

Hirers' Technical Information Pack

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Last updated: 10th August 2012

VENUE INFORMATION:

The Compass Theatre was built by the London Borough of Hillingdon. The theatre is a 158 seat receiving house with a wide and varied programme of events.

WHO'S WHO:

Theatre Manager	Tim Saward	tsaward@hillingdon.gov.uk
FOH Manager		
Senior Technician	Tom Peters	tpeters@hillingdon.gov.uk
Technician	Ryan Messer	rmesser@hillingdon.gov.uk
Marketing/Box Office Manager	Fjola Stenning	fstenning@hillingdon.gov.uk

CONTACT DETAILS:

Address: Compass Theatre
Glebe Avenue
Ickenham
Middlesex
UB10 8PD

Telephone: 01895 632488 Administration
01895 673200 Box Office
01895 623724 Facsimile

HOW TO FIND US:

The Compass Theatre is on Glebe Avenue, Just off the B466 Long Lane. If you are travelling south along Long Lane turn left after Ickenham Library and the Shell Petrol Station. If you are travelling north, turn right after Jospens Restaurant on your right. The M40 and M25 are all close by. Ickenham Underground Station is just across the road (Metropolitan & Piccadilly Lines). West Ruislip Station is a 15 minute walk away (Central Line & British Rail). Ickenham is served by the U1 & U10 bus routes.

ACCOMMODATION:

Please contact the theatre for an accommodation list if required.

PARKING:

There is free on-site parking for approximately 15 cars, alternatively there is the Ickenham Tube Station car park opposite (Pay and Display)

BISTRO:

The Bistro is usually open from approximately half an hour before a performance begins. The bistro serves a range of snacks, and soft drinks The Bistro area also has a licensed Bar.

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HEALTH AND SAFETY:

All visiting companies / venue hirers must abide by the Health and Safety at Work Act

It is the responsibility of the visiting company to ensure that all of its members are working safely and in accordance with guidelines and policies issued by both the Theatre and the visiting company.

It is the responsibility of incoming companies / venue hirers to ensure that all electrical equipment brought into the venue conforms to current Health and Safety legislation and is certified as such. Failure to produce certification to the satisfaction of the Senior Technician or appointed representative will prevent the use of such equipment.

We are an open stage house (i.e. we have no fire curtain) and all scenery must conform to the relevant British Standards. Curtains, Drapes and Gauzes should comply with British Standard 5867, parts 1 and 2 and Timber, Hardboard and Plywood with British Standard 476. All wood should be Class 1 and visibly stamped as such. If you are not able to satisfy the Senior Technician or local Entertainment Licensing Officer that your scenery conforms to the relevant standards it will be removed from the venue. Further guidance is available from the Senior Technician or the Entertainment Licensing Officer for the London Borough of Hillingdon.

FIRE PROCEDURES:

In the event of a fire, or other emergency, members of the Compass Theatre staff have specific responsibilities; as a visiting company you are required to follow any given instruction in the event of an evacuation. Please read the notices in the dressing rooms and other backstage areas (or ask a member of staff) for further details and on what to do if you discover a fire. From time to time we may arrange a practice evacuation to familiarise your company with the procedure.

SIGNING IN:

All visiting company personnel are required to sign in and out of the building. In the event of an evacuation this is the only way we will know who is in and who is out of the building. All visiting company should sign a register (provided by the visiting company). In the event of an evacuation it is the company Stage Managers responsibility to bring the register with them so a role call may be carried out. We appreciate your co-operation in ensuring that all members of the company sign in and out.

SMOKING:

The Compass Theatre is a NO SMOKING venue. Smoking is allowed at the front of the venue where there are ash bins provided. Please extinguish all cigarettes carefully and appropriately and kindly inform all members of your company of this policy.

ACCIDENTS AND FIRST AID:

First Aid facilities are available at various points around the building. All accidents or near misses (incidents where an injury didn't occur but easily could have) MUST, by law, be reported to us. Please inform the Compass Duty Technician at the earliest opportunity and ensure that the accident book or incident form is completed.

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FLYING FACILITIES:

The theatre has flying facilities but out of the 14 lines, 4 are designated for flying, and the rest have a mixture of hand winches or hemp lines used to hold LX bars, Tabs or Borders.

Please also note, full height scenery cannot be flown due to the limited height of our fly tower.

Bars can be moved around if tracks are not where you need them but there are some limitations as to what is possible. Please contact the Senior Technician to discuss your requirements. Hirers are requested to return any bars they move/swap to their original position on the Get Out. Hirers who fail to do so will be charged. See the hanging plot for further information.

