



# PROMOTERS GUIDE

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# ARENA MANAGEMENT

Braehead Arena is situated within Braehead Shopping centre- one of Scotland's leading retail and leisure destinations. The centre comprises over 100 shops, stores and restaurants, along with integrated leisure facilities including Braehead Arena and curling rink. Other facilities on site include a retail park, maritime heritage centre, riverside boardwalk and the UK's largest IKEA store.

The facilities are full owned by Capital Shopping Centres; however leisure facilities are currently under management of Broadway Retail Leisure.

Adjacent to the venue is Xscape, an entertainment destination combining 'real' snow slopes with urban and lifestyle retailers, cool bars and restaurants, cinema, family attractions and extreme activities, all under one roof.

Braehead Arena is located in the South West of Glasgow bordering Renfrewshire with what could be recognised as the best location in Scotland:

- Over 25% of Scottish population live within a 20 minute drive time
- Nearly 50% within 45 minutes drive
- 5 miles from Glasgow City Centre
- 3 miles from Glasgow International Airport

To make a booking or for more information on Braehead Arena please contact us;

### **Arena Bookings**

Scott Martin

Tel: 0141 886 8303

Fax: 0141 885 4620

### **Operations**

Lauren Little

Tel: 0141 886 8309

Fax: 0141 885 4620

### **Marketing**

Nicola Noble

Tel: 0141 885 1441

Fax: 0141 885 4620

### **Box Office**

Box office enquiries to be directed to:

Lesley Downs

Tel: 0141 886 8300

Fax: 0141 885 4620



ARENA BUILDING

This section will provide you with everything you will need to know regarding specific details on Arena access, measurements of the building and the curling rink.

Also in this section is information on the rooms and offices available within the arena and crew catering facilities.

## **Access**

The main load in door is located at the rear of the building, on the riverside boardwalk.

|        |      |
|--------|------|
| Width  | 4.6m |
| Height | 4.6m |

## **Measurements**

### **Arena**

|                             |  |
|-----------------------------|--|
| Gross Usable Area           | 1800m <sup>2</sup>   |
| Length                      | 60m  |
| Width                       | 30m  |
| Height                      | 14.4m (taken from the underside of main beam to the main floor)<br>12.8m (height from mother grid to the main floor) |
| Floor Loading (ex over ice) | 20kn per m <sup>2</sup>  |
| Ice floor loading           | On request   |
| Lighting                    | 1200Lux  |

### **Curling Rink**

|                   |                    |
|-------------------|--------------------|
| Gross Usable Area | 1691m <sup>2</sup> |
| Length            | 44.5m              |
| Width             | 38.5m              |
| Height            | 5.89m              |
| Lighting          | 400Lux             |

## **Hospitality Suite**

2 located within Curling Bar

## **Organisers' Offices**

1 Promoters

1 Production

Both of which are located in the Lower Arena Dressing Room Concourse

## **Dressing Rooms**

2 team sized locker rooms

In each of the locker rooms is a smaller dressing room with en suite dressing room

1 star dressing room

## **Furniture**

The house will make available the following furniture;

15 Trestle tables

3 Sofas

4 Coffee tables

Large number of normal chairs

Any further requirements will be at the organisers' cost.

## **Crew Catering**

The catering kitchen is located in a kitchen portacabin which is located in

Loading bay E with the following equipment as standard;

- Six ring gas burner
- Double fridge
- Chest freezer
- Hot cupboard
- Double sink
- Work surface (Metal)
- Grill
- Gas will be rechargeable to client

This area must be left in the same condition it was found or a cleaning charge will be implemented.

Please ensure your catering company tour with a hot cupboard with wheels and preferably with brakes. This is due to our kitchen being approximately 20m from the eating area.

### **Crew Eating Area**

This is a temporary set up located under Block J of the arena seating. It is within a curtained off back stage area (not available for in the round shows).

This area is equipped with a 32amp 3 phase power for use with hot cupboard/ serving units.

### **Phone Lines**

Phone lines within the arena dressing room areas are a mixture of Digital and Analogue phone lines, to enable compatibility with computers.

Handsets will be provided and all calls will be charged for at settlement.

If any additional lines are required these will need to be purchased at the clients cost.

