



# **Half Moon**

**Venue Information Pack**

**2024-25**

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# Welcome to Half Moon

*we include, we inform, we inspire*

Half Moon is the UK's leading small-scale young people's venue and touring company. It is a local organisation with a national remit, committed to supporting artists and young people at every stage of their creative development.

Working from their base in East London, Half Moon gives young people from birth to 18 (25 for disabled young people) an opportunity to experience the best in young people's theatre, both as a participant and as an audience member at their home base and on tour.

Half Moon's activity includes a season of professional plays for young audiences, national touring productions and an extensive creative learning programme, including eight youth theatres.

Half Moon's expertise is in supporting artists and young people at every stage of their creative development, providing a gateway to engagement, offering pathways for progression and experimentation and then disseminating outcomes within the wider cultural sector, through performances, touring productions, open dialogue and continuing professional development.

Half Moon places an emphasis on engaging participants (artists and young people) who often feel excluded from arts activity, such as those from Black, Asian and Ethnically Diverse backgrounds, Deaf and disabled people, those who are neurodiverse or affected by mental health conditions, or those excluded due to socio-economic circumstance.

Half Moon offers an on demand streaming service, offering unforgettable theatre for young audiences, available to watch anytime, anywhere, from the comfort of their own home, with British Sign Language interpreted productions and closed captions available.

The history of the company from 1972 can be explored on their Stages of Half Moon digital archive website: [www.stagesofhalfmoon.org.uk](http://www.stagesofhalfmoon.org.uk)

Half Moon is a National Portfolio Organisation of Arts Council England and receives regular funding from Tower Hamlets.

For more information visit [www.halfmoon.org.uk](http://www.halfmoon.org.uk)

## We look forward to welcoming you to our theatre!



# Meet the team



**Stephen Beeny**  
Communications  
Manager



**Jackie Eley**  
Administrative  
Director



**Martha Lloyd-Evans**  
Theatre and  
Programmes  
Administrator



**Jolanta  
Bujauskiene**  
Cleaner



**Chris Elwell**  
Director/CEO



**Habib Rashid**  
Front of  
House  
Assistant (JET  
Placement)



**John Bunker**  
Cleaner



**Malachi Green**  
Creative  
Learning  
Manager



**Emily Walls**  
Technical and  
Production  
Manager



**Saja Bushra  
Altamimi**  
Pastoral Support  
Worker



**Lydia Hallam**  
Creative  
Learning  
Administrator



**Androulla  
Constantinou**  
Head of  
Creative  
Learning



**Natral Joseph**  
Box Office  
Assistant

## Half Moon Theatre

43 White Horse Road, London E1 0ND

020 7709 8900

[admin@halfmoon.org.uk](mailto:admin@halfmoon.org.uk) |

[technical@halfmoon.org.uk](mailto:technical@halfmoon.org.uk)

Registered Charity 1010192

Registered Company 02479179

# Travel

## Arrival time

Access to the theatre is 2.5 hours before the first scheduled performance start time, unless otherwise agreed at the contracting stage. This will give you and the technician ample time to complete the get in, focus any lighting, record simple lighting cues, and sound check, as required. We aim to open the house to the audience 10 minutes before the performance start time. Please confirm your arrival time by contacting [technical@halfmoontheatre.org.uk](mailto:technical@halfmoontheatre.org.uk)

## Parking

There is no parking at the theatre (except for loading and unloading). All parking is street parking. Street parking outside the venue on White Horse Road is by paid meter parking (through the RingGo app), Mon–Fri between 8.30am and 5.30pm; free parking is available between 5.30pm and 8.30am weekdays and all-day Saturdays and Sundays.

## By road

**Postcode:** E1 0ND

**W3W:** order.jacket.noting

Half Moon is based at the end of White Horse Road, near the four-way junction of Commercial Road and White Horse Road and the Limehouse Link. It can be approached from all directions by a pedestrian, but car access is restricted as White Horse Road is a one-way street.

There can be planned road closures, and road works taking place in the area which affect road users. Traffic on Commercial Road and through the Rotherhithe Tunnel (see note below) can be slow and long queues are likely. TfL provides up-to-date travel information here: [www.tfl.gov.uk/traffic/status/](http://www.tfl.gov.uk/traffic/status/)

All roads and pavements in this area are uneven and have a fair number of potholes, speed bumps, traffic lights, varying speed limits and one-way streets, so care is needed when travelling. Commercial Road is a very busy main road and is very noisy, so extra care is needed when crossing.

