



LIVERPOOL PLAYHOUSE STUDIO TECHNICAL SPECIFICATIONS AND EQUIPMENT LISTS

Liverpool and Merseyside Theatres Trust Ltd (LMTT) does not guarantee that all or any of these facilities or equipment will be available or suitable for the purposes of the visiting company. A visiting company should, in all cases, check with LMTT Technical Management to ensure the information contained herein is up to date and correct. At times some equipment detailed in this document may be temporarily unavailable. *This document in association with the theatre ground plan and section drawings provides the Pre-Construction Information for the site required by the CDM15 Regulations. To download plans [click here](#).*

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Technical Contacts

Please email all enquiries to technicalHOD@everymanplayhouse.com

Technical Director - Jeff Salmon	Senior Production Manager – Sean Pritchard
Head of AV - Jennifer Tallon Cahill	Head Of Stage – Geoff Dennard
Head of Lighting – Kay Haynes	Head Of Wardrobe- Jacqui Davies
Company Manager- Sarah Lewis	

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ADVANCE INFORMATION FROM INCOMING PRODUCTIONS

LMTT requires the following information in advance from any visiting production:

- Technical specifications, including plans for any set or other construction
- Details of the materials for any set or other constructions
- Method statements for construction activities
- Risk assessments for any special effects in the show (or your risk management procedures)
- Detailed production or technical schedules, with staffing levels required from us
- Lighting plan
- Line schedule or hanging plot

WORKING PRACTICES AND SAFETY ONSTAGE

Duties required under Construction (Design and Management) Regulations 2015 (CDM15)

CDM15 came into force on 6 April 2015 and removed the previous exemption for the entertainment sector. CDM15 aims to ensure health and safety issues are appropriately considered during the development of construction projects and the aim of the Regulations is to reduce the risk of harm to those who have to build, use, maintain, and take down structures. Under CDM15 LMTT acts as a CDM Contractor to the visiting company and must ensure visiting companies are aware of the CDM Regulations:

Reg 15 (1): A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.

The full HSE guidance document for the CDM15 regulations can be found at:

<http://www.hse.gov.uk/pubns/priced/l153.pdf>

We may not be the construction industry, but we do undertake acts of construction as defined within CDM15 within the wider activity of staging a production. Activities such as the assembly and dismantling of sets and scenery onstage, rigging and truss activity, the installation of lighting, AV and sound rigs and all similar work including the focus are covered within the scope of CDM15. Visiting companies must ensure they comply with all aspects of CDM15 and we will make every effort to assist the visiting company in fulfilling their duties.

Site Rules during get-ins and fit ups

Whilst construction activities are taking place on any LMTT premises the following site safety rules must be adhered to by all personnel working on site including freelance or visiting company staff and external contractors:

- Suitable protective safety footwear must be worn at all times
- High visibility jackets must be worn at all times
- Hard hats must be worn when there is a risk of objects falling from height
- Correct PPE for any activities such as safety goggles, gloves and ear protection must be used
- All near misses, incidents and accidents must be reported
- Safe systems of work must be adhered to
- No unauthorised persons are allowed in the auditorium or workshop areas, access is restricted to personnel engaged in construction activities
- All employees must receive a full building safety induction
- Only trained operatives are allowed to erect alter or dismantle scaffolding or mobile towers or operate mobile elevated work platforms (Genie GR20)
- Smoking, E-cigarettes and or/vaping is not permitted in the theatre buildings

Onstage Safety Briefing and Set Induction

LMTT will provide a full building safety briefing to visiting company staff prior to the start of the load-in. Any show containing elements of construction must also include a preliminary briefing at the start of the load-in by the visiting company for all venue and touring staff. This practice is in accordance with CDM15 and should be scheduled in advance. Furthermore, any set which poses difficulties for backstage access and safe movement in show conditions will require a set induction or briefing session for the show crew prior to the first technical rehearsal.

Site Welfare arrangements

Toilets, dressing rooms, and showers are available to venue and show staff and performers. We have facilities for food storage, microwaves and fridges in the theatre Green Room. Security for personal possessions is also available via Stage Door and in the Visiting Company Stage Management Office on the ground floor.

