

Technical Information Pack

Rutherglen Town Hall



Please find enclosed the following information to help you prepare for your Production at Rutherglen Town Hall:

- Technical Notes
- Production Schedule / Questionnaire
- Hall Layout and Lighting Grid Schematics
- Technical Specifications

In order that we can support your production as effectively as possible, **please complete and return the Production Schedule / Questionnaire to arrive at least 28 days before your event.** Please enclose as much supporting documentation as possible (Lighting Plan / Requirements, Sound Schematic, Set Plans etc.).

Please note Rutherglen Town Hall's Terms and Conditions of Hire and Conditions of Use will apply at all times.

Should you require any further information or have any other queries regarding your visit please don't hesitate to contact me or one of my colleagues.

Yours Sincerely

John Gallacher
Theatre Technician

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Technical Notes

Standard Staffing Provision

Rutherglen Town Hall will provide at least one Technician for all Technical rehearsals and Show calls. Additional Technical Staff are available but may incur an additional charge (dependant on contract). Please state whether you require lights, sound or both. Any additional staffing requirements should be discussed with the Theatre Technician at least 28 days prior to your event.

All visiting companies must provide a competent person to liaise with the Town Hall Technical Staff prior to their get-in and to oversee their technical requirements during the get-in and rehearsals.

Pre-rigging

Where Scheduling allows the Technical Staff will endeavour to pre-rig for visiting companies. Lighting Plans / Requirements must be provided one week in advance to facilitate this possibility.

Get-outs

The get-out should be scheduled to start as soon as possible after the performance, unless otherwise arranged with the Venue Management. Any equipment to be left in the venue after the get-out for collection at a later date must be agreed with the Venue Management prior to the event.

Rutherglen Town Hall Contacts

Venue Manager: Colin McWilliams
Tel: 0141 613 5710
E-Mail: colin.mcwilliams@southlanarkshireleisure.co.uk

Assistant Manager: Rebecca Batchelor
Tel: 0141 613 5711
E-Mail: rebecca.batchelor@southlanarkshireleisure.co.uk

Theatre Technician: John Gallacher
Tel: 0141 613 5720
E-Mail: john.gallacher@southlanarkshireleisure.co.uk

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Production Schedule / Questionnaire

Please complete and return to arrive at least 21 days before your event.

Company Name: _____

Production: _____

- All electrical equipment brought into this venue, must have a current Portable Appliance Test Certificate (PAT).
- All personnel must be capable of undertaking the tasks allocated to them.
- All persons entering the venue must comply with all aspects of the Health and Safety at Work Act (1994) as well as with current Environmental Health and other relevant legislations.
- The mobile elevated work platform (Genie) shall only be used by persons who have been adequately trained in its' use. The Council do not accept liability for any loss or injury of whatever nature suffered by any person as a result of any accident occurring through negligent use of the said work platform.
- Please note that equipment may not be stored within the building without specific prior permission.

Signed: _____ Date: _____

Contact Information

Booking Contact:	
Telephone:	
Fax:	
Mobile:	
E-Mail:	

Technical Contact:	
Tel:	
Fax:	
Mobile:	
E-Mail:	

Get-in

Date:		Time:	
Length of time required:			
Any additional staff required (if so how many):			
Please list any very large, excessively heavy or unusual items involved:			

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Production Schedule / Questionnaire

Get-out

Date:		Time:	
Length of time required:			
Any additional staff required (if so how many):			
The get-out should be scheduled to start as soon as possible after the final performance, unless otherwise arranged with the Venue Management.			
Any equipment to be left in the venue after the get-out for collection at a later date must be agreed with the Venue Management prior to the event.			

