

Technical Information Pack H.E.G.



**New Wolsey - High Street Exhibition Centre, High St, Ipswich
IP1 3QH**

Hires Technical Information Pack

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VENUE INFORMATION:

The High Street Exhibition Space (HEG) use to be part of the Ipswich Museum, which is located next door. The New Wolsey Theatre Company and the Ipswich museum now share this space.

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 | dphillips@wolseytheatre.co.uk |
| • Technical Manager | Peter Hazelwood | phazelwood@wolseytheatre.co.uk |

CONTACT DETAILS:

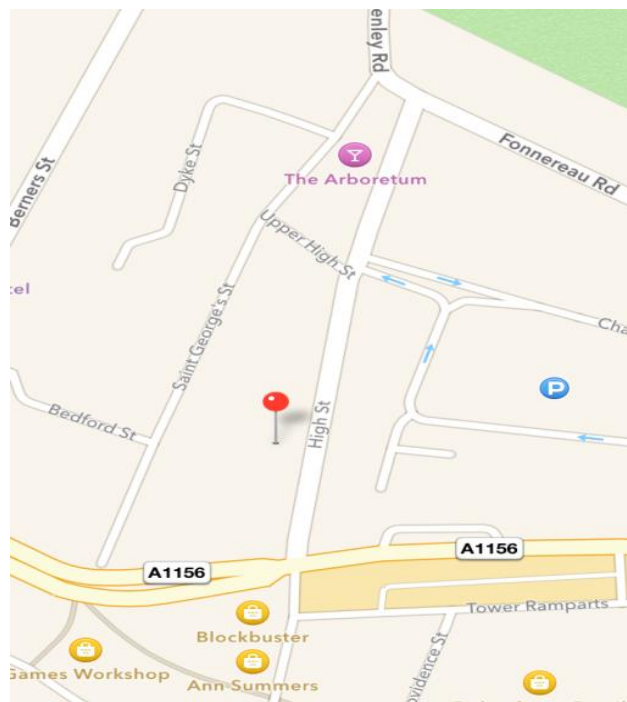
Address: High Street – HEG Space next to Ipswich Museum
Ipswich
Suffolk
IP1 3QH

Telephone: 01473 295911 Administration
01473 295900 Box Office

01473 295918 Production

Facsimile: 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 first exit onto Civic Drive, then at the next roundabout take the third exit onto St Matthew's Street A1156, then turn left on to the High Street. The HEG is situated next to the Ipswich Museum.

From Southwold, Aldeburgh and Woodbridge (A12 southbound)

Take the A12 to Ipswich. Take Woodbridge Road (A1214) into Ipswich, go through 3 roundabouts keeping right to stay on the A1214, at the next roundabout take the first exit onto Westerfield Road (B1077), turn right onto Park Road, turn left onto Henley Road, turn left onto Fonnereau Road, take the first right onto the High Street. The HEG is situated on the right next to Ipswich Museum.

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 no parking outside the museum, so it's best to unload and then park the vehicle at the rear of the main house of the duration of the production.

GREEN ROOM AND CAFÉ BAR:

There are no café facilities at the HEG. The area at the back of the HEG can be used as a green room area.

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/OUT

There is no specific stage door at the HEG, access is generally through the audience entrance at the front of the building or around the back next to the studio theatre.

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 Technical Manager 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

The get in access for this space is through two sets of double doors at the front of the venue on the High Street.

FLOOR:

The floor is wooden floorboards, possible original to when the building was built. Therefore we cannot screw anything to the floor.

DIMENSIONS:

The following dimensions are approximate.

Room width –	Length	14m
	Width	7.5m
Height to:		
Truss		4m
Audience Entrance door	Height	2380mm
	Width	1760mm
	Diagonal	2960mm
Glass Inner Doors	Height	2325mm
	Width	1380mm
	Diagonal	2703mm

This is a versatile space which can be set up in many different configurations depending on the event and the type of seating which has to be hired in.

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.

- 1 32Amp 3phase
- 13amp sockets around the space

DRAPES & MASKING:

There are black soft drapes which run down both sides of the space.

Other Soft Goods may be available upon request.

BACKSTAGE FACILITIES:

There is a small space towards the back of the venue which can be used as either a small performance space, rehearsal space, dressing room area.

LIGHTING

DIMMERS

24 Dimmers

- 2 12 way LSC E pac with dual Soca outputs

DESKS:

- Zero 88 Jester rack mounted

GEL:

We hold a stock of Lee or Rosco E-Color 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 would like specific colours you should supply your own gel.

DMX:

One DMX universe

LANTERN STOCK:

Lantern	Wattage	Quantity
Profiles		
Source 4 Junior 25 - 50	575W	4
Fresnels		
Selecon	650w	6
Parcans		
Par 56	300w	12
Floods		
Coda Flood (dimnable house lx)	500w	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.

SOUND

LOCATION:

Please note that the operation for sound is in an open booth shared with the lighting control area. This is usually on the right hand side as you walk in to the space from the audience entrance.

DESKS:

1U Rackmount Aadastra Mixer (2 mic, various AUX inputs.

MAIN SPEAKERS:

- 4 Renkus Heinz full range Fixed positions

AMPLIFICATION:

- 2 Matrix M200 Amps

SOURCE EQUIPMENT:

- 1 Tascam CD-160 CD Player

Other sound equipment may be available upon request.

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:

No special effect are permitted in the HEG.

We are not able to isolate for smoke.