



The Capitol

H O R S H A M
THEATRE • CINEMA • CAFE

VENUE INFORMATION AND TECHNICAL SPECIFICATIONS



April 2017

**North Street,
Horsham,
West Sussex,
RH12 1RG**

www.thecapitolhorsham.com
contact@thecapitolhorsham.com
Administration: 01403 756095
Box Office: 01403 750220
Fax: 01403 756092



**Horsham
District
Council**

CONTENTS

3	General Information
4	Theatre, Stage Specification
5	Theatre, Stage Engineering
6	Theatre, Stage Equipment
7	Theatre, Lighting System
8	Theatre, Lighting and Effects Equipment
9	Theatre, Sound System
10	Theatre, Sound Equipment
11	Audio/Visual
12	The Studio
13	Cinemas

APPENDICES

AVAILABLE ON REQUEST

Colour Scroller Information

Additional (Hirers) Charges Information

Ground and Grid Plans

GENERAL INFORMATION

CONTACT INFORMATION

General Manager	Nick Mowat	01403 756080	nick.mowat@horsham.gov.uk
Operations Manager	Jon Simpson	01403 756091	jon.simpson@horsham.gov.uk
Technical Manager	Jason Ashdown	01403 756083	jason.ashdown@horsham.gov.uk
Sales & Marketing Manager	Lauren Morley	01403 756082	lauren.morley@horsham.gov.uk
Customer Services Manager	Ryan Jones	01403 756084	ryan.jones@horsham.gov.uk

THE CAPITOL

The Capitol re-opened in September 2003 after a comprehensive refurbishment and extension of the previous Horsham Arts Centre. It comprises of a 420 seat Theatre, 2 Cinema Screens, Studio Theatre, Meeting Room and Gallery Space. All areas are fully accessible from the ground floor level, with lift facilities for disabled users. The Theatre, Cinemas and Studio are equipped with infra-red transmission systems for the hard of hearing.

Our Café at the front of the building provides freshly ground coffee and a full range of hot and cold drinks as well as light snacks during our normal opening hours. Bar facilities in the foyer area provide a comprehensive range of refreshments in the evening and prior to performances.

Our Box Office opens 9:45am – 8pm Monday to Saturday and 30 minutes prior to the first film or event on Sunday until 7pm and offers a comprehensive booking service for all shows and events at The Capitol as well as selected regional events.

HOW TO FIND US

Extensive car parking facilities are available a few minutes walk from The Capitol, whilst a small number of spaces closer to the building allow for company vehicles to be accommodated.

A Pay and Display car park, across the road is the closest and may be used after 8:30am (charges apply from 8:30am – 8pm Monday to Saturday. Parking bays are available for disabled users to the side of The Capitol. The BT Exchange Car Park offers free parking after 5pm Monday to Saturday and on Sundays.

Horsham rail station is a short walk with regular trains to and from London and the South coast. The Capitol is also easily accessible by car from a number of major routes.



STAGE SPECIFICATION

HARDCOPY & ELECTRONIC SCALED PLANS ARE AVAILABLE ON REQUEST

PROSCENIUM OPENING

Height	4.8m	15.75'
Width	10.1m	33'

STAGE WIDTH

Working width of stage	11m	36'
Full Width (to include wing space)	15m	49.2'

STAGE DEPTH

Working depth of stage (to setting line)	7.85m	29.75'
Working depth to front of stage	9.5m	31'

HEIGHTS

Height to underside of Grid	12.6m	41'
Height to underside of fly floors	6.5m	21'

STAGE FLOOR

A flat floor surface (no rake) with a 6.4mm oil tempered hardboard surface protecting a sprung maple floor. This hardboard floor is not removable. Screwing into the hardboard is NOT permitted. There is a crossover from stage left to stage right between the cyclorama and the back wall of the stage.

WING SPACE AND SCENERY STORAGE

Wing space stage left and stage right is a maximum of 2m (6.5').

