

## Rotherham Civic Theatre Main Space

This document is intended to provide an up-to-date list of equipment and facilities at Rotherham Civic Theatre.

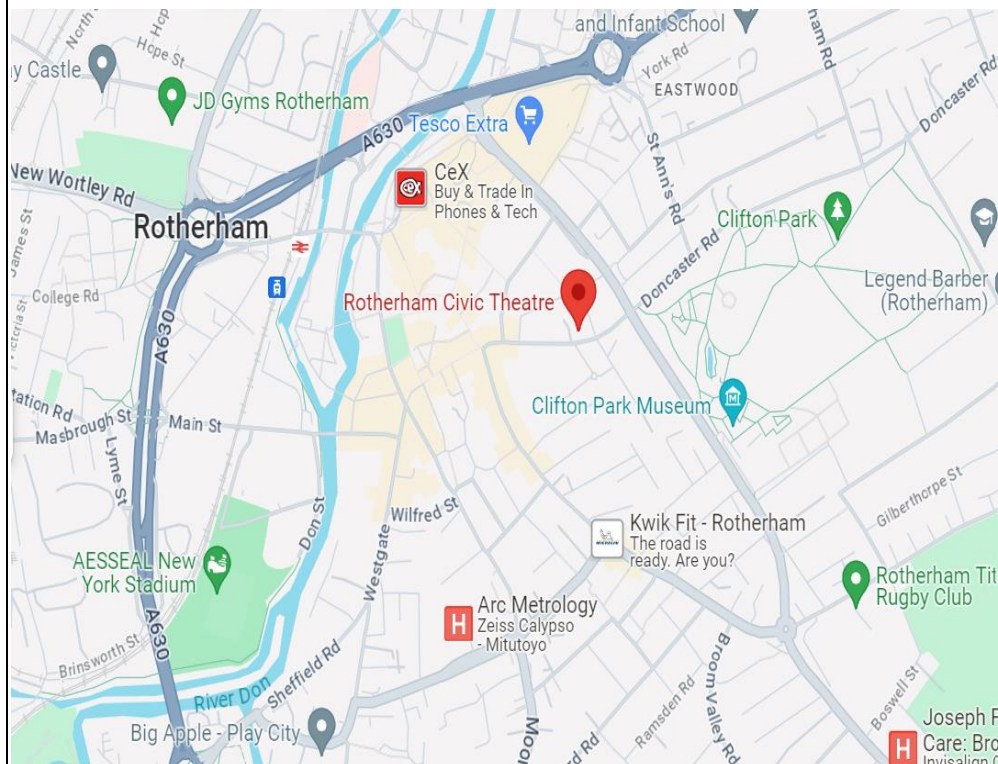
Please refer to the theatre's [Guide to safe use](#), [Terms & Conditions of Hire](#), [Child Performance Guidance](#) & [Dressing Room Code Of Conduct](#) for information on the venue and general rules

### Location

Address  
Rotherham Civic theatre  
Catherine Street  
Rotherham  
South Yorkshire  
S65 1EB

Phone  
01709 823639

### Map



<b>Access &amp; Loading</b>	
Stage door	Located on the driveway, this is also backstage/stage access for anybody with mobility issues.
Parking	<p>There is no parking at the Theatre.            Roadside pay and display parking is available Monday to Saturday 8:00 to 18:00 (2 hours Max). Pay and display carpark opposite the theatre on Catherine Street, Monday to Friday 8:00 to 18:00 (max stay all day)</p> <p>On street parking is free after 18:00            Car parking on Catherine Street is Free after 18:00 and on weekends</p>
Large loading (over 7.5t)	<p>This can be done from the loading bay area marked out on Catherine street in front of the theatre/ main entrance. Please inform the technical team if this is happening so the team is aware.            It is advisable for any vehicle over 7.5 tonne to park the opposite way to the traffic flow.</p>
Small loading (under 7.5t)	<p>This can be done from the driveway to the left of the main entrance and straight into the scene dock via ramps. This is suitable for vehicles up to 7.5 tonne (wagon's do fit through the gateway although very tight)</p>
Deliveries	<p>Please make sure all deliveries are marked clearly for your show or we will return them to sender. The box office team will accept these during their business hours (Monday to Saturday 10:00 to 14:00)</p>
Restrictions	<p>All set must be loaded in via loading doors via the driveway. No set can be left on the street as this is a public right of way.</p>
Noise	<p>Visiting companies must ensure that its staff and haulage contractors do not cause any unnecessary noise to avoid any disturbance of the local residents.</p> <p>Any Large vehicle loading/ road side loading is to be kept to a minimum at all times and must be well lit.</p>

