

FRAMLINGHAM COLLEGE

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**FRAMLINGHAM COLLEGE
ENTERPRISES LTD**



HEADMASTER PORTER THEATRE

INFORMATION PACK 2010/11

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General Information

The shape of the Theatre is rectangular (23.3m x 13.5 x 8m average height), with raked seating and stage placed in front. It is linked to the Music Suite, providing a Green Room area together with small practice rooms (doubling as dressing rooms for small groups or soloists / single performers) and a larger classroom (doubling as a dressing room for large groups / chorus, or band room).

Serving the theatre and adjoined to it, is a bar, toilets and foyer area with public entrance. There are backstage entrances to the scene dock and a stage door entrance for performers.

The general policy of Framlingham College is to make the Theatre a performance facility firstly for the college and it's Preparatory School, Brandeston Hall, whilst also making provision for other local schools and organisations to use the theatre whenever possible.

We hope to encourage the local community to come to this Theatre:

- As an audience
- As a performer, through membership of local music, drama or other groups and societies.

Disabled Patrons

Special provision has been made for patrons in wheelchairs. A designated wheelchair area is available towards the front of the raked seating on both sides. We have level access throughout the Theatre.

Technical Staff Available

One technician is included in the hire fee for up to 8 hours in total. If additional technical cover is required, further support may be provided. Two weeks' notice is required, and a fee will be charged to the hirer at the applicable rate.

The Events Manager and or Theatre Technician reserves the right to provide additional technical support if they feel necessary, informing the hirer and charging the hirer accordingly.

The hirer has the option to provide additional staff themselves, providing the Theatre Technician has approved that the individual is competent to perform the task in question.

Hire Prices

Pricing for the hire of the Theatre and its facilities is based upon the day of your event, whether you're rehearsing or performing, and what sort of organization you are.

Hire categories

A - Professional Companies and/or individuals presenting professional artists.

B - Schools of performance, registered charities or amateur organizations using professional promoters and artists as part of presentation in which professional/promoter is recompensed for their services.

C - Commercial presentation / shows to promote the sale of a product or services

D - Registered charity, amateur presentation or school performance in which no professional / promoter / organization is recompensed for their services.

Hire charges : 1 August 2010 to 31 July 2011

Category	Rehearsals/Set up	Performances
A	£150	£300
B	£100	£200
C	£100	£200
D	£0-£75	£0-£150

Charges for other services required

Hire of Theatre Technician (beyond 8 hours) - £8.95 per hour

Extra Cleaning (above normal duties) - £7.00 per hour

Hire of Digital Projector & Screen - £25.00 per day

Hire of Grand Piano - £75.00 per day

Tuning of Grand Piano - £75.00

Any other equipment not itemised – by arrangement

Conditions of Hire

Booking applications will only be valid when the deposit has been paid and the enclosed theatre application form has been completed correctly and returned to the Events Office.

A provisional booking will be held for a maximum of four weeks in which time the booking forms and deposit must be returned. Hirers should note that the premises must only be used for the purpose stated on the theatre application form. **The booking will only be confirmed when a letter of confirmation has been duly authorised by the Events Manager.**

A deposit of £100 where applicable, must be paid on the confirmation of the booking. If for any reason the booking is cancelled, any deposit, will be forfeited. If the cancellation happens within four weeks of the event, the full hire fee will be due.

Full payment must be received within 14 days of the final account being produced.

Charges will be in accordance with the current fees and charges tariff. The final event category charge will be at the Events Manager's discretion.

If, before the letting, the Events Manager considers that the event is likely to prove of an objectionable or undesirable nature or contrary to the details of hire listed in the theatre application form, the Events Manager shall have the power to cancel the event without payment of compensation. The hirer may also forfeit the hire charge.

Headmaster Porter Theatre can seat up to 275 people in the auditorium and a cast of up to 50 on the stage area. This number **must not be** exceeded. This limit may be reduced should extra equipment need to be installed into the auditorium. The hirer will be informed of this by the Theatre Technician.

Except with prior approval of the Events Manager the hirer shall not :

- Make any recording inside Headmaster Porter Theatre
- Transmit or broadcast from Headmaster Porter Theatre
- Sub-let or assign any booking or booked areas within Headmaster Porter Theatre
- Allow the use of photography within the auditorium

Smoking is **not** permitted in any part of the Theatre or dressing rooms.