## ULEZ

Please be aware that Half Moon is in the London Ultra Low Emission Zone (ULEZ) which operates 24 hours a day, 7 days a week. You may need to pay £12.50+ per day to use your vehicle within the ULEZ zone. You can check your vehicle via the TfL website here: [www.tfl.gov.uk/modes/driving/ultra-low-emission-zone](http://www.tfl.gov.uk/modes/driving/ultra-low-emission-zone)



## Rotherhithe Tunnel

We are very close to the Rotherhithe Tunnel, which you may use to travel from south London, or the south east. The tunnel has strict restrictions and fines in place for vans using the tunnel. The closest alternative routes exist through the Blackwell Tunnel (East London) or Tower Bridge (Central London). More info can be found on the TfL website here: [tfl.gov.uk/modes/driving/rotherhithe-tunnel-restrictions](http://tfl.gov.uk/modes/driving/rotherhithe-tunnel-restrictions)

## Congestion Charge

We are not within the Congestion Charge (CC), however, the CC covers Central London (approximately an 8 minute drive west of Limehouse). You will need to pay the daily £15.00+ charge if your journey goes through the zone. Check your journey here: [www.tfl.gov.uk/modes/driving/congestion-charge/congestion-charge-zone](http://www.tfl.gov.uk/modes/driving/congestion-charge/congestion-charge-zone)





# Loading



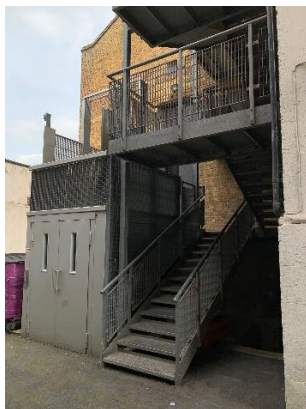
The loading bay is accessed through the black gates to the left-hand side of our building (hi-lighted in the green square here).

If the gates are locked, please call:  
**020 7709 8900** to gain access.

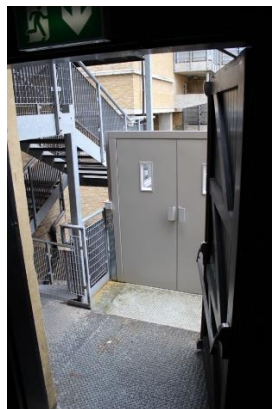
**There is no parking at the theatre.  
Vehicles must be moved after load  
in/load out.**



*Loading bay*



*External lift and staircase*



*Lift from rear entrance*



*Rear entrance*

Our theatre space is above ground level and access is via an external lift, external metal staircase or through front of house. We have large double height doors to access the space but recommend very large pieces of set to come through the front of house staircase or external side staircase (not pictured).

## **Lift size:**

2.2m (w) x 1.5m (l), 2.5m (h)  
1000kgs (max weight)

## **Max door dimensions:**

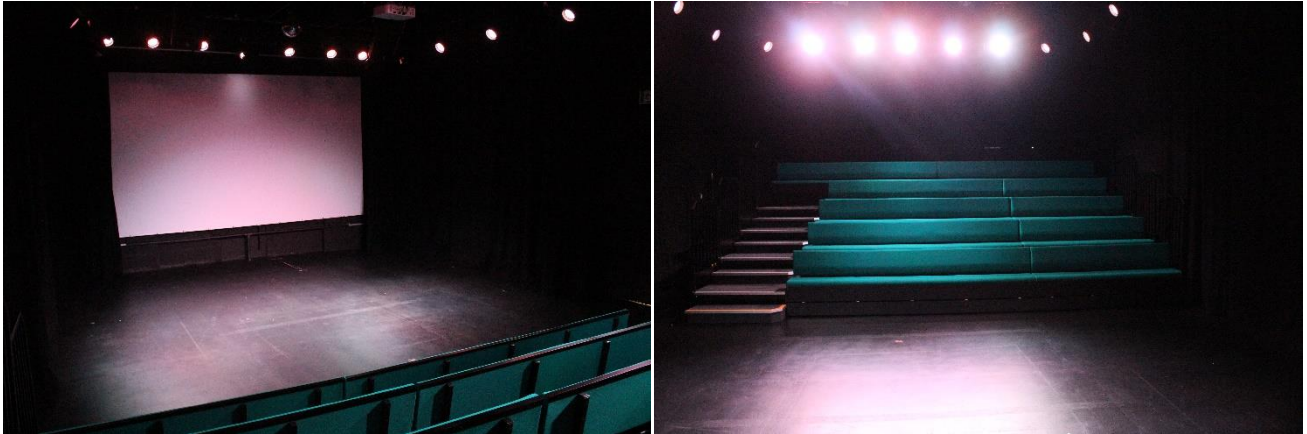
1.3m (w) x 2.5m (h)

You can use our loading bay for the get-in and get-out, however, vehicles cannot remain there during performances as this is an emergency escape route for the building. Pay and display parking is available outside the front of the building and surrounding areas. It is free to park on these roads before 8.30am and after 5:30pm weekdays and at any time on weekends.

Please be aware that White Horse Road is a one-way street, so keep this in mind when approaching and leaving the venue.

# Theatre

Theatre dimensions (retracted seats)	7m (w) x 8.5m (l)	approx. 90 unseated audience
End on with seating bank:	7m (w) x 5m (l)	approx. 60-85 seated audience
Height of grid:	4.4m	



A flexible black box studio space fully equipped with LED lighting, sound and projection equipment. There is a space for an audience of up to 85 (depending on the age and make-up of the audience). This space is only available for public performances of work aimed at young people as part of our regular programmed seasons. It can be hired for private sessions such as auditions, workshops, or non-ticketed community events.

