

**TECHNICAL SPECIFICATION**  
*Stage and Backstage*

**Festival Theatre**

Introduction & Orientation

1. ACCESS
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3. WORKSHOP
4. DRESSING ROOMS and BACKSTAGE
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6. GENERAL

## Access

Access to the dock door is via the service yard adjacent to stage door. There is sufficient space for 2 x 40' trailers side by side to back in to the door at one time however it is quite tight between trailers to achieve this. There is additional space on the access road between venues for additional vehicles during the load in but trailers must vacate this area as soon as unloaded.

We do not permit Lorries to be left on our premises for any longer than the get in or get out period. There is a Lorry park in Chichester on Avenue de Chartres.

**All lorries must depart by 1.5 hours before first performance on the first day of performance, and get out lorries must not arrive until 30 minutes after the last performance**

Immediately within the dock door is a scenery lift which raises scenery one floor up into the scene dock. The stage is then accessed through the dock. It is possible to stop the lift half way to pass long sections of scenery but a minimum of 6 trained staff are required to do this so please advise of this prior to load in to ensure there are sufficient staff on the get in call.

Get in maximum dimension of lift:  
2500mm wide x 7000mm deep x 3000mm high

The scene dock measures 16.8m wide by 12.45m deep. The main dock area has an overhead clearance of 4.15m, but around the perimeter and at the lift door this is lower at 3.1m height. The floor covering in the dock is 6mm oil tempered hardboard laid over 30mm ply fixed to timber rafters.

Access to stage from the dock is via 2 large up and over fire doors. The apertures between dock and stage are 4.97m wide by 3.84m high.

We can supply full CAD plans of the dock, and exterior grounds if required

## 2. STAGE and AUDITORIUM

### 2.1 *Layout*

The Auditorium is a single rake and seats are arranged in a 3 sided configuration around a thrust stage. There are 2 side balconies which sit partially over the side seats.

### *Entrances*

There are 6 vomitorium entrances that rise from the foyer, the lower 2 of these can also be accessed from the lower backstage corridor for actor entrances (referred to as doors 1 and 2)

There are 2 backstage stair and lift cores which connect with the auditorium at level 1 (halfway up the auditorium) and level 2 (balcony level) allowing cast to enter at these levels also without having to pass through the public areas.

None of these entrances can be blocked or used as storage for props, however adjacent to the lower voms in the backstage corridor there are built in props tables as well as 2 overflow dressing rooms that can be used

for props storage, furniture storage and quick changes outside of the fire exit route.

## 2.2 **Prompt Corner**

The control box is at the rear of the seating rake where lighting, sound and DSM are accommodated. There is no onstage DSM position, however the DSM can be put into the auditorium for the technical period

## 2.3 **Masking**

The overhead lighting rig and grid structure is entirely exposed as is the underside of the roof, it is not masked at all. There are house masking flats that can create a portal upstage, and CFT has a stock of blacks to mask out the back of stage as required

Sightlines to be aware of are the extreme upstage side seats.

## 2.4 **Stage Construction**

The stage floor is a demountable structure consisting of 2440 x 1220 and some custom size “steeldecks” on 48.2mm tube scaff legs sat on a sub stage steelwork system.

Below the downstage stage floor is the sub stage pit which extends 3160mm below the standard stage floor height.

The sub stage steelwork sits at 750mm below the standard stage floor height allowing 2200mm clear height in the substage area below this steelwork.

**This system extends as far upstage as the setting line which is a line taken between the downstage edge of the permanent concrete pillars either side of stage.**

Upstage of this line there is a similar steel deck system however this sits over a permanent concrete slab c250mm below the standard stage height.

The stage floor is topped with 6mm oil tempered hardboard, painted black. You can screw and fix to the floor as required. If the floor is painted then it will need to be returned to black at the end of the get out and this cost will be advised in advance and charged back as part of the contra.

You cannot drill through the stage floor to run cables or pipes- a sacrificial deck needs to be put in in place of the CFT steeldeck floor to do this.

## 2.5 **Stage dimensions**

There are a series of modular step units which fringe the stage edge on all sides which can also be removed as required- and a series of modular step covers which can sit over the steps (or be used on their own) to extend the stage out to maximum width and depth.