In all cases where any of the cast are children, the hirer must ensure that adequate amounts of adults are present to maintain efficient supervision, order and safety. The Events Manager should be informed if the hirer feels the event will be attended by un-supervised children.

(A ratio of one supervisor per 12 children is recommended.)

The hirer must comply with any requirements or directions of the Events Manager and Theatre Technician who shall be at liberty to suspend or control the hire to any extent in any way he or she may deem necessary. This shall be without rendering

Headmaster Porter Theatre liable to damages or otherwise in respect of such suspension or actions.

The hirer should supply the Theatre Technician with a full list of technical requirements other than those contained within the general information a minimum of three weeks before the show. The hire fee covers a standard lighting and sound set up with one technician. A full list of technical requirements can be found on Headmaster Porter Theatre general information.

The hirer shall not remove any of the fixed furniture from the Theatre or drive any nail, screw or other fixing or fastening into any wall, floor or furniture. The hirer shall also not install, alter, remove, add or otherwise interfere with any fittings or appliances in the Theatre without the prior approval of the Events Manager and or Theatre Technician.

All members and officers duly authorised by Framlingham College shall have right of entry at all times to all parts of the Theatre for the conduct of College business.

The Theatre must be informed of the name of the person in charge of the event on the day, so that the Theatre staff can liaise with him or her in the event of any problem.

It is the responsibility of the hirer to ensure that all rubbish is cleared away. Normal daily cleaning of the premises is included within the hire charge. If additional cleaning is required after the event, the Events Manager retains the right to charge the extra cleaning to the hirer at cost. The period of hire that the hirer is responsible for is from the time when the first piece of equipment is installed until the removal of the last piece or the exit of the hirer's members of staff. The hirer must report to the Technician on completion of the hire.

The hire fee covers a get in at 5pm and get out at 11pm (this includes set up and close down). Any deviation from this is by negotiation with the Events Manager and or Theatre Technician for which an additional fee may be charged.

The Events Manager reserves the right to book security should he/she feel that the event warrants it. The hirer will be informed and the cost for this will be passed on to the hirer.

The Theatre can only be booked up to 18 months in advance for weekend hire and 12 months for mid-week hire.

All equipment, props, etc. must be removed from the premises at the end of the hire unless prior arrangement is made with the Events manager.

Technical Specification

May 2010

Space

Floor area: 23.3m x 13.5m (76' x 44' approx) (including audience seating)

Stage area: 9m x 13.5m (30' x 44' approx)

Seating capacity: 245 in retractable raked seating with additional loose seating available at ground level (required for disabled access)

Height to bars: 7.0m (23') (except Cyclorama: 22')

Access

Equipment access is via dock doors measuring 1.3m x 3.3m (4' x 11' approx) at ground level with a single exterior step

Disabled access is available to the foyer and ground level seating.

Lighting

Control:

Zero 88 Bullfrog

Zero 88 Jester 12/24

3x LSC EKO Dimmer (providing 72 channels of dimming)

1x Mode Tiger (proving 12 channels of DMX accessible house lights)

2x Zero 88 Betapack 3 (providing 12 channels of dimming where power is available)

4x 12-way IWBs above stage area and seating - remaining channels are accessible in eves and wings

Power

2x 32A single phase sockets located in Roofspace above bars

20x 15A independent hard power located around venue

Lantern stock

12x Selecon Pacific 30° Fixed Beam Profile

6x Selecon Pacific 40° Fixed Beam Profile

18x Selecon Pacific 25-50° Variable Beam Profile

18x ETC Panel 25/45° with Barndoor

12x Selecon Acclaim Fresnel with Barndoor

10x LDR 4 Cell Batten (5x Cyclorama, 5x Groundrow)

2x LDR Canto MSR Follow Spot with Stand & Colour Changer

24x (approx) PAR64 with CP62 (inc 4x Floorcan)

12x (approx) PAR56 with MFL

2x Showtec Sunstrip Active

Accessories

4x Selecon Pacific Iris

24x Selecon Pacific Gobo Holders and small gobo selection

Small selection of Doughty tripod + 'Little Nipper' stands

All above fitted with 15A round-pin plugs

Sound

Yamaha LS9-32 digital mixing console

2x Bose LT9403 Panaray speakers (installed within space)

4x EV SX100+ Foldback / Spot effect speakers (with stand mounts)

1x Crown CTS2000 (Full range main cabs)

2x QSC RM1850

42x Microphone ties (approx 36 immediately available at stage area, remaining in adjacent music dept. band room)

Outboard

1x Denon T265 CD / Tape

1x DBX Driverack 260 Speaker Processor

Microphones

8x Shure Beta 87A

3x Shure Beta 57A

2x Beyerdynamic M201

4x Sennheiser E604

1x Audix D6

4x Behringer DT100 Active DI

10x Beyerdynamic Microphone boom stands

2x Short Boom (for Snare/Guitar)

2x Mini Boom (for Kick etc)

Playback

We have a 16-output QLab playback rack available by pre-arrangement.