<b>Facilities</b>	
Dressing rooms	<p>We have 5 dressing rooms at the Civic Theatre.            Dressing room 1 holds 14 people (Max)            Dressing room 2 holds 7 people (Max)            Dressing room 3 holds 6 people (Max)            Dressing room 4 holds 9 people (Max)            Dressing room 5 holds 20 people (Max)</p> <p>We also have 2 chargeable dressing rooms/ show offices these are:            Lister Hall/Annex which holds 136 people (Max),            White room which holds 25 people (Max)            Please contact the technical manager for the up-to-date hire price of these rooms if required.</p> <p>Please note, only spaces designated as Dressing Rooms are to be used as such. The use of any additional space for dressing is strictly prohibited. (Quick change spaces can be discussed with the technical manager in the lead up to the production)</p>
Show relay	<p>Provided in all Dressing rooms, Green room, Scene dock, Lister hall/ &amp; White room.</p>
Wi-Fi	<p>Public Wi-Fi is accessible in all areas of the theatre.</p> <p>Please note that this may not be suitable for systems requiring a secure connection such as card payment machines.</p>
Laundry	<p>This is located in the Annex kitchen area and consists of            1 Washing machine            2 Dryers            1 ironing board            1 iron            All laundry is shared across Rotherham theatres site.</p>
Kitchen	<p>Located in the under stage green room, or Annex. These areas have            2 Microwaves            1 Kettle/ water boiler            1 Fridge</p> <p>These facilities are shared spaces with Rotherham Theatres staff members and other visiting companies. You are required to label all food left and take any remaining food produce on your last day or this will be disposed of by Rotherham theatres staff &amp; cleaning teams.</p>
Toilets	<p>Located throughout the building, 2 unisex toilets located stage right.            Men's 1<sup>st</sup> floor in the Annex            Ladies/ accessible ground floor in the Annex.</p>

Showers	<p>2 showers which are located outside of dressing room 2, SR.          Please see the technical staff if you wish to shower during your stay so we can make sure there is adequate hot water.</p> <p>Please be aware that the showers <b>cannot</b> be used as dressing rooms or storage areas!</p>
Maintenance	<p>The dressing rooms and production facilities including kitchen, laundry and communal areas are for the visiting company to uphold and ensure that they are kept in a clean and tidy condition.</p> <p>Our cleaning team will clean each dressing room (work spaces, sinks &amp; floors) if accessible.          All food items must be stored in the fridge, freezer, or cupboards provided. Any items left out will be disposed of by Rotherham staff or the cleaning team.</p>
Refuse	<p>The visiting company are responsible for the disposal for any unwanted waste related to the production, this includes, set, props &amp; costumes.          Off cuts of wood, unwanted bits of set or production related rubbish should never be left outside of the performance areas and must be removed before opening to the public.</p> <p>Failure to do so will result in the venue removing the refuse. This may result in a charge being added to the visiting company, at a minimum of 1 hour's charge.</p> <p>Dressing rooms are to be kept in a tidy manner so they can be cleaned, if any bin bags are needed, please see a member of venue staff.</p>
Storage	<p>There are no storage facilities in the venue for before or after your specified production dates.</p> <p>Designated prop areas are to be made up and marked away from walkways and set storage with adequate lighting being kept as a minimum.</p>
Large waste	<p>Contact the technical manager to arrange skip hire at the venue. This is normally charged at hire rate + 20% to the company. A charge for staffing hours for delivery and collection of the skip will also be made.</p>