Rehearsal and Performance Information

Performance Dates:	Times:

Approximate duration of performance:	
Interval time: (If applicable)	

Lighting

Please enclose Lighting Plans / Requirements with your completed Production Schedule / Questionnaire.	
Please specify any special lighting equipment used (i.e. strobes, fluorescent, practicals, effects, etc.) including Smoke and/or Haze machines.	
Do you require a lighting board operator?	Yes / No
If you require us to operate your show please allow adequate time for a lighting / technical rehearsal.	
Please note that Rutherglen Town Hall holds a limited stock of sundries (gobos, gels, iris', etc) If you require any of these items please consult us in good time.	

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Production Schedule / Questionnaire

Sound

Please list all Town Hall sound equipment you wish to use.	
Do you require a sound operator?	Yes / No
It will be assumed that sound will be operated from the control booth unless otherwise agreed with the Theatre Technician.	

Other Equipment and Effects

Please list any other equipment or effects used within your event (e.g. Pyrotechnics, Fire Arms, Any use of Live Flame etc.) including Smoke and/or Haze machines

Additional Technical Requirements

Please list any other technical requirements for your event.

Thank you for taking the time to complete this Production Schedule / Questionnaire. If you wish to discuss anything or require any further information please don't hesitate to contact us.

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Technical Specifications / Equipment List

Performance Area

The Grand Hall is an original town hall template which is multi-functional in its layout and technical design. The dimensions of the Hall (when empty) are 12m by 21m. The stage is a series of demountable 2m x 1m units of Pro-lyte Stage-Dex. (maximum size of 8m x 6m) there is a maximum 5m clearance from the stage to the mobile lighting box truss and a 7m clearance from the floor to the fixed ladder truss'. The capacities range from 260 to 320 depending on stage size required.

Due to the layout there are no 'wings' or backstage areas to utilise, however we can prepare a makeshift quickchange area SR if required.

The maximum permissible load on the Grand Hall floor is 5KN/m²

Get In

The Get In for the Grand Hall at the rear of the building (there is a loading bay) where you can access our goods lift (2m x 2m x 2m) which will take you right behind the stage.

Parking

Parking for vans and cars free of charge where places are available.

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Lighting Equipment

Desk	ETC Insight3
Dimming	ETC Sensor 48 x dual 15amp dimming modules.
Profiles	Selecon 'pacific' 1kw 12/28 x 6 Selecon 'pacific' 1kw 26/50 x 10
Fresnels	Selecon 'compact' 1kw x 12 Selecon 'rama' 1kw x 8
PC's	Selecon 'compact' 1kw x 12 Selecon 'rama' 1kw x 1
Floods	Selecon 'acclaim' 3way baton 500w x 4
Parcan	Thomas PAR64 1kw x 12 ETC source 4PAR 500w x 24 (house lx)
Moving Heads	MAC250 Entour x 8 6 x fixed position on Ladder Truss 2 x portable

The Safe Working Load for the Box Truss is 250kg per point (6 points) with 1500 KG evenly distributed across the Grid.

The front of house Ladder Truss capacity is 250kg per point (4 points) with 1000kg overall even distribution.

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Sound Equipment

Desk	Midas Venice 320
Amps	Crown Macro-Tech 3600 V2 x 3 Crown XS 700 x 1
Controllers	Nexo MK2 x 2
Speakers	Nexo VS15 x 4 Nexo LS12 x 2 (subs) Logic Systems CM12 x 2 (monitors)
Playback	Tascam MD350 x 2 Tascam CD160 x 2 Tascam CDRW750 x 1 Tascam 202 (tape) x 1 Yamaha SPX2000 FX Processor x 1
Mics	Shure SM58 x 8 Shure SM57 x 6 AKG 747's x 2 Audio Technica 835b x 3 Audio Technica ES973 x 4 Sennheiser EW100G2 Radio Mics 2 x HH & 2 x tie clip

Portable PA

Desk	Soundcraft Spirit E6 x 1
Amp	E-PAC D&B A/C x 1
Speakers	D&B E3 x 4
Playback	Tascam MD350 x 1 Tascam CDA500 x 1
Other	Sennheiser EW 100G2 Radio Mic HH x 2