

VICTORIE

2024

VICTORIE





We are very excited to have you perform at Podium Victorie and we make it our priority to ensure your time with us is comfortable and enjoyable, from start to finish.

Below, you'll find all the essential information for the day. If you have any questions or special requests, feel free to reach out. We are more than happy to go the extra mile to make your evening a memorable one.

# WELCOME!

# PRODUCTION PROCES

2024

## Standard timetable

### Main hall

15:30 get-in/load-in  
 15:30 - 17:30 setup & soundcheck  
 17:30 - 18:30 setup & soundcheck support  
 18:30 dinner all  
 19:15 doors  
 20:00 - 20:30 support  
 20:30 - 21:00 change-over  
 21:00 - 22:30 showtime  
 22:30 load-out  
 23:30 dressing room curfew

### Small hall

16:00 get-in/load-in  
 16:00 - 17:30 setup & soundcheck  
 17:30 - 18:30 setup & soundcheck support  
 18:30 dinner all  
 19:30 doors  
 20:00 - 20:30 support  
 20:30 - 21:00 change-over  
 21:00 - 22:30 showtime  
 22:30 load-out  
 23:30 dressing room curfew

If a show does not have a support, the get-in time will be one hour later than usual. If you need to arrange a get-in time earlier than the scheduled times, we can accommodate this for an additional charge of €150,- excluding VAT per hour. This fee covers the extra costs for personnel.

## Arrival

The address for navigation is Pettemerstraat 5, 1823 CW Alkmaar. The entrance of the loading dock is located on the right side at the front of the building. Right next to it is the parking strip.

At the end of the parking strip, you'll see a door labelled 'Artists.' Please ring the bell, and the artist handler will come out to welcome you.

## Load-in

Load-in will take place either at our loading dock or, in some cases, at the side of the building. Upon arrival, the artist handler will direct you to the appropriate parking area.

From our loading dock leveler, load-in is a short, flat push onto the stage. Smallest doorway to main hall: 2,29m high and 2,17m wide. Smallest doorway to small hall: 2,10m high and 1,56m wide.

For rooftop shows, you can access the elevator from the loading dock. The elevator dimensions are 1.20m wide, 2.20m long, and 2.00m high, with a maximum weight capacity of 1000 kg.

## Parking & nightliners

Our loading dock is located inside our venue and can accommodate a full-size truck plus trailer (17,5m long, 4,10m high, 3,5m wide). The entrance is at street level on the front side of the building.

Overnight parking in the loading dock or on the parking strip is only allowed with prior approval. Please note that this area is used for all our halls, so we kindly ask you to follow the artist handler's parking plan.

We will do our best to arrange parking for you in our loading dock, but it might be necessary to park on the parking strip next to the venue or to use the paid parking behind the building (max € 4,-/day).

For nightliners, we have 32A shore power and a water hook-up available on the parking strip. If you plan to arrive overnight, please inform our production team in advance.

Nightliners are expected to depart once the local crew has completed their work. Please coordinate bus call times with the production contact.







## Security

Based on the type of show, we will provide a front-of-house engineer, a lighting engineer, and a monitor engineer. Since load-in at our venue is relatively easy, we do not provide stagehands. If possible, our local crew will assist with load-in and load-out. If additional stagehands are required, they can be hired at the artist's expense at a rate of €30,- per person per hour (excluding VAT).

## Stage diving

To ensure the safety of the audience, stage diving is not allowed.

## Local crew

Based on the type of show, we will provide a front-of-house engineer, a lighting engineer, and a monitor engineer. Since load-in at our venue is relatively easy, we do not provide stagehands. If possible, our local crew will assist with load-in and load-out. If additional stagehands are required, they can be hired at the artist's expense at a rate of €30,- per person per hour (excluding VAT).

## Capacity

Capacities may vary slightly depending on various factors, but generally, the following numbers apply for concerts.

### Main hall

900 (standing)  
640 (without balcony)

### Small hall

225 (standing)

## Barriers

We do not use barriers in our main hall because our stage is relatively high (1.20m). If you choose to use barriers, please note that they will reduce the capacity of the main hall by 70 tickets. To request barriers for your show, please do so well in advance. The rental cost for barriers is €450,- excluding VAT.

