

Main Hall Facilities

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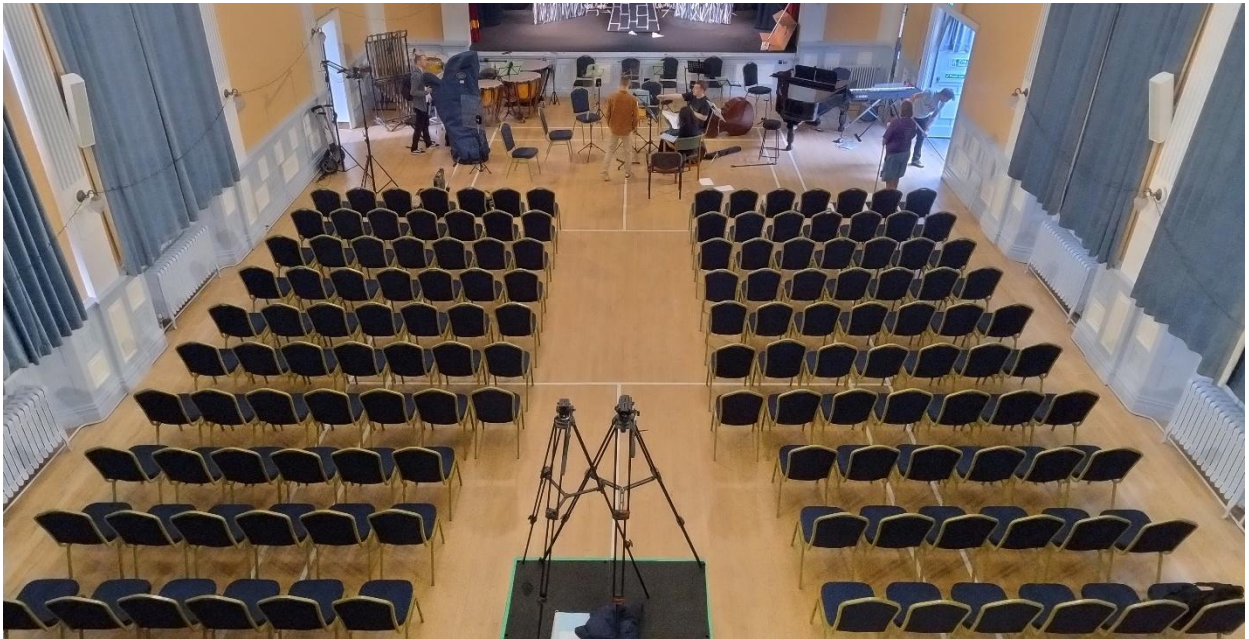
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1. Intro

The Main Hall is a versatile space that can be used for all kinds of events from concerts, theatre productions, bingo nights, weddings, and more.

There are a number of facilities listed on our [website](#) that we'll go into with more detail here, including bar use, chair and table layouts, and details on our temporary staging for performances and lectures.

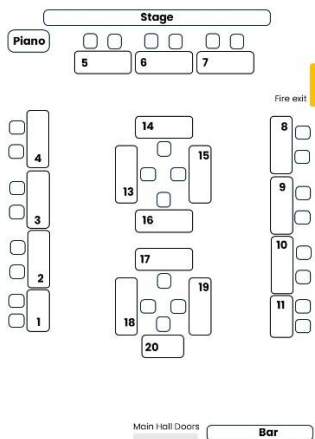
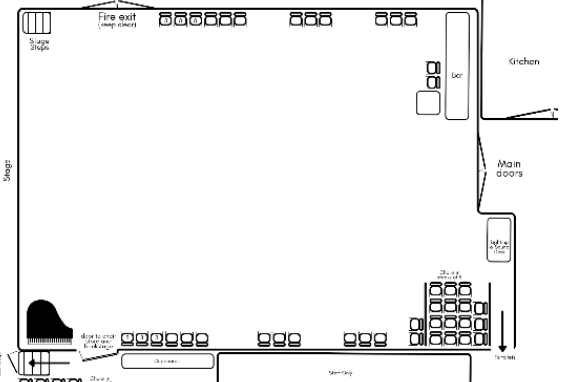


2. Chair and Table Layouts

The Main Hall can accommodate a number of layouts, including bespoke arrangement for your event. In this section you'll find some of our popular layouts, along with the furniture and options that are available to you. These layouts show the maximum possible chairs; rows can easily be removed. For some events, like live comedy, more rows can be added in front of row A. if space allows, more rows can be added behind row O.

