

**TECHNICAL SPECIFICATION**  
*Stage and Backstage*

**Minerva Studio**

**Introduction & Orientation**

1. ACCESS
2. STAGE
3. WORKSHOP
4. DRESSING ROOMS and BACKSTAGE
5. WARDROBE
6. GENERAL

# 1

## Access

Access to the dock door is via a ramp to the rear of the Minerva accessed from the road between the 2 theatre buildings. There is only sufficient space for one 40' trailer adjacent to the ramp at one time however there is space on the access road between venues for additional vehicles during the load in (please note the road must be kept clear during performances). 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.

**Please note:** If the haulage company needs to remove the tractor unit they must use spreader plates under the jack legs. CFT has sets and will leave them out overnight if required.

Immediately within the roller door is a scenery lift which raises scenery one floor up through the floor upstage into the performance space itself. 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. The lift can only be operated with lift gates inserted around the lift. Therefore all scenery must be brought up and then the lift secured and gates removed before the set can be laid across the lift area if applicable.

Get in Dimension:

Dock door: 5100mm wide x 3500mm high  
Scenery lift: 4743mm long x 1736mm wide  
Scenery lift capacity: 3000kg

Immediately adjacent to the scenery lift is a second roller door granting access to the props workshop and scene dock, more details of this can be found below

## 2. STAGE

### 2.1 *Construction*

Stage floor is ¾" ply, resting on solid concrete sub base and topped with 6mm oil tempered hardboard.

You can screw and tape to the floor within reason.

### 2.2 *Trap room*

There is no trap room below and no facility to access the underside of the floor as it is solid concrete

### 2.3 *Stage dimensions*

The Minerva is a thrust stage with seating on 3 sides. In standard seating format the maximum stage dimensions allowing 1.1m from seats

Width between seats downstage of setting line: 6360mm  
Depth, setting line to downstage point: 8874mm  
Depth, setting line to downstage full width: 7076mm  
Depth upstage point to upstage setting line: 6185mm

### 2.4 *Wings*

There is very limited wing space either side of stage upstage of the setting line, created by soft masking as required. Therefore the standard position for the DSM is in the control box FOH. There is no facility to move the DSM position into the wings so please bear this in mind.

As standard the Minerva has a full black wool serge curtain hung on triple e track on the upstage setting line with a centre split to achieve a backstage area

Standard positions for touring racks are upstage behind show masking or in the control box.

#### **2.5 Temporary power**

There is a 63A 3 phase supply on the upstage right mezzanine level. There are a range of 13A supplies both clean and normal across the back wall

#### **2.6 Overhead rig**

Fixed rig, please see plan for bar heights and layout.  
Rig accessed from overhead catwalks and crawl spaces  
NO Flying facilities NO fly tower, dead hanging only possible.  
The overhead rig is hung from a hexagonal exposed truss system some of which runs down the centre line of the stage and limits flying across the centre line

\*\*\*ONLY TRAINED AND STAFF INDUCTED IN CFT WORKING AT HEIGHT PRACTICES MAY\*\*\*  
ACCESS THE GRID.

#### **2.7 Grid Loadings**

There is very limited capacity for hanging and very low loading tolerances Please discuss your hanging requirements; the theatre possesses both manual and motorised chain hoists.

#### **2.8 Overhead heights**

Floor to underside of red trussing:	6122mm
Floor to central hexagon lighting bars:	6495mm
Floor to side and F.O.H. underslung lighting bars:	5756mm
Floor to central speaker cluster:	4747mm

#### **2.9 Crossover and entrances**

A crossover can be achieved upstage behind the standard masking. If this is removed it is possible to cross over by descending one floor to the dressing rooms and crossing through the scene dock below the stage.  
You can access the downstage left and downstage centre vom entrances by passing under the seating blocks from the dressing room entrance door upstage left.  
The under seat area is lit with both blue and white working lights, and has localised lighting for props tables and small furniture

### **3. Equipment and Workshops**

CFT has a large stock of blacks, cloths and some masking flats. It should be noted that the theatre has an exposed grid and is thrust format so we do not use either borders or wing masking as standard.

CFT has a large stock of Triple E track and fittings.  
CFT also has a large amount of ironmongery, scaff pipe, conduit and fittings and various sundries but please enquire.

