

COLCHESTER ARTS CENTRE

TECHNICAL SPECIFICATION



Never Knowingly Understood

Technical and Production Manager

Katy Cirne

katy@colchesterartscentre.com

If it would be easier or more comfortable for you to discuss technical requirements via a meeting online or in person, please don't hesitate to get in touch.

EVERYTHING WITHIN THIS DOCUMENT IS SUBJECT TO CHANGE
(Accurate as of September 2023)

CONTENTS PAGE

Contact Information

- *Box Office and general enquiries*
- *Programming*
- *Accounts*
- *Staff emails*

About the Venue

- *Address*
- *Capacity*
- *Parking*
- *Loading Access*
- *Facilities*
- *Merchandise*

Accessibility

- *Layout*
- *Disabled Parking*
- *Facilities*
- *Assisted Listening*
- *Access Rider*
- *Other*

Health and Safety

- *Risk assessments*
- *Fire exits*
- *Hot FX and pyrotechnics*
- *Replica and prop weapons*
- *Smoking*
- *Hospital information*

Layout

- *2D rendering of the standard layout*
- *Picture examples of the standard layout*
- *2D rendering of the theatre layout*
- *Picture example of the theatre layout*

Stage – Standard Layout

- *Dimensions*
- *Access*
- *Side of stage*
- *Tabs/curtains*

Stage – Theatre Style Layout

- *Dimensions*
- *Access*
- *Side of stage*
- *Tabs/curtains*

Sound

Lighting

Video

Contact Information

BOX OFFICE

Tel: 01206 500900

Email: ticketing@colchesterartscentre.com

GENERAL ENQUIRIES

Email: info@colchesterartscentre.com

PROGRAMMING

Performance: Anthony Roberts - anthony@colchesterartscentre.com

Music & Comedy: Stafford Glover - stafford@colchesterartscentre.com

Community & Kids: Anthony Roberts - anthony@colchesterartscentre.com

Hires: Stafford Glover – stafford@colchesterartscentre.com

ACCOUNTS

accounts@colchesterartscentre.com

STAFF EMAILS

ANTHONY ROBERTS

Director

anthony@colchesterartscentre.com

STAFFORD GLOVER

Executive Producer

stafford@colchesterartscentre.com

JOANNE PARRY

General Manager and Finance

joanne@colchesterartscentre.com

MICK NEWMAN

Box Office

mick@colchesterartscentre.com

EMMA WALLIS

Marketing Manager

emma@colchesterartscentre.com

KATY CIRNE

Technical and Production Manager

katy@colchesterartscentre.com

DARRYL WARD

Deputy Technical and Production Manager

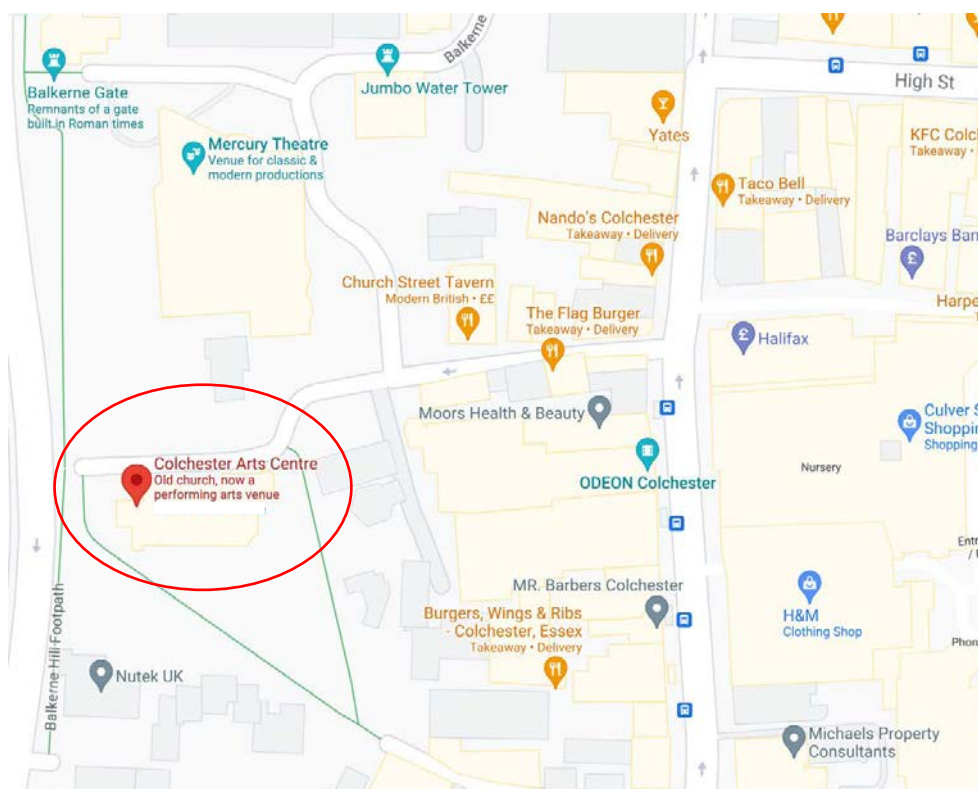
darryl@colchesterartscentre.com

About the Venue

Colchester Arts Centre – the little church with a big attitude, deep in the heart of Essex.

Address

Colchester Arts Centre
Church Street
Colchester
Essex
CO1 1NF



Capacity

Seated performance (with full stage) – 220

Seated performance (with reduced stage) – 240

Standing performance – 400

Theatre configuration with raked seating - 80

Cabaret and custom seating with tables available on request.

Parking

