

# **CHELTENHAM PLAYHOUSE**

## **STAGE MANAGER'S HANDBOOK**

A guide to what you need to know as a  
Stage Manager at the Playhouse

*March 2016*

## **GENERAL DESCRIPTION OF THE STAGE MANAGER'S ROLE:**

The Stage Manager is responsible for all that relates to the smooth and safe running of the production on stage, including, but not limited to: the preparation of the stage for rehearsal and performance, liaising with directors, front of house, lighting, sound, cast and crew as required.

At performance times, work closely with the Front of House Manager to ensure the smooth and successful running of an event from an audience perspective. Although each has a specific responsibility in the venue, there is an element of overlap and collaboration, particularly where audience welfare is concerned.

During performance, coordinating all departments including cast and crew through technical/dress rehearsals (when required) and liaising with any other staff associated with the production.

***NB: During your tenancy as Stage Manager (SM), above all else you have a duty of care for members of the public and production personnel, as well as responsibility for the building and its contents.***

## **ADMISSION TO THE PREMISES**

The Theatre continually endeavors to provide and improve upon a safe working environment that is fit for purpose. You have been granted unencumbered access to specific areas of the complex at the times described within the contract agreed with the Cheltenham Playhouse.

You must extend your full cooperation and give unfettered access when requested by any member of the Management, Trustees, on duty Police/Fire Officers.

*NB: Regrettably, any breaches of contract, or safety, will result in enforced closure of the production until the breach is rectified.*

## **AUDITORIUM**

The 'Step' lights MUST be illuminated for all performances, or where members of cast and crew are present during technical rehearsals when normal stage lighting is in use. The switch to these is on the switch panel next to the Auditorium left entrance.

Auditorium gangways must be kept clear of any obstacles at all times: this includes people!

## **BALCONY**

No more than 3 production personnel may be present on each balcony during a show. This limitation is for safety reasons and must be strictly enforced by you. Strictly no members of the public are to be admitted to these areas. Please keep the access doors closed during a performance.

## **BORDERS**

Four black border cloths are provided, already suspended from appropriate barrels. They may be removed, but must be retied onto the barrel in the correct location at the end of the production. Please take care not to cover them in dust and dirt when handling by keeping the front face off the floor. Fold them neatly for temporary storage away from the Stage.

NB: A simple bow is all that is required to tie them to the barrel. Do not use any other type of knot.

## **CLEANLINESS**

All parts of the premises under your jurisdiction shall be kept in a clean and tidy condition.

Please use the bins provided, which must be emptied at the end of the production. Remove any rubbish and other discarded items into the large green bins in the workshop (or to the skip outside if one is provided).

Brooms are provided stage right for you to sweep the stage after clearing away your production equipment and also for cleaning up in the Workshop following set/properties construction.

A vacuum cleaner may be found in Dressing Room 2 (kitchen) provided for use during the get out for vacuuming the Dressing Room and corridor areas. The steps leading to stage left should also be vacuumed.

## **DAMAGE / BREAKAGES**

Please take great care of the theatre and its equipment during your tenure. It has taken many years for the Theatre to get to the level you enjoy today.

However, you must report any damage, breakage, missing items etc., to the Theatre or Technical Manager immediately.

The cost for accidental damage or items broken through fair wear and tear will be covered by the Theatre, but any damage caused by lack of care or misuse will be charged retrospectively against the contract for its repair/replacement upon discovery.

## **DIMMER RACKS**

The dimmer racks are located in the Scene Dock and must remain accessible at all times.

The main stage dimmers are powered on and off using the large switch box identified on the wall. The House Lights dimmer is powered on and off via

the identified MCB switch inside the grey distribution cabinet next to it.

Spare fuses for dimmer circuits are available in the Lighting Control Room cupboard. Spares may be obtained from the Technical Manager.

## **DISABLED ACCESS**

Public wheelchair access into the Theatre is via a ramp through the Foyer entrance (stored in the Electrical Intake Room), or alternatively through the fire exit 'crash' doors centre front of the theatre. Please ensure that the Front of House team is aware of this.

A maximum of four wheelchairs are allowed in the Auditorium during each performance (alongside seats B1; B14; D1 & D16). These spaces are ticketed (along with allocated seats for helpers) if required.

Regrettably, the only wheelchair access to the stage is via the Workshop double doors and up the ramp through the Scene Dock. Currently the Management would not advise access to the stage for wheelchair users, on the grounds of safety.

NB: The only Disabled toilet is adjacent to the Dressing Rooms and therefore wheelchair access through the pass doors (Auditorium right) and along the dressing rooms corridor must be kept clear at all times.

## **DRESSING ROOMS AND CORRIDORS**

All Dressing Rooms are provided with mirrors and allocated furnishings. Four spare plastic chairs are available (located between Dressing Rooms 4 & 5) which may be additionally deployed, but must be returned there after use.

Dressing Rooms should be left clean and tidy at the end of your tenancy, with all costumes, props (and other production associated items brought in) subsequently removed. All coat hangers returned to the rack stored between Dressing Rooms 4 & 5. Please pay particular attention to the 'kitchen' area in Dressing Room 2 ensuring that food and drink items are removed from the fridge and that all cups etc., are cleaned and put back in the cupboards, with glasses returned to the Green Room/Lounge bar.

The electrical circuit to which the water heaters and fridge are connected, may occasionally 'trip' out (indicated by the neon lights being off). The distribution board containing the MCB switch that will need resetting is on the left hand side of the Electrical Intake Room wall (found off the vomitorium near the theatre entrance). The switch is labelled Dressing Room 2 (most likely the only switch facing a different direction to all the others when tripped). Switch back on to restore the supply.

