Queen’s Theatre Welcome and Technical Info

QUEEN'S THEATRE
BARNSTAPLE

Version 08/26

Thank you for taking the time to review our Technical Information for the Queen's Theatre Barnstaple. We are looking forward to hosting your show in the near future.

We kindly ask that you thoroughly read through this documentation to ensure a seamless visit to Barnstaple.

While we have endeavored to include all necessary details within the specification, should you require any additional information, please do not hesitate to contact us using the email addresses provided below.

Please note, due to the nature of our operations, responses may occasionally be delayed and sent outside of standard working hours.

To assist our Technical Department, we request that your technical rider be submitted no later than six weeks prior to your performance. Please forward this to jj.powell@landmarktheatres.co.uk

Please be aware that, due to our busy program across both venues in North Devon, pre-rigging may not always be achievable ahead of your tenancy. In such cases, pre-rigging will need to be accommodated within your rig/fit-up schedule. Additionally, all pre-rigs are subject to extra charges, which must be discussed and approved prior to your event.

Kindly note that any equipment removed for your production, such as PA or lighting, must be reinstated after your performance. This may require additional hours to be added to the BECTU get-out process.

Finally, should shower facilities be needed post-get-out, this will also incur additional hours, which will be reflected in the final settlement.

Thank you for your understanding, and we look forward to welcoming you to the Queens Theatre Barnstaple

Venue Address:

Queens Theatre, 100 Boutport Street,

Barnstaple, Devon, EX31 1SY

https://queenstheatre-barnstaple.com/

Stage Door What 3 Words:

///larger.views.when

Backstage Contacts:

Jeremy J Powell – Technical Manager

Tel: 01271 316523

Email: JJ.POWELL@LANDMARKTHEATRES.CO.UK

Backstage Team:

Glyn Allen: Maintenance Manager

Duncan Pembridge: Senior Technician

Joe Davies: Technician (LX)

Marcos Willatts: Technician (Sound)

Dan Behan: Technician (Stage)

Lucy Moore: Technician

Richard Smith: Technician (LX)

We also have an extensive team of Casual Staff.

(Various members of the backstage team are first aid trained)

Other Venue Contacts:

Box Office:

Monday to Friday 10am - 3pm, Saturdays 10am - 2pm

Box office re-opens 2 hours before any performance

Tel: 01271 316523

Email: Northdevon.Tickets@landmarktheatres.co.uk

Ticketing and Audience Insite Manager

Louise Waldron - louise.waldron@landmarktheatres.co.uk

Group Marketing Manager:

Luke Allport - luke.allport@landmarktheatres.co.uk

North Devon Operations Manager:

Andrew Heath - Andrew.Heath@landmarktheatres.co.uk

Settlements

settlements@landmarktheatres.co.uk

Talent and Participation Manager /

North Devon Designated Safeguarding Lead

Caz Turner - caz.turner@landmarktheatres.co.uk

Local Medical Info:

Our nearest Doctors Surgery is located:

Combe Costal Practice, 18, St Bannock's Road, Ilfracombe, EX34 8EG

Tel: 01271 863119 https://www.combecoastalpractice.co.uk/

The nearest 24hr A&E is located: North Devon District Hospital, Raleigh Park, Barnstaple, EX31 4JB

Get In / Out Information:

Load-in via is Stage Door on Boutport Street. Load in is across a foot path which we are not allowed to close, please be consistent with pedestrians by not blocking of the path.

There is a loading bay outside the front of the theatre which is **24hrs** and parking attendants are very keen to enforce this so no guarantee can be made that parking tickets won't be issued (Landmark Theatres will not accept any parking tickets received). We do hold a business permit that may be used in this bay but these are limited to 2 vehicles per day.

Nearest Lorry and Coach Park - Seven Brethren.

These permits do not cover the parking of cars.

The nearest car park is a car park within 2 minutes of the theatre (Barnstaple Central) or cheaper car parks can be found just outskirts of the town center.

