



burnleymechanics.co.uk

Technical requirements & conditions for hirers

This form is designed as the basis for a pre-production meeting between the Stage Manager/Hirer and the Mechanics Technical Manager at which production details for the show will be discussed. Please read carefully and complete all areas of the following document.

To arrange the meeting please contact Lee Rothwell on 01282 477180 or Lrothwell@burnley.gov.uk at your earliest convenience.

The Mechanics Technical Manager and the hirer should sign this form when both parties are agreed on the out come of the production meeting.

Please note: If this meeting does not take place at least five weeks prior to the performance, we may not be able to supply your specifications.

1. Portable Appliance Testing

All Electrical equipment brought into the Mechanics must be P.A.T tested and accompanied by a valid Test Certificate; otherwise you will not be permitted to use it. This test cannot be carried out at the Mechanics

2. Scenery/back drops.

All scenery/ backdrops & set brought into the Mechanics must be made up of fire retardant material or be fire proofed. Proof of compliance with the above will be required.

3. Access to the Building

Time of access to the building for get-ins, rehearsals and performances must be stated clearly at the meeting. Please be very clear as to when you require access to the Theatre, as staff rotas are compiled from the information you give and you will be charged accordingly. Access to the building on Get-In & rehearsal nights is via the top Manchester Road entrance only and it is the responsibility of the hirer to sign in & out Performers and Crew at this point as the door is locked shut and unmanned.

4. Heath & Safety

Engineers and SM's or DSM's, must be electrically competent, have a proven working knowledge of Lighting & Sound Consoles, Hemps and Erecting Scenery. If competence cannot be proven to the Technical /Stage Manager they will not permit the equipment to be used.

The roof space above the auditorium [Lighting Gantries FOH 1 -3] is a "Permit To Work Area" and only persons with a Working At Heights Certificate will be permitted to work in this area. This should be discussed with your Lighting Technician, Designer or Tour Manager to consider the implications.

There will be one member of the Mechanics technical team on duty each session in a supervisory and advisory capacity only

5.The Get-Out

Must take place straight after your last Performance. The stage, control room and dressing rooms must be left tidy and all equipment returned back to storage. The Hirer's responsible representative, should notify the Mechanics Duty Technician when get-out has been completed.

6. Early Delivery & Late Collection

Scenery, Props etc, is the responsibility of the hirer/society a representative must be in attendance to receive and dispatch the goods especially if the goods need to be signed for. Temporary storage of scenery, props or costumes can be arranged at the production meeting but could incur an additional charge. The Mechanics will not be held responsible for any equipment temporarily stored by your Society or Company.

Show / Event Details

Name of Society / Company _____

Name of Show / Event _____

Stage Manager / Hirer Contact Details

Name: _____

Address: _____

_____ Post Code: _____

Telephone: _____ Mobile: _____

E-mail address: _____

Please Note:

It is the Stage Manager & Hirers ultimate responsibility to ensure that:

- All hiring terms and conditions are carried out correctly.
- Health and Safety regulations and procedures are adhered to.
- All production details agreed on this form are met and understood.
- All the Theatre, Lighting and Sound equipment is looked after and restored back to the Mechanics standard rig Formats on the Get-Out and any additional equipment is returned back to storage.

Access Dates:

Performance Dates From: / / To: / /

Early Delivery if any: Date: Time: _____

Get in / Set up: Date: Time: from: to: _____

Get in / Set up: Date: Time: from: to: _____

Get in / Set up: Date: Time: from: to: _____

Get in / Set up: Date: Time: from: to: _____

Technical Rehearsal Date: Time: from: to: _____

FULL DRESS REHEARSAL: Date: Time: from: to: _____

Get-Out: Must take place straight after the last Performance.

Late Collection: Date: Time: _____

A representative of the hirer/society must be present to return goods especially if they have to be signed for.

Access & Performance Times Performance nights only

Time access required to Dressing Rooms and Stage Areas _____

Under normal circumstances this would be 1hr prior to doors

Start Time: _____

Approx Interval Time: _____

Approx Finish Time: _____

Lighting

The following is supplied as standard: 120 way ETC Sensor Dimmers controlled by 1 x Chamsys Magicq 100.

