

**The Spring Arts & Heritage Centre**

# **Technical Specification for our Theatre and Conditions of Use**



## Introduction

### Purpose of this pack

1. This information pack is designed to help you, and us, to plan and run successful productions, here at The Spring. It contains information on lighting, sound and health and safety issues. Please read it and then ensure that you fill in the short questionnaire enclosed and return it to us no later than two weeks prior to the performance. We hope that you find the pack useful. Staff, here at The Spring, will work hard to ensure the smooth running and support of your production.

### Main contact

2. Our Technical Manager is Ian McNally. He can be reached on 02392 249066. You could also try our Box Office on 02392 472700

### How to find us

3. **Our address is:**

The Spring Arts and Heritage Centre  
56, East Street  
Havant  
PO7 1BS

4. **From London** (distance 73 miles). Take the A3 from London; travel south; the A27 joins the A3; go east; ignore the first Havant turning; turn off at the next exit for Emsworth; go down the slip road and turn left; carry straight on at the traffic lights and over the humpback bridge; the Arts & Heritage Centre is on the left just after the bridge.
5. **From Southampton** (distance 23 Miles). Travel east along the M27 and onto the A27; the A27 joins the A3; go east; ignore the first Havant turning; turn off at the next exit for Emsworth; go down the slip road and turn left; carry straight on at the traffic lights and over the humpback bridge; the Arts Centre is on the left just after the bridge.
6. **From Brighton** (distance 42 Miles). Join the A27 heading west; take the Havant/Emsworth exit; go down the slip road and take the fourth exit under the fly over; take the Havant exit; carry straight on at the traffic lights and over the humpback bridge; the Arts Centre is on the left just after the bridge.

## Lighting

### Pre-Rig

7. Where possible, a Pre-rig will be provided for you- please speak to the Technical Manager in advance to discuss your lighting plan and requirements if necessary.

### Gel

8. We have a very limited supply of gels. It is strongly recommended, therefore, that you provide your own gel.

### Lighting and Control

9. We have the following controls :-
  - Lighting Desk - Zero 88 Frog
  - Dimmers - 4 x Zero 88 Betapacks III  
(6 channels; 10 amps per channel, 5 amps per socket)

### Power

10. **The theatre is fed on a single phase 63 amp supply. Care must be taken not to overload the system!**

### Lanterns

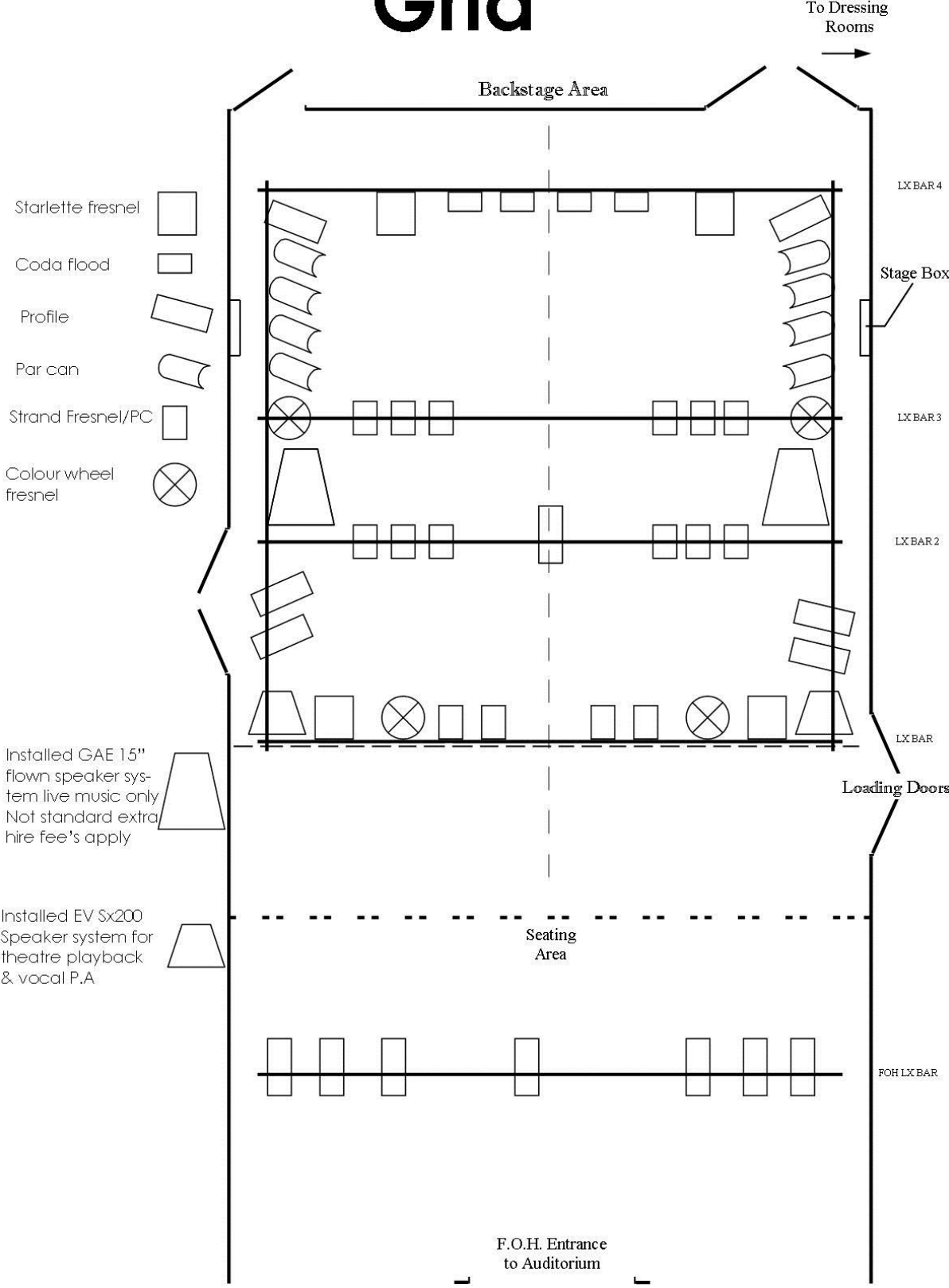
11. The following lanterns are available :-

