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## **TECHNICAL RIDER**

### **Theatr Stiwt Technical Rules**

Theatr Stiwt has responsibilities under the Health & Safety at Work Etc Act 1974 and other legislation for the well-being of its staff, the public and other visitors to the premises. It also has to meet the requirements of the Licensing Authority. The following Technical Rules form part of the contract between Theatr Stiwt and the Visiting Company and in many cases reflect requirements of statutory regulations.

Theatr Stiwt requires the Visiting Company and all persons associated directly or indirectly with the Visiting Company or the Production, whether or not they be members/employees of the Visiting Company, to comply with Theatr Stiwt's Technical Rules and all legal and licensing requirements for the premises as detailed in this document. It is the Visiting Company's responsibility to inform all relevant members of its organisation, including any sub-contractors and helpers. If there are any queries please contact Theatr Stiwt as soon as possible for clarification.

#### **1. Definitions**

In these Rules the following words have the indicated meaning:

Theatr Stiwt is the organisation engaging the Visiting Company or letting the Visiting Company use the premises.

The *Visiting Company* is the organisation, group or individual intending to use the premises for an Event or Production.

The *Licensing Authority* is the authority having jurisdiction, this may be the local Council, the Fire Authority, the Health & Safety Executive (HSE), the Police, etc.

The *Event or Production* is the activity intended to take place in Theatr Stiwt's premises.

#### **2. Technical Meeting**

A meeting to discuss technical requirements and scheduling should be arranged between the Visiting Company and Theatr Stiwt at least 4 weeks prior to the date of Production.



This is to ensure that any work is properly planned and can be achieved safely and economically.

### **3. Production File**

It is strongly recommended that the Visiting Company create a Production File that carries full details of the Production. This will help Theatr StiwT and the Licensing Authority satisfy themselves that all of the arrangements for the Production are in order and safe. The file should contain as appropriate:

- All licences required for the Production (as distinct from the premises)
- Detailed method statements for the Production's construction and operation including flying plot and ground plan, Certificates of flame-retardancy
- Full details of any special effects including risk assessments (which may form part of the Production's general risk assessment)
- Assessments under the Control of Substance Hazardous to Health Regulations (COSHH) of substances used in the Production
- Temporary Structure Inspection Certificates
- Insurance certificates for the Visiting Company's equipment, scenery, costumes, etc.
- Electrical safety, including Portable Appliance Testing (PAT), certificates
- Details of any special electrical power requirements and connection facilities

A copy of the Production File should be sent to the Garage at least two weeks before arrival of the Visiting Company.

### **4. Permitted Use**

The Visiting Company has the exclusive use of the stage, dressing rooms, studio spaces and the auditorium for the purpose of agreed rehearsals and performances as specified in your contract.

Minor repairs and alterations to scenery, costumes, props and furniture may be carried out in designated areas in the premises with the prior consent of Theatr StiwT. If significant use is made of Theatr StiwT's spares, equipment or staff a charge will be made to the Visiting Company to recover these costs.

### **5. Technical Facilities**

Please see attached Technical Specifications

It should be noted that these facilities may require one or more technicians to set up and operate which may be chargeable depending on your contract.



## **6. Technical Staff for Performances and Rehearsals**

A 'Rehearsal' means any period when the venue is used to get-in, fit-up, tech., rehearse, dress, or any other non-performance use in connection with the Production before the first performance.

A 'Performance' is defined as the period from thirty five minutes before commencement of the Production until 15 minutes after it ends. In the case of a single or the final performance, or one that is followed by a Strike, a 'Performance' is deemed to have finished at the end of the Production.

A 'Strike' is defined as resetting or reinstating Theatr StiwT's equipment to its standard staging. The Strike will normally start immediately after the final performance once the auditorium is clear, or sooner if practicable.

Theatr StiwT provides technical staff as specified in your contract. All technical staff not part of the contract allowance will be charged to the Visiting Company as detailed in Theatr StiwT's Technical Specifications. Theatr StiwT reserves the right to set minimum staffing levels. The Visiting Company may bring its own technical staff although Theatr StiwT reserves the right not to allow the Visiting Company's technical staff to use the premises' equipment or facilities if Theatr StiwT deems them not competent so to do. All staff provided by Theatr StiwT remain under the control of the Theatr StiwT.

