

Technical Information Pack

East Kilbride Arts Centre Studio Theatre



Please find enclosed the following information to help you prepare for your Production at East Kilbride Arts Centre:

- Technical Notes
- Technical Specifications / Equipment List
- Construction (Design and Management) Regulations Information and Initial Questionnaire
- Production Schedule / Questionnaire
- Studio plans and Lighting Grid Schematics

In order that we can support your production as effectively as possible, **please complete and return the Production Schedule / Questionnaire to arrive at least 21 days before your event.** Please enclose as much supporting documentation as possible (Lighting Plan / Requirements, Sound Schematic, Set Plans, Risk Assessments etc.).

Should you require any further information or have any other queries regarding your visit please don't hesitate to contact me or one of my colleagues.

Yours Sincerely

Kerr Hume
Theatre Technician

Technical Information Pack

East Kilbride Arts Centre Studio Theatre

Technical Notes



Standard Staffing Provision

East Kilbride Arts Centre will provide one Technician for all Technical rehearsals and Show calls. The Technician on duty will be available to operate **either** Lighting **or** Sound for rehearsals and performances if required. Additional Technical Staff are available but may incur an additional charge (dependant on contract). Any additional staffing requirements should be discussed with the Theatre Technician at least 21 days prior to your event.

All visiting companies must provide a competent person to liaise with the Arts Centre Technical Staff prior to their get-in and to oversee their technical requirements during the get-in and rehearsals.

Pre-rigging

Where Scheduling allows the Technical Staff will endeavour to pre-rig for visiting companies. Lighting Plans / Requirements must be provided one week in advance to facilitate any pre-rigging.

Get-outs

The get-out should be scheduled to start as soon as possible after the final performance, unless otherwise arranged with the Venue Management. Any equipment to be left in the venue after the get-out for collection at a later date must be agreed with the Venue Management prior to the event.

Fire Exits

1.3 meters of unobstructed space must be left clear at the front of the seating bank (if used) to facilitate access of our patrons and provide a statutory means of access to the emergency exit stage right. Please refer to the Studio Plan and if in any doubt please contact us.

East Kilbride Arts Centre Contacts

Venues Manager: Colin McWilliams
Tel: 01355 261000
E-Mail: colin.mcwilliams@southlanarkshireleisure.co.uk

Senior Venues Officer: Raymond Anderson
Tel: 01355 261000
E-Mail: raymond.anderson@southlanarkshireleisure.co.uk

Theatre Technician: Kerr Hume
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E-Mail: kerr.hume@southlanarkshireleisure.co.uk

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Technical Specifications / Equipment List



Performance Area

The Studio Theatre is a basic studio space which doubles as a function room and a rehearsal space. The dimensions of the room are 7.65m by 11.85m with approx. 5m to the lighting grid. With the seating bank extended this gives a stage / performance area of 7.65m by 4m to the setting line with a further 1.3m to the seating bank. The 1.3m from the setting line to the seating bank must be kept clear as a fire exit for audience members and cast.

The flooring is black up to the setting line and the walls are painted block work, black up to half way then deep blue.

The rear wall of the stage area has a set of black tabs on runners and a retractable projection screen (5.4m by 3.9m). The side walls of the stage area have black tabs on a fixed bar.

Get In

The Get In for the Studio Theatre is at street level through a door 1.8m by 0.95m (6'3" by 3'3").

Parking

Parking is available for vans and cars in the Arts Centre Car Park free of charge.

Power

2x Single Phase 32A sockets are available behind the stage, stage left.
4x 13A sockets are available along the back wall of the stage.

Lighting Equipment

| | |
|----------|--|
| Desk | Avolites Tiger Touch 2 with Fader Wing |
| Dimming | 48 ways of Zero 88 Chilli dimming, 10A per channel. DMX lines from Control Room to DSL at floor level and USL at the grid. |
| Profiles | 2 x 600w Strand Brio Profiles 25°/50° 2 x 650w ETC Source 4 Profiles 36° 6 x 575w ETC Source 4 Jr Zooms 8 x 650w Zero 88 Focus Profiles 17°-36° |
| Fresnels | 4 x 1Kw Strand Patt. 743 Fresnels 4 x 1Kw Selecon Rama Fresnels 14 x 650w Zero 88 Focus Fresnels |

