAIN POINTS TO NOTE:**

The venue is supplied without a show operator.

Strictly limited assistance is available from the front of house supervisor on duty.

This can include operating the house lights at the top of the show (subject to the supervisor's availability) but not at the end of the show and strictly no other cues during the show.

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

Please Note: 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.

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

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

It will be necessary to plan your performance including turnaround time to allow access for other companies using the space. You will be advised of the times you will have access and when you need to be clear of the venue on each night of your run.

It is not possible to alter the standard lighting and sound rig. i.e.:

You may not refocus any lantern that you did not rig yourself.

The lighting and sound desks and patches **must** be returned to default at the end of each and every performance.

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

Any damage caused to the theatre or equipment may be recharged.

All technical enquiries about the Museum of Comedy should be directed to David Meunier-Palmer.

[david@museumofcomedy.com](mailto:david@museumofcomedy.com)

020 7534 1746

Enquiries about marketing, booking & artistic policy should be directed to Johanna Rigg.

[jo@museumofcomedy.com](mailto:jo@museumofcomedy.com)

020 7534 1740

Enquiries about ticketing should be directed to:

[boxoffice@museumofcomedy.com](mailto:boxoffice@museumofcomedy.com)

020 7534 1744

**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.

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**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.**

Please read, sign and return the attached:

- Health & Safety Rules
- Risk Assessment Questionnaire

to [david@museumofcomedy.com](mailto:david@museumofcomedy.com) immediately if you have not already done so.

### ADDRESS:

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

The Museum of Comedy is composed of two spaces; the museum proper, which houses the permanent exhibition and the bar and acts as a foyer in the evenings; and the Cooper Room which is used as a screening room during the day and a 70 seat stand-up and theatre venue in the evenings.

### 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. 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.

**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.

**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 Cooper Room is a rectangular barrel vaulted space approximately 10m long by 4.6m wide containing a raised stage 4.6m wide by 3m deep, behind which is the small dressing room space. 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. A maximum of 75 free-standing seats are provided for use in the Cooper Room.

**Please bear in mind the dimensions and construction of the Cooper Room when designing your set or performance.**

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 keep the use of gaffer tape on the painted walls to a minimum.

**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 Cooper Room.

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:

It is prohibited to film, video, photograph or record any part of the performance without 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.

**LIGHTING:**

The Cooper Room 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.**

**LIGHTING CONTROL (Cooper Room):**

Zero88 Jester12/24 lighting console

**LIGHTING STOCK (Cooper Room):**

6x Chauvet SlimPar Tri 12 IRC LED fixtures

1x Chauvet Ovation E-190WW LED Profile fixture

3x Chauvet ColorAdb Batten 72 Tour LED batten fixtures

8x Chauvet Colordash Accent LED fixtures (personality Arc2)      Used as house lights

The 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.

**LIGHTING CONTROL (Bar / Exhibition):**

Anytronics AnyScene1 7 preset DMX controller.

**LIGHTING STOCK (Bar / Exhibition):**

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.

There is a sound recorder permanently installed in the Cooper Room which allows us to produce a broadcast quality multitrack recording of your performance if required.

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

**SOUND SYSTEM 1:**

- 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

**PROJECTOR:**

- 1x BenQ.MX722 4000 Lumen DLP projector

**MICROPHONES:**

- 4x Shure SM58 cardioid microphones
- 1x Gemini UHF-4000 series handheld cardioid radio microphone

**DI BOXES:**

- 2x mono DI boxes
- 1x stereo DI box

**MIC STANDS:**

- 4x tall boom stands
- 1x round based straight stand (silver)

**CABLES:**

- 4x XLR cables
  - 2x 1/4" jack cables (1x mono, 1x stereo)
  - 1x twin phono to 3mm stereo jack 'ipod' cable.
  - 1x 1/4" twin jack to stereo jack 'ipod' cable.
- Other cables may be supplied by prior arrangement.

**SOUND SYSTEM 2 (Used for video playback only):**

- 1x Sony BDP-5390 Blu-ray player
- 1x Pioneer VSX-323 AV receiver
- 1x Wharfedale Moviestar DX1 surround sound system

## Appendix 1:

**MoC01 LIGHTING DESK SHOW FILE:**

The standard show file loaded into the Jester lighting desk when you arrive is called MoC01. You may alter the patch and cues for your own performance but **do not save over show file MoC01.**

The standard rig is patched into the desk in show file MoC01 and allows the lights to be controlled either via a go button accessing a two state cue stack or via submasters.

