



Technical Specification – Wycombe Swan

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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.

About

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.

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 on the Swan Theatre stage **MUST** utilise a Swan Theatre Duty Manager 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 Polices 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 helpers 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.
- 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. **THIS IS NON NEGOTIABLE.**

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 that person being asked to leave the stage area.

Construction Design Management Regulations

It is now a legal requirement under the CDM 2015 HSE Legislations that the productions 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>

Auditorium Capacity

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. Please note that the FOH mixing position can take out a possible 30 seats and that there are 8 dedicated wheelchair positions that can result in a loss of up to another 30 seats.

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 (Main 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

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).

Stage Equipment

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')
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)

Dance Floor

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) **Please see Appendix I for hire costs.**

Musical Instruments

1 Steinway Model D concert grand piano. **Please see Appendix I for hire and tuning costs.**
1 Boston UP125E upright piano. **Please see Appendix I for hire and tuning costs.**

Access Equipment

1 large Tallescope (maximum working height of 9.5 meters)
2 12 rung Zarges Skymaster ladders
2 6 rung Zarges Skymaster 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).

Lighting Equipment

1 ETC Ion 1000 with 2x10 fader wing and 2 touch screen monitors

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 Light Processor Q-Buffer 8 output DMX splitter (rigged on SL LX gallery)

4 DMX tie lines from LX box to SL LX Gallery

DMX patching from SL LX Gallery to all areas

32 ETC Source 4 15/30 zoom profile (18 rigged on FoH bridge 1)	750W	240V
30 ETC Source 4 25/50 zoom profile	750W	240V
12 ETC Source 4 14 deg profile (rigged on FoH bridge 2)	750W	240V
38 Strand Cantata Fresnel	1200W	240V
6 Strand Cantata PC	1200W	240V
8 Strand Alto Fresnel	2500W	240V
8 6 lamp PAR bars (12 PARs are demountable)	1000W	240V
6 Thomas PAR64 floor cans	1000W	240V
24 ETC Source 4 PAR EA	750W	240V
Robert Juliat Aramis HMI followspots	2500W	240V
10 drop in iris for Source 4		
20 gobo holders for Source 4		
Various de-rig arms		
8 floor stands		
6 ladder booms with bases		
14 Andolite 6 x 15A 90" IWB		
Various Socapex with plug spiders		
Various TRS		

Source 4 PAR lenses available: very narrow, narrow, medium flood and wide flood.

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

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 Camlock 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

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

Sound Equipment

- 1 Soundcraft Si2 Digital Mixing Console
- 2 BSS 966 Opal Constant Q graphic equaliser across left, centre and right
- 5 BSS 966 Opal Constant Q graphic equaliser across auxes 1 to 8
- 2 Drawmer DL441 quad compressor/limiter
- 2 Drawmer DS404 quad gate
- 1 Yamaha SPX990
- 1 Lexicon MX200
- 1 Tascam CD-01U CD player
- 1 Sony CDP-D12 CD player
- 2 Sony MDS-E12 MD player

- 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 downfill
- 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 9010 (Jellyfish) control.

Dressing Rooms

No.	Location	Accommodation	Facilities
1	Stage level	3 persons	WC, shower, internal telephone
2	Stage level	3 persons	WC, shower, internal telephone
3	First floor	4 persons	Shower, internal telephone
4	First floor	12 persons	Shower, internal telephone
5	First floor	8 persons	Shower, internal telephone
6	First floor	8 persons	Shower, internal telephone
7	First floor	4 persons	Shower, internal telephone
Band Room	Basement	12 persons	WC

Laundry Facilities

The laundry 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 another washing machine. **Please see Appendix I for costs.**

Load In Access

The load in to stage is via the 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 Appendix III for local parking details.**

APPENDIX I

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 technicians 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.
- Rigger = £75.00 per point

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.

Equipment Hire Charges

- Unique Hazer = £30.00 per day
- Le Maitre G150 Smoke Machine = £25.00 per day
- UV Cannon x 2 = £25.00 each per day
- Mirror Ball and Motor x 2 = £25.00 each per day
- Prolights Studio Cob Full Colour LED Par x 8 = £25.00 per unit per day.
- EW100 G3 GB Handheld or lapel Radio Microphone = £30 per day

Additional Contra Charges

- Use of House Sound System = £100.00 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)
- House Washing Machines/Driers = Unlocked for £15.00 per day per machine, or £50.00 per week per machine.
- Toured Washing Machines/Driers = Installed for £25.00 per week per machine.
- Dancefloor = £100.00 per day of use.
- Grand Piano = £60.00 per day.
- Roll of Matt Black/White Gaffa Tape = £10.00 per roll
- Roll of Black/White PVC Tape = £4.00 per roll
- LX Pre Rig = £480

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.

APPENDIX II

- 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 connections to temporary electrical supplies will be carried out by Wycombe Swan Technical Staff ONLY.
- 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 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 listed in the Health and Safety Section of this document.
- 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.