Dressing Room corridors must be kept clear of any obstacles at all times: this includes people!

NB: Excessive noise in the Dressing Rooms, but especially in the corridors, will travel through to the Auditorium and disturb the audience. Please ensure that all members of the cast and crew are aware of this.

## **DRINKS/BAR ACCESS**

Please ensure that all members of the cast are aware that they are NOT allowed into any of the bars in costume (unless it forms a specific part of the production). If drinks etc. are required, they should send a 'runner'.

## **ELECTRICAL INTAKE AND GAS METER ROOMS**

The electricity meter and gas meter areas shall be used exclusively for accommodation of the meter and its connections. The area around the equipment, whether enclosed or not, must be kept clear and unobstructed.

## **EMERGENCY EXITS**

All routes to any emergency exit within your area of responsibility must remain accessible at all times. Particularly, doors that lead to, or form a part of an emergency escape route must remain unencumbered at ALL times. (See the Fire Exit plan towards the end of this handbook)

## **EVACUATION**

You will ensure that all entertainment stops IMMEDIATELY and instruct everyone to leave the premises:

- In case of fire
- In case of a bomb threat
- If there is a suspected gas leak
- If the normal lighting fails and remains inoperative
- Or in any other life threatening scenario

Nobody shall be re-admitted until it is safe to do so.

## **FIRE**

The Fire Service shall be called to any outbreak of fire, however slight, which occurs in the building. If a fire extinguisher is used, it must be reported immediately to the Theatre Manager (so that it can be replaced or recharged ready for the next public performance).

Please ensure that as SM, you have read and fully understand the layout of the building, the location of all exits and actions to be taken in case of fire.

A plan is included at the end of this handbook for these purposes.

## **FIRE ALARM**

If the Fire Alarm is triggered a large red strobe light will flash in the SM corner (you may also hear the sounders in other parts of the building). Do NOT panic!

Your first action MUST be to calmly instigate the evacuation of all personnel from the building. (See EVACUATION above).

If you get confirmation of a fire on the premises following an alarm, phone the emergency services immediately to confirm. They will not fully respond until they have confirmation. Leave the alarm sounding until Fire Brigade arrives and they have given clearance for it to be deactivated.

Otherwise, check the Fire Alarm panel in the Green Room corridor adjacent to the Gents Toilet. (See FIRE ALARM SYSTEM towards the end of this publication).

## **FIRE/SAFETY CHECKS**

At the end of each performance, you are required to do a safety check of the auditorium and confirm this action by filling in the Safety Book provided in the SM corner. You may also use this book to record any incidents or observations (concerning safety) that you may have.

## **FIRST AID**

First aid supplies are contained within a First Aid Kit situated in the SM corner. It is provided exclusively for First Aid purposes ONLY.

If you find that supplies of any item are low, please advise the Theatre Manager who will arrange replenishment.

## **FLATS**

Flats must not be cut or modified in any way without first speaking to the Technical Manager, nor must anything be attached to flats with any sort of glue/adhesive.

## **FRONT OF HOUSE**

You will need to liaise with all production staff to ensure they have completed pre-performance requirements prior to access to the auditorium by the audience.

45 mins before 'curtain up' House Lights and Music should be on and corridor lights switched off.

At least 20 mins before 'curtain up' all Theatre working lights should be switched off and 'step' lights switched on.

At 20 mins before 'curtain up' notify the Front of House Manager the production is ready, so that the 'House' may be opened and the audience admitted.

You are required to 'ring the bells' as a countdown warning to the start (or restart) of a performance. On the SM console you will find a green button marked 'Bells'. Press and hold the button for approx. 2 seconds to ring the

bells. You should give –

- 3 bursts approx. 5 mins before ‘curtain up’
- 2 bursts approx. 3½ mins before ‘curtain up’
- 1 burst approx. 2 mins before ‘curtain up’

You may also wish to make public address announcements via the console microphone to complement these. (See PUBLIC ADDRESS below)

The Front of House Manager will telephone you (handset in the SM corner) to provide clearance for the performance to start or restart once the audience is safely into their seats.

For your convenience, a camera is trained on the audience and the view can be accessed on the SM corner monitor by toggling the A/B button.

## **FURNITURE/PROPS**

All items freely available for use in your production can be found in the furniture store under the stage. Do NOT help yourself to ANY furnishings from dressing rooms, balconies or any other parts of the building! They are designated for their own purposes. Do NOT paint any varnished items available.

If you can't find what you need, you'll need to source it externally.

## **GAFFER TAPE**

Only professional quality Gaffer tape is to be used when required. NOT duct tape or any cheap equivalent as they leave residues that compromise equipment. Use of such tapes may result in your production incurring an additional charge for reparation!

## **GRID**

The Grid contains 15 hanging positions for barrels that may be lowered to a working height for populating. They are suspended using polyester ropes via

pulleys and attached to cleats on the stage left wall. All the barrels are numbered on their end caps. Their positions are interchangeable, but **MUST** be returned to their correct location at the end of the production. For ease of interchangeability the ends of the ropes contain spring clips that attach to 'D' brackets on the barrel.

Be aware that the pulleys do not reduce the 'load', so whatever weight is suspended from a barrel is the weight you will need to overcome to move it into position. Do not overload any individual barrel and please ensure that ropes are correctly and safely tied to the wall cleats once set. Failure to do so may result in injury or death from falling equipment!