The theatre is a black box set up with serge drapes on tracks along the walls. There are no wings or crossover. The distance between the black tabs and wall is approx. 30cm. The entrance for performers is from the dressing room (located in the Red Room on the 1<sup>st</sup> floor) and then from the door behind the seating bank at the rear of the theatre.

While we are not a flying venue, there is a single hemp fly bar, positioned upstage, between the upstage most IWBs that can be used to rig backdrops or create a crossover using black serge. The pipe is 5 meters long and has a SWL of 300kg.

The theatre floor is oil tempered hardboard painted black. There is no dance floor. You are welcome to provide your own floor cloths, dance floor or other floor coverings. Only professional theatre grade Le Mark Gaffer Tape can be used on the floor.

There is a white PVC projection screen on the back wall measuring 5.4m (W) x 3m (H). This sits 88cm off the stage floor. The black serge drapes can cover this when not required. This projector screen cannot be removed.

Additional equipment is subject to availability, please contact [technical@halfmoon.org.uk](mailto:technical@halfmoon.org.uk) with your requirements:

- ✓ Stage weights
- ✓ Stage braces
- ✓ Soft black masking flat
- ✓ Hard black masking flat
- ✓ Black serge legs and borders
- ✓ Boom bases + arms

# Seating

Our seating bank is made up of bench seating, making it perfect for our multi-purpose space. The seating can be freely moved around the theatre space, as well as provide adaptability in capacity.

Seating is normally end-on and made up of 5 rows of soft seating, additional benches and floor cushions can be put out to provide a more intimate seating arrangement. Please discuss your seating configuration at contracting stage. The seating bank cannot be removed from the space, and when not in use, is concealed at the back of the theatre under a black serge drape.



*Seating bank set for end on configuration.*



*Seating bank stored.*

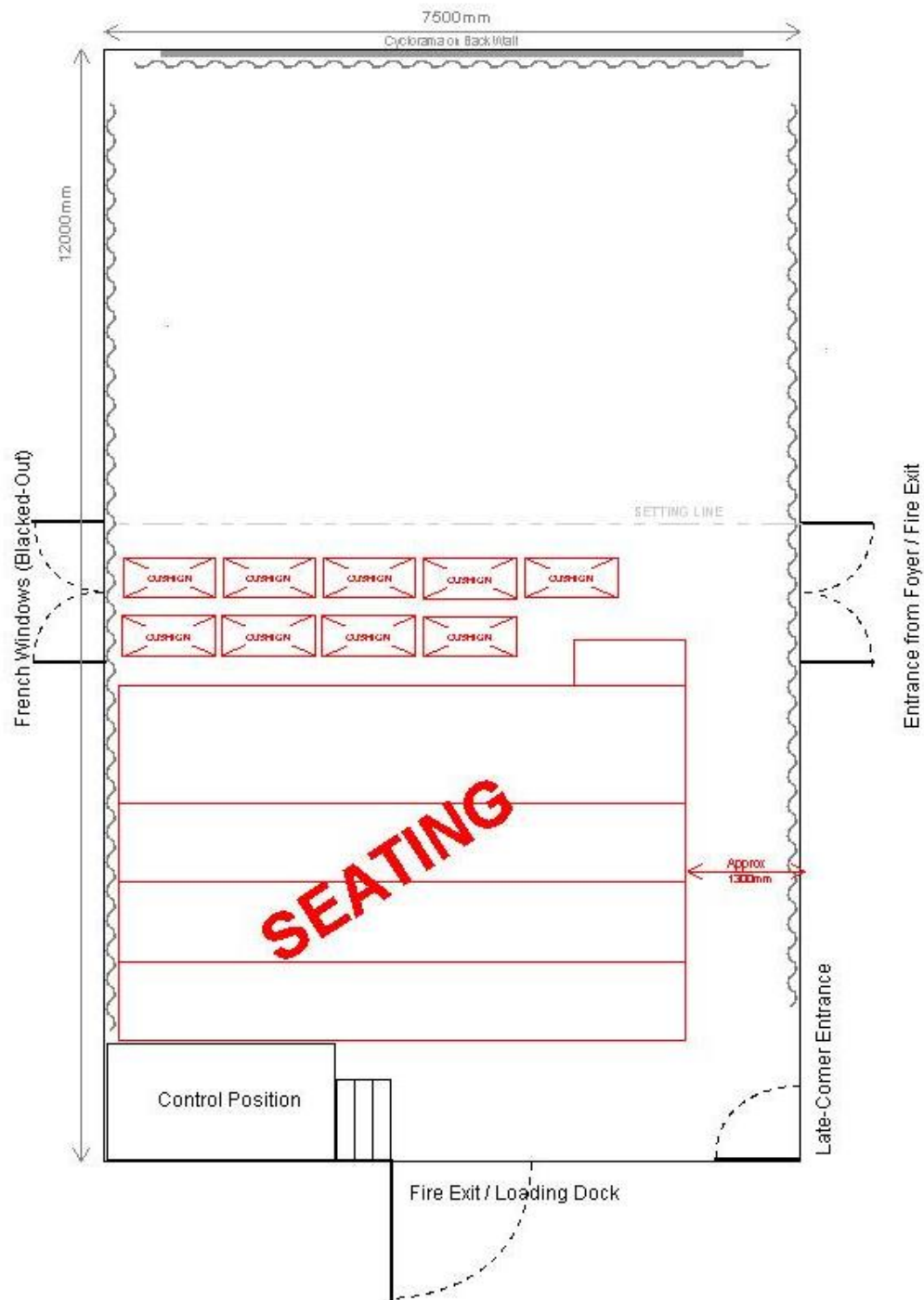
## Operating Position

The control position is situated at the back of the theatre and LX, sound and video can all be operated at the same time, the position is designed for one person. This structure cannot be moved although alternative operating positions can be set-up if required.

