

St Bride's Centre, 10 Orwell Terrace, Edinburgh. EH11 2DZ
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All attachments must be read prior to signing St Bride's Contract

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26 January 2009

CONDITIONS OF USE

The following conditions of use must be adhered to by all company members, stage and technical crew using St Bride's auditorium and all related equipment and fittings.

- Agreed times of access must be adhered to with Company representative reporting to St Bride's office on arrival. St Bride's will invoice for any use of time outwith that agreed.
- Only the agreed areas may be accessed by the Company.
- St Bride's equipment and fittings must not be moved without the consent of St Bride's General Manager.
- All set, flats etc must be firmly secured and fireproofed. Use of nails or screws onto the floor is prohibited as is drilling into the walls or pillars. St Bride's will invoice for any property or equipment damaged.
- Storage of flammable material is not permitted in the auditorium.
- All exit passages must be kept clear at all times with equipment stored safely, out of reach of the public.
- Stage set and lighting must be fully rigged 60 minutes prior to the performance to allow St Bride's staff to install motorised seating.
- Company Stage Manager to be available 30 minutes prior to performance when
- auditorium safety checks are conducted by St Bride's Manager.
- Auditorium emergency lighting will remain on for the duration of the event and must not be covered.
- Company must provide 2 stewards in the auditorium throughout the performance and during the interval. Company must provide front of house staff to remain at
- auditorium entrance throughout the performance.
- All items of Company equipment and personal property must be insured by the Company.

LIGHTING & SOUND

GENERAL

- St Bride's equipment and fittings must not be moved without the consent of St Bride's General Manager.
- All electrical equipment must be fused using the correct rating of fuse. Joints in electrical cables must be made using sealed connection blocks - insulating tape must not be used to make electrical joints.
- Lighting deck and technical corner must be left clean and tidy.
- Fire extinguishers must not be moved from existing sites.
- All sound, lighting and electrical equipment must be switched off and isolated from power source after use.
- Rostra must be stored safely in designated area.
- All borrowed items, headphones, cables etc must be returned to St Bride's staff.

TALLESCOPE

- Tallescope can only be used by experienced users.
- Outriggers must be fully extended with wheel breaks applied when in use.
- Tallescope must not be moved with anyone is on the platform or access ladder.
- Access ladder must be fully lowered before working ladder is returned to horizontal position.
- Tallescope must be stored safely in designated area when not in use.

LADDERS

- Step ladders must be fully opened with safety catches applied and must never be used as an extension ladder.
- The extension ladder must be supported at base when in use. Angle of degree should not be too steep as this diminishes the stability of the ladder - 45 degrees from the wall is ideal.
- Ladders must be lowered / closed and stored safely in designated area.

LANTERNS & RIG

- All lanterns must be secured on rig and storage bar with safety chains.
- Lighting racks must be connected to correct electrical phases.
- Caution must be taken to ensure lighting racks are not overloaded.
- All lanterns are fitted with the correct gel frames - only to be removed to change gel.
- Gel frames **MUST** be used at all times - **DO NOT** gaffer gels to lantern.
- All lanterns and patching **MUST** be returned to original location during get out.

SOUND EQUIPMENT

- Power Up / Down sequence: Desk then Amps / Amps then Desk.
- Caution must be taken to ensure amplifiers and speakers are not overloaded.
- A sound limiter, set at 93DB, is installed on the amplifiers with a 'traffic light' bar indicating status re volume level. Should the volume exceed set level, light will show red and the amplifiers will be disabled for a period of time.
- Caution must be taken to ensure amplifiers and speakers are not overloaded.

TECHNICAL SPECIFICATIONS

The following equipment is available for use in St Bride's auditorium.

LIGHTING

ZERO 88 Sirius Board - 2 Preset 48 Way - Manual Memory Card
36 Circuits - 6 x 6 way Dimmer Racks - 6 x Single Phase 63amp Outlets
Lantern Stock - see attached.
Topdeck Tallescope to access lighting rig 26 feet above performance area.

SOUND

16 into 4 - Soundcraft 200SR - High Performance Dual Power AMP HP 1000
1 CD / Mini Disk Player.
4 Auditorium Mounted Sherman Speakers - see groundplan for location.
No microphones.
All sound is fed through sound limiter set at 93DB.

BLACK FABRIC FLATS

supported by braces and stage weights
1 x 13' 9" by 7'
1 x 19' 9" by 6' 6"
1 x 13' 9" by 6'
1 x 9' 6" by 7'

BLACK PAINTED ROSTRA

8 pieces x 10' by 4' by 11" high

SCREENS

2 x free standing screen - 4.1m x 2.6m and 1m x 1m.
1 x tabletop screen 1.2m x 1.2m
1 x cyc to be hung behind rigging bar G - H

FACILITIES

End stage raked seating accomodating 250. Elevation from back row, 6 metres. Minimal wing space availabe.
2 x dressing rooms with toilets, sinks, showers and full length mirrors.
No laundry or ironing facilities available.