Lighting barrels must be additionally secured by using the girder suspended safety chains. These must be attached in such a way as to arrest a falling barrel (without trapping electrical cables) within 50mm of its set position. The same applies to any heavy equipment or lanterns loaded onto barrels.

If in doubt ask the Technical Manager to demonstrate how to achieve any of the above.

## **HANDOVER**

A representative from the theatre will oversee your initial access to the premises and again when you vacate at the end of the contract period.

There is a checklist at the end of this handbook of the items you will need to have completed prior to handover back to the theatre.

## **HEALTH AND SAFETY**

You must report all accidents/incidents by completing a copy of a Health and Safety Form located in the SM corner.

Hard hats are provided (Stage Right) for use by members of the production where necessary. It is your responsibility to ensure that they are used in appropriate situations.

## **HELP AND ASSISTANCE**

Please contact the Technical Manager or Theatre Manager if you are unsure

or have any questions relating to use of the theatre and its equipment.

## **LADDERS AND STEPLADDERS**

Ladders, 'A' frame stepladders and a Tallescope are provided for access to items at height. You are responsible for ensuring any users of this equipment are both competent and aware of their (and others) safety whilst using it.

Ladders must be secured when stored (using the chord provided) to tie them into position.

Please ensure that items are not placed in front of them when stored, as access may be required at any time.

## **LEGS**

The following legs are available for wing masking.

- 6 x Black cloths

These are stored in the large box on the audience right (sound) balcony. Please ensure that cloths are kept clean and when being folded (according to the instructions on the lid of the storage box), that they are always folded face up to avoid dust and dirt contaminating the front face, putting them back into their plastic bags for added protection.

Leg cloths are suspended with the ties attached to them from the wooden leg bars and flown via the leg lines in the wings. Each wall cleat for securing them has its location marked alongside it (e.g.MSR). When not in use, please store the leg bar vertically. If unsure how to achieve this, please ask the Technical Manager for a demonstration.

NB: A simple bow is all that is required to tie legs to the bar. Do not use any other type of knot.

## **LIGHTS & SWITCHES**

Lights of various types are provided as 'working' lights in all areas of the theatre. Please familiarise yourself with them and their operation. Many

lights have switches that have more than one way for ease of use, but there are still many that aren't. All 'working' lights should be 'OFF' or 'Dimmed' during a show.

Additionally, 'show condition' lights are provided at the sides of the stage and in the Control Rooms for use during a show.

Please be diligent and ensure all lights are switched OFF before leaving the premises, but also be aware that there are a number of emergency lights that will remain ON for safety reasons.

If a bulb blows, do not remove until a replacement is ready to fit.

NB: The House lights are only controllable via the lighting console. The canopy lights plus stage door entrance/rear alleyway lights are under timer control and will turn on and off automatically.

## **LIGHTING BARS/IWB'S**

Four internally wired barrels are supplied as permanent lighting bars within the stage grid and also one on the gantry front of house.

The four onstage bars have multicore cables (Tripes) suspended from the ends of them. These cables should be 'flown' once the bar is set, via the permanently attached lines and the identified wall cleats (LX2; LX3; LX4). LX1 doesn't have a line. Its 'Tripe' may be tidied onto the concrete platform at height next to it.

NB: You MUST release these lines/Tripes (and release any associated safety chains) before flying a bar down to stage level.

## **MICROPHONES & STANDS**

The theatre has 2 x vocal and 1 x instrument microphones available for use. If you would like to use them, please contact the Technical Manager who will make them available. Boom microphone stands may be found in the Sound Control Room.

NB: Do not under any circumstances relocate or disconnect the 3 microphones used for foldback to the dressing rooms (located behind

proscenium centre and on balconies near front pillars).

## **MINORS**

If you have young people of 16 years or under in your production, you must ensure that they have a responsible chaperone that is not a member of the cast. Minors **MUST** have a separate dressing room that adults (except the chaperone) should avoid.

## **NOISE**

Whilst the theatre has an entertainments license, please be aware that excessive noise can carry outside to our neighbours and the surrounding area. Please keep noise levels to a sensible acceptable level. Noise should be particularly curbed beyond 11pm. Please ensure production personnel are aware, particularly when leaving the theatre late at night.

## **NOTICES**

The noticeboard in the dressing room corridor is for the use of the hiring company and drawing pins may be used. Any noticeboards front of house are controlled by the theatre. Should you feel that you need to use any of these noticeboards, their use must be discussed and approved by the Theatre Manager.

Dressing room allocations may be affixed to dressing room doors using Blu Tak or pins. Any other notices may be affixed to other doors or mirrors using Blu Tak but not on any walls. White Tak, duct or gaffer tape must not be used under any circumstances due to the sticky residues they leave behind.

## **ORCHESTRA PIT**

The orchestra pit can be exposed (once the stage extension has been removed) by removal of the pit boxes that fill it in (when not in use). They are a tight fit, but one box contains two keyholes to enable it to be lifted (by an individual) first, using the supplied 'T' shaped keys that are hung in the

SM corner (please return them there after use).

NB: When replacing pit boxes, two of them are slightly smaller in width than the rest! So you will need to place the 'keyhole' box in one row (usually nearest the orchestra rail) and the one with a 'single hole' in the other row. Otherwise they will not fit!

## **ORCHESTRA RAIL**

The orchestra rail has a centre section which is removable. It may be removed for your production, by Playhouse staff only (with prior agreement from the Management).

## **PIANO (ELECTRIC)**

An electric piano/keyboard can be made available upon request if needed. Please ensure the lid is closed and its cover replaced after each use to avoid dust and dirt ingress. Do not fix anything to it, or allow liquids of any kind near this sensitive equipment.

