

# COLCHESTER ARTS CENTRE

## TECHNICAL SPECIFICATION



Never Knowingly Understood

**Technical and Production Manager**

Katy Peck

[katy@colchesterartscentre.com](mailto: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 February 2025)

## **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](mailto:ticketing@colchesterartscentre.com)

### **GENERAL ENQUIRIES**

Email: [info@colchesterartscentre.com](mailto:info@colchesterartscentre.com)

### **PROGRAMMING**

Performance: Anthony Roberts - [anthony@colchesterartscentre.com](mailto:anthony@colchesterartscentre.com)

Music & Comedy: Stafford Glover - [stafford@colchesterartscentre.com](mailto:stafford@colchesterartscentre.com)

Community & Kids: Anthony Roberts - [anthony@colchesterartscentre.com](mailto:anthony@colchesterartscentre.com)

Hires: Stafford Glover – [stafford@colchesterartscentre.com](mailto:stafford@colchesterartscentre.com)

### **ACCOUNTS**

[accounts@colchesterartscentre.com](mailto:accounts@colchesterartscentre.com)

### **STAFF EMAILS**

ANTHONY ROBERTS

*Director*

[anthony@colchesterartscentre.com](mailto:anthony@colchesterartscentre.com)

STAFFORD GLOVER

*Executive Producer*

[stafford@colchesterartscentre.com](mailto:stafford@colchesterartscentre.com)

JOANNE PARRY

*General Manager and Finance*

[joanne@colchesterartscentre.com](mailto:joanne@colchesterartscentre.com)

MICK NEWMAN

*Box Office*

[mick@colchesterartscentre.com](mailto:mick@colchesterartscentre.com)

EMMA WALLIS

*Marketing Manager*

[emma@colchesterartscentre.com](mailto:emma@colchesterartscentre.com)

KATY PECK

*Technical and Production Manager*

[katy@colchesterartscentre.com](mailto:katy@colchesterartscentre.com)

DARRYL WARD

*Deputy Technical and Production Manager*

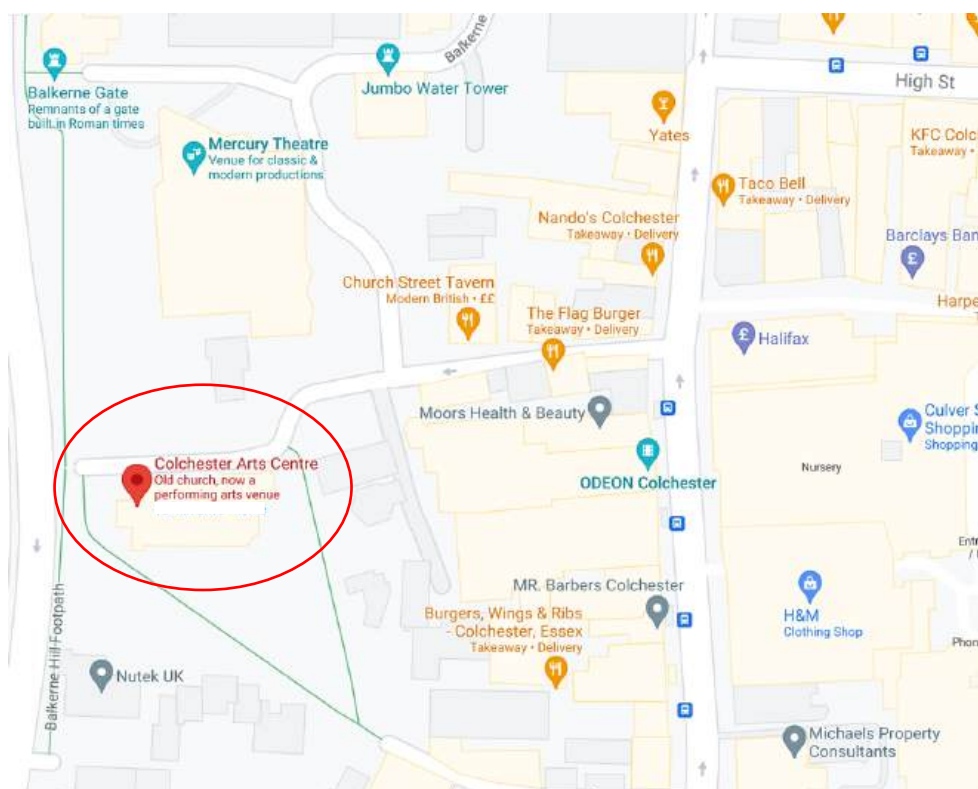
[darryl@colchesterartscentre.com](mailto:darryl@colchesterartscentre.com)

## 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 – most shows, music, comedy etc) – 220  
Seated performance (with reduced stage – sold out comedy only mostly) – 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. There is a doorbell to gain access. W3W for loading door: spun.most.loudly.