ETC Ion XE 20 running EOS V3.0 or greater  
Soundcraft Spirit LX7: 16 channel desk (12 available)  
Apple Mac Mini  
QLab4 (Full Licence)

Please bring lighting, sound or video files on a USB drive or e-mail to [technical@halfmoon.org.uk](mailto:technical@halfmoon.org.uk)





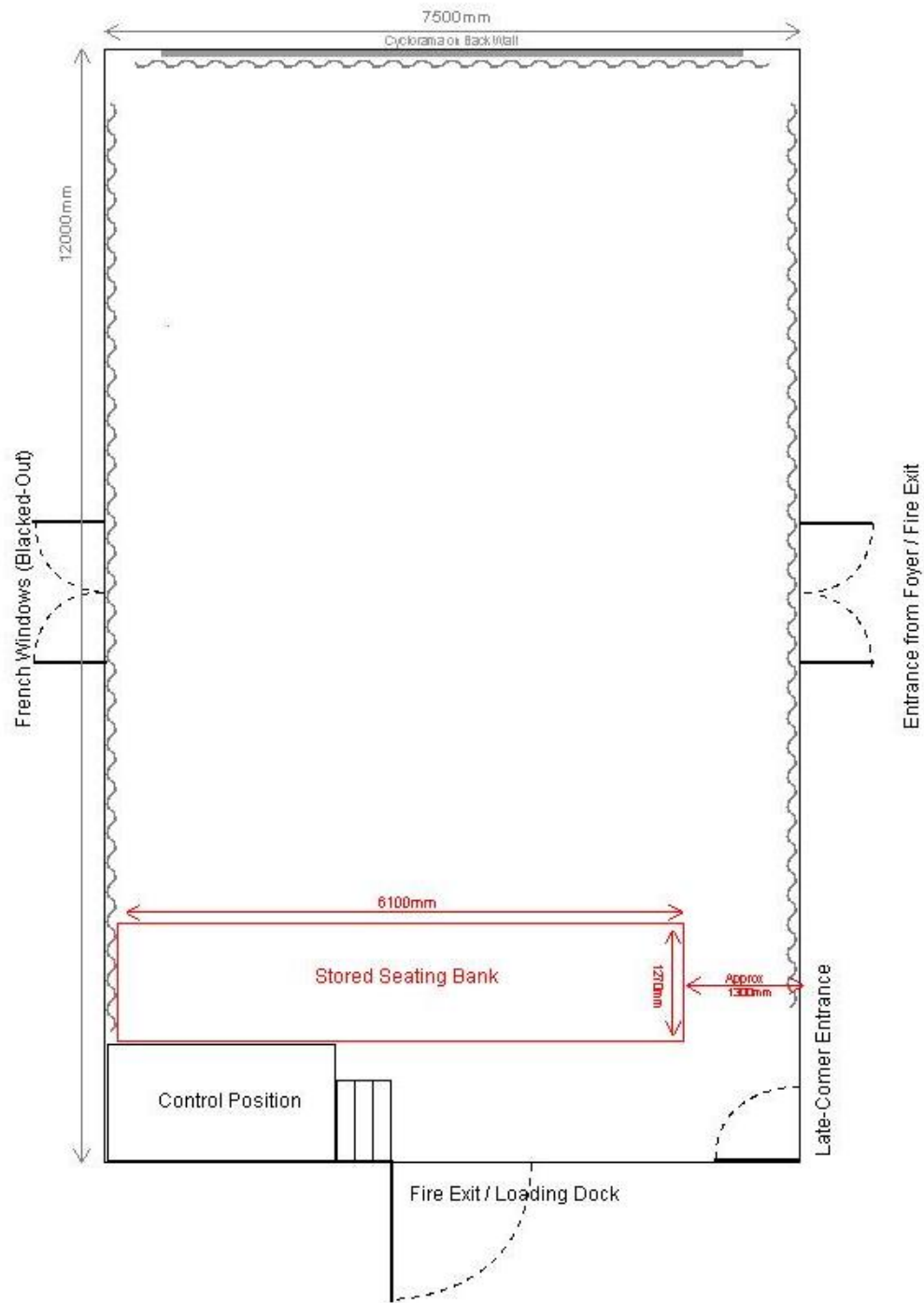
### Notes

House Lights - Channel 100 & 101  
Latecomer Entrance - 102  
**MUST BE ON DURING PERFORMANCE**

