



Ministry of Sound Production Handbook

**Created January
2012**

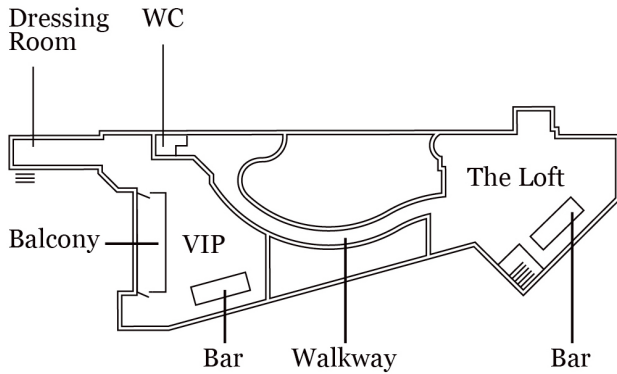
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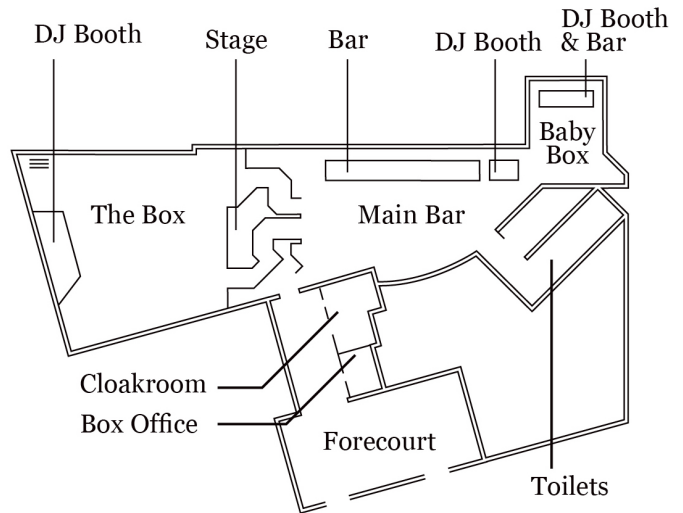


The Venue

UPPER FLOOR



LOWER FLOOR



Room	Description	Features	Capacities	Used for	
103	The heart of the venue, vibrant and engaging vibe, aerial walkway overlooks the room linking guests to the first floor chill out zones. Back seating which can be blocked off with draping.	45ft concrete bar large 2m glitter ball 8 Plasma screens (branding), 3 high def projectors, 5 plasmas, rigging on the ceiling (aerial dancers), Lighting desk, Video mixer, DJ Booth and small stage.	Reception 500 Banquet 100 Theatre 160	This space is ideal for the heart of the party, reception or dining space.	500
THE BOX	Biggest room in the venue. Open space versatile in use. VIP balcony overlooking this room. Direct access to a dressing room / back stage area.	4 plasma screens, LED wall, high spec DJ booth, projection capabilities, video mixer, PA System, bespoke lighting desk, modular staging, 6 speaker stacks.	Reception 650 Banquet 180 Theatre 250	Live productions, brand launches, award shows, private dining, fashion shows, club nights, Private parties.	700
LOFT	Modern cocktail lounge, LED lighting tubes running around the room, contemporary seating. The space looks down on to the 103 Main Bar below.	Fully equipped DJ booth, Martin Audio sound system, 4x moving heads, lighting desk, Seated Chill out area, sound proofing	Reception 150 Banquet 40 Theatre 60	Intimate cocktail parties, chill out area away from the main party, breakout areas, birthday parties.	200