<b>The Space</b>	
Capacity	<p>The space has 2 capacities depending on how the space is set up.</p> <p>356 = All seats available for sale. (desks in technical box)            348 = 8 seats blocked off on rows U12-15 + V12-15 for company FOH desks.</p>
Floor	<p>5mm MDF painted black on top of wooden sprung flooring.            Stage floor load capacity is 5Kn/m2</p> <p><b>Note: We do not carry any dance floor at venue. Please contact if you would like us to hire this in for you (cost +20%).</b></p>
Masking	<p>All legs and headers are fitted permanently in our grid space (refer to rig plot)            Additional leg masking is available, please speak to the technical team on duty.</p>
Rigging	<p>The Safe Working Load (SWL) on each bar MUST be adhered too. Every bars SWL figure does not include any preinstalled equipment and therefore this equipment must be considered before rigging anything else.</p> <p>4 220kg IWB hard wired to the dimmers (hand winch)            1 220kg Hand winch bar            15 40gk Hemp bars            4 250kg Electric motor bars            1 150kg FOH truss motor            4 30kg advance bars SL + SR</p>
Painting	<p>All stage flooring can be painted, BUT, must be returned to Flints black during get out.            This can and will be charged to the company for any additional hours needed after the get out for in house technicians to complete (including paint costs + 20%)</p>
Holes, redecoration, and fixings	<p>No holes may be cut into the stage floor, walls or ceiling. Nor any fixings into walls without the prior permission from the Technical Manager and Operations manager from Rotherham Theatre.            Any redecoration of the stage fabric or auditorium must be approved by Technical Manager and Operations Manager from Rotherham Theatre. Any alterations to the stage, auditorium or other must be redecorated to original specifications before the company leaves the premises.</p> <p>Any works undertaken for any production will need a pre approved 'Permit to work' through the council and all staff, contractors, and crew will need to read and sign the asbestos register (located FOH) before work commences</p>

<p>Holes, redecoration, and fixings continued</p>	<p>Any works undertaken after the get out/ end of the company's performance dates will be charged at cost + materials +20%</p>
<p>Access equipment</p>	<p><b>1 Aluminium Zarges</b>          Closed height – 3.55m          Step ladder max height – 5.80m          Extension ladder height – 8.30m</p> <p><b>1 Aluminium ladder</b>          12 rung, max working height- 3m</p> <p><b>1 A-frame ladder</b>          Working height of up to 3.33m</p> <p><b>1 Genie personnel lift</b>          Working height of up to 5.7m          (IPAF trained and certified person's only, evidence will be sought for all users by RSM on duty)</p> <p><b>1 double width scaffold tower</b>          Working height of up 7.8m          (Pasma trained and certified person's only, evidence will be sought for all users by RSM on duty)</p> <p><b>1 single width scaffold tower</b>          Working height of up 7.8m          (Pasma trained and certified person's only, evidence will be sought for all users by RSM on duty)</p> <p><b>1 caravan step</b>          Pit entry only</p>

<b>Hardware</b>	
Clamps	A large assortment of clamps are stocked in house. Please see technical staff for your requirements
Tubes	2" scaff tube 1" scaff tube 6" scaff tube Assorted lengths above 6"  Amounts of tube varies, please ask tech team for correct numbers.
Steel deck	7 x 2x1m deck 2 x 1x1m deck Available with skirting
Tools	All companies are expected to provide all the tools required to fit-up and strike their show. Venue <b>will not</b> provide any tools for visiting companies.

<b>Sound</b>	
Speakers & amplification	<p>All speakers connect via XLR male to female.</p> <p>FOH Speakers – Yamaha DXR 12”, 15” &amp; Subs          Monitors on stage are dB Technologies FMX10’s.</p> <p>Extras for system – 3 dB close reference monitors.</p>
Mixers	<p>Yamaha MG20XU          Yamaha MG12XU          Yamaha MG10XU</p> <p>Please ask for the correct size mixing desk when you arrive and the technical team will locate it for you.</p>
Playback	<p>Available from Mini Jack, CD, USB          Rotherham theatre technical do not hold any form of mac book/          laptop playback, companies must provide their own with all current          software, licenses and Mini Jack adaptors.</p>
Cables	<p>Ample stocked for in house equipment.</p>
Other kit	<p>Various Mics, Amps, Mic stands, and other audio equipment held on          stock.          Please contact for a list and charges for some items.</p>
Rigging	<p>Rotherham Theatres have no sound equipment flown other than the          FOH Speakers SL + SR. Any other flying of audio equipment must          be hired externally by the production company and risk assessed          with paperwork sent to the technical dept within 2 weeks of          scheduled load in.</p>
Power	<p>63/3 or 32/1 power can be found mid stage right and is available for          sound power distro.</p>