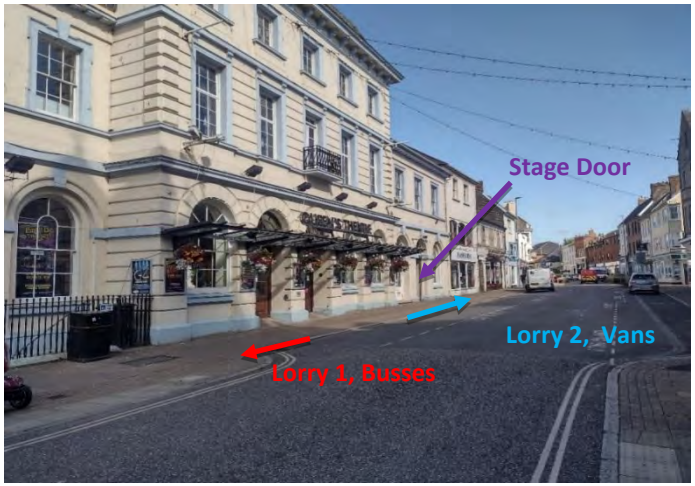
For any lorries or coaches arriving overnight please ensure that any registration numbers are sent to us in advance for them to be put onto the permit system.

Under no circumstances can trailers be left outside the theatre with out a tractor unit attached.

Lorry 1, Tour Busses: Please approach the theatre from Vicarage Street, parking in front of the canopy.

Lorry 2, Vans: Please approach the theatre from Queen street.

Tour Bus hook up: 16a single phase next to stage door.



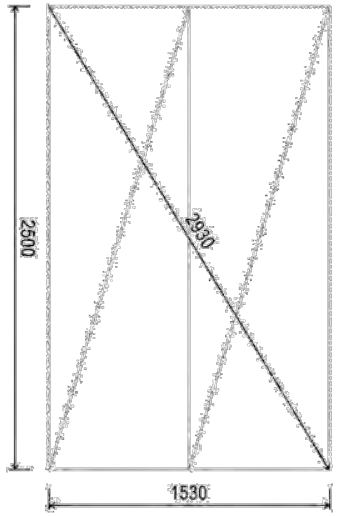
Stage Door

The stage door at the Queens Theatre is unmanned. All shows are to provide sign in and out sheets for when entering and leaving the building. We do have door passes available for a limited number of people that can be signed in and out from the Duty Manager.

NOTE; Amateur societies and local groups are requested to arrange a member of their own personnel to actively man the security on the stage door.

Stage door dimensions for get in and get outs:

Please note we will not Allow the removal of door Furniture for widening of the Doors.



Getting To Us:

Visit us by car

From the M5 leave the motorway at Junction 27, follow the A361 to Barnstaple. On arriving in Barnstaple, follow signs for the 'Town Centre'. The closest parking to the theatre is Barnstaple Central Carpark

Visit us by bus

The Queen's theatre is served by a bus stop just outside on Boutport Street. Services 9, 10 10, 11, 19, 21, 21A, 301, 303 and 309 all stop here.

Alternatively, the bus station is just a short walk away. Exit the bus station onto Queen Street, follow the road round onto Boutport Street.

Visit us by train

There are regular trains to Barnstaple from Exeter. Follow signs from Barnstaple station to the Town center, High Street and Pannier Market.

Places To Eat:

The Queens Theatre is located in the heart of Barnstaple only a few minutes walk from the High Street. There is many places to eat in the area with a Wetherspoon's and Giovanni's right outside of stage door and other little independent eateries on Butchers Row. On the High street you can find places like Greggs and Café Nero.

Things to Do:

In North Devon your never far from a nice beach. Saunton Sands is are nearest beach that is a short 20 minute drive or you can hop on a bus (there are other local beaches).

Have a wonder around Ilfracombe down to the Harbor and see Damien Hirsts Verity. If your in Ilfracombe why not pop into our Sister Venue the Landmark Theatre for a cup of coffee. 30 minutes drive from Barnstaple or once again you can hop on a bus.

Wardrobe

This is located next to stage door, facilities include: washing machine, tumble dryer, iron, ironing board, sink and work top space. We ask that shows supply their own washing power.