### **Comms**

The arena is equipped with cabling to run comms between backstage east and west catwalk spot operators and house lights. This system is compatible with most touring systems.





# HEALTH & SAFETY

Braehead Arena operates stringent health and safety rules. Please use this section for a complete rundown of our policy and risk assessment.

### **Health and Safety Policies**

Health and Safety policies are available for guidance from the Operations Department at Braehead Arena.

### **Risk Assessment**

It is a requirement of the management of health and safety regulations 1992 that all event organisers carry out a detailed written assessment of the risks involved in the event.

This assessment should encompass the whole ontract period and should pay particular attention to the build up and de-rig period.

The assessment should be forwarded to the arena operations department 28 days prior to the first load in day.



# TECHNICAL INFO

This section provides all of the technical capabilities of Braehead Arena. Power, rigging and plant information, particular interest should be given to our Mother Grid, the only one in Scotland. Other information includes points on dangerous and obnoxious substances, pressurised gas equipment and exhibition floor plan and stand approval.

### **Stage**

Stage right Staging

|        |             |                |
|--------|-------------|----------------|
| Width  | 18.3m       | (60")          |
| Depth  | 12.2m       | (40")          |
| Height | 1.22m-1.98m | (4.0ft- 6.5ft) |

### **Wings**

2 wings

4.88m (16ft) x 7.32m (24ft)

### **Treads**

2 sets

### **Mixed Riser**

32 x 16 on a range legs between 18"- 24"

Subject to stage size

### **Pit Barrier**

Stage Right crowd control, 25m

Extra hired in at client cost.

### **Available Power**

#### **Stage Power**

*SR – stage level*

1 x 400A 400V on camlock

1 x 200A 400V on camloc

1 x 63A 400V on ceeform

1 x 32A 400V on ceeform

*SL – stage level*

1 x 160A 400V on camlock

1 x 125A 400V on ceeform

1 x 63A 400V on ceeform

1 x 32A 400V on ceeform

*SR – tiered level*

1 x 200A 400V on studs

1 x 32A 400V on ceeform

*SL – tiered level*

1 x 200A 400V on studs

1 x 63A 400V on ceeform

1 x 32A 400V on ceeform

**Catwalk**

*SR*

1 x 63A 400V on ceeform

3 x 32A 230V spaced evenly on ceeform (follow spot power)

*SL*

1 x 32A 400V on ceeform

3 x 32A 230V spaced evenly on ceeform (follow spot power)

**FOH**

1 x 63A 400v on ceefom SL approx. half way up arena

1 x 32A 400V on ceefrom SL rear of arena (Elephant doors)

1 x 32A 400v on ceeform SR rear of arena (Elephant doors)

**Catering**

1 x 32A 400V on ceeform

**OB**

2 x 160A 400V on studs

## **Comms**

There are 3 separate lines wires with both male and female 3 pin XLR's at each plug in point. There is no power supply connected, but we have one available.

1. Stage power point – SL Follow Spot positions – Arena Control Room
2. Stage power point – SR Follow Spot positions – Arena Control Room
3. Stage power point – Arena Control Room

## **Plant Equipment**

### **Forklifts**

2 are available on site                      2.5 tonne(Hire charge applicable)

### **Gene Boom**

1 available on site                      Further details available upon request

We are able to hire additional plant units on request as well as plant operators for an additional cost.

**ALL PLANT EQUIPMENT MUST BE OPERATED BY SUTABLY TRAINED AND LICENSED OPERATORS. VALID LICENSES MUST BE CARRIED AT ALL TIMES AND BE PROVIDED UPON REQUEST BY ARENA STAFF.**

## **Rigging**

Summit steel is the preferred operator of the Mother Grid and a rep will be on-site whenever it is in use. This is not exclusive; however, we reserve the right to approve your chosen contractor.