GET IN ACCESS:

Direct access from scene dock to the stage. Trucks are advised to reverse up to dock door - difficult access for large trucks due to tight spaces to turn in.

Alternative access is available through the side door into the auditorium. The dock door is approximately 1.2m (4ft) above street level. The dimensions of the doorway are approx. 1.5m (5ft) wide by 2.1m (7ft) high. This goes straight onto stage.

Please Note: we do not have a stage door entrance. Access to the theatre for artistes is via the theatre's main entrance.

BACKSTAGE FACILITIES:

2 dressing rooms with seating for 30 artistes in total (approximately 20 in the large dressing room, and 10 in the smaller dressing room). Both dressing rooms have showers and toilet facilities.

Toilet and Shower facilities for disabled performers and an access lift from ground level to stage level is available for disabled artistes.

ORCHESTRA PIT:

The orchestra pit is made up of Steeldeck and so various configurations and depths (up to a maximum of 1.1m deep from auditorium floor and a maximum of 2.4m x 8.5m approx). Use of the orchestra pit requires the front removable section of the stage to be removed, thus reducing the acting space from cyclorama to front of stage by 1.2m (4'). You, as a visiting company / venue hirer, will be required to provide 4 fit, able bodied people to remove the orchestra pit, and return at the end of the hire period. Each section is heavy, and the Duty Technician will guide you through the process if required.

CONTROL ROOM

The show is operated from the rear of the auditorium.

The lighting and sound controls are situated here. Simple shows are operable by one person but more complicated shows may require two operators.

Limited sound control can be provided to be operated from the Stage Left wings.

WORKING AT HEIGHT ACCESS

There are 3 ladders for use for short durations of working-at-height:

- A 9-rung A-Frame ladder

- A 10-rung Zarges

- A 6-rung Zarges

For all other long-term working at height we have an aluminium mobile access tower.

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LIGHTING:

RIG:

We have no standard rig, but it would be preferred that when you do your Get Out that a basic warm/cold wash is left and that the stage is evenly lit. Our only fixed lights are the cyclorama lights (CYC LX bar) consisting of 4x Coda 500/4 floodlights and 2x Coda 500/1 floodlights normally patched into channels 44, 45, 46, 47 and 48 (Incoming phase 3, Dimmer Pack 8).

CIRCUITS:

Our lighting circuits are mainly 15A (industry standard). A small selection of adaptors are available to convert 5A-15A and 15A-5A. The lighting barrels on stage are on winches to facilitate easy and safe rigging, with the exception of LX1 (nearest the house tabs) which is at a permanently fixed height.

DIMMERS:

48 channels at 10A (2kW) and 2x15A sockets per channel (8 x LightProcessor ParaDimes, 6 channels per pack).

Phase 1 (Red / L1) : 70A (16kW) 18 channels of dimming

Phase 2 (Blue / L2) : 70A (16kW) 18 channels of dimming

Phase 3 (Yellow / L3) : 60A (13.8kW) 12 channels of dimming

We request that you design your patch plan to try and avoid multiple phases per lighting bar.

We also have 1 channel (DMX ch.52) available for specials, maximum of 5A (1kW).

If you are not using the followspots, then there are 2 further single channel dimmers available, DMX addressable to any value up to 512, which have a maximum load of 10A (2kW) each.

CONTROL & DESK:

The control is through DMX512 and the lighting control desk is a Zero 88 Bull Frog. This is capable of running 96 generic channels and 24 moving lights. The desk can be run as 2-preset, on sub masters, in a memory stack or as a combination of the above.

There are 2 universes of DMX, one used for the Dimmers and on-stage effects, the other universe used for effects in the auditorium. On stage DMX is 5pin XLR, Auditorium DMX is 3pin XLR. We also have in stock two 3pin to 5pin, and two 5pin to 3pin convertors for DMX.

HOUSE LIGHTS:

House lights are controlled from the main LX desk as 3 channels (DMX ch 49, 50, 51). This gives flexibility for the house lights (Coda single cell 300W lanterns) to be controlled as pairs or all together.

GEL:

We have a good stock of gel, with a lot of the Lee Filters range in most sizes for our lanterns. If you will be using gel that has not been supplied by us, a sample of each type gel to be used will be required for testing.

NOTE:

Any hired light or lantern rigged in the theatre must have the correct fixing (e.g. hook clamp) and a secondary safety, a current P.A.T certificate and be in good working order. A Portable Appliance Test (P.A.T) certificate is required for any electrical item that is connected to our electrical mains supply or lighting circuits. We can test items, but this will be charged for.