**Maximum stage widths are as follows: 9360mm/11,860 mm with infill use**

The stage is V shaped downstage and upstage there is a permanent Gallery walkway with a demountable gallery extension.

Measurements below are from this gallery walkway, *without the gallery extension*, or from a setting line which is a line drawn between the stage right and stage left concrete pillars. These measurements are to either a line drawn straight across the maximum width of stage, to the point of the

top of the steps or to the extreme downstage point when the step covers are in use:

**Gallery edge to downstage setting line (not including V): 11800mm**  
**Upstage setting line to downstage setting line (not inc V): 7690mm**

**Gallery edge to downstage point no infill step cover: 13781mm**  
**Upstage setting line to down stage point no infill step cover: 9670mm**

**Gallery edge to downstage point with infill step cover: 15224mm**  
**Upstage setting line to downstage point inc infill step cover: 11113mm**

The standard format of stage sits at **550mm** up from the auditorium floor with a point downstage centre.

No scenic floor is to extend beyond the edge of the maximum stage extents due to fire regulations and audience exit routes.

## 2.6

### ***Wings***

There is limited wing space upstage of the permanent concrete pillars on the setting line, as well as 2 props and quick change “lobbies”. These are anterooms between the dressing room corridor and stage that have various entrances/exits off them that can be locked as required to create routes on and off stage or into the dock and provide props storage or quick change options.

Upstage of these lobbies are 2 large roller doors that open on to the scene dock behind.

**These dock doors can be left open in performance but do provide a fire break between spaces so must be kept clear of obstructions at all times as they will drop automatically in an emergency situation. The doors should be treated in a similar fashion to an iron curtain between a stage and auditorium**

Please note that there is a large central pillar between the dock doors which is a permanent structure.

## 2.7

### ***Temporary power***

There are 3 distro points found below stage, at the rear of the scene dock and upstage centre on the gallery.

Each has 200A TPNE outlets on powerlock with adjustable RCD, as well as 63A TPNE (30mA RCD), 32A TPNE (30mA RCD) and 16A SPNE (30mA RCD)

There are further 32A TPNE sockets on various facility panels around the stage and in the grid for motor power etc.

There are 32A SPNE outlets on various sound GFP panels for clean sound supply

CFT has a variety of plug in distro's please enquire.

## 2.8

### ***Overhead rig***

Fixed rig, please see plan for bar heights and layout.

Rig is accessed from overhead catwalks and crawl spaces

NO Flying facilities NO fly tower, dead hanging only possible.

CFT has a unique rod tensioning system holding the building together, this runs down the centre line of the stage and limits flying across the centre line



9	3 people and ensuite
10	3 people and ensuite
11	2 people and ensuite
12	7 people , shower room adjacent <i>Wheelchair accessible with wheelchair accessible shower room and toilet adjacent</i>

All dressing rooms (excluding room 12) have shower room with toilet, sink, fridge, rails, show relay, lockers, underfloor heating, air handling and daybed with park views.

There are 2 further overflow dressing rooms on the ground floor adjacent to the lower vom entrances. These have 3 mirror positions as well as small kitchens for show food prep. They do not have ensuite showers, but there are toilets and showers in close vicinity

#### 4.1 ***Company Office***

There is a company stage management office adjacent to stage with 4 work stations, cat5e network points, phone line, paging mic, fridge and gun cupboard

#### 4.2 ***Telephones***

Stage door will issue the company manager with Pin codes for telephone use, photocopy and fax and they will be recharged at the end of your stay Dialling 0 from any phone accesses stage door.

Dial 9 for an outside line

If you need to make an international call please contact stage door

#### 4.3 ***Photocopy and Fax***

There is a colour and black and white photocopy machine in the administration just beyond stage door. CSM's will be issued with a pin code for recharging copy costs. There is also a fax machine in administration, please remember to dial 9 before the destination fax number

#### 4.4 ***Green Room***

There is a large Green room available to all staff.