Fresnels	16 x CCT Minuette 500W 10 x Strand Quartet F 650W 4 x CCT Starlette 1000W
P.C.	2 x CCT Minuette 650W 4 x Strand Quartet PC 650W
Profiles	4 x CCT Minuette Narrow 500W 6 x CCT Minuette Wide 500W 2 x CCT Silhouette 1000W 6 x Strand Quartet 22/40 650W
Floods	4 x Coda 500W
Parcans	6 x ETC source 4s HP 575W
Strobe	1 x Pulsar Jumbo

Our grid (with an example rig)

# Grid

Scale = 1 : 50 @ A4 size



## Light Patching and Connections

12. The lighting grid consists of seven internally wired bars each with ten sockets rated 15A. In addition, there are two stage boxes at low level stage left and right. Each one houses six 15A sockets. The 15A sockets in the theatre are patched to the o /p of the dimmer channels via 15A plugs inside the control room. The stage right box also has a DMX I/p and a remote masters I /p. The stage box in the backstage area also houses a remote masters I /p.

## Sound

13. Our basic (not live music) sound equipment is as follows :-

- **Control** - Mackie CFX 16 Desk (16 channels; 2 stereo line; 2 auxiliary sends; 3-band equalisation and phantom power)
- **Amplification** - Yamaha H3000 Stereo Amplifier, 350W per channel
- **Speakers** - 2 x Electro-Voice Sx200 300W (flown) and 1 x Electro-Voice Xp200A system controller
- **Playback** - 1 x Denon CD player and 1 x Sony MDS-E11 Mini Disc

Please contact the Technical Manager for more information on our 'live sound rig' which differs from this to ensure that we can provide you with the highest quality live sound that we are able to.

## Sound Patching and connections

14. There are twelve tie lines (female XLR with paralleled balanced jacks) in the stage boxes left and right and two additional tie lines (male XLR) in the backstage box. All tie lines run directly to the patch bay in the control room. There are six speaker sockets in the theatre. Four are situated downstage left and right and upstage left and right at about 4.1m high. Two more are fitted in the stage boxes left and right. All speaker sockets are tied directly to the control room.

## The Stage

### Description

15. The stage is a black box with end-on seating raked from performance area level, black drapes surrounding the performance area, and get-in direct from side of stage via a slightly ramped loading bay.