The scene dock is located offstage right and at ground floor level, with direct access to the stage. Construction of scenery, if necessary, must take place only in the dock and not onstage.

The scene dock incorporates storage for an amount of our own technical equipment, though the remainder is available for use by incoming companies. Storage of items of scenery/flight cases is generally only possible within the run of the show or for the duration of a hire and not prior to or after unless this has been specifically agreed in advance.

HEALTH AND SAFETY

Incoming companies are required to provide, in advance of arrival:-

- Schedule of work
 - Detailed Plans relating to use of equipment and loading of bars.
 - Full Risk Assessments to include all areas of the Production and fit up.
 - Confirmation that any additional electrical items are PAT tested with certification
 - PLEASE NOTE: The maximum capacity for the Theatre is 500 including performers and audience.
 - Use of pyrotechnics or naked flame must be requested no later than 14 days prior to performance and must be approved by the Operations Manager. We will also require a flame plot detailing arrangements for igniting and extinguishing any such effects as well as a detailed description of their intended use in performance.
-

STAGE ENGINEERING

Full height flying is by 37 no. single purchase counterweight sets on 200mm centres. The sets are numbered 1 – 42. However, sets 3 to 7, inclusive are occupied by the cinema screen and set 8 can only be flown live if the flying piece does not extend downstage of the bar. Fly floor is situated above the stage left wing, with the loading gallery above.

STANDARD HANGING PLOT

BAR	DISTANCE	STANDARD RIG	NOTES
	-1330mm	Front edge of stage	
	-330mm	Upstage edge of iron	
1	0mm	House Tabs	Fixed
2	200mm	House Header	Fixed
3 – 7	-	LX 1 & Cinema Screen	Fixed
8	1400mm	In House Mover Bar	Limited downstage
9	1600mm		
10	1800mm	Border	
11	2000mm	Tabs	Tab Track
12	2200mm		
13	2400mm		
14	2600mm		
15	2800mm	Border	
16	3000mm		
17	3200mm	LX 2	
18	3400mm		
19	3600mm		
20	3800mm		
21	4000mm	Border	
22	4200mm		
23	4400mm	Tabs	Tab Track
24	4600mm		
25	4800mm		
26	5000mm	Border	
27	5200mm		
28	5400mm	LX 3	
29	5600mm		
30	5800mm		
31	6000mm	Border	
32	6200mm		
33	6400mm	Tabs	Tab Track
34	6600mm	IWB	IWB (Spare)
35	6800mm	LX 4	
36	7000mm		
37	7200mm	Border	
38	7400mm	Cyc Floods	
39	7600mm		
40	7800mm		
41	8000mm	Full Blacks	
42	8200mm	White Cyc	Fixed

STAGE EQUIPMENT

ROSTRA

- 5 x 6' x 4' Steeldeck (please contact us for any leg requirements)
- 8 x 3' x 4' x 150mm Gate-leg Rostra
- 8 x 3' x 4' x 300mm Gate-leg Rostra
- 8 x 3' x 4' x 450mm Gate-leg Rostra
- 8 x 3' x 4' x 600mm Gate-leg Rostra

Please note that as the Gate-leg Rostra are sometimes used to create a stage in the studio, they are not always available for use in the Main Auditorium. Unfortunately, we do not have any 'treads' for our Rostra

ACCESS EQUIPMENT

- Haulotte Star 10, Self Propelled Boom Access Lift
- 10 Rung Zarges Ladder

STAGE HARDWARE

- 4 x 1.8m x 5.45m (6' x 18') black masking flats
- 10 x Stage braces
- 10 x Stage Weights
- 3 x hand line tab tracks (usually hung on lines 11, 22 and 33)

DRAPES

- 4 x sets black serge tabs and legs
- 1 x set of tabs, legs and border in each of blue, red, green and orange. (Additional charges will apply)
- 1 x white cyc (Bar 42, cannot be moved).
- 1 x Black Gauze
- 1 x Light Grey Gauze
- 1 x Front/Rear projection screen, Full Stage

