



# Information for Hiring Rooms at The Forum, Bath.

This booklet contains information about the rooms at the Forum that may be of use to hirers.

**Please confirm any particular set up requirements with the Forum.**

## 1. Contact details: pages 2 & 3

Various organisations that you may wish to involve in your event.

## 2. Sample Menus from Eden's Tree Catering: pages 4 & 5

Please contact Eden's Tree directly to confirm exactly what you require.

## 3. Floor Plans and Room information: pages 6 - 11

## 4. Stewards' Information Sheet: page 12

This is the sheet we will hand out as part of the steward's briefing for Auditorium events.





## I. Contacts

The following contact details are supplied as an aid to potential hirers of the Forum. However, Bath Christian Trust makes no warrantee of the quality or suitability of service offered by them.

### **Eden's Tree Catering**

*Eden's Tree Catering provide all catering, refreshments and beverages sold at the Forum.*

Mr Des Francis  
Hagg Hill Farm, Semington,  
Trowbridge,  
BA14 6DD  
07843 731974  
[edenstree@btinternet.com](mailto:edenstree@btinternet.com)

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### **Bath Parking Services**

*If you have specific parking requirements, you should contact B&NES parking services directly as the Forum has no reserved parking space.*

PO Box 122,  
Bristol,  
BS31 9AE  
01225 477133  
[parking@bathnes.gov.uk](mailto:parking@bathnes.gov.uk)

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### **Enlightened Lighting**

*Enlightened lighting can provide for various technical requirements.*

Simon Marcus  
Unit 12 The Maltings, Brassmill Lane,  
Bath,  
BA1 3JL  
01225 311964  
[simon@enlightenedlighting.co.uk](mailto:simon@enlightenedlighting.co.uk)

### **Bath Festivals Box Office**

*Bath Festivals Box Office provide a range of box office services.*

*They are familiar with the venue and also offer a range of Front Of House management, stewarding and door sales services (these require up to 6 weeks notice).*

*It is recommended that the hirer confirms their seating arrangement with the Forum staff **before** selling tickets or informing the box office.*

Bath Festivals Box Office,  
2 Church Street,  
Abbey Green,  
Bath,  
BA1 1NL

Direct line: 01225 465892  
[spencer.hancock@bathfestivals.org.uk](mailto:spencer.hancock@bathfestivals.org.uk)

Sales: 01225 463362  
[boxoffice@bathfestivals.org.uk](mailto:boxoffice@bathfestivals.org.uk)

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### **St John Ambulance**

27 St John's Lane,  
London  
EC1M 4BU  
0117 9533880  
[info@avon.sja.org.uk](mailto:info@avon.sja.org.uk)





1a Forum Buildings, St James's Parade, Bath BA1 1UG Tel 01225 443114 Fax 01225 460651 [www.bathforum.co.uk](http://www.bathforum.co.uk)

### **Tim Hand**

*Sound reinforcement*  
12b Tanners Court  
Oxford,  
OX7 3RP  
07906 094082  
[tim.m.hand@googlemail.com](mailto:tim.m.hand@googlemail.com)

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### **Amber Audio**

*Sound reinforcement*  
Alan Burgess  
23 West Mall  
Bristol,  
BS8 4BQ  
07970 153823  
[alan@amberaudio.co.uk](mailto:alan@amberaudio.co.uk)

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### **Loud Events**

*Sound reinforcement*  
Dan Gruner  
Mancroft Farmhouse  
Galhampton, Yeovil  
BA22 7AY  
07590 044386  
[dan@loudevents.com](mailto:dan@loudevents.com)

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### **Olive Tree Sound**

*Sound reinforcement*  
Keith Warren  
4 Naishes Avenue,  
Peasedown-St-John, Bath,  
BA2 8TW  
Phone: 01761 439244  
[keith.warren@mac.com](mailto:keith.warren@mac.com)

### **All Point Security Services**

*All Point can provide registered security personnel.*

Mr G Hutchinson  
16 Rooksbridge Walk,  
Bath, BA2 1BS  
07983 679274  
[allpointsecurityservices@hotmail.co.uk](mailto:allpointsecurityservices@hotmail.co.uk)

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### **Safe & Sound Security**

*Safe & Sound can provide registered security personnel.*

Robert Deadman  
1 Church Walk,  
Trowbridge, BA14 8DX  
01225 774008  
[rob.d@safeandsoundgroup.com](mailto:rob.d@safeandsoundgroup.com)