It is the Visiting Company's responsibility to ensure that Theatr StiwT's staff get their required meal and overnight breaks as laid down in their contracts of employment. Any penalty payments will be recharged to the Visiting Company as detailed in the Theatr StiwT's Technical Specifications. Theatr StiwT will advise when breaks should be taken. The Visiting Company will be charged for taxi fares incurred if staff work after the end of public transport.

## **7. Accident Reporting.**

Any accident, dangerous occurrence or untoward incident, however it occurred, must be reported to Theatr StiwT and be logged in the appropriate accident or incident book. Verbal or physical abuse of (or by) Theatr StiwT's staff will not be tolerated.

## **8. Access**

No unauthorised persons (including friends, parents, and relatives) or animals are allowed backstage at any time. Authorisation may be gained only from Theatr StiwT. Authorised personnel are allowed access only on the dates and during the hours mentioned in the Contract or as subsequently agreed with Theatr StiwT. No flammable items or packing of any kind may be left anywhere within the premises except as approved by Theatr StiwT,

## **9. Food, Drink and Smoking**

No eating or drinking is allowed on stage (except as part of agreed rehearsals and performances) or in the auditorium. Smoking is not permitted anywhere in the premises.

## **10. Children**

All rehearsals or performances with children on stage or in the auditorium must have an adequate provision of licensed chaperones to keep order at all times, to take charge of the children in an emergency and to ensure their welfare at all times. Children under 16 must be supervised at all times. There must be at least one chaperone with every 8 children. This is the law; failure to comply may result in the performance being cancelled. The licensing of children as defined in The Children (Performances) Amendment Regulations 2000 is the sole responsibility of the Visiting Company.

## **11. Scenery**

All scenery, decorations, borders, drapery, gauzes, cloths, curtains and similar decorative hangings must be made of material which is not readily inflammable, or of material which has been rendered and is maintained flame-retarded to the satisfaction of Theatr StiwT and the Licensing Authority. The following materials are acceptable, subject to any requirements of the Licensing Authority:

- non-combustible material;
- inherently flame-retarded fabric;
- durably-treated flame-retarded fabric;
- fabrics rendered and maintained flame-retarded to the Licensing Authority's satisfaction by a non-durable process;
- timber, hardboard or plywood treated by a process of impregnation which meets class 1 when tested in accordance with BS 476-7;
- timber framing of minimum 22mm nominal thickness;
- medium-density fibreboard (MDF), plywood or chipboard not less than 18mm in thickness;
- plastics material subject to special consideration by the Licensing Authority;
- any other materials approved by the Licensing Authority.

The use of plastics or expanded polystyrene must be avoided whenever possible. Decorative items such as statues made of expanded polystyrene must be enclosed by a non-combustible skin of, for example, plastered scrim or Artex, and care taken that this skin is maintained undamaged. Plywood and similar boards must be branded with a recognised stamp to certify the standard of flame retardancy achieved. Where the stamp is not visible, certificates must be retained in the Production File.



Theatr Stiwt reserves the right to check and test where deemed necessary all scenery for compliance with the appropriate fire standard. Theatr Stiwt will remove, or render flame-retarded at the Visiting Company's expense, any items not conforming to the appropriate standard, since failure to comply may result in the performance being delayed or cancelled. Where large quantities of scenery are proposed the Visiting Company should consult Theatr Stiwt in case there are concerns about overcrowding the stage or an excessive increase in fire load.

All scenery must be stable and not likely to collapse once erected other than as an intended effect. Theatr Stiwt may refuse to allow the erection of any scenery that it considers unsafe unless a certificate issued by an appropriately qualified person, for example a chartered engineer, is provided. This is desirable where the use of scaffolding or raised staging is proposed.

Whilst fastening fittings such as hinges or sheet materials to the stage floor by using screws or nails is permitted, no holes may be cut in the floor without the prior consent of Theatr Stiwt. No other fixings may be made to other parts of the premises without the prior consent of Theatr Stiwt. Any redecoration of the stage or auditorium must be approved by Theatr Stiwt who will normally require the previous decoration to be restored to its satisfaction at the end of the Production.

The stage must not be overcrowded with scenery or other items. All escape routes must be maintained clear and unobstructed at all times.

## **12. Floors**

Sheet materials such as hardboard or plywood laid in direct contact with a structural floor need not be treated flame-retarded. Any carpets and other textile floor coverings and under-lays when tested appropriately in accordance with BS 4790 must either not ignite or have the effects of ignition limited to a radius of 35mm on both upper and under surfaces. Appropriate certificates must be retained in the Production File.