## **PUBLIC ADDRESS**

A public address system is provided to make appropriate announcements to specific areas of the complex. It is controlled from SM corner using simple push (and hold) to talk operation.

Areas can be addressed individually (or together) simply by pressing and holding the buttons associated with the area(s) you wish to address.

Whilst Dressing Rooms contain individual volume controls to attenuate stage foldback, they will be overridden when using this paging function.

*NB: The red covered button is for emergency address to the auditorium area only. If pressed, it will cut the power to all other sound equipment!*

Further details can be found within the separate sound system manual available in the sound booth or SM corner.

## **PYROTECHNICS**

Additional care must be taken when pyrotechnics are used in a production and **MUST** be under the control of a competent person.

Pyrotechnics firing **MUST** be aborted if anyone strays within the safe zone of the device at the time of intended detonation. Please ensure that all members of the production are aware of the potential hazards when pyrotechnics are in use. Remember, you will be held responsible should an accident occur!

## **SEATS**

A pair of seats in the centre of each of rows A-D are removable. All (or some) of them can be removed for your production, but only by Playhouse staff (with prior agreement from the Management).

## **SECURITY (LOCKING/UNLOCKING)**

A set of Keys and the latest Key Codes are provided during the Handover, for you to access and secure the building as required. An additional set of keys are also available for use by the Lighting technician if required. However, the Stage Manager retains full responsibility for the security of the premises.

You must ensure that all doors to your area of responsibility are unlocked upon your arrival. They **MUST** be re-locked by you (or a delegated person) upon departure. A plan is included at the end of this publication for these purposes.

Additionally, both sets of the main theatre exit doors should be re-latched immediately after all audience members have left. Please liaise with the Front of House Manager in this regard.

At the end of each show the front of house and back of house areas must be thoroughly checked for any fire risk, lost property, running taps and any other potential hazards or problems. There is a book in SM corner for you to complete and sign to this effect.

NB: Upon your arrival the chain and padlock attached to the Foyer entrance crash doors **MUST** be removed and relocated to the labeled location in the SM corner. Replace them to fully secure the doors when locking up **ONLY**.

## **SET CONSTRUCTION AND PAINTING**

The workshop is available for fabrication and painting of sets as detailed in your contract. Assembled sets may be touched up and finished on stage. However, you must ensure that no damage occurs to any of the tabs, legs, curtains, cyclorama or anything else forming a part of the Stage or Auditorium environment.

Sets may be screwed to the floor or braced to wooden parts of the stage construct for solidity. Do NOT screw or drill into the face of the cyclorama or metal pillars. You must also ensure that all screws, nails and fixings are removed from the stage floor, flats, boxes, platforms etc., at the end of your production. Additionally, do NOT attach anything to the Cinema Screen suspension points at the rear of the proscenium (just above the House Tab track).

Stage weights and braces are also provided for use (stored either side of the cyclorama). Please return them to their storage location at the end of the production.

## **SMOKE MACHINES AND HAZERS**

Smoke machines and hazers may cause the fire alarm to be triggered unless the sensors are isolated! Therefore, if your production uses this type of equipment, then covers will need to be placed over the sensors for the duration of the performance ONLY. Ensuring they are removed once the performance is over and the smoke has dispersed.

The sensors are located on the ceiling just inside each of the Auditorium entrance double doors and also in each Control Room.

There are red covers provided in the Lighting Control Room. If you need more please ask the Technical Manager who will provide them.

## **SMOKING AND FLAMMABLE MATERIALS**

It is illegal to smoke inside the premises (except as part of a production on stage). For members of the cast and crew, the designated area for smoking is on the ramp between the Scene Dock and the Workshop where a wall mounted ashtray can be found. For members of the public, the designated area is outside the main Foyer or Green Room entrances, where wall mounted ashtrays can also be found.

Where smoking is required as part of a performance, additional precautions against the risk of fire must be taken. Onstage and offstage ashtrays must be filled with damp sand and a member of the stage crew must be 'extinguisher' ready whenever a cigarette is alight. This also applies when using any pyrotechnics, naked lights or smoke machines.

No balloons filled with any gas (other than air) shall be brought onto the premises at any time.

No foam rubber shall be brought onto on the premises and used in such a manner as to endanger the public should a fire arise, or to jeopardize any routes of escape.

All gauzes, cloths, polystyrene, plastic, artificial decorations, properties, hangings, curtains and other materials of a like kind, whether on the stage, in the auditorium, or in other parts of the premises, shall be rendered and maintained flame retardant.

Please ensure that all Tabs, Legs, Borders or other fabrics, are kept well clear of ignition sources. Please pay particular attention to the proximity of these materials to active Lanterns!

## **SOUND EQUIPMENT**

The 19" rack in the Sound Control Room contains three labeled power up switches for all technical communication equipment, show relay, public address, video cameras, video screens, amplifiers and sound source equipment (including those in the cupboard in the SM corner). They should be switched 'ON' from left to right, but 'OFF' from right to left.

Please refer to the separate sound system manual available in the sound booth, or SM corner, for additional details of system configuration and use.

## **SPECIAL EFFECTS**

A warning notice **MUST** be placed at the auditorium entrances to notify patrons of the use of specific special effects such as gunshots, smoke, lasers, pyrotechnics, strobes etc. A variety of suitable notices can be found in the SM corner, or from the Theatre Manager upon request. Do not forget to

remove and return them at the end of your production.

## **STAGE DOOR**

The Stage Door is located at the rear of the building next to the Dressing Rooms. This is the access point for all members of cast and crew (including musicians etc.). The workshop entrances may be used for all heavy equipment access destined for the stage (via the ramp and Scene Dock).