Dressing Rooms

Dressing Room 3	6 people	1st floor SR (Toilet & Shower)
Dressing Room 4	8 people	2nd floor SR (Toilet)
Dressing Room 4A / Company Managers Office	3 people	2nd floor SR
Dressing Room 5 (Accessible Dressing Room)	2 people	Ground Floor SL (Toilet & Shower)
Dressing Room 6	8 people	1st floor (access through DR-5) (Toilet and shower)
Dressing Room 7	2 people	1st Floor (access through Dr 5/6) (Toilet and Shower)

Yes you have read this right there is no Dressing Rooms 1 or 2

Please note stairs to and from dressing rooms should be kept clear as these are fire exits from various areas of the theatre like the Dress Circle. If you require quick change areas please speak to the backstage team as they can help you out with suggested places.

Crew Room

This is located under the stage and can be accessed via SL or SR so this also doubles up as the crossover.

In the crew room you will find drinking water, fridges, 3x microwaves, a kettle and a small seating area. Please note that this area is also used by the inhouse crew as we don't have much space backstage.

This area can also double up as an over flow space for the orchestra pit.

Backstage Toilets

Other than the dressing rooms there are no other backstage toilets. The nearest toilets are the Stalls or Circle Toilets FOH.

The Function Room

This room can be used for storage of any consumables that you need to keep onsite during a run plus a few dead cases, or as a crew room please do keep this clean.

(please note this is on the second floor and is lift access so we ask that most dead's are kept on a trailer)

This can also be used as cast over spill for large shows but there is no show relay or calls to this room.

We do need notification in advance if you are requiring this room to ensure the room is booked out / available.

The Circle Bar

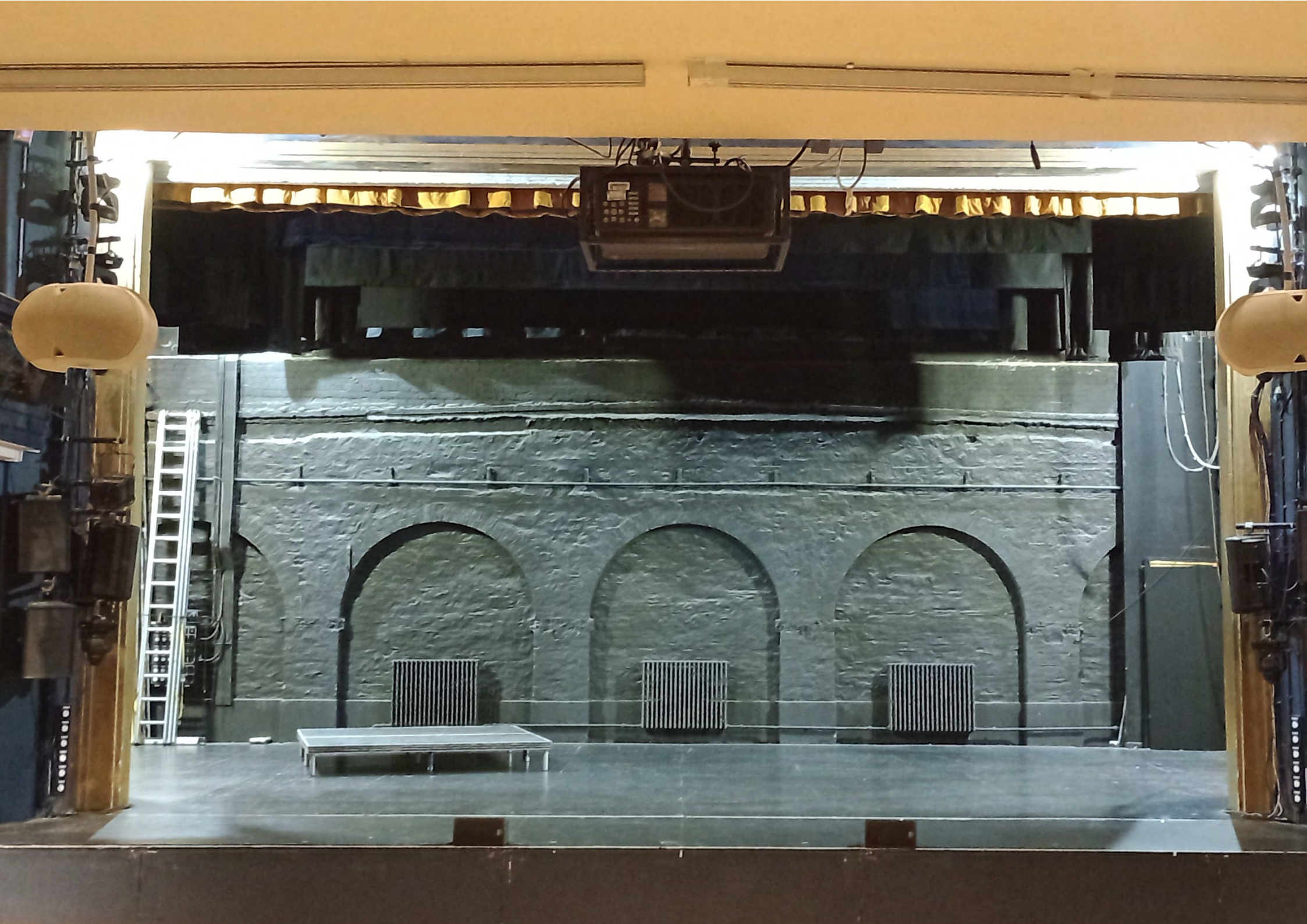
This space can be used for warm ups or rehearsals during a get in it will need to be vacated 2hrs before the start or any show.

