

# Technical Information Pack New Wolsey Main House



New Wolsey Theatre, Civic Road, Ipswich, Suffolk, IP1 2AS

# 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.

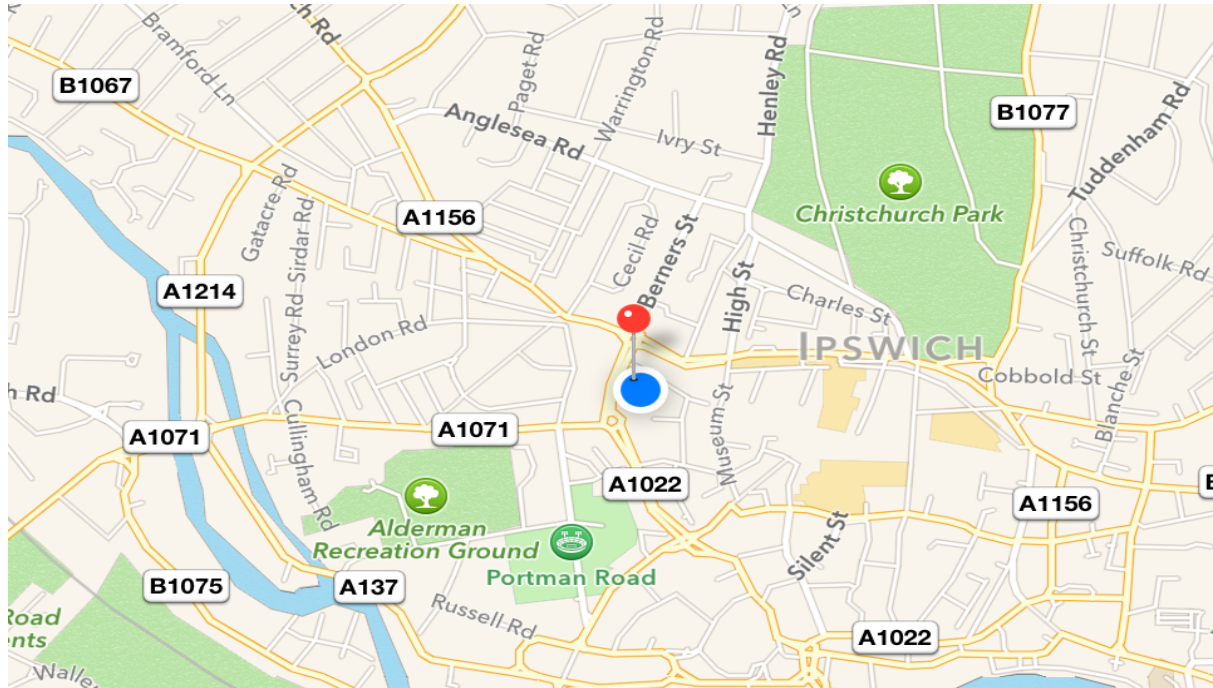
## **WHO'S WHO:**

- |                              |                 |  |
|------------------------------|-----------------|--|
| • Chief Executive            | Sarah Holmes    | sholmes@wolseytheatre.co.uk  |
| • Head of Operations         | David Watson    | dwatson@wolseytheatre.co.uk  |
| • Head of Production         | David Phillips  | <a href="mailto:dphillips@wolseytheatre.co.uk">dphillips@wolseytheatre.co.uk</a> |
| • Dep Head of Production     | Tom Mulliner    | tmulliner@wolseytheatre.co.uk  |
| • Front of House Manager     | Kelly Kirkbride | kkirkbride@wolseytheatre.co.uk   |
| • Catering & Bar Manager     | Lauren Crowley  | catering@wolseytheatre.co.uk   |
| • Senior Tech (LX and Sound) | Peter Hazelwood | phazelwood@wolseytheatre.co.uk   |
| • Senior Tech (Stage)        | Matt Ramsey     | mramsey@wolseytheatre.co.uk  |

## **CONTACT DETAILS:**

<b>Address:</b>	Civic Drive Ipswich Suffolk IP1 2AS	
<b>Telephone:</b>	01473 295911 01473 295900	Administration Box Office
	01473 295918	Production
<b>Facsimile:</b>	01473 295910	

## 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 venue for loading and unloading only. We cannot offer any visiting company parking spaces except for production vehicles.

## **GREEN ROOM AND CAFÉ BAR:**

The theatre provides a Green Room for your rest and relaxation. Tea and coffee is provided, and there is 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, New Wolsey Studio and the HEG are strictly NO SMOKING venues. 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 and the HEG 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.

## **FLOOR:**

Modular steeldeck stage with 18mm ply top, covered with a 25mm MDF sacrificial floor painted in black vinyl silk.

## **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/technical](http://www.wolseytheatre.co.uk/technical)

## **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.

### **Lighting & Video**

- 1 x 32a 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. Also for production weeks this can be moved to the production desk in the auditorium.
- 12 GDS Spider Cue Light Outstations.
- Various Metrodeck staging levels are available on request.

## **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:**

- 10 Tecpro Belt Pack & Headsets
- 8 Wireless Altair Extreme Belt packs and headsets

- Show Relay throughout building
- Colour and Infrared show relay monitors
- Paging F.O.H. & Back Stage

### FLYING FACILITIES:

The theatre has **LIMITED** flying facilities but has 14 suspension hemp lines and 9 motorised ASM band system 2D truss.

