



# TARA STUDIO TECHNICAL SPECIFICATIONS

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Tara Theatre, 356 Garratt Lane, Earlsfield, London, SW18 4ES

## Contents

|                             |   |
|-----------------------------|---|
| Introduction .....          | 2 |
| Directions .....            | 2 |
| Studio Photos .....         | 2 |
| Stage .....                 | 3 |
| Masking & Flying .....      | 3 |
| Scenery .....               | 3 |
| Fire Proofing.....          | 3 |
| Get in Access/Parking ..... | 4 |
| Storage .....               | 4 |
| CDM.....                    | 4 |
| Studio Access Times.....    | 5 |
| Lighting .....              | 5 |
| Projection .....            | 5 |
| Sound .....                 | 6 |
| Equipment List.....         | 6 |
| Power .....                 | 6 |
| Get Out.....                | 6 |
| Dressing Rooms.....         | 6 |
| Facilities .....            | 6 |
| Smoking.....                | 6 |
| Health and Safety.....      | 7 |
| First Aid .....             | 7 |
| Staff.....                  | 8 |
| Security .....              | 8 |

## Introduction

The building houses a Theatre and Studio for rehearsals and small-scale performances, a foyer and an outdoor patio.

Tara Theatre's technical infrastructure has been designed in conjunction with Theatreplan and several experts currently working in the field. The entire building, including the auditorium, features natural ventilation and has WIFI access.

## Directions

Tara Theatre is situated almost opposite Earlsfield Rail Station with regular links to Clapham Junction, Waterloo and Surrey along with buses to Tooting, Battersea, Putney and Central London (77, 44, 270). From Earlsfield Station, turn right as you exit the station, walk under the railway bridge and Tara Theatre is clearly visible with its distinctive 'tree' motif' on its façade.

There is no dedicated parking for Tara Studio. You can find pay and display spaces on the streets behind the building.

**VISITING COMPANIES AND ARTISTS MUST COMPLY WITH TARA THEATRE'S POLICIES AND PROCEDURES, WHICH ARE AVAILABLE UPON REQUEST.**

## Studio Photos



## Stage

SPACE DIMENSIONS = 4.7m x 6.9m = 32.4 m<sup>2</sup>

FLOOR TO CEILING HEIGHT = 2.3m

DOOR DIMENSIONS = 1m x 1.9m

STAGE AREA = 4.8m x 2.8m (13.4m<sup>2</sup>)

SEATING CAPACITY = 30 + 1 Usher

Tara Studio's walls feature distinctively coloured 'Buzzislin', for ease of pinning paper, photos, etc.

SCREWING, TAPING, STICKING AND FIXING ON ANY OTHER SURFACE, INCLUDING FLOORS, IS FORBIDDEN.

Special consideration should be taken when planning the placement of props tables in the studio. Please speak to the Technical Manager for advise on this. Please note: props or props tables cannot be left in emergency exit routes at any time.

## Masking & Flying

There is NO masking in the Studio

There are no flying facilities in the studio. Any scenic cloths and drapes must be floor-supported. Please discuss this with the Technical Manager.

## Scenery

THERE ARE NO WORKSHOP FACILITIES FOR SET CONSTRUCTION.

Under no circumstances can props or scenery be left in the entrance to the studio or in any emergency exit routes.

All escape routes must remain clear and unobstructed.

## *Fire Proofing*

All scenery, decorations, cloths, curtains and similar decorative hangings must be made of material which is not readily flammable, or of material which has been rendered and is maintained flame-retarded to the satisfaction of Tara Theatre and the Fire Service. Plywood and other boards, such as hardboard, chipboards and MDF, must be branded with a recognised stamp to certify the standard of flame retardancy achieved. Where the stamp is not visible, certificates must be supplied to the Tara Theatre Technical Manager.

No flammable items or packing of any kind may be left anywhere within the premises except in a designated area (if available) as approved by the Technical Manager.

## Get in Access/Parking

Access to the Tara Studio is through the front doors of the Tara Theatre building on Garratt Lane. The Tara Studio is located on the first floor of the venue.

There is a public loading bay situated outside of Tara Theatre, as this is public it may not be available. This allows for 20 minutes of loading/unloading from 10am until 4pm. Any further parking requirements should be arranged by the company with Wandsworth Council.



Tara Theatre does NOT have a parking space. Pay and Display parking is available at the rear of the theatre.

ITEMS COMING INTO THE TARA THEATRE MUST COMFORTABLY FIT THROUGH A DOORWAY MEASURING 1000MM (W) X 1900MM (H). ACCESS TO THE THEATRE SPACE IS STEP FREE. THE DISTANCE FROM THE FRONT DOOR TO THE THEATRE ENTRANCE IS 1.5M APPROX. ALL DOORS ON ROUTE TO THE THEATRE CAN BE WEDGED OPEN DURING LOAD IN ONLY.

There is a passenger lift that can be used to transport flight-cases to the control room. The lift has a maximum weight capacity of 630kg.

