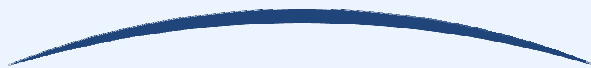




FILM LOCATION CHARTER

Hospitality and Trading Services



MANCHESTER
CITY COUNCIL

IN ASSOCIATION WITH



**NORTH WEST
VISION**

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WELCOME TO MANCHESTER TOWN HALL COMPLEX

Manchester Town Hall complex comprises Manchester Town Hall, Town Hall Extension and periphery areas eg Courtyard, Lloyd Street.

The complex offers an authentic and unique location for filming.

•Manchester Town Hall



Manchester Town Hall is a Grade One Listed Victorian Gothic style building.

The Town Hall was designed by Alfred Waterhouse, and formally opened in September 1877.

This magnificent building covers almost two acres and comprises State Rooms, 4,500 yards of marble flooring, cobbled courtyard, Sculpture Hall and 7 staircases, including two grand staircases and three spiral staircases.

•Murals



The Town Hall also boasts celebrated murals by Ford Madox Brown and a clock tower, which is over 280ft high.

·Town Hall Extension



The Town Hall Extension, which was opened in May 1938, is a Grade Two* Listed building and contains the Council Chamber.

·Vaulted Arcades



The Extension is linked to the Town Hall via twin-level bridges and has vaulted arcades to its exterior.

FILMING AT:

·Manchester Town Hall

The Town Hall's many corridors of power, stately rooms and Victorian design make it ideal not only as excellent doubles for Westminster's 'corridors of power', but also as a location for amongst other genres, period pieces, thrillers, contemporary drama and courtroom dramas.

·Town Hall Extension

A total of six Committee Rooms are located in the Town Hall Extension, as well as the Council Chamber with its polished Portland stone walls and Council Ante Chamber.

Previous filming at Manchester Town Hall complex includes:

**Ali G – In da House*

**Bob & Rose*

**Cater St Hangman*

**Clocking Off*

**Cold Feet*

**Commonwealth Games Advert*

**Forsyte Saga*

**GBH*

**History of Britain*

**House of Cards*

**In the Name of the Father*

**Kavanagh QC*

**Linda Green*

**Man Who Would Be King*

**Sherlock Holmes*

**State of Play*

**The Grand*

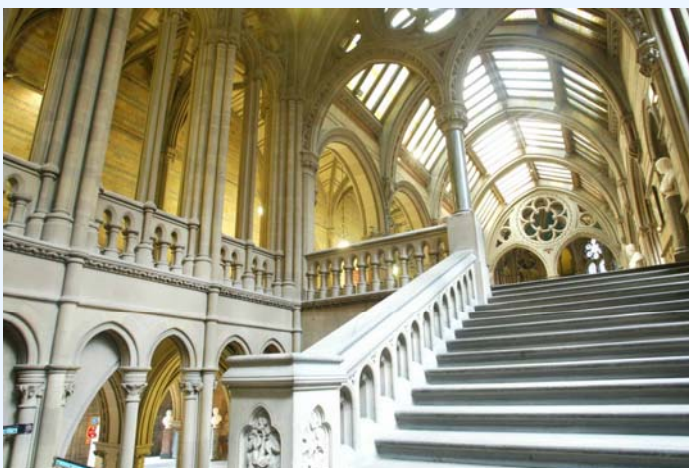
**The Parole Officer*

**The Project*

**Working Lunch*

AVAILABLE FACILITIES

·Grand Staircases (Town Hall)



The two grand staircases located in the Town Hall lead from the ground floor up to 'The Bees' which is situated on Level 2 of the building.

·Sculpture Hall

Size: 171 sq m



On entering the Town Hall building via the main Albert Square arched entrance, the magnificent Sculpture Hall is situated on the right.

This area contains a stone chimney as well as a number of statues and busts, including John Bright, Sir Charles Halle, Sir John Barbirolli and Oliver Cromwell.

·‘The Bees’



The mosaic landing directly outside the Great Hall is the area known as ‘The Bees’. This is due to the landing being adorned with a pattern of bees, which is symbolic of Manchester’s industry.

