



**TECHNICAL INFORMATION 2024
V2**

CLIFFORD ROOM

TECHNICAL DEPARTMENT CONTACT

technical@exeternorthcott.co.uk

The Clifford Room is a flexible space suitable for various activities including performances, workshops and meetings.

The total room dimensions are 14m x 6.5m. There is a curtain on a track that can be pulled across to create storage or a backstage area of approx. 2.5m.

Seating arrangements can be flexible, but most performances will be end-on, making use of our modular raked seating. Seating arrangements and capacity will probably have been decided at the point of booking. If you aren't sure what has been planned please get in touch as soon as possible.

End-on seating will give an audience capacity of up to 60 and a performance area of 6.5m x 4m (plus the backstage area behind the curtain).

We have four large circular tables suitable for workshops or meetings.

The floor is carpeted.

There is a small dressing room area and toilet for use by performers etc. In end-on performance set-up, the door to the dressing room is DSL. Please get in touch if you need more dressing room space.

LIGHTING

There is a fixed rig – please see separate plan. The fixtures may be refocussed and recoloured, but not moved or derigged. There are no additional fixtures available.

The lighting desk is ETC Ion, EOS software updated to version 2.9.

There are 10 channels of dimming via 2x Beta Packs.

We have a small stock of cut gel that can be used free of charge. Please note you may be charged if we need to cut gel from a sheet or order in specific colours.

SOUND

There is a simple PA including 2x Mackie Thump active speakers.

Soundcraft 8/4 sound desk with mini jack connection available in the space.

PROJECTION

We have a Optoma EH412ST 4000 lumens short-throw projector which can be placed on stage for either front or rear projection. The screen size is 3.66m x 2.74m. Please note that this equipment is shared with the main house at the Barnfield so please get in contact with the technical team prior to your arrival to make arrangements for the relevant equipment to be available.

UNLOADING & PARKING

Unloading is from Barnfield Road and means stopping on double yellow lines and carrying equipment across a public pavement. Therefore, you will need to make sure that your vehicle is attended throughout and is moved as soon as loading/unloading is complete.

Get-in is up two steps and through a single door.

Exeter Northcott Theatre does not accept any liability for parking tickets.

The Barnfield is a city centre venue with a very small parking area to the rear of the building. If you need parking for your van (or other tour vehicle) please contact us in advance to see if it is possible, both in terms of availability and size of vehicle. We will not be able to provide parking for commuting company members, but there are plenty of car parks nearby and public transport links.

UNLOADING: What3Words: ///Pool.Crown.Worm

The nearest available carpark is Magdalen Road. What3Words: ///Drips.Fields.Fields

STORAGE

We do not have storage for items such as flight cases anywhere other than in the Clifford Room or the dressing room.

If you need to have any deliveries made before your get-in day, please discuss this with us before you make arrangements. We will do our best to accommodate them, but we may not have space to receive equipment in advance. As standard, we expect all equipment to be removed during your get-out. If you need anything to be collected after that point you must arrange this with us in advance.

WARDROBE FACILITIES

We do not have a specific wardrobe room, but there is a washing machine in the kitchen which you are welcome to use. Please bear in mind this is shared with the Theatre.

Iron and ironing board are also available on request.

STAFFING/H&S

There will be at least one technician on duty during your get-in, performances and get-out. They may operate sound and/or lighting for your performance. If any additional technicians are required this must be agreed in advance and will incur an extra charge.

The get-out needs to be completed within the time given on the deal memo, otherwise extra charges will be incurred.

Our standard call for technical staff is 1.5 hours before the first performance of the day, but if your show needs a different schedule please get in touch.

The minimum call for any technician is 3.5 hours.

Any technician hours over what is in the contract will be recharged to the visiting company.

A member of the Northcott & Barnfield Technical Team will give an H&S talk at the start of the get-in. All visiting crew must attend this and will be asked to sign an attendance register.

We will also give an H&S briefing to all performers before rehearsals or performances begin. Please liaise with the tech team to arrange a suitable time for this to take place.

All members of visiting company must sign-in and out at stage door. Our stage door is not staffed so please supply a list of visiting company members in advance.

Animals are not permitted backstage or on stage except for registered assistance animals. Please inform us in advance.

If the Duty Technician deems any equipment or scenery to be unsafe, they are authorised to take it out of use.

Audience areas, including emergency exit routes, must be kept clear of equipment and any other obstacles or hazards.

Please get in touch with us at least 6 weeks in advance to discuss your technical requirements, including staffing. **All visiting companies need to submit a risk assessment.**

Alcohol Policy

At the Exeter Northcott Theatre and Barnfield Theatre we believe that the safety of the cast, crew, staff and audiences is best served by keeping a 'dry' house. This means that we have the following expectations:

ENT staff will not consume alcohol while working – this includes all staff who are undertaking a role in the management of the building or the operation of an event.

ENT staff who are present in a professional but 'social' capacity may consume alcohol but only to the extent that they are not obviously intoxicated.

Visiting companies are expected to abide by the rule of no alcohol before or during a performance for anyone involved in the running of the performance namely performers (including musicians) and crew.

If a performance requires the consumption of alcohol, a specific risk assessment must be provided by the visiting company alongside other technical information.

Alcohol will not be provided as part of a visiting company rider.

If requested, the bar can be kept open for an agreed and reasonable period after the show.

If a post-show discussion is scheduled, water will be provided on stage during the discussion and drinks may be made available for the panel in the bar afterwards.

Alcohol bought elsewhere cannot be consumed in the front of house areas.

Alcohol may be consumed in the green room and dressing rooms after the show and once members of the cast and crew have finished working. However, we still expect our staff and building to be treated with respect and if ENT staff are not able to lock up the building 30 mins after the end of the show, the additional time will be charged to the visiting company.