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Technical Specifications / Equipment List



| | |
|--------------|--|
| Other | 6 x 500w Symmetrical Floods (permanently rigged as house lights) 12 x 1Kw Par Cans (CP62) 2x 1Kw Floor Cans (CP62) |
| Intelligents | 8x Chauvet Colordash Par Hex 12 LED Pars (4 each permanently rigged on Bars 3 and 4) 3x Chauvet Intimidator Sopt 355z IRC (Permanently rigged on Bar 4) 6x Chauvet SlimPar H6 USB |
| Haze | 1x Swefog Ultimate 2000 DMX |

The Safe Working Load for the Lighting Grid is 400 KG evenly distributed across the Grid.

Sound Equipment

| | |
|----------|---|
| Desk | Soundcraft Si Compact 16 Channel |
| Playback | Tascam CD-R 700 CD Recorder Tascam MD-CD1 CD/Mini-Disk Player Apple Mac Mini running Qlab 4 |
| Amps | Bose Power Match PM4250 |
| Speakers | 2 x Bose 208 Speakers permanently rigged stage left and right |
| Other | Various Shure SM 57, SM 58, Beta 57, Beta 58 and Beta 52 Microphones Various Boom Stands 4 x BSS Active DI Boxes Various FX/Reverb units 8/2 Multicore installed from Control Room to USL 4 x Trantec S5.3 Radio Mics (Hand Held or Belt Pack) |

Portable PA

| | |
|----------|---|
| Desk | Midas Venice 240 Mixer (16mono, 4stereo channels) |
| Speakers | 2x Turbo Sound TQ445DP and TQ425DP Self Powered Speakers 3x RCF Art 312 Self Powered Wedges |
| Playback | Denon DN-C635 CD Player |
| Other | 50m Multicore 16/4 Klark Technik Graffik EQ TC Electronic M2000 Dual FX Unit Drawmer DL241 Dual Compressor 2x Shure SLX4 Hand Held Radio Mics |



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Construction (Design and Management) Regulations 2015



South Lanarkshire Leisure & Culture Ltd – CDM Regulations 2015

This information concerns the legal requirements in The Construction (Design and Management) Regulations 2015 (CDM 2015) with respect to theatre stage and production management.

In 2014 the Health & Safety Executive decided that entertainment premises and events would be subject to and would have to comply with Construction Design and Management regulations 2015 (CDM), including 'erection and dismantling of temporary structures'. Regulations came into force on 6 April 2015.

Generally, much of the work conducted on theatre and events, is currently enforced by the Local Authority (through their EHOs). The enforcement authority for Construction work however is the HSE, except in a few specified circumstances. So "theatre and event" construction sites would most likely be inspected by HSE Construction inspectors, rather than LA EHOs.

The HSE point out that there are a number of key elements to securing health and safety to satisfy CDM temporary construction including:

- a) managing the risks to health and safety by applying the general principles of prevention;
- b) appointing the right people and organisations at the right time;
- c) making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety;
- d) dutyholders co-operating and communicating with each other and co-ordinating their work;
- e) consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

South Lanarkshire Leisure and Culture will engage with all users of our venues to assess whether these regulations apply to any specific show / event / hire using an initial questionnaire.

Once the venue management have decided that CDM regulations apply, we will require any hirer / user to engage with the management and work together to ensure the regulations are met.

SLLC will require formal drawings / plans of stage layouts and the appropriate Risk Assessments for erection / construction & transportation of set / temporary structures being used in the production. Failure to provide this information in reasonable time and in an appropriate format may jeopardise the production.

On the day of a get-in / get-out, a number of additional safety measures will be put in place to ensure the CDM regulations are met. These include: training and induction for all those involved in the work being carried out, a restriction on access to the area where work is taking place, appropriate PPE being worn at all times by all persons in the work area, the adherence to an agreed working plan and schedule by all persons in the work area and agreement on who is responsible for each stage of the tasks involved in the work.



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Construction (Design and Management)
Regulations 2015



CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS
QUESTIONNAIRE
EAST KILBRIDE ARTS CENTRE

Name of your organisation: _____

Date of get-in for your production: _____

Responsible Person / Production Manager: _____

Contact Details: _____

New Health & Safety CDM regulations (2015) require detailed assessment of your proposed production / event including, set erection, set construction, staffing, personal safety, site safety and induction.

