

EXETER NORTHCOTT THEATRE

TECHNICAL INFORMATION 2023/24

PLANS & EQUIPMENT LISTS

<https://exeternorthcott.co.uk/about-us/info-for-visiting-companies/technical-info/>

PRODUCTION & TECHNICAL DEPARTMENT CONTACT

technical@exeternorthcott.co.uk

01392 722024

STAGE

The proscenium arch is 11m wide, total stage width is 21m and depth is 9.5m deep. Please see ground plans and photos for more details.

The proscenium arch is 6m high. Please note the sight lines from the back row marked on the section plan.

Clearance under the fly floor (SR) and LX floor (SL) is 6.5m

The stage is sprung and the flat hardwood surface is painted black. You may screw into the floor with up to 5mm diameter screws, but no bolts or other fixings are to be used.

We have a black dance floor available for professional dance performances. This may not be performed on with outdoor or tap shoes. We prefer not to use the tallscope on it. Dance floor will not be laid before your arrival unless agreed in advance. Sweeping/mopping and rolling of the dance floor will take place during the get-out. Requests for use for non-professional and non-dance performances will be considered, but there may be a hire charge.

The curved pit is 7.6m wide and 3.2m deep at the deepest point. The safe working load is 1500KG. A maximum of 18 people may use the orchestra pit at any time. It is moved by a motor and can be flat at stage level or lowered to form a traditional orchestra pit accessible from under stage. When lowered, railings and a valance will be fitted to the curved edge. At pit level there is an additional 1m of depth.

There is flat access from stage to the front row of the auditorium.

We have flown red house tabs that can be operated from the fly floor or stage level. These are not removable and are only to be operated by Northcott Technical Staff.

We have 22 stage weights.

During term times Exeter University use the auditorium for teaching during the day on Thursday and Friday until 4pm. Northcott staff and visiting companies do not have access to the stage (including wings) or auditorium during this time. If your visit is during term time (please contact us or check your contract to find out), we must be able to fly in the University's projection screen and PA which are on the bar just upstage of the house tabs. All set, floor, props etc. must be upstage of the screen and the pit must be up. This may mean removing items, such as the first row of flooring or clearing the pit, the night before. If you foresee this being an issue please let us know so we can work out a plan before you arrive.

Please send a detailed schedule for your visit. The auditorium may be used by the theatre for other activities outside of your get-in and show call times so if you need to hold any rehearsals etc. please discuss with us.

FLYING

The theatre has a 24 bar (including LX1), double purchase counterweight flying system with ladder truss bars. Each bar can take a load of up to 220kg. We currently have enough weights to fly around 3 tonnes across the system.

The grid is 14m high.

Please let us know in advance if you will be touring motors. We do not currently have rigging trained staff available so you will be responsible for the safe use of motors and/or any other advanced rigging techniques required.

MASKING

There are 5 x 1.5m wide soft legs permanently attached to tracks each side of stage. The tracks are fixed to the underside of the fly floor and LX floor, running up and down stage.

Additional masking will need to be rigged during the pre-rig (if agreed) or get-in and then de-rigged as part of the get-out. The following masking and cloths are available:

	WIDTH (m)	DROP (m)	QUANTITY
Border	16.5	3	1
Border	16	3	3
Border	16	2	2
Leg	3.5	8	4
Leg	3	7.5	4
Leg	2	7.5	2
Half tab	8.8	7	2
Half tab	8.8	6.5	2
Full black gauze (couple of small tears)			1
White cyc	13		1

We have some other assorted pieces of hard and soft masking, so if you have a specific problem to solve please get in touch as we might have something to help.

Any masking rigged specifically for your show, either as part of a pre-rig or get-in, will need to be de-rigged during the get-out.

TRUCKS

The scene dock is at a height of 0.78m from the loading bay and the get-in doorway is 2.6m x 5.9m.

There is level access through the scene dock onto stage.

The Northcott Theatre is at the heart of the Exeter University campus. Therefore, visiting companies bringing trucks of 18 tonnes or above to the Northcott Theatre must make explicit arrangements with the Technical Department to access the campus. We have strict conditions around truck movements on campus and you must adhere to the agreed arrivals plan. Please inform your trucking company of the agreed arrangements and ensure they have any relevant contact information.

