

Technical Specification – Old Town Hall

Tom Kingdon – Buildings & Technical Manager

Office DDI: +44 (0) 1494 552 879

Email: tkingdon@wycombeswan.co.uk

wycombeswan.co.uk

Wycombe Swan was built by Wycombe District Council and was opened in November 1992. It is run by Wycombe Arts Management for HQ theatres. Wycombe Swan is a presenting theatre and as such has no scenic, properties or wardrobe construction workshops.

Generally Wycombe Arts Management will provide up to 2 technical staff for 4 hours for a get-in and fit-up and up to 2 technical staff for 4 hours per performance. Staffing requirements above this basic level will be recharged unless otherwise agreed within the contract for the event. Please see Appendix I for full costs.

1. Auditorium Capacity

Standing Room	600 person capacity (end on raised or side on raised stage)
Theatre Style	400 seats (end on raised stage only)
Cabaret Style:	210 seats (end on raised stage only)
Studio Style:	180 seats (flat stage with raked seating)

2. Stage Measurements

General Measurements

Full floor length	26000mm/85'4"
Usable floor length	18500mm/60'9"
Full floor width	16000mm/52'6"
Usable floor width	15000mm/49'3"
Height at highest point	7900mm/25'11"
Height at lowest point	5500mm/18'
Height of truss	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"

2. Stage Sizes

Theatre, Cabaret and Standing Style	9144mm/30' by 4876mm/16' @ 750mm/2'6" high
Studio Style	12801mm/42' by 7315mm/24' 9144mm/30' by
Usable stage floor area Studio Style	7315mm/24'

The rake used for Studio Style is constructed from SteelDeck units.

3. Stage Equipment

12 12.5kg Stage Weights
8 Adjustable Stage Braces

WYCOMBE SWAN

4. Dance Floor

6 rolls of Harlequin dance floor (black)
100 3'x3' blocks of Merricks-Sico parquet dance floor

5. Musical Instruments

1 Boston Baby Grand Piano

6. Access Equipment

1 large Tallescope
1 14 rung Zarges Skymaster ladder

7. Stage Management

3 Tecpro single ring beltpacks and headsets

8. Lighting Equipment

1 ETC Congo Junior lighting board c/w master playback wing & 2 x TFT monitors.
1 ETC RFI Remote

48 ways of Strand SD6 digital dimming
12 Ways of Strand ACT6 dimming
1 LightProcessor Q-Buffer 8 output DMX splitter

10 ETC Source 4 15/30 zoom profile	750W	240V
10 ETC Source 4 25/50 zoom profile	750W	240V
20 Strand Cantata Fresnel	1200W	240V
24 Thomas PAR64 PAR cans	1000W	240V
4 Thomas PAR56 Floor PAR	300W	240V
10 Drop-in iris for Source 4		
6 gobo holders for Source 4		
20 5m 15A TRS		
20 10m 15A TRS		

All profile spotlights supplied with hook clamp, safety bond, shutters and colour frame.
All Fresnel spotlights supplied with hook clamp, safety bond, barndoors and colour frame.
All PAR's supplied with hook clamp, safety bonds and colour frames.

We aim to hold all Lee colour filter from L002 to L212 in stock. Other colours and makes can be supplied but will be recharged.

9. Sound Equipment

- 1 Allen and Heath GL3300 24:8:2 channel mixer
- 1 Yamaha Q2031B graphic equaliser across L and R outputs
- 2 Yamaha Q2031A graphic equaliser across auxes 1 to 4
- 1 Yamaha SPX 90
- 1 Alesis QuadraVerb Plus effects unit
- 1 Drawmer DL441 Quad Compressor/Limiter
- 1 Drawmer DS404 Quad Gate
- 2 MDSJE330 MD player
- 1 Tascam CD player

- 4 JBL 4731A Full range loudspeakers
- 4 JBL 4745A Sub bass loudspeakers
- 2 FoH amp racks each containing 1 P7000 (sub) 1 SR606 (LF) 1 SR404 (HF)
- 1 Yamaha D2040 Channel Divider as crossover

10. Temporary Electrical Supplies

- 32A single phase supply for temporary sound located USR comprising of:
1 32A supply terminated in 32A/1ph BS EN60309-2 socket.
Please note: there are no temporary supplies for lighting.

11. Dressing Rooms

No.	Location	Accommodation	Facilities
A	stage level	6 persons	WC, shower, TV point, internal telephone
B	stage level	6 persons	WC, shower, TV point, internal telephone

Appendix I

1. Staff Costs

Staff numbers over and hours worked above the contractually agreed levels will be recharged. Sunday get-ins, 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 technicians is 4hrs.

Position	Cost per hour
Technical Manager	£17.00
Senior Technicians	£17.00
Technicians	£15.00
Followspot Operators	£15.00
Wardrobe and Wigs Staff	£12.50

These costs are exclusive of National Insurance (currently 13.8%) or Valued Added Tax (currently 20%).

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

2. Other Contra Costs

Item	Cost
Piano tuning (Monday to Friday)	£90.00 (Evenings after 6.00pm £100.00)
Piano tuning (Saturday and Sunday)	£150.00
Get-Outs (as per BECTU/TMA agreement)	£86.88 per man for the first two hours (minimum call) £43.36 per man per hour after that in ½ hr increments
Appearance fee	£7.60 per show (or current TMA/BECTU rate)
TV Premium	1 extra hour per technician per hour or part-hour's filming

Laundry If toured washing machines/driers are installed there is a weekly charge of £25.00 per machine

Dancefloor £100.00

These charges are exclusive of Valued Added Tax (currently 20%)

Wycombe Swan is happy to provide ironmongery, timber, tape, colour filter or any other item that a Visiting Company may need to ensure that the production is successful. This is undertaken on the understanding that the costs for procurement of said items will be added to the Technical Recharge.

