

# **Technical Information Pack - 2026**

## **New Wolsey Main House**

# Hires Technical Information Pack

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### **Venue Information:**

The New Wolsey Theatre was established in 2000, a 400-seat theatre in the heart of Ipswich, Suffolk's county town, building on the foundations of the regional repertory company that had opened the theatre in the late 1970s.

### **Who's Who?**

- Artistic Director
- Executive Director
- Head of Creative Comms
- Producer
- Technical Manager
- Senior Technician
- Production Admin
- Theatre Manager

Doug Rintoul  
David Watson  
Tony Casement  
Rachel Fitzgerald  
Oakey Hand  
Brad Hardman  
Giles King  
Sally Jones

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### **Contact Details:**

#### **Address:**

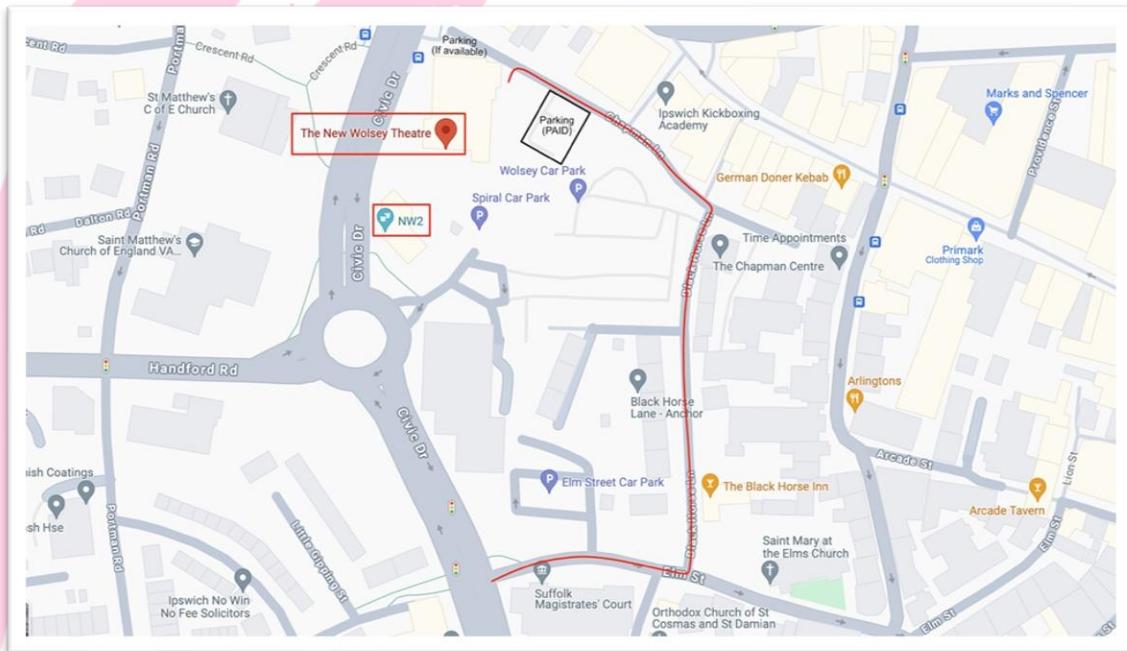
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Ipswich  
Suffolk  
IP1 2AS

#### **Telephone:**

01473 295900  
01473 295906  
01473 295914  
01473 295916

Box Office  
Production  
Administration  
Finance

## How to find us:



### **From London, Chelmsford, Colchester (A12 northbound) and Felixstowe (A14 westbound)**

Take the A12 to Ipswich. At the roundabout where the A12 and the A14 intersect take the second exit onto the A1214. Go straight over the next roundabout (Tesco is on your left) and continue on London Road through several sets of traffic lights.

You will eventually see Sainsbury's on your left at a set of traffic lights - continue straight, go straight through 2 more sets of traffic lights onto Handford Road. At the Handford Rd. - Civic Drive roundabout, take the third exit onto Civic Drive, then the first left onto Elm Street, then first left onto Black Horse Lane and left again at the T-Junction with St Matthews Service Street. The pay & display car parks are on the left. Dock door roller door at rear of theatre.

### **From Southwold, Aldeburgh and Woodbridge (A12 southbound)**

Take Woodbridge Road (A1214) into Ipswich, turn left on Argyle Street, take a right onto St Helen's Street, continue straight on Crown Street to the roundabout, take the first exit (which takes you past the theatre), then the second exit off the next roundabout (Handford Rd.) and left onto Elm Street, then left again onto Black Horse Lane and again at the T-Junction with St Matthews Service Street. The pay & display car parks are on the left. Dock door roller door at rear of theatre.

