

**Johnstone Town Hall**

**Main Hall**

**Technical Specification**

**TECHNICAL SPECIFICATION – JOHNSTONE TOWN HALL – MAIN HALL**

**INTRODUCTION**

This document lists some pieces of information you may find useful, and some housekeeping

Conditions we ask visiting companies to adhere to (for the full terms and conditions pertaining to technical operations please refer to our Performance Contract, in particular clauses 4 and 7).

Enclosed with this specification are the stage and lighting plans for Johnstone Town Hall and a list of the technical equipment we have available.

**Note**

We regularly hire/lend equipment to other companies and venues, so please check that any equipment you require is available.

**STAFFING**

**Technical Staff**

Ian McClure – Senior Technician

ian.mcclure@renfrewshire.gov.uk

**Note**

There will generally be one Technician available for the get in and get out, depending on the scale of your production. For the technical time and performances there will always be one Technician, who will also be available to operate sound or lighting if necessary. Please note that Technicians will only operate for your production if properly cued. Any other staff that you may require should be negotiated separately and your company may be charged for their services.

**Casual Staff**

1. Any additional staff will need to be arranged separately, and the cost will be charged to your company. *Please get in touch to discuss your staffing requirements and the costs involved.*

**Get-Out Fees**

1. Your company will not be charged a get-out fee, but they will be expected to pay any overtime incurred for working past midnight on get-outs. This will be charged at double time, and the hourly rate may vary depending on which staff member is scheduled to work on the get-out for your production

**Additional Sessions Payment**

1. Any extra sessions requiring Technicians or casual staff will be charged at the time and a half rate. Any overruns to the agreed schedule will also be charged at this rate. This rate will also be charged for meal break in infringements.

**FACILITIES AND EQUIPMENT**

**General**

1. No modification can be made to equipment/accessories or physical spaces except with the express permission of the Johnstone Town Hall duty Technician. Our Performance Contract imposes a specific condition on producing companies to leave the building and equipment in good order. The full cost of any repair for damage caused to the Town Hall equipment by any member or guest of the producing company will be charged to the producing company. Specifically - but not exclusively- there should be no spiking to the stage floor and no tape or other fixings to the theatre walls. The use of tape for joining drapes is allowed, but there should be no use of pins.

**Lighting**

1. We would prefer to pre-rig your lighting requirements, if our schedule allows, before your get in. Please make sure that you send a copy of your lighting plan at least two weeks (if reasonably practicable) in advance of your arrival. We would prefer you to provide a lighting plan based on the lighting grid and equipment stock for Johnstone Town Hall, rather than a generic touring plan.

**Additional Equipment Requirements**

1. Any extra equipment that needs to be hired for your production will be recharged to the producing company. We require you to specify in writing any additional equipment you would like to be made available for your visit and you will be informed prior to your arrival of the hire charges that will apply. You will be asked to confirm in writing your acceptance of these charges on behalf of the producing company before we will proceed with any hires for your production.

**Consumable Materials**

1. Please bring any materials that you require for your show. We do carry a stock of certain consumable items ie. Gaffa Tape, PVC Tape, Cable Ties etc. and if any of these items are required we will charge them to your company.

**Effects**

1. Please let us know if you will be using any special effects. (Smoke, water effects, pyrotechnics, scenery flying, lasers etc).

**Scenery & Drapes**

1. Please ensure that all your stage scenery, cloths and drapes are properly fireproofed.

**Weapons**

1. Please let us know if you will be using any weapons during your show. You will not be allowed to use any real firearms on-stage. Any de-activated/restricted weapons shall comply with proof house regulations. Some blank firing weapons may require a licence or Police inspection. You should ensure that you provide suitable locked storage for any weapons in your production.

**Laundry**

1. Johnstone Town Hall does not have any washing / drying facilities.

**HEALTH AND SAFETY**

**General**

1. Johnstone Town Hall has a Health & Safety policy, which not only covers employees, but all visiting companies and the general public. Your company is responsible for the Health & Safety of its staff, but we also have some responsibility whilst you are working in Johnstone Town Hall. It is to everybody’s benefit to have a problem free visit, so please appoint a Health & Safety representative before you arrive, and check that your equipment, scenery, props and even what you are asking your company members to do is not dangerous to them or to others.

