



Technical Specification – Old Town Hall

www.wycombeswan.co.uk

Tom Kingdon – Buildings & Technical Manager

Office DDI: +44 (0) 1494 552879

Email: tkingdon@wycombeswan.co.uk

Emma Davies – Deputy Buildings & Technical Manager

Office DDI: +44 (0) 1494 552878

Email: edavies@wycombeswan.co.uk

Stage Door

Office DDI: +44 (0) 1494 514444

Email: stagedoor@wycombeswan.co.uk



The Old Town Hall Technical Specification forms part of the contract with the venue and is a legally binding document. By signing the contract the visiting company's management are agreeing to the restrictions and costs detailed herein.

About 3

Health and Safety Information 4

Construction Design Management Regulations 4

Dressing Rooms 5

Load In and Access 5

Parking 5

Auditorium Capacity 5

Stage Measurements 5

Access Equipment 6

House Lighting Rig 6

Lighting Equipment 6

Temporary Electrical Supplies 6

Sound Equipment 7

House Sound System 7

Control Positions 7

Staffing Charges 8

Additional Charges 8

About

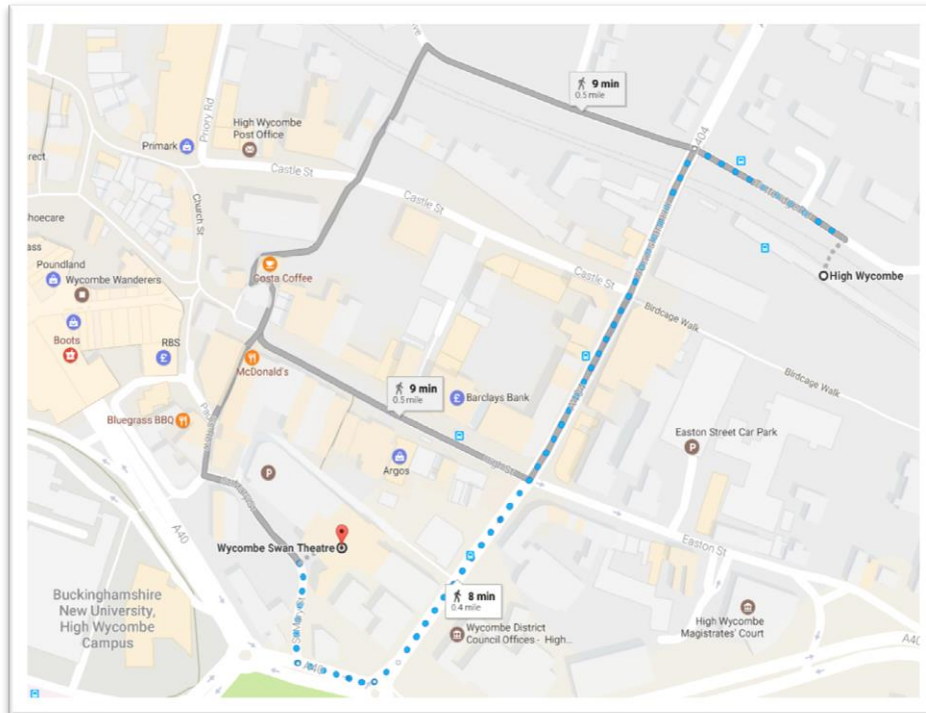
The Old Town Hall is a smart, distinctive, multi-use space with staging and seating and its own fully licensed bar. The venue is fully flexible and able to move smoothly from hosting a conference during the day to staging a party or performance in the evening.

The Wycombe Swan and Old Town Hall has always been at the heart of the Wycombe community. We are proud to be a venue that supports local community hires, alongside nurturing the young talent of Bucks through our youth drama activities. Playing our part during the Coronavirus pandemic operating as a vaccination centre for the NHS.

Staffing needs vary hugely from show to show depending on the deal created between the Resident Manager and Producer. It is therefore advised that you check your contract for details on staffing allowances.

All events taking place in the Old Town Hall **MUST** utilise a Duty Technician as part of its staffing allowance. This is non-negotiable. The Duty Technician **CANNOT** be given any form of show role on a production.

Staffing requirements above the contractually provided level will be recharged.