For security reasons, you are advised to drop the catch on the Yale lock on this door once everyone has arrived. Please do not allow members of the production to gather outside the Stage Door for any reason after 'curtain up'.

NB: At all times, access to the Theatre via the Foyer (or any Theatre front entrance) is for the exclusive use of members of the Public. Please ensure that all active members of the production are aware of this limitation.

## **STAGE EXTENSION/APRON**

The downstage area of the stage in front of the proscenium arch may be removed by you (either in part, or in full) to accommodate bands, orchestras or settings. The Technical Manager (or his designated representative) must be present in order to supervise its safe removal and subsequently its correct replacement. If removed, it must be reinstated before vacating at the end of the hire period (unless otherwise agreed with the Management).

As with the main body of the stage, this area is also covered in hardboard. If it is damaged during your period of hire, you will need to replace and repaint it.

## **STAGE FLOOR**

You may screw into the stage floor using up to size 10 woodscrews, but under no circumstances may you drill holes in it!

Any spike/set location marks must be removed from the stage floor at the end of your production and if necessary, repaint the floor in Matt Black emulsion for those areas where the floor surface has been compromised, or otherwise repaint in its entirety.

Please ensure the performing surface is free from fixings and sharp imperfections (both during and post production) to avoid injury to performers (particularly those who do so in bare feet)!

## STAGE LIGHTING EQUIPMENT

Lighting facilities at The Playhouse consist of an in-house stock of lanterns, leads and accessories\*, details of which can be obtained via the Technical section on the theatre website ([www.cheltplayhouse.org.uk](http://www.cheltplayhouse.org.uk)), or from the Technical Manager ([technical@cheltplayhouse.org.uk](mailto:technical@cheltplayhouse.org.uk)).

All lanterns (with the exception of 'Square One' rigged lanterns) are stored on a rack on the Auditorium left (lighting) balcony. All lanterns come ready loaded with filter frames and attached safety bonds. Most Fresnel types also come with barn doors. Additional safety chains are also available for use, located at the end of the rack. Colour filters and Gobos are not supplied.

After use, the lighting rig **MUST** be returned to its original 'Square One' configuration (diagram available from the website, or through the Technical Manager) and all lanterns left in a hanging state, either, on lighting bars, or on their identified storage rack location. All leads and accessories should be returned to their designated storage locations also.

Lanterns are connected to the analogue dimmer racks via hard wired sockets on the lighting barrels, or other outlets available at various point around the theatre. These are in turn, controlled via a protocol converter from the ETC Express 125 Lighting console supplied. Additionally, DMX controlled equipment may be connected to the system via the DMX buffer provided in the 19" rack (found up the ladder on stage right – access key on the LX set of keys).

Lighting equipment must be handled with care by competent personnel only. *Under no circumstances should it be altered or modified in any way (even temporarily)!*

Any additional equipment brought into the theatre must meet relevant safety standards.

Supplies of spare lamps and fuses are provided by the theatre and are kept in the cupboard in the Lighting Control Room. Any short falls should be

reported to the Technical Manager. When changing halogen lamps do NOT touch the glass envelope with bare skin, as it will cause premature failure of the lamp! If a lamp blows during operation it will blow the fuse in that dimmer channel also, so will need to be replaced at the same time. Under no circumstances should a lamp be removed from one lantern for placement in another, or dimmer fuses moved from one dimmer channel to another! Alternatively, failed lanterns may be swapped for a working lantern to ensure lamps remain in the same lantern for the duration of their lifetimes. The failed lantern must be returned to a working state before the production ends.

NB: When changing lamps in any Cantata or Prelude lantern, the IEC Hot Plug must be disconnected before opening the lamp tray. Failure to do so will result in the breaking of the power socket and a bill for its repair!

Any equipment found to be faulty should be immediately withdrawn from service and the Technical Manager notified.

Safety bonds/chains must be secured on all lanterns and lighting bars, before any rehearsal or performance takes place.

'Practical's' (i.e. moveable and occasional lights) must conform to the current regulations. They must be under the control of the person responsible for stage lighting.

Any footlights must be protected by adequate guards.

A manual for the ETC express 125 lighting console can be found in the Lighting Control Room. Copies of the offline PC software can be obtained from [www.etcconnect.com](http://www.etcconnect.com). Additional training may also be available for in-house equipment (please contact the Theatre Manager for details).

If a lighting operator/designer is used for the hire period, a lighting set of keys can be provided to enable access to the building out of normal hours.

*\* The Technical Manager reserves the right to remove any equipment from service for the purpose of maintenance, or because of safety failure.*

## **STAGE PAINTING**

You may paint the stage floor for effect using emulsion paint only. During

this process, do NOT allow anyone to walk from the stage into the Auditorium until you are sure it is fully dried. The cost of replacing the damaged Auditorium carpet will be more than you can afford!

The stage will need to be re-painted using Matt Black paint in any areas that you have painted, or have otherwise been compromised by your production. After re-painting, please allow plenty of time for the stage to dry out, before 'Handover' time.

## **TABS/CURTAINS**

The following tabs/curtains are available for use.

- 1 x Black Cyc cloth; 1 x Pair Black Half Tabs; 1 x Pair Blue Half Tabs.

These are stored in the large box on the audience right (sound) balcony. Please ensure that cloths are kept clean and when being folded (according to the instructions on the lid of the storage box), that they are always folded face up to avoid dust and dirt contaminating the front face.

- 1 x Pair Amber House Tabs.

