



## EVENT TECHNICAL PACKAGE

APR 2025

Underbelly Boulevard Soho, 6 Walker's Court, Soho, London, W1F 0BT



The information contained in the Technical Specification is subject to change and should be used in consultation with the Underbelly Boulevard Soho Technical team.



Underbelly Limited Registered in England No 4206540 Reg. Office: 36-38 Hatton Garden London EC1N 8EB

## Welcome to Underbelly Boulevard Soho

We are excited to host you and your event and want to make your experience here as enjoyable and smooth as possible.

Please read through this production pack where you will find all of the details of the technical package you have booked. If you have any questions please reach out to [technical@underbellyboulevard.com](mailto:technical@underbellyboulevard.com) and one of our fantastic team will be able to assist you.

If you require the DWG files of our auditorium and lighting rig, please speak to the Technical team.

Once your event has been contracted, our team will contact you to discuss your event, go over the paperwork and talk about any additional technical specifications that your event may require.

There are some facilities and equipment that will be subject to an additional charge to cover ongoing maintenance/running costs or additional staffing. Please contact the technical team to discuss the recharges that might be payable for your production or event.

We look forward to welcoming you to Underbelly Boulevard Soho and working with your event.

Many thanks,

**Ben Freer**

Technical Manager  
Underbelly Boulevard Soho



## Key Staff & Contacts

### Technical Team

Technical Manager – Ben Freer

Senior Technician – Ross McDonald

Technician – Anastasia Metroveli

[technical@underbellyboulevard.com](mailto:technical@underbellyboulevard.com)

### Box Office

020 7432 3860

[boxofficeteam@underbellyboulevard.com](mailto:boxofficeteam@underbellyboulevard.com)

### Other Useful Contacts

General Manager – Adam Lawler

Head of Programming – Marina Dixon

Audience Experience Manager – Carla Tosta

Marketing Manager – Ella Märak-Freeman

Corporate Event Sales Manager - Ryan Shulz



## Building & Access

**Find us here:** <https://maps.app.goo.gl/DMunjgSaxkiCLNMC9>

**Address:** Underbelly Boulevard Soho, 6 Walker's Court, Soho, London, W1F 0BT

**Service entrance (load in/out):** 27a Peter Street, Soho, London, W1F 0BT

### What3Words:

Box Office entrance ///photos.dare.taxi

Service entrance ///value.honest.night

### Building operating hours:

The building is open during the following times, other than performance specific times.

Monday - Friday 10:00 – 20:00

Saturday - Sunday 10:00 – 18:00

If you require access at any other time this must be agreed in advance.

**Access timings for events are agreed at point of contract and any additional hours will be charged if required.**

### Loading in and out

Our auditorium is based on the 2<sup>nd</sup> floor of the building and load in/out access is through the service door and lift.

Door dimensions: H 2.5m x W 1.33m

Leads into venue goods lift: max load 1800kg.

Lift doors measure: 1.05m wide x 2m tall.

Lift floor: 2m x 1.8m

Only items that fit in this lift can be used in the venue. There is no alternative entry for equipment.



## **Vehicles & Parking**

Street access for vehicles is limited to Luton or transit vans - there is no access for articulated trucks. Vehicles cannot be left outside the venue once they have been unloaded.

Long stay parking and OB would need to be arranged in advance.

## **Auditorium**

Seats/standing approximately 200-230 patrons depending on room configuration.

Auditorium measures approximately:

11.5m square, 5.1m high

2.1m under balcony

Our auditorium has a fully automated revolve which can rotate to accommodate various theatrical forms such as end on, runway and fully in the round including the balcony. Please note this **cannot** be operated with audiences or performers on.

## **Auxiliary resources**

Rehearsal room 8.9m x 5.4m x 2.7m

3 x dressing rooms

Small kitchen

Laundry room

## **During your get out:**

- All large items of rubbish (e.g., scenography or props) must be taken away.
- All tape marks must be removed from the stage floor. Additional charges will be levied for any tape marks leaving residue on the stage floor.
- Stage floor must be swept clean. Additional charges will be levied for excessive mess left behind.
- Control booth/backstage areas must be left clear of rubbish.
- Any rubbish left by company will be charged back to company at a rate of £3.50 per bag. Larger items will be charged on a per item basis based on our charges for disposal.



