



HARLOW PLAYHOUSE

CREATE ♦ ENJOY ♦ FOR ALL

TECHNICAL SPECIFICATIONS

2022 v1

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.

Plans and technical specifications for the theatre are 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
- Line schedule or hanging plot, including all weights

3. AUDITORIUM/CAPACITY

Maximum capacity	401	Inclusive of House and company seats, excluding unreserved seating for disabled patrons
FOH mix position	12	If a FOH sound operating position is required this number of seats is taken off sale. These seats are taken off sale as standard.
Auditorium access	8	If company require access to the auditorium during the performance this number of seats is taken off sale. Row F 1- 4 & 13 – 16. Contact the Marketing Manager or Technical Manager if this is required.

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

Main Dock Loading

For vehicles other than articulated trucks we have a loading dock at the rear of the theatre. Access to stage is up a ramp (2.1m wide), through a shutter (3.2m wide 7m height) and straight on to the back of the stage (Upstage) via another shutter (7.5m wide 7m height). Vehicles may only back up to the ramp it is NOT possible for any vehicle to drive up the ramp.

Ramp SWL – 5kn per Square Meter / 3.6kn point load

Rik Myall 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 stage through the Stage Left wing. After unloading, vehicles must reverse clear of the Fire Exits prior to the house opening.

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

Parking

Parking at the theatre is limited. There is enough space for roughly 6 cars 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. The access gate is 5.42m wide.

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 box set, consisting of borders, hard and soft masking and a black back cloth. Harlow Playhouse does not have an Iron and Tabs are operated from the stage right wing.

Dimensions

Proscenium Height	5.48M		
Proscenium Width	12.8M		
Apron to Bar 33	10.6M		
Apron to Tabline	2.6M		
Tabline to Bar 33	8M		
Full Stage Depth (To back wall)	11.2M		
Grid Height	14.M		
Grid Width	13.7M		
Grid Depth	8M		
Full Width (wall to wall)	24.4M		
Bar out Height	13.3M		
Advanced Bar out Height	5.6m		
Fly Floor Height	7.50M		
Fly Floor top handrail/I-beam	8.7M		
Fly floor lower handrail/I-beam	8.14M		
Stage Right Wing	H: 5.2M	W: 4.7M	D: 8.3M
Stage Left Wing	H: 6.7M	W: 7.0.M	D: 8.3M

Prompt Desk

The Prompt desk is situated down stage in the Stage Right wing next to the tab control lines. This is the same side as main dressing room access.

The desk is equipped with a 30" monitor showing an infrared picture of the stage and a 6" monitor displaying the sound system computer display.

Harlow Playhouse is equipped with a Tecpro by Canford comms and cue light system with points in many of the technical areas. If specific communication points are required this is to be confirmed with the Technical Manager prior to arrival.

7. DRESSING ROOMS & WARDROBE

All dressing rooms are shared between the Main and Studio Theatres. Each have show relay and calls units. Showers and toilets are available on stage, 1st and 2nd floor levels.

Dressing Rooms

Location	Dressing Room Name	Capacity	Facilities
Stage Level	Wizard Of Oz	4	Lit Mirrors, Sink, Wardrobe, Power, Safe
1 st Floor	Singing in the rain	10 -12	Lit Mirrors, Sink, Wardrobe, Power, Safe, Full Length Mirror
1 st Floor	Phantom Of The Opera	1 -2	Lit Mirrors, Sink, Wardrobe, Power, Safe, Full Length Mirror
1 st Floor	The Sound of music	4	Lit Mirrors, Sink, Wardrobe, Power, Safe, Full Length Mirror
1 st Floor	Hamlet	4	Lit Mirrors, Sink, Wardrobe, Power, Safe, Full Length Mirror
2 nd Floor	Swan lake	20	Power, Wardrobe
2 nd Floor	Wicked	5	Power, Safe
Top Level	Les Miserable	15	Sink, Power, Safe, Full Length Mirror
Top Level	Matilda	4	Lit Mirrors, Sink, Wardrobe, Power, Safe, Full Length Mirror
Top Level	The Book of Mormon	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. FLYING SYSTEM

Harlow Playhouse is equipped with a double purchase counter weight flying system. Each ladder bar has a SWL of 250kg uniformly distributed. Bar measurements can be found in Appendix B and should be used in conjunction with the current Harlow Playhouse lighting or hanging plot.

The flying system must be operated by a member of Harlow Playhouse staff. Tabs are permanently rigged and a Flyman is not required for their operation.

Bar 4 is box a 300mm box truss on 4 x double braked Chain Master Variolift BGV C1 Motors. It also has a SWL of 250kg.

The advance IWB located downstage of the proscenium wall is on a Hall Stage electric pile winding hoist DGV250.

Whilst working in the Grid you must:

- Have sought prior permission from the Technical Manager or senior member of venue staff
- Inform the flyman/venue staff that you are about to enter the grid.
- Inform the senior member of staff onstage that you are about to enter the grid.
- Ensure you leave EVERYTHING from your person, including emptying your pockets, that is not attached by a lanyard.
- Ensure that EVERY tool is attached safely to your person.
- Keep in constant contact with a member of staff onstage if your location in the grid changes.