NB: These must be left permanently in position. They may be removed or folded back for your production, but only by Playhouse staff (with prior agreement from the Management).

## **TAB/TRAVELLER TRACKS**

The following tab tracks are available for use.

- 1 x 8.5m half tab track; 2 x 9.5m half tab track; 1 x 9.5m wiper track.

They MUST be returned back to their storage location (suspended from the girders beyond position 15) at the end of the production (unless otherwise agreed with the Management). Use at least 2 (preferably 3) people and Bar 15 to move them up and down to the stage floor for safe placement/storage.

NB: Do NOT allow the track to twist or rotate during handling, otherwise they will permanently distort and the production will face a bill of about £1k!

Runners for the tracks are contained in a box on the shelf in the SM corner. Please load tracks with runners as required and return them to the box after use before the track is stored away.

Please use the stops provided with the tracks to 'set' tabs/curtains in their correct on/offstage positions. If short ropes are used to 'set' the trailing edge of a tab in the closed position, they must be removed before storage.

Tabs/curtains should be tied to the runners using a simple bow. Do NOT use any other type of knot.

If in doubt ask the Technical Manager to demonstrate how to achieve any of this.

## **TECHNICAL COMMUNICATIONS**

A 2-channel technical communications ring is provided via a fixed wired (Techpro) system. 8 sets of Headsets, belt packs and cables are provided. Connection points may be found at convenient locations around the theatre.

Toggle the green Mic button to make it 'live' (or 'off') on the selected channel. The volume control(s) are for your headset volume only. Press the white button to 'flash' all other sets to attract a non-responsive user (be aware that the SM set has a 'mimic' on the wall just above the desk).

Please treat this delicate equipment with care and report faulty equipment to the Technical Manager.

Further details can be found in the separate sound system manual available in the sound booth or SM corner.

## **THEATRE EQUIPMENT (INSTALLED)**

Any permanently fixed item of theatre equipment must NOT be moved or removed. This includes, but is not restricted to, seating, orchestra rail, House tab curtains, lighting bars, microphones, rope sheaves, sound system speakers, ladders, video cameras, fire extinguishers, or any other such items that may be affected.

No pins, blu tack, sellotape or anything similar may be attached to the drapes (tabs, legs, travelers/tracks, cyclorama cloth etc.) for any reason whatsoever.

The main House tabs **MUST** be protected during set building/finishing/removal. A 3 metre plastic bag is provided for each side and labeled for this purpose. Please ensure they are used to their full height, using a stepladder to reach the tying position. Cords attached to the bag should be drawn and tied loosely (as it only needs to support the weight of the bag) otherwise creases will result in the curtain when next used!

If the House tabs are to be used in the production, then at the end of each performance they must be left open once the 'House' is closed until the next 'House'

If you do not require the use of the House tabs and would like them to be less conspicuous, please contact the Technical Manager who will re-dress the leading edges (or remove the tabs completely) and render them inoperable.

## **THEATRE EQUIPMENT (GENERAL)**

There is a large amount of theatre equipment available for general use: flats, boxes, scenery, furniture etc., which is stored in the workshop and under the stage. Please ask if you cannot find what you're looking for. If we don't have it, you will need to make it, or source it externally.

Please treat all items with care and return them to their designated storage locations. Photographs are available in the furniture store under the stage to assist with this. Do not assume that the theatre will be grateful for any furniture donation following your production. Please discuss with the Theatre Manager before leaving new items.

NB: General theatre equipment may **NOT** be altered in any way (or painted in the case of varnished furniture).

## **TRAP DOORS**

The stage floor contains a trap door mid stage right which provides direct access to the under stage furniture store. This may be used either for access during performance for effect, or for getting stored items to the stage. 'T' shaped 'keys' are provided in the SM corner for use in opening the on stage trap (please return them there after use). There is also a double set of trap

doors in the floor of the orchestra pit for this purpose. However, they will not be accessible if the stage extension is erected, or infilled with pit boxes (see Orchestra Pit above).

Do not remove any trap door from its hinges.

## **VARIATION**

At the Technical Managers sole discretion, some equipment may not need to be returned to its correct storage location at the end of your production. This will only be the case if it will benefit a subsequent production, or for the convenience of the Theatre.

## **WORKSHOP**

The workshop is available for your use at times in accordance with your contract. It **MUST** be left in a clean and tidy state after use and specifically by the designated time that denotes the end of your hire period, with all production items removed.

Flats and large platforms must be returned to their correct storage location.