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### **PRS**

*Performing Right Society deal with copyright of musical material. General enquiries contact:*

Copyright House,  
29-33 Berners St,  
London W1T 3AB  
020 7580 5544

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### **Sulis Pianos**

Liz Kelly  
1 Canton Place, London Road  
Bath, BA1 6AA  
01225 337 231  
[sulis@bathba16aa.fsnet.co.uk](mailto:sulis@bathba16aa.fsnet.co.uk)



Home of Bath City Church

## 2. Sample Menus from Eden's Tree Catering

The following items are provided as a guide for hirers. Prices are valid April 2009 - March 2010. Please confirm all catering requirements directly with Eden's Tree Catering.



### Day Delegate Packages

**STANDARD £6.00 per person**

Filter coffee, tea, herbal infusions and water served with biscuits at the required intervals throughout the day (If only one or two servings required, £2.00 per person / serving).

**SANDWICH LUNCH £10.00 per person**

In addition to the standard package (above), 1½ rounds of sandwiches per person with a variety of fillings on white, brown and granary bread are served with fruit juice during the lunch break.

**EXECUTIVE £16.90 per person**

Mini croissants and Danish pastries on arrival.

The sandwich lunch (above), will also be served with fresh fruit and your choice of any four of the following items:

- BBQ chicken wings
- Cranberry and soy glazed chipolatas
- Vegetarian springrolls
- Ham and cheese croissants
- Assorted dips with crudités or tortilla crisps
- Blinis topped with smoked salmon and horseradish cream
- Swedish meatballs with salsa
- Bouchees with a variety of fillings



## Meals

Finger Buffet from	£13.50 / person
Canapés Reception (selection of items) from	£16.50 / person
Fork Buffet with salad & dessert	£18.50 - £25.60 / person (depending upon selection of dishes)
Formal dinner from	£22.50 / person



## Drinks List

House Wines - Chardonnay or Cabernet blend (Australia)	£13.50 / bottle
	£3.00 / glass
House Champagne - Piper Heidsieck Brut NV	£38.50 / bottle
	£6.50 / glass
Beer and Cider	£2.50
Sherry, Liqueurs and Cognac per glass, from	£2.00 / glass
Fruit Juice	£4.50 / jug
Mineral water and cold drinks	£1.00
Tea, Coffee and Herbal Infusions	£2.00 / serving
Light snacks served with drinks reception only (crisps, nuts and olives etc.)	£1.35 / person

## GROUND FLOOR PLAN:

The Lower Foyer contains 6 "cafe-style" tables (0.7m x 0.7m) and 28 matching chairs - these are cleared away by default before a large event



By default, the Auditorium's non-fixed seating is packed away & stage is clear at full height with stairs stage left (see photo).

Standard setting: Non-fixed seats away & Stage at full height with stairs stage left:



Please ensure that you specify if you require the non-fixed seats out or the stage modified.

Auditorium with non-fixed seats out:



Up to twelve 2x1m risers are available (we have legs for 6 @ 600mm, 12 @ 400mm or 12 @ 200mm & steps to 600mm). These are often used on stage for choir / orchestral arrangements or in front of the main stage for a more "intimate" feel during presentations. Please specify any requirement.


Lectern & Data projector are available on request.