Which of the following facilities do you require?

Do you require the Mechanics Basic Theatre Lighting Rig: YES NO

This made up of 30 x 1kw PC's & 8 x 1kw Profiles & 10 x 650wt 16/30 profiles.

OR

Do you require the Mechanics Basic Music Lighting Rig: YES NO

This made up of 40 x 1kw Par 64's & 8 x ACL's.

Do you require the Mechanics Follow spots? YES NO How many? _____

(Max. 2 x 1.2kw [MSR] spots available)

* Do you require the services of the Mechanics Lighting Engineer?
to Rig, De-Rig, Focus and Programme the lighting console YES NO

* Do you require the services of the Mechanics Follow Spots Operators? YES NO

*These services are not included in the hire fee. All extra costs can be supplied on request.

Additional Lighting Equipment is available for hire. Please ask for information and hire charges.

Are you using any of your own Lighting System or Generics? YES NO

Notes

Visiting Lighting Engineer / Designer Contact Details.

Name: _____

Telephone: _____ Mobile: _____

E-mail address: _____

Please Note:

The Lighting Engineer must be electrically competent and have a proven working knowledge of lighting systems.

Should competence not be proven to the Resident Stage Manager they will not be permitted to use the equipment.

All electrical equipment hired or belonging to the Hirer and brought onto the Mechanics premises requires a fully valid PAT Test Certificate otherwise you will not be permitted to use it under any circumstances.

It is the sole responsibility of the Lighting Engineer to return ALL Lanterns, TRS, Gels and Extra back to storage during the Get-Out, which will commence straight after the last performance.

The Front of house Lighting Grid is a "Permit To Work" area – only persons with a valid "Working At Heights" Certificate will be allowed access to this area.

PA System

Do you require the Mechanics 3kw PA System

YES

NO

We can supply the following:

Allen & Health GL2400 32 Channel Desk, 2 x CD player, 1X MD Player AND Lexicon & TC Electronic FX Unit, Kling & Freitag cabinets, which are made up of 2 x 12" Horn x 400wt & 4 x 6" Horn 165wt cabinets which include 2 delays all powered by Amcron amps.

2 X on stage monitors, 2 X Mics with XLR leads are supplied with the system.

Other equipment is available for hire. Please call for more information and hire charges.

Are you using you own PA system?

YES

NO

If you're mixing position is to be located in the auditorium with theatre seating format, rows F & G 12 –15 must be removed from sale to accommodate the sound console and racks. A 63amp single-phase clean power supply is located Stage Left on stage.

If yes please specify below what you will intend to bring with you

Notes

Visiting Sound Engineer Contact Details.

Name: _____

Telephone: _____ Mobile: _____

E-mail address: _____

Please Note:

The Sound Engineer when using In-House equipment must be electrically competent and have a proven working knowledge of sound systems. If competence cannot be proven to the Resident Stage Manager they will not be permitted to use the equipment.

All electrical equipment hired or belonging to the Hirer and brought onto the Mechanics premises requires a fully valid PAT Test Certificate otherwise you will not be permitted to use it under any circumstances.

It is the sole responsibly of the Visiting Sound Engineer to Re-set the Desk and return all Mic Cables, Mics, Stands and Extra back to storage Mics during the Get-Out, which will commence straight after the last performance.

Stage Facilities & Details.

Stage Management / Prompt Side: location 'stage left' there is communication between Control Room, Stage and Opposite Prompt, 'via com's', a show relay to dressing rooms and call facilities to Dressing Rooms and FOH. A TV Monitor is located prompt side and in the dressing room foyer relaying vision from the stage.

The Proscenium is 27ft 10" [8.5Mtrs] wide and the Height 13ft 9"[4.2Mtrs]. The stage is 23ft 6" [7.15Mtrs] deep the clearance height on stage with lanterns hung and trusses on limit is 16ft 4" [5Mtrs] Height to grid is 16ft 2" (4.9Mtrs).