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Date of this revision – January 2019

This document will be reviewed annually or when changes are required.

APPENDIX III

Local Parking Details

>> For those with electric cars, there is one charging point at High Wycombe Railway Station Car Park - see overleaf <<

Wycombe Swan Car Park (Multi-Story)

Distance from Theatre: 269ft, 1min walk.

Address: HP11 2XE

Contact Number: 01494 421 417

Opening Times: Monday to Sunday = 12am – 12am

Payment: Pay on return, uses automated number plate recognition (ANPR).

Number of spaces: 316

Number of disabled bays: 15

Height barrier: 6 foot 8 inches

Please note: For safety, the top levels of this car park may be closed during periods of adverse weather.

Charges: *(These charges apply Monday-Saturday = 7am-8pm. Free = 8pm-7am)*

Up to (->) 30 minutes: £0.50

-> 1 hour: £1.00

-> 2 hours: £1.50

-> 3 hours: £2.00

-> 4 hours: £2.50

-> 6 hours: £3.50

Over 6 hours: £10.00

£1 per visit on Sundays, and Bank Holidays.

Wycombe District Council Offices (Rear Multi-Story Car Park)

Distance from Theatre: 0.1mile, 2min walk.

Address: HP11 1BB

Contact Number: 01494 461 000

Opening Times: Monday to Friday = 5pm – 8pm

Payment: Pay and Display

Number of spaces: 84

Number of disabled bays: 4

Height barrier: 6 foot 3 inches

Please note: For safety, the top levels of this car park may be closed during periods of adverse weather.

Charges: *(These charges apply Monday-Friday = 5pm-8pm)*

Up to (->) 1 hour: £1.00

-> 2 hours: £1.50

-> 6 hours: £3.50

-> 12 hours: £5.00

£1 per visit on Sundays, and Bank Holidays = 7am – 8pm.

Eden Shopping Centre Car Park (Multi-Story)

Distance from Theatre: 0.2mile, 5min walk.

Address: HP11 2BY

Contact Number: 01494 768 068

Opening Times: Monday to Sunday = 12am – 12am

Payment: Pay on return at machine. *(From January 2018 onwards, there will be ANPR)*

Number of spaces: 1600

Number of disabled bays: Unknown - but can be found on every level.

Height barrier: 6 foot 5 inches

Please note: For safety, the top levels of this car park may be closed during periods of adverse weather.

Charges: *(These charges apply Monday-Sunday = 12am - 12am)*

Up to (->) 1 hour: £1.00
-> 2 hours: £1.90
-> 3 hours: £2.50
-> 4 hours: £3.00
-> 5 hours: £5.00
-> 6 hours: £8.00
-> 8 hours: £10.00
Over 8 hours: £20.00

Easton Street Car Park (Multi-Story)

Distance from Theatre: 0.3mile, 6min walk.

Address: HP11 1NT

Contact Number: 01494 421 417

Opening Times: Monday to Sunday = 12am – 12am

Payment: Pay on return, uses automated number plate recognition (ANPR).

Number of spaces: 498

Number of disabled bays: 7

Height barrier: 6 foot 6 inches

Please note: For safety, the top levels of this car park may be closed during periods of adverse weather.

Charges: *(These charges apply Monday-Saturday = 7am-8pm. Free = 8pm-7am)*

Up to (->) 1 hour: £1.00
-> 2 hours: £1.50
-> 3 hours: £2.00
-> 4 hours: £2.50
-> 5 hours: £3.00
-> 6 hours: £3.50
Over 6 hours: £5.00

£1 per visit on Sundays.

High Wycombe Railway Station Car Park (Multi-Story + Open Air)

Distance from Theatre: 0.4mile, 8min walk.

Address: HP13 6NN

Opening Times: Monday to Sunday = 12am – 12am

Payment:

- Mobile Payment: <https://www.myringgo.co.uk/apps>
- Ticket machines at the station (daily, and weekly tickets)
- Ticket offices at the station (daily, weekly, monthly, and longer tickets)

Charges:

- Peak = Mon-Fri: £8.50
- Off-Peak = Mon-Fri; Sat & Sun; Public Holiday: £5.50
- Weekly: £28.00
- Monthly: £107.00

Electric Cars:

- Accommodates = Two vehicles.
- Connector = Type 2 Socket.
- Power = 7kW.
- Customers will need to pay for parking; however the cost of power to charge a vehicle is free.

Railway Place Car Park (Open Air)

Distance from Theatre: 0.4mile, 8min walk.

Address: HP13 6AB

Contact Number: 01494 421 417

Opening Times: Monday to Saturday = 7am – 7pm

Payment: Pay and Display

Number of spaces: 167

Number of disabled bays: 2

Charges: *(These charges apply Monday-Saturday = 7am-7pm. Free = 7pm-7am)*

Up to (->) 1 hour: £1.50

-> 6 hours: £3.50

-> 12 hours: £5.00

Free on Sundays, and Bank Holidays.