The average journey time between London Marylebone and High Wycombe is 30 minutes. The fastest journey time is 23 minutes. On an average weekday, there are 120 trains per day travelling from London Marylebone to High Wycombe. The journey time may be longer on weekends and holidays.

Health and Safety Information

Visiting Companies and Artists must comply with all Wycombe Swan Policies and Procedures (which are available upon request) at all times.

It is the responsibility of the Visiting Company to inform all relevant members, including sub-contractors and volunteers of the details outlined in this document and circulate it when necessary. If you have any queries please contact a member of the technical department before your production period begins.

Wycombe Swan Theatre must be given access to the Visiting Company's Production Safety Documents. These will be used by Wycombe Swan Theatre and the responsible authorities to assess whether all of the arrangements for the production are in order and safe. A breakdown of all documents needed is detailed below.

- Full Technical Rider including information on staffing needs and schedule.
- Full risk assessment for the production, including COVID 19/Infection control assessments.
- Construction Phase Plan for the production.

Failure to submit any of these documents will result in access to the venue being denied until they are produced.

All staff working on get ins and get outs will be required to wear steel toe capped boots at all times. Failure to do this will result in individuals being asked to leave the stage area until it is deemed safe for them to return.

All electrical equipment brought in by the visiting company must conform to BS7671:2001 and must come complete with a current and valid portable appliance test certificate even if hire from a third party.

All rigging equipment must conform to the lifting operations and lifting equipment regulations and come complete with a valid and current certificate even if hired from a third party.

Wycombe Swan Theatre and its employees have the right to refuse to use any equipment that is deemed unsuitable or unsafe for the task involved.

Wycombe Swan Theatre and its employees have the right to refuse entry to the building and individual or company refusing to adhere to the company's health and safety policies and procedures. Any costs incurred as a result of this will be the liability of the Visiting Manager and not Wycombe Swan Theatre.

Wycombe Swan Theatre retains the right to adjust sound levels if those levels are deemed to be in contravention of the Noise at Work Regulations.

Construction Design Management Regulations

It is now a legal requirement under the CDM 2015 HSE Legislations that the production's Production Manager (or relevant person) agrees the site rule and "get in" details with the Wycombe Swan Duty Technician. They must before arrival produce a Construction Phase Plan to cover the productions get in, get out and productions run. This must be sent to the Wycombe Swan before the Get In will be allowed to take place. More details on the CDM 2015 Regulations can be found here - <http://www.hse.gov.uk/entertainment/cdm-2015/index.htm?eban=govdel-film-theatre-broadcasting&cr=08-Jan-2016>

Dressing Rooms

D.R Number	Location	Accommodation	Facilities
A	Rear of Stage	6 persons	WC, Shower, Int Telephone, USB Charging.
B	Rear of Stage	6 persons	WC, Shower, Int Telephone, USB Charging.

Load In and Access

The load in to the Old Town Hall is via a double door fire exit which is ramp access from the floor to door.

Parking

There is no free parking available at the Wycombe Swan. A pay and display car park can be found alongside the building. Please see separate Parking Information sheet for the most up to date information on parking in the area.

Auditorium Capacity

Location	Capacity
Standing Room	600 persons (end on raised stage)
Theatre Style	400 seats (end on raised stage)
Cabaret Style	210 seats (end on raised stage)
Studio Style	180 seats (flat stage with raked seating)

Other seating configurations are available please discuss this with the Events Manager/Technical Department.

Stage Measurements

General Measurements	
Full floor length	26000mm/85'4"
Usable floor length	18500mm/60'9"
Full floor width	1600mm/52'6"
Usable floor width	15000mm/49'3"
Height at highest point	7900mm/25'11"
Height at lowest point	5500mm/18'
Height of truss at highest point	7270mm/23'11"
Height of truss at lowest point	3150mm/10'4"
Height of low ceiling	2300mm/7'6"
Height of load-in door	2000mm/6'6"
Width of load-in door	1400mm/4'6"
Stage Dimensions	
Theatre, Cabaret and Standing Style	9144mm/30' by 4876mm/16' @ 750mm/2'6" high
Studio Style	12801mm/42' by 7315mm/24'
Usable stage floor area (Studio Style)	9144mm/30' by 7315mm/24'

Access Equipment

- 1 large Tallescope (maximum working height of 9.5 meters)
- Various step ladders

House Lighting Rig

The Old Town Hall standard house lighting rig which is available to all visiting companies at no additional cost, details of this rig can be found on the Old Town Hall House Rig document.

