

EVERYMAN

Private Hire



Broadgate

CORPORATE EVENTS - FAQ'S / TECH SPECIFICATION SHEET

For corporate presentations or screening your own content, all our screens are able to hook up to a windows laptop through a HDMI cable.

Below is a list of the technical features and any additional items we offer for each screen.

Please note that all will need to be confirmed by your private hire organiser at the time of booking -

SCREEN 1 - 145 SEATS

- Fixed Staging
- Presentation Lights
- 4 x Handheld Wireless Mics
- Lectern with Mic
- 2 x Additional Wireless & 2 x Additional Wired Mics (additional fees may apply)
- Directors Chairs available for panel discussions
- Hardwired & Wi-Fi connections
- XLR output for live streaming available – External company will be required to host stream
- In house tech support throughout your event can be arranged at an additional fee, please note that this is dependent on availability at the time of request

SCREEN 2 - 88 SEATS

- Fixed Staging
- Presentation Lights
- 4 x Handheld Wireless Mics
- Lectern with Mic
- Hardwired & Wi-Fi connections
- 2 x Additional Wireless & 2 x Additional Wired Mics (additional fees may apply)
- Directors Chairs available for panel discussions
- In house tech support throughout your event can be arranged at an additional fee, please note that this is dependent on availability at the time of request

SCREEN 3 - 25 SEATS

- 4 x Handheld Wireless Mics if requested - due to size mics are not necessary
- Hardwired & Wi-Fi connections
- Small seating area at the back of the screen for smaller drinks receptions and catering

BAR AREAS

- Max bar capacity for full venue hires is 200
- Screen 1 / Screen 2 – an area of the main bar will be reserved for your group. Timings to be approved by your Sales Manager
- Cloak Room – no coat rails in venue, however these can be sourced externally and delivered to venue
- Check in Deck / Registration – 2 Trestle tables available on request, concierge desk available by the main entrance.

LOADING ACCESS

Access to the loading bay can be arranged, customer will need to provide the below information for confirmation:

- Driver Name
- Vehicle Registration
- Drop Off & Pick Up Times

1FA Wilson Street, 22 Wilson Street

The venue has limited storage, therefore items will need to be collected straight after your event where possible.

LAPTOP TECH TESTS

Any event using external equipment for an event, such as a laptop or additional equipment must attend a pre-arranged tech test at the venue. This will be organized by your Sales Manager around 2 weeks prior to your booking. Tech tests are usually carried out mid-week prior to the venue opening at a pre-arranged date and time.

Our systems are fully compatible with windows laptops with HDMI. If you are looking to provide a MAC you will be required to provide your own HDMI adapter, this will also need to be tested.

If you are unable to attend a pre-arrange tech test with the venue team, a Technical Waiver will be sent to sign ahead of your booking.

DCP CONTENT DELIVERY

Along with being able to connect a laptop to our screen we can also accept your content in the form of a DCP (Digital Cinema Package)

DCPs should be provided on a physical CRU drive (with or without caddy) where possible. If not, the DCP should be supplied on a drive which is formatted to EXT2. Drives that are formatted to other specification and on Mac devices often fail to ingest or to be recognised by cinema systems. Content should also follow the DCP naming convention and should be in 24fps or 25fps and we accept both INTEROP and SMPTE.

If you would like to have the content sent electronically, we accept content via Unique MovieTransit and Lansat Gofilex. Both companies also offer the ability to create DCPs as part of the process. Our Film Department are also able to provide you with server serials for KDM creation to lock content. Content unlocked can also be sent online via we transfer or drop box. Please ensure enough time is given to download, ingest and test at site level before your event date.

All DCP content should be delivered to the venue no later than 7 days prior to your event date. After which the venue will not be able to guarantee your content will be ingested and tested, ready for your booking.

There is something for everyone at Everyman!

Contact us with your enquiry on events.broadgate@everymangroup.com