



UTOPIA
THEATRE

CREATIVE HUB AND PERFORMANCE LAB VENUE GUIDE



Utopia Theatre

Creative Hub and Performance Lab

is a vibrant, multi-functional cultural venue located in Sheffield city-centre. We host our own creative programme, celebrating African and Caribbean culture, and open our doors to other organisations and individuals looking for an inspiring space to hold their events and activities.

11 Rockingham Gate, Sheffield, S1 4JD

07881028135/07867966843

info@utopiatheatre.co.uk

1.Venue information

Details of the spaces available:

Ground floor

A reception area looking out onto the street



A large flexible space **Soyinka Room: Up to 40 people**



Two toilets (Our toilets are not currently fully accessible).
A small kitchen area

First floor (accessed by stairs, no lift available). A medium size flexible space

Mitambo Room: 5 to 10 people



A larger kitchen area with space for small events. For 5-8 people.



2. Types of events the venue can host

Small-scale performances

Workshops

Open mic events

Readings and recitals

Screenings

Rehearsals

Exhibitions

Dance and keep fit classes

Meetings

Presentations

Capacity

The Hub has a maximum capacity of 50 people.

Entry

A member of the Utopia team will meet you and let you into the building.

Access

Access to the Creative Hub is via Rockingham Gate.

The ground floor rooms are accessible to wheelchair users. The small kitchen and toilets are not fully accessible. There are disabled parking spaces available on the street immediately outside the venue.

There is additional NCP parking available at Wellington Street.

3. Usage

When hiring our space, you must manage your own event and leave the space in a clean and tidy state. All waste to be disposed of in the large bins at the back of the premises.

We reserve the right to charge if the room(s) require more cleaning than expected from normal use.

If your booking is 'out of hours' you will be responsible for arranging to collect and return the venue keys (via a safe box) - unlocking and locking the building.

You will be expected to set up the room to meet your requirements, and then return furniture used to where you found it.

You will be responsible for providing and setting up your own refreshments.

You will be responsible for the welcome and sign in of your guests, and their health and safety using the checklist we can provide.

You will have in place your own public liability insurance.

We do not allow smoking anywhere inside or immediately outside of the venue. This includes smoking electronic cigarettes and vapes.

We welcome assistance dogs, but do not allow other animals.

Alcohol cannot be sold on the premises.

For full T&Cs please see the booking form.

4. Booking

Fees

We have a flexible pricing structure, according to your needs, length of hire and number of people attending. We are happy to discuss this with you and provide you with a quote.

Booking process

To arrange to see the Hub, enquire about availability or discuss details of your event, email us or give us a ring. If you would like to proceed with a booking, then you will need to fill in the Venue Booking Form which is available to download from our website. Send your completed form to us and we will confirm your booking by email.

There may be some additional fees for equipment use or other usages.

Payment

We will invoice you for payment after your event, or at regular intervals if you are hiring the Hub for a regular activity. We require payment within 14 days of invoicing.

Cancellation policy

We require full payment if your booking is cancelled less than five working days before your event and 50% payment if your booking is cancelled with less than 30 days' notice.

Please inquire for further details when booking your room



5. Safety

First Aid

We ask that you have members of staff in place to administer first aid if required. Please keep a log of any incidents and report them to us. A first aid kit is located in the downstairs kitchen.

Fire safety instructions

Ensure that you sign in and out of the building.

Keep all fire doors shut at all times.

If you notice a fire, evacuate the building immediately and call the fire brigade as soon as you safely can.

There are three evacuation routes within the building. If you are on the ground floor leave the building through the main entrance or the fire exit at the back of the building depending on the location of the fire. If you are on the first floor, vacate the building via the fire exit in the kitchen area. This leads to external steps down to street level.

The evacuation meeting point is to the right of the building (if you are facing the street) at the bollards next to Primark.

The photo to the right illustrates the location of the evacuation meeting point.

Please contact us in advance of your event to discuss anyone who might need assistance in evacuating the building.



Fire extinguishers are located throughout the building. On the ground floor: in the reception area; kitchen and large working space. On the first floor: in the kitchen area and medium working space.

Risk assessment

We require you to carry out a risk assessment of your activities/event. A template is included at the end of this guide.

Safeguarding

We require you to take full responsibility for safeguarding your event. We expect hirers to operate their own safeguarding policy in line with national guidance and good practice. You can request a copy of our safeguarding policy by email.

Equipment

You must ensure that any equipment you use in the venue is safe (e.g. PAT tested within one year). No open flames, fire or gas may be used on-site.

Disclaimers

We accept no responsibility for:

Accidents to hirers arising from use of equipment and utensils.

Any loss of, or damage to hirer's personal possessions.

Risk Assessment Template

To calculate a **Risk Rating**, give each hazard a numerical value for its **Severity** and **Likelihood** using the guide below, then multiply these together. On the assessment template these are recorded as **S**, **L** and **R**.

Likelihood of hazard	Value	Severity of hazard	Value
Extremely unlikely	1	No or minimum injury / no damage	1
Possible, but unlikely	2	First aid treatment on-site / minimum damage	2
Conceivable	3	First aid treatment off-site / some damage	3
Probable	4	Major injury / considerable damage	4
Almost certain to happen	5	Life threatening injury / extensive damage	5

Severity					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	Likelihood				

Once you have calculated the Risk Rating for each hazard, determine the strength of the risk and what you need to do to reduce the risk:

A Risk Rating of 1 - 6: **LOW RISK** Action is required to lower the risk. Resources used to do this should be proportionate to the risk.

A Risk Rating of 7 - 15: **MEDIUM RISK** Action is required to control the risk. Immediate short-term measures may be required.

A Risk Rating of 16 - 25: **HIGH RISK** Action is urgently required to control the risk. Further resources are almost inevitable.

You are now ready to fill in your Risk Assessment, an example is given to get you started. You can add extra rows if required.

ACTIVITY TYPE:

ACTIVITY LOCATION: Utopia Theatre Create Lab & Performance Hub

ACTIVITY DATE(S):

Hazard	Who might be harmed	Risk Rating			Control measures	Who is responsible for the control measures?
		S	L	R		
EXAMPLE Accident or injury caused by moving and handling equipment	Company members	3	3	9	All heavy equipment must be lifted and carried by at least two people. Equipment must be lifted correctly, bending from the knees and not from the back. Hazardous terrain must be identified and assessed before equipment is carried. If necessary, a third person must be available to guide the handling and spot potential hazards.	Company Manager

