



Technical Specification – Wycombe Swan

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 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.

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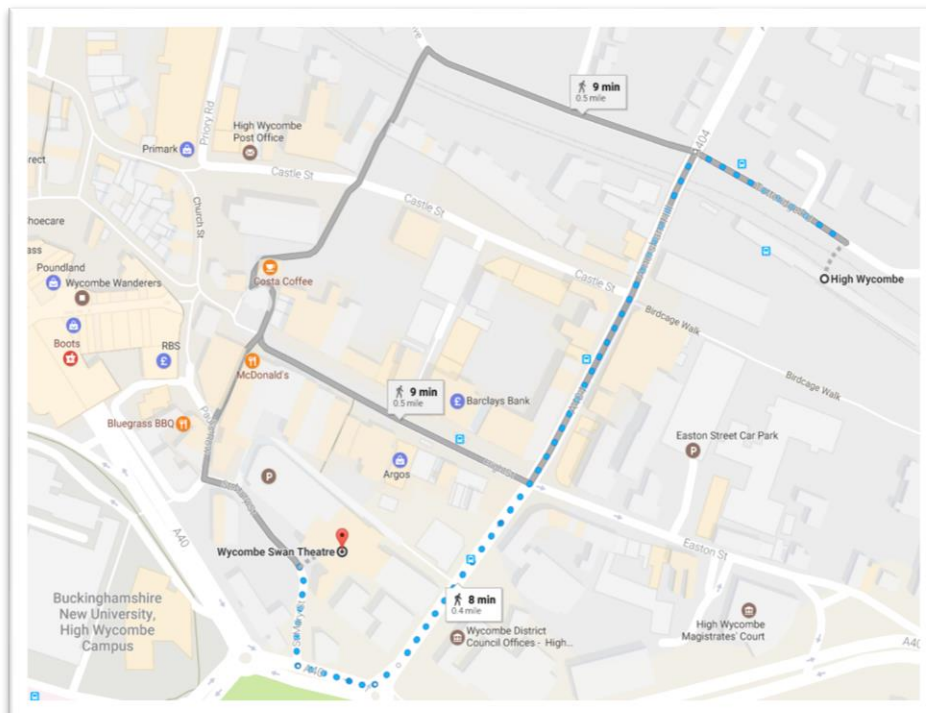
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About

Wycombe Swan is part of HQ Theatres & Hospitality's (HQT&H) portfolio of eleven regional theatres and live entertainment venues and is part of the Trafalgar Entertainment family. HQ Theatres & Hospitality manage 11 venues on behalf of local authorities across the UK; from live music venues and concert halls to large auditoria presenting top West End productions, high profile live music and comedy, ballet, opera and family theatre, HQT&H are recognised for providing industry-leading hospitality and first class customer experiences.

Wycombe Swan is located in the heart of the High Wycombe town centre and comprises of three distinct spaces to provide the people of Buckinghamshire with top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime. With a capacity of 1,076 seats, the Main auditorium boasts superb acoustics, a large stage and adaptable seating. The historic Old Town Hall offers a smart, distinctive, multi-use space with staging and seating up to 400 and 600 standing. Rounding off the spaces is the ornate Oak Room, providing a glorious and elegant setting for events of up to 120 people. More than just high quality programming seen in the main space, Wycombe Swan regularly hosts conferences, graduations, parties and weddings, with exquisite food provided by the in-house catering team.

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.



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.

Production Staffing

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

All events taking place on the Swan Theatre stage must utilise a Swan Theatre 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. Please see Appendix I for full costs.

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
1	Stage Left Stage Level	3 persons	WC, Shower, Int Telephone, Fridge, Microwave, USB Charging.
2	Stage Left Stage Level	3 persons	WC, Shower, Int Telephone, Fridge, Microwave, USB Charging.
3	Stage Left First Level	4 persons	1 x Shower, Int Telephone, USB Charging.
4	Stage Left First Level	12 persons	3 x Showers, Int Telephone, USB Charging.
5	Stage Left First Level	8 persons	2 x Showers, Int Telephone, USB Charging.
6	Stage Left First Level	8 persons	2 x Showers, Int Telephone, USB Charging.
7	Stage Left First Level	4 persons	1 x Shower, Int Telephone, USB Charging.
Band Room	Stage Right Sub Stage	12 persons	2 x WC
Company Office	Stage Right Stage Level	2 persons	WC, Int Telephone

Dressing Rooms 3-7 have access to shared toilets outside of the dressing rooms. Fridges and Kettles are also provided outside of the dressing rooms and in the green room for use by visiting company.