## **Mother Grid Specifications**

- Motorised Mother Grid (supplied & installed by Summit Steel)
- Can move to three points to allow production of different sized events: Full hall, In the round, Half hall.
- Constructed of heavy duty aluminium truss and suspended from 9 No 2 tonne lifting capacity Loadstar Motorised chain hoists
- Dimensions of 29m wide by 16.6m deep
- Maximum trim height of 12.8m (41ft)
- Maximum loading of 21 tonnes (even spread) achieved
- 28 load points, each point capable of handling a load of 2800kg
- Hoists are controlled via a bespoke motor controller with remote control from arena floor
- On event days, the grid is lowered to a height of approx. 2 metres above stage height allowing for attachment points for production chain hoists

## **Operating and Safety Instructions**

- Loads can not be attached until the grid is attached to all dead hangs
- Access to the grid can be reached by either the gene boom (house can supply at client cost) or via the catwalk and safety lines when the grid is in the up position
- Gene booms can be operated by anyone who can produce onsite a valid operators licence for that type of plant unit
- 2 lanyards will be required to be used at all times, so that when moving onto & off safety lines 1 lanyard may be permanently attached, while one is used to move to the next attachment point.
- Once on the grid a short strop (300mm) should be used to move along the line (this must be adhered to so that loading to the grid is not increased)
- No more than one person per safety line and between the grid suspension points

1. The house will require all test certificates for chain hoists, SWR shackles etc.
2. All primary points must have secondary safety steel
3. All persons working at height must wear a safety harness and hard hat
4. Please submit the rigging plot at your earliest convenience prior to your event as it must be submitted to Building Control and to facilitate stage positioning
5. All rigging must be checked and installed by a competent person and a certificate provided to the house operations department prior to doors opening

### **Hard Hat Policy**

Braehead Arena operates a hard hat policy. The following instructions must be adhered to:

- Hard hats must be worn whenever working in the roof, on the mother grid and catwalk
- Hard hats must be worn during the load in and load out when operating below the mother grid and in the close proximity of the stage until all work over head has been completed.

### **Temporary Structures**

1. Scaffold towers, staging (other than house staging)

The house will require the design details, structural calculations prior to the event and an erection certificate upon completion of the build.

2. Temporary seating structures (Ordered by Event Organiser)

All design details and calculations must be submitted upon completion of the build.

### **Electrical Appliances**

To comply with the electricity at work regulations, all portable electrical appliances and equipment must have been tested within the last year by a competent person.



In addition, where large amounts of appliances are integrated, eg. Lighting, sound and video systems, these systems must be installed and tested by competent persons.

**Please note that Braehead Arena or the local authority may ask for documented evidence test certificates for electrical appliances, Special effects etc.**

### **Lasers**

Full details must be submitted 28 working days in advance of the show date on a Braehead Arena. The local authority requires an independent inspection, which can be arranged via the house.

### **Pyros**

Details of running order and pyros in use, 28 working days in advance of the show date. The local authority will require a demonstration prior to the show.

### **Cracked Oil and Smoke Machines**

Please have all relevant certification to hand should the local authority ask for documentation.

### **Fixing**

All fixing which involves penetration of the Arena floor, walls or other part of the building, is not permitted. Any damage caused will be charged to the organiser.

### **Carpet Tape**

Braehead Arena approved carpet tape (LM324 Expo tack) must be used when fixing carpet direct to arena floor or stage. All carpet tape must be removed; charges will be made direct to the organiser for any tape left on the floor.

## **Dangerous and Obnoxious Substances**

No substances which, in the opinion of Braehead Arena, are of a dangerous, explosive or objectionable nature must be brought onto the premises without the formal approval of the Arena.

**Please note : Where it is proposed to use toxic materials or fluids, the disposal of which requires notification to statutory authorities. Braehead Arena shall be advised at least two months prior to the hire period of the nature of the material or fluid and the quantities involved.**

## **Storage**

Not more than one day's supply shall be stored on the stand or within the Arena at any time, the remainder must be stored in closed containers in a location agreed with and under control of the fire officer.

## **Compressed Air**

There are no existing compressed air supplies in the building although this information is available upon request.