## Event Technical Package

As part of your hire agreement the following equipment is part of your hire:

- Use of inhouse projector – to be operated side of stage by client
- 2x radio microphones – with either 2x handheld or 2x headsets
- 3x Lighting states – Preshow, Event General Wash, Post Show
- Choice of auditorium LED building light colours
- Metal Lectern
- Basic playback of up to 10 tracks via Qlab system.
- Preshow and Post show music
- 1x Technical staff to assist with your event.

Should you wish to look at exact technical specification of equipment including model numbers please find this detail [here](#).

Alongside the event technical you will also have access to the following ancillary services:

- Auditorium set up on arrival for your seating configuration.
- Access to 1x dressing room backstage only during contracted hours.

### Additional resources

There is a vast number of additional resources that can be added to your event this will be discussed with the technical team once your event has been contracted. We can work with marketing teams and event planners to have bespoke set ups including lighting image projections, live streams, and filming. Resources outside of the set package will be quoted to you after you have contracted your event.



### **Noise at Work Regulations 1989**

We are required to comply with these regulations. To do so, we reserve the right to monitor levels at events and to insist on reductions in levels if we deem necessary.

### **Pyrotechnics, Smoke Machines, Naked Flame, COSHH.**

Please provide any details of pyrotechnics, smoke effects, pyrotechnics or the use of naked flame at least 14 days in advance, so appropriate authorisation may be obtained. Details of all substances falling under the COSHH regulations must be provided at least 14 days in advance.

Management reserve the right to disallow the use of any pyrotechnics / lasers or effects, if in our opinion they may be unsafe.

### **Electrical Equipment**

All electrical equipment must be PAT tested, in good condition, with appropriate protective circuits and must be wired in accordance with the current IEE wiring regulations. Equipment and staff must comply with the Electricity at Work Regulations 1989, in respect to the use and testing of Portable Appliances and certification produced for inspection.

DO NOT bring equipment which does not comply with the above. The duty technician may require testing of any equipment that does not appear in good order or shows no certification and a charge for this service may be levied. We reserve the right to disallow the use of any electrical equipment, if in our opinion they may be unsafe.



## Scenery

All scenic materials must meet the required safety standards, i.e. they must be inherently flame-retardant or be rendered and maintained flame-retardant to the satisfaction of the Theatre and Licensing Authority. Should any materials

apparently fail to meet this standard, the theatre reserves the right to request that an independent test be carried out at the expense of the visiting company.

All performance spaces within Underbelly Boulevard Soho premises are to be considered as **open stages**. (i.e., without a safety curtain). Scenery made of the following materials is acceptable:

- Non-combustible material
- Inherently flame-retardant fabric
- Durably treated flame-retardant fabric
- Fabrics rendered and maintained flame-retardant by an acceptable non-durable process.
- Timber, plywood, MDF or hardboard treated by a process of impregnation which meets class 1 when tested in accordance with BS 476-7.
- Timber framing of not less than 22mm nominal thickness.
- MDF, plywood or chipboard of not less than 18mm thickness.
- Plywood or other similar boards of less than 18mm thickness should be branded with a recognized stamp to certify the level of flame-retardancy achieved. Should this stamp be obscured for any reason (for example a paint finish), certificates should be made available for inspection by the Technical Manager.

All scenery should be stable and not likely to collapse once erected (other than as an intended and safely managed effect).

Scenery must not be suspended other than by using the building's approved rigging points or installed flying system. All flying equipment and accessories brought in by the visiting company must be accompanied by appropriate documentation as under LOLER regulations. All rigging and lighting operations are subject to approval by the Technical Manager before work commences.





## **Props and Costumes**

Consideration should be given to reducing the risk of fire in the materials used in prop and costume construction. Generally small items, antique furnishings and items which may encounter bare skin need not be rendered and maintained flame-retardant, but large items, hangings, large quantities of fabric or purpose-made properties will be treated as scenery. Appropriate certification of flame-retardancy may be required.