It has a kitchen equipped with fridge freezers, microwaves, water boilers, toaster, crockery and cutlery. Please note the kitchen and green room are for everyone's use so please keep it tidy. Tea and Coffee is available for house staff, please supply your own for your company. With the exception of milk the contents of the fridge and freezer are people's personal belongings.

There are 2 TV's, one for terrestrial TV, the second has video show relay of both stages. There are also company notice boards in here for calls sheets etc

#### 4.6 ***There is wireless internet access across the whole site which is free to use called CFT Public***

- 4.5           **Smoking**  
The CFT is a NO SMOKING site except in 2 designated areas, the green room garden and immediately outside the Minerva backstage door. Smoking in all other areas is strictly prohibited.  
Only herbal cigarettes and e cigarettes may be used on stage in the FT as part of a performance.
- 4.6           **Showers and toilets**  
There are en-suite showers and toilets in all dressing rooms (except 12 where it is adjacent, and thus available for SM and crew use also).  
There are further male and females showers on the ground floor in the staff locker rooms.
- 4.7           **Heating**  
All backstage areas are heated and there is air handling in certain areas as required. Please do not adjust radiator valves, contact stage door who can get building services to assist.  
The stage is heated and air-conditioned..
- 4.8           **Parking**  
There are no on site parking spaces but there is a 900 space public parking area adjacent to the theatre with parking costing under £6 for an entire day. There are a number of cycle racks onsite at stage door, outside the Minerva and the rehearsal rooms.
- 4.9           **Exterior power**  
There is a 63A TPNE and 32A SPNE power socket in the loading yard for tour busses and OB units. CFT can convert these into other smaller supplies as required. There is also a telephone line for ISDN etc however BT need to be contacted to connect this as required, and there is a tap for water. The service yard is fully floodlit and has presence detection for lower level lighting during show times.
- 5              **Wardrobe**
- 5.1           **Equipment**  
There is a large wardrobe area for visiting wardrobe use  
  
There is the following equipment:  
2 x industrial front loading washers  
2 x industrial gas tumble driers  
1 x spin dryer  
1 x domestic front loading washer  
Hotbox  
Steam iron and ironing board  
Costume rails and Hangers  
2 Large steel sinks  
Tea and coffee making facilities
- 5.2           **Heating and Cooling**  
There is extract and air handling as well as very large opening windows for cooling.

5.3 **Access**  
CFT staff may need occasional access to machines for its own productions but should this be the case the Technical Director will negotiate access with your wardrobe team in advance.  
Any stock found in the rooms is for CFT production use only so please do not remove it.

## 6. General

6.1 **Access control**  
CFT has an access control system to protect all staff and visitors at CFT. The company manager will be issued a pin for the duration of their companies visit. This pin will grant access through all doors that CFT anticipates them needing. If there are any issues please contact stage door

6.2 **Food**  
CFT has a range of Café's bars and restaurants with various opening times. Please enquire with stage door for details of these

6.3 **Shopping and Location**  
CFT is located at the northern tip of the City of Chichester which has excellent shopping facilities. Chichester city centre has a large selection of high street shops and more boutique options. Around the periphery are the usual supermarkets as well as Homebase, Screwfix and various timber merchants and suppliers. Please enquire with stage door or CFT staff for any advice

6.4 **Site visits**  
We would strongly recommend you pay a site visit prior to your arrival at the CFT. The CFT and Minerva studio are very unique spaces with a number of challenges.  
The CFT has a lot of experience in adapting proscenium based shows to its thrust stage and our staff will be very happy to assist and advise on the best way of adapting your production to fit into our venues.

### 6.5 **Contacts:**

Stage Door - 01243 784437

Box Office - 01243 781312

Fax- 01243 787288

Brasserie - 01243 782219

Technical- 01243 812921

Theatre Manager - Janet Bakose -

ext 2166

House manager- Ben Geering

ext 2211

Marketing- Lydia Cassidy

ext 2206

Tech Director - Sam Garner-Gibbons -

ext 2156

Head of Stage - Karl Meier-

ext 2205

Head of Sound - Mike Keniger

ext 2183

Head of Lighting- Graham Taylor

ext 8547

Education -

ext 2121