#### **Accommodation:**

The New Wolsey Theatre does have a digs list, please get in touch for an up to date copy of this.

### **Parking:**

There is parking at the main theatre for loading and unloading only. Parking at the main house is first comes first serve with one access space, there is also a car park next to us which is paid parking.

### **Green room and café bar:**

The theatre provides a Green Room for your rest and relaxation. Tea and coffee is provided, and there are a fridge and microwave for your use. Please wash up mugs and plates after use and keep the Green Room tidy for the benefit of others.

The Café Bar is open from 10am to the end of the last interval of the day Monday to Saturday. We close at 3pm when there is no evening performance and on Sunday's and Bank Holiday's we'll be open 2 hours before the performance.

## **Health and safety**

All visiting companies/venue hirers must abide by the New Wolsey Theatres' Safe Working Agreement and Health and Safety policy.

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 New Wolsey Theatre and the visiting company.

It is the responsibility of incoming companies/venue hires to ensure that all electrical equipment brought into the venue conforms to current Health and Safety legislation and is certified as such.

### **Fire procedures**

In the event of a fire or other emergency members of the New Wolsey staff have specific responsibilities and as a visiting company you are required to follow any given instruction in the event of an evacuation. Please make yourself familiar with the fire and evacuation plans which are around the buildings. Please ask a member of staff for further details on what to do if you discover a fire.

### **Signing in**

We are not a manned stage door, therefore when you arrive you will notice on the right hand side as you enter an 'in/out' board. The tour manager or CSM should raise a company signing in and out sheet and place it on the clipboard situated to the right of the stage door.

### **Smoking**

The New Wolsey Theatre is strictly NO SMOKING venue. The use of Fire Doors for the purpose of smoking is not permitted. Smoking is allowed at the back of the venues where ash bins are provided. Please extinguish all cigarettes carefully and appropriately and kindly inform all members of your company of this policy.

### **Drug and alcohol policy**

The New Wolsey Theatre, New Wolsey Studio are dry houses and being under the influence of any non-prescribed drugs and/or drinking on stage, backstage or at mix positions is prohibited. If you are thought to be under the influence of alcohol or drugs you will not be permitted to work on stage and this may hinder the load in, out or performance.

### **Accidents and first aid**

First Aid facilities are available at various points around the buildings. Various members of our full-time staff are first aid trained and may be able to offer assistance. 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 Duty Technician at the earliest opportunity and ensure that the accident book or incident form is completed.

### **Stage**

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 Head of Production 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 Technical Manager or the Entertainment Licensing Officer for Ipswich.

### **Get in access**

There is direct access from the load in dock to the stage at street level. Vehicles reverse up towards the roller shutter dock door on St Matthews Service street. (please use the map as guidance)

#### **Floor:**

Modular steel deck stage with 18mm ply top, covered with a 25mm MDF and 3mm hardboard floor painted with Flints Vinyl Silk Black.

#### **Dimensions:**

The following dimensions are approximate.

Stage width –	upstage	6.2m
	downstage	5.25m
Width between balconies		10.8m
Depth of stage from balcony to angled thrust		4.35m
Depth of stage from upstage pillar along balcony		4.22m
Depth of stage to pros opening		9.58m
Height to:		
RSJ grid downstage		8200mm
Bar out dead		7000mm
RSJ grid upstage		8000mm
Bars under movable bridge		5480mm

Scenery dock (The Garage - storage area):		
Outer dock door	Height	2600mm
	Width	4000mm
	Diagonal	4700mm
Inner dock door (direct to stage)	Height	2600mm
	Width	2800mm
	Diagonal	3800mm

Stage plans and elevation drawings are available on the website: [www.wolseytheatre.co.uk/production](http://www.wolseytheatre.co.uk/production)

#### **Stage sets, props and drapes:**

All items of set, props or any fabric on your set must be fireproofed. Please note if any items are not fireproof you will not be able to use them.