Room	Description	Features	Capacities	Used for	
VIP LOUNGE	Warm, comfortable and inviting, cocktail lounge with large black leather crescent booths, soft candles and VIP hostess service if required.	Luxurious leather booths, 2 plasma screens, cocktail bar, private WC, dressing room access, balcony overlooking the box.	Reception 80 Banquet 70 Theatre 30	Chill out area, intimate cocktail parties, breakout area, VIP Lounge..	80
BABY BOX	Smallest space in the venue, fully equip mirrored bar and DJ booth, LED Panels on the ceiling	4x moving head lighting, LED tube lighting	Reception 100 Banquet 20 Theatre 30	Great space for break out from the main bar for an interactive zone, ideal for a backstage kitchen set up (extra power supplies)	100
AAA / DRESSING ROOM	Easily accessible from the Box and VIP this room is a perfect green room or dressing room for artist before they go on stage	Comfortable leather couches, large mirrors, bright lighting, 2 x tables	20	Dressing room, green room	20
THE COURTYARD	Tree-lined outdoor area featuring large umbrellas and picnic tables	2 Large heated canopies, evergreen plants, picnic tables, Off street parking, hi res projectors, parcan lighting, sound system	Standing 800 Buffet 500 Theatre 300	The courtyard has many different uses including; marquee space, chill out garden, catering or parking for clients and suppliers.	800
THE TUNNEL	Grand entrance to the venue with a box office and 1500 capacity cloakroom	Long, sweeping entrance with brushed metal wire ropes, sound system, box office, large cloakroom		Reception area, guestlist registration, brandingdisplays	

Load in details

- Access is permitted for unloading and loading only via Newington Court Alley at the back of the venue.
- Parking in the venue front courtyard can be requested but not guaranteed- this is free of charge.
- Street parking surrounds the venue and is at a cost subject to council, however is free after 6.30pm.



Ministry of Sound in-house tech specs

103 Main Bar

Main Sound

8x Martin Audio W8LC
4x Martin Audio W8LM
8x Martin Audio Blackline S218
2x Crown Macro Tech Series
MA-5002VZ Amplifier
4x Lab Gruppen Martin Audio MA
4.2s Amplifier
1x Lab Gruppen Martin Audio MA
1.6s Amplifier
1x Lab Gruppen Martin Audio MA
2.8s Amplifier
1x BSS Soundweb London
Blu-800
1x BSS Soundweb London
Blu-320
4x Martin Audio Blackline F12
1x Martin Audio Blackline S15
1x BSS Audio Sound Web
London Blu 160
2x Crown CTS 1200
1x CTS 2000

DJ Booth

1x Pioneer DJM 800
3x Pioneer CDJ 2000
1x Rane Serato Scratch Live 2 c/
w PSU
3x Technics SL-1210 mk3D c/w
custom isolation feet and Stanton
890SA

Video

1x Sony DVD player
1x Philips DVD Recorder
1x Maxmedia compact
1x Edirol V-4 video mixer
1x 10 way Composite Video
Distribution Amplifier
5x Panasonic TH-42PWD6
Plasma Monitors
3x Panasonic PT-4500

Lighting

4x Martin Professional MAC 250
Wash
4x Martin Mac 575 Krypton
6x Martin Mac 250 Krypton
2x Griven Blacklight 400w UV
cannon
1x Martin M1 4 Universe
Touchscreen Console
3x 17" LG Flatron L1715S

1x Jem Hydra Base Unit
2x Jem Hydra heads
28x Tryka DMX RGB LED MR16
fixtures
1x 2m Mirrorball and HD rotator
6x 250kg motorised 3m truss
(1500kg SWL)
1x Pyro System on request

The Box

Sound

12x MoS Custom Martin Audio
W8C
12x MoS Custom Martin Audio
AS118
12x Martin Audio Custom ASX
active subs
6x EAW Custom quad UHF Packs
2x BSS Soundweb London
Blu-320
1x BSS Soundweb London
Blu-800
3x Lab Gruppen Martin Audio MA
4.2s Amplifier
3x Lab Gruppen Martin Audio MA
2.8s Amplifier
3x Lab Gruppen Martin Audio MA
1.6s Amplifier
3x Lab Gruppen Martin Audio MA
1.3s Amplifier
3x Crown CTS-600 Amplifier
3x Crown CTS-1200 Amplifier
(stage wedges)
4x Martin Audio Blackline F12
(stage wedges)
6x BSS-AR133 DI
4x Martin Audio Blackline F12
1x Martin Audio Blackline F15
1x Martin Audio S218 Blackline
3x Crown Itech HD 5002 Amplifier
2x BSS Soundweb London
Blu-800
1x Rane Serato Scratch Live 2
interface c/w psu
4x Technics SL-1210 mk5G c/w
custom isolation feet and Stanton
890SA
6x Pioneer CD 2000
1x Allen & Heath Custom DB4
1 x Allen & Heath Xone:92
1 x Pioneer DJM 900
1 x Pioneer DJM 800
1 x Pioneer DJM-2000
1 x Pioneer EFX-1000