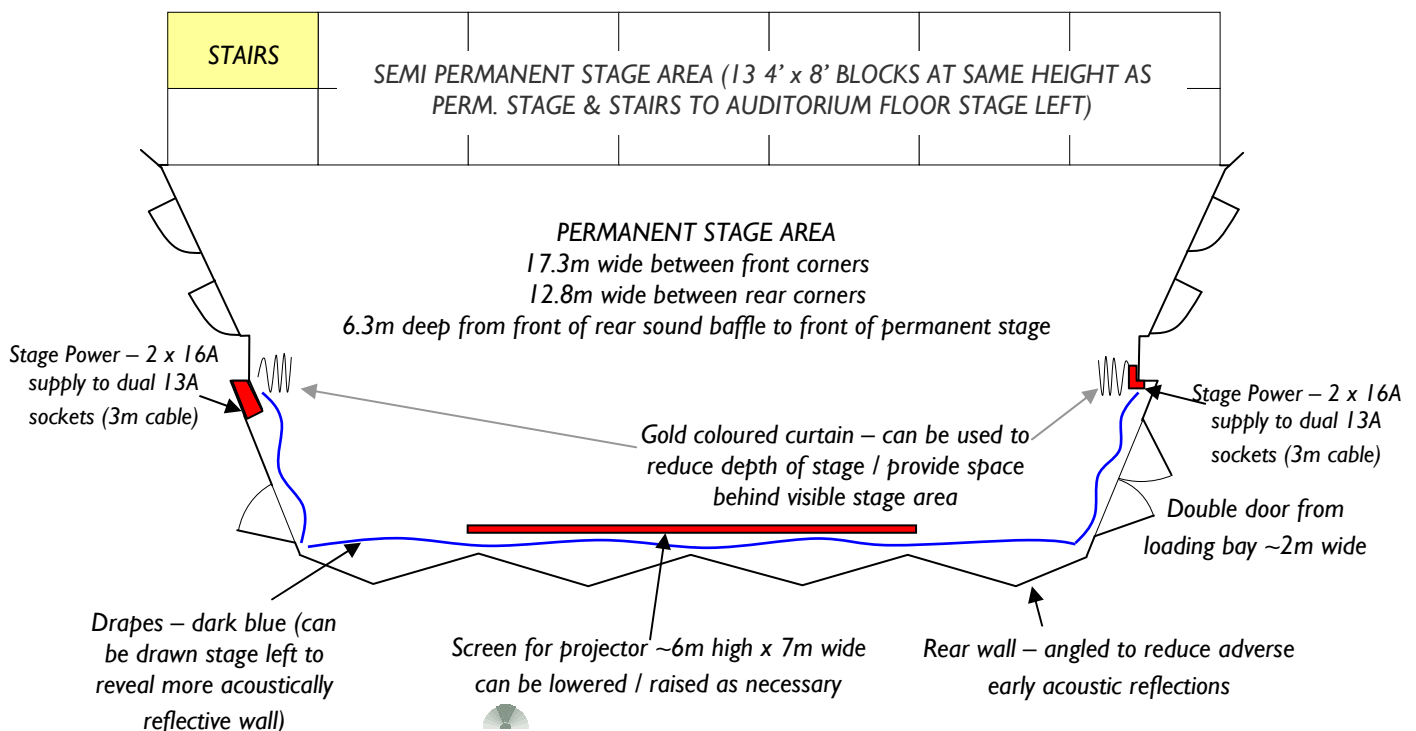
Stage Lighting consists 12 Par Can & 10 1kW Fresnels and 6 Profiles on edges of balcony.

In house sound system consists: A&H GL3300 mixer, Tannoy speakers (95dB at centre of room), CD player & 2 Shure UHF sets.

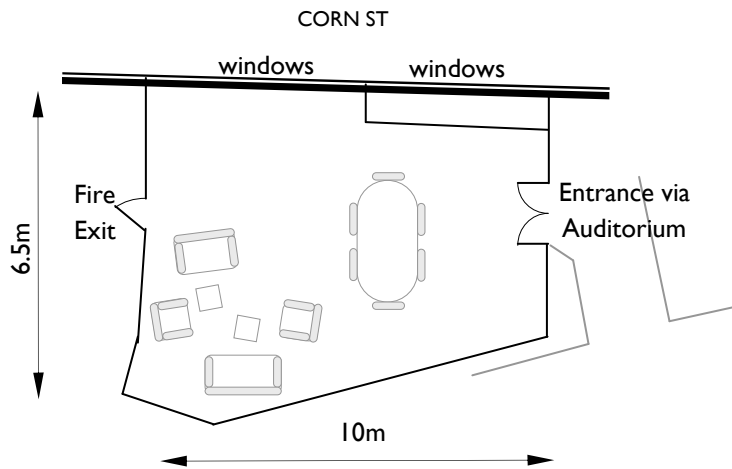
NB: Sound system does **not** completely cover balcony.