Where temporary floor surfaces such as sand, soil, turf, wood chippings, straw are to be used, certificates of treatment against fire, biohazard, toxicity as relevant, together with any special operating procedures must be retained in the Production File. A charge may be made for cleaning.

## **13. Manual Handling**

Individual items of scenery or other equipment exceeding 15kg must have their weight marked on them if they are to be manually handled by Theatr Stiwt's staff. Ideally the weight of each separate item should be marked on it. Where the decoration of double-sided pieces makes this impractical a note should be available in the Production File. The



Visiting Company must provide Theatr Stiwt with the exact (or estimated if so agreed at the Technical Meeting) assembled weight of any pieces to be suspended or flown together with details of the distribution of the load. Likewise the Visiting Company must provide Theatr Stiwt with the assembled weights of any heavy items, including the point loads of any trucks or wheeled pieces.

#### **14. Lifting Operations**

Scenery must not be suspended other than from the venue's approved building anchor points or the flying system. Theatr Stiwt must approve all rigging and lifting operations before work commences. Any lifting equipment, including drift wires and other lifting accessories brought in by the Visiting Company must be accompanied by documentation of inspection as required by Lifting Operations & Lifting Equipment Regulations (LOLER). This should form part of the Production File.

#### **15. Access Equipment**

Theatr Stiwt's access equipment, may only be used with the consent of Theatr Stiwt and must be used in accordance with HSE regulations and guidance. Visiting Company personnel may only use access equipment if Theatr Stiwt is satisfied of their competence. Theatr Stiwt will require evidence of thorough examination and other appropriate certification before permitting the use of access equipment supplied for or on behalf of the Visiting Company.

#### **16. Props**

Similar considerations of reducing the risk of fire apply to the use of properties and furnishings as to the use of scenery. Where the action does not involve the use of naked flame or smoking lesser standards may be appropriate. As a general rule hand-held properties and antique furnishings will be approved without flame retardancy treatment. However Theatr Stiwt and the Licensing Authority will generally apply the same standards as apply to scenery to large properties, large quantities of furnishings and to items especially constructed for the presentation. Appropriate certificates must be retained in the Production File.

Items such as tablecloths, curtains and bedclothes must be flame retardant. Appropriate certificates must be retained in the Production File. Some flame retardancy treatments may cause dermatitis or irritation to sensitive skins; it may therefore be permissible for sheets in contact with naked skin not to be treated flame-retardant where hazards such as the use of real flame are not present.

Theatr Stiwt may require sight of the risk assessments for props and effects devices and, if deemed necessary, to see them in use under performance conditions before they are



used in performance. The use of any substances (liquid or solid) or props with potential likely to permanently mark or damage in-house surfaces or to create substantial dust must be approved by Theatr Stiwt and, if deemed necessary, be tested under performance conditions.

## **17. Costumes**

Where real flame is in use it may be necessary for flimsy costumes to be fireproofed in which case some form of recognised certification must be retained in the Production File. Only designated dressing rooms or quick-change areas may be used for costume changes. Backstage toilets, corridors and stairwells, must not be used; this is to ensure that all passageways are kept clear in case of an emergency.

## **18. Electrical Equipment**

If additional lighting or sound equipment is required, the Visiting Company must arrange for it to be provided and maintained at its own cost. Any additional electrical equipment, including luminaires and sound equipment, must carry an indication of a valid PAT certificate. The PAT certificate, if not on the equipment, should be retained in the Production File. A charge will be made if testing of uncertified equipment using either in-house equipment or staff is deemed necessary. Theatr Stiwt reserves the right to remove from the premises any electrical appliance deemed to be unsafe. All temporary electrical wiring must comply with recommendations of BS 7671 or where applicable BS 7909. Luminaires may only be rigged to approved suspension points. All luminaires must be provided with secondary suspensions (safety bonds or safety chains.)

## **19. Special Effects**

Special effects include any device or effect that if not properly controlled, may present a hazard. Examples include the use of dry ice / smoke / fog machines, pyrotechnics and fireworks, real flame, firearms, strobe lighting and animals as part of the performance. Theatr Stiwt has to obtain the consent of the Licensing Authority before special effects may be used. The Licensing Authority may require the proposed effect(s) to be demonstrated in performance conditions before consent can be given and may refuse consent or make specific requirements. As much notice of any proposed effects should be given to Theatr Stiwt as possible but in any case no less than fourteen days. Failure to provide sufficient information will result in late or non-acceptance of the. After an effect has been demonstrated and approved it must not be altered. Only a responsible person who has received appropriate training may operate special effects.

