

EVERYMAN

Private Hire

Leeds

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 – 156 SEATS

- Stage Extension (1m x 4m)
- Presentation Spot Lights
- 4 x Handheld Wireless Mics
- Lectern available
- Stage Chairs available for panel discussions
- Hardwired & Wi-Fi connections
- XLR output for live streaming available –
External company will be required to host stream

SCREEN 2 – 232 SEATS

- Stage Extension (1m x 4m)
- Presentation Spot Lights
- 4 x Handheld Wireless Mics
- Lectern available
- Stage Chairs available for panel discussions
- Hardwired & Wi-Fi connections
- XLR output for live streaming available –
External company will be required to host stream

SCREEN 3 – 105 SEATS

- Presentation Spot Lights
- 4 x Handheld Wireless Mics
- Lectern available
- Wi-Fi connection

SCREEN 4 - 77 SEATS

- Presentation Spot Lights
- 4 x Handheld Wireless Mics
- Lectern available
- Wi-Fi connection
- Access to private Mezzanine area for break out
(Standing capacity – 35)

SCREEN 5 – 32 SEATS

- Microphones available but not required in
this screen
- Lectern available
- Wi-Fi connection
- Private Bar area within the screen space & access to
outdoor terrace

BAR AREAS

- **Screen 1 / Screen 2** – The ground floor foyer area will be offered to all private hires where available, alternatively an area of the main bar on the 1st floor will be reserved. There is no additional costs for this.
- **Screen 4** – The private mezzanine area will be offered to all private hires where available, this space can comfortably host up to 35 for a standing reception and is opposite the entrance of the screen. A great space for a refreshment break. For larger groups an area of the main bar will be reserved. There is no additional costs for this.
- **Screen 5** – Private bar area within the screen, the times required for this space will therefore need to be included in the overall hire times as the bar space cannot be offered separately.
- **Cloak Room** – no coat rails in venue, however these can be sourced externally and delivered to the venue.
- **Check in Deck / Registration** – 2 Trestle tables available on request, concierge desk available by the main entrance for larger private events.

LOADING ACCESS

Access to the loading bay can be arranged, customer will need to provide the below information for confirmation with the Trinity security team. Access times to the loading bay are pre-10am –

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

Trinity Deliveries East, Bank Street, Leeds, LS1 6HW

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.