

The **Gilded Balloon Basement** is an exciting new 120 capacity comedy and theatre venue in the heart of Edinburgh's West End programming an alternative and diverse line-up five nights a week throughout the year.

Gilded Balloon are excited to provide a platform for new comedy, theatre, cabaret and emerging artists with work that inspires and engages new and existing Edinburgh audiences.

Gilded Balloon Head Office

GB Festivals Ltd.
2 (1F4) Commercial Street
Edinburgh
EH6 6JA

Gilded Balloon Basement

Rose Theatre Basement
204 Rose Street
Edinburgh
EH2 4AZ

Useful Contact Info

Katy Koren, Artistic Director

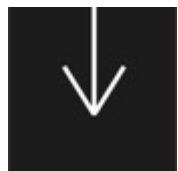
katy@gildedballoon.co.uk | 0131 622 6566

Basement Programming Team

programming@gildedballoon.co.uk | 0131 622 6554

Basement Venue Team

operations@gildedballoon.co.uk



Performer Information

Venue Overview

PROGRAMMING

Gilded Balloon programme the Basement in three seasons.

Winter September - December

Spring January - April

Fringe Previews May - July

What are we looking for

We're looking to provide a platform for new comedy, theatre and cabaret shows from the Fringe and beyond. We are also on the hunt to build a network of monthly residencies and partnerships with Scottish and UK based performers, writers, theatre groups and production companies. The Basement Theatre is also available for rehearsal space during the day.

If you are interested in being part of next season's programme or hiring the venue, please contact the our team at programming@gildedballoon.co.uk

What's the Deal

We operate various financial models dependant on the show or use of the venue.

Comedy/Theatre Tour Show...

Designed for an hour long Fringe show - our standard deal is a box office split of 60/40 in the visiting company's favour. Included in this deal we provide ticketing, venue and box office staff, a technician and a short tech rehearsal time.

Comedy Line Up Shows

Fees will be confirmed at point of booking by our programming team.

Venue Rental Hire

Designed for rehearsals, workshops, events and activities – rental at £25/hour. Included in this deal we provide a venue manager. Additional staff will be an extra charge.

The financial model will be outlined in your deal memo and/or contract. Ticket prices will be determined by our programming team, they will be based on other shows that have been programmed in order to ensure the shows sells as well as possible. We're happy to discuss bespoke hire deals for events and functions as required.

Show Duration

We can offer a variety of show lengths dependant on your requirements. For example, 60 minute slot, 90 minute slot with an interval or 120 minute slot with 2 intervals. Show lengths will be confirmed in your deal memo. It is essential that shows are kept within their allocated time, if you run over you may be charged a penalty.

BOX OFFICE

Gilded Balloon will sell all tickets on behalf of the visiting company through their website as well as other ticket outlets such as See Tickets & Ticketmaster. There will be a 5% +VAT commission taken on the gross Box Office.

The link to your ticketing page and log in to see your ticket sales reports will be sent to you as soon as your show is on sale. Please see the marketing section for more information on spreading the word.

Complimentary Tickets

Visiting companies are entitled to two complimentary tickets per performance. These should be arranged in advance with the box office team – operations@gildedballoon.co.uk

VENUE TEAM

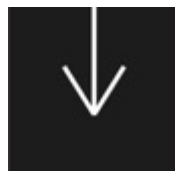
- The following staff will be on site at the Theatre...
 - **Venue Manager** - will be on site to meet you for your arrival, they will be on hand to show you around the space and oversee the entire operation for each night. They are your first point of contact if you have any issues.
 - **Venue Technician** depending on your technical requirements the Venue Manager may also operate your show. If your show requires a technician to operate lighting and/or sound cues during your show we will supply a venue technician. You will be automatically allocated 1 hour get-in/tech time – specific timings will be confirmed with the Venue Operations Manager in advance of arrival. If you require additional get-in/tech time with a technician the following will apply:
 - For get-in/tech rehearsal up to 4 hours - venue technician included
 - For any additional get-in/tech time – venue technicians are charged at £15/hour.
- *Companies are welcome to bring their own Technicians, but must ensure the person designated for the role is suitably technically competent to operate the venue equipment.
- **Venue staff** - Box Office/Front of House/Bar

HEALTH & SAFETY

- All visiting companies should hold their own public liability insurance cover.
- Visiting companies must provide complete risk assessments for their production at least two weeks in advance of their first performance.
- First aid kits can be found at the technical desk behind the bar.
- In the event of a fire, venue management will conduct an evacuation. All visiting companies must adhere to evacuation policies which will be outlined when you arrive at the venue.
- Gilded Balloon will apply appropriate age restrictions dependant on your show time and content. These restrictions will be mutually agreed in advance with visiting companies.