Stage Power is located prompt side, 'stage left' and consists of a 32, 63 & 125amp Single and 3 Phase Supplies, there is a 63amp 'Clean Supply' for sound use only.

Flying Facilities are all hemp bars.

Stage Curtains are operated from Prompt corner or control room they are variable speed and on the fastest speed take 7 seconds to open or close.

Safety Curtain is operated from Prompt side 'stage left'.

Do you require a Stage Extension?

YES

NO

Please Note:

- 'A' row of auditorium seating will be removed when using the forestage 4ft (1.2Mtrs).
- A minimum gap of 1.2 metres (4 ft) must be maintained between the front of the stage extension and the front row of the auditorium seating to comply with Health and Safety requirements and must never be less than this at any time.

Special Effects

1. Pyrotechnics

YES

NO

2. Smoke Machine

YES

NO

3. Haze Machine

YES

NO

4. Strobes

YES

NO

The use of strobe(s) requires you to inform the audience in advance before you use them.

5. Firearms / Weapons (Guns, Swords & Knives)

YES

NO

BLANK FIRING ONLY & BLUNT Licensing require the item to be locked away securely when not in use.

6. Naked Flame

YES

7. Smoking on stage

YES

NO

Please note:

- 1, 2 and 3 will incur a hire charge when supplied by Mechanics.
- 5 may need Police Clearance.
- Written permission from Environmental Health and /or Fire Brigade must be obtained before using certain pyrotechnic devices, firearms and naked flames and will require 4 – 5 weeks minimum notice to receive permission.
- 1, 4, 5, 6 & 7 are subject to Health & Safety approval and a Full Risk Assessment.

Failure to complete the above section may result in permission not being granted

Rostra

Metal Multi Height Rostra 8ft x 6ft
Heights are 2'6"/3'/3'6"/4' [0.75/0.9/1.05/1.2mtrs]
(4 available)

YES

NO How many? _____

Wooden Rostra

3ft 3" x 6ft 7" [1mtr x 2mtrs] (8 available)
Height 2ft 6" [0.75mtr]

YES

NO How many? _____

Metal Rostra

8ft x 4ft [2.4Mtrs x 1.2Mtrs]
Heights are 4", 1ft & 2ft [0.01/0.03/0.06mtrs](4 available)

YES

NO How many? _____

Orchestra

Do you require an Orchestra Pit?

YES

NO

Music Stands
(Max. 12 available)

YES

NO How many? _____

Conductor's Stand
(1 available)

YES

NO

Please Note:

"A" Row in the auditorium will be removed if you require a 6ft deep Orchestra pit.

If you require both Stage Extension & orchestra pit rows A, B & C will be removed.

Piano

Grand Piano (C)
(This piano cannot be removed from the stage)

YES

NO

Steinway Upright

YES

NO

Will you require the pianos to be tuned?
If so to what pitch? _____

YES

NO

Please Note:

Only the Mechanics' authorised tuner may carry out piano tuning. Phone number available on request.

Dressing Room Facilities

5 x dressing rooms, one with disabled access.

Dressing Rooms are located on the next level up from the stage via a staircase.

A TV Monitor is located in the dressing room foyer relaying vision from the stage.

Please Note:

If you require accommodation for over 30 cast members you must book the Tudor room.

Dressing rooms will be locked 20mins after performance comes down

Under stage area cannot be used as a dressing room

Do you require dressing room facilities?

YES

NO

Notes and Details of any other requirements

Availability of items requested on this form are not guaranteed until the form has been signed and approved by the Mechanics Technical Manager

Hirer

Signed by: _____

Position: _____

Print name: _____

Mechanics Technical Team

Signed by: _____

Position: _____

Date: _____

This document must be completed in full and signed by both Hirer and the Mechanics Technical Manager no less than six weeks prior to your event so that we can do event.

This will enable us to ensure that your event is a success.

If you require assistance please call Lee Rothwell on 01282 477180 or

E-mail Lrothwell@burnley.gov.uk