Working time

Please note that in accordance with Working Time Regulations 1998 an 11 hour break between working shifts must be scheduled for all members of staff. Furthermore, suitable breaks within shifts must be scheduled to ensure welfare of all staff and all schedules must be agreed in advance. Calls which contravene these rules, and subsequent costs, should be discussed and agreed prior to arrival. See Appendix A for the standard working day schedule.

Noise at work

Please note that in accordance with the Noise at Work Regulations 1989, the Control of Noise at Work Regulations 2005, and for the benefit and care of all staff and members of the public, LMTT reserves the right to monitor and if necessary limit the sound levels for any given performance.

Working at Height

Please note that in accordance with Working at Height Regulations 2005 and HSE instructions. A risk assessment for working at height for each production is required which should identify any particular hazard areas such as changes of levels in stage flooring and the control measures to safely perform tasks.

Loading/unloading

All visiting companies must comply with the BECTU/TMA Code of Conduct pertaining to get ins/get outs. The Code can be downloaded [from the BECTU site by clicking here.](#) The visiting company will have ensured the truck is safely packed, with no dangerously balanced items at risk of falling and injuring any member of any crew and must appoint a Loading/Unloading Supervisor who will be identified at the Onstage Briefing. A plan of the truck, showing the distribution of items within the truck will be provided in advance. The visiting company will have ensured that boxes, skips and flight cases are safely packed to avoid any unbalanced loads. Weight should be indicated on each item. Any near misses or accidents must be reported to LMTT staff in addition to following the [Reporting Procedures](#) sheet detailed in Section C of the Code. LMTT will provide lighting should there not be suitable internal lighting on the truck.

Delivery and Access

Access to the Playhouse is through a busy pedestrian shopping area so **deliveries must be completed before 10am or after 6pm** as there is a rising bollard system over which we have no control. Prior notice must be given to Technical Management should you require access outside of these times. Trailers and diesel vehicles may be left in the delivery bay overnight with prior consent from the Technical Director. Loading and unloading is done at trailer height into the scene dock.

The Studio is located on the third floor of the building. Access is either via the stairs or backstage and FOH passenger lifts. Scenery flats can be transported up via the adjacent paint frame and the maximum flat size is 3660mm x 1830mm. The BOH lift internal dimensions are (L) 1300mm x (W) 800mm x (H) 2100mm and can accommodate 2m x 1m staging rostra and flight cases can have a maximum footprint of 1300mm x 800mm.

Wardrobe Facilities

The Playhouse has an un-manned wardrobe maintenance department, situated on the third floor. This consists of a washing machine, a spin dryer and a tumble dryer (all professional laundry equipment) along with hand washing facilities. There is also a dedicated wardrobe maintenance room complete with sewing machines.

Dressing Rooms

The Playhouse has 9 dressing rooms situated on the first and second floors. All come complete with cloths rails, chairs, illuminated mirrors, and wash basins. Each floor has toilet facilities and a shared shower block. All dressing rooms have coded door locks which will be issued by stage door to the company/tour manager upon arrival.

1st Floor: 1 four/five person dressing room with washbasin, full length mirror

1st Floor: 1 two person dressing room with ensuite facilities, full length mirror

1st Floor: 3 three person dressing rooms with washbasin, full length mirror

1st Floor: 1 one person dressing room with washbasin, full length mirror

2nd Floor: 3 two person dressing rooms with washbasin, full length mirror

All dressing rooms are shared with the Playhouse Main auditorium so please contact the Company Manager to confirm availability.

Smoking Policy

Smoking is not allowed in our buildings at any time

By prior arrangement, during a performance where it forms an essential part of the action, smoking may be allowed – this must be backed up with the relevant H&S documentation.

Studio Information

Theatre plans can be downloaded from the theatre website or [click here](#).

Capacity –maximum licence capacity is 80

Standard configuration capacities are:

End Stage 1	70 seats
End Stage 2	58 seats
Thrust	80 seats

The studio acting area and seating can be arranged in any configuration that complies with the prevailing Technical Standards for Places of Entertainment and existing Licence restrictions.

Stage configurations and scenery positions need to take into account the existing primary and secondary fire escape routes from the Studio, particularly the secondary escape route to the Backstage Corridor when in end stage configuration. Further information can be obtained from Technical Management regarding escape routes and existing management plans for fire safety and evacuation.