Please check with the Front of House Duty Manager before using for availability.

Back Stage Pass Cards

We have a limited number of Backstage Pass Cards that your show can use during your visit to us. This will allow you in and out through Stage Door and the Pass Door to FOH.

For a Pass Card please speak to the Front of House Duty Manager to sign a card out. All cards must be returned to the Duty Manager at the end of the show.



Stage Information:

Stage Depth (Iron Line / Setting Line to Back Wall)	6,880mm
Stage Depth (Front of Apron to Back Wall when using Orchestra pit / treads)	7,700mm
Stage Depth (Front of Forestage to Back Wall not able to use Orchestra pit / treads)	9,585mm
Proscenium Arch Width	9,090mm
Proscenium Arch Height	5,440mm
Stage Height (From Auditorium Floor)	1,080mm
Stage Width (Stage Right Wall to Stage Left Wall)	14,980mm
Stage Right Wing Space (edge of proscenium to wall)	2,830mm
Stage Left Wing Space (edge of proscenium to wall)	3,060mm
Grid Height	11,530mm
Maximum Fly Height	11,100mm
Clearance Under Fly Floors	5,940mm
Orchestra Pit Depth	2,350mm
Orchestra Pit Width	9,360mm
Stage Height (From Orchestra Pit Floor)	1,800mm
Stage Floor	18mil ply
Rake	None