<b>Lighting</b>	
Power	<p>125/3 is used for the in-house grid, main feed into a rubber box with 32/3 or 16/1 outlets in the flies.          63/3 or 32/1 is available for use depending on sound requirements.</p> <p>1 x 16amp per lighting bar          IWB's powered via dimmers in the green room.          1 16amp per FOH advance bars          1 16amp powercon on FOH truss</p>
Control	ETC GIO@5 with a 4x10 fader wing
Data	<p>DMX5pin to cat 5 Control booth to stage right          DMX splitters DSR.</p> <p>Extra tie lines available, speak to the technicians on day of load in.</p>
Rigging	<p>Safe working loads of each bar must be always adhered to.          Please make sure all weight is uniformly distributed. (UDL)          Stage lighting bars are rated to 220kg SWL.          FOH truss are rated to 150KG.          FOH Advanced bars are rated to 30KG SWL each.</p>
Lanterns	<p>All dimmable lanterns are terminated to 15amp, these are powered from the Strand LD-90 dimmer racks located in the green room.</p> <p>ETC 750w 25–50-degree Source four lanterns          Patt 743 lanterns (no barndoors)          ETC 575w 25–50-degree source four Jnr          Strobes          Quartets          Long nose Par cans (CP61, CP62, CP63 lenses)          Floor standing short nose par can (CP61, CP62, CP63 lenses)</p> <p>All led + intelligent lighting are powered via 16amp powercon connections. And powered via the in-house 125/3 MSR and rubber box distro's in the flies.</p> <p>Pro lights Versa par (RGBA+ zoom)          Thomas Pixel par (RGBA)          Chauvet rogue R2 Spot (18 channel mode) – additional cost to hire.          Chauvet colordash quad12 Battons (52 channel mode)</p> <p>Extra's: -          50cm mirror ball + motor          1200w follow spots (extra hire charge plus staffing cost)</p>
Houselights	<p>Controlled by Stage manager DSL or half way into the auditorium SL.          Full or part black out able to be achieved.</p>

Rotherham Civic Theatre – Main space  
Technical specification

Cable	Ample stocked for in house lighting rig. Extra lanterns will require production company to provide more cable for their hired equipment.
Stands	Various stands available check with technical team for availability
Lamps	Rotherham theatres will provide replacement lamps for the venue equipment only.  The production company must provide their own spare lamps for all toured/hired lanterns to be maintained for the run. Any lamps bought through Rotherham Theatres technical will incur an extra 20% on top of product cost + time for replacement and works on lantern.

<b>Orchestra pit</b>	
Opening & closing of pit	Any opening or closing of the pit will be done through Rotherham Technical staff only.
Other	<p>Pit must be left in a clean &amp; tidy state before the company leave the premises. Any additional time spent cleaning the pit will incur a charge to the last production company who used the space.</p> <p>Orchestra pit dimensions;            2m deep x 7.5m length.</p>
Power	<p>10 double 13a sockets available for use during the time occupied, Rotherham technical team can also run additional power down to the pit via a 32-6x16a splitter box, please ask the technicians on duty for this to be put in.</p> <p>All cables must be taped to the floor or routed in such a way as not to cause any tripping hazards.</p>
<b>Other information</b>	
	<ul style="list-style-type: none"> <li>• Alcohol backstage is not permitted within Rotherham Theatres. Any open alcohol found will be removed from backstage areas including stage and noted in the show report.</li> <li>• All electrical items are to be tested for electrical safety before they are used within Rotherham Theatre, any untested items that are found can/ will be removed and kept with the technical team office until the 'get out' has been completed unless a certificate of electrical safety has been provided during the week.</li> </ul>