There is no parking at the venue, other than three disabled parking spots. The nearest parking is a multi-storey car park called St. Marys, height restriction 1.97m. We offer discounted tickets at £1.50 per vehicle, please contact box office.

Loading Access

Outside the venue there is a loading bay, this leads step free into the venue through double doors (about 3 metres from loading bay to venue). There are then ramps, if required, up onto stage. Front of house position is on the floor level.

Tour Buses

Tour buses can park in the loading bay directly outside the venue, with prior agreement. We are currently able to provide 16amp power and 32amp single phase power for tour buses. Due to the age of the area the venue is in the road leading to the venue is very narrow, however it is possible for tour buses to get down, tour buses and artic lorries get down regularly.



Facilities

- There is one **dressings room** space with tea and coffee making facilities, artist only fridge, microwave/oven, mirror and chairs, there is an optional second space available if more room is required.
- There is **Wi-Fi** available throughout the venue. (*Name: cac-office, Password: colchesterarts2021*)
- There is an accessible backstage bathroom with **shower facilities**, towels available on request.
- There are women's and gender-neutral **toilets** front of house.

Merchandise

We can provide a merchandise area/table on request. We **do not** take commission for merchandise.

Accessibility

The Colchester Arts Centre is mostly step free. Steps located in the below areas:

- Three steps up into the box office, there is a sturdy handrail in place here.
- Three steps up onto stage from stage right, this to also access the backstage area. There is no handrail here. Ramp available.
- Five steps up to the green room/kitchen from the main bar, there is a sturdy handrail from here. Another route is available with three steps, or a ramp is available.
- Five steps up onto stage from downstage left. Another route is available with two steps, or a ramp is available.

All other areas including audience entrance into the space and front of house to the side of stage area are step free from pavement outside.

Disabled Parking

There are three disabled parking spots on Church Street, directly outside the venue.

Facilities

There are two accessible toilets on site. One backstage, with fully accessible shower/wet room and accessible toilet. The other accessible toilet is front of house towards the audience entrance.

Assisted Listening

The Arts Centre uses an infrared assisted listening unit, connected to the main sound system, with infrared outputs covering both standard and theatre layouts of the venue.