Comms

4x ASL BS15 Beltpacks with Single Muff headsets

Show relay system to FOH, Band Room and Backstage - accessible via patchbay

Stage Equipment

10x electric hoist bars over stage area (inc 3x IWB)

3x Curtain tracks

3x Black borders

3x Pair Black Legs (22' x 8' approx)

2x Pair back tabs

1x Pair Red velvet house tabs

Contact:

Dan Wood (Events Manager)

Email: dwood@framcollege.co.uk

Phone: 01728 727203

Tom Howard (Theatre Technician)

Email: thoward@framcollege.co.uk

Phone: 01728 727262

Insurance

Non-commercial hirers

(ie charities and voluntary or non-profit making organisations)

Public liability insurance providing protection to the hirer against allegations of or acts of negligence is provided free of charge within the hire fee. This does not extend to loss or damage to any equipment or other property belonging to the hirer or any patron which is brought onto the premises for any reason, unless such loss or damage arises as a result of the negligence of the Events Manager or their staff. It is, therefore, important that hirers ensure that their property is adequately insured against all reasonable risks to which they consider it may be exposed.

Commercial Hirers

(ie those intending to make a profit from the event for which the Theatre is being hired)

You will be required to indemnify Framlingham College, as owners of the Theatre, against all liabilities and costs which may arise as a result of any allegation or act of negligence made against you arising as a result of the hiring. This indemnity must be supported by a public liability insurance policy in the sum of £5 million underwritten by an approved insurer and issued in the name of the hirer. Evidence of such insurance must be provided to the Events Manager at least 21 days in advance of the commencement of the hire period. Failure to provide evidence of insurance may result in the cancellation of the event.

INDEMNITY

IN CONSIDERATION of Framlingham College/Headmaster Porter Theatre permitting (the user of the property/service recipient) to (do whatever is being permitted, with dates, if applicable), the said ('user', as above) hereby agrees to indemnify Framlingham College/Headmaster Porter Theatre, their employees, servants or agents, from and against all liability for personal injury (whether fatal or otherwise), and/or loss or damage to property, and any other loss or damage arising from the permission granted, unless caused by the negligence of Framlingham College/Headmaster Porter Theatre, their employees, servants or agents.

Signed _____

Name _____

Date _____

Note : In accordance with Framlingham College Hire Policy, this form of indemnity should be backed by a policy of insurance providing public liability cover in the sum of at least £5m.

Application Form For Headmaster Porter Theatre Hire

Name of Organisation _____

Registered Charity No. (Where applicable) _____

Contact Name _____

Address _____

Contact Telephone No _____ Mobile No. _____

Email _____

Dates Required – Rehearsal(s) _____

Performance(s) _____

Event Details

Event Category A B C D

Is there an admission charge? Yes / No

Insurance category Non – commercial / Commercial Indemnity returned Yes / No

Price of Tickets _____ Concessionary rates _____

(Please give details) _____

I hereby agree to observe and perform all the conditions of hire of Headmaster Porter Theatre and to pay all necessary charges in accordance with the scale of charges for the time being in force. A copy of the said scale of charges is attached and the hirer is deemed to have full knowledge and notice thereof.

I enclose herewith a remittance of _____ in full / part payment of the hiring fee. In the event of any cancellation by the hirer within four weeks of the event, the Management will retain the full Hiring Fee.

Cheques should be made payable to Framlingham College Enterprises Ltd. This completed application should be forwarded to: The Events Office, Framlingham College, College Road, Framlingham, IP13 9EY, together with your payment and statement of costs page.

This hiring is on behalf of _____ whose authority I have to bind them by signing this application.

On signing, I have read and agreed to the terms and conditions for hiring Headmaster Porter Theatre.

Signed _____ Date _____

For Office use only

Hire Charge _____ Letting Approved _____ Date _____