The previous rule that trucks must arrive on campus by 7am no longer stands. Please get in touch to arrange truck movements.

For safety reasons, it is not possible to drop the trailer on the scene dock.

We are not allowed to leave trailers or large vehicles on the loading bay during the week. This especially applies to vehicles over 10m long as they overhang a walkway.

For smaller vehicles, there aren't any restrictions, but please still let us know what transport you are using so we can make sure there is space on the loading bay.

PARKING

There is no specific parking available for visiting companies. During the day the campus is very busy and parking is limited. There is a small pay & display car park near the theatre, 'Car Park C'. The university now has an entirely cashless parking system and all payments must be made via **Pay by Phone**.

Alternatively, cheaper on-street parking is available on Prince of Wales Road (which is around a 5-10 minute walk from the theatre) which can be paid for using the **RingGo** parking app.

You may park on campus in any bay outside the restricted hours, or at weekends.

STORAGE

Storage is limited. We have a scene dock, which forms the access from the loading bay to the stage. It can be used for storing flight cases etc. or as a quick change area. Please bear in mind that theatre equipment such as ladders and the Tallescope are also stored here and a clear fire exit route needs to be maintained.

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.

PIANOS

We do not have a piano or keyboard suitable for performance available, but we can hire them in from a local company. If you would like us to arrange this please let us know as far in advance as possible. The cost will be passed on to the visiting company unless otherwise agreed in the contract.

WARDROBE FACILITIES

Our wardrobe room has two washing machines, one tumble dryer, two 'Dri-Buddies', ironing board, sink and various costume rails which you are welcome to use.

Please note: It is not possible to plumb in additional machines. 'Dri-buddies', tumble dryer and any touring hot boxes etc. may not be left running overnight.

(If you've visited before, you'll be pleased to know we now have hot running water in wardrobe!)

DRESSING ROOMS

- Dressing Room 1 & 3 capacity for 6 people each
- Dressing Room 2 & 4 capacity for 12 people each
- Company office, with ethernet connection, capacity for 2 people
- Green room with fridge, microwave and dishwasher

Dressing rooms are below stage level and are equipped with mirrors, sinks and costume rails.

There are two showers available.

Unfortunately, we do not currently have accessible dressing room facilities. If you have any concerns or questions about accessibility, please contact us and we will do our best to help.

COMMS

The prompt desk is situated DSL.

Infra-red and colour video feeds of the stage are available. There is one monitor at the prompt desk, but it can switch between feeds.

Cans are installed as standard at the prompt desk, LX desk and fly floor with a further 3 sets available.

There are 8 cue lights available which run on an analogue system controlled from the prompt desk.

There is show relay throughout backstage including dressing rooms, wardrobe and company office.

LIGHTING

From September 2022 we will be operating with a fixed FOH rig (please see Lighting & Power Equipment List for more info). The fixtures may be refocused and recoloured, but not derigged. If it is essential to derig any of these fixtures, then reinstating them will be considered part of the get-out.

In addition to flown bars over stage, the FOH lighting positions consist of:

- “The Slot” – equivalent to FoH bridge, please note it is not possible rig moving lights here
- Advance Bar – motorised, 12m long, 1.5m from the pros with 24x 15A circuits and 2 fixed down fill centre speakers. 500kg SWL
- Mini Advance Bar – motorised, 6m long, 2m from the pros with 12 x 15A circuits and 1 fixed centre speaker. 250kg SWL
- Back Perches - House left and house right perch positions situated in line with the edge of the slot
- “Monkey Bars” – Alongside the back perches, booms fixed to the auditorium wall with boom arms available
- Goal Posts - House left and right over main audience entrance, roughly in line with the advance bar
- Pros Booms – full height IWB booms with 6 sockets, just up stage of the pros

No fixtures to be placed down stage of the setting/tab line or in non-standard auditorium positions without discussion with the tech team in advance. Clear audience access and

egress routes throughout the auditorium, including in front of the pros and around the pit, must be maintained.

Please see separate kit list for available equipment.

Our lighting desk is an ETC Gio, backed-up by a nomad running on a mini Mac. The Gio is networked with DMX gateways which can be used to tie-in to your touring system.

There are 2 unshielded CAT5 tie lines from the control room to both DSL and DSR.

We do not have follow spots available, but can recommend local suppliers if you need to hire.