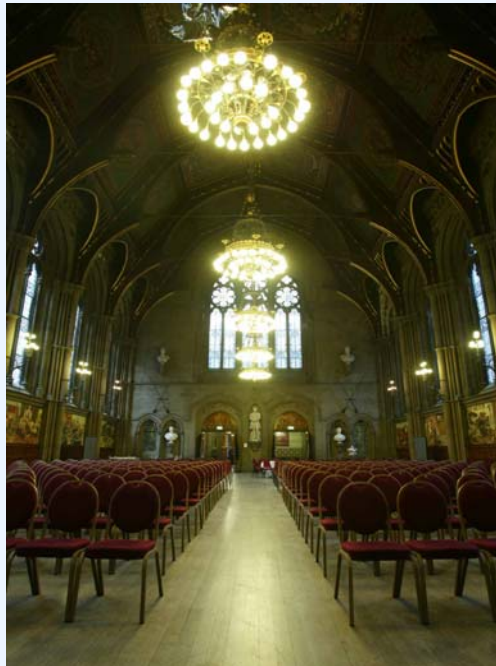
‘The Bees’ are also found in other areas of the Town Hall, for example, in the State Rooms and on the City of Manchester’s Coat of Arms.

·State Rooms (Town Hall)

The Great Hall

Size: 465 sq m

Capacity: 500 Theatre
600 Reception



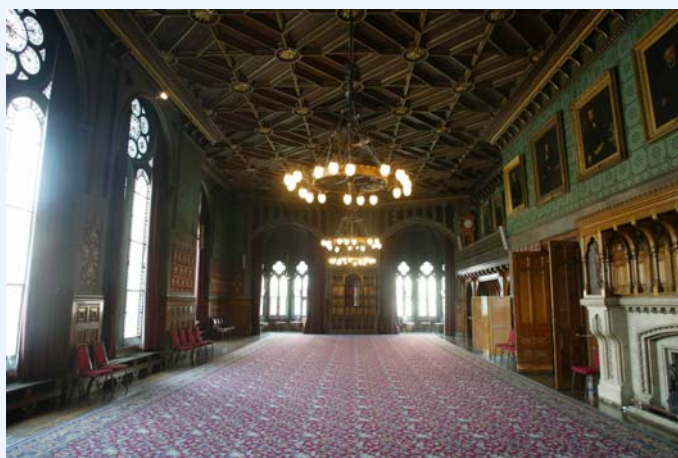
This magnificent hall is ideal for a wide range of events such as receptions, banquets etc and provides a grand setting with its superb Ford Madox Brown murals, which were started in 1879 and completed in 1893.

The Great Hall also has a panelled ceiling featuring Manchester's trading partners, fabulous lighting and an organ by Monsieur Cavaille-Coll, with a keyboard enabling the organist to face the audience and more than 5000 pipes up to a height of 16 feet.

Banqueting Room

Size: 142 sq m

Capacity: 200 Theatre
200 Reception



Containing a Minstrels' Gallery, the Banqueting Room overlooks Albert Square and has two fireplaces (stone and oak).

Reception Room

Size: 139 sq m

Capacity: 150 Theatre
130 Reception



Overlooking Albert Square, the Reception Room is oak panelled with an embroidered mantel over an alabaster fireplace, bearing the figures of Truth and Justice.

Lord Mayor's Parlour

Size: 150 sq m

Capacity: 150 Theatre
120 Reception



The plush Lord Mayor's Parlour, with its carved stone overmantel and stained glass, is also on the Albert Square frontage and contains a number of portraits and paintings.

Conference Hall

Size: 158 sq m

Capacity: 150 Theatre
120 Reception



The Conference Hall, complete with its own gallery, was the original Council Chamber until a larger Chamber was built in the Town Hall Extension.

Tower Room (Town Hall)

Size: 96 sq m

The Tower Room is located on Level 2 in the Town Hall, opposite The Great Hall. The Reception Room and Lord Mayor's Parlour can be accessed from the Tower Room.

•State Rooms (Town Hall Extension)

Council Chamber

Capacity: 170



The Council Chamber, with a larger public gallery and Portland stone walls, is ideal for filming with its authentic setting and has also been used for Public Inquiries.

Council Ante Chamber

Size: 133 sq m

Capacity: 100 Theatre
110 Reception

The Council Chamber is accessed from the Council Ante Chamber, Town Hall Extension. The Ante Chamber has stained glass windows and original lighting dating from 1935.

On the walls can be found the names of Honorary Freemen of the City of Manchester such as Matthew Busby CBE, Sir Alex Ferguson CBE and Sir Bernard Lovell, Professor of Radio Astronomy.

Honouring of Regiments are also evident in this room, for example, The Manchester Regiment, The King's Regiment and Her Majesty's Ship Manchester.

•Non-State Rooms

Committee rooms are ideal for use as dressing/green rooms or storage of equipment.