## **Pressurised Gas Equipment**

- Braehead's Operations department must be notified in writing at least 14 working days prior to the first build day of any intended use of gas equipment, together with all the drawings and technical information regarding location, equipment details, gas type and intended use.
- The arena will seek approval from the local authority for the proposed use of gas equipment in the Arena. Any recommendations the local authority make must be complied with.
- Installations must be carried out by a competent person who is Corgi registered or ACOPS certified. A certificate will be required for the installation, stating that the equipment complies with the Gas Safety (Installation and Use) Regulations 1994.
- All hoses connecting gas bottles to equipment must be metal armoured.
- Gas bottle must be stored in Braehead Arena's bottle storage cage.
- Only gas required for immediate use may be kept in the building

- Walls and floors of stands, or any part of Braehead Arena, must be protected from any source of heat arising from the use of gas equipment
- Gas equipment and gas cylinders must be out of reach of the public and any hot surfaces must be clearly labelled.
- Braehead Arenas appointed Fire Officer will carry out an inspection everyday prior to occupancy and any recommendations made during the course of the inspection must be carried out prior to occupancy
- Braehead Arena will provide a suitable fire extinguisher
- All works and materials require to comply with local authority and Braehead Arena regulations must be carried out by the organiser at the organiser's cost.

### **Floor Plan Approval**

Three copies of the final floor plan should be submitted to Braehead Arena's operations department for approval at least 28 days prior to the first day of build-up.

### **Stand Approval**

Full plans and calculations should be submitted for approval in the following circumstances;

1. Double Decker stands
2. Stands over 4m in height
3. Stands incorporating platforms over 600mm in height



# MEDICAL INFO

## **Medical Cover**

As part of the standard contract, Braehead will supply medical cover using the Greater Glasgow Health Board. This cover is based on the Event Safety Guide (Purple book) and applies only when the public are in the building. The organiser must arrange their own cover for the load in and the load out. Braehead Arena has a number of first aid staff on site at any one time, but should you require a higher level of cover we can arrange this on your behalf.

## **First Aid Room**

There are equipped first aid rooms in the Arena and Curling Rink which will be available during events and, if required, at other times.

## Medical and Dental Contact Details

### **DOCTORS**

24 hour contact:

Dr Mary Jo Sommerville

39 Newton Grove

Newton Mearns

Glasgow

Tel: 07703 574 774

Drs Lyons, Sunderland & Coyle

The Health Centre

103 Paisley Rd

Renfrew

Tel: 0141 886 3535

HCI International Medical Centre

Beardmore St

Clydebank

Tel: 0141 951 5000

## **PHYSIOTHERAPISTS**

Physio Central

155 Bath Street

Glasgow

Lanarkshire

G2 4SQ

Tel: 0141 572 3323

West End Physiotherapy Clinic

1603 Great Western Rd

Glasgow

Lanarkshire

G13 1LT

Tel: 0141 950 6786

## **CHIROPRACTORS**

Glasgow Chiropractic Clinic  
994 Crow Rd North  
Glasgow  
Tel: 0141 434 0370

Paisley Chiropractic Clinic  
2 Glasgow Rd  
Paisley  
Tel: 0141 887 5770

## **ACCIDENT & EMERGENCY**

Southern General Hospital  
Govan Rd  
Glasgow  
Tel: 0141 204 1100

## **DENTISTS**

The Dental Centre  
40 Wellmead St  
Paisley  
Renfrewshire  
PA1 2EG  
Tel: 0141 889 3474

The Berkeley Clinic  
100 Berkeley St  
Glasgow  
Lanarkshire  
G3 7HU  
Tel: 0141 564 1900





## LOCAL INFO

## **HOTELS**

### **SERVICED APARTMENTS:**

#### **Fraser Suites Merchant City**

5.8 Miles from Braehead Arena

Tel: 0141 5534288

1-19 Albion St, Glasgow, G1 1LH

Well-appointed apartments with kitchen, dining and living areas, with convenient parking. Ranging from studios to two bedroom apartments. Perfect for longer stays. SPECIAL RATES APPLY TO BRAEHEAD CLIENTS.

PLEASE QUOTE BRAEHEAD ARENA when making your booking.

Website: [www.frasershospitality.com/Glasgow](http://www.frasershospitality.com/Glasgow)

#### **The Spires Apartments**

6.0 Miles from Braehead Arena

Tel: 0845 270 0090

The Pinnacle, 160 Bothwell Street, Glasgow, G2 7EA

Whether travelling on business or leisure The Spires in Glasgow is the ideal choice – which of our suite styles is perfect for you? Give us a call and we'll help you decide

Website: <http://www.thespires.co.uk>

#### **Dreamhouse Apartments**

7.1 Miles from Braehead Arena

Tel: 0845 226 0232

20-23 Woodside Place, Glasgow, G3 7QF

These beautiful townhouse apartments are located in the famous park area of Glasgow. They are ideal for long and short term lets.