We have a 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. Unless otherwise agreed in the contract, pre-rigging will be subject to recharge. Any equipment which is rigged specifically for your show, either as part of a pre-rig or the get-in, will need to be de-rigged during the get-out.

ACCESS EQUIPMENT

We have a Tallescope which is suitable for focussing bars up to a height of 7m. We also have a selection of ladders including 2 x 14 rung Zarges.

Any visiting staff who wish to use the Tallescope to focus etc. must have completed industry standard training.

The Tallescope may not be used on our dance floor.

POWER

Temporary power is situated USR. We have a 100a 3-phase neutral and earth (TPNE) supply.

USR

- 3 x 32 amp single phase
- 3 x 63 amp single phase
- 2 x 32 amp three phase
- 2 x 63 amp three phase
- 1 x 125 amp three phase
- 1 x 160 amp Powerlock set

Electrics Fly Floor

- 4 x 32 amp
- 1 x 63 amp three phase

Pit

- 2 x 32 amp

Control Box

- 1 x 32 amp

SOUND

We have a Digico SD8 mixing desk.

Our PA consists of a flown D&B Q1 line array:

- 4 x Q1 and 2x Qsub each side
- 2 x E6 delay speakers
- 2 x E6 'lip fill'
- 2 x Q7 Front fill
- 6x D12 amplifiers

Please see separate kit list for additional available equipment.

It is not possible to de-rig our PA to make way for toured speakers.

We are not able to ground stack PA down stage of the setting/tab line as clear audience access and egress routes in front of the pros and around the pit must be maintained.

There are 32 ways of analogue XLR tie lines from control room to both DSL and DSR.

We use channel 38 for radio mics.

The control room is large, open fronted, central and at audience level. It is similar to operating under a balcony.

We do not have an auditorium mixing position as position as standard. This can be achieved, but will usually result in a charge to the visiting company and **must be agreed in advance in the contract**. If a request is made after the contract has been issued, we will do our best to accommodate but cannot guarantee it. If agreed, our standard auditorium mixing position is 1m x 2m created by putting decking over the seating. **IS IT NOT POSSIBLE TO REMOVE THE SEATS.**

We have 14 radio mics available for an additional charge.

If you would like us to operate a performance with live music or multiple radio mics, please get in touch to discuss. This is likely to involve an additional charge for a sound engineer.

PROJECTION

A Hitachi cp-x5021n projector and 3.5m x 2.6m fast fold screen are available.

There is also a 'lecture set-up', used by the university for lectures, which can be utilised. The 5.2m x 3m screen is positioned down stage (exact position is marked on the ground plan) and is operated by motor. It is surrounded by masking, but some silver truss is visible (see photos). We are not able to refocus this projector. We can connect to this system on stage (720p max) or in the control room.

SPECIAL EFFECTS

Please provide details and risk assessments for any special effects included in the performance at least 6 weeks in advance. This includes, but is not limited to: smoking on stage, use of smoke/haze, pyrotechnics, child performers, animals in performances, weapons and imitation fire arms.

There are 2x Unique 2 hazers available. Haze fluid will be recharged.

We may also have a disco ball and star cloth available for an additional charge. Please request in advance if you'd like to make use of them.

STAFFING/H&S

Unless otherwise agreed in writing, the minimum call for get-in and get-out is 4 Northcott technicians. The same number of staff will be called for the get-out as were called for the get-in.

The get-out will be for a minimum two hour call and will normally need to include lighting de-rig and the reinstatement of any changes to our standard set-up.

If your contract states our standard get-out terms, but you are not expecting to pay for 4 technicians for 2 hours, you MUST contact us about this in advance of your visit.

If it has been agreed in the contract to reduce the get-in and get-out call to two technicians, please note that this will restrict lighting to the fixed rig and the tallescope may not be used for focussing. Also, other scenic elements may not be flown.

For show calls, a minimum of two Northcott technicians are required. One of them can operate LX or flies etc. and the other must be available for Fire Marshall duties so cannot undertake any cues, except for house tabs.

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

The minimum call for any staff is 3.5 hours.

Your contract will usually include 2 technicians for show calls plus some get-in time, but please do check your paperwork. Any hours over what is in your contract will be recharged to the visiting company.