Committee Room 1 (Town Hall)

Size: 62 sq m

Capacity: 35



Committee Room 2 (Town Hall)

Size: 79 sq m

Capacity: 25

Committee Room 3 (Town Hall)

Size: 64 sq m

Capacity: 25

Committee Room 4 (Town Hall)

Size: 65 sq m

Capacity: 25

Committee Room 5 (Town Hall Extension)

Size: 99 sq m

Capacity: 20



Committee Room 6 (Town Hall Extension)

Size: 45 sq m

Capacity: 18

Committee Room 7 (Town Hall Extension)

Size: 40 sq m

Capacity: 12

Committee Room 8 (Town Hall Extension)

Size: 45 sq m

Capacity: 10

Committee Room 9 (Town Hall Extension)

Size: 83 sq m

Capacity: 20

Committee Room 10 (Town Hall Extension)

Size: 83 sq m

Capacity: 10

The Town Hall complex contains almost 1,000 rooms. A number of offices can also be made available for filming.

Room 301 (Town Hall)

Size: 84 sq m
Capacity: 30

Smoke Room (Town Hall)

Size: 81 sq m
Capacity: 25

Room 301 and the Smoke Room, situated on Level 3 of the Town Hall, formed part of the Lord Mayor's apartments and can be approached from a separate staircase. The Smoke Room was originally the Lord Mayor's dining room and Room 301 the original Smoke Room. Some original features, such as furniture, wallpaper and semi-circular arch, are still present in both rooms.

•Other Facilities



Albert Square

A popular, large cobbled square directly in front of the Town Hall, comprising fountain, statues and seating areas.



The Square can support several cherry pickers and generators if required.

Courtyard



The unique cobbled courtyard, which is accessed from Lloyd Street, is ideal for use as a Victorian setting, and amongst many other previous settings, has been used to depict market stalls and street scenes, complete with horses!



The courtyard can also be used as a Back of House area for Victorian residences.

Police Cells

Three original Police cells, located off the courtyard area.

Corridors



Many of the corridors in the Town Hall complex can be used for filming, with prior permission, although there are a few exceptions where restrictions will apply.

Corridors in the Town Hall are very effective as doubles for Westminster's 'corridors of power'.



Clock Tower

The spiral staircase in the clock tower leads to breathtaking views across the City - not to be missed! So, if you'd like a challenge, why not give it a try.



Bell Room

The clock tower contains 24 bells and the actual clock has three faces and a mechanism that has been in operation since 1879.

Library Walk



Library Walk, a curved walkway linking Mount Street with St Peter's Square, is situated between the Town Hall Extension and Central Library

Services

Technical Support

All recces must be arranged in advance via North West Vision, Manchester Film Office. See 'How do I make a booking?'

Catering

We are able to offer a wide range of catering to meet your every need, from catering for cast and crew to a formal reception. Menus and further details available on request.

Porters

Additional portering services can be provided.

PROCEDURES

How do I make a booking?

All enquiries relating to filming in the Town Hall complex must go through the North West Vision, Manchester Film Office. The Film Office will then act as a liaison between the production company and the Town Hall. Please contact:

North West Vision

Tel: 0161 835 6266

Fax: 0161 835 6267

E-mail: andys@northwestvision.co.uk

Recces - Building Services staff will accompany production groups on recces. This will be by prior arrangement only.

Note: All bookings are subject to approval by Manchester City Council.
In your planning, please allow time for this approval process.

All bookings relating to news items must be carried out through Manchester City Council's Press Office, telephone 0161 234 3275.

Filming Agreement

All bookings for filming are subject to full agreement to the terms and conditions of the Filming Agreement, which you will be supplied with at your initial meeting. You will also need to provide Health and Safety risk assessments and public liability of £5M minimum, any one event.

Commercial, still and moving photography may only be carried out with prior agreement.

RESTRICTIONS

You should be aware of the following restrictions:

·Parking

There is limited parking available at the Town Hall site and any parking requires prior approval. Parking facilities are, however, available on immediate streets.

Lloyd Street

Lloyd Street, situated between the Town Hall and Town Hall Extension, is a private thoroughfare and parking is not permitted. However, essential technical vehicles eg nifty lifts, cherry pickers, may be considered, with prior approval.

Unloading materials is permitted provided there is room on the loading bay, situated at the St Peter's Square end of the buildings. Pre-booking is recommended.

Entry to Lloyd Street is via a staffed barrier.

The emergency services require free passage along the length of the street, therefore, please ensure that parked vehicles do not cause an obstruction.

·Access

Manchester Town Hall and Town Hall Extension are 'working' buildings and access to some areas may be restricted.

It should also be noted that throughout the year key events take place on 'fixed' dates. A list of key events is available on request.

CHARGES

Standard Charges

The following charges are applicable from 1 April 2003, but reviewed annually.

