

**Winston
Churchill
Theatre
Technical
Information
Pack**

VENUE INFORMATION

The Winston Churchill Theatre was built by the London Borough of Hillingdon. The theatre is a 351 seat receiving house with a wide and varied programme of events.

CONTACT DETAILS

Address: Winston Churchill Theatre

Pinn Way,

Ruislip,

Middlesex

HA4 7QL

Telephone: 01895 227643

Administration 07930 268668

Technical 01895 673200

If you require any further information please contact the arts venues team at :
artsvenues@hillingdon.gov.uk

HOW TO FIND US

The Winston Churchill Theatre car-park is on Pinn Way, and the venue can be also accessed by foot from the top end of Ruislip High Street. The M40 and M25 are all close by. Ruislip Underground Station is a short walk of 10 minutes (Metropolitan & Piccadilly Lines). West Ruislip Station is a 25 minute walk away (Central Line & British Rail).

Nearest Bus routes are the H13 & 331.

PARKING

There is free on-site parking for approximately 78 cars.

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.

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, Duty Technician or local Entertainment Licensing Officer that your scenery conforms to the relevant standards it will be removed from the venue.

FIRE PROCEDURES

In the event of a fire, or other emergency, members of the Winston Churchill 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 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 Manager's responsibility to bring the register with them so a roll-call may be carried out. We appreciate your cooperation in ensuring that all members of the company sign in and out.

ACCIDENTS AND FIRST AID

First Aid facilities are available from the office. 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 Winston Churchill Theatre Duty Technician (or Duty Officer) at the earliest opportunity and ensure that the incident form is completed.

STAGE & BACKSTAGE FACILITIES

DIMENSIONS

The following dimensions are approximate.

Proscenium width 8.2m

Proscenium height 3.8m

STAGE EQUIPMENT

Techpro intercom belt packs are available (max 3) with the Main Master Station situated at the back of the venue. There are 4 connection points located at the back of the auditorium and one on-stage beside the Audio Cabinet.

Hard Plaster curved white cyclorama. Extending above the stage and into the wings

2 x full size black running tabs (black curtains, full width of the stage as 2 halves)

2 x black borders

1m square staging rostra, approx. 6" high, 12" high and 18" high [quantities to follow]

A small selection of Stage Braces and Stage Weights are available.

FLYING FACILITIES

3 lines are designated for flying, but this is achieved via hand winches and their out dead is only 4m high. The lighting bars are fixed, as are the tab tracks and borders.

Please also note, full height scenery cannot be flown due to the limited height of our fly tower. Hirers are requested to return any borders or tabs 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 1.6m (5ft) above street level. The dimensions of the doorway are approx. 1.5m (5ft) wide by 4m (13ft) high. This goes straight onto stage. Access to the theatre for artistes

is via the theatre's main entrance.

BACKSTAGE FACILITIES

3 or 4 dressing rooms with seating for 30 artistes in total. The dressing rooms can either be configured as 2 small and one big dressing room, or with a fixed partition, this could be converted into 4 smaller dressing rooms.

Toilet facilities are available at either end of the backstage corridor. Disabled users may find access difficult, as there are no lift facilities either onto stage, or backstage for the toilets.

ORCHESTRA PIT

The Theatre does have an orchestra pit, however you will not be able to remove the stage to create an open pit. You can use it as a closed pit or organise your musicians in front of the stage however this will mean you will lose up to 3 rows of seating.

CONTROL ROOM

The show can be operated from the rear of the auditorium or in the Stage Right wing area.

The lighting desk can be moved around, There is also a sound desk Stage right and a sound desk at the rear of the auditorium should you wish to operate sound from the rear.

WORKING AT HEIGHT ACCESS

A 10-rung Zarges Ladder

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

The extreme FOH Lighting bar can be accessed via trap-doors from the loft.

LIGHTING

CIRCUITS

Our lighting circuits are 15A. The lighting barrels on stage are at a permanently fixed height.

DIMMERS

60 channels at 10A (2kW) hard wired on a 1-1 patch to the sockets. Dimming is ETC SmartPacks. Although the channels are rated at 10A each, we only have a limited supply available for Stage Lighting.

CONTROL & DESK

The control is through DMX512 and the lighting control desk is either a Zero 88 Sirius, or on request an ETC Ion + Fader wing + Touch Screen Monitor can be made available.

There is 1 universe of DMX, which comes from the back of the auditorium, breaks out on stage, and then heads down to the dimmers, then onto the LED Cyc Lights.

HOUSE LIGHTS

House lights are controlled from switches in the wings or the back of the auditorium. The House lights consist of Dimmable Fluorescents.

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.

LANTERN STOCK

Profiles 12x Prelude 16o-30o Zoom

6x Source 4 Zoom

5x Teatro 15/28

3x Strand Patt 2 Fresnels

6x Selecon 1k

2x Teatro 2k

3x Teatro 1k

5x Strand Patt 123

2x Strand Patt 743

SOUND

A matched Line Array System with separate Subwoofer, including processor and amps:

Line Array Stack (Mid/Top) consists of 4 x LD Systems VA4 speakers per side:

Mid Frequency range capable of handling 200W RMS continuous each (so a total of 800W per side).

Top Frequency Range capable of handling 75W RMS continuous each (so a total of 300W per side)

Frequency Range: 80 - 19000Hz

2 x LD Systems LDV215B Subwoofers inset into the front of the stage:

2 x 15" cones in each Subwoofer

Capable of 1200W RMS per side

3 x Amps to drive the above: 1 for the Tops, 1 for the Mid range, 1 for the Subs

1 x Processor / Crossover to separate the incoming signal out to the relevant amps.

1 x Allen & Heath PA Series 28 Mixer - 24 Mic/Line channels, 2 Stereo Channels, 1 Aux + Stereo out

1 x Soundcraft GigRac Powered Mixer; 8 channels (8 mic / line OR 4 mic + 2 stereo RCA + Stereo 1/4") to stereo main mix, with 1 auxiliary + built in FX unit.

Microphones

4 x Shure SM58 (some switched)

1 x Trantec Beltpack Radio Mic with headset or tie-clip mic

1 x Trantec Beltpack Radio Mic with headset

1 x Handheld Radio Mic

Microphone stands

8 x Mic stands (4 small, 4 large)

Cables

We have a limited amount of cabling for microphones and power

ADDITIONAL THINGS TO NOTE

SPECIAL EFFECTS

All of the following would require a risk assessment and most of them would require consent from the Council Licensing Officer:

- Pyrotechnics
- Smoke or haze machines
- Dry ice
- Real flame
- Strobes
- Guns
- Cigarette/cigar smoking,
- Lasers
- The use of scenery or props
- The use of live animals
- Wrestling and/or boxing
- Hypnotism,
- Nudity
- If the performance is specifically for children it must be suitably risk assessed before we would permit any special effects to occur.

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

SMOKE

Smoke machines shall be sited and controlled so that they do not obstruct exit routes nor cause a hazard to surrounding curtains or fabrics.

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 Zippo's, is not permitted.