

Technical Guidelines

Riverbank Arts Centre is subject to Health & Safety and Licensing Regulations. Visiting Companies, and all associated personnel are required to comply with the Technical Guidelines as detailed in this document. It is the Visiting Company's responsibility to inform relevant personnel of these guidelines.

General Guidelines:

Contact with the Technical Manager must be made no later than two weeks prior to the event. Information including: Insurance Certificate, Public Liability Certificate, Risk Assessments, Method Statements, Set Drawings, Lighting Plans, Certificates of Flame Retardancy, Technical Requirements, Arrival Times, Running Times and Touring Personnel should all be included.

Where beneficial, a Production Meeting between the Visiting Company and the Technical Manager may be facilitated. The Visiting company should make contact with the Technical Manager 4 - 6 weeks prior to the event to schedule such a meeting.

The Load In:

On arrival to the theatre, companies should present themselves to the gates of the theatre and press the buzzer to speak with Box Office and gain access to the rear of the building. Once inside, companies should report to Box Office and make themselves known before preceding to any of the backstage areas.

In cases where companies are delayed, we ask that a courtesy call be made to the Technical Manager or Box Office to make us aware of the situation.

Fit-Up times are allowed for between the hours of 10am and 8pm. Requests for additional hours must be made to the Technical Manager prior to arrival and will be subject to additional charges.

Limited parking is available onsite. Requests for company parking should be made to the Technical Manager in advance of arrival - but cannot be guaranteed. Only personnel with express permission from the Technical Manager may park onsite.

A designated Loading Bay is made available to Visiting Companies. It is at ground level and allows for level access onto the stage.

All production paraphernalia should arrive no earlier than the agreed day of Load In and only when a House Technician is present.

Technical Staffing:

As per your contract, Riverbank Arts Centre will provide one Technician for up to 10 hours to assist with your Load In. This technician may be called away at any time to deal with an issue elsewhere in the building.

It is the responsibility of the Visiting Company to provide an adequate number of competent crew, to facilitate the efficient and safe Fit-Up, Operation and Load Out of your event.

Please do not include Riverbank Arts Centre technical staff in your Crew Call.

We do not provide Sound Engineers, Operators, Riggers, Focus Crew, Programmers or Stage Management Personnel as standard. Please advise if you wish for us to engage additional crew on your behalf.

Regular crew breaks must be taken during the working day. All crew must vacate the auditorium and stage area for a minimum of one hour, at a time to be pre-determined by the Technical Manager & Visiting Company.

Lighting & Electrical:

Shows touring without Lighting Crew are welcome to make use of our Gig Rig. This consists of a FOH Warm Wash, Centre Special and 5x LED Cans onstage - all of which are permanently rigged. Additions to this are subject to an additional charge.

Where possible, we will aim to have a pre-rig carried out. However, due to the size of our stock and the schedule of events, this is not always possible. In order to carry out a pre-rig, we require a venue specific Lx plan. We will not pre-rig a generic plan.

All electrical or mechanical equipment should meet the requirements as set out in PUWER¹. Any items deemed to be in breach of this, may not be permitted for use.

Toured Lanterns must carry a safety chain and be in good working condition.

All portable electrical equipment should hold a current P.A.T Test certification brand.

You will be expected to de-rig all equipment during the Get-Out unless otherwise agreed with the Technical Manager.

Pyrotechnics may only be used when being operated by a trained and licensed person. The use of Smoke & Haze is permitted. Visiting Companies should check with the House Technician before running the effect to ensure the appropriate isolation methods have been carried out.

¹ Provision and Use of Work Equipment Regulations 1998

We do not provide consumables such as colour filter, tapes or batteries. Please advise if you wish for us to organise consumables on your behalf.

The Visiting Company must ensure that working at height using ladders or MEWP's is undertaken safely, by competent personnel with the relevant training, and in each case done so as per the manufacturers instructions.

Appropriate PPE should be worn at all times. Personnel not in possession of appropriate PPE may not be permitted to work.

All Fire Exits & Escape routes must be kept clear of obstructions and trip hazards at all times. Items found in these areas will be removed.

Sets & Scenery

All sets and scenery must carry a valid Fire Certificate or be manufactured from fire proof materials.²

The construction and painting of Sets and Scenery must be completed prior to arrival. Minor alterations and touch-ups that come as a by-product of touring will be permitted - once agreed with the Technical Manager.