3. Items for Hire

Item	Cost
1500 ANSI lumens projector	£150.00/day (Minimum 2 weeks notice)
4000 ANSI lumens projector	£400.00/day (Minimum 2 weeks notice)
10' x 6' FastFold screen	£90.00/day (Minimum 2 weeks notice)
12' x 8'6" FastFold screen	£100.00/day (Minimum 2 weeks notice)
Lavalier radio mic	Costed per hire (Minimum 2 weeks notice)
Hand-held radio mic	Costed per hire (Minimum 2 weeks notice)
2x UV Cannon	£25.00/day
Le Maitre G150 smoke machine	£25.00/day
Hazer	£25.00/day
125amp 3 ph - 30a+16a distro	£50.00/day, £135/week

These charges are exclusive of Valued Added Tax (currently 20%)

Please call the Technical Manager on (01494) 552879 for weekly hire costs. Wycombe Swan is happy to hire in any other equipment as required by the Visiting Company. These costs will be added to the Technical Recharge. **Hires must be requested in good time.**

Appendix II

WYCOMBE SWAN

Wycombe Arts Management Ltd registered in England and Wales No. 0236107
Registered Office: 16 High Holborn, London, WC1V 6BX

1. Shared Stage Equipment

7 of 8' x 4' SteelDeck
3 of 8' x 4' Maltbury 'SteelDeck'
20 of 8' x 3' SteelDeck
12 of 6' x 4' SteelDeck
6 of 6' x 3' MetroDeck
3 of 3' x 3' MetroDeck
16 of 4' SteelDeck handrails
8 of 3' SteelDeck handrails

1 pair red tabs, shot weighted 16.0m x 8.0m (53' x 28')

2. Shared Lighting Equipment

8 10m Socapex
10 15A plug to Socapex spiders
4 Socapex to 15A socket break-out boxes (Socapex thru type)
4 Socapex to 15A socket spiders

3. Shared Sound Equipment

1 Yamaha MG10/2 mixing desk
1 Yamaha MG12/4 mixing desk
1 C-Audio SR404 amplifier
10 Shure SM58LC dynamic vocal microphones
2 Shure SM58SLC dynamic vocal microphones
5 Shure SM57LC dynamic instrument microphones
5 Shure PG56 dynamic drum microphones
1 Shure PG52 dynamic bass drum microphone
1 AKG D112 dynamic bass drum microphone
6 AKG C451E condenser instrument microphones
3 Audio Technica AT45 choir microphones
1 AKG HM1000 choir microphone
2 Crown PCC160 microphones
2 EMO Dual passive DI boxes
8 EMO Single passive DI boxes
1 BSS AR416 4 channel active DI
8 Martin LE400C passive monitors (15" driver, 2" horn)

4. Shared Rigging Equipment

30 8m black steels SWL 432kg soft eye both ends
10 1m 1tonne round slings
4 2m 1tonne round slings
4 3m 1tonne round slings

Various Crosby shackles including ½tonne, ¾tonne, 1tonne, 2 tonne and 3¼tonne SWL's

Please contact the Technical Manager on (01494) 552878 for details of what equipment is available for a specific date. Wycombe Swan will try to accommodate the Visiting Company's wishes but with the shared stock, allocations can only be made on a first come, first served basis. Wycombe Swan apologises for any inconvenience that this may cause.

Appendix III

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 IT IS HIRED FROM A THIRD PARTY.

ALL CONNECTIONS TO TEMPORARY ELECTRICAL SUPPLIES WILL BE CARRIED OUT BY WYCOMBE SWAN TECHNICAL STAFF ONLY.

ALL RIGGING EQUIPMENT MUST COMFORM TO THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS AND COME COMPLETE WITH A VALID AND CURRENT TEST CERTIFICATE EVEN IF IT IS HIRED FROM A THIRD PARTY.

THE IN-HOUSE RIGGERS WILL OVERSEE ALL RIGGING OPERATIONS.

WYCOMBE ARTS MANGEMENT AND ITS EMPLOYEES HAVE THE RIGHT TO REFUSE TO USE ANY EQUIPMENT THAT IS DEEMED UNSUITABLE FOR THE TASK INTENDED.

THE TECHNICAL DEPARTMENT MUST RECEIVE ALL TECHNICAL REQUIREMENTS IN THE FORM OF A RIDER AT LEAST **THREE WEEKS** PRIOR TO THE EVENT. THIS MUST INCLUDE, AS A MINIMUM, GET-IN TIME, STAFF REQUIREMENTS, EQUIPMENT REQUIREMENTS, LIGHTING AND GROUND PLANS, RISK ASSESSMENT AND SPECIAL EFFECT LICENSE REQUIREMENTS.

WYCOMBE ARTS MANAGEMENT RETAINS THE RIGHT TO ADJUST SOUND LEVELS IF THOSE LEVELS ARE DEEMED TO BE IN CONTRAVENTION OF THE *NOISE AT WORK REGULATIONS*.

PLEASE NOTE THAT WHEN THE TECHNICAL SPECIFICATION IS INCLUDED AS PART OF THE CONTRACT IT IS A LEGALLY BINDING DOCUMENT. BY SIGNING THE CONTRACT THE VISITING COMPANY'S MANAGEMENT ARE AGREEING TO THE RESTRICTIONS AND COSTS DETAILED HEREIN.

Date of this revision: September 2014. This document will be updated on a month by month basis.

© 2014 Wycombe Arts Management. All information contained in this document is subject to change without notice. Errors and omissions excepted.