Video

8 x Panasonic TH-42PWD7 42"
Plasma monitors
16 x Martin EC-20 Video panel
1 x Martin P3 System controller
1 x Martin Maxedia server Rack
Mount

Lighting

1x Martin M1 4 Universe
Touchscreen Console
12x Martin Professional Smart
Mac
8 x Martin Professional MAC-250
Wash
2x Martin Professional RGB 1.6
Laser
2x Atomic 3000 Strobes
1x 20" Mirror ball and rotator
4x Jem Hydra Heads (smoke)
2x Jem Hydra Base Unit
4x Martin AF2 Fans
2x Martin AF1 Fans
2 x Universal Effects Quarto effect
blaster

The Baby Box

Sound

4x Martin Audio Blackline F15+
2x Martin Audio Blackline S218
2x Martin Audio MA 2.8s 1x
Crown ITECH Amplifier
1x BSS Soundweb London
Blu-800
1x BSS Soundweb London
Blu-10

DJ Booth

1x Pioneer DJM 800
2x Technics SL-1200mk5 c/w
custom isolation feet and Stanton
890SA
2x Pioneer CDJ 1000

1x Crown CTS-1200 Amplifier
2x Martin Audio Blackline F10
1x Martin Audio Blackline S15
Sub

Lighting

1x Pulsar 12x10A Datapak
46x Enrapture light T5 tubes
1x Martin Light Jockey
1x Martin Show Designer

Loft

Sound

4x Martin Audio Blackline F12
2x Martin Audio Blackline F8
2x Martin Audio Blackline S218
1x BSS Soundweb London
Blu-800
1x Powersoft Digam 7000
Amplifier
2x Crown CTS-1200
2x Martin Audio F10
1x Lab Gruppen Martin Audio MA
1.3s

DJ Booth

1x Pioneer DJM 800
2x Technics SL-1200mk5 c/w
custom isolation feet and Stanton
890SA
2x Pioneer CDJ-1000 MK3

Lighting

1x Martin Light Jockey
4x Martin Mac 250 K
18x Pulsar Chroma Range MR16

Back Of House

4x Martin Audio Blackline WF8
2x Martin Audio Blackline WS15
1x Lab Gruppen Martin Audio MA
1.3 Amplifier
1x BSS Soundweb London
Blu-10
1x BSS Soundweb London
Blu-320
2x Panasonic TH-42PWD9 42"
Plasma Monitors
4x Martin Audio CR6.8T wall
speakers
1x Crown CTS-600 Amplifier
1x BSS Soundweb London
Blu-10
1x Pulsar Data Pack (mcb) 12
channel 10amp
2x Martin Audio Blackline F12
1x Crown CTS-600 Amplifier
1x BSS Soundweb London
Blu-10

Tunnel

Sound

4x Martin Audio CR8.8T Wall
speakers
1 x Crown CTS-600 Amplifier
1 x BSS Soundweb London
Blu-10

Lighting

1x Pulsar Data pack (mcb) 12
channel 10amp

Courtyard

Sound

2x Martin Audio Blackline F12
1x Crown CTS-600 Amplifier
1x BSS Soundweb London
Blu-10

Lighting

1x 7000 Lumen projector
10x parcan lighting

STAGE

8 x 8ft by 4ft pieces of steel deck
1ft, 2ft & 3ft legs
Stairs & railings

VISUALS

To ensure visuals will work
correctly, please provide the
visuals at least 4 working days
before the event. While every
endeavour will be taken to make
visuals work, after this time we
cannot guarantee they visuals will
work on the system.
Visuals should be provided either
as a download, on a DVD or USB
memory stick.

