

# Technical Information Pack

New Wolsey Studio Theatre



**New Wolsey Studio Theatre, St George's Street, Ipswich, Suffolk,  
IP1 3NF**

# Hires Technical Information Pack

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## **VENUE INFORMATION:**

The New Wolsey Theatre Studio was established in 2000, a 93-seat theatre in the heart of Ipswich, Suffolk's county town, building on the foundations of the regional repertory company that had opened the theatre in the late 1970s.

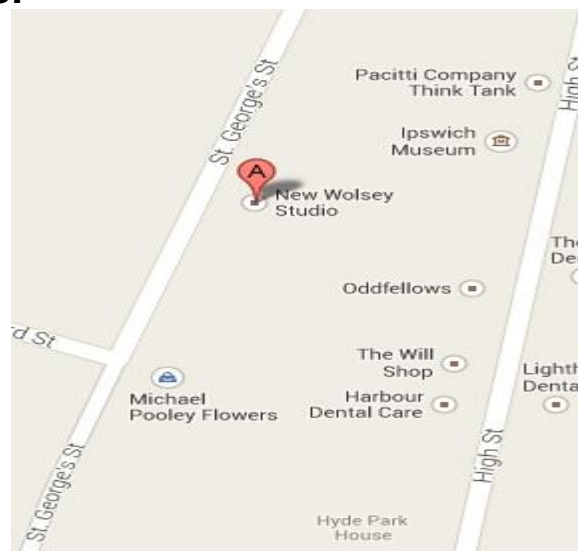
## **WHO'S WHO:**

- |                          |                 |  |
|--------------------------|-----------------|--|
| • Chief Executive        | Sarah Holmes    | <a href="mailto:sholmes@wolseytheatre.co.uk">sholmes@wolseytheatre.co.uk</a>       |
| • Head of Operations     | David Watson    | <a href="mailto:dwatson@wolseytheatre.co.uk">dwatson@wolseytheatre.co.uk</a>       |
| • Head of Production     | David Phillips  | <a href="mailto:dphillips@wolseytheatre.co.uk">dphillips@wolseytheatre.co.uk</a>   |
| • Technical Manager      | Peter Hazelwood | <a href="mailto:phazelwood@wolseytheatre.co.uk">phazelwood@wolseytheatre.co.uk</a> |
| • Catering & Bar Manager | Lauren Crowley  | <a href="mailto:catering@wolseytheatre.co.uk">catering@wolseytheatre.co.uk</a>     |

## **CONTACT DETAILS:**

<b>Address:</b>	St George's Street – Studio Space Ipswich Suffolk IP1 3NF	
<b>Telephone:</b>	01473 295911 01473 295900	Administration Box Office
	01473 295918	Production
<b>Facsimile:</b>	01473 295910	

## **HOW TO FIND US:**



**From London, Chelmsford, Colchester (A12 northbound) and Felixstowe (A14 westbound)**

Take the A12 to Ipswich. At the roundabout where the A12 and the A14 intersect take the second exit onto the A1214. Go straight over the next roundabout (Tesco is on your left) and continue on London Road through several sets of traffic lights.

You will eventually see Sainsbury's on your left at a set of traffic lights - continue straight, go straight through 2 more sets of traffic lights onto Handford Road. At the Handford Rd. - Civic Drive roundabout, take the first exit onto Civic Drive, then at the next roundabout take the second exit onto Berners Street, then first right onto Bedford Street and left onto Saint George's Street.

### **From Southwold, Aldeburgh and Woodbridge (A12 southbound)**

Take the A12 to Ipswich. Take Woodbridge Road (A1214) into Ipswich, go through 3 roundabouts keeping right to stay on the A1214, at the next roundabout take the first exit onto Westerfield Road (B1077), turn right onto Park Road, turn left onto Henley Road, continue onto Saint George's Street.

### **ACCOMMODATION:**

The New Wolsey Theatre does have a digs list, please get in touch for an up to date copy of this.