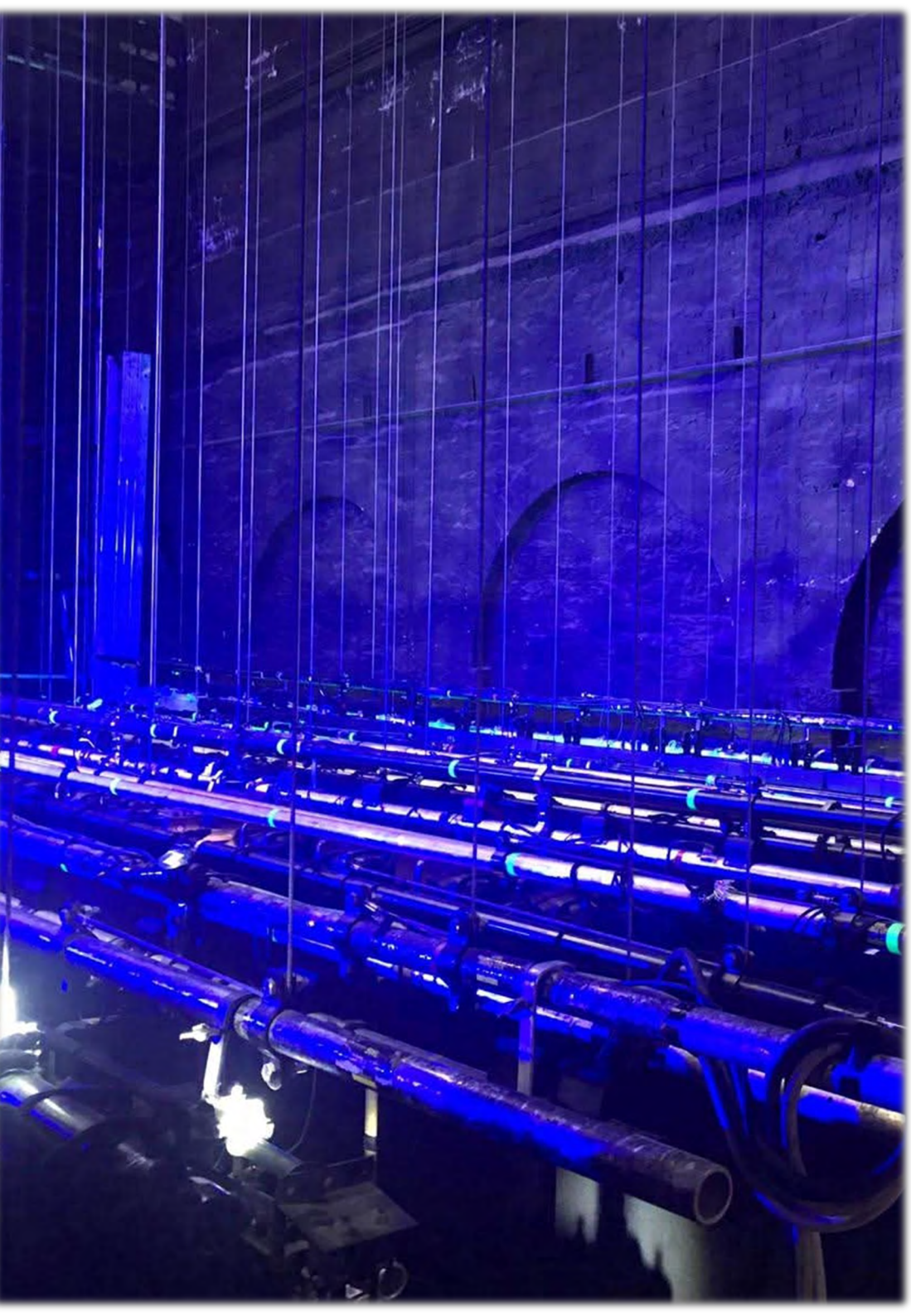
Queens Theatre DWG Download - 2019-Plan_00.dwg

Stage Drapes:

House Boarder (Gold Velour)	1
House Tabs (Gold Velour)	1
Boarders (Black Wool Serge)	5
Legs (Black Wool Serge)	3 sets
Side Masking Legs (Black Wool Serge)	3 sets
Tab Tracks (Black Wool Serge)	2 sets
Full Black (Black Wool Serge)	2
White Gauze (Sharkstooth)	1

Stage Equipment:

Treads to Auditorium (Only usable when forestage is at Auditorium level)	2
Rostra 8' x 4'	6
Yamaha C7 Boudoir Grand Piano (Black)	1
Music Stands	8
Conductor Stand	**NO**
Lectern	1
High Table	1
High Chair	1



Flying Information:

We have 23 motorised bars that are 45mm scaff barrel with a length of 10,900mm and a SWL of 300kg evenly distributed.

Due to the nature of the system bars cannot be strapped together to increase the load lifted.

Please see the Queens Theare Hanging Plot on the next page for more information

All Flying must be operated by a member of the Queens Theatre technical department and can be operated either at stage level via a pendant controller or for more complex shows from the fly floor via a master controller which includes cue stacks. We can Fly 6 bars at once in different directions and at different speeds. A dead heigh can also be set on the controller.

House tabs are flown in and out from the DSM area DSL on a counter weight system.

All Flown scenery must be flown on correctly rated steel wire and correctly fastened with correctly rated shackles. All flown scenery will be inspected for construction class and method of construction and be deemed safe before it is flown, if any scenery is classed as not fit to be flown then it will be removed from the stage and not be allowed to be used in the production.

Any flown drapes or scenery cloths must have evidence of fire retardant process such as Flambar and data sheets will be asked for as evidence of proof of fire retardant measure being in place. The Queens Theatre may be able to provide a fire retardant service at a cost, please advise prior to your visit whether this may be necessary.

