

Harrogate Theatre Production Department



Information for incoming companies: Studio

In order to meet your technical requirements we need all information from you **no less than 4 weeks before your arrival at Harrogate Theatre.**

Staffing:

We provide 1 technician to assist with studio get-in / out and operation of shows. Please let us know your intended arrival time so we can schedule our staff to meet you. If you have any specific staffing requirements please contact the technical manager for a quote.

Get-in / out:

Load-in to the studio theatre is via the main public foyer and staircase (42 steps, 4 turns). If your set and equipment cannot be carried up between you and our one technician then extra help will be required. You must let us know as early as possible to allow us time to arrange this. Get-out of larger items cannot begin until any main house performance has finished to avoid blocking the fire escape route for the audience. If the main house show is long you may have to wait some time. We appreciate that this is not ideal but with the layout of our building it cannot be avoided.

Lighting plans and pre rigs:

Please see our tech spec for a full equipment list. Certain items may not be available or may attract a hire charge. If you require a pre-rig we need your lighting plan a **minimum of 4 weeks** prior to your get-in. Please be aware that the studio has a very low ceiling and that lighting angles are shallow and beam spread restricted. Our technical manager is happy to discuss your lighting requirements.

Rigging and fixing of sets:

The studio does not have any load bearing points for rigging from. Any flats or floor standing scenery should be self supporting.

Seating:

The audience seating is set out in a traditional end on format. If you feel that a different seating layout would work better for you we will be happy to discuss the options with you. Please be aware that there may be a charge made for changing the seating layout.

Special effects and fire:

As the studio is a confined space we do not allow pyrotechnics or naked flame effects of any kind. Smoke or haze effects can only be used in very limited circumstances. Please discuss any requirements with the technical manager.

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.

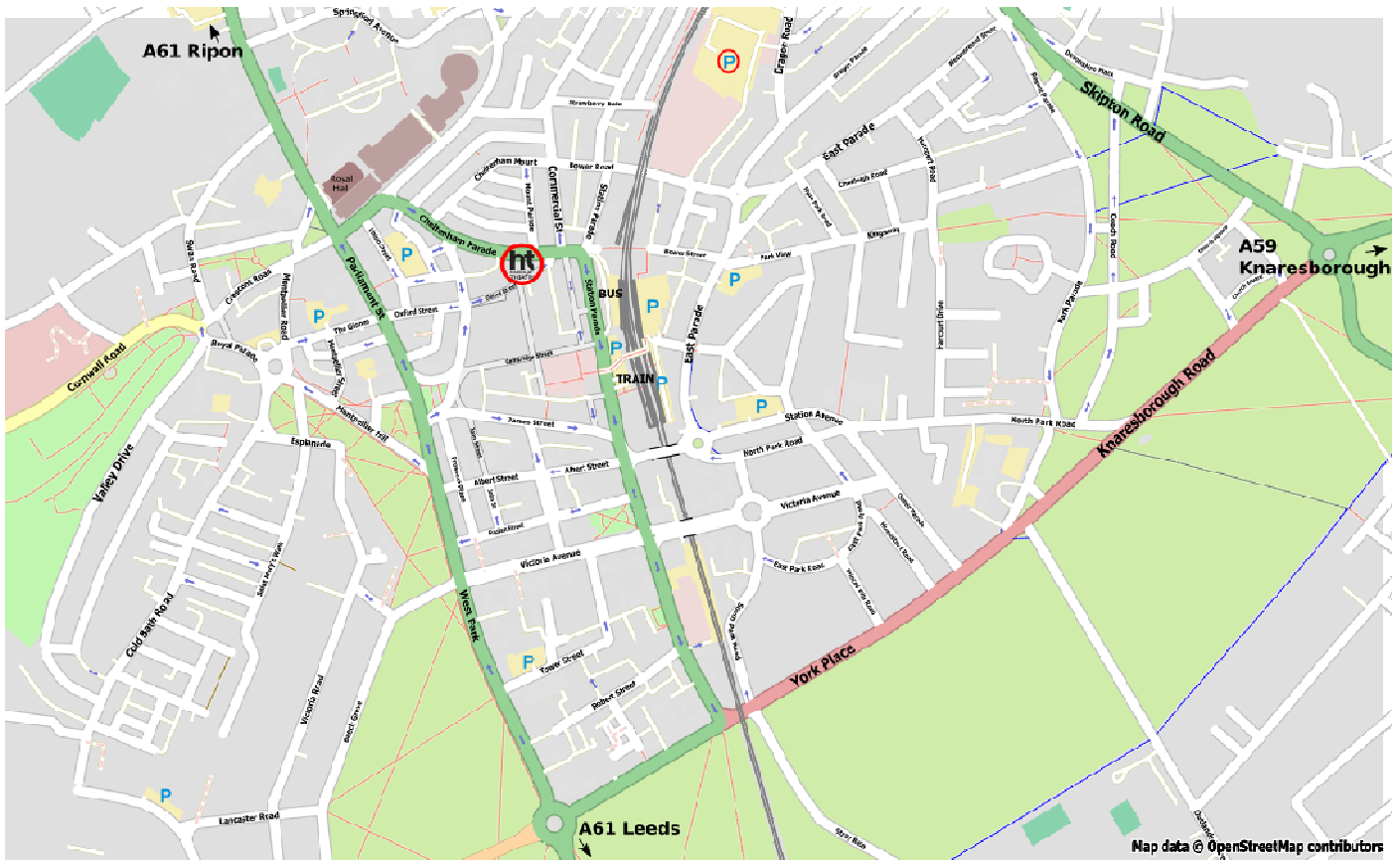
Dressing rooms & Wardrobe:

There is a single dressing room/green room adjacent to the studio for your use. There is a wifi internet connection available which you are welcome to use. If you require the use of our wardrobe or laundry facilities please contact the technical manager in advance of your visit. There may be a charge for the use of our wardrobe facilities.

Arrival at Harrogate Theatre:

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

The street at the main entrance is a pedestrian area between 10am and 6pm so ideally loading would take place outside those times. Between 10am and 6pm loading must take place from the loading bay at the rear of the building on Cheltenham Parade. This 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 theatre.



Access to the Studio

Due to the age and design of our building we do not have a lift. Access to the studio is via the main public entrance and up 42 steps. There is 1 backstage toilet up 1 step. This is not a public toilet.

Main House

Please see separate information sheet if you are performing in our Main House.

General information:

On our website www.harrogatetheatre.co.uk you will find a full tech spec, ground plans and H&S documents.

Useful contacts:

Theatre phone: 01423 502710

Production Manager: Richard Bielby
ext. #121
richard.bielby@harrogatetheatre.co.uk

Technical Manager: Maurice Stewart
ext. #125
maurice.stewart@harrogatetheatre.co.uk