

PRE-CONSTRUCTION (PRE-PRODUCTION) INFORMATION FOR TOURING PRODUCTIONS AND CO-PRODUCTIONS USING THE CAPITOL, HORSHAM

DESCRIPTION OF THE VENUE

Address: The Capitol, North Street, Horsham, West Sussex, RH12 1RG
Age: Original building opened 1936. Current version opened in Sept 2003
Capacity: Screen 1: 175, Screen 2: 89, Studio: 100 (Total),
Theatre: 500 (Total), 410 (Max Seating)

Useful Contacts:

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1 VENUE RULES

- 1.1 **Restrictions on number of personnel:** A maximum visiting crew size of 10 persons
- 1.2 **Age restrictions of crews:** 16+
- 1.3 **Induction training requirements:**
Incoming companies receive a Health & Safety briefing from venue technical staff, this includes information relating to emergency evacuation procedures.
- 1.4 **Minimum personal protective equipment requirements (PPE):**
Appropriate safety footwear and gloves must be worn, as a minimum, whilst loading equipment in and out of the venue or working on stage. Show & event specific risk assessments must detail further PPE requirements

2 SECURITY OF VENUE

2.1 Key-holder details:

A Duty Manager is provided at all times whilst The Capitol is open to the public. All Duty Managers and Full Time technical staff are key holders. Access timings need to be agreed in advance.

Out of hours call out arrangements are managed via Horsham District Council. A third party security company provide support in this area as well as 4 designated staff from The Capitol.

2.2 Signing in / out:

Incoming companies are responsible for ensuring their own adequate sign in and sign out paperwork to ensure personnel are able to be accounted for in the event of an evacuation.

2.3 Timing restrictions:

There are currently no restrictions in place with regard to timings for work to take place although additional charges may apply outside the hours of 9am – 11pm

2.4 'No-go' areas:

Backstage areas at The Capitol are protected by use of access cards. A number of these can be obtained from the technical department on arrival/load in and the same number must be returned at the end of the load out. Access will not normally be granted to admin offices or plant rooms for incoming theatre companies.

3 WELFARE FACILITIES

3.1 Toilets and WCs:

Separate male and female communal toilets are available backstage close to Dressing Rooms 1 – 4. Private toilet facilities are also available in Dressing Rooms 1, 5 & 6.

3.1 Washing and showering facilities:

Basins are provided in each dressing room, showers are available within the male and female communal WCs. Dressing Room 1 also has a private shower.

3.2 Changing facilities:

Dressing Rooms 1 – 4 are located backstage, on the ground floor and can provide changing facilities for up to 40 persons. Dressing Rooms 5 & 6 are located backstage on the first floor and can provide changing facilities for up to 18 persons.

Dressing Rooms 1 – 4 are usually made available to theatre companies performing in the Theatre. Dressing Rooms 5 & 6 are usually made available to theatre companies performing in the studio. Where there is no performance scheduled into the studio, use of Dressing Rooms 5 & 6 may be possible to provide additional changing facilities for the Theatre.

Where further dressing room accommodation is required, the studio may be hired and this can accommodate up to 100 persons.

3.3 Availability of drinking water and catering facilities:

A drinking water dispenser is available backstage on the ground floor. The Capitol has an on site café serving refreshments and a basic catering menu. Hours of opening are in line with the front of house areas and Box Office.

3.4 First Aid provision:

At least one first aider will be on site during get ins, rehearsals, performances and get outs. First Aid kits are positioned in the backstage corridor, Theatre control room and Duty Office.

4 THEATRE TRANSPORT & VEHICLE MOVEMENT RESTRICTIONS.

4.1 Recommended access routes:

Access to the scene dock/loading area for the Theatre is via a short service road off North Street. Large vehicles will need to reverse in to the loading area from North Street. Assessment as to appropriate arrangements should be made on arrival by the vehicle driver for the incoming company, although advice is available in advance from the technical department.

The loading area can be gated shut and barriers can be put in place to prevent walk through access to the loading area by the general public where risk assessment demonstrates the need to do so.

Access for loading in to the Studio is advised from the rear of the building which is accessed via the residential street Chichester Terrace.

Coaches wishing to drop passengers at The Capitol should make use of North Street opposite Horsham Park as an area to stop as opposed to turning in to the service road.