If additional points are required over the stage for chain hoists this should be communicated with the Technical Manager in advance as this could incur extra charges.

Queen's Theatre Barnstaple Hanging Plot

Show Name: Standard Hanging Plot

BAR No.	SWL	Distance From Iron Line (mm)	USE	LOAD WEIGHT (kg)	NOTES
Winch Bar			House Border		
Counter Weight			House Tabs		
1	300 KG	750			
2	300 KG	1050	Venue LX		
3	300 KG	1350	Border		
4	300 KG	1650	Leg		
5	300 KG	1900			
6	300 KG	2150	Venue LX		
7	300 KG	2400			
8	300 KG	2650			
9	300 KG	2900	Border		
10	300 KG	3150	Leg		
11	300 KG	3400			
12	300 KG	3670	Venue LX		
13	300 KG	4000			
14	300 KG	4270			
15	300 KG	4550	Border		
16	300 KG	4850	Leg		
17	300 KG	5140	Venue LX		
18	300 KG	5420			
19	300 KG	5740	Border		
20	300 KG	6050			
21	300 KG	6350			
22	300 KG	6630			
23	300 KG	6810	Full Black		

Blank Excel Hanging Plot Download - Queens Hanging Plot.xlsx

Auditorium Rigging:

Circle Front	SWL 200KG
Circle Stage Left	SWL 200KG
Circle Stage Right	SWL 200KG
Proscenium Stage Left 45mm scaff barrel	UDL 150KG Maximum rigging height from the stage floor
Proscenium Stage Right 45mm scaff barrel	UDL 150KG Maximum rigging height from the stage floor
FOH Bridge	

Please note that we do not have the ability to rig any advance bars at the Queen's Theatre

Lighting Control:

ETC EOS v2.9.2 build 8
ETC ION v2.9.2 build 8
168 Ways Zero 88 Chilli Dimmers (2.5w) *64 ways over stage* *24 ways on the FOH Bridge* *20 ways various places on the circle* *48 ways stage level US (24 ways either side)* *12 way stage level DS (6 ways either side)*
Ipad focus remote

Lighting Equipment:

At certain times some equipment detailed in this document may be temporarily unavailable, please check with the technical manager in advance.

Stage	
25	ETC Source 4 Fresnel
2	Strand Cantata Fresnel
25	Par 64 Long Nose
4	Par 64 Short Nose
10	ETC Source 4 Par
1	ETC Source 4 Zoom 50
4	ETC Source 4 Zoom 26
1	ETC Source 4 Zoom 36
6	Strand Cantata Profile 26-44
4	Strand Cantata Profile 18-32
2	Strand SL Profile 15-32
2	Strand SL Profile 23-50
10	Chauvet Colorado Batten 144 Tour
6	Chauvet Rogue RX2 Wash's
7	Martin Rush RH2 Wash's
4	QTX RGBWA Par
6	Martin Era 300 Spot
1	Chauvet Intimidator Spot 360
4	Chauvet Intimidator Beam LED 350
8	Chauvet Freedom Par Hex

FOH	
2	Chauvet Q Spot
2	Chauvet Intimidator Spot 360
FOH fixed position	***Will incur a recharge if required to move**
20	ETC Source Four 15-30 (Bridge)
2	Robert Juliat Marius Follow Spot (Bridge)

Queens Theatre Lighting Plan Download

Stage Effects:

1	Hazer – Unique 2.1
1	Le Maitre 6 way pyro controller

Access Equipment:

14 Rung Zarges
6 Rung Zarges
6 Rung Fiberglass Step Ladder
5 Rung Fiberglass Step Ladder

Working At Heights Regulations:

The Queens Theatre has various rung Zarges ladders. Access to the ladders are restricted to rigging, focussing lanterns, gel changes or checking power to moving lights etc. The Queens has a number of staff trained in the use of the Zarges, competent touring staff that have a safe knowledge of their use will be allowed to use them

Queens Theatre Circuit Info:

USR
15a - Circuits 121 - 144
Soca - Circuits 121 - 144
DMX U2
Coms
15a Hard Power
Cue Light

USL
15a - Circuits 97 - 120
Soca - Circuits 97 - 120
DMX U2
Coms
15a Hard Power
Cue Light