For front-of-house (FOH), we use black bike racks. If you require barriers around the FOH area, there will be an additional charge of €400,- excluding VAT.

It is not possible to use barriers in our small hall.

## Resident dj's / playlist

Before and after each concert, one of our resident DJs will play music that matches the atmosphere. If you would like to play your own music instead, please inform us in advance, and we will arrange the details. If you have a specific playlist, send us a Spotify link well before the event so we can add it to our Soundtrack system. Note that playing directly from Spotify is not permitted due to Dutch law.

## Invoice details

Stichting Podium Victorie  
Petteimerstraat 5, 1823 CW, Alkmaar

### IBAN

NL 53 RABO 0121 8590 37

### CoC

37143113

### VAT NO.

NL 8197.05.731.B.01

### Phone

+31 72 303 37 00

### E-mail

facturen@podiumvictorie.nl

## Local crew

Based on the type of show, we will provide a front-of-house engineer, a lighting engineer, and a monitor engineer. Since load-in at our venue is relatively easy, we do not provide stagehands. If possible, our local crew will assist with load-in and load-out. If additional stagehands are required, they can be hired at the artist's expense at a rate of €30,- per person per hour (excluding VAT).

## Stage diving

To ensure the safety of the audience, stage diving is not allowed.

## Contact details

Petteimerstraat 5, 1823 CW, Alkmaar

### Phone

+31 72 303 37 00

### E-mail

info@podiumvictorie.nl

### Website

www.podiumvictorie.nl

You can contact the artist handler one hour before load-in on the day of the show at:  
+31 6 464 21 055.

# TECHNICAL INFO

## Special FX

The use of confetti, sparklers, snow, bubble blowers, or similar products that could damage our light or sound systems is strictly prohibited. If such items are used without our permission, any damage, including cleaning fees for affected equipment, will be charged to the artist.

For the use of pyrotechnics, a Dutch license is required, along with a Dutch-speaking special effects technician and prior approval from our production department. An additional fire watch, at the artist's expense, must be arranged for both soundcheck and the show. We can arrange this with at least 4 weeks' notice. Additionally, you must provide an emergency stop on stage with a dedicated technician to operate it during both soundcheck and the show, at artist's expense. This technician can be the pyrotechnician if your LD is handling the pyrotechnics. Open fire or flames, such as candles, are not permitted in our building.

Use of CO2 is only allowed with a Dutch licence, a Dutch speaking special FX technician and approval from our production department in advance. You will also need to supply an emergency stop on stage with a dedicated technician to operate it during the soundcheck and show at artist costs.

The use of laser lights is strictly prohibited without prior consent, as our video projectors and lenses need to be protected. If you plan to use laser equipment, safety zones must be mapped out and monitored continuously during operation.

## Venue dj gear

Please check with the advancing contact regarding the availability of DJ equipment, as it is distributed across all halls.

### Vinyl players

4x Technics SL1200 MKII

### Media players

6x Pioneer CDJ3000  
4x Pioneer  
CDJ2000NXS2

### Mixers

1x Pioneer DJM900NXS2  
4x Pioneer  
1x Pioneer DJM-A9  
1x Pioneer DJM-S9  
1x A&H Xone 92

A dedicated operator, who cannot be assigned any other tasks, is required at the artist's expense.

The use of metallic streamers is only allowed with prior consent of our production department and will result in an additional hall cleaning fee of €400,- ex VAT at artist expense. Streamers may only be directed above the audience and not in to our trusses or fixtures. In the event that streamers get stuck in our fixtures an additional cleaning and reparation fee of € 150,- ex VAT per fixture will be charged.

All of the above only applies to the main hall, any and all special FX are prohibited in our small hall due to low clearance and distance to the audience.

All decorations must be pre-approved by our production team and should be treated to be fire-resistant or made from non-flammable materials. Our technicians will have the final decision on whether the decorations are safe to use.