## **Access Equipment**

The theatre's access equipment, including ladders and scaffold towers, is to be used with the consent of the theatre, by competent personnel only, in accordance with HSE regulations and guidance. Any access equipment brought onto the Premises by the visiting company must be "fit for purpose." Evidence of thorough examination and other appropriate certification will be required before such equipment may be used on the premises.

## **Firearms & Weapons**

Underbelly Boulevard Soho has a Use of Firearms and Weapons Policy which covers the use of all firearms and weapons in all productions and events. A suitable and sufficient risk assessment for any weapon/firearm must be supplied 14 days before arrival.

Firearms must only be used, maintained, and cleaned by persons who have been trained to do so by a registered Firearms Dealer, Armourer or Fight Director.

All weapons must be stored in a locked container when not in use.

All ammunition must be stored separately in a locked container.

The use of firearms or weapons within hearing or sight of a public place must be logged with the local police force and a serial number obtained.

Underbelly Boulevard Soho does not lend out or hire any weapons or firearms to any person or company.

## **Fixings**

Walls, ceilings and walkways may not be drilled or cut into. No drilling or fixings to the auditorium flooring is allowed. Please also note that stickers or



adhesives to seating or any part of the auditorium must be discussed with the technical team to avoid damage. Any damage will be recharged back to the production.

**Consumables/extra equipment usage**

The use of theatre consumables (gel, batteries, gaffa, etc.) and equipment that is not part of the event technical package will incur a charge. This will be charged back via the invoice to the visiting company.

**Additionally, please note:**

The standard rig is to be used unless prior agreement is made with the theatre's Technical Manager. Extra charges will apply for changes to the house standard rig.

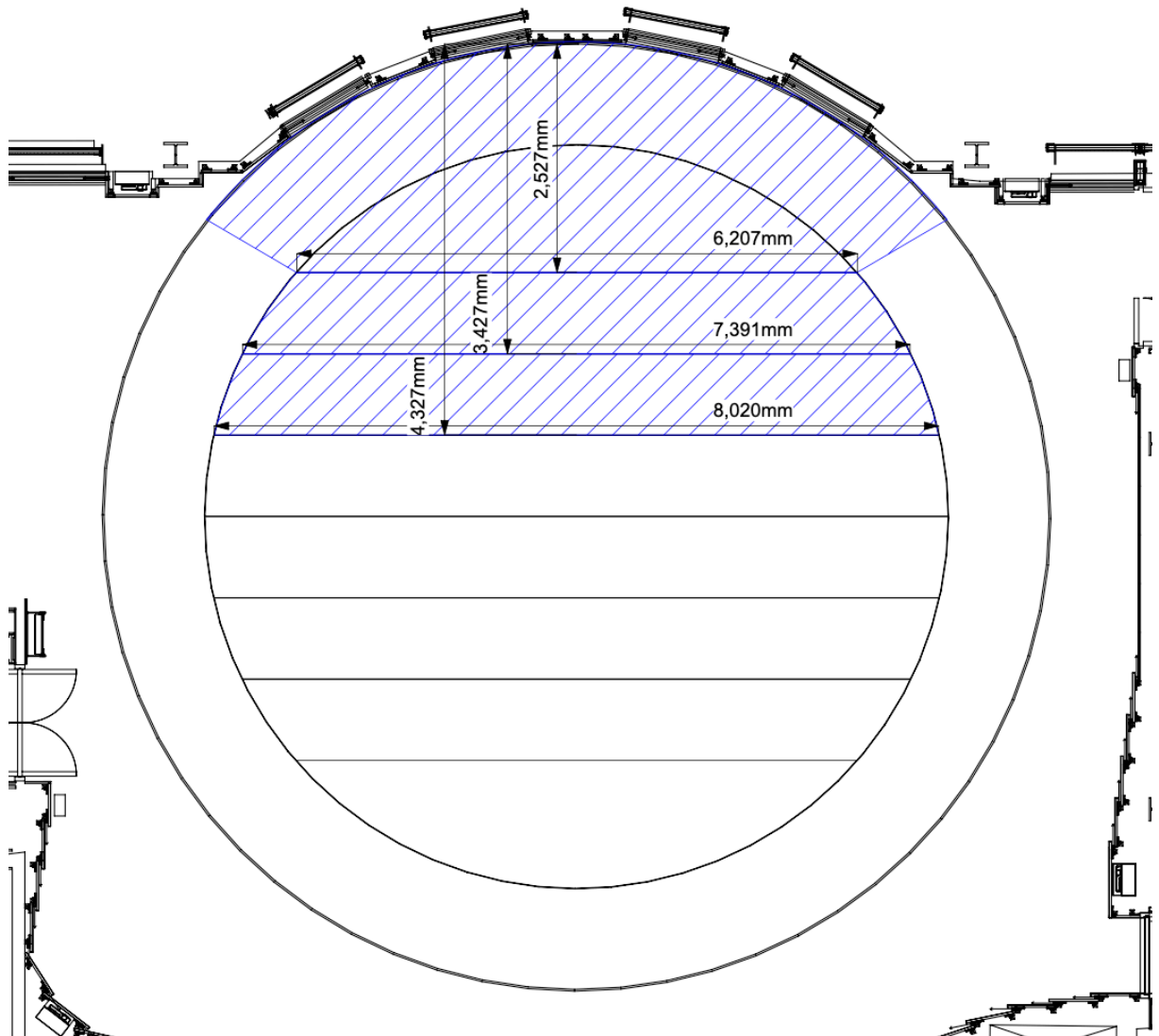
Pre-rigs can be arranged in advance with the Technical Manager at additional cost, subject to theatre availability.

