

TECHNICAL SPECIFICATION FOR THE CORN HALL DISS	The Corn Hall Diss St Nicholas Street Diss Norfolk IP22 4LB Tel: 01379 652241 Email: boxoffice@thecornhall.co.uk Web: www.thecornhall.co.uk
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VENUE CONTACTS		
Yoshi Shinagawa-Turner	Venue Technician	yoshi.shinagawa@thecornhall.co.uk
Lee Johnson	General Manager	Lee.johnson@thecornhall.co.uk
Lindsey Booty	Site Coordinator	Lindsey.booty@thecornhall.co.uk
Sophie Scott	Marketing	Sophie.scott@thecornhall.co.uk

HEALTH, SAFETY & LOOKING AFTER YOU	
The Corn Hall Diss is committed to providing a safe environment for audiences, artists, contractors, volunteers and staff. All visiting companies, hirers, performers and technicians share responsibility for maintaining a safe working environment and must comply with venue procedures and instructions issued by venue management.	
Compliance with Venue Requirements	All hirers, visiting artists, performers, contractors, production companies and event organisers are required to comply with the control measures and safe working practices operated by The Corn Hall Diss. The venue reserves the right to suspend, postpone or cancel any event, performance, rehearsal or activity where unsafe practices are identified, where venue instructions are not followed, or where venue management believes there may be a risk to health, safety or welfare. In such circumstances, The Corn Hall Diss shall not be liable for any financial loss, compensation or other recompense arising from the postponement, suspension or cancellation of the event. Documents Required The venue may request the following documentation prior to the event:

	Public Liability Insurance Event Risk Assessment Technical Rider PAT Testing Records Method Statements Safeguarding Policy (where applicable) DBS information (where applicable)
Fire Safety	Fire exits and escape routes must always remain unobstructed. No scenery, props, equipment or cases may obstruct fire exits. All visitors must comply with instructions from the Duty Manager in the event of an evacuation. Smoking and vaping are prohibited within the building. Any special effects producing smoke, haze or flame must be approved in advance.
Working at Height	The venue scaffold tower may only be used with the permission of the General Manager or Venue Technician. Evidence of relevant training may be requested. Lone working at height is not permitted. Visitors may not access lighting positions, trusses or technical infrastructure without prior approval.
Electrical Equipment	All portable electrical equipment must have current PAT certification. The venue reserves the right to remove equipment deemed unsafe. Cables must be routed safely and suitably protected where crossing public routes. No unauthorised alteration to venue electrical systems is permitted.
Scenery, Props & Materials	Scenic materials should be flame retardant or treated with a recognised fire-retardant product. Evidence of fire treatment may be requested. The venue reserves the right to prohibit the use of any material considered unsafe.
Special and Practical Effects	Pyrotechnics are prohibited unless specifically approved in writing by The Corn Hall Diss and any relevant licensing authority.

	Naked flames are prohibited unless specifically approved in writing by The Corn Hall Diss and any relevant licensing authority. Confetti cannons require prior approval and will incur cleaning charges. Smoke, haze, Sparkular effects, lasers or similar effects must be approved in advance.
Manual Handling	Visiting companies are responsible for loading and unloading their own equipment. Venue staff may assist at the discretion of management. Appropriate manual handling techniques must be used. Sufficient personnel must be provided to move large items safely.
Safeguarding	Hirers remain responsible for children and vulnerable adults participating in their activities. Appropriate supervision ratios must be maintained. No child may be left unsupervised within the venue. Compliance with the venue safeguarding policy is required.
First Aid & Incident Reporting	First aid equipment is available on site. Any accident, near miss or dangerous occurrence must be reported immediately to the Duty Manager. Emergency Services should be contacted via the Duty Manager wherever possible.
Accessibility	Lift access is available to dressing rooms and public areas. Accessible toilets are available. The venue operates an accessible booking scheme and welcomes Nimbus Access Card holders. Please note that there is no level access to the stage. This is something we are working on.

VENUE INFORMATION

About	The Corn Hall Diss is a Grade II listed performance and visual arts venue at the apex of the heritage triangle in Diss. A beautifully restored building, with up-
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	to-date facilities and flexible audience seating. Principle uses include concerts, theatre, wedding receptions, dinners, dances, indoor sport, exhibitions, fairs, seminars, meetings, lectures and auctions.														
Gross Capacity	<table> <tr> <th>Configuration</th><th>Capacity</th></tr> <tr> <td>Seated Unallocated</td><td>296</td></tr> <tr> <td>Seated Allocated</td><td>285</td></tr> <tr> <td>Seated with Tech Position</td><td>277</td></tr> <tr> <td>Seated Extended Stage</td><td>266</td></tr> <tr> <td>Part seating and part standing</td><td>350</td></tr> <tr> <td>Standing room only</td><td>400</td></tr> </table>	Configuration	Capacity	Seated Unallocated	296	Seated Allocated	285	Seated with Tech Position	277	Seated Extended Stage	266	Part seating and part standing	350	Standing room only	400
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Production office	Yes – with 7-week prior notice of booking														
Dressing room/s	The dressing room is equipped with makeup mirrors, a full-length mirror and has Wi-Fi access. The space can be divided into two for privacy. An iron and ironing board are available and located in the dressing room. Please replace this after use. There is also a small fridge along with tea and coffee making facilities within the dressing room. Toilets are located just outside the dressing room. The Dressing Room is on the first floor and access to the stage is down a performer's stair. There is lift access from and to the ground floor if necessary. The Walden Studio may be used for larger groups if necessary. PLEASE NOTE: there are no showering facilities at The Corn Hall														
Wi-Fi	Access and passwords will be provided on request on arrival.														
Towels	We can provide towels; however a 7-week notice period is required.														
Catering	Due to budgetary restraints, we do not provide refreshments with the exception of tap water, tea and/or coffee. Any														