STAGE MANAGEMENT

The prompt desk is positioned offstage left. Facilities include: calls mic, intercom, cue light control, working light controls and an Infrared CCTV monitor of the stage,

DRESSING ROOMS

The Dressing Rooms, Green Room and Backstage Toilets/Showers are off stage left. Dressing Rooms 1 to 4 which are included with all Theatre bookings are on the ground floor. An audio show relay is available in all Dressing Rooms

Dressing Rooms 5 & 6, on the first floor, are normally allocated for use by productions in the Studio. They may be available for use for productions in the Theatre for an additional charge. Availability is dependent on the programme for the Studio. The Studio may also be available as an additional dressing room by large companies for an additional charge.

Stage Door is at the rear of the building. As we do not provide a Stage Door keeper, it is the responsibility of the Company Manager to manage access for incoming companies. The door is pass controlled and a limited number of passes will be issued to visiting companies on arrival.

The Green Room is equipped with TV and Show Relay, Washing Machine, Tumble Dryer, steam iron and ironing board as well as fridge, microwave and kettle. Most of the backstage area has a free to use wifi connection with the password displayed in the Dressing Rooms.

LIGHTING SYSTEM

LIGHTING CONTROL

The lighting control room is situated at the rear of the auditorium

Main Console: ETC Ion (with fader wing).
DMX Universe 1: Dimmers and All in house LED fixtures (for full details please see Venue Plans)
DMX Universe 2: Splitter to SR Fly Floor level

DIMMING SYSTEM

134 ways of 2.5kw Compulite 'Compurack' dimmers
6 ways of 5kw Compulite 'Compurack' dimmers (Patch panel is on OP fly floor, USL)

Dimmers are hardwired to a number of 15A patch panels in various locations onstage and front of house.

44 circuits front of house 16 no. on the auditorium lighting bridge
 8 no. at the front of the circle
 4 no. per side on rear booms either side of the auditorium
 6 no. per side on front booms either side of the auditorium

96 circuits onstage 26 no. at floor level
 3 no. per side on perch positions either side of the stage
 64 no. on stage right fly floor

LIGHTING BARS

Please be aware that the Front of House Lighting rig is Fixed and not removable.

LX bar 1 is fixed below the cinema screen and is height adjustable only.

LX bars 2, 3, 4 and the cyc flood bar are normally on bars 17, 28, 35, 38 respectively but may be re-positioned as needed on the day of the production.

Pre-rigging/focussing to precise requirements may be possible, depending on the programme for the Theatre and will be charged for based on the labour required to achieve these requirements. Any variation from the standard rig must be returned on the get out, at the visiting company's expense.

HARD POWER/TEMPORARY POWER SUPPLIES (LIGHTING)

The following may be used either for additional lighting or sound.

Please note, we do not carry any power distribution equipment or extension cabling for the supplies, positioned offstage right, under the fly gallery.

- 1 x 63A 3Ø CEE
 - 1 x 32A 3Ø CEE
 - 1 x 32A 1Ø CEE
 - 1 x 13A (plus one each in the downstage corners)
 - 13A non-sound supplies around the stage
-

LIGHTING EQUIPMENT

QUANTITY	DESCRIPTION	POWER	BEAM	COLOUR SIZE
6	Sil Turbo Profile	1kw	15/28	180mm x 180mm
8*	19* Source Four Profile	750w	19	158mm x 158mm
4	36* Source Four Profile	750w	36	158mm x 158mm
10	25-50* Source Four Zoom Profile	750w	25/50	185mm x 185mm
16*	15-30* Source Four Zoom Profile	750w	15/30	185mm x 185mm
2	25-50* Source Four Junior Profile	575w	25/50	185mm x 185mm
24	CCT Starlette Fresnel	1kw	c. 6/57	185mm x 185mm
8	CCT Starlette Fresnel	2kw	Jul-57	245mm x 254mm
26	Par 64	1kw, CP62	24	254mm x 254mm
2	Floor Par 64	1kw CP62	24	254mm x 254mm
10	Par 64 Short	1kw CP62	24	254mm x 254mm
9	P16 Birdies (blocks of 3)	50w		65mm x 65mm
2	Selecon Rua MSR Followspots	1400w MSR	9/16	450mm Circular
16	Chauvet ParHEX 12			
4	Stairville CX3 LED Par64			
6	Chauvet Rogue Hybrid RH1			
4	Chauvet Intimidator 255 IRC			