In the Minerva complex there is a large props workshop which contains the following bench tools:

Table saw  
Radial Arm saw  
Bandsaw  
Morticer  
Bench grinders and sanders  
Pillar drill

There is also a large selection of hand power tools.  
All power tools can only be used by competent in house staff, please advise of your requirements.

Any Power tools or electrical equipment brought in from outside must be Pat tested and have documentation to prove this

## **4 Dressing rooms**

### **There are 3 dressing rooms**

All dressing rooms have sinks, clothes rails, mirror lights and telephones.

Male dressing room            12 persons  
Female dressing room    12 persons  
Stage level dressing room 3 persons

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

Set up similar to a dressing room so it can be used as an additional dressing room if required for up to 6.

Telephone, backstage paging point, internet access, fridge and large sink with draining board.

### **4.2 *Telephones and wifi***

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 (not all phones can access an outside line such as the Green Room)

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

Both venues have free public wifi accessible from all areas

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

There is a colour and black and white photocopy machine in administration in the Festival theatre. 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 in the festival theatre. It has a kitchen equipped with fridge freezers, microwaves, urn, Toaster, crockery and cutlery. Please note the kitchen and green room are for

everyone's use so please keep it tidy. With the exception of milk the contents of the fridge and freezer are people's personal belongings. There are similar facilities on a smaller scale in the Minerva itself with its own greenroom, kitchen and vending machines. There are also vending machines for soft drink and chocolates adjacent to stage door in the festival theatre. There are also company notice boards in both greenrooms for calls sheets etc

#### **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. Note the Minerva has a strict no smoking policy on stage, only e-cigarettes may be used.

#### **4.6**      ***Showers and toilets***

There are male and female toilets backstage with showers in each.

#### **4.7**      ***Heating***

All backstage areas are heated by radiators. Please do not adjust radiator valves, contact stage door who can get building services to assist. Both ground floor dressing rooms have air conditioning units. The stage is heated and air-conditioned. The temperature can be adjusted however the air-conditioning cannot be turned off during performance.

#### **4.8**      ***Parking***

There is a very large pay and display car park immediately outside the theatre which is free after 5.30pm.

#### **4.9**      ***Exterior power***

In the Festival Theatre loading are 2 power outlets- 1 x 63A TPNE and 63A SPNE. There is also a telephone line for ISDN etc however BT need to be contacted to connect this as required. There is no external power to the Minerva theatre- but loose cabling can be run out from inside as required.

### **5**            **Wardrobe**

#### **5.1**        ***Equipment***

In the **Minerva** there is a dedicated wardrobe area with  
2 x domestic washers  
2 x tumble driers  
drying cabinet  
large sink,  
benches for machines  
tea and coffee making facilities

### **6.**            **Site visits**

We would strongly recommend you have a site visit prior to your arrival at the CFT.

The CFT and Minerva studio are very unique spaces with a number of challenges.

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.

## 6.1

### ***Environmental***

CFT is committed to reaching carbon net zero by 2035 and asks all companies and stakeholders to consider their impacts on the environment when visiting or working with us. We will issue a green rider to all visiting companies prior to their arrival to detail the facilities and policies at CFT, however in summary-

- We offer plastic, paper and general waste at all collection points.
  - In the greenrooms there are food waste bins.
  - At stage door and backstage in the Minerva by the greenroom there is battery and toner/print cartridge recycling.
  - There are backstage water fountains for filling personal water bottles
  - We do not provide single use receptacles back of house- there are free to use mugs and glasses in greenrooms
  - We offer vegetarian and plant based food options- mostly sourced locally at all food outlets- and company members get a 25% discount in our café's if they are wearing their lanyards which we supply on arrival
  - All areas have low energy lighting with absence detection controls, water saving toilets and sinks, recycled paper products and we generate our own energy through ground source heat pumps and Mechanical Vent Heat Recovery systems.
  - All of the work we create on our stages from September 2024 will aim to meet the Greenbook Basic standards
- There is always more we can do though- so if you have any ideas or questions please feel free to email us on [green@cft.org.uk](mailto:green@cft.org.uk)

## 6.2

### ***Contacts:***

Stage Door - 01243 784437  
Box Office - 01243 781312  
Brasserie - 01243 782219  
Technical- 01243 812921

House manager- Ben Geering  
Theatre Manager- Janet Bakose  
Tech Director - Sam Garner-Gibbons  
Head of Stage - Tom Hitchins  
Head of Sound - Mike Keniger  
Head of Lighting- Graham Taylor