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 ASM Band system 2D truss over for stage
- 6 & 7 Motorised ASM Band System 2D truss inner stage
- Please note. Motorised 'Band System' Bars must hang straight as not to damage the steel bands, these bars **cannot** be brailed or brested.

### FLY BAR POSITIONS FROM FRONT EDGE OF STAGE

BAR NO.	S.W.L	DISTANCE FROM STAGE EDGE	OVERALL LENGTH
<b>Winch 1 (LX)</b>	<b>350Kg</b>	<b>1500mm</b>	<b>7000mm</b>
Hemp 1	100kg	1800mm	6500mm
Hemp 2	100kg	2300mm	7000mm
<b>Winch 2 (LX)</b>	<b>350Kg</b>	<b>3000mm</b>	<b>8600mm</b>
Hemp 3	100kg	3400mm	9000mm
Hemp 4	100kg	4200mm	8400mm
<b>Winch 3 (LX)</b>	<b>350Kg</b>	<b>4600mm</b>	<b>7500mm</b>
Hemp 5	100kg	4900mm	7200mm
<b>Winch 8 Temp</b>	<b>150kg</b>	<b>5200mm</b>	<b>7000mm</b>
<b>Winch 4 (LX)</b>	<b>350Kg</b>	<b>5500mm</b>	<b>6800mm</b>
Hemp 7	100kg	5800mm	6600mm
Hemp 8	100kg	6000mm	6100mm
<b>Winch 5 (LX)</b>	<b>350Kg</b>	<b>6300mm</b>	<b>6000mm</b>
Hemp 9	100kg	6800mm	6000mm
<b>MOVING BRIDGE NON FLYING BARS X 5</b>			
Hemp 10	100kg	9700mm	6500mm
Hemp 11	100kg	10100mm	6500mm
<b>Winch 6 (LX)</b>	<b>350Kg</b>	<b>10600mm</b>	<b>6800mm</b>
Hemp 12	100kg	11100mm	6500mm
<b>Winch 9 Temp</b>	<b>150kg</b>	<b>11300mm</b>	<b>7000mm</b>
<b>Winch 7 (LX)</b>	<b>350Kg</b>	<b>11600mm</b>	<b>6800mm</b>
Hemp 13	100kg	12150mm	6500mm
Hemp 14	100kg	12800mm	6500mm



Winch bars are 350mm deep 2D truss. Out dead is 7000mm 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 5480mm.

All these measurements are approximate.

## **BACKSTAGE FACILITIES:**

- 4 Dressing rooms with the capacity of 4 people each, 1 with en-suite facilities (additional room may be available dependent on in-house production)
- 2 Unisex Showers
- 6 Unisex toilets
- 2 Accessible toilets
- 1 Accessible WC/Shower on the ground floor
- Green room with access to fridge, microwave, hot & cold water
- Laundry with two Miele washing machines, two dryers and Peko 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 personal traps which are positioned down stage. These can only be operated by trained staff.

## **LIGHTING**

### **DIMMERS**

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

60 Non-dim rated at 16A, controlled by DMX or touch-screen

ETC Mosaic system controlling House and Working Light

### **DESKS:**

Both desks are 8 Universe / 4096 Channels.

- ETC Ion permanently based in the control room.
- ETC Eos as a production console in the auditorium.

## GEL:

We hold a stock of Lee and Rosco filter. Unfortunately we cannot guarantee that we will have all of 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	24
Source 4 25 – 50 Zoom	750W	12
Source 4 Fixed bodies	750w	20
<b>Fresnels</b>		
CCT Starlette	1Kw	30
CCT Minulette	500W	6
Selecon Arena 2k	2kw	8
<b>Parcans</b>		
Par 64 – CP60,61,62	1Kw	40
Par 16 – Birdie		10
<b>Floods</b>		
<b>Other</b>		
ETC Colorsource PAR 46°		12
Pin Spots		6
Unique Hazer MK1		1
Unique Hazer 2.0		1
Jem Pro Smoke ZR		1
Le Maître Mini Mist		1
DMX strobes		2

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

## **FOLLOW SPOTS:**

2 x Luci Della Ribalta MSR/MSD 1200w follow spots. Positioned in the control rooms at the rear of the auditorium.

## **SOUND**

### **LOCATION:**

Please note that the operation 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 Fixed positions hung in two hangs
- 2 d&b Q-Subs Fixed positions

### **MONITORS:**

- 4 Yamaha DXR12 Active
- 4 Yamaha IF 2208 Low profile monitors
- 2 EAW JF80 Mid Top Spot effects or low profile monitors
- 2 Qube Full Range Monitors
- 4 JBL control One (Active) Spot Effects

### **AMPLIFICATION:**

- 4 d&b D6 Set for T10's and QSub's
- 1 Yamaha XP7000
- 3 Caudio RA2000

### **MICROPHONES AND DI's:**

- 1 Shure Beta 58
- 7 Shure SM 58
- 4 Shure SM 57
- 4 Sennheiser e604
- 2 AKG C1000
- 1 AKG D112
- 2 AKG SE300B (Capsule Body with CK91 or CK98 Capsules)

### **MICROPHONE STANDS:**

- 6 Various Standard Mic Stands Including K&M

- 7 Various Short Mic Stands Including K&M
- 6 Round base Mic Stand
- Various clip on or mini tripod Mic stands available

### **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

### **ADDITIONAL INFORMATION**

#### **PAT TESTING:**

All electrical equipment that is brought into the venue must meet with current EEC safety standards and have current PAT test certificates. This applies to both personal and professional equipment. Technical staff can withdraw 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.

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