

## **Technical Advance Form for hires to be completed no less than four weeks before load-in.**

**This document is designed for pre-production details to be exchanged between the Tour/Stage Manager or Hirer and Mechanics Technical Manager. This information to be sent to, the Mechanics Technical Manager, no less than 4 weeks in advance of your load in. Please read carefully and complete in full.**

To arrange a meeting or help completing this form please contact Lee Rothwell the Technical Manager on 07980152920 or [Lrothwell@burnleyleisure.co.uk](mailto:Lrothwell@burnleyleisure.co.uk) at your earliest convenience.

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

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

### **1. Portable Appliance Testing**

All Electrical equipment brought onto Burnley Mechanics Premises must be P.A.T tested and accompanied by a valid Test Certificate otherwise you will not be permitted to use it under any circumstances.

### **2. Scenery/back drops.**

All scenery and drapes brought onto the Mechanics Premises must be made up of fire retardant material or be fire proofed. Proof of compliance with the above will be required. Please notify us of any difficult items, such as large scenery or set, or particularly heavy or awkward pieces of equipment, as soon as possible. Load-in is via a lift (2.6m long x 1.6m wide x 2.3m high, capacity 2 1/4 tonnes) and then a winch (capacity 500kg).

### **3. Access to the Building**

Access to stage and dressing room areas for Get-In, rehearsals and before performance is via the top Manchester Road entrance (marked Staff & Performers entrance only). As this door is unmanned it is the responsibility of the hirer to sign in & out your Performers and Crew at this point and ensure that both out and inner doors remain locked shut to maintain security. Access requirements for get-ins, rehearsals and performances must be clearly stated. 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.

### **4. Health & Safety**

Hirers and Touring crew must be electrically competent, have a proven working knowledge of Lighting & Sound Consoles, Hamps, and be competent rigging all types of stage equipment. The in-house crew will refuse access to equipment if competence appears to be lacking. Risk Assessments and Procedures should be adhered to at all times, cast and wardrobe should take note of RA 66.

The roof space above the auditorium [Lighting Gantries FOH 1 -3] is a "Permit To Work Area" and only persons with Working at Height Certification will be permitted to work in this area. You're Lighting Technician, Designer or Tour Manager should be made aware of this to consider any implications.

A member of the Mechanics technical team will be on duty each session in a supervisory and advisory capacity only. A minimum gap of 1.2 metres (4 ft) must be maintained between the front of the stage extension/orchestra pit and the front row of the auditorium seating to comply with Health and Safety requirements.

### **5.The Get-In/Out**

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

It is the sole responsibility of the responsible person from the hirer usually the Stage/Tour Manager to set and return ALL music stands, carpets, cables, rostra, steps, orchestra rails, ensuring that lighting/sound engineer(s) return ALL equipment back to storage during the load out, which will commence straight after the last performance.

### **6. Early Delivery & Late Collection**

Scenery, Props etc, are the responsibility of the hirer/society, a representative must be in attendance to receive and dispatch the equipment especially if it needs to be signed for. Temporary storage of scenery, props or costumes can be arranged in advance and may incur an additional charge. The Mechanics will not be held responsible for any damage to, or loss of equipment temporarily stored by your Society or Company. See hire terms and conditions.

### **7. Mechanics Equipment.**

We endeavour to keep all our equipment in a serviceable condition. From time to time, it is possible that some equipment may not be available due to unforeseen circumstances such as wear & tear or breakdown. Should a particular item be essential to your production, we suggest you inform the Technical Manager at the earliest opportunity.

## Show / Event Details

Name of Society / Company \_\_\_\_\_

Name of Show / Event \_\_\_\_\_

## Company/Stage Manager / Hirer Contact Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Please Note:

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

- Hire terms and conditions are carried out correctly.
- Risk Assessments and Procedures SHOULD BE adhered to at all times, taking a special note to procedure 66.
- All production details agreed in advance with the Mechanics Technical Manager.
- All Stage, Lighting and Sound equipment is looked after and restored back to how you found it. All damages and breakages will be charged for.