If your show needs more than basic lighting and includes sound playback or microphones, you will need additional technical staff. This can be arranged by the Technical Manager at additional cost.

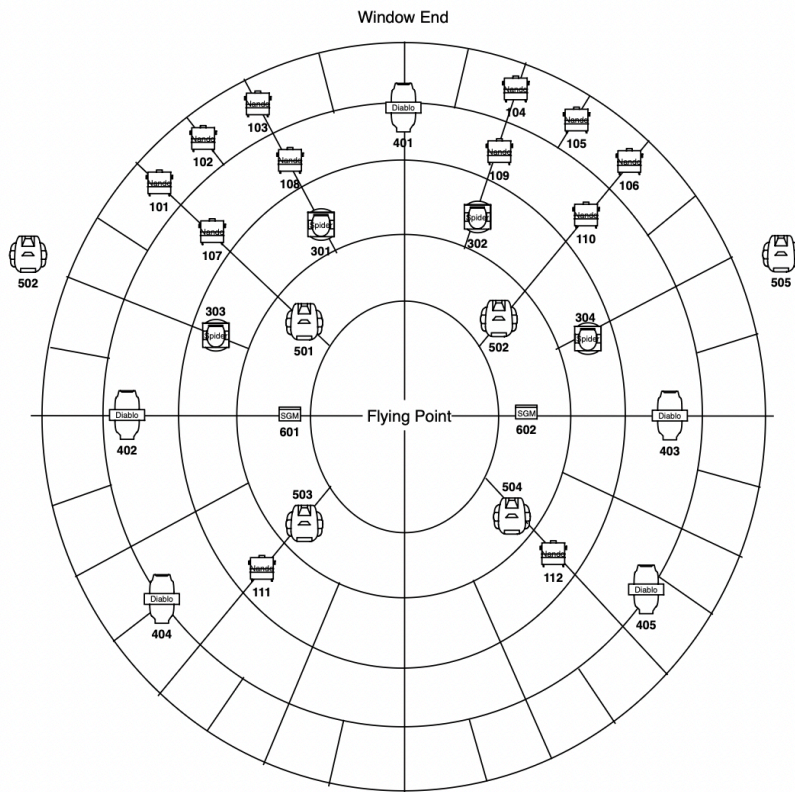
Underbelly operates all its shows with 1x technician should more be required this can be arranged and discussed prior to your show/event.



## End on Staging sizes (1,2,3 leaf stage)



# LX House Rig:



NOT TO SCALE

## Key



SGM Q7

Aryton Nando

Aryton Diablo

Robe Cuete

Robe Spider



## Light Plot

## House Rig

Venue:  
Underbelly Boulevard  
Designer:  
Ben Freer

20/03/2025