Dimmer Room
DMX x2 U2
DMX U1 Tie In
13a x4
15a Hard Power
Coms

MSR
3x - 32a 1p
3x - 32a 1p
100a 3p or 63a 3p
125a 3p
DMX U3 or 4
DMX tie to bridge
LX Cat 5

SL Fly Floor
15a - Circuits 33 - 96
x3 15a Hard Power
DMX U2 / 3 / 4
Jump Circuit Plugs

DSL
XLR Tie Lines from box 19 - 24
XLR Tie Lines to box 1 - 16
Coms
Cue Light
15a Jumps 1, 2, 3
Tech Office Cat 5
Network Cat 5
Projector Cat 5
LX Cat 5
Cat 5 SL 1 & 2
Cat 5 SL to SR
Fly System Pendant

DSR
Cue Light
Coms
Sound 63a 1P
Sound 32a 1p
Sound 13a x6
13a x2
Cat 5 SR 1 & 2
Cat 5 SR to SL
15a Jumps 4, 5, 6
Pit Elevator Pendant

SR Fly Floor
Coms
Cue Light
Night Vision Camera Feed

Tech Office
Coms
Camera Feed
Stage Cat 5

DSM Desk
32a 1p
13a 4 way
DMX U3 or 4
Sound 13a x4
L / R Sound Feed
FF Sound Feed
FB Sound Feed
Night Vision Camera Feed
Camera Feed

SR Apron
15a Circuits - 21, 23, 24, 27, 39, 31

Orchestra Pit
13a x6
Cue Light

SL Apron
15a Circuits - 22, 24, 26, 28, 30, 32

Circle SR
15a - circuits 17, 18, 19, 20
16a 1P
DMX U1

Circle C
15a - circuits 13, 14, 15, 16, 17, 18
13a x2
DMX U1
Projector Cat 5
LX Cat 5
Night Vision Camera Feed
Camera Feed

Circle SL
15a - circuits 10, 11, 19, 20
16a 1P
DMX U1

Circle Wall SR
15a - Circuits 6-10

Cirlce Wall SL
15a - Circuits 1-5

FOH Desk Area
Cat 5 SL 1 & 2
Cat 5 SR 1 & 2
LX Cat 5
Coms
Sound 13a 4 way
13a 4 way
DMX Feed 1, 2, 3, 4 to control room
House Light Control
L / R, FF, FB Sound Feed
XLR Tie Line to Control Room

Loft
32a 3p
32a 1p
63a 1p x2
DMX tie from Stage
DMX U1
Coms

Bridge
15a - circuits 150 -173
13a x4
15a Hard Power x3

Control Room
LX Cat 5
Coms
DMX In 1, 2, 3, 4
DMX Feed 1, 2, 3, 4 from FOH Desk Area
XLR Tie Lines to stage 19 - 24
XLR Tie Lines from stage 1 - 16
XLR Tie Line to FOH Desk Area
13a x10

Power:

STAGE	
3	32A Ceeform Single Phase – MSR
1	32A Ceeform Single Phase – DSL
3	63A Ceeform Single Phase – MSR
1	125A Ceeform with drop down to 63A Ceeform 3 Phase- MSR
1	125A Ceeform 3 phase - MSR
1	63A Ceeform Single Phase – Clean Sound Supply - DSR
1	32A Ceeform Single Phase – Clean Sound Supply - DSR
FOH BRIDGE	
1	32A Ceeform 3 Phase – FOH Bridge
1	63A Ceeform Single Phase – FOH Bridge
2	32A Ceeform Single Phase – FOH Bridge

Please note we do not keep power cables or convertors for above in house, shows are responsible for supplying their own power connections.

Sound Control:

Allen & Heath QU16
Yamaha LS9

The Touring Sound Desk location is at the rear of the stalls, up 6 stairs. This area measures 3520mm x 1000mm. If a wider space is required 2 seats can be re-moved from the side.

Speakers:

We can provide a Left, Right, Front Fill and Stage Fold back feed from the FOH sound desk position or stage left. This then runs through a processor to the various areas of the auditorium with relevant delays set.