#### **Power supplies:**

The following temporary power supplies are available for additional lighting, sound, AV or effects equipment. Please note we don't hold stock of power distros. Please contact us if you require anything

#### **Lighting & video**

- 1 x 63a 3phase CEE (USL Flies)
- 3 x 32a 1phase CEE (USL Flies)

#### **Sound**

- 1 x 32a 1phase CEE (USL Stage)
- 1 x 16a 1phase CEE (SR Wing)
- 1 x 16a 1phase CEE (Mix Position)
- 1 x 16a 1phase CEE (Control Rooms)

#### **Stage equipment:**

- Stage Manager's prompt desk with show relay camera, cue light system, dual ring intercom and backstage paging system. Desk is situated in the control rooms at the back of the auditorium. This can be moved into the stage right wing, additional for production weeks this can be moved to the production desk in the auditorium.
- 12 GDS Spider Cue Light Outstations.
- Various Steel decks by Metro Deck are available on request in 2m x 1m and 1m x 1m. We can source 8" X 2" decks if required, please give us plenty of notice.

#### **Drapes & masking:**

We stock a selection of both hard and soft masking. We also have the facilities to convert the space into a black box.

#### Communication:

- 5 minimum Techpro wired Comms (more may be available if required)
- 5 minimum headsets (more may be available if required)
- Show Relay throughout building
- Colour and Infrared show relay monitors
- Paging F.O.H. & Back Stage
- 4 Wireless belt packs are available for an additional hire fee.

#### Flying facilities:

The theatre has **LIMITED** flying facilities but has 14 suspension hemp lines and 6 Motorised flying bars (These cannot live fly).

Only trained and authorised staff are permitted to use the motorised winches and hemp flying systems.

Please contact the Production Department to discuss your requirements. See the hanging plot for further information.

- 1 – 9 Suspension Hemp Line over fore stage
- 10 – 14 Suspension Hemp Line inner stage
- 1 – 5 Motorised ladder truss Down stage
- 6 Motorised ladder truss Up stage

#### Fly bar positions from front edge of stage

Bar no.	S.W.L	Distance from front of stage	Overall length of bar
<b>Winch 1 (LX)</b>	<b>300Kg</b>	<b>1500mm</b>	<b>7000mm</b>
Hemp 1	150Kg	1800mm	6500mm
Hemp 2	150Kg	2300mm	7000mm
<b>Winch 2 (LX)</b>	<b>300Kg</b>	<b>3000mm</b>	<b>8600mm</b>
Hemp 3	150Kg	3400mm	9000mm
Hemp 4	150Kg	4200mm	8400mm
<b>Winch 3 (LX)</b>	<b>300Kg</b>	<b>4600mm</b>	<b>7500mm</b>
Hemp 5	150Kg	4900mm	7200mm
<b>Winch 4 (LX)</b>	<b>300Kg</b>	<b>5500mm</b>	<b>6800mm</b>
Hemp 6	150Kg (currently cut)	5800mm	6600mm
Hemp 7	150Kg	6000mm	6100mm
<b>Winch 5 (LX)</b>	<b>300Kg</b>	<b>6300mm</b>	<b>6000mm</b>
Hemp 8	150Kg	6800mm	6000mm

#### Moving bridge non flying bars x 3

Hemp 9	150Kg	9700mm	6500mm
Hemp 10	150Kg	10100mm	6500mm
<b>Winch 6 (LX)</b>	<b>300Kg</b>	<b>10600mm</b>	<b>6800mm</b>
Hemp 11	150Kg	11100mm	6500mm

Hemp 12	150Kg	12150mm	6500mm
Hemp 13	150Kg	12800mm	6500mm

Truss bars are 300mm deep. Out dead is (6800mm Approx) from stage floor to bottom of truss.

Hemp bars are single alloy 48mm bars. Out dead is to the underside of the RSJ grid. (8200mm Approx.) Under movable bridge is 5500mm.

All measurements are approximate.

## **BACKSTAGE FACILITIES:**

- 4 Dressing rooms with the capacity of 4 people each, 1 with shower facilities
- 1 Company office which can double up as a dressing room if needed.
- 2 Unisex showers
- 6 Unisex toilets
- 2 Accessible toilets
- 1 Accessible WC/Shower on the ground floor
- Green room with access to fridge, microwaves, hot & cold-water taps
- Laundry with two Miele washing machines, two dryers and hot box
- Wardrobe maintenance room with ironing facilities (please note this may be shared with produced work in production)
- Lift access to stage, ground floor, first floor offices and wardrobe

### **Substage:**

There are two counterweight personnel traps which are positioned down stage left and right of stage. These can only be operated by in-house trained staff. (Prior comms are necessary)

### **Lighting**

#### **Dimmers**

ETC Sensor 3 dimming, 130 3kw channels and 6 5kw channels, all through power modules.

50 Non-dim's rated at 16A each, these can be controlled by DMX or on a touch-screen panel

House and Working Lights are controllable from the LX desk or wall switches.