Website: [www.dreamhouseapartments.com](http://www.dreamhouseapartments.com)

## **Other Glasgow Hotels**

### **Purple Hotel Glasgow**

1.2 Miles from Braehead Arena

Tel: 0844 823 203

2 Row Avenue, Renfrew, G51 4SY

The Purple Hotel Glasgow Airport is located just off the M8 motorway and ideal for those travelling to Glasgow or those requiring comfortable and modern accommodation close to the airport.

Ideal for the business guest the Purple Hotel Glasgow Airport offers high-speed wi-fi throughout the hotel as well as a dedicated conference staff and meeting rooms and desks in the guest rooms.

Website: [www.purplehotelglasgow.co.uk](http://www.purplehotelglasgow.co.uk)

### **Glynhill Hotel & Leisure Club**

2.4 Miles from Braehead Arena

Tel: 0141 886 5555 3 star

169 Paisley Rd, Renfrew, PA4 8XB

Located one mile from Glasgow Airport, a short drive from Braehead Arena and seven miles from Glasgow city. 125 rooms, from standard to Gold Wing Executive. Facilities include two restaurants, Café Bar, 230 free parking spaces and a fully equipped leisure club with swimming pool.

website [www.glynhill.com](http://www.glynhill.com)

### **Jurys Glasgow Hotel**

5.1 Miles from Braehead Arena

Tel: 0141 314 4800 3 star

Jamaica Street, Glasgow, G1 4QG

Jurys Inn Glasgow is located on Jamaica Street, in the heart of Glasgow city centre. One of the most popular budget Glasgow Hotels, Jurys Inn is adjacent to Central station and only 5 minutes walk from Queen Street Station. Jurys Inn Glasgow is also convenient for Buchanan Galleries, the St

Enoch Centre for great shopping and is just a short taxi ride from the Scottish Exhibition and Conference Centre.

Website: [www.jurysinns.com](http://www.jurysinns.com)

### **Crowne Plaza Hotel**

5.5 Miles from Braehead Arena

Tel: 0141 306 9988 4 star

Congress Rd, Glasgow, G3 8QT

A modern and stylish hotel overlooking the River Clyde, with a direct link to the Scottish Exhibition & Conference Centre(SECC), Crowne Plaza Glasgow is an excellent choice for the business and leisure traveller and has recently achieved the Hotel Review Scotland award for Glasgow Hotel of the Year 2007 and Scottish Conference Hotel 2007

283 air conditioned contemporary bedrooms and suites with wireless internet access. Spacious Club Rooms boasting King-sized beds with stunning river views, plasma screens and exclusive access to our Club Lounge, with complimentary refreshments to relax or hold informal meetings.

Website: [www.ichotelsgroup.com](http://www.ichotelsgroup.com)

### **Hilton International**

5.7 Miles from Braehead Arena

Tel: 0141 204 5555 5 star

1 William St, Glasgow, G3 8HT

Stay in central Glasgow, 8 miles from Glasgow Airport, at the Hilton Glasgow hotel, for dining at Camerons restaurant. The city's top shopping is only 3 blocks away.

The Hilton Glasgow hotel offers 16 meeting rooms for 2-1000 people, a business centre and Executive Lounge. Wireless internet is available in the meeting rooms and Lobby.

All rooms have high-speed internet access, while guests in Executive Rooms gain access to the 19th-floor Executive Lounge, with sweeping views of Glasgow.