Desborough Road Car Park (Open Air)

Distance from Theatre: 0.4mile, 9min walk.

Address: HP11 2PR

Contact Number: 01494 421 417

Opening Times: Monday to Sunday = 6am – 11pm *(The Car Park is locked between 11pm – 6am)*

Payment: Pay and Display

Number of spaces: 57

Number of disabled bays: 6

Height barrier: 6 foot 8 inches

Charges: *(These charges apply Monday-Saturday = 7am-7pm. Free = 6am – 7am, and 7pm- 11pm)*

Up to (->) 1 hour: £1.00

-> 2 hours: £1.50

-> 3 hours: £2.00

-> 4 hours: £2.50

-> 6 hours: £3.50

Over 6 hours: £10.00

Free on Sundays, and Bank Holidays.

Totteridge Road Car Park (Open Air)

Distance from Theatre: 0.4mile, 10min walk.

Address: HP11 6EB

Contact Number: 01494 421 417

Opening Times: Monday to Saturday = 7am – 7pm

Payment: Pay and Display

Number of spaces: 27

Number of disabled bays: 1

Charges: *(These charges apply Monday-Saturday = 7am – 7pm. Free = 7pm-7am)*

Up to (->) 1 hour: £1.50

-> 2 hours: £3.50

-> 12 hours: £5.00

Free on Sundays and Bank Holidays.

Sainsburys Car Park (Multi-Story)

Distance from Theatre: 0.5mile, 11min walk.

Address: HP11 2DN

Opening Times: Monday to Sunday = 12am – 12am

Payment: Pay and Display

Number of spaces: 1080 (inc. Disabled bays)

Height barrier: 8 foot 5 inches

Charges: *(These charges apply Monday-Sunday = 12am - 12am. Max stay 4 hours)*

Up to (->) 1 hour: £1.00

-> 2 hours: £1.50

-> 3 hours: £2.00

-> 4 hours: £2.50

Dovecot Car Park (Open Air)

Distance from Theatre: 0.6mile, 12min walk.

Address: HP13 6EE

Contact Number: [02075 633 000](tel:02075633000)

Opening Times: Monday to Sunday = 12am – 12am

Payment: Pay and Display

Number of spaces: 800

Charges: *(These charges apply Monday-Sunday = 12am – 12am)*

Up to (->) 10 hours: £3.00

-> 12 hours: £4.00

Monthly: Mon – Fri = £54.00

Quarterly: Mon – Sun = £62.50

Duke Street Car Park (Open Air)

Distance from Theatre: 0.6mile, 12min walk.

Address: HP13 6EE

Contact Number: 01494 421 417

Opening Times: Monday to Sunday = 12am – 12am

Payment: Pay and Display

Number of spaces: 167

Number of disabled bays: 2

Charges: *(These charges apply Monday-Saturday = 7am-7pm. Free = 7pm-7am)*

Up to (->) 1 hour: £1.50

-> 2 hours: £3.50

-> 12 hours: £5.00

Free on Sundays, and Bank Holidays.

Baker Street Car Park (Open Air)

Distance from Theatre: 0.6mile, 12min walk.

Address: HP11 2RX

Contact Number: 01494 421 417

Opening Times: Monday to Saturday = 7am – 7pm

Payment: Pay and Display

Number of spaces: 1080 (inc. disabled bays)

Height barrier: 8 foot 5 inches

Charges: *(These charges apply Monday-Saturday = 7am – 7pm)*

Up to (->) 2 hour: £1.50

-> 12 hours: £3.00

Free on Sundays, and Bank Holidays.

George Street Car Park (Open Air)

Distance from Theatre: 0.6mile, 12min walk.

Address: HP11 2RZ

Contact Number: 01494 421 417

Opening Times: Monday to Saturday = 7am – 7pm

Payment: Pay and Display

Number of spaces: 183

Number of disabled bays: 2

Height barrier: 8 foot 6 inches

Charges: *(These charges apply Monday-Saturday = 7am – 7pm. Free = 7pm-7am)*

Up to (->) 30 minutes: £0.50

-> 1 hour: £1.00

-> 2 hours: £1.50

-> 12 hours: £3.00

Free on Sundays and Bank Holidays.

Richardson Street Car Park (Open Air)

Distance from Theatre: 0.7mile, 14min walk.

Address: HP11 2SB

Contact Number: 01494 421 417

Opening Times: Monday to Saturday = 7am – 7pm

Payment: Pay and Display

Number of spaces: 50

Number of disabled bays: 1

Height barrier: 6 foot 8 inches

Charges: *(These charges apply Monday-Saturday = 7am – 7pm. Free = 7pm-7am)*

Up to (->) 1 hour: £1.00

-> 2 hours: £1.50

-> 12 hours: £3.00

Free on Sundays and Bank Holidays.