Name	Layout	Capacity and notes
Theatre 1 (2 blocks)	The diagram for Theatre 1 shows a stage at the top with a piano to its left. A fire exit is marked on the right wall. The main hall doors are at the bottom center, with a bar to their right. Seating is arranged in two blocks: a left block with rows A through O (15 rows) and a right block with rows A through O (15 rows). Chair stacks are located at the bottom left of the left block.	192 stalls seating +64 in balcony If using a bar, up to 2 rows will have to be removed at the rear to allow for movement around the bar area.
Theatre 2 (3 blocks)	The diagram for Theatre 2 shows a stage at the top with a piano to its left. A fire exit is marked on the right wall. The main hall doors are at the bottom center, with a bar to their right. Seating is arranged in three blocks: a left block with rows A through O (15 rows), a middle block with rows A through O (15 rows), and a right block with rows A through O (15 rows). Chair stacks are located at the bottom left of the left block.	225 stalls seating +64 in balcony If using a bar, up to 2 rows will have to be removed at the rear to allow for movement around the bar area.
Cabaret Max.	The diagram for Cabaret Max shows a stage at the top with a piano to its left. A fire exit is marked on the right wall. The main hall doors are at the bottom center, with a bar to their right. Seating is arranged in circular tables labeled A through O, scattered throughout the hall.	100 cabaret seating +64 in balcony

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Fair/market		Max 20 tables with 1-2 seats each
Clear (default layout)		
Important: Due to our fire safety policies, there are a few limitations on how furniture in the hall can be arranged. In short, Fire exits must be clear and there must be room between rows/blocks of chairs to easily and safely access escape routes. You can use one of our ‘in-house’ layouts or we can help you design a layout more appropriate for your event.		

Layouts and ticketing

If you're running a ticketed event, it's important to think about seating and layouts in the hall, as you'll have to manage ticketing and directing to specific seats (General Admission events are also an option and should be promoted as such in any marketing material). If you're running a ticketed event with allocated seating, please check with us that we can accommodate your seating layout, ideally using one of the layouts listed here.

We can provide row, seat, and table numbering for the layouts shown here. If you want a different layout, for example with fewer than 8 chairs in each block, you may need to bring your own numbering, or ask us to help, for a small additional fee.

Further things worth mentioning

- For some events, like live comedy, more rows can be added in front of row A.
- For some events, up to 8 extra seats can be added at the rear of the Hall.

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Furniture:

- 27 tables ranging from 6ft to 4ft
- 148 chairs in the Hall
- 96 additional chairs in the chair store
- Balcony seats a further 64 people
-

Setting up/taking down

In order to comply with our Fire Safety Policy, Hall Staff are required to set up layouts with **100 chairs or more**. Hall Staff cost £20.80 per hour, and this will be included in any quotes we send to you regarding cost of hiring the Main Hall. This also applies to clearing and stacking the chairs and/or tables after an event.

3. Bar Use

A bar is available to hire for use in the Main Hall. Our full terms and conditions for bar use can be found here: <https://www.victoriahall.info/infoforhirers>. Please note that using the bar may slightly restrict the seating area at the back of the Hall, so allow some extra room for people queuing and walking around the bar area.



Bar Hire Price Guide

Option	Description	Price (inc. VAT)
Fully Staffed Bar	We run a bar for you, including drinks and staff – at zero cost to you. All proceeds go to The Victoria Hall. Must be pre-booked.	no charge
DIY Bar Hire – without glass hire	Use of our Vic Hall Bar pop up facility – you use your own glasses – includes use of bar, and our licence.	£84.00
DIY Bar Hire – with glass hire	Use of our Vic Hall Bar pop up facility – includes use of bar, our alcohol sales licence, and up to 400 glasses. Deposit of £0.50 per glass will be payable just before your event. We have 4 types of glasses – Pint, tumbler 330ml (half pint – full can of pop) wind glasses (170ml large size) Champagne flutes – (170ml large size).	£108.00
Additional Day/s bar hire	For multi day events, the bar can be hired for £30 per extra day	£30.00 per day

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4. Temporary Staging

Temporary staging can be set up to modify the performance/speaking area of the stage. Some examples of how it can be used are listed here:

- Catwalk from the stage
- Raised platform for speaker/lecturer in front of on or the stage
- Tiered staging for choirs (see image, below)
- Platform for performers in front of the stage for more intimate performances
- Raised platform on stage for drummer.
- Extra stage area for theatre performances



The staging can be laid out a number of different ways to accommodate your needs. A small additional charge will apply for using the temporary staging as staff will have to lay it out for you. If you want to use the staging, we'll need to know ahead of your performance to organise this.

Below is a list of what staging we have available. Also included are some rough diagrams of how the staging can be laid out to give you an idea of the extra stage space created.