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LANTERN STOCK:

<u>Profiles</u>	12x Strand Pattern 23 2x Selecon Pacific (1 x 90o lens, 2 x 23°-50° Lens')
	15x Prelude 16°-30°
<u>Fresnels</u>	12x Strand Pattern 123 8x Minim F 4x Quartet F 6x Harmony F 6x Strand Pattern 743 5x Prelude PC
<u>Parcans</u>	3x Par 64 Long Nose 2x Par 64 Short Nose Floor Cans 2x Par 64 Short Nose 4x S4 Pars (Source 4 version of a Parcan with interchangeable lenses)
<u>Floods</u>	3x P137 (Flood Light) 1x Coda (single cell)

Misc (ALL OF THESE, EXCEPT 1 Followspot ARE AN ADDITIONAL CHARGE)

There is other equipment available too, but see price list or contact the Senior Technician at tpeters@hillington.gov.uk for specific details

- 1x DMX Strobe
- 4x UV tube fittings
- 1x Mirror Ball
- 1x DMX controlled smoke machine
- 2x Strand Follow spots (1 with venue booking, 1 hired at extra cost)
- 2x 2.5kW Dimmers for follow spots (can be DMX controlled)
(if used with Follow spots then no extra charge)
- 2x Robe 250 AT moving head spots
- 6x Chroma Q Plus scrollers, Source 4 back-plates (190mm colour frame)
- 8x PAR16 (birdies)
- 3x 12V transformers for above (max 4 birdies per transformer)
(but no additional charge if used with venue birdies)

Whilst every effort is made to maintain our stock of lanterns and ensure the accuracy of this list we can not guarantee that all of the equipment will be available at the time of your visit - please phone ahead to obtain up-to date information.

Followspots:

2 x Strand 2000W followspots. Positioned at the rear of auditorium one either side. The followspots are unable to cover the auditorium effectively due to their position. As the followspots are operated from the extremes of the auditorium (rather than centrally) they are unable to light into the wings on the same side as their location. The use of one followspot is included in the hire of the venue. The second followspot is an additional cost. Hirers are required to supply competent persons to operate them.

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SOUND:

DESK:

Soundcraft Spirit Folio SX mixer; 12 channels + 2 stereo to 2 sub & 2 main mix, with 3 auxiliaries

FRONT OF HOUSE RACK:

Sony Minidisc recorder/player

PULSE Compact Disc player

Digital effect processor

LOCATION:

The sound desk is located in a partially enclosed control room at the rear of the auditorium. If you wish to put a sound desk outside the control room and in the auditorium this must be booked before your event goes on sale to enable the seats to be blocked from sale.

MAIN SPEAKERS:

Two pairs of JBL Control speakers and one JBL Control Bass Bin, powered by 2 x 300W Stereo Amplifiers (One doing satellite speakers and bass, the other doing the Main PA)

MONITORING:

1 x 2 channel Amplifier (Running as mono)

2 x JBL Control 1 Speakers mounted to Proscenium wall facing Upstage, and a further 2 small monitors mounted on LX1.

MICROPHONES AND DIS:

4 x Shure SM58

1 x Switched mic similar to the Shure SM58

2 x passive direct injection boxes (Direct Input Boxes / D.I. Boxes)

2 x active direct injection boxes, 2 D.I. channels each or can be used as a splitter

MICROPHONE STANDS:

4 x Mic Stands, 4 x Small Mic Stands. There are 4 booms that will fit the stands

3 x Fold up mic stands

PATCH:

There are 6 x XLR tie lines from Stage Right to Stage Left but these are not connected to the main multicore directly, they are required to be patched across to the multicore to be used. There is also a 4 way XLR multicore to the front of the stage from the main multicore patch bay. The main termination of the multicore is on Stage Left behind the Stage Managers desk. The multicore in the control box can be patched into the sound desk as you require, but please return to default set up at the end of the hire (there is a pictogram on the wall of the control box to aid).

MULTICORE RUN:

A multicore cable is permanently installed from Stage Left to the control room, running as 11 Feeds and 5 Returns.

OTHER SOUND EQUIPMENT:

Also available to use is a cassette deck, a graphic equaliser and a smaller mixer desk; not part of the default set up, but can be requested if needed.

We also carry a small selection of various lengths of XLR balanced cable, jack to jack, and various adaptors from XLR to Jack, phono to jack etc.