### AUDITORIUM STAGE PLAN:

Size of stage riser to scale: 



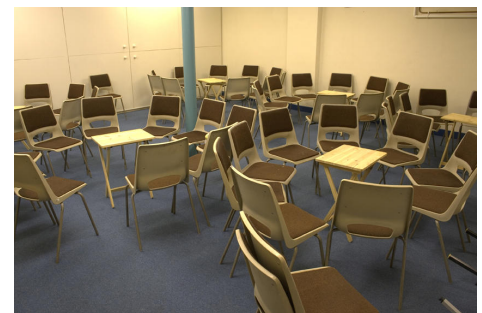
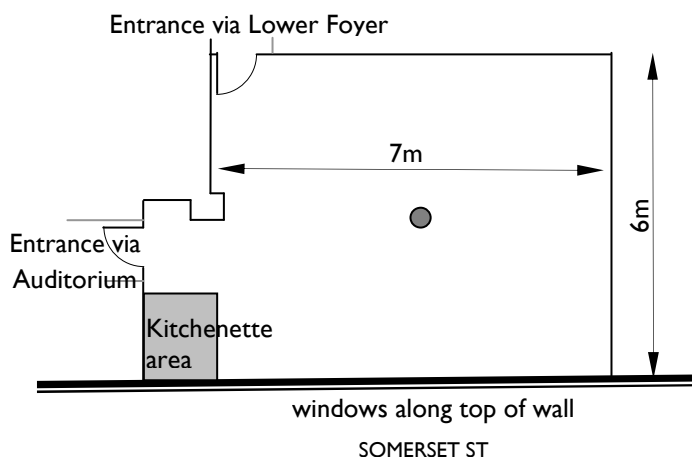
### LOWER SEMINAR ROOM FLOOR PLAN:



With backstage access, the Lower Seminar Room is ideal as a Green room for performers but it is also suitable for seminars, training and meetings. By default, it contains sofas and a large oval table suitable for up to 12 people.

**Please ensure that you specify if a different arrangement of furniture or equipment is required.** It is large enough for 50 seats theatre style. Flipchart, Data projector and Whiteboard are available upon request.

### SOMERSET ST ROOM FLOOR PLAN:



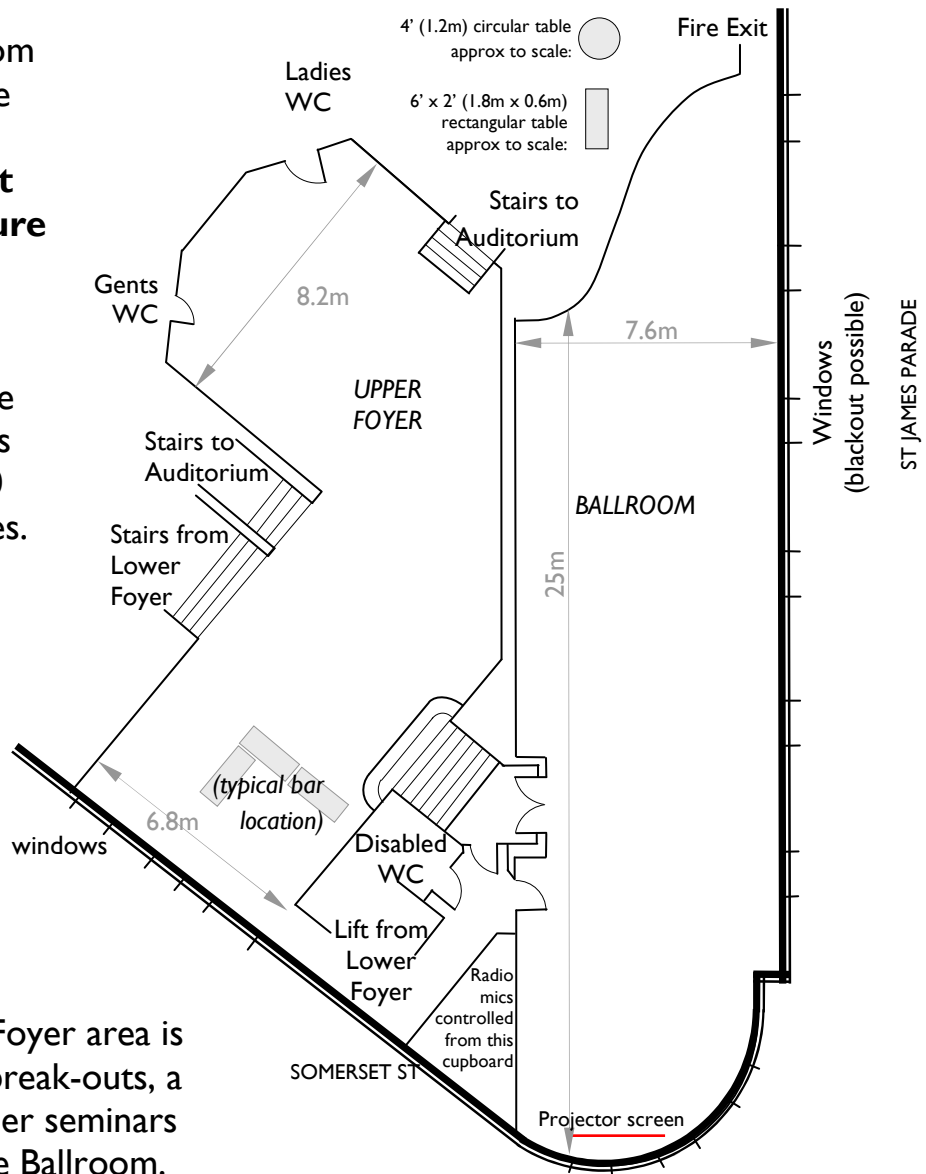
Adjoining the Lower Foyer, the Somerset St Room is suitable for classes, seminars, small receptions and as break out space from other areas. By default it is clear of furniture.