### **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 and requires an experienced driver, however it is possible for tour buses to get down. Tour buses with trailers and artic lorries get down regularly.



### ***Facilities***

- There is one **dressing 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, see signage backstage for name and password.
- 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 with lighting. 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, if you need help doing this please get in touch.

**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 and come with risk assessments.

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.**

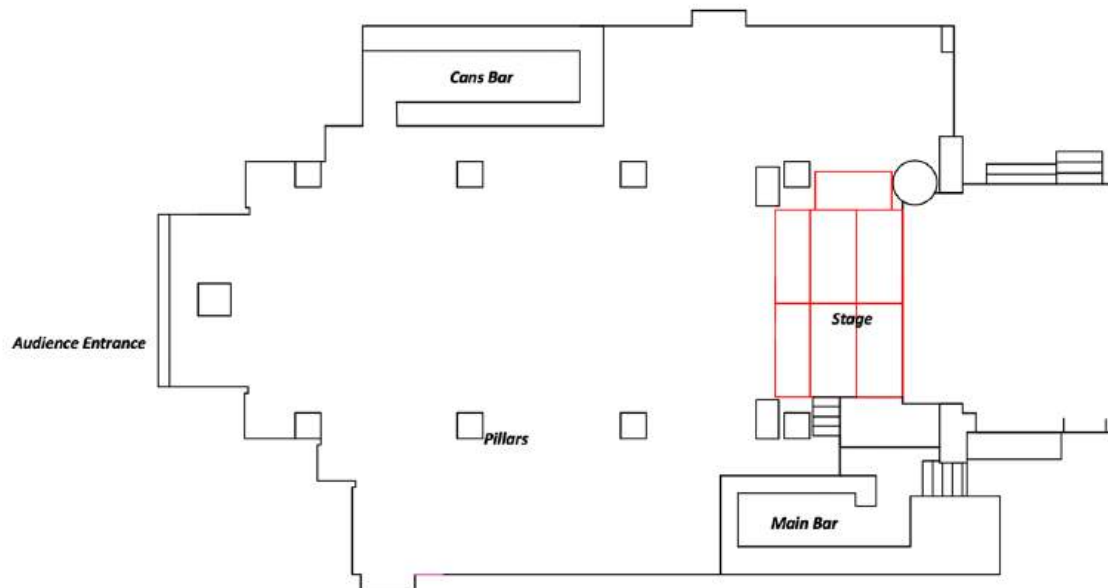
**Smoking** and the use of e-cigarettes/vaping is prohibited indoors.

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



## Layout

2D of Main Space (for most shows – Music and Comedy shows)



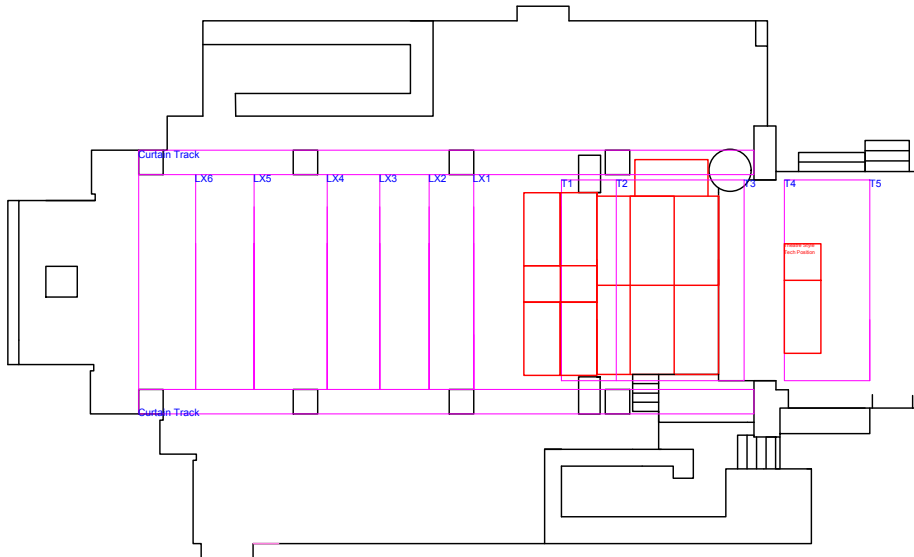
Stage from Audience



Stage from FOH Position



Theatre Style Layout 2D (space in reverse with lower capacity - Wonderful Wednesday and Small Theatre productions)