### Half Moon Theatre

LX Standard Rig

Drawn by: on:  
Graham Broadbent 13/04/2022



### Notes

House Lights - Channel 100 & 101  
 Latecomer Entrance - 102  
**MUST BE ON DURING PERFORMANCE**

### Half Moon Theatre

LX Standard Rig

Drawn by: on:  
 Graham Broadbent 13/04/2022

# Lighting

The theatre uses a fixed LED lighting rig, which provides adequate and versatile cover of the playing space. There are different colour and focus modes within the LED units (see lighting plan for details of lanterns available) which include mixture of Parcans and Fresnels style lanterns. There are 4 LED profiles with 25/50 zoom lenses which can be focused as specials if required. The LED fixtures provide a range of red/amber/green/blue colour mixing with Lee match filters. We have a small selection of gobos and different sized gobo holders. Please let us know in advance if you are bringing gobos.

If additional or specific lighting is required, please provide your lighting plan no later than 4 weeks prior to get in. A pre-rig can be arranged (subject to in-house equipment stock) if agreed at the contracting stage.

## **Control:**

Main Lighting Desk at Control Position: ETC Ion XE 20 running EOS V3.0 or greater

5 pin DMX output available at the grid level USL and stage level USR

3 pin DMX output available at the grid level

## **Dimming:**

72 x 10 amp circuits made up of 3 x 24 way Zero 88 Chilli dimmers

Circuits 1-64 are in the grid, see the plan below with the circuit numbers

Circuits 65-72 are at ground level

All dimmer outlets are 15 amp

## **Access Equipment in Theatre:**

2 x Zarges, 8 rung, 3-part Ladder

Zarges PAX 3T Tower

We also have additional ladders if needed.

## **Additional in-house equipment (subject to availability):**

1x Magnum smoke machine with long cable remote

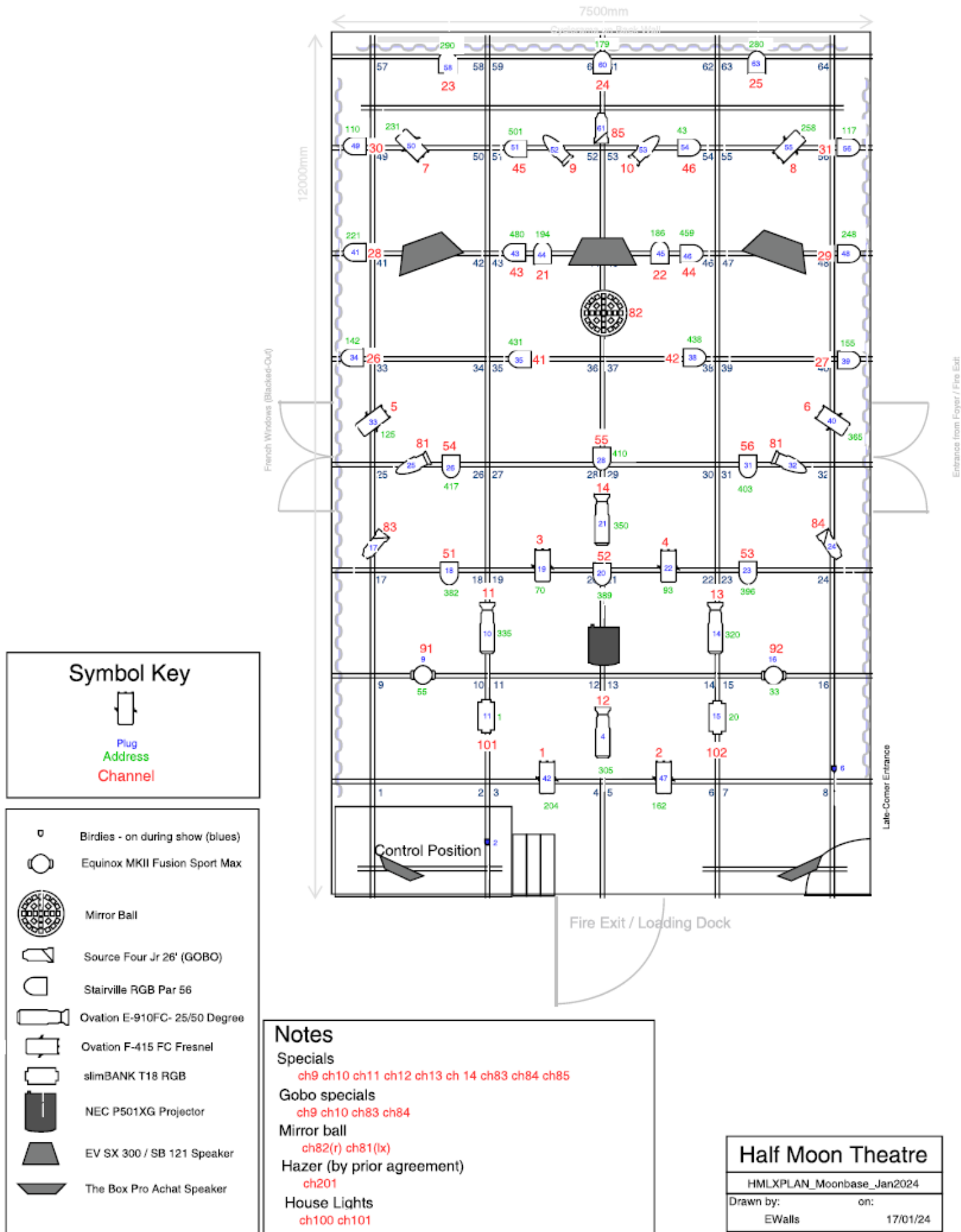
1x PFX800H hazer 2 channel DMX or handheld remote