### **PARKING:**

There is only on street parking at the studio (1 hour parking bay directly outside), so it's best to unload and then park the vehicle at the rear of the main house of the duration of the production. The Main house address from parking purposes is:

Civic Drive - Main House  
Ipswich  
Suffolk  
IP1 2AS

### **GREEN ROOM AND CAFÉ BAR:**

There is a green room area at the studio which is shared with the public audience and access is available to the kitchen to the rear of the bar.

## **HEALTH AND SAFETY**

All visiting companies/venue hirers must abide by the New Wolsey Theatres' Safe Working Agreement and Health and Safety policy.

It is the responsibility of the visiting company to ensure that all of its members are working safely and in accordance with guidelines and policies issued by both the New Wolsey Theatre and the visiting company.

It is the responsibility of incoming companies/venue hires to ensure that all electrical equipment brought into the venue conforms to current Health and Safety legislation and is certified as such.

### **FIRE PROCEDURES**

In the event of a fire or other emergency members of the New Wolsey staff have specific responsibilities and as a visiting company you are required to follow any given instruction in the event of an evacuation. Please make yourself familiar with the fire and evacuation plans which are around the buildings. Please ask a member of staff for further details on what to do if you discover a fire.

### **SIGNING IN/OUT**

There is no specific stage door at the studio, access is generally through the audience entrance at the front of the building.

### **SMOKING**

The New Wolsey Theatre, New Wolsey Studio and the HEG are strictly NO SMOKING venues. The use of Fire Doors for the purpose of smoking is not permitted. Smoking is allowed at the back of the venues where ash bins are provided. Please extinguish all cigarettes carefully and appropriately and kindly inform all members of your company of this policy.

### **DRUG AND ALCOHOL POLICY**

The New Wolsey Theatre, New Wolsey Studio and the HEG are dry houses and being under the influence of any non-prescribed drugs and/or drinking on stage, backstage or at mix positions is prohibited. If you are thought to be under the influence of alcohol or drugs you will not be permitted to work on stage and this may hinder the load in, out or performance.

### **ACCIDENTS AND FIRST AID**

First Aid facilities are available at various points around the buildings. Various members of our full time staff are first aid trained and may be able to offer assistance. All accidents or near misses (incidents where an injury didn't occur but easily could have) **MUST**, by law, be reported to us. Please inform the Duty Technician at the earliest opportunity and ensure that the accident book or incident form is completed.

## **STAGE**

We are an open stage house (i.e. we have no fire curtain) and all scenery must conform to the relevant British Standards. Curtains, Drapes and Gauzes should comply with British Standard 5867, parts 1 and 2 and Timber, Hardboard and Plywood with British Standard 476. All wood should be Class 1 and visibly stamped as such. If you are not able to satisfy the Technical Manager or local Entertainment Licensing Officer that your scenery conforms to the relevant standards it will be removed from the venue. Further guidance is available from the Technical Manager or the Entertainment Licensing Officer for Ipswich.

## **GET IN ACCESS**

There are two ways to get into the space. Either through the foyer and up the main staircase. The other, which is preferred, is via the outside Fire escape stairs and in through the fire escape at the rear of the performance space. This is also a place that large items can be passed up from street level onto the fire escape platform

## **FLOOR:**

3mm hardboard surface painted black (silk), with a black harlequin dancefloor laid on top.

## **DIMENSIONS:**

The following dimensions are approximate.

Stage width –	upstage to the spiral staircase	8.89m
	downstage	10.61m
Depth of stage to back wall	8.83m	
Depth to Spiral staircase USL	7.00m	
Height to:		
Lighting bars	3.56m	
Curtain track Up Stage	3.10m	
Wooden Beams	3.07m at lowest point	
Wooden Beams	3.10m at highest point	
Fire exit entrance from street level	2.62m	
Door at top of audience stairs	Height	2040mm
	Width	830mm
	Diagonal	2170mm
Fire Escape entrance:	Height	2050mm
	Width	790mm
	Diagonal	2170mm
Width of stairs at narrowest point	1.08m	
Width of stairs at widest point	2.74m	(1.66m on the diagonal)

There are 19 steps from the foyer area to the studio space through a 270degree stair case.