Riverbank Arts Centre is a non-flying house. The use of flown props or scenery is not permitted. Items deemed to be unsafe by the Technical Manager will not be permitted for use.

Work that requires the suspension of any form of equipment must comply with the *Lifting Operations & Lifting Equipment Regulations 1998*.

Hazardous Materials & Effects

All potentially hazardous materials , props, scenic elements and effects should be made known to the Technical Manager prior to arrival.

Materials & Equipment deemed to be hazardous by the Technical Manager will be removed from the building without delay. These include but are not limited to: Alcoholic Substances, Flammable Liquids, Straw or Hay, Unlicensed Firearms, Sharp Objects & Weapons.

The responsibility of making the Technical Manager aware of Materials or Equipment which may be problematic lies with the visiting company and should be done as early as possible.

² Class 1 timber not less than 50mm x 50mm, Marine Ply, MDF or Metal.

The use of naked flame or smoke effects as part of a performance may be allowed under controlled circumstances and is subject to approval by the local Fire Officer. Notification for such an effect should be given to the Technical Manager as early as possible as, failure to receive the appropriate permission will render the effect prohibited.

Smoking onstage will be permitted under controlled circumstances. Only nicotine free, tobacco free cigarettes will be permitted. This should be brought to the attention of the Technical Manager prior to arrival.

Timings:

Standard Fit Up Days are between the hours of 10am and 8pm.
Advance Days are between the hours of 10am and 5pm.

Riverbank Arts Centre is located in a residential area. Curfew on rehearsal nights is strictly 10pm. Curfew on performance nights is strictly 11pm. Broken curfew's will be subject to additional charges.

On Show-Only-Days³, access to the stage and backstage facilities is permitted 2 hours before the scheduled start time of the event.
The stage and backstage facilities must be clear within 30 minutes of the end of the performance.
These times are strictly imposed unless otherwise agreed, in advance, with the Technical Manager. Access required outside of these times will be subject to additional charges.

The same timings will apply on Two-Show-Days.

The Load-Out:

The Load Out must begin immediately after the final performance, once the auditorium is clear.

You will be expected to de-rig all lighting and rigging unless otherwise agreed in advance with the Technical Manager.

All production paraphernalia should be removed from the premises on the night of the final performance. Equipment which a company cannot remove during the Get-Out will be subject to additional costs.

Damage or loss of equipment belonging to Riverbank Arts Centre will be charged to the visiting company.

³ Days where there is no Fit-Up, only a scheduled performance.

Housekeeping

The backstage areas, inclusive of Dressing Rooms & Green Room are permitted to accommodate 35 persons only. Companies are not permitted to exceed this number. This number is inclusive of cast, crew, musicians and any other personnel.

Members of the company are not permitted to enter the auditorium during a 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 the backstage areas. Anyone under the influence of these substances constitutes a danger to the theatre environment and will not be permitted to work.

Noise Levels should fall within legislative regulations.⁴ Riverbank Arts Centre is situated in a residential area and so care should be taken to reduce the effects of noise pollution to the surrounding area. Particular care should be taken during late night Get-Outs.

No member of the public is permitted in the backstage areas.

The use of glitter, in any form is strictly forbidden. In instances where glitter is used, a cleaning fee will be charged to The Company.

The use of Confetti Cannons and other similar effects is permitted but it subject to an additional cleaning fee.

Smoking is not permitted in the building, this is inclusive of E-Cigarettes. Smoking onstage as part of a performance can be accommodated under controlled circumstances. The cigarettes used should be tobacco free and nicotine free. A Risk Assessment & Method Statement will need to be provided for this effect.

Photography & Video Recording

The safety of our patrons is paramount for Riverbank Arts Centre and so Camera positions which hinder, block or partially block fire exits or escape routes will not be permitted.

A central camera position is not available as standard and will require 4 seat kills (G9, G10, G11 & G12). In instances where events require a central camera position, contact should be made with the Technical Manager as early as possible to ensure that the request can be met.

The use of flash photography and video recording is not permitted in the auditorium.

⁴ General Applications Regulations Act 2007. Chapter 1 of Part 5.

The use of all forms of photography and video recording during children's performances is prohibited.