Whilst people are working in the Grid the senior person onstage must:

- Inform EVERYONE on stage that people are working in the grid.
- Assess if the work being carried out in the grid requires everyone onstage to wear hard hats, or: if the work is restricted to one area then cordon off the area with safety barriers or appoint a member of staff to monitor the area (he/she must wear a hard hat) and not undertake any other task.
- In the case of anything being hauled/rigged from stage, ensure you have a dedicated member of staff on the ground allocated to the task at ALL times.

Calling in or out flying bars:

- Only Harlow Playhouse staff are to call fly bars, unless express permission has been granted for a particular member of visiting staff to do so.
- Removal of weight from the bar will not commence until the Flyman instructs it is safe to do so
- Ensure that the bar is completely clear to fly before calling a bar in or out.
- Watch the bar in or out until the move is completed. DO NOT walk away after calling a bar.
- If the bar has lighting fixtures on it, then ensure that all the fixtures hook clamps are adequately tightened, safety bonds attached to bars, and colour frame clips clipped down.
- If the bar has speakers on it, then ensure that all adequately tightened, and safety bonds attached to bars.
- If the bar has a piece of scenery on it, then ensure that all fixings are secure and safe.

9. LIGHTING

The use of Harlow Playhouse equipment is at the discretion of the Technical Manager and is subject to availability. Unless previously agreed Harlow Playhouse operates a fixed rig policy and reserves the right to refuse to move any pre-rigged lighting. Lighting requirements should be discussed and agreed with the Technical Manager prior to arrival in accordance with the Advance Information from Visiting Productions requirements (Section 2).

Consoles and Dimmers

- Gio Lighting Control Desk 2K with 2 x touch screen monitors
- EOS Motorized Fader Wing 10
- 1 x NET3 ACN 4-Port Gateway – DMX RDM
- 3 x ETC Sensor3 Dimmer racks

Dimmer distribution

Ch 1 – 8	Sound Bay
Ch 9 - 16	FOH Bridge 2
Ch 17-26	FOH Bridge 1
Ch 27, 28, 29, 30, 31, 32, 33, 34	SR Perch
Ch 35, 36, 37, 38, 39, 40, 41, 42	SL Perch
Ch 43-58	FOH Catwalk
Ch 59-106	SL Fly Floor
Ch 107-108	SR FOH Vom
Ch 115-116	SL FOH Vom
Ch 109-114	SR FOH Prosc Wall
Ch 117-122	SL FOH Prosc Wall
Ch 123, 124, 125, 126, 127, 128, 129, 130	SR wing behind prompt desk
Ch 131, 132, 133, 134	MSR Floor Dip
Ch 135, 136, 137, 138	USR Floor Dip
Ch 139, 140, 141, 142	DSL Floor Dip
Ch 143, 144, 145, 146	MSL Floor Dip 1
Ch 147, 148, 149, 150	MSL Floor Dip 2
Ch 151, 152, 153, 154	USL Floor Dip

Tie Lines

Multiple Cat6a tie lines to/from ethernet patch rack. Details available upon request.

Follow Spots

2	x	Robert Juliet OZ LED Follow Spots
2	x	LDR Canto 1200 MSD/MSR MKII Follow Spots

Generic Lanterns

8	x	Strand SL 15/32 degree Profile (650w)
12	x	ETC Source Four Zoom 15/30 degree profile (750w)
6	x	ETC Source Four Zoom 25/50 degree profile (750w)

8	x	ETC Source Four 14 Fixed Lenses Profile (750w)
26	x	ETC Source Four Top hats
8	x	ETC Source Four Junior Zoom 25/50 degree Profile (575w)
47	x	Strand Cantata F Fresnel (1250w)
37	x	Par 64 long nose Parcan (1000w 12 black, 25 chrome)
6	x	Par 64 Short-nose floor parcan (1000w)

Harlow Playhouse has a number of DMX splitters, Birdies, Pinspots, UV cannons, UV tubes and general FX.

LED & Intelligent Lighting

2	x	Clay Paky Alpha Spot 1200 HPE Moving Luminaire (1200w)
10	x	ETC Solaframe 1000 Ultra Bright
4	x	Clay Paky Alpha Spot 1500 HPE Moving Luminaire (1500w)
6	x	Robe 575 Colorspot AT
4	x	Robe 1200 Colorspot AT
16	x	ETC ColorSource PAR XLR CE (standard lens)
11	x	Showtec LED RGB Parcans
9	x	Showtec Spectral CYC2000
8	x	Martin MAC Aura
10	x	Showtec Sunstrip Active MKII

