

TOBACCO FACTORY THEATRE

Technical Specifications

01/01/2012

**Tobacco Factory Theatre
Raleigh Road
Southville
Bristol BS3 1TF**

Contents

- 3 Contacts
- 4 The Space
- 6 Lx Kit List
- 7 Sound Kit List
- 8 Stage Management
- 9 Health & Safety Policy

Tobacco Factory Theatre Contacts

Administration: 0117 902 0345

Technical Office: 0117 963 0954

Ali Robertson	Director	ali@tobaccofactory.com
Dave Dewhurst	Theatre Manager	david@tobaccofactory.com
Matthew Graham	Technical Manager	technical@tobaccofactory.com

The Space

The Tobacco Factory theatre is a non-conventional, versatile theatre space, which has been used for performance since 1998, exciting audiences and performers alike. Often described as 'intimate' and 'raw', the space seats up to 250 people and can be arranged in the round, end-on, traverse, or thrust. There is a licensed bar, and a foyer/exhibition area. The box office is located in the foyer of the building on the ground floor.

Height to Ceiling	3.7m
Height to Grid	3.5m
Width between pillars	6.5m

Due to the nature of the building there is the odd joist or pipe below these heights, please call if you think it may be a problem.

For touring seasons The space is arranged in a thrust layout Unless stated differently

Floor

The standard floor of the space is pictured below and is the original floor of the space a mixture of wood and tile if a black floor is required then black dance floor is available if prearranged With Technical Manager



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Backstage Facilities

There is one dressing room with a shower and toilet, and seating for 20 people with a central divide to create male and female areas. There are two fixed clothes rails and two portable rails, as well as an iron and ironing board available. There is one washing machine available the kitchenette space has a microwave, kettle and an assortment of cutlery, mugs and plates.

Get In

The theatre is based on the first floor of the factory building. There is a small lift that will fit heavy but small objects, (a 7' flat can fit in on a diagonal). Best access is the stairs that are wide enough for 8'x 4', this will add time to get in and get outs.

Please note: The get-in involves several flights of stairs including a 180° turn and several double doorways.

Naked Flame

Please not Due to our Theatre licence we are not allowed any naked flame or Pyrotechnics without Council consent! Please note this includes candles and smoking.

An application to use naked flame must come from the Tobacco Factory Theatre and can be a long process; we require a minimum of 6 weeks notice If Naked Flame, or Pyrotechnics in your Piece.

Lighting

lighting is rigged using 5 IWB's and 2 socca Spiders The plan shows the positions of the lighting bars and lwbs's in blue, but - within reason - extra bars can be erected. we have 2 booms and some floor stands available.

Control

- 1 x Strand 300 control desk, 250 channels
- 74 x 10A ETC Smartpack dimmers

Lanterns

36	Selecon Acclaim Fresnel	650W
20	Patt 743 Fresnel	1000W
18	ETC Source4 Junior Profile 25/50 Size M gobo	575W
12	ETC Source4 Par + lens set	750W
4	Parcan 64 (CP62)	1000W
4	P16 Birdies	50W

Effects (For a small Charge)

- 1 Jem ZR12-DMX smoke machine
- 1 Unique 2.1 Haze machine DMX 2 channels

Any and all electrical equipment brought by the company for both on stage or backstage/dressing room use must have evidence of Portable Appliance Testing or cannot be used in the theatre.

Sound

There is a show relay in place into the dressing rooms. The theatre has a hearing loop installed through the fixed sound set up.

Speakers

EM Acoustics

- 4 EM81's horizontally flown (Foh)
- 4 Em51's Flown (Surrounds /delays)
- 2 Em115 (subs)
- 1 Sabine navigator system controller 8 in /8out
- 1 Yamaha MG 16/4/2
- 2 CD player with auto pause
- 1 MD players with auto pause
- 1 SPX90 Effects unit

- 2 SM58LC microphones
- 1 SM57 microphones

Stage Management

The Theatre has a small control room suitable for two people; it has space for a DSM to cue in comfort. The dressing rooms and backstage facilities are quick to access.

