

Compass Theatre - Technical Information Pack

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Last updated: 16/07/2017

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VENUE AND CONTACT INFORMATION

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

CONTACT DETAILS

Address:	Compass Theatre Glebe Avenue Ickenham Middlesex UB10 8PD
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 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.

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.

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 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 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 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.

STAGE & BACKSTAGE FACILITIES

STAGE FLOOR

'Flat' painted wood floor. We strongly advise that footwear is worn at all times on stage as the stage splinters easily.

DIMENSIONS

The following dimensions are approximate.

Proscenium width	6.5m	21' 3"
Proscenium height	3.3m	10' 9"
Acting width - Upstage	6.5m	21' 3"
Downstage	7.0m	22' 11" (In front of Pros)
Width between fly floors	9.5m	31' 1"
Depth of stage to cyc	7.9m	25' 11" (Inc. removable stage)
Height to:		
Underside of fly floor	2.8m	9' 2"
Underside of LX floor	3.9m	12' 9"
Bar out dead	4.2m	13' 9"
Stage Floor to stg LX	4.0m	13' 2"
Stage Floor to FOH LX	4.2m	13' 9"

Stage plans are available from the website.

STAGE EQUIPMENT

Stage Manager's prompt desk with a Colour CCTV feed from LX box, intercom and backstage paging system. Desk situated downstage left.

Techpro (or equivalent) intercom beltpacks are located in control box, and one built into the stage manager's desk. There are connection points located at the back of the auditorium (one audience left one audience right) as well as one in the lighting box. There is also one point located in the orchestra pit, and one Stage Right beside the gantry ladder

Soft fabric white cyclorama. Extending above the stage and into the wings

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

2 black borders

5 steeldeck rostra - 8' x 4'

1 steeldeck rostra - 4' x 4'

If the removable section of stage is not in use there is a further 3 of 8' x 4' and 1 of 4' x 4' steeldeck available to use on stage

Various legs to suit above, mainly to make up approximately 1', 18" or 2' high to the top of the steel deck

A good selection of Stage Braces and Stage Weights

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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:
1x 9-rung A-Frame ladder, 1x 10-rung Zarges, 1x 6-rung Zarges

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

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 500/3 floodlights and 2x Coda 500/1 floodlights normally patched into channels 45, 46, 47 and 48.

CIRCUITS

Our lighting circuits are mainly 15A (industry standard). 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 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, capable of running 96 generic channels and 24 moving lights. The desk can be run as 2-preset, on submasters, 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.

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, be in good working order and electrically safe.

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LANTERN STOCK

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

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

Compact Disc player

Digital effect processor - not permanently installed, but always available.

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

JBL Control speakers and one JBL Control Bass Bin, powered by 300W Stereo Amplifiers (One doing 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, 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.

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AV

The Compass Theatre has a Christie DHD800 digital data projector, capable of HD images at full resolution of 1920 by 1080. The projector is twin lamped with an output of 8000 lumens at a contrast ratio of 7500:1. It is HDMI / DVI / VGA compatible.

HDMI input is provided from the Lighting/Control box located at the back of the auditorium at Compass for laptops / PC's etc, however for if you wish to run VGA or DVI to the projector, then you will need to bring your own cables.

The projector is capable of producing a full stage width image from the lighting bars above the auditorium, and with careful focussing of the stage lights, the projector can be used for the backdrops of your production.

The projector can also be used in conjunction with the 6.5m wide x 4m high projector screen that is situated on the audience side of the proscenium arch. Ideal for conference work, and cinema showings.

ADDITIONAL THINGS TO NOTE

STAFF

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

SMOKE / HAZE

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 Compass 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.