Assessment Questions:

1. Are you using any set on stage during your production / event? (Scenery, flats, trucks, stage decoration etc)

Yes No

If NO, then please sign the bottom of this form and return to the venue management team.

If YES, please answer the following:

2. Do you have a plan of the stage layout you intend to use? (If yes please provide)

Yes No

3. Do you have the appropriate Risk Assessment for erection / construction & transportation of set for your production / event? (If yes please provide)

Yes No

PLEASE NOTE: We may require a specific meeting to discuss your technical proposals and plans at least 2 weeks prior to your get-in.

Signed: _____

Print: _____

Date: _____

East Kilbride Arts Centre, Old Coach Road, East Kilbride, G74 4DU
Tel: 01355 261000 Fax: 01355 261280
Email: ekartscentre@southlanarkshireleisure.co.uk



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Production Schedule / Questionnaire

Please complete and return to arrive at least 21 days before your event.



Company Name: _____

Production: _____

- All electrical equipment brought into this venue, must have a current Portable Appliance Test Certificate (PAT).
- All personnel must be capable of undertaking the tasks allocated to them.
- All persons entering the venue must comply with all aspects of the Health and Safety at Work Act (1994) as well as with current Environmental Health and other relevant legislations.
- The mobile elevated work platform (MEWP/Genie) shall only be used by persons who have been adequately trained in its' use and have the relevant IPAF Licence. South Lanarkshire Leisure & Culture Trust do not accept liability for any loss or injury of whatever nature suffered by any person as a result of any accident occurring through negligent use of this equipment.
- Please note that equipment may not be stored within the building without specific prior permission.

Signed: _____ Date: _____

Contact Information

| | |
|------------------|--|
| Booking Contact: | |
| Telephone: | |
| Fax: | |
| Mobile: | |
| E-Mail: | |

| | |
|--------------------|--|
| Technical Contact: | |
| Tel: | |
| Fax: | |
| Mobile: | |
| E-Mail: | |

Get-in

| | | | |
|--|--|-------|--|
| Date: | | Time: | |
| Length of time required: | | | |
| Any additional staff required (if so how many): | | | |
| Please list any very large, excessively heavy or unusual items involved: | | | |
| | | | |
| | | | |

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East Kilbride Arts Centre Studio Theatre

Production Schedule / Questionnaire



Get-out

| | | | |
|---|--|-------|--|
| Date: | | Time: | |
| Length of time required: | | | |
| Any additional staff required (if so how many): | | | |
| The get-out should be scheduled to start as soon as possible after the final performance, unless otherwise arranged with the Venue Management. | | | |
| Any equipment to be left in the venue after the get-out for collection at a later date must be agreed with the Venue Management prior to the event. | | | |

Rehearsal and Performance Information

| Performance Dates: | Times: |
|--------------------|--------|
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| Technical Rehearsal Dates: (Technical Staff in Attendance) | Times: |
|--|--------|
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| | |

| Non Technical Rehearsal Dates: (No Technical Staff in Attendance) | Times: |
|---|--------|
| | |
| | |
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|--------------------------------------|--|
| Approximate duration of performance: | |
| Interval time: (If applicable) | |

Lighting

| | |
|---|----------|
| Please enclose Lighting Plans / Requirements with your completed Production Schedule / Questionnaire. | |
| Please specify any special lighting equipment used (i.e. strobos, fluorescent, practicals, effects, etc). | |
| | |
| | |
| Do you require a lighting board operator? | Yes / No |
| If you require us to operate your show please allow adequate time for a technical rehearsal. | |
| Please note that East Kilbride Arts Centre holds a limited stock of sundries (gobos, gels, irises, etc) If you require any of these items please consult us in good time. | |

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Production Schedule / Questionnaire



Sound

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|---|----------|
| Please list all Arts Centre sound equipment you wish to use. | |
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| Do you require a sound operator? | Yes / No |
| It will be assumed that sound will be operated from the control room unless otherwise agreed with the Theatre Technician. | |

Other Equipment and Effects

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|--|----------|
| Please list any other equipment or effects used within your event (e.g. Pyrotechnics, Fire Arms, Any use of Live Flame etc). | |
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| | |
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| | |
| | |
| Do you use a smoke machine or hazer? | Yes / No |

Additional Technical Requirements

| | |
|--|--|
| Please list any other technical requirements for your event. | |
| | |
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Thank you for taking the time to complete this Production Schedule / Questionnaire. If you wish to discuss anything or require any further information please don't hesitate to contact us.

