



**RH** | **ROYAL**  
**SU** | **HOLLOWAY**  
**STUDENTS'**  
**UNION**

---

**WE'RE HERE TO MAKE STUDENT LIFE  
BETTER AT ROYAL HOLLOWAY**

---

**UNION VENUE**  
**TECH SPEC**

# CONTENTS.

---

<b>CONTACT DETAILS.</b>	<b>03</b>
<b>FINDING US.</b>	<b>04</b>
<b>VENUE INFORMATION.</b>	<b>06</b>
<b>TECHNICAL INFORMATION.</b>	<b>08</b>

# CONTACT DETAILS.

---

## ADDRESS.

Royal Holloway Students' Union  
Egham Hill  
Egham  
Surrey  
TW20 OEX

---

## ENTERTAINMENT AND EVENTS MANAGER.

Kyri Shionis  
kyriacos.shionis@su.rhul.ac.uk

---

## DEPUTY ENTERTAINMENT AND EVENTS MANAGER.

Joe Dalton  
joe.dalton@su.rhul.ac.uk

---

## EVENTS AND BOOKINGS COORDINATOR.

Vinesha Veramani  
vinisha.veramani@su.rhul.ac.uk

---

## WEBSITE AND SOCIAL MEDIA.

su.rhul.ac.uk  
facebook.com/surhul  
twitter.com/surhul

---

## ADVANCES.

Please send advances and tech riders to the following:

tradingservices@su.rhul.ac.uk  
01784 27 6726

## FINDING US.

---

### BY CAR.

Royal Holloway is on the A30, 19 miles from Central London.

---

### BY AIR.

Heathrow Airport is seven miles from Royal Holloway. From Heathrow Central Bus Station, bus 441 will take you directly to the University. Alternatively you can take bus 8 from Terminal 5.

---

### BY TRAIN.

Royal Holloway is approximately 20 minutes' walk from Egham station. There are frequent services from London Waterloo to Egham.

---

### PARKING FACILITIES.

We have a loading bay situated directly outside the venue, where you can load in from the black side doors which lead directly into the venue.

You will be required to leave your vehicle in car park 4 after load in. Please provide the registration details of any vehicles you will be bringing, at least 24 hours in advance, as we operate a parking permit system.



# VENUE INFORMATION.

## CAPACITY.

The venue is divided into three rooms; the auditorium, Tommy's Bar and Tommy's Lounge. We also have the outside space, Union Plaza. Capacity will vary depending on how many rooms you require.

Main Hall	800 standing / 300 seated
Tommy's Kitchen	300 standing
Tommy's Lounge	150 standing
Union Plaza	Open space - no set capacity

## LICENCE.

The venue is licenced to operate until 3am. We work under a strict noise limit of 105dBa inside the venue; outside music is limited to 70dBa.

## DRESSING ROOMS.

We have one dressing room situated backstage fitted with sofas, a fridge, and a kettle. For larger scale events we have various rooms situated upstairs in the Students' Union, which can also be used.

All rooms have direct stage access.

## TICKETING.

Tickets are usually only available for purchase through the Students' Union website and app. Some shows open to the general public can go through external ticketing agents such as See Tickets, but this will need to be agreed before booking.

## AGE RESTRICTIONS.

We operate an over 18s policy for events and club nights. Over 14s can be permitted for specific events such as concerts, but this will need to be agreed before booking.

## MERCHANDISE.

Merchandise can be sold inside the venue but please inform us if you wish to do so in order for us to make the necessary preparations.

## DISABLED ACCESSIBILITY.

We're keen to promote equality of opportunity for people with disabilities and to take the necessary steps to meet their requirements. Medicine is fully accessible and we can also provide a designated accessible viewing area. Don't hesitate to contact us if you have any questions or requirements, and don't forget we offer 2-4-1 on tickets for personal assistants. Drop us an email at [disabledaccess@su.rhul.ac.uk](mailto:disabledaccess@su.rhul.ac.uk) for more details.

## CATERING AND RESTAURANT FACILITIES.

Catering options are available and can be delivered in per your requirements. There is an on-site bar and restaurant, Tommy's Kitchen, open until 8pm. The Packhorse, an off-site traditional pub which offers private dining facilities, is open until 11:30pm and is just across the road from the campus.

## CREW.

We have our own in-house technical and events team, however you are more than welcome to supply your own. Please notify us if you are bringing your own crew and their specific job roles, as our team will still be performing 'hands on' roles throughout the event.

## FILMING.

Please contact us should you wish to film the event. Depending on your requirements, advance agreements and risk assessments will need to be in place before filming is permitted. Please note that filming equipment may also affect the venue's capacity.