Where warning notices are required they must be conspicuously displayed at all public entrances to the premises (or auditorium, where appropriate) so that the public may read



them before entering. Where practicable similar notices should also be printed in any programme.

Any proposal to use excessively loud sound effects or music or high-power audience lights must be discussed with Theatr StiwT in advance who may require all programmes and pre-performance advertising literature to carry an appropriate warning. Failure to obtain approval from Theatr StiwT may result in modification of the desired effect.

### **Schedule 1**

#### StiwT Theatre Technical Specifications

- Contacts
- Technical Rider
- Details of Staff Charges
- Equipment supplied as part of the Contract and details of what can be supplied at extra costs.
- Particulars



## **Schedule 1**

### **Technical Contact:**

**Graham Phillips**

**Technical Manager**

Theatr Stiwt

Broad Street

Rhosllannerchrugog

Wrexham

LL14 1RB

Office: 01978 844053

Email: [admin@stiwt.co.uk](mailto:admin@stiwt.co.uk) FAO Graham

## Technical Specifications:

### Proscenium

Width	7.9m
Height	5m (adjustable header)

### Stage depth

Pros to back wall	9.7m
Rake	2 10mm over entire depth.
Clearance height to underside of fly gallery	6m
Width between galls	11. 6m
Width wall to wall	15.2m
Height from stage to underside of grid	12.5m

### Hydraulic orchestra lift

Wide to rear	9.9m
Front width	7.3m
Suitable for approx	12 players

**Depth of pit rail to pros wall** 2.5m max

### Single purchase counterweighted fly system

24 lins controlled from gallery stage right  
 11 m t,ut type flying bars with extensions  
 Two up and down bar (counterweighted) 8m length  
 Also two hemp 2m length bars

### Prompt desk

Downstage left/right or control room (rear stalls)

### Stage

3x sets black legs and borders (50% fullness)  
 6x 6m hard masking flats and various shorter black flats

### Fully patchable cue light system and comms

Headsets/call system to all areas

### Stage lighting

ETC Congo console in control room  
 L&D dimmer rack



84 circuits. 72 (2.5k). 12 (5k) plus 15 non dims  
Spare 63 amp single phase and 100 amp 3 phase power (prompt corner)(tails)

### **Luminaries**

25x 15/32 600watt strand SL profile spots  
30x cantata fresnels. 1.2kw with barn doors  
37x Thomas parcans (1kw) fitted with CP62 lamp  
1x foxie followspot  
4x 5kw iris. 4 cyc floods  
6x (500kw) coda 4 way cyc ground rows

### **Portable stands**

6x 1.3/2.4  
4x 1.5/3.5  
15 amp extensions  
12x internally wired bars  
3.2m length, 6 circuits each  
Terminated in socapex connectors

### **Sound**

Crest 24/8/2 desk operated from control room or rear stalls  
OHM CFUA2 and CFUA3 amps, OHM and KS1 speakers and subs. CRED MK2  
Controllers  
Onstage monitors available  
1 x mini disk player with remote  
1 x CD player  
1 x tascam 112R MK1I single cassette player  
1 x Yamaha SPX990 FX unit  
Various Mics available. Please phone for details.

### **Get in access**

Height of the loading dock floor from rear carpark. 1.56m  
Loading dock roller shutter door clearance 2.5m high! 2. 18m wide  
Loading dock door onto stage with small storage/holding area.6m height  
clearance enters onto stage left  
Vehicle access please phone for details

### **Audio Visual**

Sanyo Projector, 12000 lumens, linked to V.G.A. and DVD. Mounted on balcony  
front. Projects onto White Screens 4m high and 7m wide.



### **Details of Staff Charges**

Additional Tech/ Crew (per hour)	£15
Additional Tech/ Crew (per hour) after 11pm charge:	£25

### **Equipment supplied as part of the Contract and details of what can be supplied at extra costs.**

Sanyo Projector	£100 per day
Additional Follow Spot	£80 per performance
Smoke Machine	£POA
Piano	£50 per performance
Piano Tuned	£100 per performance
Administration charge for items brought in	£POA
PAT Testing	£3.50 per item

**All costs are ex VAT.**