The artist will be held responsible for any damage to our equipment or building resulting from non-compliance with these rules. Before taping anything to a wall, please check with the local crew to avoid potential damage to the paint.

## 2024

## Wireless equipment

We have a PSM1000 IEM system including 6 receivers/transmitters, antenna, and battery packs. We charge a fixed fee of € 50,- ex VAT per transmitter channel. Since mixing for in ears is a delicate job please request this at least 4 weeks in advance in case you're not bringing your own mixing engineer. We will make an effort to provide a skilled engineer when possible. Please note that we are not responsible for any hearing damage or loss caused by equipment malfunctions or our engineer's errors.

We also have 4 Shure U LX4D wireless microphones with SM58 heads available, subject to availability. Please request these at least 4 weeks in advance.

If you are using your own wireless equipment, please ensure that you scan and check frequencies to avoid interference with our equipment.

## Sound Limit

According to Dutch regulations sound levels are restricted to 103 dB(A) Leq / 15 minutes. Sound levels are continuously monitored and logged. Please respect these levels!

## Tech specs

You can find our technical specifications on the website: <https://www.podiumvictorie.nl/info/artist-information>.

We do not provide backline equipment, but we partner with several backline companies. If you need backline, please inform us at least 4 weeks in advance. If backline is not included in the agreement, it will be an artist expense.





# HOSPITALITY INFO



## Merchandise

We do not charge a commission or merchandise fee. Each hall has a dedicated merchandise area, and we can provide rolling grids if needed.

We recommend bringing your own card machine, as we are a cashless venue and most people do not carry cash. If you need a merchandise seller, we can advise. The fee for this service is €150.00, payable in cash directly to the seller or assistant on the day of the show. Please inform us at least 4 weeks in advance.

## Dressing rooms

We have four dressing rooms available on the second floor, serving both stages. You will access your dressing room through a shared living room area that may be used by other artists performing in the other hall. Three of the dressing rooms come with their own toilet and shower. Towels will be provided in your dressing room.

Additionally, there is a separate production office with a printer and wired high-speed internet available for use.

## Dinner

Unless discussed otherwise during advancing, we will provide in-house dinner for you. Please notify us if you have any additional dietary wishes or restrictions, so we can take this into account.

## Laundry

We offer a laundry room equipped with a washing machine and dryer for your use, free of charge. Please inform us in advance if you would like to use the laundry facilities so we can ensure they are available for you.

## Wifi

Network: Artist  
Password: U22p@cb52  
Or scan the QR-code in the backstage area

## Smoking

Smoking inside public buildings in The Netherlands is strictly prohibited by law. Please don't smoke in your dressing room, but go outside if you want to smoke. We have a covered balcony you can use.

## Zero tolerance harassment policy

We are dedicated to fostering an inclusive and unique pop culture for everyone. To support this, we are committed to maintaining a safe environment for staff, artists, and the audience. We do not tolerate any form of bullying, harassment, discrimination, sexism, or hate crimes.

## Accommodation

We offer special artist rates at several nearby hotels. Please consult the advancing contact for more details. Additionally, we can arrange local ground transportation to and from the airport or other locations. If this service is not included in your deal, please ask the advancing representative for a quote.

## Cashless Venue

We are a cashless venue and do not accept or disburse cash for any transactions, including artist fees, buy-outs, or per diems. All payments will be made via bank transfer. If you require cash for any specific reason, please inform us at least 4 weeks in advance so we can make arrangements.

## Backstage access

Only the band and their crew will have 'All Access' status. We use wristbands for access, so please ensure that everyone in the band and crew has their wristband. Without a wristband, access will not be granted.

In case of a minor, whether artist or guest, we expect them to be accompanied by an adult. As the backstage is a shared area, we do not allow after parties. Please respect our backstage curfew and the directions of our artist handler. covered balcony you can use.

## Guests

We prefer to send tickets to your guests before the show. Please provide the names and email addresses of your guests to the production contact at least 72 hours in advance. Alternatively, you can give the names to the artist handler on the day of the show. Note that the guest list closes 30 minutes before the show begins.

# WORLD