## Access

Early Delivery if any

Get in / Set up / Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Get in / Set up / Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Get in / Set up / Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Get in / Set up / Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Technical Rehearsal / Dress Date: \_\_\_\_\_ Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Technical Rehearsal / Dress Date: \_\_\_\_\_ Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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

Late Collection: Date: \_\_\_\_\_ Time: \_\_\_\_\_

*A representative from the hirer/company must be present to return goods especially if they have to be signed for.*

## Access & Performance Times Performance nights only

Performance Date/s From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Performance Start Time/s \_\_\_\_\_

Time access required to Dressing Rooms and Stage Areas \_\_\_\_\_

*Under normal circumstances this would be 1hr prior to doors*

# Lighting

## The following is supplied as standard

Control: Chamsys MagicQ 100 Pro Lighting Desk Dimming: ETC Sensor 124 Dimming, 20 Switched Rigging: Adv 1. Truss: 8m Box Truss 2 x 500kg Manual Chain Hoists Adv 2 . Truss: 6m Tri Truss 2 x 250kg Manual Chain Hoists Truss 1 & 4: 8m Box Truss 2 x 500kg Electric Chain Hoists Truss 2 & 3: 9m Box Truss 2 x 500kg Electric Chain Hoists All Trusses have 16A hot power and DMX. Please ask for Stageplan positions.

10 RGBW Par Cans, 6 RGB Cyc Floods, 8 Robe LED Wash 300, 8 Robe Classic Spot 300, 8 MHX 200 LED Spot, 8 Showtec Shark Zoom Wash, 1Kw PC (18) Source4 Zoom 15/30 (12) Prelude 16/30 Profile (6), Robert Juliat Manon 1200 (2) Follow Spots  
1 x Projector: NEC 7,200 Lumens (Fixed Position)

**Please note our lighting system requires four DMX universes to control the system.**

**Additional lighting equipment and fixtures are available for hire. Please ask for information and hire charges.**

Will you require the service of the Mechanics to Focus the lights or Programme the lighting desk?

BOTH

FOCUSING

PROGRAMMING

Do you require the use of the follow spots (Fixed Positioned)

ONE

BOTH

*When using follow spots House seats V 1&2, X 26&27 must be taken of sale.*

Are you bringing any of your own lighting onto the premises?

Notes

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*All equipment is subject to wear & tear or breakdown and may not be available for use.  
Please see condition 7 on page 1 of this document.*

## Visiting Lighting Engineer / Designer Contact Details.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Please Note:

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

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

Should competence not be proven to the in house duty technician they will not be permitted to use the equipment.

All electrical equipment hired or belonging to the hirer 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 lighting engineer to return ALL lanterns and fixtures back to standard, TRS and trussing back to storage during the load out, which will commence straight after the last performance.



# Special Effects

## Are you using any of the following?

Failure to complete or inform us of these details may result in permission not being granted for use.

1. Pyrotechnics YES NO

*This should include any handheld units or device that can explode or set on fire.*

2. Smoke Machine Haze Machine None

3. Strobes/ flashing lights YES NO

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

4. Naked Flame YES NO

1,2 & 4 require a risk assessment and method statement and approval before use.

Firearms / Weapons (Guns, Swords & Knives) *BLANK FIRING ONLY & BLUNT*, they can only be used on stage.

*Our risk assessment requires these items to be locked away securely when not in use, they can be stored securely on the mechanics premises.*

Written permission from Environmental Health and /or Fire Brigade may be required before using certain Firearms / Weapons and may require 2-3 weeks minimum notice to receive permission

## Piano

Steinway Grand Piano (C) *\*(Hire Charge applies)*

DO YOU REQUIRE THE USE OF THE STEINWAY PIANO YES NO

Will you require the piano to be tuned YES NO

If so to what pitch \_\_\_\_\_ *\*(Tuning Charge applies)*

Only the Mechanics' authorised tuner may carry out piano tuning.

## Rostra *\*(Hire charge applies)*

### Metal Rostra

*8ft x 4ft [2.4Mtrs x 1.2Mtrs*

*Heights are 4", 1ft & 2ft [0.01/0.03/0.06mtrs]*

DO YOU REQUIRE THE USE OF ROSTRA YES NO HOW MANY \_\_\_\_\_ *(6 available)* \_

## Orchestra

DO YOU REQUIRE AN ORCHESTRA PIT YES NO HOW MANY MUSICIANS \_\_\_\_\_

## Music Stands *illuminated (Max. 12 available) \*(Hire charge applies)*

DO YOU REQUIRE THE USE OF THE MUSIC STANDS YES HOW MANY \_\_\_\_\_

## Conductor Stand *illuminated (1 available) \*(Hire charge applies)*

DO YOU REQUIRE THE USE OF THE CONDUCTOR STAND YES

### Please Note

Three rows of stall seating must be removed in the auditorium when requiring an orchestra pit. A minimum gap of 1.2 metres (4 ft) must be maintained between the front of the orchestra pit and the front row of the auditorium seating at all times to comply with our Health & Safety evacuation requirements.

The responsible person from the company/society, to make sure ALL music stands, carpet, cables and orchestra rails are returned back to storage before leaving the venue on final load out.

Please see condition 5 on page 1