Theatre Layout from Tech Position



## **Stage – Standard Layout (most shows - music and comedy shows)**

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

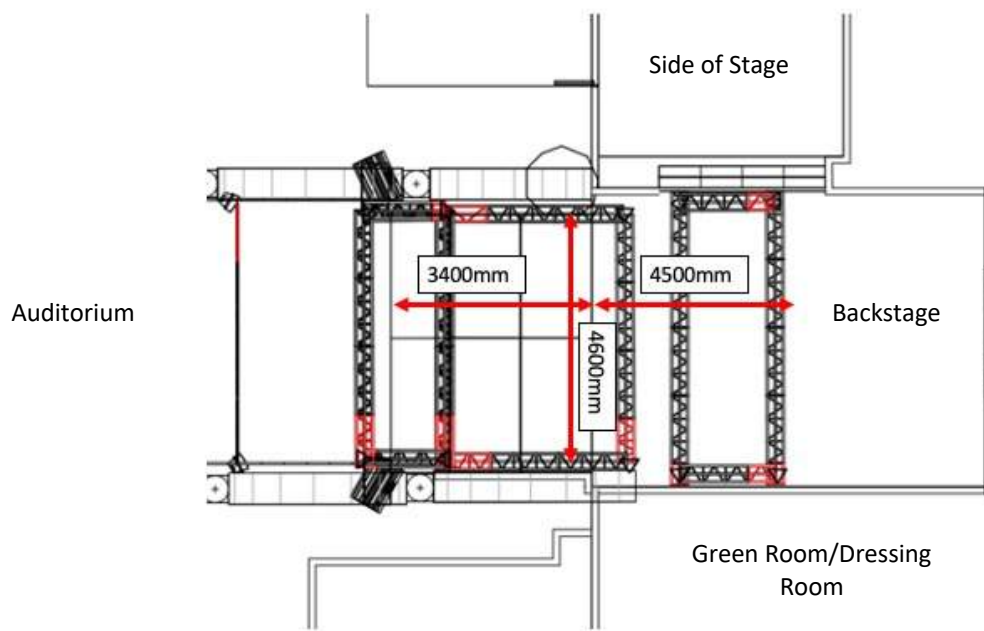
4600mm x 4500mm – Reduced stage (sold out comedy only usually)

### ***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 (Wonderful Wednesday/Small Theatre)**

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***

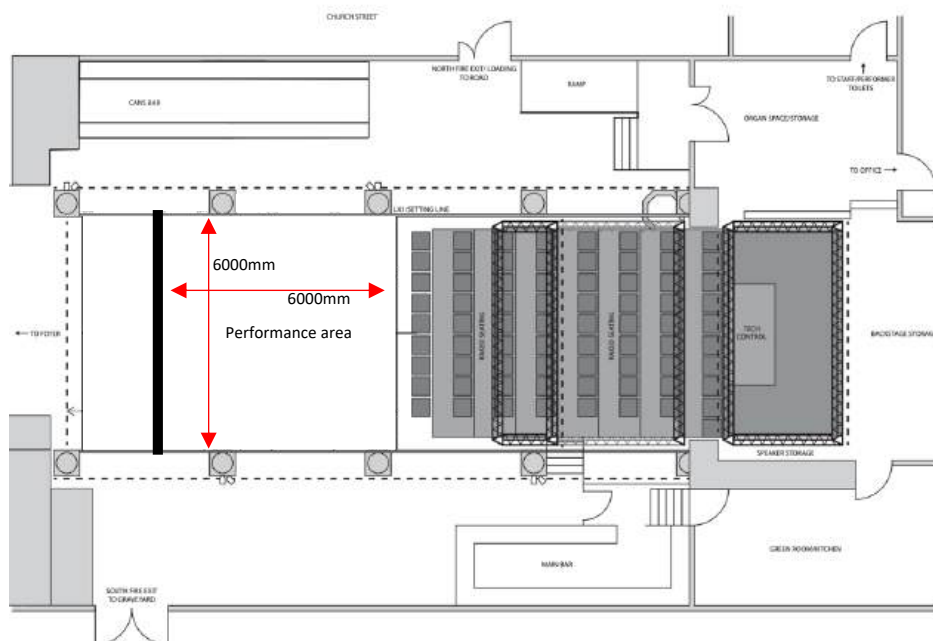
6000mm x 6000mm

### ***Access for Theatre Style Stage***

The theatre style stage in 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.**

Stock list is subject to change and subject to availability.

### ***PA***

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

### ***Control***

2x Yamaha QL5 (one FOH and one back up)

### ***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***

- 2x 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, flown, 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).

## **Lighting**

The lighting system is a mix of generic and intelligent fixtures configured over **six universes** over ArtNet. Made up of profiles, washes and moving washes and spots, providing a dynamic range of scenes and FX to fit any show. The 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.

Stock list is subject to change and subject to availability.

### ***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/Projection

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

### ***Stock***

#### *Installed/fixed position:*

1x Epson EB-L630U Projector (Flexible Laser Display, 6200 Lumens)

1x Celexon Electric Screen Expert XL 450 x 340cm (motorised screen, which fills the entire width of the back “wall” of the stage)

#### *Portable:*

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

1x Optoma HD29HST

1x Panasonic DVD Player

Qlab 4 with full license

