

Minty, Stuart

From: Aaron Luke [aaron.luke@mjconsult.co.uk]
Sent: 22 September 2006 16:07
To: Minty, Stuart
Subject: The Dominion Theatre, London - Proposed New Function Room - App Ref: 2006/3884/INVALID

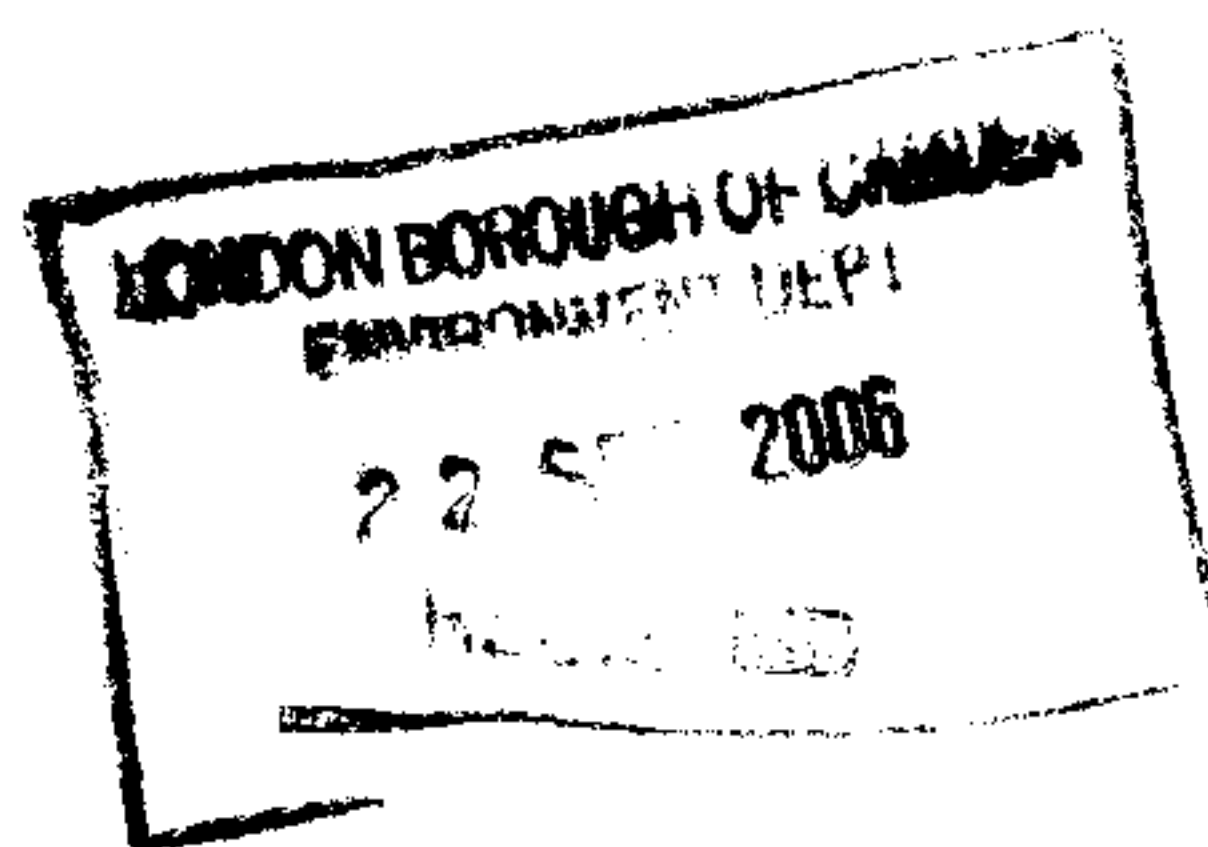
Hi Stuart

Please find attached a more detailed method statement from the venue on how the function room will be ran.

We trust this is suitable for your services; however, should you have any queries or require any further information do not hesitate to contact us.

Regards

Aaron Luke
aaron.luke@mjconsult.co.uk
MJ Consulting
2E Memorial Road
Worsley
Manchester
M28 3AQ
Tel: +44 (0) 161 790 44 04
Fax: +44 (0) 161 790 44 05



MJ Consulting is the trading name of:-
Michael Jackson Consulting Engineers Limited
Registered in England and Wales
Company No. 05359350
Registered Office: Carlyle House, 78 Chorley New Road, Bolton, BL1 4BY

25/09/2006

22nd September 2006

Proposed re-instatement of the area above the main foyer at the Dominion Theatre to a multi-function hospitality, conference and rehearsal space.

