



# HARLOW PLAYHOUSE

CREATE • ENJOY • FOR ALL

## TECHNICAL SPECIFICATIONS – THEATRE 2 – 2018v2

Harlow Playhouse does not guarantee that all or any of these facilities or equipment will be available or suitable for the purposes of the visiting company. A visiting company should in all cases check with Harlow Playhouse Technical Manager to ensure this information is up to date and correct. At certain times some equipment detailed in this document may be temporarily unavailable.

All current plans and technical specifications for the theatre available to download from our website at <http://www.harlowplayhouse.co.uk/about/venues>

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## 1. CONTACTS

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## 2. ADVANCE INFORMATION FROM INCOMING PRODUCTIONS

Harlow Playhouse requires the following information in advance from any visiting production:

- Technical specifications, including plans for any set or other construction
- Type of loading vehicle. Articulated Lorries require specific action prior to arrival. Failure to notify the Technical Manager may result in an inability to load in.
- Risk assessments for any special effects in the show (or your risk management procedures)
- Get in times, detailed production or technical schedules
- Staffing levels required from the house
- Lighting plan, including setting line and measurements

## 3. AUDITORIUM/CAPACITY

Maximum capacity Seated Formation 1	<b>120</b>	Standard format. Inclusive of House and company seats, and space for disabled patrons
Maximum capacity Seated Formation 2	<b>130</b>	Extra deep centre block. Inclusive of House and company seats, and space for disabled patrons
Maximum capacity Seated Formation 3	<b>88</b>	Elevated seating only. No seats on stage level. Lowest row at +200mm highest at +800mm.
Maximum capacity Standing	<b>160</b>	Elevated centre block of 24 Seats. 1 row at +200mm and 1 row at +400mm from stage/floor height. Allows space for central mix position not in control room.

Diagrams can be found in Appendix B.

## 4. WORKING PRACTICES AND SAFETY

### Onstage Briefing and Set Induction

Any show containing elements of construction should include a preliminary briefing at the start of the load-in for all venue and visiting staff. This practice is in accordance with CDM 2015 Regulations and should be scheduled by the visiting company. Furthermore, any set which poses difficulties for backstage access and safe movement in show conditions will require a set induction or briefing session for the show crew prior to its first use.

### Length of shift / breaks

Please note that in accordance with Working Time Regulations 1998, a 12 hour break between calls must be scheduled, this allows for 30 minutes set up and shut down time at either end of a shift for venue staff.

Split shifts can be scheduled to accommodate longer hours for the production onstage, but the 12 hour break should not be infringed for any individual member of staff. Suitable meal breaks must also be scheduled, for the safe working and the welfare of all staff the maximum shift worked without a break is 5.5 hours. This will also include get-outs. If in doubt as regards any aspect of the working schedule or to discuss suitable breaks when scheduling, please contact the Technical Manager. All schedules must be agreed in advance.

### Noise levels

Please note that in accordance with the Noise at Work Regulations 1989, the Control of Noise at Work Regulations 2005, and for the benefit and care of all staff and members of the public, Harlow Playhouse reserves the right to monitor and if necessary limit the sound levels for any given performance.

### Loading and Unloading Guidelines

Harlow Playhouse Code of Practice for loading and unloading is included in this document (Appendix A). It is the responsibility of the visiting company to ensure that all staff are made aware of this Code of Practice and that all relevant activities are carried out in accordance with the Code.

### Personal Protective Equipment

Harlow Playhouse does not provide PPE for visiting companies. Any work carried out by a member of visiting company is at their own risk.

### Touring Electrical and Lifting Equipment and Scenic Items

Visiting Companies must ensure that all touring portable electrical equipment is tested (P.A.T) and safe for use, including equipment provided by third parties on behalf of the visiting company. Lifting equipment should be tested and safe for use under Lifting Operations Lifting Equipment Regulations 1998 (LOLER) prior to use. Scenic items and properties should be suitably constructed and appropriate fire proofing measures taken to the satisfaction of the Technical Manager.

