

EVERYMAN

Private Hire



Manchester

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 – 114 SEATS

- Fixed Staging
- Presentation Lights
- 6 x Handheld Wireless Mics
- Laptop Stand
- Chairs available for panel discussions
- Hardwired & Wi-Fi connections
- XLR output for live streaming available –
External company will be required to host any streaming events

SCREEN 2 – 72 SEATS

- Fixed Staging
- Presentation Lights
- 4 x Handheld Wireless Mics
- Laptop Stand
- Stage Chairs available for panel discussions
- Hardwired & Wi-Fi connections

SCREEN 3 – 58 SEATS

- Microphones available but are not required in this screen due to its size
- Laptop Stand
- Wi-Fi connection

BAR AREAS

- The venue team will reserve an area of the main bar for all private hires, this area is semi-private. For exclusive bar use a full venue quote will need to be provided.
- Cloak Room – 1 x coat rail available on request.
- Check in Deck / Registration – One Trestle table available on request.

LOADING ACCESS

There is no specific loading bay at the ABC Building, therefore loading will need to be from the street into one of the two entrances to the venue.

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.manchester@everymangroup.com