Access Rider

Please feel free to send us an access rider prior to your show with us to make us aware of any access requirements you may need. Resources below.

How to make an access rider and open template:

<http://alexandrinahemsley.com/resources/access-rider-open-template/>

Other Access

If you have any other access queries or would like to discuss BSL, captioned or relaxed performances, please do get in touch (see contact list at the beginning of this document).

Health and Safety

Please ensure **risk assessments** for your performance are sent prior to your visit.

Fire exits are located either side of the auditorium, one towards the front of the auditorium and the other towards the back of the auditorium. There are also two other exits, the main performance entrance and the box office entrance. The assembly point is the far corner of the graveyard (between Colchester Arts Centre and Quaker House) for all staff, visitors and customers.

For the safety of performers, staff and the audience, all **hot FX and pyrotechnics** must be discussed and have written consent from the Technical and Production manager prior to use.

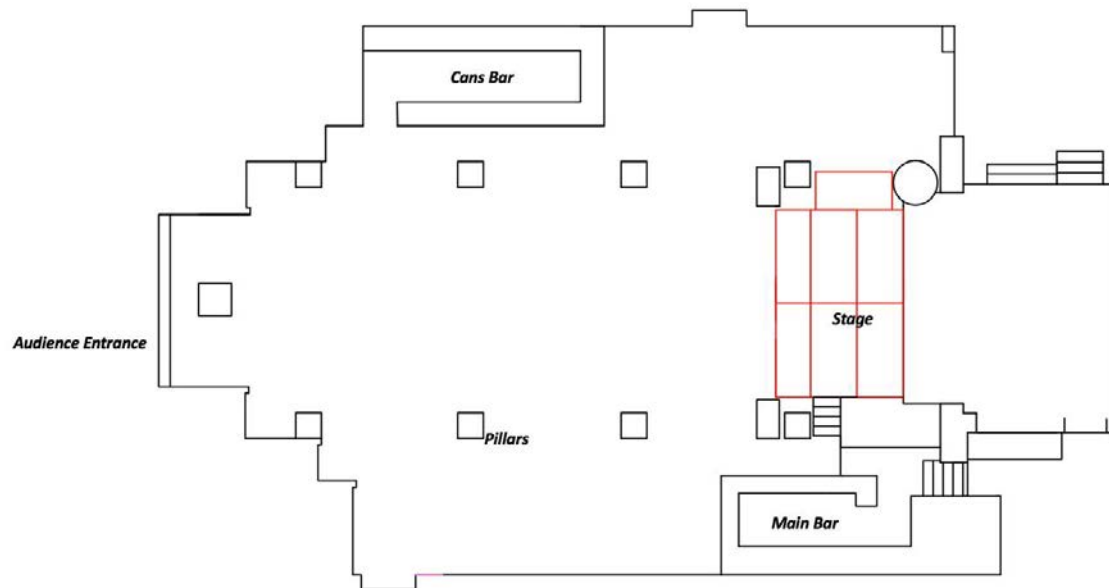
The Firearms Act 1968 demands that all **replica and prop weapons** for use in productions/shows be controlled with strict rules and regulations. Therefore, any replica or prop weapons (*no matter how fake they look*) must be discussed prior to use in a performance and have its own risk assessment, this includes prop gun confetti cannons. **It is illegal to have a replica/prop weapon in a public space without authorisation from the local police.**

Smoking and the use of e-cigarettes/vaping is prohibited indoors.

The nearest **hospital** with an emergency room is Colchester Hospital. Turner Rd, Colchester, CO4 5JL.