### Emergency Evacuation

Visiting companies are advised to familiarise themselves with fire exits and procedures upon arrival. The assembly point is in the Yard to the rear of the Playhouse.

## 5. UNLOADING AND PARKING

### Theatre 2 Loading Access

For vehicles other than articulated trucks, loading must take place from the front of the theatre through the Front of House area up to the 2<sup>nd</sup> Floor where Theatre 2 is located. Access is only granted whilst the get-in is taking place, with a maximum vehicle weight of 3.5t permitted. Vehicles are left at the front of the building at owners' risk during the get in and should be moved to the yard upon completion. Further information can be found in the 'Parking' section.

### Theatre 2

The staircase from Box Office to the Mezzanine is 5 flights over 3 levels with a width of 1.49m. This path is broken up by corners and flat areas.

There is also a small service lift (dimensions; W 0.88m, D 1.40m, H 1.95m) which has a SWL of 544 Kg. This runs from the Ground to 2<sup>nd</sup> floor.

### Rik Mayall Door Loading

At the side of the venue there is a large dock door suitable for the loading of articulated trucks. This door gives direct loading onto the Theatre 1 stage through the Stage Left wing. After unloading, vehicles must reverse clear of the Fire Exits prior to the house opening. Access to Theatre 2 from this area is through the Theatre 1 auditorium and standard pedestrian double doors.

Ramp SWL – 150kg per square meter or 1000kg uniformly distributed load

Loading via this route is extremely rare for Theatre 2 and MUST be agreed at contract stage.

### Parking

Parking at the theatre is limited. Theatre 2 has an allocation of space for 2 vehicles in the yard at the rear of the Theatre. A permit is available for a maximum of 2 vehicles that are too large to gain entrance to the yard. At all times parking is at the discretion of the Duty Manager.

For any additional vehicles the Haydens Road multi-storey carpark is located in front of the Theatre next to the Harvey Centre.

## 6. STAGE

As standard Harlow Playhouse provide a black backdrop set, consisting of hard masking and a black back cloth. There is access to back of house via the upstage left and right exits. Theatre 2 does not have an Iron or Tabs.

### Dimensions

#### Seated Formation 1

Width	7.50m
Depth	6.87m

#### Seated Formation 2

Width	7.50m
Depth	6.00m

#### Seated Formation 3 & Standing

Width	8.70m
Depth	7.30m

Grid Bar Height	3.8m
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#### Non-Grid Bar Height

Stage Right	3.25m
Centre	3.35m
Stage Left	3.15m
Up/Backstage	3.15m

### Power

Type	Location
4 x 15a round pin	Patch bay in Dimmer room
1 x 63a 3Ø ceeform	Dimmer room
1 x 13a 3 pin	Wall DSL
1 x 13a 3 pin	Wall USR
1 x 16a 1Ø ceeform	Up/backstage right

## 7. DRESSING ROOMS & WARDROBE

All dressing rooms are shared between the Main and Studio Theatres. Each has show relay and calls units. Toilets are available on stage, 1<sup>st</sup> and 2<sup>nd</sup> floor levels, showers available on 1<sup>st</sup> and 2<sup>nd</sup> floor levels.

### Dressing Rooms

Location	Dressing Room Name	Capacity	Facilities
Theatre 2 Level	Berkoff	15	Sink, Power, Safe, Full Length Mirror
Theatre 2 Level	Olivier	4	Lit Mirrors, Sink, Wardrobe, Power, Safe, Full Length Mirror
Theatre 2 Level	Richardson	7	Lit Mirrors, Sink, Wardrobe, Power, Safe, Full Length Mirror

### Laundry facilities and wardrobe equipment

Number	Equipment	Location
2	Washing Machines	Substage laundry
1	Tumble Dryer	Substage laundry
1	Ironing Board	Substage laundry
1	Iron	Substage laundry
4	Costume rails	Main loading dock and various dressing rooms

## 8. LIGHTING

The use of Harlow Playhouse equipment is at the discretion of the Technical Manager and is subject to availability.