Stalls	
4	Martin Audio EM76
2	Martin Audio WS2A Subs
2	Martin Audio DD6 (Front Fills)
4	Delays rear of stalls
Circle	
2	Martin Audio EM76
Upper Circle	
3	FBT Max X2
Stage	
2	FBT Max X (Stage Fold back rigged on Pross)
4	RCF ART 325A Active monitors

Other Sound Bits and Microphones:

Apple Mac with Q Lab 4 and 5 installed	
Various Mic Stands	
Various DI Boxes	
Microphones	
6	Sennheiser SM58
1	Sennheiser SM57
2	Rode NT5
2	Sennheiser e614
1	Sennheiser e602-ll
4	Sennheiser e604
1	Citronic Lectern Mic
3	Audio-Technica Pro44
3	Crown Boundary Mics
2	Sennheiser ewG4 Handheld Wireless Microphones
2	Sennheiser sk100G3 Wireless Belt Pack Microphone

Backstage Coms:

8 way cue light system
Paging to Backstage area from DSM Position
CCTV monitor stage (DSM position)
CCTV monitor IR (DSM position)
8 Canford Headsets and Belt packs.
Fixed Canford Headsets to all areas - DSM DESK - SL - SR – LX - SOUND
4 GreenGo Wirelss Belt packs

Projection:

1x Panasonic PT-DZ6710E DLP Projector mounted FOH circle Front
1x Fastfold screen 8x6 (Rear projection & Front projection option)

Health & Safety

1) Any electrical equipment brought into the Queen's Theatre by, or on behalf of the Production must strictly comply with the current regulations for the Electrical Equipment of Buildings and carry a current PAT test certificate. The Production's equipment and its installation, removal and maintenance is the responsibility of the Production company and must, at all times, be under the supervision of a qualified person.

2) The Production shall ensure that all electrical equipment and tools brought to site, comply with all relevant statutory requirements including the "Electricity at Work Regulations 1989". Such equipment and/or tools shall be operated and used in a safe manner and the Production Manager shall make available for inspection, evidence that the equipment has been tested in accordance with **PUWER** regulations.

3) The Technical Manager reserves the right to instruct the Production Manager, where equipment and/or cables may be positioned within the Auditorium or other parts of the building accessible to the public and may delay the performance until the Production has satisfied that any such equipment and/or cables may not interfere with the safety of the public or the staff of the Queen's Theatre.

4) All lifting and suspension equipment brought to site by the Production must comply with all current legislation and the promoter shall make available for inspection, evidence that the equipment has been tested and examined in accordance with current LOLER legislations. **

*****Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)***

5) The Production Company shall have carried out and have available, risk assessments of all special effects used in the production, and of all perceived hazards associated with the unloading, manual handling, erection and reloading of all scenery and electrical equipment brought to site. Written assessments of significant risks in the workplace are required by law - ref. The Management of Health and Safety at Work Regulations 1992 (Regulation 3).

All CDM's and Risk Assessments are to be sent to the Technical Manager at least 2 weeks prior to production.

6) It is expected that the Tour Manager, or Deputy, will discuss with the Queen's Theatre Staff, the fit-up of the production prior to commencement based on a prepared Method Statement, this should be done at the time of the initial CDM Briefing.

7) Advanced notice is required of any proposed use of flame/fire effects and pyrotechnics.

8) Please note that in accordance with Working Time Regulations 1998, an 11 hour break between working shifts must be scheduled for all members of staff.

Furthermore, suitable breaks must be scheduled within shifts to ensure the health and welfare of all staff. If in doubt as regards any aspect of the working schedule please contact the Technical Manager. All schedules must be agreed in advance

9) In accordance with the Noise at Work Regulations 1989, the Control of Noise at Work Regulations 2005, and for the benefit and care of all staff and members of the public, The Queens Theatre reserves the right to monitor and if necessary limit the sound levels for any given performance.

10) Any and all accidents / near misses MUST be reported immediately to a member of The Queens Theatre Management or crew, who will ensure that the relevant personnel are informed immediately, in order that all Health and Safety procedures can be followed.

8) The Production agrees to fully compensate the Queen's Theatre for: Any loss or damage to the Theatre or it's fixtures and fittings arising during the use of the Theatre by the Promotor or after the Production and including consequential loss.

This is a Landmark Theatres Venue

LANDMARK THEATRES