Layout

2D of Main Space



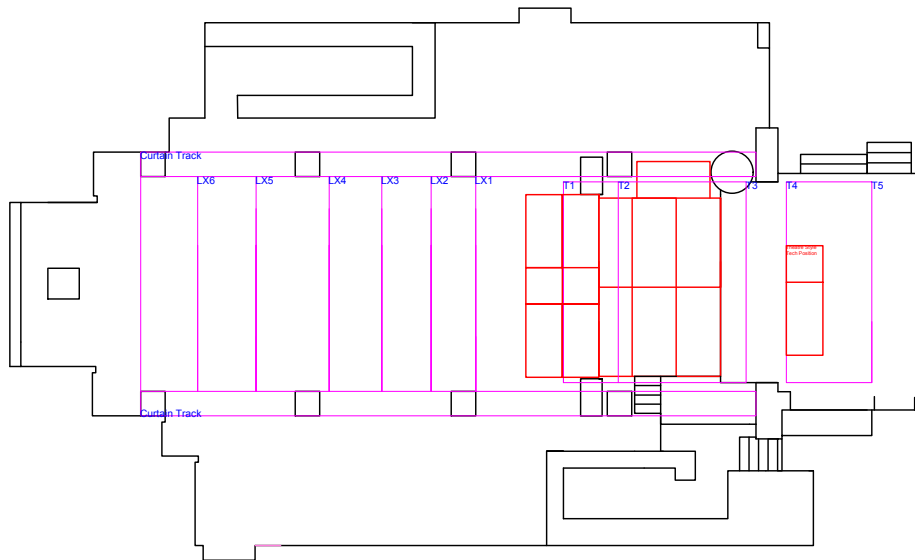
Stage from Audience



Stage from FOH Position



Theatre Style Layout 2D



Theatre Layout from Tech Position



Stage – Standard Layout

The venue's standard set up is black box, on a stage with a removeable front (*reduced stage*). This set up is used for gigs and standard shows. **Capacity being up to 400** (see capacity section).

Dimensions for Standard Stage

4600mm x 7900mm – Full stage

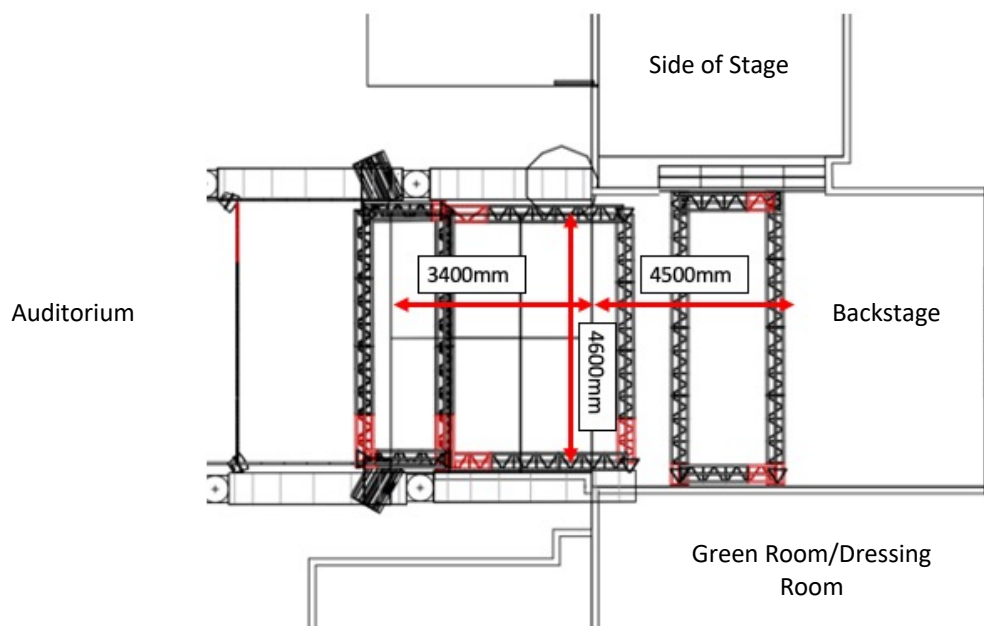
4600mm x 4500mm – Reduced stage

Access for Standard Stage

There are three ways to access the stage. Steps downstage left, from the green room upstage left and via some steps upstage right. Alternatively, a ramp is available upstage right for disabled access.