Non-Dim Power

Type	Location
32a 3Ø ceeform	1xsubSR
63a 1Ø ceeform	1xUSL
63a 3Ø ceeform	1xUSL, 1xsubSR
125a 3Ø ceeform	1xUSL
16a 1Ø ceeform (switchable in Lighting Control Room)	2xDSL, 2xUSL, 2xDSR, 2xUSR, 2xSRFOHProscWall, 2xSLFOHProsc Wall, 18xFlys SL, 6xFlys SR, 6xFOH Bridge 1, 2xFOH Bridge 2, 4xSR Perch 4xSL Perch
Power panels inc; 4x13a, 2x16a1Ø, 2x32a1Ø, 2x63a3Ø	1xUSL, 1xUSR, 1xPitSL

10. 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
1	x	Pea Soup Handheld Smoke Machine
1	x	Look Solution Tiny S
2	x	Le Maitre MVS Hazer
1	x	Look Solutions Unique 2.1 Hazer
2	x	Look Solutions Viper Smoke Machine
3	x	Chauvet RGB Geyser
2	x	Chauvet Bubble Kings
2	x	Vellerman Bubble Machines
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 bulgin to bare-end pyro cables

11. SOUND

Consoles and Network Management

- Yamaha QL 5
- Apple Mac Mini running:
 - D&B Audiotechnik R1 for all E-PAC and D12 Amplifiers
 - Dante Controller Software

Playback

1	x	Mac Mini running Qlab 3 & 4 (full license) 2 channels from Qlab via Dante Virtual Soundcard
2	x	Tascam CD1u CD Players
1	x	Tascam M.D. Player

Dedicated Sound Power

Type	Location
32a 1Ø ceeform	1 x USR, 1 x DSR, 1 x USL, 1 x DSL, 1xSubSR, 1xPitSL
60a 3Ø hard wired	1xSubSR

Tie Lines

32	x	XLR send tie lines from the stage to the venue mix position (different to visiting company position) Tie lines 1 - 20 appear both DSL and DSR. Tie Lines 21 – 32 appear only DSL (These can be patched to either side)
4	x	XLR return tie lines appear DSL

Multiple Cat6a tie lines to/from ethernet patch rack. Dedicated direct tie lines from DSL & DSR to visiting company sound mix position. Details available upon request.

F.O.H. P.A

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

2	x	d&b Ci90	Rigged at 6.5m Stage Left and Right - fixed
2	x	d&b Ci90 and 2x d&b Ci60	Rigged at 6.5m Centre cluster - fixed
2	x	d&b C7s	Stacked on Subs Left and Right
4	x	d&b E0	Front fills
2	x	d&b E3	Side fills under perches stage left and right - fixed
2	x	d&b B2 Subs	On side blocks stage left and right

On Stage Monitors

4	x	D&B Max12 (Flying Brackets if required)
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Microphones

6	x	Shure Beta 58	3	x	Sennheiser E604
5	x	Sure SM58	2	x	Sennheiser E906
7	x	Shure Beta 57			
1	x	Audix D6			Personal Monitoring (Powerplay)
4	x	AKG C451	1	x	P16-I
1	x	AKG C214 Stereo Pair	1	x	P16-D

4	x	AKG C1000	8	x	P16-M
16	x	Sennheiser ew300 G3 Lapel radio mics (various headsets)			
4	x	Sennheiser ew300 G3 Handhelds radio mics			

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

12. ACCESS EQUIPMENT

Harlow Playhouse uses a Tallescope for focusing lights and other access requirements. Under current guidelines the Tallescope can now be moved whilst personnel are in the basket at the top. This process involves 4 persons, 1 in the basket, 2 at the base guiding the tallescope, and 1 supervisor. A member of Harlow Playhouse staff must be present at all times the tallescope 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 tallescope, this must be signed and countersigned on the day of use.

Harlow Playhouse uses a Haulotte Star 10 as additional access equipment where a tallescope cannot be used. The Star 10 may only be used by a member of visiting company if accompanied by a Harlow Playhouse IPAF license holder or on production of a valid IPAF license combined with a signed form obtained from venue staff.

Whilst working in the basket of the Genie or Tallescope (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 Tallescope wear hard hats if the user has tools or is doing anything other than focusing a lantern 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.
- 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: Harlow Playhouse Bar Measurements

	Mm Distance from proscenium wall (Bar Length 12000mm)
Advance Bar (Pilewind winch)	-100
Prosc Wall (US surface)	0
Tabs / House Curtain	+171
Bar 1	+348
Bar 2	+686
Bar 3	+885
Bar 4 (Motorised box truss)	+1294
Bar 5	+1695
Bar 6	+1901
Bar 7	+2091
Bar 8	+2309
Bar 9	+2510
Bar 10	+2887
Bar 11	+3092
Bar 12	+3296
Bar 13	+3502
Bar 14	+3696
Bar 15	+3905
Bar 16	+4111
Bar 17	+4309
Bar 18	+4518
Bar 19	+4719
Bar 20	+4923
Bar 21	+5310
Bar 22	+5513
Bar 23	+5719
Bar 24	+5914
Bar 25	+6122
Bar 26	+6327
Bar 27	+6531
Bar 28	+6725
Bar 29	+6934
Bar 30	+7137
Bar 31	+7335
Hemp	+7584
Bar 32	+7810
Bar 33	+8012