Any additions or variations to this will need to be rigged as part of your fit-up process and returned to standard as part of the get out. If you require a pre rig please contact the technical department for a quote.

Lighting Equipment

- 1 ETC Ion 1000 with 2x10 fader wing and 1 touch screen monitor
- 60 ways of dimming
- 1 LightProcessor Q-Buffer 8 output DMX splitter

Quantity	Type	Hire Cost (per unit)
1	Starcloth, DMX White LED.	£100 per day
1	Unique Hazer 2.0	£50 per day
2	Prolights PHYRO 1500 Vertical Smoke Machine	£50 per day
2	UV Cannon	£25 per day
4	Mirror Ball and Motor	£25 per day
4	Prolights Diamond 7 LED Moving Wash Light	£25 per day
8	Chauvet DJ Intimidator LED Beam 250	£25 per day

For weekly charges please contact the technical department.

We hold a selection of Lee/Rosco gel and frost in stock. Please contact the technical department for a quote.

Temporary Electrical Supplies

- 32A single phase supply for temporary sound located USR comprising of:
- 132A supply terminated in 32A/1ph BS EN60309-2 socket

Only members of full time Wycombe Swan technical staff are permitted to connect and power on/off the temporary electrical supplies.

Sound Equipment

- 1 Allen and Heath GLD 80 Sound Console
- 1 Allen and Heath AR24/12 Stage Box
- 1 Tascam CD OIU Single CD-Player
- Sennheiser EW 100 G4 Wireless Radio Microphone, handheld = **£50 per unit per day, 2 available**
- Sennheiser EW 100 G4 Wireless Radio Microphone, lavalier= **£50 per unit per day, 2 available**

We have a selection of microphones and stands on site; please make it clear before arrival what microphones you require.

House Sound System

- 2 K-Array KY102K Speaker
- 2 K-Array KMT218 Sub Woofers
- 4 Yamaha DXR12 Powered Speakers (Used as stage monitors)

Control Positions

- Fully isolated LX and Sound control box located at the rear of the town hall.
- FOH control positions can be located anywhere within the town hall. Additional barriers may be required.

Staffing Charges

Staff numbers and hours worked above the contractually agreed levels will be recharged at the rates listed below.

Work on a statutory holiday, between the hours of midnight and 8am and work resulting in the loss of a compulsory meal break will be charged at double time.

All part hours excepting TMA get-out hours are rounded up to the nearest hour. Minimum call for staff is 4hrs.

- Technician = £17.00 per hour
- Follow Spot Operators = £17.00 per hour
- Dresser/Wardrobe Personnel = £17.00 per hour
- Get Outs (as per BECTU/TMA agreement +5%) = £91.33 per person for the first two hours (minimum call) £45.63 per person per hour after that in ½ hour increments.

These costs are exclusive of National Insurance, Holiday pay and VAT.

Wycombe Swan operates a policy of multi-skilled working and therefore all technicians will work interdepartmentally as required.

Additional Charges

- 6 rolls of black Harlequin Studio Dance Floor. **£150 per day**
- 1 Boston Baby Grand Piano. **£60 per day**
- 1 Boston UP125E upright piano. **£30 per day**
- Piano Tuning (Monday to Friday) = **£90.00 (Evenings after 6pm £100.00)**
- Piano Tuning (Saturday and Sunday) = **£150.00 (Evening after 6pm £200.00)**
- Roll of Matt Black/White Gaffa Tape = **£10.00 per roll**
- Roll of Black/White PVC Tape = **£4.00 per roll**
- LX Pre Rig = **£500**

These charges are exclusive of VAT.

Please contact the Wycombe Swan Technical team if you have any questions relating to these charges or if there is any additional equipment you would like us to source for you.

The Wycombe Swan Technical Specification forms part of the contract with the venue and is a legally binding document. By signing the contract the visiting company's management are agreeing to the restrictions and costs detailed herein.