

# The Green Man Gallery

## Venue Information 2022 – Ground Floor Gallery

The Green Man is an independent gallery and arts centre housed in a large Victorian building behind Buxton Museum, easy to find thanks to its central location. It is managed and run on a voluntary basis by local artists and community volunteers and is popular with locals and visitors alike. There is limited off-road parking space behind the gallery and pay and display car parks and roadside parking nearby.

The gallery is a well-managed venue which gives a friendly welcome and excellent support to visiting performers and companies.

### Performances in the ground floor gallery

The ground floor of The Green Man was originally a ballroom. It has superb, large room acoustics in the context of an intimate and friendly small venue. Used as a venue throughout the year, the gallery is popular with touring musicians and regularly hosts small-scale theatre and spoken word performances. The acoustics are particularly good for folk, acoustic, jazz and classical music and there is a baby grand piano which can be used for a small extra fee.

**Stage:** There is a small corner stage with a curved front edge. There are no wings and no backstage area although access can be created through a small store room behind the stage.



**Seating:** Approximately a quarter of the ballroom is transformed into a venue for evening performances with either chairs in rows (maximum 60) or café table seating (maximum 45). The rest of the room is taken up by fixed display screens exhibiting art work. (Floor plan on page 4.)

**Availability:** The ground floor is only available for performances outside gallery opening hours. We close at 4.30pm for most of the year and at 5.30pm in July and August. For two and a half weeks in July, the space is used exclusively for Buxton Festival Fringe performances.

The whole of the ground floor (but not the stage) is accessible to wheelchairs.

**Hire:** £50 inclusive fee for the evening with access from closing time until 10.30pm at the latest. Discounts can sometimes be given for block bookings of several performances of the same show.

### Technical information and other facilities

Please note this is a multi-purpose space, not a theatre, so there is no integrated sound system or lighting rig and no blackout (only an issue in the summer!) Performers are welcome to bring their own sound and lighting equipment which must be PAT tested if more than 12 months old. All lighting must be free-standing. Please discuss at the time of booking.

There is a large upstairs room which performers can use as a dressing room/Green Room. (One flight of stairs.)

## Event Management: What will the Green Man Gallery do for you?

We will:

- Manage all of your ticket sales. Tickets are sold over the counter, by phone and online via WeGotTickets (10% booking fee charged to purchasers). Card payments are taken over the phone on 01298 937375 (no booking fee).
- Ensure that you have access to the gallery at the time(s) arranged.
- Ensure that the space you have hired is ready for you to use with chairs set out as agreed.
- Provide at least two members of staff to manage Front of House and refreshments.
- Serve refreshments in return for donations from doors opening to the start of the show and in the interval (if any).
  
- Publicise your activity or event in the following ways:
  - By displaying posters inside and outside the gallery
  - On our website [www.thegreenmangallery.com](http://www.thegreenmangallery.com)
  - In regular email bulletins to our mailing list (currently 1,500+)
  - In the 'What's On' leaflet available in the gallery
  - At gallery events
  - On our Facebook page and other appropriate FB pages and groups e.g. What's on in the High Peak, What's On in Buxton, Explore Buxton
  - On listings websites e.g. Visit Peak District, Explore Buxton
  - In Pure Peak magazine if we have sufficient notice to meet their copy deadlines
  - By creating a poster\* if requested

\*Posters can be designed by the Green Man Gallery. You will need to provide an image as a jpeg and clear, concise information about the event. (See booking form for more details and where to send your image.)

OR

\*You can design your own poster. We will send you our logo and additional details which must be used on the poster. **NB Touring artists: We're happy for you to send us your generic poster with space left for us to add the date and details for our venue. Please discuss at the time of booking.**

In both instances we will print copies for the gallery itself and will email you the finished poster for you to print and distribute.

**It is very important for you to publicise your event as widely as possible and to allow sufficient lead-in time to do this. (We suggest a minimum of 6 weeks although longer would be preferable.) The gallery is run by volunteers and does not have a large marketing budget.**

We look forward to welcoming you to The Green Man Gallery and to hosting your event.

For all enquiries about bringing a show to The Green Man, email the Events Manager, Caroline Small [hello@thegreenmangallery.com](mailto:hello@thegreenmangallery.com)

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**PTO for floor plan**

# The Green Man Gallery Ballroom (ground floor)

Not to scale