### Consoles and dimmers

- ETC Ion 1024 with 2 x touch screen monitors
- ETC 2x20 Universal Fader wing
- 48 x 2.5kw (15A) Light Processor Paradim dimmers

### Circuit distribution

15a round pin sockets

1 – 106	Central Grid
107 - 112	Non-Grid bar Stage Left
113 – 118	Non-Grid bar Centre
119 – 123	Non-Grid bar Stage Right
124 – 130	Non-Grid bar Up/backstage

19 pin socapex sockets

131 – 136	Grid USR corner
137 – 142	Grid DSR corner

Any combination of these can be hard patched into the 48 available dimmers.

### Generic Lanterns

30	x	Strand Quartet F 10/40 (650w)
6	x	Strand Quartet Zoom Profile 15/25 (650w)
6	x	Strand SL 15/32 Profile (650w)

Harlow Playhouse has a number of Birdies, Pinspots, UV cannons, UV tubes and general FX. Please contact the Technical Manager to enquire as to their availability.

### LED & Intelligent Lighting

8	x	Chauvet Colorado 1 Quad Tour RGBW LED Par
4	x	Showtec Expression 5000 37 x 3w Moving Beam



## 9. EFFECTS

ALL SPECIAL EFFECTS MUST BE REQUESTED AND APPROVED IN ADVANCE as they may require alterations to fire and smoke alarm systems and special local authority licensing approval. Risk Assessments must be provided by the visiting company and controllers operated by a competent person. Harlow Playhouse pyrotechnic equipment must be operated by a member of venue staff.

### Smoke and Haze

1	x	Antari Z Series Ice Low Fog Machine
1	x	Antari Z3000 Smoke Machine
1	x	Source Snowstream 1000
1	x	Le Maitre Mini Mist
2	x	Le Maitre MVS Hazer
1	x	Look Solutions Unique 2.1 Hazer
1	x	Le Maitre G300 Smoke & Haze Machine (not DMXable)
1	x	Chauvet RGB Geyser
1	x	HQ Power Bubble
1	x	Antari Bubble Machine
2	x	Varytec directional Fans

### Pyrotechnics

1	x	Le Maitre Pyroflash 6/24 Controller
1	x	Le Maitre Pro Stage TWO Way Controller
Various		Pyroflash pods
Various		Bulgin to Bulgin, and bulging to bare-end pyro cables

## 10. SOUND

### Consoles and Speaker Management

1	x	Yamaha QL1
1	x	Rio 16/08D
1	x	Ro8D (Speaker Distribution)

### Playback

1	x	Numark MP103 USB CD Player
1	x	Sony MDS-JE520 Minidisk Player
1	x	Mac Mini Running Qlab 3. (Patched via Dante Virtual Soundcard)

### Tie Lines

8	x	XLR send tie lines from USR to control box
3	x	Dante Redundancy Network distributed from QL1 via Cat5 points USL/USR & Centre seating block

### Front of House P.A

As standard the PA is fixed and cannot be moved. If specific speaker placement is required please seek advice from the Technical Manager.

1	x	DAD Touring 12A as main L
1	x	DAD Touring 12A as main C
1	x	DAD Touring 12A as main R
1	x	DAD Touring 208A As Seating bank L Fill
1	x	DAD Touring 208A As Seating bank C Fill
1	x	DAD Touring 208A As Seating bank R Fill
2	x	DAD Touring 18SA As Stereo Sub Mix
4	x	DAD Touring 12MA Monitors

### Microphones

2	x	Shure SM58
1	x	AKD D112
4	x	AKG C1000s
4	x	Sennheiser ew300 G2 Ch70 Receivers
2	x	Sennheiser ew300 G2 Beltpacks with Lapel or Headset radio mics
2	x	Sennheiser ew300 G2 Handhelds radio mics

Selection of mic stands: short and tall with boom arms and adjustable straight stands. Harlow Playhouse stocks minimal music stands, none of which have lights.