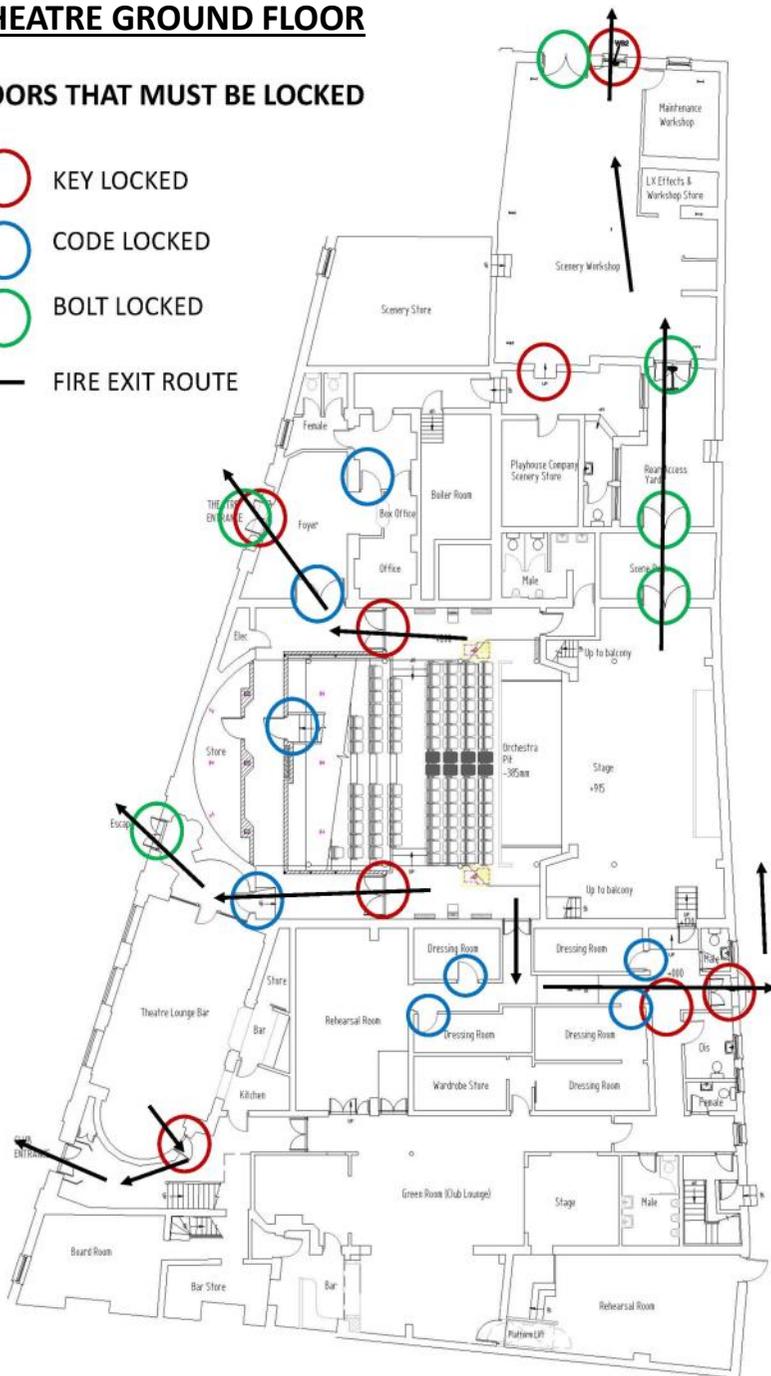
Any lengths of wood being left behind by your production must be at least two feet in length, having all nails, screws and fixings removed first for safety and stored in the designated location.

Any materials no longer required should be placed in the skip (or large green bins if not available).

# THEATRE GROUND FLOOR

## DOORS THAT MUST BE LOCKED

-  KEY LOCKED
-  CODE LOCKED
-  BOLT LOCKED
-  FIRE EXIT ROUTE



## LOCKING AND CLOSING PROCEDURE/CHECKLIST

- ◆ Shut & bolt external scene dock doors
- ◆ Ensure both house and stage lighting dimmer racks off
- ◆ Secure and bolt scene dock internal doors
- ◆ Switch off scene dock lights
- ◆ Check concrete platform lights off
- ◆ Check LX control room powered down; lighting board cover replaced; smoke sensor not isolated and lights switched off
- ◆ Check follow spot and lamp switched off
- ◆ Check prompt light switched off
- ◆ Switch off bulkhead light by bottom of lighting balcony steps
- ◆ Switch off light in cyclorama passage
- ◆ Check sound control room powered down; sound desk cover replaced; smoke sensor not isolated and lights switched off
- ◆ Check follow spot and lamp switched off
- ◆ Check any equipment on sound balcony and in SM corner switched off
- ◆ In SM corner switch off all working lights on switch panel (except above and below balconies and SL worker)
- ◆ Collect Foyer chain and padlock
- ◆ Exit stage via USL steps and switch off SL worker and bulkhead light
- ◆ Release and close stage access door
- ◆ Switch off light in backstage toilet and bolt door
- ◆ Lock both stage door locks and secure

- ◆ Release and lock door leading to Green Room corridor
- ◆ Check irons; kettles; urns etc., in dressing room 2 are switched off (check fridge remains powered up)
- ◆ Check that all dressing room lights and any electrical equipment in them is off and secure their doors
- ◆ Check all dressing room corridor lights switched off
- ◆ Check any band/orchestra power/lights switched off
- ◆ Check all theatre lounge lights switched off (switch panel on lounge kitchen wall)
- ◆ Lock single glass door to Green Room lobby
- ◆ Check double emergency exit crash doors are well shut and secure
- ◆ Drop catch on single door to vomitorium and shut door
- ◆ Check catch secured on double theatre door (auditorium right) and lock
- ◆ Check smoke sensors under balconies not isolated
- ◆ Switch off all remaining working lights/step lights on switch panel and check auditorium in darkness (ignore 'Gents' light if on)
- ◆ Check catch secured on double theatre door (auditorium left) and lock
- ◆ Check under stage furniture store door locked and light off
- ◆ Switch off vomitorium working lights
- ◆ Drop catch to double vomitorium entrance doors and shut securely
- ◆ Release both Foyer entrance door crash bolts and ensure they locate in door frame
- ◆ When both doors secure chain and padlock