When the Dominion Theatre first opened the space above the main foyer was occupied by a tea-room and bar area serving passing trade by day and theatre audiences during the performances. Since those days the space has been converted to various uses, including an office complex for the Rank Organisation and a telephone call centre for the Live Aid concert in the 1980s. The room is now disused, empty and derelict. The proposal is to return the space to its original function of a hospitality and refreshment area for the audiences of the resident show. To make the project of restoring the use of this area financially viable for the business, we would also propose the use of the space for private hires such as daytime functions and conferences, rehearsals for both the resident show and outside parties and other such events.

Show hospitality.

One of the main uses of the area would be for hospitality events for members of the show audience. These would range from drinks receptions for up to 300 people to dinners for 80-90 people. The area in these situations would be used by guest list customers only, ensuring that numbers of guests in attendance would be strictly controlled. During these events two managers would be on duty in the theatre, both personal license holders. They would also be responsible for this area. In addition to any serving staff required for the event, a minimum of two ushers would be allocated to the event. Their sole responsibility would be to attend the event, managing the customers in that area and, should the situation arise, evacuating that area of the building in line with the theatre's evacuation procedure. The procedure would be suitable adjusted to incorporate this area and regular drills would be carried out as with all other parts of the building. For all events a duty electrician and a duty fireman would be in place along with SIA qualified door supervisors.

Day-time Events.

It is also proposed that the space be used during the day (outside performance times) for events including conferences, meetings, training courses, press launches and rehearsals/auditions. For events such as these, when the main theatre isn't required, it is possible under the current configuration of the building to isolate the main foyer from the rest of the

theatre. This can be done to restrict access to a very small part of the building without compromising access to any of the existing fire exits or any of the proposed new ones. For events such as these a minimum of two ushers would be employed solely for the purposes of evacuation and safety and these would be in addition to any serving/operational staff required by the event. There would be at least one duty manager in attendance who would be a personal license holder. SIA qualified door staff would be on duty for all such events.

It is proposed to install a lighting and equipment bar system on the ceiling of the space. All in house equipment would be suspended from this system to minimise the need to place equipment on the floor. This system would be able to accommodate any lighting, sound and audio/visual equipment required by these events.

It is proposed that seated events could accommodate up to 200 people, with chairs linked in rows maintaining minimum exit widths in line with requirements.

Events during performance times (non audience members)

When an event is happening during a performance that is not linked with the performance it is proposed to stagger start times to minimise any kind of congestion in the main doors to the theatre. For example, if a performance were starting in the main house at 1930hrs the event in the space above the foyer would either need to bring their party in before the house opens for the show or after the performance has started. This would help avoid confusion and maintain a smooth flow of people through the building. During the event a minimum of two ushers would be allocated to the space, solely for safety and evacuation purposes. These staff would be in addition to any service/operational staff required for the event. There would always be a minimum of two duty managers on site during these events, both of whom are personal license holders. There would also be SIA qualified door supervisors on duty for these events. A duty electrician and duty fireman would also be on the premises at all times.

In the event of an evacuation, the staff allocated to that area would be responsible for evacuating the customers in line with the theatre's evacuation procedure. Under the proposed alterations, the space would have adequate fire exits for the evacuation of the events in the space. One of the exits would be for sole use of the space, while the others would lead through the main foyer. At all times that the space is in use, all fire exits will be maintained and secured open in line with the theatre's license.

During the evacuation of the auditorium the majority of patrons are sent out of the side exits onto Bainbridge Street and Great Russell Street. This is because they are the shortest routes from the auditorium to outside the building. Therefore, the use of the foyer during evacuation of the auditorium is minimal. This means that the additional people using the foyer as an evacuation route would not cause congestion and slow down the procedure. The two main staircases leading from the circle level to the main foyer are each split into two lanes by handrails. The exits from the circle auditorium lead to one lane on each staircase and the exits from the space above the foyer naturally lead to the other. This means that in the event of an evacuation there wouldn't be a need for two lanes of people to merge. This too would lead to a smooth flow of people out of the building.

During an evacuation, ushers would be placed along all evacuation routes, guiding the public to safety, as is the case with the procedure in its current form. The standard measures would be exercised to account for all members of the public after an evacuation, with the theatre's standard search and clearance measures.

Fire Alarm System

As with all parts of the building, the existing fire alarm system would be extended to cover all parts of the space above the main foyer. This would include sensors (smoke sensors would be appropriate as it will be a no smoking area), warning beacons and automatic voice evacuation message.

Expansion of the team

To ensure that the project is managed effectively and thoroughly an additional manager will be added to the to the Front of House Management Team. This will enable all areas of the operation for this space to be covered to an appropriate level without detracting from the operation in the main theatre. The front of house ushers team would also be expanded appropriately to allow for the staffing levels in the paragraphs above.

Room facilities.

A new toilet block, incorporating ladies and gents toilets, will be developed as part of the complex. These toilets would be for the sole use of the space therefore avoiding any impact on the main theatre's facilities. All utilities and air-handling would be re-installed to the appropriate level.