Temporary Staging

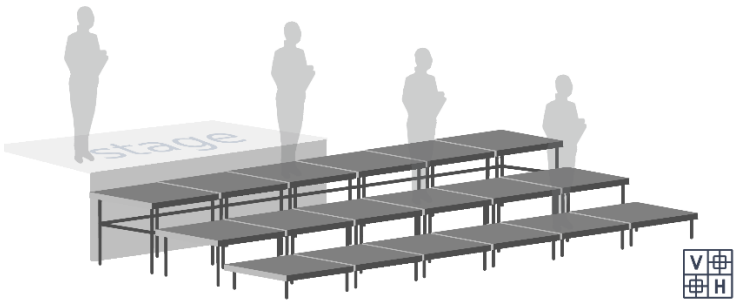
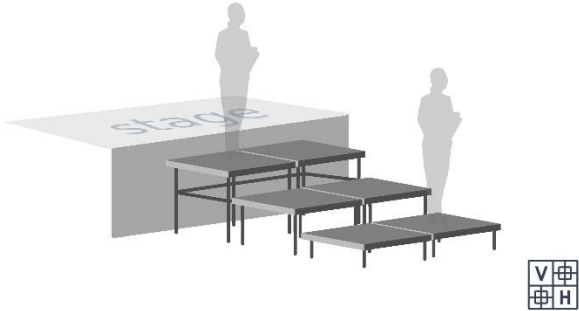
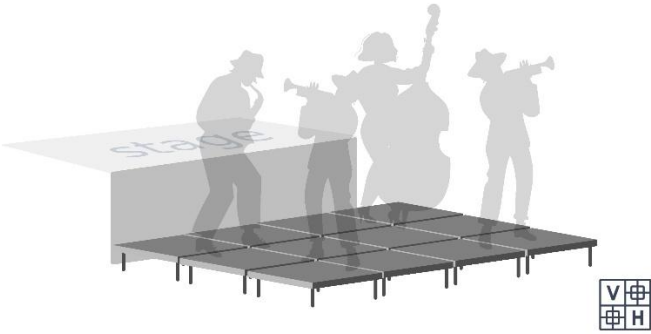
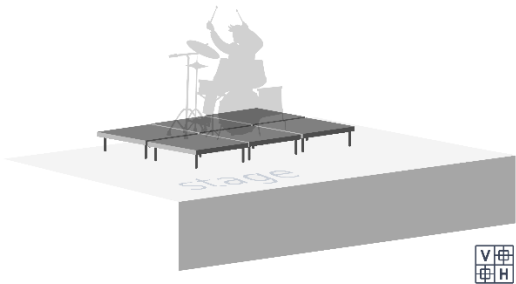
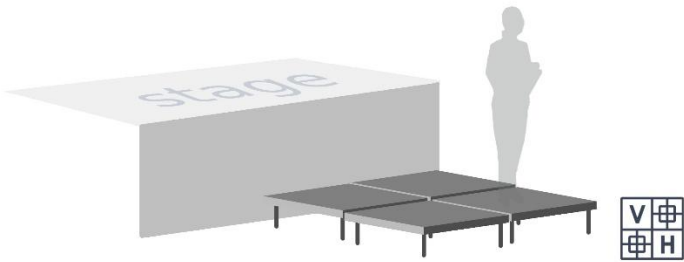
Item	Quantity	Image	Notes
Flooring (70cm x 70cm)	20		Stored in passage to side of hall
Low Staging (11cm)	12		Dots are for lower levels (dots not good at stacking on top) Stored in passage to side of hall
High Staging (51cm)	12		Stored in chair store, on mezzanine
Side Guards	4		Stored in passage to side of hall
Handrail	1		Stored in passage to side of hall
Steps	2		Stored in chair store

Temporary Staging Notes:

- Secure all staging must be secured with security loops
- Security loops go under the flooring
- Attached side guards if chairs are used on the staging
- Attach steps if using the 'high' staging (51cm)
- Floor panels are 70x70cm

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Popular Layouts

Layout	Area
	12.6m² 3 rows of 6, can accommodate around 30 people
	4.2m² 3 rows of 2, for access up to stage
	8.4m² 3 rows of 4 For up to 4-piece band in front of stage, for more intimate performances, or if stage is in use.
	4.2m² 2 rows of 3, for access up to stage
	2.8m² 2 rows of 2, for elevating a speaker at front of stage

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5. Refreshments

For an additional charge of £3.50 (inc. VAT) per person, Hall Staff can lay out a hot drink and snack station. This includes:

- Hot water
- Tea and coffee (both caffeinated and decaffeinated available)
- A variety of fruit and herbal teas
- Sugar and sweetener
- Biscuits/small cakes for the group
- All cups and saucers
- The Hall team will lay out before you arrive and wash up afterwards

Discounts are available for larger groups, please talk to the Hall Management Team about expected numbers for your event. We try to keep costs down where possible and want your event to be as comfortable and successful for all involved.