



REDGRAVE THEATRE

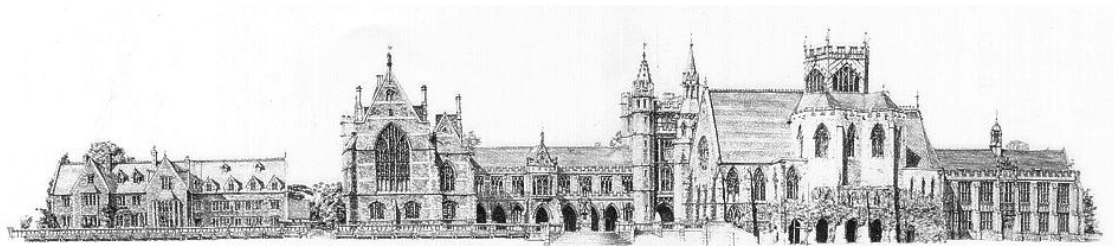
Notes for the Production Manager

For any additional information, please contact:

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Use of Theatre-Owned Equipment

- It is vital that you either discuss with the theatre staff or submit a plan of your lighting rig, set design, sound setup and a full list of all the equipment you require. If this requirement is not met then the theatre cannot guarantee that all equipment listed in this section will be available for you to use.
- Theatre-owned equipment can be used only if prior consent from the Technical Manager is obtained.

Technical Assistance

- The Technical Manager will be happy to discuss any problems or queries that you may have during your fit-up period. **Additional charges will be made if the technical staff are required to make themselves responsible for specific aspects of the visitors' production.** It is important that if you require the Technical Staff's assistance, they are approached and asked directly.

Auditorium

- For rehearsals and fit-up time, use the working lights in the auditorium, which are controlled from the control room on the right hand side by the door. It is imperative that if the working lights are switched off they **must not** be turned back on again until after a minimum of **15 minutes**. During this period, please use the house lights.
- Control for the working lights on stage is switched in the DSR corner on the panel.
- **The construction and painting of sets is not permitted in the auditorium.**
- **Please note that during Clifton College term time, the auditorium must be cleared when you leave on a Sunday night.**

Stage

- There are two ladders (one extendible and one apex) and a Tallescope available on request. If you are not familiar with a Tallescope, please ask the Technical Manager to give you a demonstration.
- Scenery in the sub-stage area as well as the content of the workshop is strictly for Clifton College use only. If you wish to use any such equipment, then you must negotiate with the Theatre Manger in advance of your production.
- Only authorised personnel are permitted on the fly floor, ie stage managers, lighting crew riggers. The Theatre highly recommends that hard-hats, gloves and suitable footwear is worn while setting up on stage and on the fly floor.
- No fixtures may be secured to the stage by means of nails, crews or bolts, under any circumstances. Charges will be made for any damage to the stage surface other than that resulting from general wear and tear.
- LX bars 1 – 5 may be lowered by winches, situated on the stage right fly floor, **but must not be lowered until the trips and any other loose cables attached to the bar have been released.**
- Under NO CIRCUMSTANCES may any of the Theatre’s masking be held in place with nails, drawing pins, staples or safety pins. If this occurs you will be charged for the replacement or the repair of the damaged masking
- The Theatre does not own any tools which visiting companies can use.
- The stage is to be painted with Rosco super-saturated paint only.
- **IMPORTANT** – It is imperative that the front of house ‘contour’ curtain and the cinema screen can be lowered at all times, even if they are not being use in your production. Set plans must be submitted to the Theatre Manager at least two weeks in advance of the production to ensure that this requirement is incorporated in your design.

Dressing Rooms

- The dressing rooms must be left in a tidy state during and after your performances.
- Please ensure that all lights and wall heaters are switched off when the dressing rooms are left unattended.
- All fire exits must remain clear at all times. The stage right fire exit door backstage is fitted with a break bolt lock. If this door is opened for any reason, other than to be used in an emergency, then a charge will be made for the replacement tube.
- Brushes must not be cleaned in any of the sinks in the Theatre. An external sink can be found in the paint store behind the theatre. You will need to ask the duty technician to unlock this for you.
- There must be no graffiti of any kind in any of the backstage areas. This includes the writing on mirrors with make up. The management reserves the right to make charges for any extra cleaning which may be required after your production.
- Fire regulations state that no electrical appliances, eg kettles, irons, lanterns, etc, other than the Theatre's own, may be used in the building at any time, unless they have an up to date PAT test and are deemed to be safe by the theatre staff.
- There must be NO SMOKING anywhere in the theatre.

Control Room

- It is strictly forbidden for any unauthorised person to enter the control room.
- No item of equipment may be used without the explicit consent of the Technical Manager.
- Any faults should be reported immediately they are discovered. DO NOT, UNDER ANY CIRCUMSTANCES, ATTEMPT TO RECTIFY THE FAULT YOURSELF.
- No food or drink may be brought into the control room.

Lamps

- Only spare lamps for the theatres lanterns will be supplied. If the theatre staff believe that the lighting technicians actions are causing an above average numbers of lamps to blow the theatre will add the

charge of the lanterns onto the visiting company's final invoice. The definition of 'an above average number' will be determined by the theatre manager.

Fuses

- Spare fuses for the dimmer racks are provided on the shelf in the dimmer room.

Gels

- Gels are **NOT** provided by the Theatre as standard. Gel may be hired for an additional fee but particular colours can not be guaranteed – please consult the theatre staff as soon as possible if you wish to hire gel.

Power

- Main distribution box for all stage lighting is in the dimmer room. Each phase is limited to 200amps.

Get Out

- Please ensure that the Theatre is left in the state in which you would like to find it
- Any item borrowed must be returned to its proper place - Further details on the correct storage of theatre equipment can be found in the inventory.
- Waste material from your set can be left outside the theatre by the bins, however, **please note that there may be an additional charge made for its disposal.** Please consult the with the theatre staff for details.
- **The stage must be swept and all masking pulled up onto the fly floor.**
- During the get out after your performance, the sound technician is required to reset all controls on the mixer to their original state, and ensure that all XLR cables are coiled, taped and returned to their storage place next to the dimmers – a fine of £2 per cable will be issued if this is not carried out

- During the get out after your performance, you are required to do a complete de-rigg of the stage bars – all lanterns must be returned down stairs, remove ALL extension cables, gaffer and electrical tape from all on-stage lighting bars. Unless other arrangements have been made with the theatre staff. The rigging on FOH 1 and the FOH side perches can be left up.
- No lx tape or gaffer tape is to be dropped on the floor.
- **You are also required to de-patch all the dimmers except channels 1-7 in the cage and to return the patch leads to the position they were in on your arrival.**
- The control room is to be left in a tidy state after your get out.
- Please make sure that none of your company's belongings or equipment are left behind after your get out.
- **Please ensure that no noise is made outside the Theatre before 9am or after 11pm. Any noise before 11pm must be kept to a minimum**