The visiting company have access to Theatre wifi please ask for password on arrival and the theatre office will happily print for you.

In the touring thrust layout this is situated side of stage. A small control position in the auditorium is generally used

Comms

- 1 Stonewood PSU 2 rings
- 3 Beltpack / headset

Seating / Staging

Most of this is used in making up the seating blocks, depending on the chosen stage format, please phone if any is needed for your set.

- 35 Custom Steel Deck 2.2 x 1.1m
- 5 Custom Steel Deck 2.2 x 0.55m
- 4 Custom Steel Deck 1.1 x 1.1m
- 12 Steel Deck 8' x 4'
- 14 Metrodeck 1m x 2m
 - legs to make 0.30m high decking
 - legs to make 0.60m high decking
 - legs to make 0.90m high decking

We have a reasonable stock of masking flats and black drapes, but please phone for any specific requirements.

HEALTH AND SAFETY POLICY

COMPANY HEALTH AND SAFETY ORGANISATION

The TOBACCO FACTORY THEATRE has the ultimate responsibility for the implementation of the Company's Health and Safety Policy.

The Theatre Manager has the responsibility for; ensuring that all staff are made aware of the Company's Health and Safety Policy and their responsibilities within the Policy; keeping the Policy under regular review; ensuring that any problems which arise are resolved.

The Company will endeavour to assess all risks to employees.

The Company also have the responsibility for the effectiveness of Health and Safety training and for ensuring that all staff are advised of the Health and Safety Policy and amendments thereto and that adequate records are maintained of all training, accidents and health hazards.

HEALTH AND SAFETY ARRANGMENTS

ACCIDENT PREVENTION

It is the Technical Manager and Theatre Manager's responsibility to identify potential hazards and take remedial action. It also their responsibility to ensure that staff are briefed in the necessary safety measures and precautions, and to take action on hazards that are reported.

All staff are expected to be vigilant and to report potential hazards.

ACCIDENT INVESTIGATION

If any member of public or staff has an accident they must ensure that it is recorded in the *Accident Book*, which is located in the production office. The person reporting the accident must ensure that all hazards and procedures carried out are reported in the *Accident Book*.

FIRST AID ARRANGMENTS

The Theatre has one first aid kit. It is located under the theatre bar.

A list of qualified first aiders is located next to the kit and in the dressing room and admin office.

FIRE PREVENTION & FIRE EVACUATION PROCEDURE

All staff have a responsibility to report or take remedial measures on any potential fire hazard.

All staff should acquaint themselves with the Emergency Evacuation Procedures, which are displayed in all offices, as well as the use of the relevant fire extinguishers. Any queries should be directed to the Theatre Manager.

SMOKING IN THE WORKPLACE

Smoking is prohibited throughout the whole building. People who wish to smoke must smoke outside. Please use the bins provided to dispose of the cigarette butts.

USE OF POWER TOOLS

Technical Staff must ensure that no untrained employee is allowed to operate any power tool that maybe considered dangerous. No person under 18 years is allowed to operate or clean such tools without adequate training and constant supervision.

ELECTRICITY AT WORK

The entire electrical installation of The Tobacco Factory Theatre is to be inspected and tested at yearly intervals by a competent electrical contractor. Any faults arising in the meanwhile are to be brought to the immediate attention of the Technical Staff.

All portable electrical appliances must be inspected at yearly intervals and serviced as necessary so not to cause danger to users. Users of any portable electrical equipment who notice any defect in the equipment must report the defect immediately to the Technical staff, who must ensure that it is removed from use and either repaired or disposed of.

PERSONAL LIABILITY

It is the duty of every individual to take every reasonable care of the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work. It is also their duty to co-operate with their employers in achieving compliance with the HEALTH AND SAFETY WORK ACT 1999. A copy of this act is displayed in the production office.

SCOPE OF THE POLICY

This policy statement will apply to all persons working within the Theatre, whether or not they are contractually employed by The Tobacco Factory Arts Trust.

David Dewhurst – Theatre Manager
Matt Graham – Technical Manager
01.01.12

Review Date: 01.07.12