Stage plans and elevation drawings are available on the website: [www.wolseytheatre.co.uk/technical](http://www.wolseytheatre.co.uk/technical)

### **STAGE SETS, PROPS AND DRAPES:**

All items of set, props or any fabric on your set must be fireproofed. Please note if any items are not fireproof you will not be able to use them.

### **POWER SUPPLIES:**

The following temporary power supplies are available for additional lighting, sound, AV or effects equipment. Situated on the fly floor up stage left.

- 13amp sockets around the space

### **DRAPES & MASKING:**

We stock a selection of hard masking, mostly 4' wide serge covered black flats 3 meters tall. There are also two curtain tracks each with a pair of soft blacks on. One set of red drapes that can be run on a track approx. 1m from the back wall. The Up Stage track runs along the back wall. The Down Stage track is situated just in front of the Spiral staircase. We also have the possibility of a white cyc on request.

### **BACKSTAGE FACILITIES:**

- Lift access to stage, ground floor.
- 2 dressing rooms capacity of 4 people each
- One backstage unisex toilet

## **LIGHTING**

### **DIMMERS**

48ways of dimming Zero 88 Betapack 3's

### **DESKS:**

- ETC Element 60 control desk

### **GEL:**

We hold a stock of Lee or Rosco E-Color filter. Unfortunately we cannot guarantee that we will have all of the colours that you may require but we can usually provide a close match. If you would like specific colours you should supply your own gel.

### **DMX:**

Two DMX universes

### **LANTERN STOCK:**

**Please note, a standard rig will be in place of a warm wash and Colorsource PAR backlight. This must be re-instated on the get-out if altered.**

<b>Lantern</b>	<b>Wattage</b>	<b>Quantity</b>
<b>Profiles</b>		
Source 4 Junior 25° - 50°	575W	12
Strand SL 15° - 32°	600W	10
<b>Fresnels</b>		
Strand 743	1Kw	6
<b>PC</b>		
ADB 5° - 60°	650W	16
<b>Parcans</b>		
ETC Colorsource Par 70°		8

Whilst every effort is made to maintain the lanterns and ensure the accuracy of this list we cannot guarantee that all of the equipment will be available at the time of your visit.

## **SOUND**



## **LOCATION:**

Please note that the operation for sound is in an open booth by the stage left shared with the lighting control area.

## **DESKS:**

Yamaha 03D – 8 XLR Inputs

## **MAIN SPEAKERS:**

- 4 x Yamaha 2108 Fixed positions – 4 covering the seating area, on a stereo feed from the desk.
- 2 x Celestion FX speakers upstage pointing downstage.

## **AMPLIFICATION:**

- 3 Crown WLS 202D Power amps

## **SOURCE EQUIPMENT:**

- 1 Tascam CD-01U Pro CD Player

## **OTHER EQUIPMENT:**

Microphones and additional items available on request.

## **ADDITIONAL INFORMATION**

### **PAT TESTING:**

All electrical equipment that is brought into the venue must meet with current EEC safety standards and have current PAT test certificates. This applies to both personal and professional equipment. Technical staff can withdraw any equipment that does not conform.

### **SPECIAL EFFECTS:**

A license from the council's Entertainment Licensing Officer must be applied for through the Head of Production at least 28 days prior to your first performance (Failure to give sufficient notice may lead to your application being refused) for the use of the following:

Pyrotechnics, smoke or haze machines, dry ice, real flame, strobes, lasers, guns, cigarette/cigar smoking, the use of live animals, wrestling and/or boxing, hypnotism, nudity and if the performance is aimed towards children.

The New Wolsey Theatre reserves the right to refuse permission to use and effect/stunt.

We recommend that only cap firing guns are used due to the acoustic properties of the space.