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## Technical Guidelines

### Loading In & Out

- Contact with the Technical Manager should be made no later than two weeks prior to the event.
- Fit up times and venue access are between the hours of 10am and 10pm. Time required outside of these times will be charged at €50 per hour or part thereof.
- Riverbank Arts Centre provides one house technician for up to 10 hours to assist with Load In's and one technician for the Load Out.
- Additional Technical Assistance will be charged for. Riverbank Arts Centre does not provide Sound Engineers, Lighting Operators or Stage Management for the running of shows. Please advise the Technical Manager if you require additional assistance or operators and we will be glad to engage crew on your behalf.
- All production paraphernalia should arrive no earlier than the agreed day of Load In and only when the Technical Manager is present.

### Equipment, Materials & Safety

- All set and materials must carry a valid Fire Certificate or be manufactured from fire proof materials. \*
- All sets must be fully constructed outside of Riverbank Arts Centre. No fabrication work may be carried out within the theatre . The use of power tools such as circular saws and grinders is not permitted.
- Equipment deemed to be unsafe by Riverbank Arts Centre may not be used and will be removed. Toured lanterns must carry a safety bond and be in good working condition.
- Pyrotechnics may only be used by a trained and licensed operator.
- The use of flame or smoke effects as part of a performance may be allowed under controlled circumstances. Contact the Technical Manager to discuss.
- For productions with children, Riverbank Arts Centre requires One Adult Chaperone per ten children.
- Regular crew breaks must be taken throughout the day. All crew must vacate the theatre for a minimum of one hour at a point to be predetermined with the Technical Manager and visiting Production Manager.
- All electrical or mechanical equipment should comply with *PUWER*\*\* . Equipment deemed unsafe with not be permitted for use.

### Housekeeping

- Members of the company are not permitted to enter the auditorium during the performance without a valid ticket. Standing will not be tolerated and offenders will be asked to leave the auditorium.
- Alcohol & Narcotics are not permitted in backstage area's. Anyone under the influence of these substances constitutes a danger to the theatre environment and will not be permitted to work and in serious cases, will be removed from the premises.
- Noise levels must fall within the regulations set out in the General Application Regulations Act 2007, Chapter 1 of Part 5. As Riverbank Arts Centre is situated in a residential area, care must be taken to reduce the effects of noise pollution to the surrounding area.
- All production equipment and materials should be removed from Riverbank Arts Centre on the final night of the performance unless otherwise agreed with the Technical Manager. A standard fee of €50 will be incurred for paraphernalia left on the premises overnight. A fee of €20 will be incurred for each subsequent day.
- Damage or loss of equipment belonging to Riverbank Arts Centre will be charged to the visiting company.

### Hazardous Materials

- All potentially hazardous materials, props or effects should be made known to the Technical Manager no later than two weeks prior to arrival.
- Materials, Props and Effects deemed to be hazardous by the Technical Manager will be removed from the building. These include but are not limited to: Alcoholic Substances, Flammable Liquids & Materials such as Diesel, Oil & Straw, Unlicensed Firearms, Sharp Objects & Weapons.

\* Class 1 timber not less than 50mm x 50mm, Marine Ply, MDF or Metal

\*\* Provision & Use of Work Equipment Regulations 1998

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*Riverbank Arts Centre acknowledges the financial support of the Arts Council & Kildare County Council*