**Portable Appliance Testing**

1. All portable electrical equipment brought into the building must comply with current European Union regulations with reference to Portable Appliance Testing. This applies to lighting & sound equipment, electrical sound instruments and all domestic appliances. We reserve the right to appliance test any uncertified equipment charging the cost to the producing company. We also reserve the right to refuse the use of any equipment that is deemed to be unsafe.

**Fire Safety**

1. On arrival at Johnstone Town Hall, please report to reception and sign our visitor register. We will ask you to read our Fire Procedures and pass these on to the other members of your company.

 The law requires us to inform the Fire Department if you are using lasers or certain kinds of pyrotechnics. We may also need to seek permission if you want to use anything that is burning e.g, matches, candles or burning torches, depending on the requirements of your production

 Gas fuelled items are not allowed under any circumstances. This includes LPG gas canisters. If you are using any fire effects, we may need to schedule in an inspection by the local Fire Officer. This would normally take place during your technical session, and you may be required to set up a demonstration. Fire Officers may carry out spot checks during shows, often without any warning. Any charges incurred for Fire Officer Inspections will be the responsibility of the producing company.

**AUDITORIUM AND FRONT OF HOUSE INFORMATION**

**Seating Bank**

1. Raked seating, fully retractable motorised seating unit, end on to stage only.
2. Maximum capacity - 264 (12 rows x 20 seats & 1 row 24 seats)
3. Access to seating via two aisles far left and far right of seating bank.

**Note**

Capacity may vary depending on your production’s stage size requirements.

**Emergency Exits**

1. There are three emergency exits in the auditorium situated:-

 (1) Stage right auditorium aisle - leading outside to car park

 (2) Stage left auditorium aisle - leading to “The Street”

 (3) Upstage left and right – leading to backstage corridor

**Dressing Room**

Johnstone Town Hall has several rooms that can be used as dressing rooms. Please enquire at time of booking. However, generally the following rooms would be used as dressing rooms

Ground level - multi functional space (can be divided in to 2) Access to stage via backstage corridor

Ground level - M and F toilets and shower. Access to stage via backstage corridor

First floor – multi functional space dance space (can be divided in to 3) Access to stage via stairs and backstage corridor.

**First Aid**

1. First aid boxes are kept behind reception. We have several staff members who are fully trained first-aiders, and all accidents and injuries will be recorded in our accident book. No medications are available

**Front Of House**

1. We generally open the house fifteen (15) minutes before curtain-up
2. Clearance is given by radio to the control room, and is given by the FOH manager to the Town Hall duty technician.
3. Intervals (if appropriate) are normally fifteen (15) minutes.

**Food and Drink**

The Street cafe is open from 10.00am until 4.00pm, then from 6.00pm until the end of the interval. A selection of light snacks and food is available; a lot of which is vegetarian. Other local bars offer good food during the day, including Papa Macs and Trattoria Roma. Johnstone Town Hall is within a 5-10 minute walk from Morrisons.

Glasgow is twenty five minutes away by car. The train journey takes fifteen minutes, and the service runs regularly 23.40. A train ticket is around £7 return. A private taxi (which will take four) will set you back around £15 each way. Glasgow city centre bars are open until the early hours with loads of great places for food

**PARKING**

Due to space restrictions we can only accommodate **one** van and **one** car for the visiting company in our car park at the rear of the building. Please contact us ahead of your get in if extra space is required.

Please note that details contained in this specification are intended for information only and that they do not imply any contractual obligation on the part of Johnstone Town Hall. If you require any additional information, or if you have any questions or queries regarding this Technical Specification then please contact us. We look forward to hearing from you.

Best regards

Paul Ancell

Senior Technical Officer

Renfrewshire Arts and Museums

**Get-in Information**

1. Raised access from car park direct on to stage via double dock doors located to the rear of the building. *(just off William Street, Johnstone.)*
2. Get in door. *Height* = 2.26m *Width* = 2.58m *Diagonal Opening* = 3.37m (approx)

**Stage**

1. Beech sprung floor with removable Rosco dance floor. One level across Main Hall. Suitable for dance. No rake. Heating is provided by wall mounted radiators
2. There are two illuminated fire-exit signs on the rear wall at backstage corridor which is visible if no masking is used.