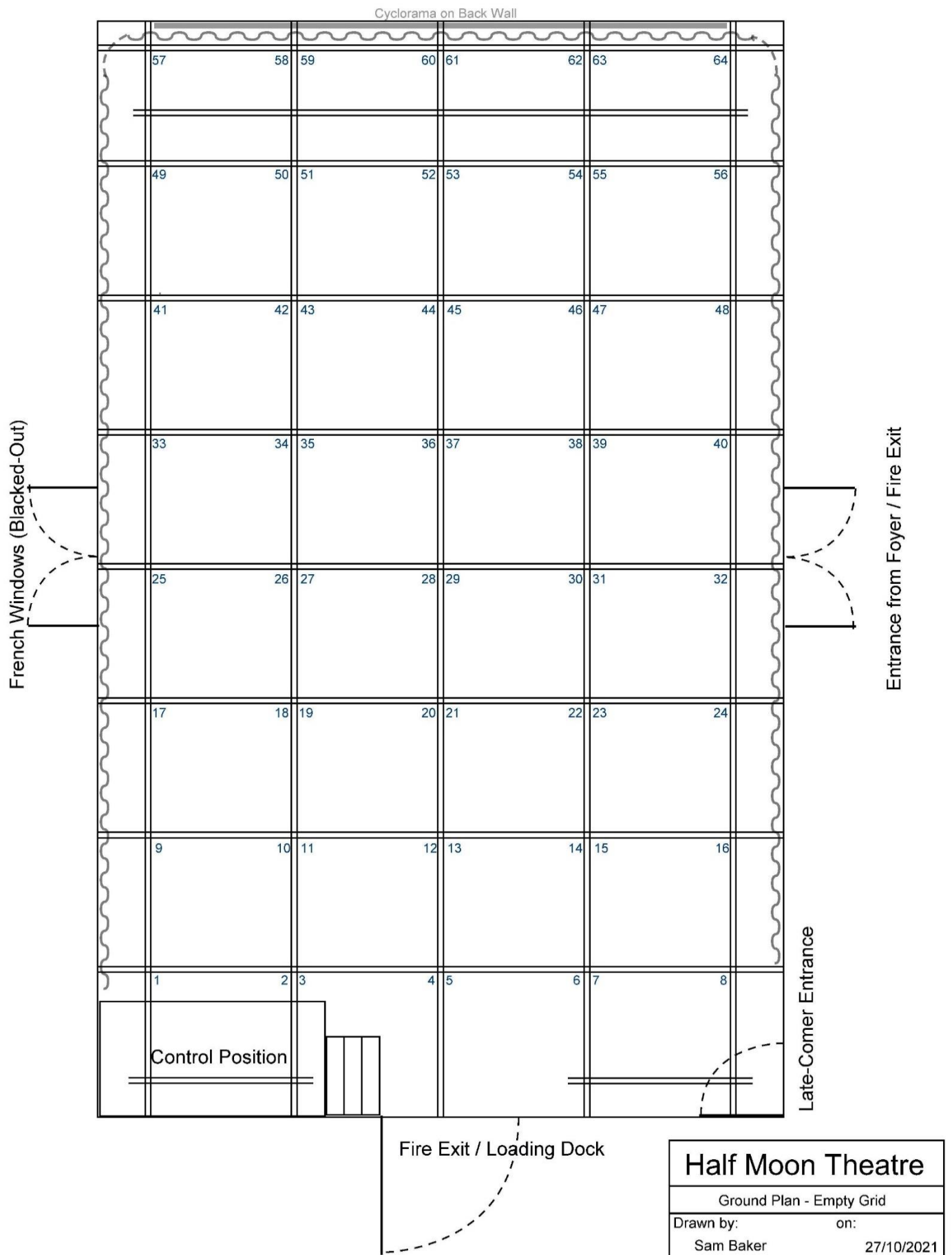
1x Antari B100X bubble machine

1 x 12" mirror ball with 1 RPM rotator (fixed in the rig)

1x 400w U.V. cannon

Additional lantern stock is available, details on request.







# Sound

Our sound system is made up of 5 speakers suspended from the grid and provide a good level and range of sound for audience position, they cannot be removed or relocated. Speaker placement is displayed on the lighting plan.