## BRAND GUIDELINES.

When referring to us please use 'Royal Holloway Students' Union' or 'RHSU' for short. The Marketing and Communications team look after our brand, so if you need any logos or guidelines let us know - our incredibly good looking design bunch will fire them over to you. They'll also need to approve any artwork before it's printed or published online.



## TECHNICAL INFORMATION.

---

Haze may be used freely after 7pm. We have access to two hazers situated on stage, additional can be hired in. Pyrotechnics are strictly prohibited.

Please don't hesitate to contact us if you have any other questions, queries or specific requirements.

## AUDIO.

---

<b>SOUND CONSOLE.</b>	1 x Soundcraft Vi1 (Located FOH upstairs on balcony)
<b>STAGE BOX.</b>	1 x Soundcraft Vi1 48 input/24 Output digital stage box 3 x 10 meter, 6 input multi core XLR stage boxes.
<b>PA EQUIPMENT.</b>	12 x Coda LA8 (2 x 6 Arrays) 4 x Coda SCP Sub (Located underneath stage) 3 x Coda C10 Amplifier 1 x Coda DNC260 Processor
<b>MONITOR EQUIPMENT.</b>	8 x JBL PRX415 Wedges 6 x Crown XTI2002 Amplifier
<b>MICROPHONES.</b>	4 x Sennheiser G4 RF mics with 935 Capsule 4 x Sennheiser ME3 Headset Mic with G4 RF pocket transmitter 10x Shure SM58 4 x Shure SM57 2 x Shure Beta 56 3 x Shure Beta 98 2 x Shure SM81 1 x Shure SM91 2 x AKG D112 2 x ACK C300 4 x SE Electronic SE7 2 x Rode NT5 An array of Boom, Mini Boom & Table Top Mic Stands.
<b>DJ EQUIPMENT.</b>	2 x Pioneer CDJ 2000S Nexus 2 1 x Pioneer DJM 900 Mixer Nexus 2 1 x TP Link Network Switch 2 x DJ Passive Booth Control Monitors (1 x 15' Tops, 1 x 15' Sub)
<b>ADDITIONAL EQUIPMENT.</b>	Focusrite Scarlett 2i2 Interface (Located FOH by Sound Console) 6 x DI boxes 10 x 1m Alspaw crowd/mojo barrier

## LIGHTING.

---

<b>LIGHTING CONSOLE.</b>	1 x Avolites Tiger Touch
<b>STAGE LIGHTS.</b>	4 x Elumen8 ACME 1R Beam 4 x Elumen8 200w 3200k Blinders 5 x Equinox Fusion 120 Zoom Wash 4 x Eurolite CLS-18 Wash 6 x ADJ Mega Hex Par 2 x Laserworld CS100RGB MK2 (ILDA Input)
<b>DANCEFLOOR LIGHTS.</b>	8 x Elumen8 ACME 1R Beam 6 x Elumen8 Kudos 200 ZS Wash 1 x Chauvet 120st Follow Spot 4 x ADJ Encore Profile 1000 Color
<b>HOUSE LIGHTS.</b>	6 x 50w flood lights (located FOH) Additional generic house lighting on stage and FOH
<b>VISUALS.</b>	1 x BenQ LU950 Laser Projector 1 x Projector Screen (Stage) 1 x DMT Pixelmesh P12.5 Video Wall (256x128 Pixels) 1 x DMT LS-170 Video Server 1 x Blackmagic ATEM Mini 1 x Atmos Ninja Monitor/Recorder 2 x Zoom Q8 Video Camera

## OTHER FACILITIES.

---

<b>STAGING &amp; FX.</b>	6.5 x 5m Stage area, 90cm high, with surrounding curtains. Stage Wings either side with BOH access to both sides. 6 x 8x4ft Risers with 60/90cm Legs 1 x 90cm Stage Stairs 1 x 60cm Stage Stairs A selection of black stage drapes. 2 x Showtec FX Shot Confetti Cannon
	Decor Packs available upon request.
<b>SOFTWARE.</b>	Resolume Arena VJ Software Resolume Avenue VJ Software Q Lab Logic Pro X Pangolin Laserworld Quick Show

## OTHER FACILITIES.

---

### RIGGING.

#### Dancefloor

Static 1 point trussing above whole dancefloor

#### Stage

Fixed 'Goal post' Style truss at rear of stage  
Static 1 point trussing above whole of stage

All rigging points currently hold fixed lighting/visual equipment

---

### POWER.

2 x 32a Single Phase rear of stage

2 x 16a Single Phase Stage Left

Multiple 13a power located various points across rear stage and side stage

Various power cables, Extension leads and adapters are available.



**RH  
SU** | **ROYAL  
HOLLOWAY  
STUDENTS'  
UNION**



---

@surhul  
su.rhul.ac.uk