**Stage Dimensions**

1. Without masking Width = 16m Depth = 6.5m
2. With Masking Width =11m Depth = 6m

**Stage to Grid**

1. Height to Grid = 5.7m

**Stage Masking**

1. Permanent single tab-track around stage perimeter.
2. Up to 12 individual black serge legs on tab track providing full wrap-around black masking.
3. Crossover possible behind masking black drapes (if used)

**Stage Drapes**

1. Fixed EEE rail attached to rear wall for Cyclorama.
2. Electric pile winch bar located US with 2x EEE swipe rails. 200kg loading
3. Electric pile winch bar located MS with 2x EEE swipe rails. 200kg loading

**Stage Equipment**

1. 3 x 15kg Stage Weights (generally used as pulley weights)
2. Various flying / rigging available. Please contact us for more information.

 We generally insist that visiting company’s use our certificated equipment for rigging. Should the company be touring rigging equipment, we ask that the kit be suitable for the task with certification where necessary. Please check for availability before your arrival.

**Other Information**

 We regularly hire/lend equipment to other venues and companies. Please call to check that the equipment you require is available for your production.

**Lighting**

**Lighting Console**

1. ETC Element 60, operated from control room. Dual DMX 512 output, 250 channel / 1024 dimmer capacity, 60 submasters, remote focus/riggers control unit.

**Dimmers**

1. 48 ways Chilli dimming (10A). No dimmer hard-patching (soft patch through desk)

**Lighting Grid**

1. Tension Wire Grid height 5.7m
2. Inverted goal post bars above tension wire grid.
3. Not suitable for flying, lightweight items may be attached to grid, subject to suitability
4. Rigging access via tension wire grid.

**Wiring Configuration**

1. 48 hardwired 15A socket outlets. No patching
2. 42 circuits at grid level evenly spread down the centre of the grid.
3. 6 circuits at stage level spread across 3 x 2 way stage boxes, USR, USC, USL
4. Independent circuits - 8 x stage boxes at grid level with 16amp and 13amp RCD outlets, 3 x stage boxes at stage level with 16amp and 13amp RCD outlets. Powered from 12 way chilli dimmer (10amp) in dimmer room.
5. Dedicated technical power at grid level above USR
6. 63amp 3 phase
7. 63amp single phase
8. 32amp single phase

**Lantern Stock**

1. 12 x Source Four 750w complete with 25/50 zoom tubes (A or B size gobos) 15amp
2. 12 x ETC Desire D40 RGBAW 16amp
3. 6 x Source Four ce led lustr+ complete with 15/30 zoom tubes 16amp (A and B size gobos)
4. 12 x selecon rama 1200w fresnels
5. 12 x selecon hui 500w floods

**Other Equipment**

1. We carry a small stock of 13A and 15A cable extensions, 15A grelcos and A and B size gobo holders.

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**SOUND**

**Mixing Desk**

1. Soundcraft GB2 24 / 4 / 1 mixer

 6 Auxiliary outputs (aux. 1 & 2 pre, aux. 3 & 4 pre / post, aux. 5 & 6 post)

**Outboard Equipment**

1. 1 x Tascam SS-R100 Solid State Audio Player / recorder
2. 1 x Tascam DV-DO1U DVD player
3. 1 x Lexicon MX300 FX unit
4. 1 x Tascam CD200i CD player / ipod dock
5. DBX 1231 Graphic EQ

**Speaker System**

1. 4 x Tannoy VX12 Full range speaker (flown in front of FOH Tabs)
2. 2 x Tannoy VX8 Full range speaker (flown over stage)

**Wiring Configuration**

1. Patchable speaker outlets(speakon connectors) at stage level USR, USC & USL
2. Patchable speaker outlets(speakon connectors) at grid level
3. 3 amplifiers available to power speakers
4. 30 XLR inputs located USR, USC, USL
5. 8 XLR inputs above the Tension Wire Grid over stage & over house

**Microphone Stock** –*some items may be subject to additional charges.*

1. 4 x Shure SM58
2. 4 x Shure SM57
3. 4 x Radial mono DI
4. 3 x Shure PG58 hand held radio mic
5. 1 x Shure PG185 lapel mic

**Intercom System**

1. Tec-Pro master Station
2. Ring Intercom points on stage USR, USC & USL
3. Show relay to dressing room
4. 3 single muff headsets and beltpack kits

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