## Storage

There is very limited space outside of the Tara Studio. Due to this we require visiting companies to make sure that all empty boxes/cases are either stored in Tara Studio or removed from site.

All deliveries relating to the production must only arrive once your production period has begun. Any deliveries arriving before this time will not be accepted by Tara Theatre.

## CDM

It is now a legal requirement under CDM 2015 HSE Legislation that a Production Manager or relevant person agrees the site rules and "get in" details with Tara Theatre and produce a 'Construction Phase Plan' to cover the productions get in before arrival and get out at the end of the productions run. These plans must be sent to the Technical Manager before the get in and get out.

A template Construction Phase Plan can be found at the end of this document

More details on CDM 2015 can be found here:

<http://www.hse.gov.uk/entertainment/cdm-2015/index.htm?eban=govdel-film-theatre-broadcasting&cr=08-Jan-2016>

## Studio Access Times

Access will be granted to Tara Studio as detailed in Schedule 1 of the contract.

On regular show days access to the space will be granted one hour before the half hour call. It is at this time that all technical infrastructure will be switched on by the Duty Technician. Under no circumstances are visiting company staff allowed to switch on technical infrastructure.

Company members will require a fob to access the backstage areas of the venue. These will be issued as requested by the company manager, a £5 contra charge will be added to the settlement if they are not returned on the final day.

## Lighting

Tara Studio comes fitted with overhead working light.

The Studio does not come with any theatre lighting or control as standard. If you wish to use theatre lighting in the space, please liaise with the Technical Manager.

All windows in Tara Studio have manually-operated blinds inset, to allow for black-outs should these be needed.

Any equipment hired or owned by the visiting company must be PAT tested prior to use in house at Tara Theatre and related paperwork must be provided to the Technical Manager if requested.

Tara Theatre offer a PAT testing service. It is charged at £5 per item, charged as contra at the end of the production's run.

The use of Haze or other similar theatrical effects are prohibited in the Tara Studio.

## Projection

A data projector is pre-rigged to the ceiling in Tara Studio, providing the ability to project stills and video onto the bare white right-hand wall.

This can be controlled either by running an HDMI Cable to the Projector or with our Liteshow Wireless software.

## Sound

### *Equipment List*

| Type                               | Quantity |
|------------------------------------|----------|
| Control One Speaker (Wall Mounted) | 2        |
| Yamaha MG10 Mixing Console         | 1        |
| Studiospares Trojan 200 Amp        | 1        |
| Stereo Mini Jack to XLR            | 1        |

## Power

The Tara Studio has various 13Amp power sockets located throughout the space. Some of these also have USB power outlets, for charging smartphones.

## Get Out

The production's get out should commence straight after the final performance or as detailed in Schedule 1 of the contract.

During the get out you are required to de-rig all fixtures and scenery and return the theatre to how it was found upon your arrival.

There will be a member of staff from the Tara Theatre Technical Department in the building for the duration of your Get Out to ensure the Get Out is completed correctly.

ADDITIONAL CLEANING OR WASTE DISPOSAL MAY INCUR ADDITIONAL CHARGES.

## Dressing Rooms

Tara Studio does not have separate dressing room space.

Access to the Theatre's dressing room facility is negotiable with Tara Management on the occasions where it is not in use for the Theatre.

## Facilities

Male, female and disabled toilet facilities are available in public areas.

Tara Studio has its own kitchenette area with sink for drinking water. NO food or drink should be consumed in the studio itself - the garden or foyer are available for such use.

## Smoking

Smoking is not allowed anywhere inside the Tara Building. An outside smoking area is provided for this purpose.

## Health and Safety

Tara Theatre requires the Visiting Company to comply with the Tara Theatre Health and Safety Policy and Procedures document which is available upon request. It is the responsibility of the Visiting Company to inform all relevant members, including sub-contractors and helpers of the details outlined in the document and circulate it when necessary. If there are any queries, please contact the Technical Department or General Manager for clarification before the production period begins.

Tara Theatre must be given access to the Visiting Company's Production Safety Documents. This will be used by Tara Theatre and the responsible authorities to assess whether all of the arrangements for the production are in order and safe. A breakdown of all the documents needed and time scale of when they should be available to be viewed is detailed below. Templates for some of these documents can be found at the bottom of this document.

| Document  | Date Required<br>(Prior to Productions Run) |
|---|---|
| All licenses required for the production  | 3 Weeks                                     |
| Full details of any special effects including data sheets and risk assessments  | 3 Weeks                                     |
| Detailed method statement for the production's construction (CDM 2015) and operation including ground plans, cross sections and scenic drawings | 2 Weeks                                     |
| Rigging certificates and Certificates issued under Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)                            | 2 Weeks                                     |
| Certificates of flame-retardency  | 1 Week                                      |
| Full risk assessment for the production   | 1 Week                                      |
| Electrical safety, including Portable Appliance Testing (PAT) certificates  | 1 Week                                      |
| Temporary structure inspection certificates (if applicable)   | Upon Installation                           |

NO ONE UNDER THE INFLUENCE OF ALCOHOL OR ILLICIT DRUGS IS ALLOWED BACKSTAGE, ON STAGE OR IN THE AUDITORIUM AT ANY TIME DURING THE PRODUCTION'S RUN. ANYONE FOUND TO BE UNDER THE INFLUENCE WILL BE ASKED TO LEAVE THE PREMISES AND MAY BE ASKED NOT TO RETURN.