## 11. ACCESS EQUIPMENT

Harlow Playhouse uses a combination of a 10 rung BSEN131 compliant fiberglass ladder and a 5m narrow Mobile Access Tower for focusing lights and other access requirements. Under current HSE guidelines the Tower cannot be moved whilst personnel are on the platform at the top. A member of Harlow Playhouse staff must be present at all times the tower is used. Please bear this in mind when setting schedules and crewing levels. A form can be obtained from venue staff if a member of visiting company wishes to directly use the tower; this must be signed and countersigned on the day of use.

**Whilst working on the platform of the tower (or using ladders) you must:**

- Prior to use ensure that the correct form has been signed and the correct valid license has been checked by a member of Harlow Playhouse staff
- Ensure that EVERY tool is attached safely to your person.
- Ensure that the people at the bottom of the ladder/tower wear hard hats if the user has tools or is doing anything involving loose items ie; removing and replacing a gel frame.
- Ensure that you have a dedicated crew member working on the ground clearing any objects that may impede your progress across the stage and to assist when moving the tower/ladder.
- If working on a ladder you must always have at least one member of staff at the foot of the ladder.

## APPENDIX A: Harlow Playhouse Theatre Code of Practice for loading / unloading

### Staffing

- The visiting company must ensure that a competent person is appointed to supervise the unloading and loading of the truck(s) or wagon(s).
- ALL crew will be competent, well rested at the beginning of the shift, and sober.
- ALL crew will follow Harlow Playhouse requirements for Personal Protective Equipment and will wear suitable footwear throughout any loading or unloading.
- Sufficient breaks must be scheduled. Guidelines to breaks are detailed in the theatre's technical specifications. If in doubt please consult with Harlow Playhouse technical management.
- Sufficient crew must be provided or requested of Harlow Playhouse in advance. If loading/unloading is deemed unsafe as a result of insufficient crew, Harlow Playhouse reserves the right to delay any unsafe activity until such time as additional crew can be deployed.