N.B. Items marked with an Asterix *, are part of the Fixed FOH rig and cannot be removed for use elsewhere. We carry a limited amount of colour filter, please contact for further information.

EFFECTS EQUIPMENT

- 1 x Martin Magnum DMX Smoke machine
- 1 x HazeBase Tour Hazer Pro
- 2 x Le Maitre Pea Souper Dry Ice Machine
- 2 x 4' UV Tubes
- 2 x 400w UV Canon
- 1 x Le Maitre 6-way
- 1 x Le Maitre 2-way pyro controller with 6 pyro pods
- 1 x 30cm Mirror Ball
- 1 x 40cm Mirror Ball
- 2 x 50cm Mirror Ball (1 permanently rigged FOH)
- 1 x M/Ball Rotators (permanently rigged FOH)
- 6 x 20m BC Festoon (Black)
- 2 x Small BC Festoon (Green)
- 1 x Large BC Festoon (Green)

SOUND SYSTEM

SOUND CONTROL

The sound control position is normally situated in the Theatre Control Room.

There is provision for the mixer and associated equipment to be used in the rear stalls (Front of House Sound Position) occupying two rows of six seats each. A custom-made bench provides 2.18m x 1.06m for a medium size mixer at 0.93m above floor level.

An aux stand provides support for an extra 19" rack footprint, 0.47m deep. Due to the steep rake of the auditorium it is impossible to accommodate anything but the smallest mixer PSU rack under the main mixer stand or on the floor between seats.

Requirement for the Front of House Sound Position should be advised at the contract agreement stage to ensure the required seating allocation is blocked from sale. Additional charges may apply for use of parts of the sound system. These should be discussed with the Technical Manager.

- 1 x Yamaha M7CL mixer (Main desk) (Onboard Processing & Effects)
- 1 x Behringer XENYX 2442

LOUDSPEAKERS (FOH SYSTEM)

- 4 x d&b Audiotechnik Y7p
- 2 x d&b Audiotechnik Y10p
- 4 x d&b Audiotechnik B4 Sub
- 4 x d&b Audiotechnik E6 Front Fill
- 4 x EV Rear Fills (Circle Delay)

N.B. To use the inhouse FOH system a charge may apply. For further details please contact the Operations Manager

MONITORS

- 6 x d&b Audiotechnik M4 Monitor wedges
- 2 x Logic System LM12 monitor wedges
- 2 x Logic System LM15 monitor wedges

AMPLIFIERS

d&b Audiotechnik system powered by d&B 30D amps
Logic Monitors powered by QSC Amps

TOURING MULTI RUN

50m (Approx) via In-house Multi run, situated Downstage Right.

HARD POWER/TEMPORARY POWER SUPPLIES (SOUND)

The following may be used either for additional lighting or sound. We do not carry any power distribution equipment or extension cabling for the supplies, positioned offstage right, under the fly gallery.

- 1 x 32A 1Ø CEE
- 1 x 16A 1Ø CEE
- 2 x 13A Sound Power DSL & DSR

Please note that as none of these supplies are on the same phase as the 13A supplies local to the FOH mix position it is strongly recommended that incoming FOH equipment is powered from stage using a long cable up the multi run.