16. The stage dimensions are :-

- Depth: 6.5m (to setting line) / 8.5m (to front of raked seating)
- Width: 6.7m
- Height: 4.1m to Lx grid

17. The theatre dimensions to our retractable film screen are :-

- Rear wall to screen face 3.55mtrs
- Setting line to screen face 3.20mtrs
- Stage right wall to screen 1.52mtrs
- Stage left wall to screen 1.40mtrs
- Floor to bottom of screen 1.00mtrs

18. The Lx Bar positions and distances are as follows :-

- FOH bar 3.4mtrs from setting line
- Lx bar 1 6.5mtrs from rear wall (setting line)
- Lx bar 2 4.6mtrs from rear wall
- Lx bar 3 3.2mtrs from rear wall
- Lx bar 4 0.7mtrs from rear wall

19. Stage Equipment includes :-

- 15 x Stage weights
- 6 x stage braces
- Assorted Scaffolding Materials

### **Additional Equipment**

20. Additional sound, lighting and stage equipment may be hired for the performance by special arrangement subject to availability. Please contact our Technical Manager with any queries. If you are supplying your own additional sound & lighting equipment please state what you are bringing in the production questionnaire (see below).

### **Backstage**

21. Two dressing rooms are available, each with a capacity of 8 people. The main dressing room is equipped with an iron and ironing board and has a toilet and separate shower. The stage, dressing room, shower and toilet facilities are fully accessible.

### **Conditions of Use**

22. It is essential that we receive your **full production risk assessment a minimum of two weeks before the performance**. This gives us time to ensure that all is well, or to contact you to check, and amend, details.

## Risk Assessment

23. The primary risk assessment of theatre scenery should take place whilst planning the production. The risk assessment should be updated as necessary throughout the life of the production. This is particularly important as the show evolves during rehearsals. The need for the risk assessment still applies even if the scenery is hired or some aspects of the production are sub-contracted
24. The risk assessment should cover :-
- Building
  - Get-in & erection including Lx rigging & focus
  - Rehearsals
  - Performances
  - Dismantling
  - Disposal.
25. We don't want to burden performers or support crews with a lot of rules and regulations, but we *do* need to keep you, our audience and our staff safe !. We therefore ask that you :-
- Don't obscure fire exits and fire exit signs
  - Keep exits, gangways and corridors clear and don't reduce their height or width
  - Lay cables so as not to constitute a hazard to the public or performers
  - Keep doorways clear to a minimum of 1.4mtrs
  - Not alter the fixtures, fittings or fabric of The Spring without permission.
  - Not Smoke anywhere in The Spring
  - Not use naked flame or pyrotechnics in any areas
  - List, and get approval from the technical manager for the use of special effects, smoke/haze, sharp implements, guns (and replicas), strobe lighting, loud bangs and anything that could affect the safety of the performers or the audience
  - Make sure that all costumes, scenery, properties, furniture and other equipment used for a production be constructed in an approved manner, and of suitable materials - **fireproofing is essential.**
  - Make sure that all electrical equipment used during a performance conforms to the definition of electrical safety set out in the Safety at Work Act and has been tested
  - After a show, or run, please clear the theatre, backstage and control box of rubbish !
  - Not try to get in to the roof void as this is strictly prohibited
  - Not use power saws and power sanders in building, due to dust contamination and increased fire risk.

26. Our Technical Manager is responsible for working with you to make sure we keep safe. The Spring's Duty Manager will also be on hand to help make sure that all performances, and performers, stay within these guidelines. They will discuss with you any problems that arise **but they are empowered, if required, to ask that remedial action be taken before a show can commence.**

## Production Questionnaire

### 1. Title and Contacts

Company name
Name of Production
Name and contact details of Technical Director
Name and contact details of Technicians

### 2. Dates and Timings

<b>Get-in:</b>
Dates
Times
Duration

<b>Get-out:</b>
Dates
Times
Duration

<b>Dates of performances</b>
Times of performances
Time of interval and duration

### 3. Details

What is your policy on latecomers?
Who will be responsible for first aid?
If the performance involves any of the following please tick them and include them in your risk assessment :-
Supply & use of additional sound / lighting equipment & quantity



Raised platforms/stage blocks
Suspended scenery (inc weight)/props
Stroboscopic effects
Smoke/Haze/Fog generator
Loud bangs
Stage fighting
Sharp implements
Replica firearms & weapons
Do you agree to the conditions of use?
<b>Please sign and date here</b>