## Fixed speakers:

2 x EV Sx 300	Main stereo left and right: 1 x serving FOH L, 1 x serving FOH R
1 x EV Sb 121	1 x Sub – CS
2 x The Box Pro Achat 206	Stereo delays/surround: 1 x back FOH L, 1 x back FOH R

## Control:

The control position is behind the seating bank, FOH L. We find this is a good position for live sound mixing. The serge drapes enclosing the theatre also help in preventing unwanted sound reflection. We run QLab 4 (full license) on an Apple Mac Mini. Please bring any sound files on USB drive in a .mp3 or .wav format.

Our sound desk is a 16 channel Soundcraft Spirit LX7. We have a stage box stage left. Current channel allocation:

### Inputs:

Ch 1 – 3	Stage box inputs
Ch 4 – 12	Available
Ch 13 – 14	$\frac{3}{4}$ " jack input in control box
Ch 15 - 16	Mac Mini input in control box

We have an array of additional sound equipment including foldback speaker, DI's, wired and wireless microphones, various cables and recording equipment (all equipment subject to availability). Please contact us with your specific needs but please be aware there may be an additional charge for use of this equipment and consumables.

# AV

There is a white PVC screen on the back wall of the theatre space for use with projection. This sits 88cm off the stage floor. The black serge drapes can cover this when not required. This projector screen cannot be removed. Our projector has HDMI or VGA inputs and can be operated from the control position at the back of the theatre. We can provide cabling and adapters if required.

**Screen:** 5.4m (W) x 3m (H).

**Projector:** 1 x NEC P501XG Projector - 5000 Lumens.

The projector sits above the centre of the room, just below the lighting rig on its own scaffold bar and cannot be moved from its position. Projector and screen placement is pictured on the lighting plan.

# Dressing Room (The Red Room)

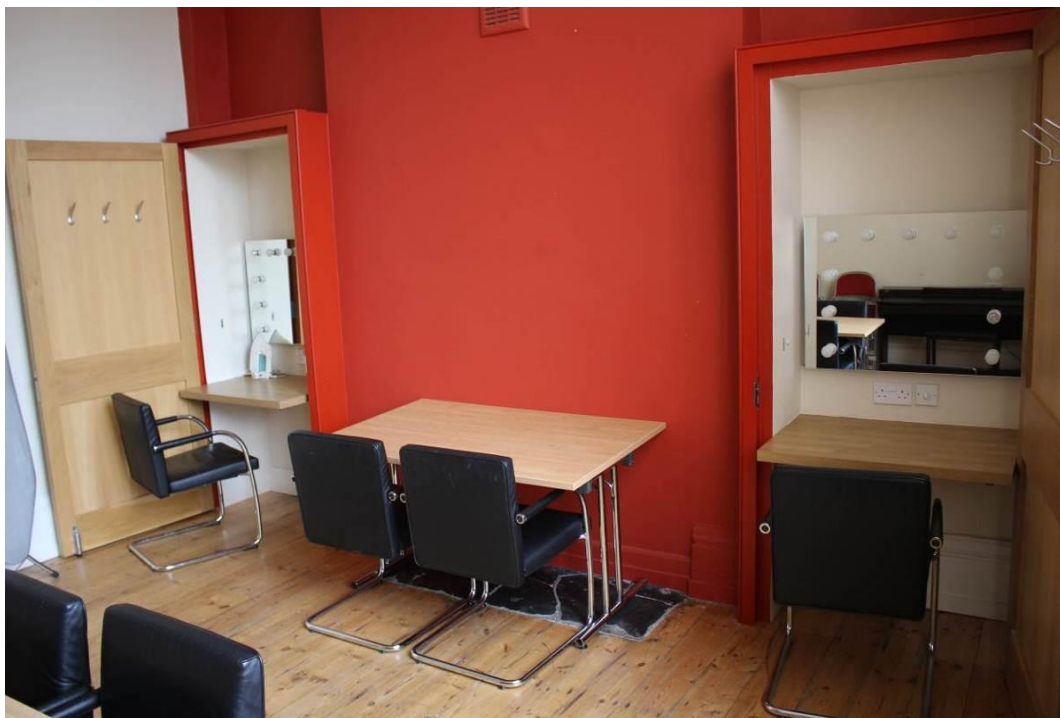
There is one large lockable dressing room on the first floor of the building (The Red Room).

The dressing room has two stations with lit mirrors, as well as additional seating and tables. It is provided for your sole use during your time at Half Moon and we will provide you with a key and WiFi details on arrival.

There are toilets and a shower adjacent to the dressing room, all are fully accessible.

An iron and ironing board are kept in the dressing room, along with coat hangers and hooks for costumes.

In the basement, we have a washing machine (quickest cycle is 39mins) and tumble dryer available upon request (contra cost may apply). We have laundry baskets and drying racks, please provide your own laundry supplies and towels if required.



*Dressing room (The Red Room)*

# Green Room

Our green room is situated on the first floor for all staff and visiting companies to use.

Facilities include a microwave and fridge as well as complimentary tea and coffee, milk, and milk alternatives.

Please label any items that you put in the fridge with your name and company.



*The Green Room*

# Front of House

The theatre is usually opened 5 - 10 minutes prior to the performance time. Please inform us if you require an earlier opening for pre-show activities.

Once the audience is seated, our duty manager will deliver a short health and safety announcement before the performance begins.