SOUND EQUIPMENT

MICROPHONES

- 5 x Shure SM58
- 4 x Shure Beta 58
- 4 x AKG SE300b (Sk91)

Various instrument mics available, please contact the Technical Department for stock and availability.

RADIO MICROPHONES

- 12 x Sennheiser G3 UHF radio mics (Channel 38)

Various Microphone capsules available.

- 2 x Sennheiser Handheld Radio mics (Ch38)

PROCESSING

Onboard processing within M7CL Sound desk.

PLAYBACK & RECORDING

- 1 x Apple playback machine with Qlab Pro Bundle.
- 1 x Numark Dual CD + USB Playback unit
- 1 x Tascam CD-MD mkII machine
- 1 x Tascam MD350 MiniDisc recorder
- 1 x Tascam 788 digital multitrack portastudio

MISCELLANEOUS

- 4 x EMO E520 passive D.I. Box
- 6 x KT DN100 Active DI Box
- 2 x 8 Way Behringer DI Rack
- 1 x S-phone 4 channel headphone amp

An assortment of cables and hardware

TALKBACK

- 8 x TecPro Belt packs
 - 5 x TecPro Single Headset
 - 3 x TecPro Double Headset
 - 1 x Tecpro Loudspeaker Station (Control Room LX)
 - 1 x Tecpro Station (Inside Stage Managers Desk)
-

AUDIO VISUAL

AUDIO VISUAL

- 1 x Barco DP2K-15C Digital Cinema Projector
- 1 x Panasonic PT-D5500E DLP projector.

1 x 14' x 10' Fast Fold Front projection screen- can be flown or floor mounted

- 2 x Flipcharts
- 1 x Panasonic 50" TV on Unicol Stand.
- 1 x Lectern

MISCELLANEOUS

- 12 x Lit music stands
-

STUDIO

The Studio is located on the first floor and has a maximum capacity of 100, including performers, technical, front of house staff, and audience members.

It can be used for a variety of functions including dance, drama and art workshops, lectures, seminars, concerts, small scale drama, trade shows and exhibitions. The Studio can be divided into two by using a white acoustic partition.

DIMENSIONS

3.86m Floor to Ceiling

3.65m Floor to Lighting Bars

With the acoustic partition stored the stage area measures 8.5m x 5m (27.5 ft x 16.5 ft), playing against black tabs on tracks. The tabs are on tracks and can be moved to expose black painted walls, which then increases the depth and width by approximately 1m.

With the white acoustic partition in place, a more intimate stage of 4m x 5m (13ft x 16.5 ft) is possible, playing against white walls.

For both layouts, depth of the stage can be increased by removing the first one or two rows of audience seating as these take the form of loose chairs and are separate from the tiered seating.

Fixings cannot be made into the floor, walls or Partition and there are no facilities for hanging.

LIGHTING

- 1 x ETC Ion with 2x10 Fader wing
- 24 x Ways of Compulite 2.5kw dimmers.
- 6 x Ways of Strand Act 6 Dimming (Hardwired to LX2)
- 1 x 6 Way Betapack Dimmer connected to 32A 3Ø CEE Supply (please contact for availability)

- 3 x 14 way IWB Lighting Bars (SWL of 100kg uniformly distributed)
- 1 x 6 Way IWB Lighting Bars (SWL of 100kg uniformly distributed)
- 1 x 32A 3Ø CEE Supply (Located in Studio Store)

- 6 x CCT Minuette 650w Zoom Profile Lanterns (4 x M size Gobo Holders)
- 12 x CCT Minuette 650w Fresnel Lanterns
- 8 x CCT Minuette 650w Pebble Convex lanterns
- 6 x Selecon Acclaim 650w Fresnel Lanterns
- 4 x Selecon Acclaim 650w Zoom Profile Lanterns
- 4 x Par 56 300w Lanterns

SOUND

- 1 x Behringer XENYX 2442
- 2 x RCF Art10 Loudspeakers
- 1 x QSC PLX1202 Amplifier
- 2 x Behringer Ultragraph GEQ
- 1 x Ohm Foldback Monitor

Auxiliary equipment can be drawn from the Theatre stock depending on availability.
(Additional charges may apply)

CINEMAS

The Capitol has two cinema screens showing first run and art house releases. Screen 1 on the first floor and Screen 2 on the ground floor.