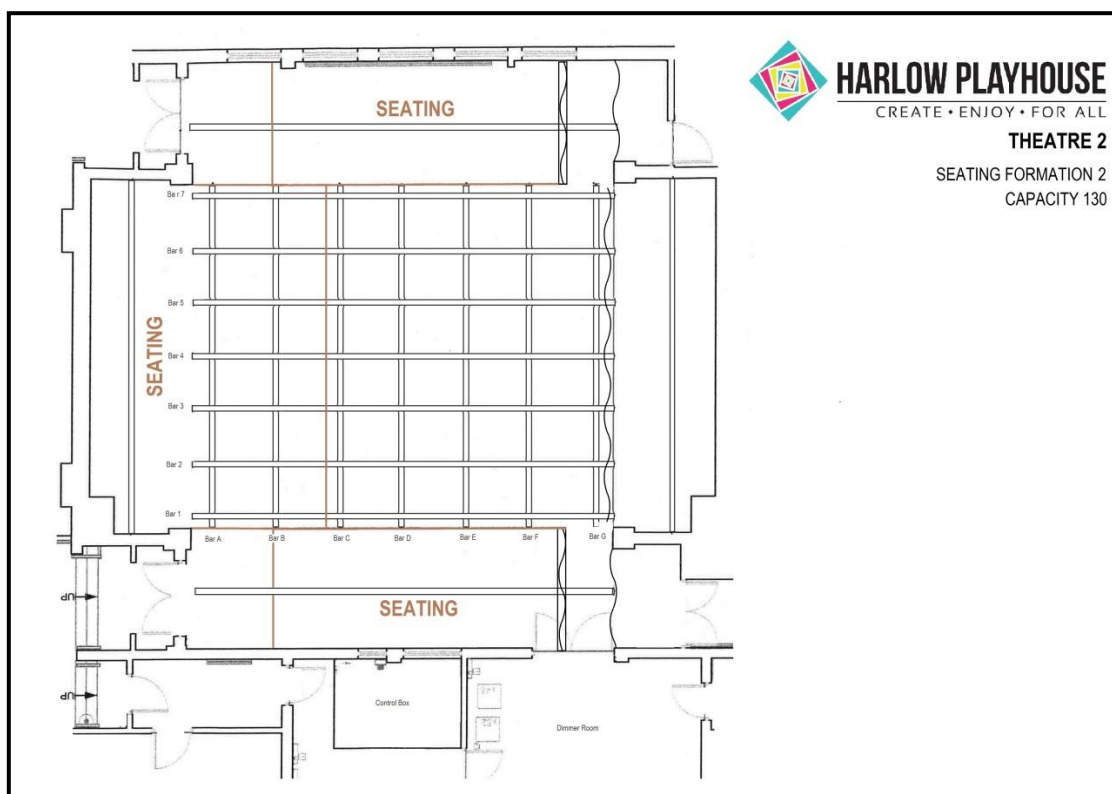
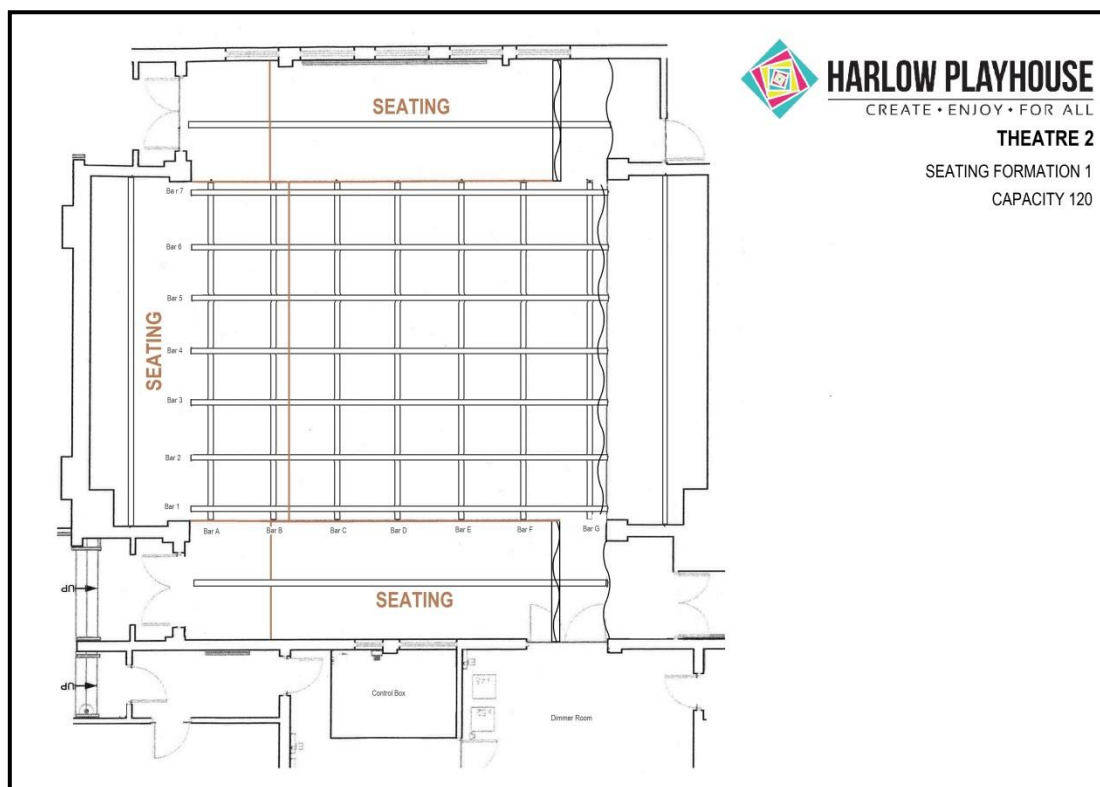
### Loading/unloading