Laundry Facilities

The laundry facility is located on the ground floor just off stage right and is equipped with a coin operated washing machine and tumble dryer, washing sink, clothes racks and temporary plumbing points for additional washing machine.

- House Washing Machines/Driers can be unlocked for £15.00 per day per machine, or £50.00 per week per machine.
- Toured Washing Machines/Driers can be installed for £25.00 per week per machine.
- All in house machines accept £1 coins or tokens which can be purchased (£1 per token) from stage door.

Load In and Access

The load in to stage is via the scenic dock, this is all on the same level. The dock is accessed via the loading ramp. We are only prohibited to have one production vehicle parked on the loading ramp at a time. A permit for this must be obtained from stage door. Any other vehicles left on the loading ramp will receive a fixed PCN from Wycombe District Council.

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	Quantity
Stalls (rows AA-DD on forestage in)	420 Seats
Stalls (rows AA-CC on forestage in)	413 Seats
Stalls (rows AA-DD out)	352 Seats
Circle	324 Seats
Upper Circle	332 Seats

The total seating capacity with all seats in is 1076

Stage Measurements

General Measurements	
Height from stage to grid	18100mm/60'
Clear height under flying and LX galleries	7600mm/25'
Architectural proscenium width	13650mm/45'
Architectural proscenium height	7200mm/24'
Maximum width between proscenium maskers	14770mm/48'
Minimum width between proscenium maskers	11150mm/36'
Stage width from centre line to OP wall	10900mm/36'
Stage width from centre line to fly cage (OP)	9900mm/32'
Stage width from centre line to PS wall	13000mm/43'
Width between flying and lx galleries	17800mm/58'
Stage depth with thrust (pit at stage level)	15500mm/51'
Stage depth	11500mm/38'
Stage depth from setting line (back of iron)	10750mm/35'
Multicore run length from stage to FOH mix position	40000mm/131'
Dock door opening	3007mm x 5000mm/10' x 16'6"
Rigging Measurements (Stage)	
Height from stage to grid	18100mm/60'
Height from grid floor to castellated beam	2100mm/7'
Depth of castellated beam	900mm/3'
Width of castellated beam flange	305mm/1'
Recommended length of basket through beam	2000mm/6'6"
Recommended length of basket over beam	3000mm/10'
Height from grid floor to point of 2m basket	1250mm/4'
Rigging Measurements (FOH Grid)	
Height from stage to grid	12800mm/42'
Height from grid floor to I-beam	2200mm/7'3"
Depth of I-beam	270mm/11"
Width of I-beam	255mm/10"
Recommended length of basket over beam	2000mm/6'6"
Height from grid floor to point of 2m basket	1500mm/5'
Height of false ceiling below grid US position	4000mm/13'
Height of false ceiling below grid DS position	2200mm/7'3"
Max truss width	12800mm/42'
Hanging points from centre	@3.2m, @4.8m, @6.4m

Flying System

51 single purchase counterweight flying ladder bars, SWL 500kgs, 14m long with 1.3m extensions.
Please note Bar 4 is a short bar (11m) and there is no Bar 3.
Bars are centred at 200mm (see hanging plot for positions).
2 Motorised up and down bars located stage left and stage right.

The fly floor is located stage right with a direct crossover to the stage left LX gallery. Both are accessible from internal BOH staircases.

Positions are available above the forestage grid for the rigging of an advance truss, no truss or motors are available in house.

All additional rigging must be carried out by a certified rigger at the visiting companies cost.

Masking/ Soft Goods

- 1 pair red velour main house tabs, chain weighted (permanently rigged to C/W Bar 1)
- 5 pairs of legs, conduit pocket 8.0m x 2.5m (26'3" x 8'4")
- 5 borders, chain weighted, 18.0m x 3.65m (59' x 12')
- 1 border, conduit pocket, 16.0m x 3.65m (52'6" x 12') (permanently rigged as house header on C/W Bar 2)
- 1 pair full black tabs, chain weighted 16.0m x 8.0m (52'6" x 26'3")
- 1 pair flat black tabs, conduit pocket 16.0m x 8.0m (52'6" x 26'3")
- 1 white cotton cyclorama, conduit pocket 16.0m x 8.0m (52'6" x 26'3") (rigged to C/W Bar 52)

Access Equipment

- 1 large Tallescope (maximum working height of 9.5 meters)
- 1 x 12 rung Zarges Skymaster ladders
- 1 x 6 rung Zarges Skymaster ladders
- Various step ladders

Stage Management

- 1 Stage Managers desk, located DSL, complete with 14 way cue light control, calls to BOH & FOH areas, working light control and monitors showing stage
- 13 single circuit belt packs (7 permanently run in at the following locations DSM Desk, Lighting Box, Sound Box, Flys x 2 & Follow Spots Box x 2)
- 13 single muff headsets
- 7 standby/acknowledge/go cue light outstations (3 permanently run in at the following locations LX Box, Sound Box, Flys)

House Lighting Rig

The Swan standard house lighting rig which is available to all visiting companies at no additional cost comprises of a RGB LED (Studio COBB FC) back and top light with a profile FOH full stage wash and profile specials from FOH. Please see the House Rig LX Plan for further details.