Both screens are available for private hire around the mainstream film programme and provide excellent facilities for presentations and seminars.

SCREEN 1

Seating Capacity: 175
Screen Size: Widescreen: 4.88m x 2.44m, Cinemascope: 6.25m x 2.44m
Projector Throw: 10.5m

Projectors: Barco DP2K- 15C Projector (with 3D Facility)
Cinemeccanica Victoria 5 35mm projector

Cinemeccanica 3 platter non-rewind system.
Cinemeccanica makeup / breakdown table

Sound System: Datasat AP20 Digital Cinema Processor with QSC Audio Amplifiers
MP3 player (SD + USB)
8 Way Multicore between Projection Room and Screen

Additional Facilities: Sony blu-ray player
Christie Cine-IPM (VGA/DVI/Composite inputs to Christie Projector, Please note, we cannot support HDCP Compliant outputs from external equipment.

SCREEN 2

Seating Capacity: 89
Screen Size: Widescreen: 3.35m x 1.93m, Cinemascope: 4.57m x 1.93m
Projector Throw: 10.2m

Projectors: Barco Digital Cinema Projector

Sound System: Datasat AP20 Digital Cinema Processor with QSC Audio Amplifiers
MP3 player (SD + USB)

Additional Facilities: Wyrestorm Media Interface- Inclusive of VGA, DVI, HDMI and Component Video

Close miking of Presenters as well as Roving Mics for Question and Answer sessions can be provided in either Screen, subject to additional charges for equipment and staffing.

CDM Regulations in a Theatre Environment

Background:

The HSE have recently informed the entertainment world that they will now have to comply with Construction Design and Management regulations 2015 (CDM), including 'erection and Dismantling of temporary structures'.

HSE acknowledge that they have not actively enforced the current CDM in the entertainment Industry, but have recently been advised that a blanket policy of not enforcing regulations in a particular sector is unlawful.

Because of this, **ALL** visiting companies must now provide, in advance a CDM file which dictates the specific roles to specific people as well as other items which are listed below.

For Hirers, the age limit on the crew is a hard one to deal with, as is the need for PPE. This is not a venue only policy; this is a national law that has come into effect. Theatre stages are essentially being treated like construction sites during the Get in and Get out phase.

The CDM file:

It sounds ominous, but it really isn't. In essence it required the following components:

- a) a brief description of the work carried out;
- b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed
- c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs
- d) hazardous materials used (e.g. paints, Fire proofing and special coatings); and their associated Datasheets
- e) A detailed list of who is in which role and their responsibilities and jobs during the construction phase
- e) Risk Assessment

The CDM File must be compiled and signed off by the venue PRIOR to your get in, It should be completed and sent ahead with the Risk Assessment and Tech Requirements, which the contract states is 3 weeks prior to your 'In' date. In addition to the above, there are a few little changes:

- A Limit must be imposed on the number of crew supplied companies – 10 persons max
- No crew during get in/get out to be under the age of 17
- Number of staff from TCH to be determined as usual in the production meeting.
- Theatre staff must provide an on-site induction for all incoming performances. This can be as simple as location of dressing room, stage door, and fire evac points.
- PPE must be worn by all crew. Suitable PPE to be determined by a comprehensive Risk Assessment; however the Venue Policy is Steel Toe Cap shoes/boots as a **minimum** requirement. If people are working in the grid, then those on stage must wear Hard Hats or the stage must be emptied.

PPE MUST BE WORN ON THE GET IN / GET OUT. No PPE, no access, NO EXCEPTIONS

A code of conduct will be drawn up by the Venue, and must be signed by every incoming company upon their arrival.