## First Aid

Tara Theatre's Duty Managers are First Aid trained. An accident book will be completed for all accidents and near misses.

## Staff

Unless otherwise agreed, Tara Theatre will provide one duty technician to be with you during your time here, the duty technician will assist during your fit up and get out but cannot have a show role (i.e. operating lighting or sound). Visiting companies may bring their own Technical Staff.

Visiting Companies must ensure that Tara Theatre staff working on their production get their required meal and overnight breaks.

- This works out at a 1-hour paid break for every 5-hours worked.
- Tara Theatre staff must have an 11-hour overnight break away from the venue between shifts.
- Shifts cannot run longer than 14 hours.

ANY PENALTY PAYMENTS FOR MISSED BREAKS WILL BE RECHARGED TO THE VISITING COMPANY AT £25 PER HOUR; THIS WILL BE CHARGED AS CONTRA AT THE END OF THE PRODUCTIONS RUN. The theatre is happy to advise as to when breaks should be taken.

Any Tara Theatre staff required to remain in the venue (including for the get out/get in) after 11pm or return to the venue before 8am for the needs of the Visiting Companies production must be provided a taxi too or from their home address; this will be charged as contra at the end of the production's run.

NO TECHNICAL WORKS ARE PERMITTED TO TAKE PLACE IN THE VENUE WITHOUT EITHER THE TECHNICAL MANAGER OR A TARA THEATRE TECHNICIAN BEING ON THE PREMISES AT THE TIME.

## Security

Tara Management cannot be held responsible for the loss of or damage to anything left in Tara Studio.



CONSTRUCTION PHASE PLAN (CDM 2015)

|      |   |
|------|---|
| PLAN | <u>Theatre Details</u> – Tara Theatre, 356 Garratt Lane, Earlsfield, London, SW18 4ES |
|      | <u>Production Designer Details</u> –  |
|      | <u>Production Manager Details</u> –   |
|      | <u>Description of Set/Project</u> –   |
|      | <u>Key Dates</u> –  |

|      |   |
|------|---|
| TEAM | Key members of the team during construction and their role's/responsibility's – |
|------|---|

How the work will be managed safely *(include details of site rules, site inductions, emergency facilities and procedures).*

|                            |                                   |
|----------------------------|-----------------------------------|
| WORKING TOGETHER/ ORGANISE | Key arrangements –                |
|                            | Key safety risks on the project – |

## HEALTH & SAFETY RISK ASSESSMENT

| WORK ACTIVITY |
|---------------|
|               |

| DESCRIPTION OF ACTIVITY |
|-------------------------|
|                         |

| PERSONS AFFECTED |
|------------------|
|                  |

| DESCRIPTION OF HAZARDOUS EVENTS AND POSSIBLE CONSEQUENCES | LIKELIHOOD | SEVERITY | RISK FACTOR | RISK |
|---|------------|----------|-------------|------|
|   |            |          |             |      |
|   |            |          |             |      |
|   |            |          |             |      |

| MANDATORY MEASURES |
|--------------------|
|                    |

| DESCRIPTION OF HAZARDOUS EVENTS AND POSSIBLE CONSEQUENCES | LIKELIHOOD | SEVERITY | RISK FACTOR | RISK |
|---|------------|----------|-------------|------|
|   |            |          |             |      |
|   |            |          |             |      |
|   |            |          |             |      |

| DESCRIPTION OF MONITORING REQUIRED |  |                     |  |
|------------------------------------|--|---------------------|--|
|                                    |  |                     |  |
| REVIEW PERIOD                      |  | DATE OF NEXT REVIEW |  |

|            |                   |              |                     |            |                  |
|------------|-------------------|--------------|---------------------|------------|------------------|
| LIKELIHOOD | 1 – VERY UNLIKELY | 2 – UNLIKELY | 3 – FAIRLY UNLIKELY | 4 – LIKELY | 5 – VERY LIKELY  |
| SEVERITY   | 2 – INSIGNIFICANT | 2 – MINOR    | 3 – MODERATE        | 4 – MAJOR  | 5 - CATASTROPHIC |

|             |                 |               |                  |                     |
|-------------|-----------------|---------------|------------------|---------------------|
| RISK FACTOR | 1-4= ACCEPTABLE | 5-9= ADEQUATE | 10-16= TOLERABLE | 17-25= UNACCEPTABLE |
|-------------|-----------------|---------------|------------------|---------------------|