4.2 Narrow / one-way streets:

There are no one way systems in place which would affect access to the scene dock/loading area for the Theatre.

Access to Chichester Terrace and the rear of the building for loading into the Studio should be made via Wellington Road with exit from Chichester Terrace via Norfolk Road. This is a residential area where a one way system is in operation and the appropriate signage is in place to confirm the restrictions.

4.3 Parking areas:

Incoming theatre companies for the Theatre have use of the marked 'Technical Vehicles' bay to the side of the scene dock. This is able to accommodate up to a 40' artic or a number of vehicles up to this total length.

The Company/Tour Manager should designate which vehicles are able to make use of this area, liaising with The Capitol technical department. No further parking is available on site for visiting companies. Details of close by car parks can be seen on the Horsham District Council website (www.horsham.gov.uk) although in most instances the BT Exchange Car Park, behind The Capitol, accessible by a service road off North Street closer to Horsham Station is suitable.

Incoming theatre companies for the Studio may have use of one car parking space to the side of The Capitol, although this is dependent on the programme for the Theatre and other activities at the venue. Where a production is loaded in to the studio via Chichester Terrace, vehicles will need to re-park either in a designated space to the side of The Capitol or in one of the close by car parks.

4.4 Turning areas:

Limited turning space is available close to The Capitol and the ability to turn vans or larger vehicles within the loading area is dependent on the car parking spaces close to the building being available.

Car parking spaces are marked and areas are defined as 'No Parking' or hatched with yellow markings to attempt to ensure that loading/manoeuvring areas are kept clear.

4.5 Storage facilities:

Where the programme allows, show related vehicles can be accommodate within the marked 'Technical Vehicles' bay before or after the load in but availability of this area should be determined in advance through discussion with The Capitol technical department.

4.6 Timing restrictions:

There are no timing restrictions in place.

4.7 Other normal venue deliveries, e.g. waste collection:

The Capitol regularly receives planned and ad hoc deliveries by a range of couriers and suppliers. Use of the loading area is shared for this purpose although most non show related deliveries take place closer to the front of the venue and cause minimal impact to productions.

4.8 Neighbourhood impacts, e.g. schools, hospitals, businesses:

There are various residential areas around The Capitol, notably Chichester Terrace at the rear of the building. Consideration should be given to this at all times when loading shows in and out of the Studio and also when loading out of the Theatre after 11pm.

There are various businesses close to The Capitol and the area to the side of the loading area is used as a route for public/employees to and from the BT Exchange car park. Consideration of this is given where the gate to the side of the scene dock is locked during a load in or load out although this consideration should not compromise the Health and Safety of staff at The Capitol or those associated with the incoming production.

5 FIRE SAFETY

5.1 Theatre fire plan:

Comprehensive information relating to the evacuation strategy, including floor plans detailing the location of escape routes, exits, fire fighting equipment, call points and emergency lighting are available in the Duty Office at The Capitol. If specifically requested this can be provided in advance to an incoming company.

The Capitol must be made aware of any production specific risks which may impact on the venue's Fire Risk Assessment and these should be included within the appropriate production specific risk assessment.

5.2 Emergency procedures and means of escape:

Incoming companies will be briefed on the areas of the emergency procedures which are relevant to them by The Capitol technical department. This will include an awareness of the appropriate assembly point and the available escape routes and exits.

Incoming companies must provide details of the personnel on site for the duration of their visit and have a designated person responsible for ensuring an awareness of who is on site at a given time and a means of managing this such as a sign in/out register.

Where a touring company includes a disabled person, who needs assistance, to (e.g.) to know that an alarm has activated or to leave the building, the touring company should provide a personal emergency evacuation plan for that person when they arrive. We have evac chairs and trained operators backstage and front of house and the locations of the evac chairs can be demonstrated on arrival, where relevant.

During an emergency, evacuation is led by the designated Duty Manager at The Capitol.

5.3 Theatre permit to work system, e.g. hot works:

The Capitol should be made aware of any requirement for hot works to take place in advance and a hot works permit should be issued once associated risk assessments have been reviewed. Where appropriate, parts of the fire alarm system such as smoke detectors may be isolated whilst the work is taking place.