Side of Standard Stage

Due to the nature of the building, with the standard set up on the stage (*not theatre*) there is no traditional wing space. Only a side of stage upstage right.



Standard stage configuration (not theatre set up)

Tabs/curtains for Standard Stage

There are house tabs, controlled via pulley system that come in from each side of downstage. There is then another set mid-stage that can be used to half the stage size or as house tabs when using a ripped stage. At the rear of the stage, there is another set of tabs on a pulley system used as the back of the black box set up, these are also controlled via pulley system.

Stage – Theatre Style Layout

The venue can also be used in reverse, in a more traditional theatre style set up with a **smaller raked capacity, up to 80** (see capacity section). This set up is generally used for our Wonderful Wednesday performances but can be requested for other shows.

Dimensions for Theatre Style Stage

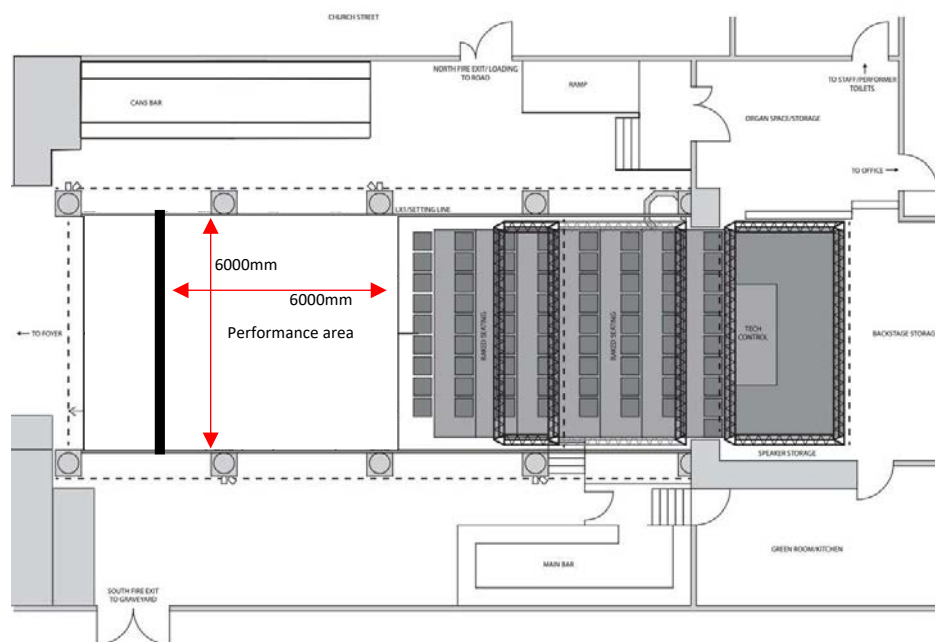
6000mm x 6000mm

Access for Theatre Style Stage

The theatre style stage is on the ground floor as there is access all around through the black curtains.

Side of Theatre Style Stage

Behind the back of the theatre style stage is the main audience entrance for the performance and access to the main toilets. Stage right is also accessed by the audience, as this will be area for the bar. Stage left is not used by audience members but does have a fire exit so will need to be clear within two metres of these doors.



Theatre style stage configuration (not standard set up)

Tabs and Curtains for Theatre Style Stage

There are black curtains making up a black box set up around the pillars with plenty of slits to make entrances for performers. These curtains do not have pulley system and will need to be manually moved around. There is a static black backdrop on LX6 that is not on a curtain track. The static backdrop can be moved downstage to LX5 and LX4.

Sound

The sound system is made up of a four-way, powerful, flat response, point source array with complimenting subs on either side of stage, along with front fills and side fills for full coverage of the venue. For more details see bottom of 'Sound' section.

