

Winston Churchill Theatre - Technical Information Pack

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Last updated: 8/4/2017

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VENUE AND CONTACT INFORMATION

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.

WHO'S WHO

Theatre Manager	Tim Saward
FOH Manager	Patrick Combe
Senior Technician	Tom Peters
Senior Technician	Ed Guest
Marketing/Box Office Manager	Fjola Stenning

CONTACT DETAILS

Address: Winston Churchill Theatre
Pinn Way
Ruislip
Middlesex
HA4 7QL

Telephone: 01895 227643	Administration
07930 268668	Technical (Tom)
07715 239729	Technical (Ed)
01895 250615	Box Office (Based at the Compass Theatre)

Email: 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

GENERAL INFORMATION

All visiting companies / 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. Failure to satisfy 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 appointed representative 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 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. 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.

SMOKING

The Winston Churchill Theatre is a NO SMOKING venue. 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 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 to ensure that the incident form is completed.

STAGE & BACKSTAGE FACILITIES

STAGE FLOOR

'Flat' painted plywood floor. We strongly advise that footwear is worn at all times on stage.

DIMENSIONS

The following dimensions are approximate.

Proscenium width	8.2m	26' 10"
Proscenium height	3.8m	12' 5"
Acting width - Upstage	8.2m	26' 10"
Downstage	11.0m	36' 1" (In front of Pros)
Width between fly floors	15.7m	51' 6"
Depth of stage to cyc	8.8m	28' 10"
Height to:		
Bar out dead	4.0m	13' 1"
Stage Floor to LX	4.0m	13' 1"

Stage plans are available from the website.

STAGE EQUIPMENT

There is no true Stage Manager's prompt desk, however most companies use the Stage Right area beside the Audio Rack as this has a Lamp, and the intercom and backstage paging system.

Techpro (or equivalent) intercom beltpacks 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 pairs of full size black running tabs (black curtains, full width of the stage as 2 halves)

2 black borders

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

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

FLYING FACILITIES

The theatre has very limited 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

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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.

Please Note: we do not have a performer's stage door entrance. 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.

There are no shower or laundry facilities on-site.

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, but it is cumbersome to remove the roof sections that make up the forestage. If you wish an orchestra pit, an option could be to utilise the area in front of the stage, but please ensure you choose the correct seating plan to allow this to be achieved. If you really do require the pit area, then please contact the admin team to discuss.

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. Simple shows are operable by one person from the wings or the back of the auditorium, but more complicated shows may require two operators.

WORKING AT HEIGHT ACCESS

There is 1 ladder for use for short durations of working-at-height: A 12-rung Zarges

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

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 7x Selecon LED WallWashers (RGB LED DMX controlled).

CIRCUITS

Our lighting circuits are 15A (industry standard). 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 an ETC Ion + Fader wing + Touch Screen Monitor.

There is 1 universe of 'house' 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 which are not DMX controllable.

GEL

We have a very small limited stock of gel on-site. 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.

GOBOS

The Winston Churchill Theatre does not carry any gobos or gobo holders in stock.

NOTE

Any hired light or lantern rigged in the theatre must have the correct fixing (e.g. hook clamp) and a secondary safety, be in good working order and electrically safe.

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LANTERN STOCK

Profiles 12x Prelude 16°-30° 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

Misc

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

1x Strobe

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.

AV

The Winston Churchill Theatre has a projector fixed on FOH 2 Lighting bar, and is focussed to project onto a drop down screen just in-front of the proscenium arch. The Projector is connected via means of a VGA cable that terminates in the down stage right wing.

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SOUND

DESK

Located at Stage Right: Soundcraft GigRac Powered Mixer;
8 channels (8 mic / line OR 4 mic + 2 stereo RCA + Stereo ¼") to stereo main mix,
with 1 auxiliary + built in FX unit.

Located at the rear of the auditorium: Allen & Heath PA Series 28 Mixer
24 Mic/Line channels, 2 Stereo Channels, 1 Aux + Stereo out

PLAYBACK DEVICES

Sony Minidisc recorder/player
Compact Disc player
Tape Player

LOCATION

Very basic sound can be operated from Stage Right on the 'GigRac'; or
alternatively, via the in house tielines, sound could be operated from the rear of
the auditorium on the Allen & Heath PA desk.

MAIN SPEAKERS

Two JBL speakers situated on the extreme left and extreme right of the
proscenium wall are run from the GigRac.

Alternatively you are welcome to use the larger PA setup, comprising of 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
(total of 800W per side).

Top Frequency Range capable of handling 75W RMS continuous each
(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.

MICROPHONES AND DIS

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 Hand Held Radio Mic

MICROPHONE STANDS

4 x Mic Stands

4 x Small Mic Stands.

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MULTICORE RUN

A multicore cable is permanently installed from Stage Right to the control area at the back of the auditorium, running as 16 Feeds and 4 Returns.

CABLES

We have a very small limited number of cables for connecting equipment to our sound system. For any large event we suggest you bring your own cables and microphones.

OTHER SOUND EQUIPMENT

We have a very small limited selection of audio cables and adaptors.

ADDITIONAL THINGS TO NOTE

STAFF

Winston Churchill Theatre has a small number of full time staff, so please inform us in plenty of time before your hire if you require extra technical staff.

The venue technician (full time or casual) present during an event may have to attend to other duties and may not be available to operate shows unless by prior arrangement.

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 scenery or props
- the use of live animals
- wrestling and/or boxing
- hypnotism
- nudity
- if the performance is specifically for children

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.

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.

The Winston Churchill Theatre does not own a smoke machine.

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.