Limited house lights remain on at the rear exit area for the duration of the performance, as an audience friendly venue, we allow latecomers and re-admission at any time. Our FOH assistants will be present during the performance and will assist audience members to their seats as well as helping with any necessary audience control.

Please ensure that any merchandising – including programme sales – is discussed with the Duty Manager. There is a commission of 20% plus VAT for selling merchandise/programmes. Please note that we run our own bookshop and it is not possible for visiting companies to sell books unless agreed in advance. Free sheets can be e-mailed in advance and made available to the audience. If we need to print any copies, a contra cost may apply. Please send PDF files to [admin@halfmoon.org.uk](mailto:admin@halfmoon.org.uk)

We have a partnership with Brick Lane Bookshop, and often have a book theme running alongside visiting productions. Children's books and greetings cards are available from our box office.



*Theatre Foyer*

# Upper Studio

On the first floor we have an accessible studio space with a full LED lighting rig, PA system, projector, and projection screen. The Upper Studio is a flexible space for rehearsals, auditions, meetings and presentations, scratch nights, parties and group sessions.

The space is very versatile and can be set up with theatre style seating, or with tables, or left clear.

The room has 3 large windows with the option of blackout blinds.

We can also provide at a cost, tea, coffee and catering if required.

## Upper Studio Dimensions

4.1m x 10.4m.

Max capacity 35 people.

## Equipment available

Soundcraft EFX8 mixing desk

4x JBL speakers

3.5mm jack input

14x LED Par 56 (RGB)

1x Showtec DMX Controller

1x NEC P501XG projector - 5000 lumens – fed by HDMI cable

Fixed white PVC screen 2.3m wide x 1.7m high

Yamaha Clavinova CLP-124 digital piano

For availability and costings please contact 020 77098911 or e-mail [admin@halfmoon.org.uk](mailto:admin@halfmoon.org.uk)



*Upper Studio*



# The Red Room

Our Red Room, with original wood flooring and large light windows is positioned on the first floor and fully accessible via the lift.

The Red Room is available to hire for meetings, auditions, and events. It is a versatile space with reliable internet access, tables, chairs, flipcharts, an electric piano and projection facilities.

We can also provide at a cost, tea, coffee and catering services if required.

## Room Dimensions

4.5m x 4.7m

Max capacity 12 people

## Equipment Available

Yamaha Clavinova CLP-124 digital piano

NEC M362WG Projector - 3600 lumens – fed by HDMI cable

Pull-Down Projection Screen

For availability and costings please contact 020 77098911 or e-mail [admin@halfmoon.org.uk](mailto:admin@halfmoon.org.uk)



*Dressing room (The Red Room)*

# Local Area

East London is a diverse community with a rich cultural heritage. Half Moon has been working with the local community for over 50 years. You can find our full history on our dedicated archive site:

[www.stagesofhalfmoon.org.uk](http://www.stagesofhalfmoon.org.uk)

## Staff recommendations:

### **The Yurt Café – 5 minute walk**

2 Butcher Row St Katharine's Precinct, London E14 8DS

[www.rfsk.org.uk/yurt-cafe](http://www.rfsk.org.uk/yurt-cafe)

### **Two Magpies Café – 5 minute walk**

583 Commercial Rd, Ratcliff, London E1 0HJ

[www.two-magpies-cafe.business.site](http://www.two-magpies-cafe.business.site)

### **The Grapes – 10 minute walk**

76 Narrow Street, Limehouse, London, E14 8BP

Famously owned by Sir Ian McKellen, with Gandalf's staff framed behind the bar.

[www.thegrapes.co.uk](http://www.thegrapes.co.uk)

## Medical assistance:

### **Boots Pharmacy**

382 Commercial Road, London E1 0LB

### **A&E Department**

Royal London Hospital, Whitechapel, London E1 1BB

# Accommodation

Half Moon does not have a digs list.

Below are some suggestions for sites and local hotels you may find helpful. Half Moon does not endorse and has not independently verified the types of accommodation on offer. Accommodation is subject to the terms and conditions of the provider.

### **Theatre Digs Booker**

[www.theatredigsbooker.com](http://www.theatredigsbooker.com)

### **Holiday Inn Express London - Limehouse**

469-475 The Hwy, London E1W 3HN

[www.ihg.com](http://www.ihg.com)

### **The Royal Foundation of St Katherine**

2 Butcher Row, London E14 8DS

[www.rfsk.org.uk](http://www.rfsk.org.uk)

## Pre-visit checklist:

- ☐ Signed and returned your contract to:  
[admin@halfmoon.org.uk](mailto:admin@halfmoon.org.uk)
- ☐ Sent your print and website copy to:  
[marketing@halfmoon.org.uk](mailto:marketing@halfmoon.org.uk)
- ☐ Confirmed your arrival time and sent your risk assessments to:  
[technical@halfmoon.org.uk](mailto:technical@halfmoon.org.uk)
- ☐ Checked the TfL website for travel info:  
[www.tfl.gov.uk/traffic/status/](http://www.tfl.gov.uk/traffic/status/)