**Please ensure that you specify if furniture or equipment is required:** It is large enough for 48 theatre style, 35 seminar style or 27 classroom style (behind 6' tables). Flipchart, Data projector and Whiteboard are available upon request.

## BALLROOM & UPPER FOYER FLOOR PLAN:

By default, the Ballroom and Upper Foyer are clear of furniture. **Please ensure that you specify if furniture or equipment is required.**

The Ballroom is large enough for 200 seats theatre style or 130 around 4' round tables.



The adjoining Upper Foyer area is suitable as space for break-outs, a bar, exhibitions, smaller seminars or overflow from the Ballroom.

A Data projector, lecturn, handheld radio mics & CD player (feeding into induction loop as well as ceiling mounted speakers), whiteboard and flipchart are available upon request.

There is lift access to the rooms. The Ballroom is air conditioned, has a sprung wooden floor for dancing and has full blackout facility for presentations.

*Upper Foyer:*



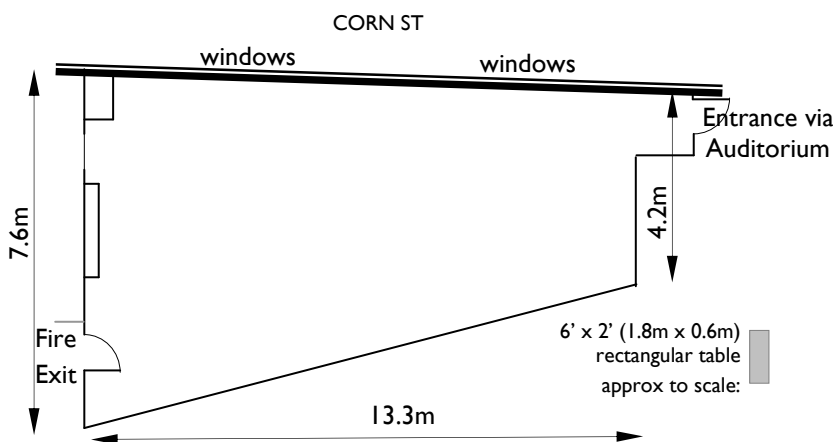
*Ballroom:*



*Ballroom prepared for dinner:*



**UPPER SEMINAR ROOM FLOOR PLAN:**

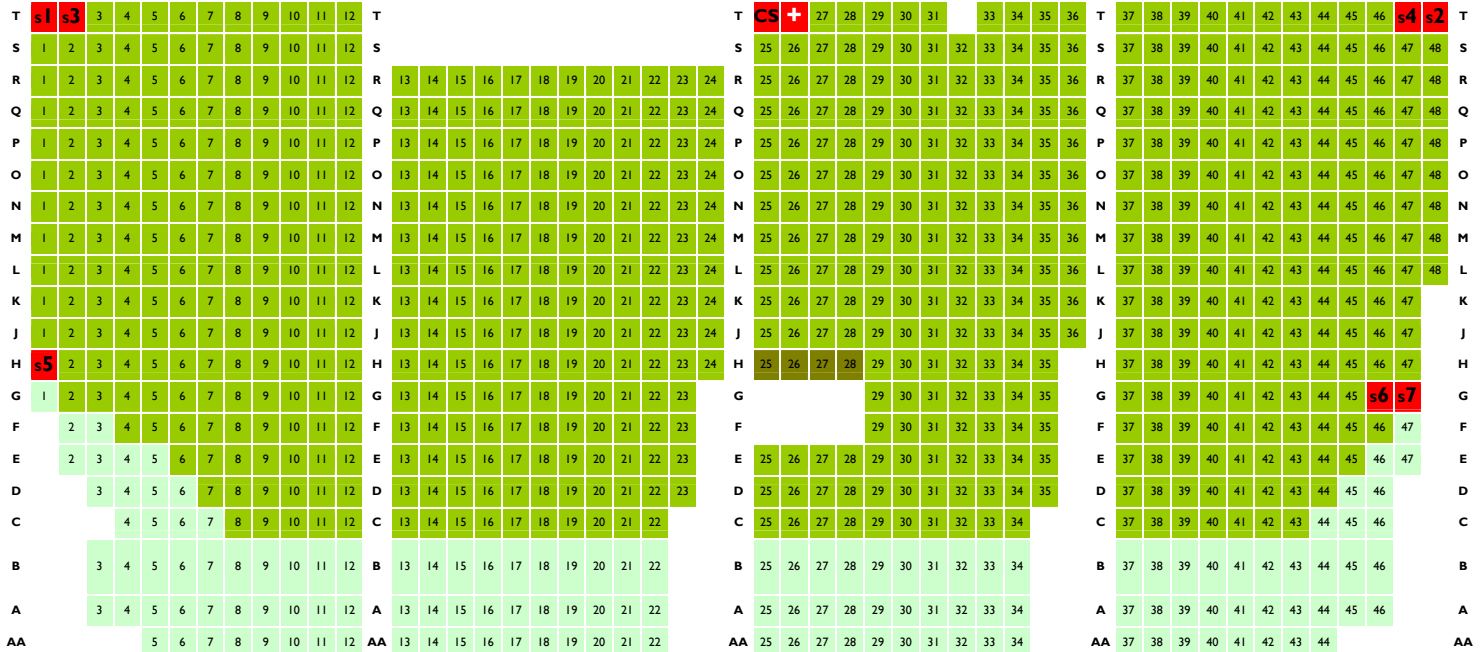


The Upper Seminar Room is clear of furniture by default. **Please ensure that you specify if furniture or equipment is needed:** It is large enough for 80 seats theatre style (see top photo), 60 seats seminar style (see middle photo), 40 seats around tables (see bottom photo) or 36 seats classroom style (behind 6' tables). Data projector, Flipchart, Whiteboard and a Lectern are all available upon request.



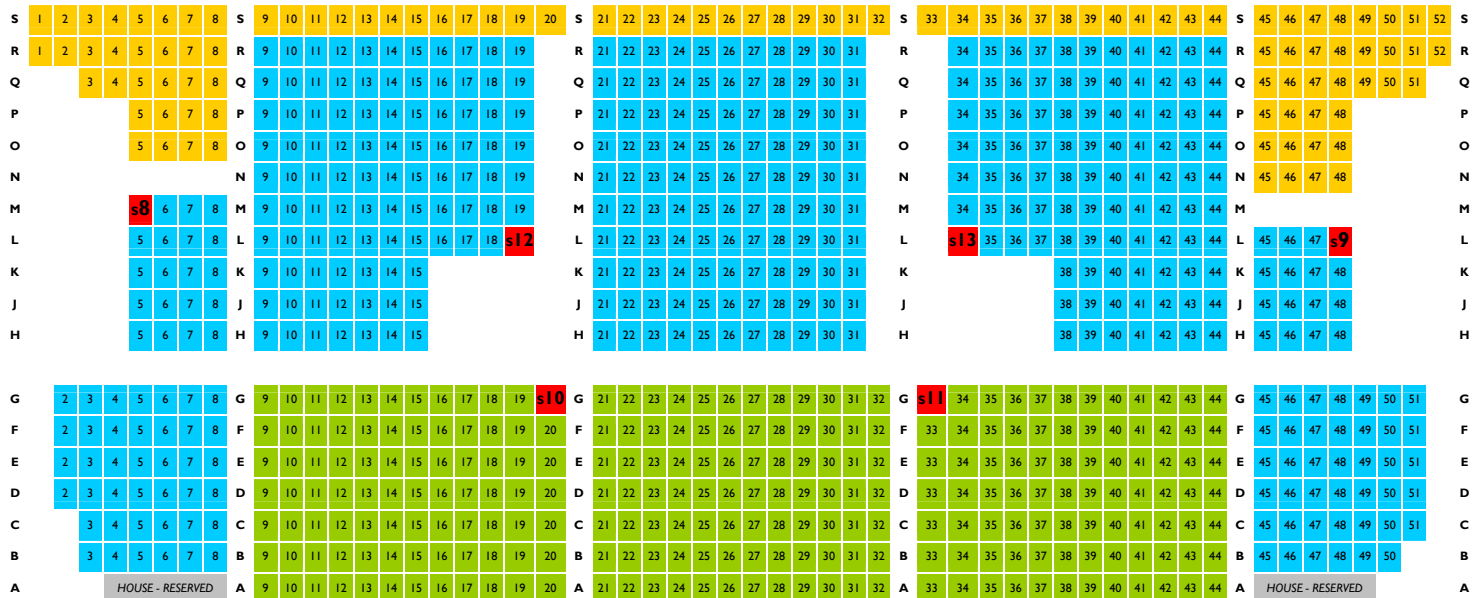
# AUDITORIUM SEATING PLAN:

