

Winston Churchill Theatre - Technical Information Pack

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Last updated: 13/05/2022

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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

Senior Technician	Tom Peters
Senior Technician	Pete Smith
Marketing/Box Office Manager	Fjola Stenning

CONTACT DETAILS

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

Telephone: 01895 227643 Administration
01895 250615 Box Office (Based at the Compass Theatre)

Email: artsvenues@hillingdon.gov.uk - general administration
theatretechnicians@hillingdon.gov.uk - technical enquiries

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 Technicians 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 unable to satisfy the Venue 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 Technicians 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 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.

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

Our Technician will advise on the location of First Aid Boxes. The Production Company's Stage Manager has total responsibility for backstage security and the company's safety and conduct while in residence. All accidents or near misses (incidents where an injury didn't occur but easily could have) MUST, by law, be reported in the hiring companies Accident Book. Also please inform the Winston Churchill Theatre Duty Technician (or Duty Officer) at the earliest opportunity for our records.

STAGE & BACKSTAGE FACILITIES

STAGE FLOOR

'Flat' painted 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, CCTV show relay feed and the intercom and backstage paging system.

Techpro (or equivalent) intercom beltpacks are available 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

A selection of 1m square staging blocks, approx. 6" high, 12" high and 18" high

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 plot for further information.

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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 no longer has an orchestra pit. If you wish an area for an orchestra, 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. The other space available for an Orchestra would be under the stage, however please be aware that the orchestra and conductor will not have direct sight of the stage, you will need to bring in suitable equipment to create a show relay feed and sufficient equipment to 'mic' up the band. Please contact the technical department (theatretechnicians@hillington.gov.uk) for more information.

CONTROL AREA

The venue is set up such that the show is to be operated from the rear of the auditorium.

WORKING AT HEIGHT ACCESS

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

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

TECHPRO INTERCOM

The venue has a Techpro ring installed with connection points located 4 at the back of the auditorium, 1 at Stage Right (SM position), 1 Stage Left and one under the stage in the pit area.

3 x Headset packs - ISSUED ONLY ON REQUEST and damage is to be paid for.

LIGHTING

RIG

We have a very basic fixed rig Front of House comprising of:

FOH Bar 2

- Prelude 16/30 Zoom Extreme Stage right
- 2x Source 4 Zoom Stage Right focus
- 2x Source 4 Zoom Stage Centre focus
- 2x Source 4 Zoom Stage Left focus
- Prelude 16/30 Zoom Extreme Stage Left focus

FOH Bar 1

- 4x Selecon 1k Fresnels General stage wash fill

Cyc Bar

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

CIRCUITS

Our lighting circuits are 15A (industry standard). The lighting barrels On-Stage and Front of House 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 an ETC Ion + Fader wing + Touch Screen Monitor.

There is 1 universe of 'house' DMX, which comes from the back of the auditorium to a DMX splitter located with the dimmers. This then feeds the dimmers on one output and from another output feeds the LED Cyc Lights. A DMX line is fed from a further output up to stage level on the Stage Right patch bay.

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 do not carry any lighting filters on-site, and so you are advised to bring your own.

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 - FIXED LOCATIONS

Profiles 2x Prelude 16°-30° Zoom
 6x Source 4 Zoom

Fresnels 4x Selecon 1k

Cyc Lights 7x Philips LED Wallwashers

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

MAIN SPEAKERS

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

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

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.

MUTLICORE 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.

Other equipment (issued only if pre-arranged)

PLAYBACK DEVICES

Compact Disc player

MICROPHONES AND DIs

10x Shure SM58

1 x Sennheiser Beltpack Radio Mic with tie-clip mic

2 x Sennheiser Hand Held Radio Mics

2 x DI Boxes

MICROPHONE STANDS

10 x 'Normal' Mic Stands

10 x 'Small' Mic Stands.

CABLES

We have a limited number of XLR 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 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 some of them will require additional consent (marked with a #):

- 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/HAZE

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

The Winston Churchill Theatre has a smoke detector system which requires it to be isolated prior to the use of Smoke/Haze/Pyrotechnics. However as this does not isolate the entire building, doors must not be held open otherwise an activation of the Fire Alarm may occur as smoke/haze will enter areas of the building that are still actively monitored. This includes the Air Handling Plant, which cannot be isolated and so excessive use of Haze or Smoke may enter this area and trigger the Fire Alarm.

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.

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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 NOTE:

We will endeavour to maintain the Theatre and its equipment as shown in this Technical Information Pack, however all equipment is subject to availability. In the case of equipment failure or other circumstances beyond our immediate control, we reserve the right to substitute any equipment without prior notice.

Any extra equipment will be checked for operation prior to issue, it will also be checked on return. If any sign of damage or breakage has been identified, there may be a charge for repair or replacement.

If whilst in use by the hiring company equipment develops a fault, please inform the Duty Technician at the earliest opportunity so it can be investigated and a note can be made if unable to rectify.