Que 1:	<b>housetlights and preset</b>
Que 2:	<b>fullstage cover</b>

A wireless remote control is available which allows the lighting desk cue stack to be triggered from anywhere within the venue including backstage.

The following states are pre-programmed into submasters 13 thru 24.:

Submaster 13:	<b>SR cover</b>
Submaster 14:	<b>centre stage</b>
Submaster 15:	<b>SL cover</b>
Submaster 16:	<b>Red cover</b>
Submaster 17:	<b>Green Cover</b>
Submaster 18:	<b>Blue Cover</b>
Submaster 19:	<b>Centre stage spot</b>
Submaster 20:	
Submaster 21:	<b>White cyclorama/backlight</b>
Submaster 22:	
Submaster 23:	<b>preset (a red and blue stage preset state)</b>
Submaster 24:	<b>housetlights</b>

To use the submasters, make sure the desk is in show Lounge3, in Run Mode, and that fader bank B is assigned to Submasters 13-24.

Submasters can be combined to make other states. Individual channels may be accessed in run mode using fader bank A.

Appendix 1(a):

PATCH REFERENCE SHEET FOR SHOW MoC01:

CHANNEL FADERS:

Channel: Address:	1 010	Attribute /description:	Upstage, <b>Red</b>	Channel: Address:	13 062	Attribute /description:	Sl, <b>Blue</b>
Channel: Address:	2 011	Attribute /description:	Upstage, <b>Green</b>	Channel: Address:	14 130	Attribute /description:	Spot, <b>W arm W hite</b>
Channel: Address:	3 012	Attribute /description:	Upstage, <b>Blue</b>	Channel: Address:	15	Attribute /description:	
Channel: Address:	4 013	Attribute /description:	Upstage, <b>White</b>	Channel: Address:	16 110+120 140	Attribute /description:	Cyc batten, <b>Red</b>
Channel: Address:	5 070	Attribute /description:	SR, <b>Red</b>	Channel: Address:	17 111+121 141	Attribute /description:	Cyc batten, <b>Green</b>
Channel: Address:	6 071	Attribute /description:	SR, <b>Green</b>	Channel: Address:	18 112+122 142	Attribute /description:	Cyc batten, <b>Blue</b>
Channel: Address:	7 072	Attribute /description:	SR, <b>Blue</b>	Channel: Address:	19 113+123 143	Attribute /description:	Cyc batten, <b>White</b>
Channel: Address:	8 050+080 090+100	Attribute /description:	Centre stage, <b>Red</b>	Channel: Address:	20 114+124 144	Attribute /description:	Cyc batten, <b>Amber</b>
Channel: Address:	9 051+081 091+101	Attribute /description:	Centre stage, <b>Green</b>	Channel: Address:	21 020+025 305	Attribute /description:	Houselights, <b>Red</b>
Channel: Address:	10 052+082 092+102	Attribute /description:	Centre stage, <b>Blue</b>	Channel: Address:	22 021+026 306	Attribute /description:	Houselights, <b>Green</b>
Channel: Address:	11 060	Attribute /description:	Sl, <b>Red</b>	Channel: Address:	23 022+027 307	Attribute /description:	Houselights, <b>Blue</b>
Channel: Address:	12 061	Attribute /description:	Sl, <b>Green</b>	Channel: Address:	24 023+028 308	Attribute /description:	Houselights, <b>White</b>

All technical enquiries about the Lounge should be directed to David Palmer.  
[david@leicestersquaretheatre.com](mailto:david@leicestersquaretheatre.com)      020 7534 1746



## Appendix 2:

**HOW TO LOAD A PREVIOUSLY SAVED SHOW FROM A USB STICK ONTO THE ZERO88 JESTER ML24 LIGHTING DESK:**

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

You are in the **SETUP** 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. MoC01). <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 **SETUP** menu.

Hold down **SHIFT** & **MODE** until the light moves from ● **SETUP** 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 MoC01 in ● RUN mode at the end of each performance. Thank you.**

Appendix 3:

PHOTOS OF THE VENUE:



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All technical enquiries about the Museum of Comedy should be directed to David Meunier-Palmer.

[david@museumofcomedy.com](mailto:david@museumofcomedy.com)

020 7534 1746