Equipment

Eidrol V-8 Video Mixer ([http://
www.rolandsystemsgroup.com/
products/100000](http://www.rolandsystemsgroup.com/products/100000))
Martin Maxedia RM Compact
([http://www.martin.com/product/
product.asp?
product=maxediacompacktrackmo
unt](http://www.martin.com/product/product.asp?product=maxediacompacktrackmount))
Pioneer DVJ ([http://
www.pioneer.eu/uk/products/
44/106/462/DVJ-1000/index.html](http://www.pioneer.eu/uk/products/44/106/462/DVJ-1000/index.html))

Video Requirements

Codecs supported–
Supported media: MPEG-4, H.
264, AVI with DV codec in SD
quality, WMV, JPEG, BMP Engine
optimized for H.264/MPEG-4
AVC, MOV and AVI HD
Resolutions–
Video playback resolution: 480i,
480p, 576i, 576p, 720p

Recommended–
720p content in 16:9, coded in H.
264.

To ensure visuals will work
correctly, please provide the
visuals at least 1 week before the
event.

FILMING

It is possible to film and screen
live any event at the venue.
The feed can be viewed across
the whole venue on any screen.
To ensure the camera equipment
has the appropriate I/O, please
enquire with Chris Thoms-
Production Manager
cthoms@ministryofsound.com

INTERNET ACCESS

There are various ethernet ports
throughout the venue and office
area which can be available to the
hirer- POA
If the use is high (live web
streaming, gaming), we can
support it but there may be a
charge.

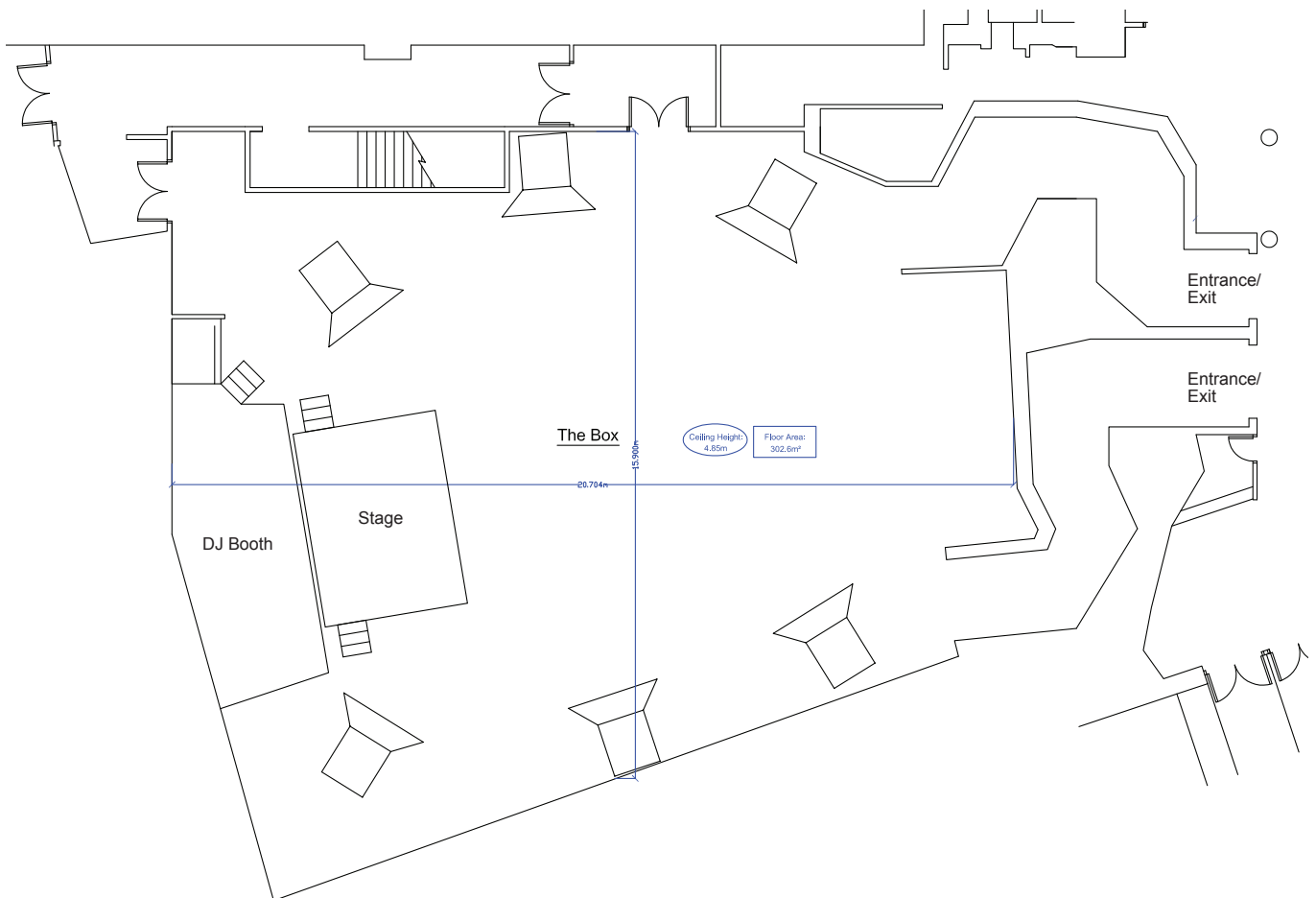
**If you require further additions
to the in-house equipment we
can hire extra technical
equipment and/or production at
a cost to the hirer.
Special effects will also usually
incur a cost to the hirer.**

