

The Edward Lewis Venue Explained

Edward Lewis
VENUE

E.L.V. @ The Windoyer
46 Cleveland Street, London W1

UCLU

University College London Union

Edward Lewis Venue

The Edward Lewis Lecture Theatre can be found in the Windeyer building. For any type of public event, the venue should be called the **Edward Lewis Venue**, or **E.L.V @ the Windeyer**.

The Theatre is larger than the UCLU Garage Theatre Workshop but smaller than the Bloomsbury Theatre and can be used in many different ways. It has a grand piano and a moderately sized stage.

However, apart from a basic in house sound system and data projector the venue does not own any technical equipment.

We Strongly recommend that if you are considering running an event in this Venue that you talk to Stage Crew before booking it - they would be a big help, and it would be a shame if they couldn't help because you'd picked a day when they were totally tied up elsewhere!

STAGE CREW

can be contacted by emailing stagecrew@ucl.ac.uk.

Equally you could download and fill in an event request form on the website in the *need our assistance* section of www.ucl.org/stagecrew. Once in touch you will be able to arrange a meeting with the President and/or the External Liaison Officer. Here you will be able to decide a date for the event when the crew are free to assist and also how much they will be able to provide to help the production.

TO BOOK

The Edward Lewis Venue can be booked through UCL room bookings. Depending on the complexity of the event and the amount of rehearsal time needed, will depend on how much time you need to book in the venue. Some shows will only require the evening booking after daily lectures and others will need blocks of days to build a set or install lighting and sound. The Stage Crew will inform you of this amount of time.

PLANNING THE EVENT

The event as with any other event needs to be planned and financed. All events must fill out an Event Booking form found in the CSC (Bloomsbury Building) The form will also need to include a budget for the event. This budget and event should be with the support and overseeing of the parent society, and the Director or project manager of the event should report to the society president.

If the event is a performance, casting and auditions have to follow the same guidelines outlined by Theatre Users. All auditions must be open to everyone, only current UCL students may be in the show and all students must be a member of the Society that is putting on the show.

As the venue does not have a performance license, all performances in the E.L.V. must adhere to the following regulations as with the UCLU Garage Theatre Workshop.

- **The Venue must always be referred to as the Edward Lewis Venue, or the E.L.V. @ the Windeyer.**
- **To avoid problems with Copyright, do not apply for rights, and do not sell tickets. You may ask for donations however.**
- **Do not use the word 'tickets' anywhere on your publicity**
- **Only advertise the show internally. as with all events you need to get permission from the Communications and Services Officer to publicise externally.**
- **For further information on publicity regulations please see www.uclu.org/clubs-societies/publicity-resources.**

RUNNING THE EVENT

All events in the E.L.V need some form of Front of House provision. If the Stage Crew are actively involved with the event, they will advise you and your society about how to run the front of house. If you are not using the Stage Crew then please see either the Arts Officer or Student Activities Sabbatical Officer about the rules concerning Front of House. This is important for the health and safety implications of the venue during a performance.

FURTHER INFORMATION

If you need more information about what the Edward Lewis Venue can provide for your society, or how to make your event happen, contact the relevant following people.

GENERAL ENQUIRIES:

Student Activities Sabbatical Officer

sa.officer@ucl.ac.uk

Arts Officer

uclu-arts.officer@ucl.ac.uk

PUBLICITY:

Communications and Services Officer

cs.officer@ucl.ac.uk

TECHINCAL / DESIGN / MANAGEMENT:

UCLU Stage Crew (External Events Dept.)

stagecrew@ucl.ac.uk

GOOD LUCK PLANNING YOUR EVENT!