- (i) Charged at standard rate for a 12 hour day.

Great Hall	£800
Banqueting Room	£400
Reception Room	£400
Lord Mayor's Parlour	£400
Conference Hall	£400
Conference Hall Ante Room	£100
Sculpture Hall	£400
Committee Rooms 1-4	£275

- (ii) £100 per hour, if in excess of agreed booking period of 12 hours.

- (iii) Dressing days – same rates as (i) and (ii) above.

Corridor Hire: £750 per 12 hours outside Committee Rooms 1, 2, and 3 (Town Hall).

This corridor requires all 3 Committee Rooms to be booked. £100 per hour if in excess of agreed booking period of 12 hours.

Although the use of other corridors in the Town Hall may not be subject to the above conditions with regard to booking certain rooms, a charge of £200 per 12 hours will be made for their use. £100 per hour if in excess of agreed booking period of 12 hours.

£200 per 12 hours (Town Hall Extension).

£100 per hour if in excess of agreed booking period of 12 hours.

Note: Use of certain corridors in the Town Hall and Town Hall Extension, are subject to booking of relevant State rooms.

Office Hire: £100 per office per 12 hours.

Office hire will be subject to availability and prior agreement.

Courtyard: £500 per 12 hours for full use.

£100 per hour if in excess of agreed booking period of 12 hours.

£150 per 12 hours for technical use only.

Portering (doors): £10 per hour

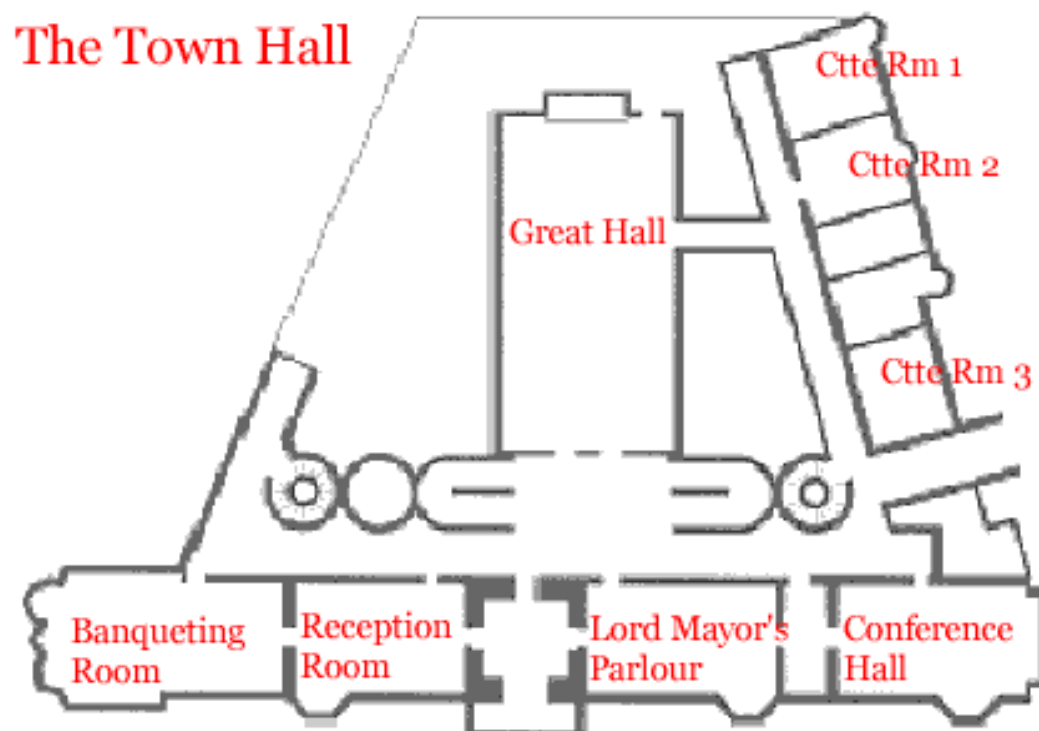
Meetings with Building Services Officers as listed below, will be included in the hire of rooms except where time is in excess of 13 hours, when the charge will be £16 per hour.

(i)	Initial recce with film crew.	(2 hours)
(ii)	Second recce.	(2 hours)
(iii)	Final recce.	(1 hour)
(iv)	Technical recce.	(8 hours)
	(2 members of staff @ 4 hours each)	
	Total	<u>13 Hours</u>

For additional charges, please see Technical Specifications document.

All charges are subject to VAT at 17.5%.

LAYOUT OF ROOMS



GETTING TO MANCHESTER TOWN HALL