- ◆ Switch off all lights on wall panel
- ◆ Switch off 'feature' light (if on)
  - (NB: Leave on security spot next to Foyer entrance doors and ignore canopy lights as they are on a timer)
- ◆ Drop catch on 'Ladies' vestibule door and shut
- ◆ Switch off kitchenette corridor lights
- ◆ Check workshop toilet light off
- ◆ Switch off Gas Supply area light
- ◆ Lock single door to workshop
- ◆ Bolt tall double workshop ramp doors
- ◆ Switch off all lights except '2 way' on main switch panel
- ◆ Check external double 'arched' workshop doors secured
- ◆ Switch off '2way' light
- ◆ Check catch dropped on workshop door top lock
- ◆ Exit building; shut door and lock mortise lock

## **FIRE ALARM SYSTEM OPERATION:**

- 1) If a fire is already confirmed, leave the building with the alarm sounding until the Fire Brigade arrives and they have given clearance for it to be deactivated.
- 2) Phone the monitoring station on 01752 512151 to confirm a 'FIRE' (Password PANTO if requested)

Otherwise:

- 3) Check the Fire Alarm panel to see whether Zone I or Zone II has triggered it
- 4) Go to the ZONE indicated to confirm a 'FIRE' or 'FALSE ALARM'
- 5) If the system was triggered by a break glass point, the glass will be broken, or if by a sensor a light will be flashing on the sensor.
- 6) Phone the monitoring station on 01752 512151 to either confirm a FIRE or FALSE ALARM (Password PANTO if requested)

The system is divided into the two Zones as follows:

### **Zone I (Club and No 47).**

There are three 'break glasses' in the entrances to the Club:

- on wall by front door
- on wall in passage leading to No. 4 rehearsal room
- on wall in entrance to auditorium from theatre lounge
- one on each floor of No. 47

## **Zone II (Theatre and Workshop)**

There are five 'break glasses':

- on wall by the Box Office
- on wall in workshop by double doors leading to ramp
- on wall by stage manager's corner
- on wall by ropes for pullies
- on wall by control box.

If Fire Alarm sounds a red light shows up on Zone I or II or both, wherever glass has been broken.

If this is as a result of an accident or a false alarm:

Find broken glass and replace it with a new glass that can be found inside the control box together with an allen key. Please return allen key to control box when glass has been replaced. Return to control box to silence alarm.

To silence the alarm:

Press silence button and green light should come on: if alarm does not stop then check all glasses are tight. The keys to control box are kept in box on chain and in the Bar on the key board.

If the alarm was triggered by a sensor, the alarm won't reset until the sensor no longer detects a hazard.

## **HANDOVER CHECK LIST:**

### **Dressing Rooms**

- ◆ Clear of production items including: costumes; props; coat hangers etc.
- ◆ Coat hangers returned to corridor rack
- ◆ Chairs returned to correct locations (including 4 in corridor)
- ◆ Kitchen work surfaces clean and tidy.
- ◆ Crockery returned to cupboard
- ◆ Glasses returned to Bar
- ◆ All rubbish removed and bins emptied (not required for one off productions)
- ◆ Floor vacuumed (not required for one off productions)

### **Stage**

- ◆ Grid bars (15) returned to correct location and ropes/lines left tidy
- ◆ Tab track runners returned to storage box in SM corner
- ◆ Tab tracks returned to correct storage location above cyc
- ◆ Tabs and legs correctly folded and returned to storage box on sound balcony
- ◆ Small stage weights (18) returned to USL
- ◆ Large stage weights (5) returned to USR
- ◆ All step ladders (5) returned to storage point and safely secured
- ◆ Stage braces returned to storage locations

- ◆ Stage swept and returned to 'black'
- ◆ Stage extensions appropriately replaced (if removed)
- ◆ All rubbish removed and bins emptied
- ◆ All production items removed

### Lighting

- ◆ Control room generally tidy
- ◆ Rubbish removed and bins emptied
- ◆ All jumpers; grelco's; grelco carriers; hardware etc returned to correct storage location in control room
- ◆ Lx desk cover replaced
- ◆ All lanterns stored appropriately in correct location complete with gel frames but gel and gobo carriers removed
- ◆ Any safety chains used, returned to storage point
- ◆ All TRS cable returned to cable storage point in correct length positions
- ◆ Rig returned to square one status (unless agreed with incoming company)
- ◆ Chairs returned to storage points
- ◆ Follow spots with gel changer & frames and dimmer packs in correct locations
- ◆ Smoke detector uncovered in control room
- ◆ Smoke machine returned to storage location
- ◆ Insulation or other tape used for tidying rig cabling etc. removed

## **Sound**

- ◆ Rubbish removed and bins emptied
- ◆ Chairs returned to storage points
- ◆ Mixing desk cover replaced
- ◆ Smoke detector uncovered in control room
- ◆ All TechPro packs (8) headsets and leads returned to correct locations
- ◆ Shelves generally tidy
- ◆ System powered OFF

## **Scene Dock**

- ◆ Stage dimmer racks OFF
- ◆ House Lights dimmer pack OFF
- ◆ Area swept and generally tidy
- ◆ Ladders (3) returned to correct location
- ◆ Semaphores and miscellaneous cloths returned to grey shelving unit
- ◆ Tall and Short Stands returned to correct storage locations

## **Auditorium**

- ◆ Smoke detectors (2) uncovered
- ◆ Step lights OFF
- ◆ All production items removed

### **Theatre Lounge**

- ◆ Generally clean and tidy with furniture replaced to correct locations

### **Furniture Store**

- ◆ All items returned to correct storage location as indicated in photos provided

### **Workshop**

- ◆ Generally clean and tidy
- ◆ All production items removed (unless by agreement)
- ◆ Tallescope returned to correct storage location

### **Ramp**

- ◆ All production items and rubbish cleared from ramp and gullies