**Please enquire with the Events
Managers
venuehire@ministryofsound.com**



Stage Plan

- We have 8 pieces of steel deck staging each measuring 4 x 8 feet and can be used in any formation and placed anywhere in the room or venue (excluding fire exits).
- Legs for the stage: 1ft, 2ft, 3ft
- Railings and stairs available





Venue Hire

What you get in the hire fee

- Hire or Exclusive hire of Ministry of Sound
- Use of any room within the venue
- In-house staging, PA system and radio microphones
- Use of all in-house audio, visual, sound and lighting equipment
- Regular bandwidth use of wi fi facilities
- MoS Sound and Lighting Technician(s)
- Venue Management
- Event Management
- Venue Security (SIA Licensed)
- Cloakroom Facility and Staff
- Bar Facility and Staff
- Cleaning Team
- Medic

Ministry of Sound is also covered by a £10 million Public Liability Insurance

- To use the Terrace for an outdoor event a council permit needs to be applied for. This will allow the service of alcohol and a sound system to be placed outside. We will do this and it is free of charge. Subject to availability and limited by a yearly allowance.

What is extra

- Catering packages
- Drinks packages
- Extra production
- Non in-house technical equipment
- Entertainment
- Extra staffing specifically requested
- VIP Hostesses
- Promotional support (flyers, mailouts, radio ads etc)
- Wristbands (£50 per box of 100)
- Box office of guestlist staff (min 4 hours at £60)
- Extra technical staff at £200 per person
- Damage (POA)

All charges are exclusive of VAT and are subject to change.



Marketing and Promotional Support

- Your event will be listed on the club listings and/or new stories (subject to approval). If a listing is approved you will need to supply a logo and event info.
- Your event will be included in our mail outs and newsletter which is sent to a database exceeding 200,000 (subject to approval).
- We can list your event and sell tickets on our club listing which will incur the normal booking fee. Ministry of Sound will keep the booking fee and pay 100% of the ticket sales to the promoter.
- We can list your event on our social media networks and run competitions to promote the event (subject to approval).
- Ministry of Sound Radio is available for promotions and ad placement- POA
- We can include your flyers/posters in our flyer run which will incur a cost of £100 per 10,000 flyers. We can also print flyers and posters at a cost- POA.



Hospitality

- We can aid with hotel bookings for guests and DJs- a list of the hotels we use are:
www.bermondseysquarehotel.co.uk
www.malmaison.com
- We can also assist with any catering requests- a list of our preferred caterers are:
www.purplegrapecatering.co.uk
www.bubblefood.com
www.lastsupperltd.co.uk
www.dishcatering.co.uk



Travel info



Address: 103 Gaunt St, London, SE1 6DP

- Tube: Elephant & Castle- Northern Line and Bakerloo Line / Borough- Northern Line
- Overground Train: Elephant & Castle
- Transport for London info: 0843 222 1234
- By car: 10 minutes from the West End and the City
- Walking: 10 minutes from London Bridge
- Parking: Private car park located on Newington Causeway. No parking restrictions after 6.30pm. Local parking dispensations available.



Contact info

If you would like any further information or to view the venue please contact:

T: 020 7740 8809 / 8729

E: venuehire@ministryofsound.com