ADDITIONAL THINGS TO NOTE:

SPECIAL EFFECTS:

A license from the council's Entertainment Licensing Officer must be applied for through the Senior Technician at least 28 days prior to your first performance (Failure to give sufficient notice may lead to your application being refused) for the use of the following:

Pyrotechnics; smoke or haze machines; dry ice; real flame; strobes; guns; cigarette/cigar smoking, lasers, the use scenery or props, the use of live animals, wrestling and/or boxing, hypnotism, nudity and if the performance is specifically for children.

Please note that only approved smoke machines may be used (a list of which is attached) and the Council's Licensing Officer may require a demonstration of ANY special effects.

The Compass Theatre or the Council Licensing Officer reserves the right to refuse permission to use any effect/stunt.

SMOKE:

Only smoke machines listed in the Council's approved list may be used unless sufficient technical information is provided to the Council in sufficient time to enable it to determine whether the type of smoke generator proposed is acceptable. On the next page is a guide to approved smoke/haze machines. Smoke machines shall be sited and controlled so that they do not obstruct exit routes nor cause a hazard to surrounding curtains or fabrics.

The volume of smoke shall be limited so that it does not seriously affect means of escape or obscure exit signs. The penetration of smoke into areas where the public are admitted shall be restricted as far as possible.

Smoke machines shall be operated by a responsible person who shall have received appropriate instruction. Please supply details of any machines you wish to use - a consent of use has to be issued for every production.

The Compass Theatre does have a smoke machine available to use (DMX or manual control), however this must be requested a minimum of 4 weeks prior to the get-in date so that consent for its use can be sought.

SMOKING:

Smoking is allowed onstage as part of the action, provided that the procedures for lighting and extinguishing are safe. Ashtrays, saucers filled with water, sand buckets and the like are acceptable means of extinguishment. The use of non-self extinguishing lighters, like Zippos, is not permitted. Please notify the Senior Technician if smoking is going to be undertaken.

If you require any further information please contact the Senior Technician
Tel. : 01895 632488 Fax. : 01895 623724 e-mail: tpeters@hillingdon.gov.uk

E. &O.E.

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Preferred List of Smoke Machines

Please contact the Compass Theatre if your machine is not on the list

ROSCO	Model 8211F; 1500; 1600; 4500 Fog Machine; PF1240.
JEM	ZR40; Modular 428; Smoke Detector; Le Fog; ZR20; ZR20 Mk2; ZR31; ZR12 AL; ZR22-DMX; Techno Fog; Techno Haze; Fogger Mk3; Habana; Hydrosonic 2000; Universal Fogger; Heavy Fog 6500 (electrical supply must be near machine); Habana F100 Performance T (must have a mains switch).
LE MAITRE	Standard model; Handheld model; Mini-Mist; Mini-Mist Turbo; Opti-Mist; Smoke Processor Mk 1 and Mk 2; Micro Fog; Power Mist (RM2 Variflow only); Show Mist; Red Devil; G100; G150; G300; Cloud 9/Maxi-Mist; Neutron Star Hazer; Smoke Processor SPIII Variflow; LSX Low Smoke Convertor.
CONCEPT	Genie Mk3 and Mk10; Comet Mk4 Colt (handheld model); Comet Mk4 Smoke Gun; Comet 3; Spirit.
REEL EFX	Junior Smoke machine; DF-50 Diffusion Fogger.
WHITE LIGHT	Cirrus Low Smoke machine
THEATRE MAGIC	Haze Master
AMBIENCE F.X.	Phogostar -M. Mist machine
JOHN COPPEN	Cirrus (Samuelson) - no heat, powered by compressed air using vegetable oil.
SUPERMICK	Serious Mk1 - no heat, powered by compressed air 100psi, any suitable compressor.
SMOKE COMPANY	Power Fog
SHOWMOTION	Showmotion smoke maker (must be fitted with electrical isolating switch)
LIGHTFACTOR F100	(subject to mains switch on machine)
M&M LIGHTING	Scotty; Captain K; Spaceball; Skywalker (manufactured by Smoke Factors).
MARTIN	Magnum Pro 2000; Junior 700; Magnum 1000.
CIRROLITE	Cirrus (no heat, powered by compressed air); Cirro Mk3; Micro LE100; LE200; Strata.
DECOUPE MDG	Atmosphere
LIGHT & SOUND	Kraxpot; Kraxoil; Raymist - subject to the following: The remote air compressor shall be approved Hydrovane 5 PUTS. The electrical isolating devices and stop/start buttons shall remain accessible at all times. The oil used shall be the approved Blandol White Mineral Oil. The machine shall be positioned where it is easily accessible to the operator; where any residue from the mist will not make steps or walkways slippery and where the mist discharged does not readily drift into exits. The water trap/regulator shall be securely fixed to the machine.