Please contact LMTT Technical Management if you require a non-standard seating configuration. Any additional cost for labour and rostra or handrail hire to achieve the required seating configuration will be recharged.

Stage information

Width	9916mm in End Stage 6700mm in Thrust
Stage depth	5500mm in End Stage 1 6000mm in End Stage 2 & Thrust
Height	3085mm to grid bars 2730mm to RSJs

Masking/Soft goods

A selection of hard and soft masking can be made available from the main house – please check availability

Lighting Equipment

Profiles

- 10 Strand SL 15/32 (600w)
 - 10 Strand SL 23/50 (600w)
- Selection of A and B size gobo holders and iris's available

Fresnels

- 18 ETC Source four (375W)
 - 10 Thomas 500w
 - 6 Pattern 743 1000w
- All Fresnel's come complete with barn doors

Other

- 10 Source 4 PAR with standard selection of lenses (please ask) and some barn doors (575w)
- 2 Boom bases
- 4 floor stands

Control

- ETC Gio
- House lights manually dimmed

Dimming and Power Distribution

- 125A distribution board servicing all aspects of the Studio power
- 63A to LSC touring dimmer powering
- 24 Ways of dimming
- 3 x 6 Ways additional dimming strand Act 6 units powered from x 3 16A on the LSC
- (Each Maximum output at 10A)

Effects (All these items shared with main house. Please check availability)

- 1 Le Maitre MVS Hazer
- 1 Jem AF-1 DMX fan
- 2 Le Maitre mini mist
- 1 Jem ZR-33 DMX Smoke machines
- 2 Mirrorball with rotator (Various sizes)
- 1 Dataflash AF1000

Note: Consumables will be charged at cost.

Colour/Gobo

The Playhouse has a very limited stock of colour and gobo's please contact the Head of Lighting for further information.

Electrical Equipment

In accordance with the Electricity at Work Regulations, all mains powered equipment brought into the Playhouse must be electrically safe. Evidence may be asked for that relevant safety tests have been carried out. A member of LMTT technical staff may refuse the use of any equipment if they consider it to be unsafe, or in the absence of appropriate certification.

Sound Equipment

Mixer

- 1 Behringer Xenyx 1204USB Mixer

Sound System

- 2 Bose 802s with Amp
- 1 RCF 705 powered sub

Please check for availability of following additional equipment:

- 2 EM51
- 1 Two channel QSC RMX1450

Replay

- 1 Mac mini QLab2 system
- 1 Denon C630 CD player
- 1 Edirol UA25

Mics

- 2 Shure SM 58
- 2 Passive DI boxes
- 1 Active DI boxes

Sound Power

Is fed from the Studio 125A distribution board

Please note: As part of our fire regulations sound mains will automatically switch off after three minutes in the event of the fire alarm being activated.

AV Equipment shared with main house kit

- 1 Panasonic PT-D6000ES XGA 6500 lumen
A few options on lens'. Please ask for further information.
- 1 NEC VT770 XGA (1024 x 768) LCD projectors - 3000 ANSI lumens
- 4 Sony 40" Plasma (in storage)

Communications

The stage deputy management position is in the control area with the technician.

Front and back stage paging and cue lights and comms available.

Appendix A- Standard Working Day

We work hours and breaks in accordance with the prevailing UKT/BECTU agreement with single time hours between 0800 and 0000, double time hours between 0000 and 0800 and overnight infringement payments are made if there is not an 11 hour break between the end and start of working days and missed meal payments made if meal breaks are infringed. The following is the default schedule that will be followed with regards to meal breaks and session times allowing for 11hour overnight breaks. We are happy to deviate from this where necessary to accommodate working requirements, please ensure you inform the Technical HOD's if you wish to work significantly different hours to the following.

0900	Start of morning session and Safety Briefing/Inductions as required
1100	Morning tea break (15 minutes)
1245	Housekeeping and Tidy Up for 1 session day
1300	Lunch break (1 hour)
1400	Start of afternoon session
1545	Afternoon tea break (15 minutes)
1745	Housekeeping and Tidy Up for 2 session day
1800	Supper break (1 hour) or end of call for 2 session day
1900	Start of evening session
2145	Housekeeping and Tidy Up for 3 session day
2200	End of call for 3 session day