## STALLS:



■ Reserved for Stewards - 9    
 ■ Green cinema seats - 717    
 ■ Unfixed upholstered seats - 139    
 ■ Green cinema seats unavailable if PA in use - 4    
 Total seats in stalls = 869.

## BALCONY:



■ Reserved for Stewards - 6    
 ■ Green cinema seats - 250    
 ■ Blue cinema seats - 419    
 ■ Folding green chairs - 101    
 ■ Reserved / Lighting - 10    
 Total seats in balcony = 786

Auditorium total: 869 + 786 = 1655  
 Auditorium total available for sale = 1630  
 (1626 if sound reinforcement required)



# Stewards' Information Sheet

## Fire

### FOH Manager / Chief steward:

Oversee auditorium evacuation then report to Duty Manager when clear.

**1 & 2:** Exit immediately and manage people in street.

**3 & 4:** Manage people in stalls, check toilets & seminar room then exit & prevent re-entry.

**5 & 6:** Manage people in stalls, check stalls are clear then exit & prevent re-entry.

**7:** Assists wheelchair users

**8, 9, 12 & 13:** Manage people evacuating Balcony then exit & prevent re-entry.

**10 & 11:** Oversee Balcony evacuation, check Upper Foyer toilets then report to Duty Manager.

## + First Aid:

Alert appointed First Aider (Duty Manager or Chief Steward will know where they are).

First Aid points located in Lower Foyer, Lower Seminar Room & Reception

## Toilets:

### Upper Foyer –

- Ladies w/ Baby changing
- Gents

### Auditorium –

- Ladies
- Gents
- Basement toilets might be opened as Ladies. (depending upon event)