For rehearsals or notes sessions on stage at least one Northcott technician must be on duty and this may be recharged to the visiting company. If tech work or tech rehearsals are taking place then at least two Northcott technicians will be required.

A minimum of four Northcott technicians are required for use of the Tallescope for focussing lights.

Normally, only Northcott staff are permitted to operate the flying system, including loading weights.

A member of the Northcott 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 (including pit musicians) before rehearsals or performances begin. Please liaise with the Northcott 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 and our box office team will issue them with the stage door code on arrival.

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

Along with a tech spec, crew call, lighting plan, ground plan and hanging plot, please ensure you provide a risk assessment covering get-in, performance, get-out and all touring set and equipment in advance and at least 6 weeks before your first performance at the Northcott.

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.

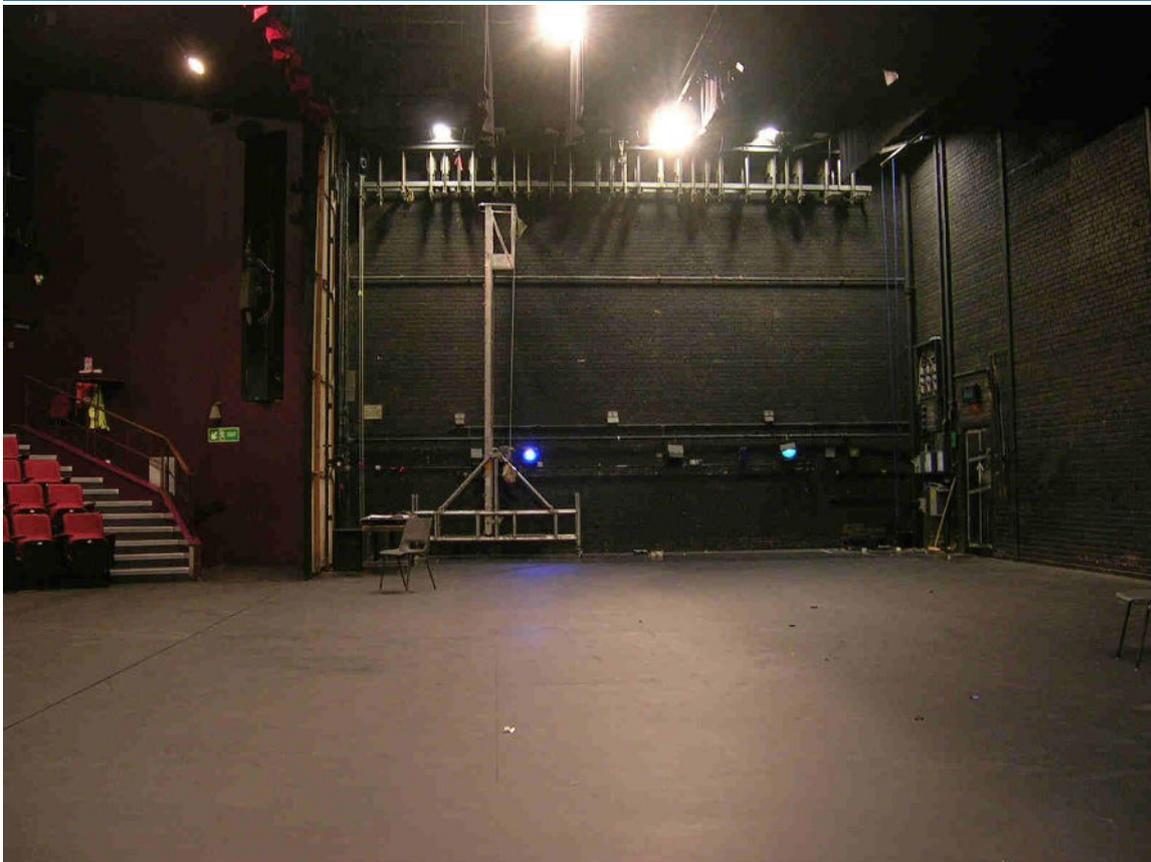
If a post-show discussion is scheduled, water will be provided on stage during the discussion and drinks may be made available for the panel in the bar afterwards.

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.

PHOTOS

There is a 360° of the auditorium and stage here: [Exeter Northcott Stage & Auditorium 360 View](#)







'Lecture set-up' with projection screen (suitable for comedy and talks)