Where smoke or pyrotechnics are to be used in performance the appropriate smoke detectors should be isolated by the Duty Manager or Technical department. Isolation of devices should be minimised and the system must be left in the normal, un-isolated state overnight or when the building is un-occupied.

5.4 Smoking restrictions:

Smoking is not permitted anywhere within The Capitol and this should be limited to areas away from the doors to the building in line with regulations relating to smoking in public buildings.

6 LOCATION OF SERVICES

6.1 Water:

The main isolation valve for the water supply is in the 'gas store'. This is usually locked and access can be obtained via the Duty Manager.

6.2 Gas:

The main isolation valve for the gas supply is in the 'gas store'. This is usually locked and access can be obtained via the Duty Manager.

6.3 Electricity:

The main isolator for the electricity supply is located in the electrical intake room in the basement, under the stage. The room is usually locked and access can be obtained via the Duty Manager.

7 LIFTING EQUIPMENT

7.1 Types - fixed and portable:

37 ways of single purchase counterweight fly bars spaced at 200mm intervals. Whilst the bars are numbered from 1 – 42, bars 3 – 7 are not operational or in place as the area where these bars would sit is occupied by the film screen assembly.

4 x 1Tonne motorised hoists positioned in the grid, controlled downstage left provide the raise and lower mechanism for the film screen assembly. The film screen assembly has a weight of 1265kg.

The area of floor beneath Rows A – C in the Theatre is able to be raised and lowered to provide an orchestra pit or stage extension/thrust if required. The raise and lower mechanism is provided by motorised adjustment of the screw jacks supporting the floor by a pendant remote at stage level.

7.2 Safe Working Loads (SWLs):

Counterweight fly bars have a max rating of 350kg to include the bar. Maximum permitted load is 280kg per bar.

LX1, is suspended under the film screen frame and has a SWL of 250kg this is due to the means of suspension/fixings for the bar itself as opposed to the lifting equipment.

The area of floor beneath Rows A – C has a dynamic load rating of 6000kg

Hemp sets which run US/DS have a SWL of 100kg each

8 ACCESS EQUIPMENT

8.1 **Types - fixed and portable:** Zarges Ladders (Class 1) and Haulotte Star 10

8.2 **Anchorage points for fall arrest systems:** None in place

9 STAGE INFORMATION

9.1 Stage Size:

Working Width: 11m

Working depth from rear stage to Housetabs: 7.85m (9.5m to ds edge)

Flying height 6.5m

Grid height 12.6m

9.2 **Maximum permissible size of prefabricated elements:** 2.3m x 5m

9.4 Stage related difficulties/restrictions:

- Limited allowance of fixing to floor: Contact technical department for info.
- Safety curtain line that must be kept clear
- Housetabs not a straight drop, require clearance either side.
- Trap door in the stage floor, this is located 2.4m from the DS edge and 1.8m SL of centre.
- Cable traps spanning the depth of the stage, Stage Left & Stage Right, 5.5m from centre
- (extreme edge of working width of stage)

10 OTHER HAZARDS

10.1 Location of asbestos:

A full asbestos register for the site is available from the Operations Manager if required. However, there is enclosed asbestos in the ceiling area of the Theatre around the FOH lighting bridge.

10.2 Designated 'confined spaces':

There are no designated confined spaces.

10.3 Storage of hazardous materials:

A lockable metal cabinet is used for storage of chemicals. A lockable metal cabinet with a meshed front is used for storage of pyrotechnics. Availability of these storage areas is limited for incoming companies due to our own stock. If there is a need to store hazardous materials on site this should be thoroughly discussed with the technical department prior to arrival.

10.4 Risks arising from client's activities elsewhere on site:

Specific activities which are outside of the scope of the day to day operation of the venue should be thoroughly risk assessed and appropriate method statements provided.

10.5 Neighbourhood noise restrictions:

An average house sound level of 98dBA is worked to. This is measure at the sound desk position by venue staff during the sound check.

10.6 Health and Safety Policy:

The Capitol is owned and managed by Horsham District Council and conform to the associated Health & Safety policy. Site specific risks are assessed separately. A full copy of the Health and Safety Policy for Horsham District Council is available if required as well as the supplementary Risk Assessments specific to The Capitol.