THEATRE BARS

There is a bar located at the back house left of the Basement Theatre. This will be open in between performances and during intervals, if you wish the bar to be open during your performance, please let us know. Visiting Company members will receive a 10% discount on all drinks. Riders can also be arranged by emailing operations@gildedballoon.co.uk



Performer Information

Venue Technical Info

SEATING

- The standard seating layout in the Basement is Cabaret style – x2 rows of chairs at the back, 9 tables on the main floor and three tables in the raised area at the edge of the room, plus 8 stools at the very back.
- Row layout is 9 rows and is only used if specifically required.
- Maximum seated capacity is 120.

STAGE

- The performance area is approximately 5000mm wide x 4000mm deep.
- The stage is raised 300mm above floor level
- There are two square concrete pillars on either side of the stage, 3500mm apart.
- There is a beam running stage left to stage right in the centre of the stage at a height of 2000mm.

MASKING

- There are soft black drapes masking the stage
- There is a black cloth at the back of the stage that is also an LED star cloth, with multiple colours available.
- There is no crossover at the back of the stage
- Access to the Stage is via stage left side.

SUSPENSION

- There are no flying facilities in the Basement
- Please be aware the roof is only approximately 2000mm above the stage.

LIGHTING

- The control position for both lighting and sound is located at the back of the room on the house left side, in line with the back row of chairs.
- It is possible to operate both sound and lights from the same position.

Equipment

CONTROL	::	::	ETC Coloursource 40
POWER	::	::	2x 30A lighting specific ring main around installed bars and stage
DMX	::	::	RS6 DMX Distribution/Splitter

Note: dimmers are not available in the venue, if you require these you will have to hire them in. Please email operations@gildedballoon.co.uk to discuss.

Lighting Fixtures:

- 6 x eLumen8 M60 LED Fresnel - White
- 7 x eLumen8 MP75 LED Fresnel - RGBW
- 2 x Prolights QuadPix LED Batten
- 3 x Prolights Eclipse LED Profiler 25-50 degree (gobo holders + iris)
- 1x Pro 6x3 LED Black Star Cloth

Note: Lighting hang positions are fixed but can be refocused where required.

TV Screens / Projection

The venue does not have a projector. There is one 50" HD Plasma TV available. The TV can be operated in the following positions:

From control: video - VGA connection, audio - 3.5mm jack

From on stage: video - HDMI connection (2m cable) or VGA connection (2m cable), audio - 3.5mm jack

Note: Please get in touch with operations@gildedballoon.co.uk with information on how the TV will be used.

SOUND

- The control position for both lighting and sound is located at the back of the room on the house left side, in line with the back row of chairs.
- It is possible to operate both sound and lights from the same position.
- PRS will be charged at 0.2% at settlement.

Equipment

CONTROL	Allen & Heath QU16 Allen & Heath AB168 16/8 I/O
AMPLIFICATION	2x D&B Y10P 2x D&B B6 Sub 1x D&B 10D DSP Amplifier
MICROPHONES & STANDS	3x Shure BETA 58A 2x Shure BETA 57A 2x BSS AR-133 Active DI Boxes 4x Beyerdynamic GST400 Boom Stands
CABLING	Various 3 Pin XLR Cables 1 - 10m Various 3.5mm Stereo Jack to 2x XLR Various adaptors and sundries

If you have specific requirements, please provide them in advance and our technical team will confirm what's possible.

Radio Microphones

Gilded Balloon does not provide any radio microphones. Any company is welcome to supply their own radio microphone. All electrical equipment brought into the venue must have been PAT tested in the previous 12 months and paperwork to prove this will be required.

