**Site Recce – Friday 13 Jan**

**In attendance: Sarah Frankcom (Director) Amanda Stoodley (Designer), Imogen Knight (Movement Director), Jon Beney (Associate TBC), Paul Veysey (Production Manager), Lindsey Alvis (Producer) & Martin Atkinson (Assistant Producer). Richard Forrester (Facilities Manager), Victoria Ellerington (Facilities Assistant)**

**Room breakdown**

* Room 57 used by members for meetings during the daytime. 2 tables. Green one could stay. How would we dismantle/store the other?
* Room 58 Councillors lounge
* Room 63 Cloakroom?
* Room 77 – Committee meeting room
* Rooms 80 & 82 would be good promenade spaces for installation type events.
* Room 83 Members’ Information Room could be used as hairdressers.
* Rooms 75 Could this be a dressing room space?
* Most rooms on Civic Corridor would require permission i.e. Beadles Room, Lord Mayors’ Room & Lady Mayoress’ Room
* Members’ only toilets is an interesting space. Could this be hairdressers? Or where a fisherman is cutting a fish? This would be messy but the space is wipe able
* High Sherriff Room is also referred to as High Steward Room. Could this be where a children’s party takes place?
* Corridors - Sound experience in corridors will be important. Surround sound required. Installation elements require 3 rooms on each side of corridors.

Rooms I’ve noted to use:

Banqueting

Reception

Council Chamber

Courtroom Toilets

57

58

59

60

61

62

74a

75

80

82

**Ballroom & Banqueting Hall**

* Ballroom has a sprung floor
* Banqueting – Configuration TBC? Noted a secret door in the room.
* Band to be positioned in central space between Banqueting & Ballroom. Sightlines into the space to considered. Built out stage on stage deck.
* Bar might be useful as a prop if the pumps can be unclamped & removed from sight. RF thought this would be possible. 2 available.
* Current thinking is no working/pay bar in the space.
* Exiting banqueting via back staircase. This route is not accessible to those with physical access needs.
* Does there need to be some provision for refreshments within the building during show times? Previous events have had a pop up bar at the stairway. Best contact for catering is Vikki Knight Waller 01482 614301.
* Lighting in Banqueting/Ballroom – Can this be through windows from outside the space? Above the street or above?
* Balcony might be a useful performance space for a smoking scene.

**General**

* VE to provide details of the paintings on the walls throughout the building. Can she provide an electronic copy?
* Access – lifts on both sides of the building TBC.
* Security – doors could be put on a timer for show times.
* FOH/volunteers to be positioned on stairway to prevent patrons accessing the upper areas such as legal dept.
* Everyone needs to be invited to Dropbox.
* Availability checking crecking creative team. Michelle to check.

Draft Route to be put on CAD and sent to team on A0 – one piece of paper. I’m just waiting for DWG files and then Aidan has said it might be possible to work something up. If he can’t, I can ask Maritime House crew to do something for us.