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 6000 with 2x10 fader wing and 2 touch screen monitor
- 200 ways of ETC Sensor 3 Power Control dimming with CEM3 comprising of:
164 15A dimmers (60 FOH, 70 SL LX Gallery, 34 Stage)
36 25A dimmers (8 FOH, 16 SL LX Gallery, 12 Stage)

All 25A dimmers and 24 of the FOH 15A dimmers are switchable between dimmed and relay modes. All other 15A dimmers may be manually switched to hard power override.

- 1 Luminex 4-port DMX node (rigged on SL LX gallery)
- 1 LSC MDRX 10-way 5-pin DMX Splitter (rigged on SL LX gallery)
- 4 5-pin DMX tie lines from LX box to SL LX Gallery
- 5-pin DMX patching from SL LX Gallery to all areas

Quantity	Type	Wattage	Voltage	Notes
26	ETC Source 4 15/30 Zoom Profile	750W	240V	18 Rigged as standard on FOH Bridge 1
34	ETC Source 4 25/50 Zoom Profile	750W	240V	
14	ETC Source 4 14deg Profile	750W	240V	14 Rigged on FOH Bridge 2
46	Strand Cantata Fresnel	1200W	240V	
6	Strand Cantata PC	1200W	240V	
6	Strand Alto Fresnel	2500W	240V	
60	Par64	1000W	240V	Lamped as standard at CP62, other lamps available upon request.
6	Thomas Par64 Floor Cans	1000W	240V	
12	ETC Source 4 Par	750W	240V	Selection of lenses available upon request.

Quantity	Type	Hire Cost (per unit)
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.

Follow Spots

- 2 Robert Juliat Aramis HMI Followspots, 2.5K, 6-way colour changing magazine, internal CTO and frost, fitted with laser sight. **A lamping on fee of £50 per day per unit applies.**

Temporary Electrical Supplies

- 400A 3ph temporary LX supply: located USL and comprising of:
 - 1 400A/phase supply terminated in Powerlock connectors (we hold Powerlock to Camlok adaptors)
 - 2 125A/phase supply terminated in 125A 3ph BS EN60309-2 socket
 - 2 63A/phase supply terminated in 63A 3ph BS EN60309-2 socket
 - 2 32A/phase supply terminated in 32A 3ph BS EN60309-2 socket
 - 200A 3ph temporary Outside Broadcast supply, located in Scene Dock and comprising of busbars only. A qualified electrician will be required if you need to use this supply.
- 160A 1ph temporary Sound supply, located DSL and comprising of,
 - 1 63A supply terminated in 63A 1ph BS EN60309-2 socket
 - 1 32A supply terminated in 32A 1ph BS EN60309-2 socket
 - 2 16A supply terminated in 16A 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 Behringer x32 mixing console
- 1 S32 stage rack (located DSL)
- 1 Tascam CD-01U CD player
- 1 Sony CDP-D12 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

- 8 d&b Ci6 speakers mounted on prosc covering stalls, side stalls, circle and upper circle in pairs
- 1 d&b Ci9 speakers flown as centre cluster for stalls down fill
- 2 d&b Ci6 speakers flown as centre cluster for circle fill
- 5 d&b E3 speakers as removable front fills on stage edge
- 2 d&b E0 speakers as rear stalls delays
- 6 d&b E0 speakers as rear circle delays
- 5 d&b Ci80 speakers as upper circle delays
- 2 d&b Ci7 subs mounted 6' DS of proscenium

All loudspeakers driven by d&b E-PAC amplifiers and delayed from mic line by BSS Soundweb 9088iis with d&b R1 control (located in the sound control room)

Control Positions

- Fully isolated LX and Sound control boxes are located at the rear of the stalls auditorium.
- FOH control positions are located at the centre rear of the stalls auditorium.
- All positions are serviced by SR and SL multi runs from stage, please allow 40m for multi runs to these positions.

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

- Use of House Sound System = **£100.00 per day.**
- Use of Follow Spot = **£50 per day, per unit.**
- 7 rolls of black Harlequin Studio Dance Floor (6 rolls are 15m long by 1.5m wide, 1 DS roll is 12.5m long by 1.5m wide). **£150 per day**
- 1 Steinway Model D concert 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.

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