AVAILABLE FOR HIRE

Antari S - 100 Snow Machine Litecraft - Red Fogger Smoke Machine

USE OF TALLESCOPE

- Be sure tallescope is level before climbing it. When a leg is adjusted, be sure to push the locking collar completely down over the expanding nut and below the safety lock. Legs must NEVER be adjusted when someone is on the tallescope.
- Lock all castors before climbing the tallescope. NEVER move the tallescope when someone is on it.
- Check overhead clearance before tilting the tallescope into vertical position. Never use a scaffold device in the vicinity of live electrical apparatus or machinery in operation.
- Be sure the brace hooks on the centre frame are securely locked in place and that the double locks at the base of the ladder are securely fastened. Be sure both the ladder extension hooks have engaged a rung.
- Always extend the outriggers to the maximum position and lock tightly in place. The outriggers should be extended sufficiently so that the shortest base dimension is at least one third of the platform height.
- Do not try to 'stretch' the platform height with the adjustable legs. Save the leg adjustment for levelling the tallescope and for clearance over fixed seating or obstructions.
- NEVER use a tallescope which is damaged or improperly assembled. Don't force parts that don't fit freely.
- The tallescope is designed to support a load of 250lb (115kg) with a safety factor of 4. Do not exceed this 250lb load.
- Before tilting the tallescope to its horizontal position, retract the upper section of the ladder and remove all equipment from the platform.

LIGHTING RIG / LANTERN STOCK

A1 1.2k profile selecon 16° - 32°
A2 1.2k profile selecon 18° - 34°
A3 1.2k profile strand cantata 11°/26°
A4 1.2k profile selecon 16° - 32°
A5 1.2k profile selecon 16° - 32°
A6 House Lights 2 x 500 fresnels
 1 x 500 flood

B1 no light
B2 1.2k profile strand cantata 11°/26°
B3 1.2k profile strand cantata 11°/26°
B4 1.2k profile selecon 16° - 32°
B5 1.2k profile selecon 18° - 34°
B6 1.2k profile strand cantata 11°/26°

C1 1k par 64 wide beam flood
C2 1k par 64 wide beam flood
C3 1k par 64 wide beam flood
C4 1k par 64 wide beam flood
C5 1k par 64 wide beam flood
C6 1k par 64 wide beam flood

D1 1k par 64 wide beam flood
D2 1k par 64 wide beam flood
D3 1k par 64 wide beam flood
D4 1k par 64 wide beam flood
D5 1k par 64 wide beam flood
D6 1k par 64 wide beam flood

E1 650 profile
E2 650 fresnel
E3 650 fresnel
E4 650 fresnel
E5 650 fresnel
E6 650 profile

F1 650 profile
F2 650 fresnel
F3 650 fresnel
F4 650 fresnel
F5 650 fresnel
F6 650 profile

G1 no light
G2 1k fresnel
G3 650 fresnel
G4 500 flood
G5 500 flood
G6 500 flood

H1 500 flood
H2 500 flood
H3 500 flood
H4 650 fresnel
H5 1k fresnel
H6 no light

STORAGE BAR

10 x 650 profiles 2 x 500 profiles
1 x 1200 fresnel 14 x 650 fresnels 4 x 500 fresnels 1 x 500 fresnel (old style)
2 x 650 pebble convex 2 x 500 pebble convex

TECH DECK

1 x 2k follow spot

FRONT OF HOUSE

Company Front of House staff will sell tickets at the desk situated at St Bride's entrance. FOH staff will provide performance tickets and cash float. St Bride's office will provide details of any ticket reservations received.

Front of House staff must be aware of fire exits and emergency evacuation procedures.

Having purchased tickets, audience members must be directed into the café/bar area. Audience members cannot assemble in the foyer or entrance hall. The entrance door is a fire exit and this area must not become congested.

The auditorium must remain closed to audience members until the St Bride's Manager has conducted all safety checks and given clearance.

When the audience has been seated, the St Bride's Manager will close auditorium door, dim entrance lights and cue the performance. This procedure will be duplicated after the interval.

Front of House staff must remain at desk until the audience has vacated.

STEWARDS

The steward is not a member of the audience, but, is a crucial member of the Company ensuring the health and safety of the audience.

Stewards must be aware of fire exits and emergency evacuation procedures.

Stewards must be easily identifiable with either a Company t-shirt or badge and must be issued with torches prior to taking up their duties.

The stewards should be in the cafe/bar 30 minutes prior to performance time to manage the audience queue. This is when stewards should sell programmes to avoid congestion as the audience enters the auditorium.

Immediately prior to the auditorium being opened, stewards must be situated in the entrance aisle at the bottom of the theatre seating steps - stewards must not be at entrance door of auditorium.

Stewards must tear off and retain ticket stub for every audience member. Stubs are given to Front of House staff to be counted as a record of audience numbers. Audience number must be passed to St Bride's Manager.

Stewards must ensure that no drinks or foodstuffs are taken into the auditorium. Plastic bottles of water are permitted.

Two aisle seats must be reserved in the auditorium for the stewards - one half way up the seating, the other in the back row by the fire exit.

As the performance starts, one steward remains at the Front of House to escort latecomers into the auditorium using the upstairs entrance, taking the seat at the rear of the auditorium 10 minutes into the performance.

Stewards must ensure that audience members do not sit or stand in auditorium staircases or fire exit routes. These areas must be kept entirely clear of any baggage, coats etc.

If an audience member does not accept the steward's rules, St Bride's Manager must be informed.

In the Event of a Fire

Direct audience members to nearest fire exit - exits detailed below as 

Break glass on the fire alarm call point situated by the fire exit.

The assembly point is the police box on the corner of Caledonian Crescent and Orwell Terrace.

Designated individual to contact emergency services:

1. Pat Gilhooley, SSO or Relief SSO
2. Faye Ward, General Manager
3. Gordon McLean, Community Learning Education Worker