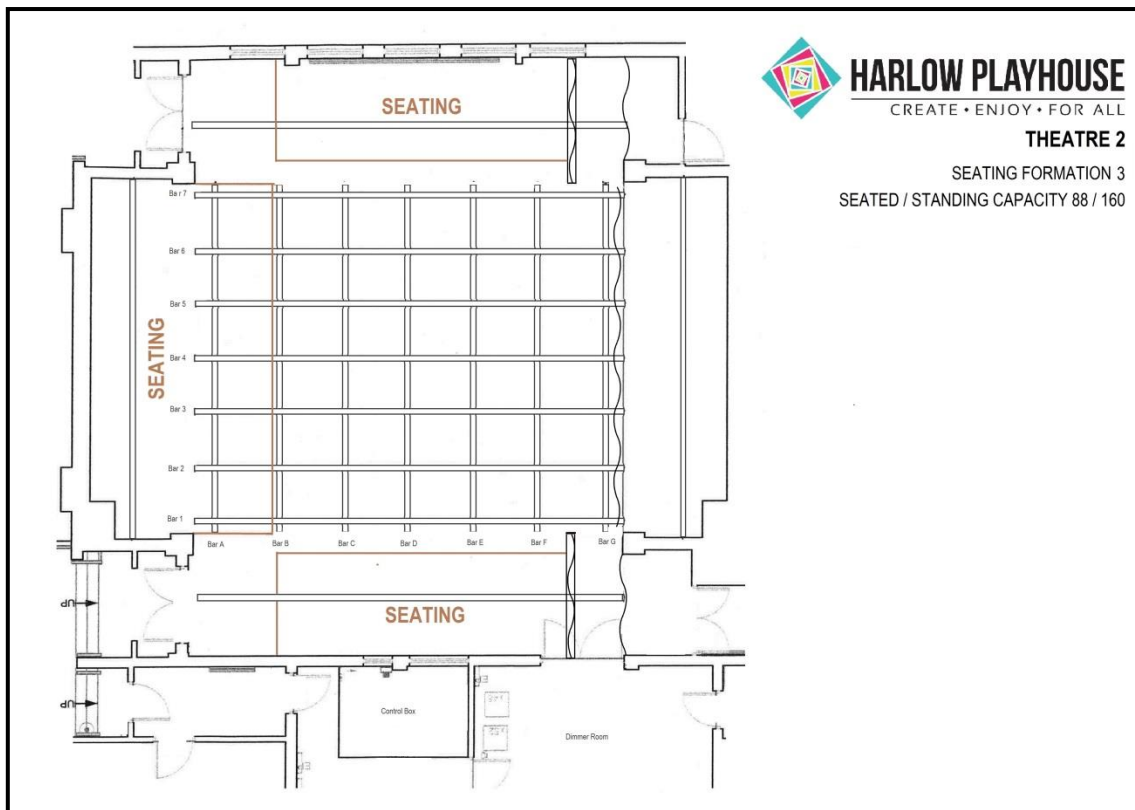
- The visiting company will have ensured the truck is safely packed, with no dangerously balanced items at risk of falling and injuring any member of any crew. Ideally a plan of the truck, showing the distribution of items within the truck, will be provided in advance (or at least be carried by the supervising member of staff unloading the truck).
- The visiting company will have ensured that boxes, skips and flight cases are safely packed to avoid any unbalanced loads. Weight should be indicated on each item.
- The visiting company will provide any necessary lifting equipment (example: forklift truck with driver) in advance of their arrival should there not be an adequate tail lift or ramp provided on their truck.

### Reporting

- Any and all accidents MUST be reported immediately to a member of Harlow Playhouse crew who will ensure that the relevant personnel are informed immediately, in order that all Health and Safety procedures can be followed.
- Near misses MUST be reported to the Technical Manager for Harlow Playhouse and to the visiting company's Technical Director / Company Manager.

## APPENDIX B: Seating Arrangement Diagrams





## APPENDIX C: Theatre 2 photos (standard seating formation 1)

PANORAMIC View from US centre:



PANORAMIC View from rear of centre seating bank:



STANDARD View  
from rear of  
centre seating bank:

