



# TARA THEATRE TECHNICAL SPECIFICATIONS

## APRIL 2019

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

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## 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. Show relays feed to back of house areas (Green Room, toilet, offices etc).

## 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 Theatre. 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.**

## Stage

FULL STAGE AREA: 4750mm (w) x 5960mm (d) *Seating Capacity - 98*

EARTH FLOOR DIMENSIONS: 4750mm (w) x 4810mm (d)

FLOOR TO GRID: 5450mm

FLOOR TO CEILING: 5900mm

Tara Theatre has a unique earth floor stage. The floor is made up of natural earth, compacted with straw and cobb and lined with natural linseed oil to make it dust-free. The floor is a red colour. Please contact Technical Management for further information.

The walls in the theatre space are mainly exposed brick. These walls are not masked or hidden.

SCREWING AND FIXING IS PROHIBITED TO THE WALLS AND FLOOR.

## Masking & Flying

There is NO masking in the Theatre.

There are no flying facilities in the theatre. Any scenic cloths and drapes must be dead hung or installed on fixed curtain tracks (not supplied). Please discuss these options 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 theatre or in any emergency exit routes.

All escape routes must remain clear and unobstructed.

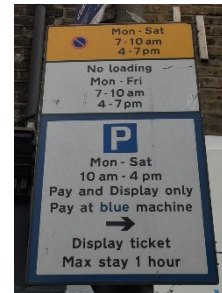
## *Fire Proofing*

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 and Operations 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

Get-in access is through the front doors of Tara Theatre on Garratt Lane. 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 15M 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.

## Fit Up

It is compulsory that all staff working in the theatre during a fit up and get out wear steel toe cap work boots and a hard hat. Tara Theatre will supply hard hats.

It is also compulsory for any staff working on the back of a vehicle or in the street to be wearing a high visibility jacket. These will be provided by Tara Theatre.

## Storage

There is very limited space at Tara Theatre, we encourage visiting companies to store any unused items off-site for the duration of its run.

YOU MUST ENSURE ALL ITEMS RELATING TO YOUR PRODUCTION ARE CONTAINED WITHIN THE THEATRE AND DRESSING ROOM ONLY.

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.

## Access Equipment

Visiting Companies will have the use of a 14-rung Zarges Skymaster Combination Ladder to access the grid in the theatre along with a 5 rung step ladder to access other points in the venue. This must be used as per current ABTT operating procedures.

## 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>

## Theatre Access Times

Access will be granted to Tara Theatre 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

### *Control*

ETC ION with a 2x10 universal fader wing and 2x 19” TFT colour monitors.  
DMX is standard 5pin XLR.

### *Dimming*

60 x ETC Smartpack 2.5kw dimmers which can be hard patched through the 84 x 15amp circuits around the venue.

#### Equipment List

Fixture	Quantity	Wattage (w)	Beam (°)
<b>Fresnels</b>			
CCT Minuette Fresnel	18	650	18-57
Starlette Fresnel	3	1200	6-57
Selecon Rama Fresnel	2	1200	7-50
<b>Profiles</b>			
ETC Source Four Junior Zoom	8	575	25-50
ETC Source Four	15	750	Various
Source Four Lens Tube 19°	4	N/A	19
Source Four Lens Tube 26°	12	N/A	26
<b>Beam Lights</b>			
Black Long Nose Par64	18	1000	Various
Black Short Nose Par64 (Double Yoke)	2	1000	Various
Black Par 16 (Birdie) GU10	12	50	N/A
Par36 Pin Spot	2	30	5
<b>Floods</b>			
Colortran Lito Flood	2	500	110
Sun Flood	3	500	N/A

#### Moving Heads

Fixture	Quantity	Cost (Per Week)
VaryLED A7 Zoom	4	£40 each + VAT

*If you wish to hire any moving lights from Tara Theatre, please notify the Technical Manager to check availability.*

All Tara Theatre lanterns are supplied with a hook clamp, barn door/shutters, safety bond and colour frame.

Visiting Companies will be allowed to re-colour, focus and rearrange lighting equipment to the needs of their own production.

Pre-rigs of lighting equipment are available. Please ask the Technical Manager for details of this.

Visiting Companies are advised to ensure provision is made for required cable length prior to your arrival. Please speak to the Technical Manager regarding this.

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.



Please send a copy of the lighting plan to the Technical Manager no later than one week before your productions get in.

## Sound

### *Equipment List*

Type	Quantity
EV ELX 112 250 Watt Speaker (inc hanging bracket)	2
Yamaha MG166cx Mixing Console	1
Dynaudio Acoustics T1000 Amplifier	2
SM58 Microphone and Mic Stands	3

Co-ax and Cat 5E throughout. FOH and BOH Paging system with show relay and BGM.

## Projection

Tara Theatre has a high-spec Christie LWU601 i-D 3LCD Projector permanently rigged on above the audience.

This can be hired at a rate of £100.00 per day or £550.00 per week. This can be used either to project onto the brick back wall or Tara can erect a fast-fold screen (this may incur extra cost to cover staffing – please check with the Technical Manager).

## Comms and Cue Lights

Coms and Cue Light points are located throughout the venue. Please check specific details and needs with the Technical Manager.

## 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.

If you have removed any accessories such as a clamps or gel frames, it is a requirement as part of your "get out" to reinstate these. EACH ITEM NOT REINSTATED WILL INCUR A CHARGE OF £5 PER ITEM, CHARGED AS CONTRA AT THE END OF THE PRODUCTION PERIOD.

All waste and equipment must be taken from the venue before the venue will be signed off.



## 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 informed well in advance of any proposals to use firearms, pyrotechnics, naked flame, haze or children in the production. At least six weeks' notice is advised.

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 (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.

## Wardrobe Facilities

There is a washer/dryer available for costumes located in the Dressing Room.

## Dressing Rooms

Tara Theatre has 1 communal open plan dressing room located sub stage with a unisex lavatory and shower. This is also the only space the company will have to store set/props/costume.

## Smoking

Smoking on the premises is not allowed anywhere. There is an exemption whereby, when the artistic integrity of the performance makes it appropriate for a performer to smoke, the performer only may smoke during the performance. This exemption does not apply to rehearsals including technical and dress rehearsals. Tara Theatre must be informed at least 14 days in advance if the performance involves smoking in order to gain the appropriate permission from Wandsworth Council.

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 –
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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
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