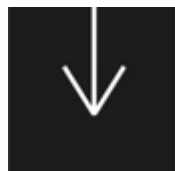
- In the United Kingdom, there are two legal mix frequencies for Radio Microphones; 38 and 70
- If your radio microphone does not fall into one of these two channels, you will not be allowed to use it
- If your radio microphone is on channel 38, you will be required to provide a copy of your license prior to being able to plug in and use your microphone on our system

Piano

There is an upright Morrison Piano available in the space. Please contact production for information on fees associated with using this instrument.

Effects

- There is no hazer or smoke machine in the Basement.



Performer Information

Venue Access

GREEN ROOM

There is a dressing room to the back far left of the venue, accessible by the corridor alongside the venue that gives patrons access to the toilets. This corridor is located via steps from stage door. The green room has mirrors which you are welcome to use but is fairly small room and is to be shared with other performers, please be respectful of this space.

STORAGE

There is limited storage space behind the masking on stage right. This is at the same level as the stage. You must notify us in advance if bringing set/props that need to be stored at the venue. All set items must pass through a standard door.

ACCESS

Entry for loading is from the Fire Doors at the corner of the building located on Rose Street South Lane. There is a standard width door to load into the venue itself. There are 12 steps down into the venue.

Please be aware there are no parking facilities at the Rose Theatre. Standard central city parking fees apply to parking around the venue.

ACCESSIBILITY

The Basement is not wheelchair accessible.

FURTHER VENUE NOTES

- Gilded Balloon cannot be held responsible for any items left in dressing rooms or the venue at any time.
- Any additional staff or items of equipment, which the management are requested to provide will be charged to the visiting company.
- There are no wardrobe or laundry facilities.
- Any electrical equipment you wish to use must have a current PAT certificate dated less than 12 months prior. All electrical items must also be cleared with us before use. We reserve the right to refuse the use of any equipment, which is deemed unsafe.
- Each company is assigned a get in/rehearsal time prior to their first performance. This is the time for you to load your set and props into the venue and to re-tech your show. This time is also for the venue technician to learn the requirements of your production.
- The Fire Alarms at the Basement Theatre are incredibly sensitive. All use of naked flames, smoke, haze, strobe, laser or pyrotechnic effects must be cleared with management before bringing onsite and may not be permitted. Smoking is not permitted in any venues, on or offstage.
- Please arrange for removal or disposal of your set and any unused publicity material as soon after your last show as possible. Any company who does not comply will be charged for the cost of disposal.

For more information or to discuss any other queries please get in touch with the production team: operations@gildedballoon.co.uk

Show Marketing

Brochure Entry

Once your slot has been confirmed with our programming team. You must provide the following to our marketing team. The programming team will confirm your time, pricing and dates.

Brochure Image - 343x 343px **AND** a high res version of the same image

Brochure Blurb - 50 words max (plus stars & quotes)

Website Blurb - 150 words max (plus stars, quotes and links to reviews)

Posters

Gilded Balloon will produce posters for each season with generic information about all our shows. However, if you'd like to send us your tour posters for us to put on display at the venue, please send a **MAXIMUM** of **20 A3** portrait posters.

Please include the Gilded Balloon **AND** Basement logos on your posters where possible. You can download them from our website - gildedballoon.co.uk/downloads

Please send your 20 tour posters to the following address...

Emily Tucker
2 (1F4) Commercial Street
Edinburgh
EH6 6JA

Advertising

We'd recommend the following magazines & websites to advertise with to promote your shows.

- The List
- The Skinny
- The Scotsman

Social Media

Like our pages and make sure to **TAG US - @gildedballoon** in any posts about your shows with us. Please send us your social media information so we can make sure to tag you in any promotion we do.

facebook.com/gildedballoon

twitter.com/gildedballoon

instagram.com/gildedballoon

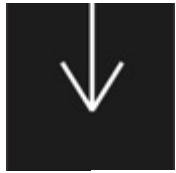
Use the hashtag **#basement** & **#teamgb**

For more information and advice on promoting your shows with us, please contact the team at marketing@gildedballoon.co.uk



Performer Information
Venue Images & Drawings





Performer Information

Venue Drawing