Website: [www.hilton.co.uk/glasgow](http://www.hilton.co.uk/glasgow)

### **The Millennium Hotel**

5.8 Miles from Braehead Arena

Tel: 0141 332 6711 (4 star deluxe)

George Square, Glasgow, G2 1DS

At the very centre of the city's cultural and retail activities, this striking Victorian building with its impressive façade offers modern amenities and impeccable service. Savour the delights of the various museums and galleries that tare nearby or take a trip out of the city to Loch Lomond, The Trossachs or the Ayrshire Coast

Website: [www.millenniumhotels.com](http://www.millenniumhotels.com)

### **Thistle Glasgow**

7.1 Miles from Braehead Arena

Tel: 0141 332 3311 4 star

36 Cambridge St, Glasgow, G2 3HN

As well as being strategically placed for some heavyweight retail therapy, Thistle Glasgow makes an ideal base for exploring the many galleries, museums and other attractions that crowned Glasgow as the European City of Culture in 1990. With 300 bedrooms, including executive rooms, Thistle Glasgow is the perfect place to relax or get down to business. And whether you're here for business, shopping, sightseeing or an Old Firm derby, our Otium Health & Leisure Club has all you need to relax and unwind.

Website: [www.thistle.com](http://www.thistle.com)

## **RESTAURANTS**

### **Fast Food Restaurants**

#### **McDonalds Restaurants**

Upper Mall, Braehead Shopping Centre, G51 4BS

Tel: 0141 885 9495

#### **KFC GB**

Upper Mall, Braehead Shopping Centre, G51 4BS

Tel: 0141 886 1698

#### **Pizza Hut**

Upper Mall, Braehead Shopping Centre, G51 4BS

Tel 0141 885 9393

#### **Subway**

Lower Mall, Braehead Shopping Centre, G51 4BS

Tel: 0141 886 2002

#### **O'Briens Sandwiches**

Lower Mall, Braehead Shopping Centre, G51 4BS

Tel:0141 885 2224

#### **Fat Jackets**

Upper Mall, Braehead Shopping Centre, G51 4BS

Tel: 0141 885 1888

#### **Wongs**

Lower Mall, Braehead Shopping Centre, G51 4BS

Tel: 0141 885 1225

**Di Maggios**

Lower Mall, Braehead Shopping Centre, G51 4BS

Tel: 0141 885 1225

**Scottish/Traditional****Brian Maule's Chardon D'or**

176 West Regent Street, Glasgow, G2 4RL

Tel: 0141 248 3801

**Bouzy Rouge**

71 Renfield Street Glasgow G2 1LP.

Tel: 0141 221 8804

**78 St Vincent**

78 St Vincent St, Glasgow, G2 5UB

Tel: 0141 248 7878

**Nairns Restaurant**

13 Woodside Crescent, Glasgow, G3 7UP

Tel: 0141353 0707

**Papingo Restaurant,**

104 Bath Street, Glasgow, G2 2EN

Tel: 0141 332 6678

**Ubiquitous Chip**

12 Ashton Lane, Glasgow, G12 8SJ

Tel: 0141 334 5007

## **Italian**

### **Di Maggio's**

21 Royal Exchange Square, Glasgow, G1 3AJ

Tel: 0141 248 2111

### **La Fiorentina**

2 Paisley Rd West, Glasgow, G51 1LE

Tel: 0141 4201585

### **Trattoria Trevi**

526 Great Western Rd, Glasgow, G12 8EL

Tel: 0141 334 3262

## **Chinese**

China Blossom

80 Miller St, Glasgow, G1 1DT

Tel: 0141 221 1292

## **American/Themed**

### **T.G.I Fridays**

Xscape Braehead, Kings Inch Road, Glasgow, PA4 8XU

Tel: 0141 886 4180

### **Frankie & Benny's**

Xscape Braehead, Kings Inch Road, Glasgow, PA4 8XU

Tel: 0141 885 4190



## **Indian**

### **Koh-i-Noor Restaurant**

235 North St, Glasgow, G3 7DL

Tel: 0141 204 1444

### **Ashoka Ashton Lane**

19 Ashton Lane, Glasgow, G12 8SJ

Tel: 0800 1953195

## **Speciality**

### **Lux & Stazione Restaurant**

1051 Great Western Rd, Glasgow, G12 0XP

Tel: 0141 576 7576

### **The Gaucho Grill**

225 West George St, Glasgow, G2 2ND

Tel: 0141 204 5211

### **Air Organic**

36 Kelvingrove St, Glasgow, G3 7RZ

Tel: 0141 564 5200

### **Rogano**

11 Exchange Place, Glasgow, G1 3AN

Tel: 0141 248 4055