	hospitality rider will be recharged to the artist.
Merchandise commission	We charge 15% if own sell or 20% if venue sell.
Ticketing	The Corn Hall Diss sells tickets through our website (www.thecornhall.co.uk) There is a box office charge of 1.85%. We do not have the capacity for allocated third party ticket sales.
Local transport	Diss is on the London mainline train line between Norwich and London Liverpool Street. The train station is a 20 to 30 minute walk from The Corn Hall Diss.
Car parking	There is no car parking at The Corn Hall Diss but there is plenty of on street parking, all within a 5-minute walk of the venue and pay and display parking, again all within a 5-minute walk and free after 6pm.
Hotels	The nearest hotels are Park Hotel which is approximately a 2-minute drive or 10-minute walk. The Scole Inn (located approx. 3 miles east of Diss) The Brome Grange (Best Western) (located approx. 4 miles, west of Diss). The Corn Hall will not pay for accommodation.

LOAD IN

Information	Load in address is: St Nicholas Street, Diss, IP22 4LB. There is a drive way located between Number 11 (former pub) and The Corn Hall Diss itself, the width of the drive is 3 metres.
Parking	There is no on-site parking at The Corn Hall Diss. Please see above for parking.
Bus power	There is no power for tour buses or coaches.
Crew	There will be one member of tech crew available for the get in/out. If additional staff are required, then this will be charged at £35 per hour ex VAT.
Security	Rostered at General Managers discretion.

RIGGING

There is no fly rig at The Corn Hall Diss

Due to weight restrictions, **nothing** can be hung from the lighting truss without the express permission of the General Manager

STAGING

Our staging is fixed and is located at one end of the main auditorium, due to the flexible nature of our space, events can be presented in the round, end on or traverse. However, most events are performed on the stage.

Normal Size Stage:
3.66m x 6.71m (12 feet x 22 feet)
Extended Stage:
4.88m x 6.71m (16 feet x 22 feet)



AUDIO SPECIFICATION

Sound desk	Allen & Heath R72 control surface & iDR-16 MixRack (16 sends, 8 returns) running frmware v1.90 3kW 4-way
PA	2 x CXi1531 3-way mid-hi 2 x CXi1811MkII horn loaded 18" sub MC2 Audio rack, XTA dsp 3 x Celestion CXi-821 8" 2-way 275W loudspeakers, configured LCR for film and speech reinforcement (can also be configured as stage monitors/side fills) 1 x Celestion FTR15-4080 400W 15" direct radiating sub under stage for film FX 2 x LD MON101A (10") 1 x LD LDPN122A2 (12")

	2-way active stage monitors 2 x MC2 Audio T-1000 high quality 2-channel amplifiers
Hearing loop	1 x Ampetronic ILD9 Induction Loop Driver
Microphones	2 x Shure SM58 1 x AKG D5 4 x Shure SM57 2 x LD D1001 dynamic super cardioid (like SM58) 2 x LD D1011 condenser (like Beta87) 2 x LD D1102 pencil condenser cardioid (overheads) 1 x IMG DM-30 (kick drum) 2 channel UHF radio microphone system with lavalier headset and handheld microphone options 4 x mono passive DI boxes 2 x stereo passive DI boxes 8 x Microphone stands with booms

LIGHTING

The Hall has two vertical side lighting bars and a 9m x 4m box truss suspended centrally over the floor area. There are six circuits to each side bar, 12 circuits to the central truss and a further 12 circuits wired to the stage. Access to all fixtures is via a mobile access scaffold tower stored in the hall.

Control	Strand 200 plus 12/24 console. Six available operation modes: Single Scene, Two Scene, Submaster, Moving Light, LED and FX Playback. Total Submasters is 288. 12 FX stacks.
Dimmers	18 channels @ 10A. Dual 15A socket outputs patchable to any lighting circuit in the main auditorium.
Lanterns	1 DMX Splitter 1 Powercon Distribution Rack 3 Wireless DMX Transceiver 7 Chauvet EVE P140VW 2 Chauvet EVE50 6 Chauvet EVE P-130 RGB 2 Chauvet EVE100Z 1 Chamsys USB Interface 2 Universe

AV Equipment

Projector	Epson EB-L1405U
Projection screen	4.5m wide screen which lowers automatically

Acknowledgement

By confirming a booking at The Corn Hall Diss, the Hirer acknowledges receipt of this Technical Specification and agrees to comply with all venue health, safety and operational requirements. Failure to comply may result in activities being suspended or cancelled without financial recompense.