

Harrogate Theatre Production Department



Information for incoming companies, Main house.

In order to meet your technical requirements we need all information from you **no less than 3 weeks before your arrival at Harrogate Theatre.**

Staffing:

For the main house we supply 1 stage technician and 1 lighting technician for your get-in, running of shows and get-out (get-outs are subject to charges as per contract). Please let us know your intended arrival time so we can schedule the staff to meet you.

If you need any more crew than this please contact the technical manager for a quote.

Lighting plans and pre rigs:

Our lighting stock list is in the tech spec which can be found on our website. Please advise your LD to consider our stock and normal FOH rig when sending us a plan. If you need extra equipment we have a number of local hire companies who should be able to fulfil your needs.

If you require a pre-rig we need your lighting plan a **minimum of 3 weeks** prior to your get-in; after this time we cannot guarantee it will happen.

Our Technical Manager is happy to discuss your lighting requirements.

Flying and rigging: *Please note the stage is raked see tech spec for details.*

We are a **hemp house**. The SWL on all our hemp bars is 100kg.

If you need to fly anything please be aware that it takes 2 appropriately skilled and well built human beings to fly 50kg live in a show.

In the interests of health & safety and the preservation of our lovely old building please discuss any flying requirements with us in advance of your arrival.

We have 5 fixed position motorised bars for lighting; the SWL on these is 200kg. Lighting may not be rigged on any other bars.

Our Technical Manager is happy to discuss your flying and rigging requirements.

Special effects and fire:

Under the conditions of our license we must inform the local fire officer of any effects using real flame or fire 14 days before the event. Please ensure we have this information on time or it may result in the effect not being allowed.

Health & Safety:

You should receive a copy of our H&S guide for visiting companies. Please read this and return the signed back page to us as soon as possible. Please note that as part of our H&S policy we require you to sign in/out of the building each time you arrive/leave.

Dressing rooms & Wardrobe:

We have 6 dressing rooms located on the first floor and 1 band / chorus room under the stage.

Access to dressing rooms is via stairs only, we do not have a lift.

Please let us know how many dressing rooms you require so we can ensure they are prepared for you.

Our wardrobe and laundry facilities are located on the 4th floor. If you require the use of our wardrobe please advise us in advance as the department can be busy at certain times of the year.

If you require internet or phone connections please let us know. We have a secure **wired** connection available in our stage management office which you are welcome to use.

Arrival at Harrogate Theatre:

As we do not have a stage door, entry to the building is via the main public entrance which opens at 10am. If we know you are arriving before 10am we will have a member of staff waiting for you at the load-in door at the rear of the building.

The load-in to the building is on the A61, Cheltenham Parade. (See map below)

The loading bay is operated by the local council and they are keen to see vehicles moved ASAP, so to avoid a ticket we recommend that you park up in a nearby car park as soon as you have unloaded.

Local maps are available at the load-in door.

The stage level is approximately 1.5m above ground level at the load-in door, although we do have a ramp for flight cases or heavier items.