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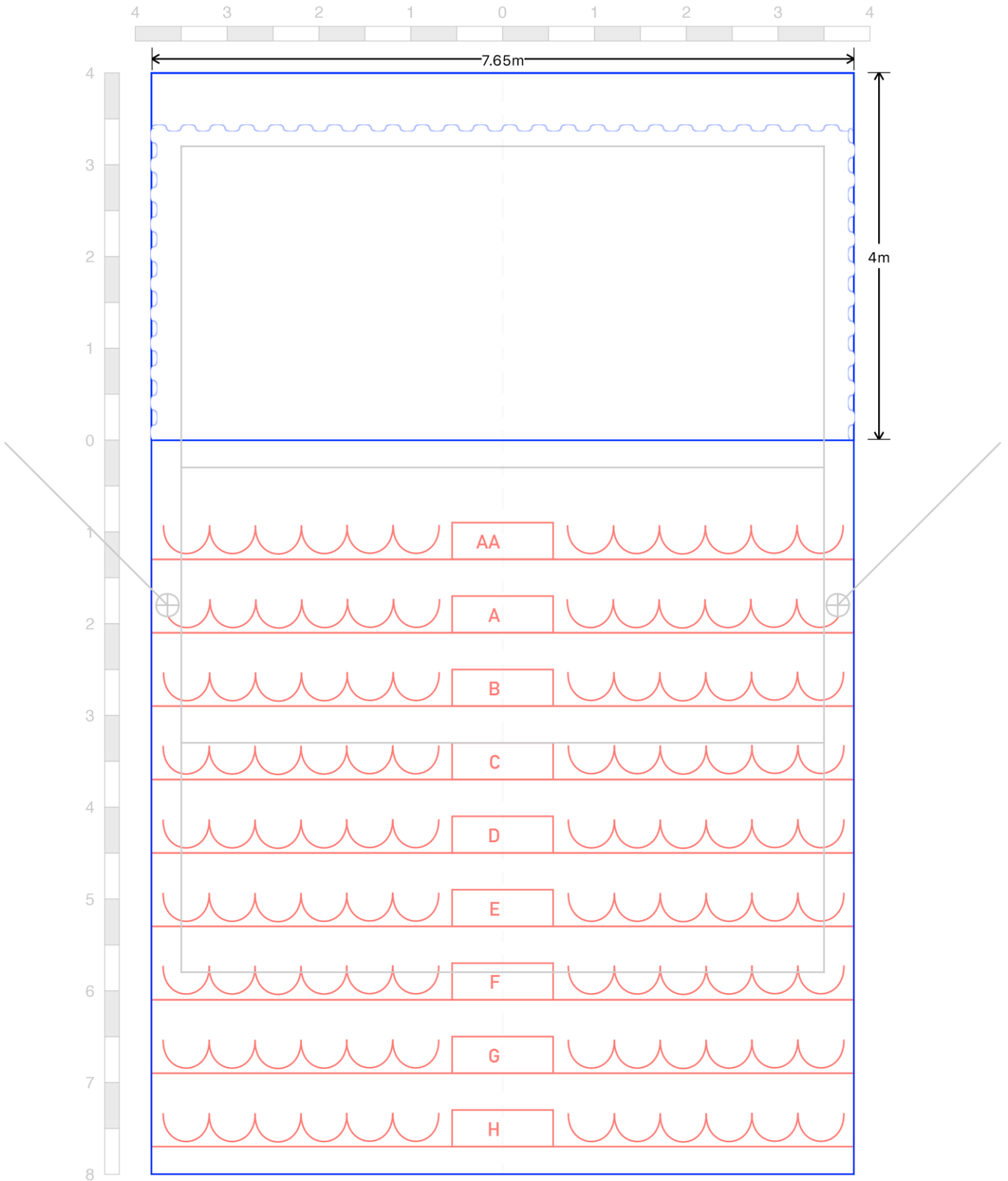
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East Kilbride Arts Centre Studio Theatre

Studio Theatre Plan



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East Kilbride Arts Centre Studio Theatre

Lighting Grid Schematic