#### **Desks:**

8 Universe permanently installed, with addition nodes.

- ETC Gio @5 (48 Universes with 24576 possible addresses)

- ETC ION

#### Gel:

We hold a stock of Lee and Rosco gel. Unfortunately, we cannot guarantee that we will have all the colours that you may require but we can usually provide a close match. If you have specific requirements we can order and contra back any colour you require.

#### DMX:

Eight universe DMX distribution around all facility panels in the theatre, through a control room patch. House dimming and non-dim's occupy universe one.

#### Lantern stock:

Lantern	Wattage	Quantity
<b>Profiles</b>		
Source 4 15 – 30 Zoom	750W	17
Source 4 25 – 50 Zoom	750W	12
Source 4 Lustr 2+	Fixed Rig FOH	8
Source 4 Fixed Bodies	750W	20
Source 4 36degree Lens Tube		6
Source 4 26degree Lens Tube		12
Source 4 19degree Lens Tube		10
<b>Fresnels</b>		
CCT Starlette	1000w	30
<b>Parcans</b>		
Par 64 – CP60,61,62	1000w	30
Par 16 – Birdie	50w	6
<b>Other</b>		
Chauvet Rogue Outcast 3		4
ETC Colorsource PAR 46°		20
LeMaitre MVS Hazer		1
Unique Hazer 2.1		2
LeMaitre Gforce 2 Smoke		1
ADJ Smoke Machine		1
eLumen8 Tri Pixel Batten		4
Mirror Ball and Motor		1
Showven Sparkular Mini		2
Chauvet Geyser P7 & P6		2

Whilst every effort is made to maintain the lanterns and ensure the accuracy of this list we cannot guarantee that all the equipment will be available at the time of your visit.

### **Sound**

**Location:**

**Please note that the operation position for sound is on the Auditorium Left Balcony. This is non-negotiable.**

**Desks:**

1 x Yamaha QL5 with 2 x 32/16 Rio

**Main speakers:**

- 10 d&b T10 FOH
- 2 d&b Q-Subs

2x Hangs of 5  
Fixed positions flown over stage

**Monitors:**

- 4 Yamaha DXR12
- 4 Yamaha IF 2208
- 2 EAW JF80 Mid Top
- 2 Qube Full Range

Active  
Low profile monitors  
Spot effects or low profile monitors  
Monitors

**Amplification:**

- 4 d&b D6
- 1 Yamaha XP7000

Set for T10's and QSub's

**Microphones and di's:**

- 8 Shure SM 58
- 4 Shure SM 57
- 4 Sennheiser e604
- 2 AKG C1000
- 2 Rode NT5
- 1 AKG D112
- 2 AKG SE300B (Capsule Body with CK91 or CK98 Capsules)
- 1 AKG C300

**Microphone stands:**

- Various Standard Mic Stands Including K&M
- Various Short Mic Stands Including K&M

**Patching:**

- Analogue mic patch – 16 Analogue ties patchable at SR, SL, DSM, LX Control and Sound.
- Fibre Optic patch – to key facility panels
- CAT5e patch – to all facility panels

**Baby Grand Piano:**

We have one in house Baby Grand piano. Tuning is required if you wish to use our piano.

Cost is covered by incoming companies and the current rate is 90GBP (2026). Please enquire for changes in rate.

**Additional information****Electrical Safety Testing:**

All electrical equipment that is brought into the venue must meet with current EEC safety standards and have a current electrical safety test. This applies to both personal and professional equipment. Technical staff can refuse the use of any equipment that does not conform.

**Special effects:**

A license from the council's Entertainment Licensing Officer must be applied for through the Head of Production at least 28 days prior to your first performance (Failure to give sufficient notice may lead to your application being refused) for the use of the following:

Pyrotechnics, smoke or haze machines, dry ice, real flame, strobes, lasers, guns, cigarette/cigar smoking, the use of live animals, wrestling and/or boxing, hypnotism and nudity.

Blank firing weapons must comply with current UK law and have the correct paperwork in place.

The New Wolsey Theatre reserves the right to refuse permission to use any effect/stunt.

## **Price List**

<b>Item</b>	<b>Timeframe</b>	<b>Cost</b>
Wireless Comms	Week	£100
Wired Comms	Week	Free
Unique 2.1 Hazer	Day	£20
	Week	£100
Smoke Machine	Day	£10
	Week	£50
Piano Tuner	Show	£90
Gel	Per Sheet	Subject to brand and colour.