### Lower Foyer –

- Wheelchair access

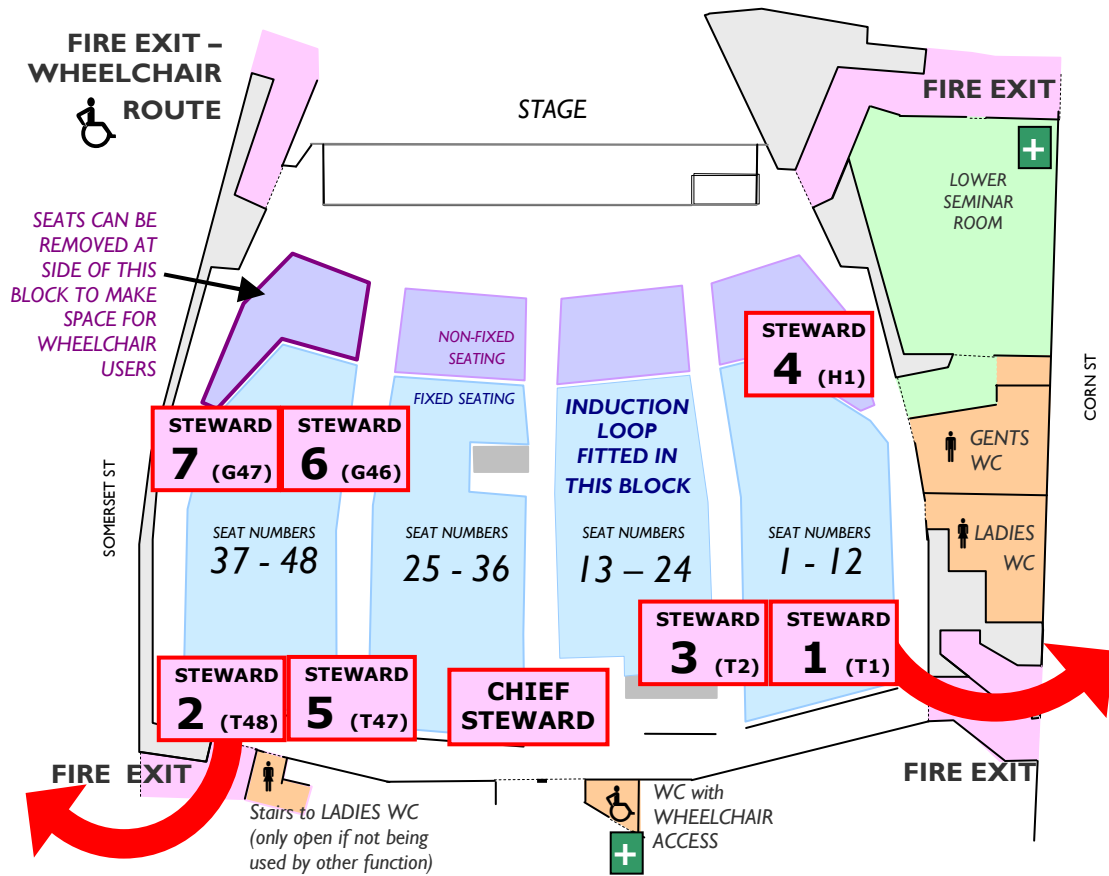
### Reception –

- Possibly closed

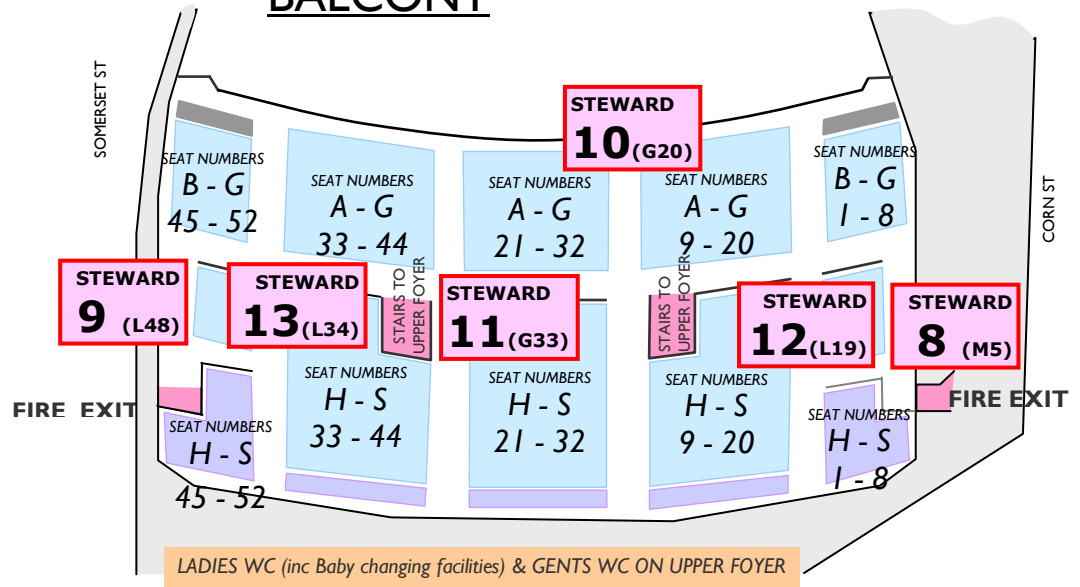
### Ballroom corridor

- Wheelchair access w / Baby changing (depending upon event)

## STALLS



## BALCONY



REMEMBER: NO FOOD OR DRINK IN AUDITORIUM