The sound level restriction is 100dB at FOH position and the sound curfew is 23:00.

PA

6x Funktion-One Vero VX (3 units per side of stage)
4x Funktion-One BR218 Subs (2 units per side of stage)
8x Funktion-One F1201 (Front, side fills and alternative theatre set up)
5x MC2 Delta Series Amplifiers with DSP
2x Yamaha RIO32/24D2 (with full redundancy)

Control

2x Yamaha QL5
1x Soundcraft EPM6

Monitors

10x dB Technologies Vio W15 (with RDNET)

Power

4x 13amp 4 way drops at stage
2x 13amp 4 ways at FOH position
1x 32/1 at stage (only one of these available between sound and lighting)
1x 63/3 at stage (only one of these available between sound and lighting)
1x 63/3 at FOH (only one of these available between sound and lighting)

Stock

12x Shure SM58
7x Shure SM57
2x Shure SM58 Beta
6x Shure SM57 Beta
2x Shure SM86
2x Shure 91A Beta
2x Shure 91 Beta
3x Shure 52A Beta
4x Shure PG81
2x Shure BG4.1
4x Shure SM81
1x AKG C1000S
2x AKG C451B
6x Sennheiser e604

2x Sennheiser e906
1x Audix D6
4x Audio Technica AT875R

8x EMO Systems Mono DI Passive
2x Radical Engineering Mono DI Active
3x Radical Engineering Stereo DI Active
4x BSS Audio AR-133 Mono DI Active

Tie Lines

- 4x CAT-5 from FOH position to stage
- 12x XLR lines from FOH position to PA
- 48x XLR lines from stage to PA

Detailed Description

The PA system comprises of a four-way, powerful flat response point source array, complimented by matching bass reflex subs and controlled by MC2 DSP enabled amplification. This system is matched with a redundant Dante Architecture allowing for a full digital signal chain from console to PA system. Front and side fills are included to allow full coverage in a standard 'Left, Right, Sub, Fill' configuration.

We can accommodate touring consoles and provide analogue (four XLRs in L, R, Sub and Fill configuration), AES (eight channels of AES are required) or Dante enabled Outputs.

Lighting

The lighting system is a mix of generic and intelligent fixtures configured over **six universes**. Made up of profiles, washes and moving washes and spots, providing a dynamic range of scenes and FX. The above (standard stage) lighting is a fixed rig and can only be changed with prior arrangement with the Technical and Production Manager.

To use your own lighting desk please get in touch with the Technical and Production Manager and we can provide a plan and a patch list.

Fixtures (Intelligent)

12x Elumen8 1RE
8x Elumen8 Kudos 350Z
8x Elumen8 Tour Batton Quad (Pixel Mappable)
6x LEDJ 18ParQuadHex.
6x Generic LED Parcan (non-zoom)
8x Chauvet Shocker Blinders

Fixtures (Generic)

15x Source Four Jr. profile (GOBO size M)
6x 1.8K Fresnel
10x Generic Par64 (CP62)
2x Strand Quartet PC

Control

1x ChamSys MQ70 with Chauvet Net2X Node
1x ETC Nomad

Ground Package

If you are bringing a ground package, there are both TRS lines and a DMX line (one universe) available at stage level. We can also provide a ground package for you, please speak to the Production and Technical Manager.

Power

12x 16amp at stage
1x 32/1 at stage (only one of these available between sound and lighting)
1x 63/3 at stage (only one of these available between sound and lighting)
1x 63/3 at FOH (only one of these available between sound and lighting)

No hot FX or Pyrotechnics are to be used without prior discussion and written consent from the Technical and Production Manager.

Video

For more than just standard projection on stage please get in contact with Technical and Production Manager.

Stock

1x Stumpfl 14x10.5 Fast-Fold Screen (with rear and front projection, on stands/flowed US)

1x Optoma HD29HST

1x Panasonic DVD Player