

## Venue Technical Information

8 Steeple Square, Kilbarchan, PA10 2JD



# Welcome

We hope the enclosed technical notes and specification will help you prepare for your event or production in Kilbarchan Performing Arts Centre at Steeple Square. It contains information on the venue, lighting, sound and Health & Safety regulations.

In order that we can support your event as effectively as possible **please return the technical questionnaire at least 21 days before your event.** Please send as much supporting documentation as possible.

Should you require any further information please do not hesitate to contact us on 01505 550 550, or by eMail to [kpac@steeple-square.co.uk](mailto:kpac@steeple-square.co.uk)

We look forward to welcoming you at Steeple Square.

Brian McMillan

**Venue Technical Information**  
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## General Information

### Hall Capacity

Room Dimensions 9 x 10 m

Theatre Style 135 Cabaret Style 80  
Max Standing 180

#### ***Balcony***

*A balcony surrounds three sides of the space at a height of 2.1M, the control position is located at the rear of the hall on the balcony. Access is restricted to staff / visiting crew and is not suitable for audiences.*

### Stage and Screen

Raised stage floored in black painted chipboard. There is a black serge curtain along the upstage edge of on a tab track, behind which is a fixed (solid surface) projection screen (5.5m x 3m). Access to the stage is from SR only (via Prompt). There is no facility for backstage crossover. Treads can be provided. It is not permitted to drill or screw to the stage floor.

Depth: 2.5m Width: 6.5m  
Ceiling Height: 4.5m - 4m (at lowest point)  
Stage Height: 620 mm

### House Lights / Working Light

Main House / Working light is by 5x 150W ceiling mounted tungsten light fittings. Additionally there are a number of LED fixtures used for house lighting; see Lighting below.

### Get In

Access to the venue is only via the front doors. There is very limited backstage space and no facility to store instruments, props, scenery etc off-stage during a performance or event. As the stage is small we do not anticipate large set pieces, Door width is 1200mm (narrowing to 700mm) - set pieces or other items with a length over 3m may present problems. Please contact us with overall dimensions of any large pieces.

### Get Out

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

### Staffing

We can discuss your staffing requirements and can easily provide trained sound and lighting technicians should it be necessary but may incur an additional charge (dependent on contract)

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If using the technical facilities of the venue you must provide a competent person to liaise with our technical staff at least 21 days prior to your event and this same person must oversee the technical requirements during get-in and your event or performance.

# Lighting

## Standard Rig

The standard rig provides a basic wash of the stage as well as some specials, a plan of this is enclosed. The lanterns available are adequate to support a small theatrical production or band.

**NB: Some small LED fixtures are present in the standard rig, these form part of the house lighting (detailed below) and must NOT be refocussed or moved.**

## Pre-Rigging

Where scheduling allows our Technical Staff will endeavour to pre-rig for your event. Desired lighting plans or requirements must be provided at least 14 days in advance to facilitate this.

## Access / Focussing

The side lighting positions can be focussed from the balcony without additional access equipment. Access to the front, middle, and rear overhead bars is by Zarges ladder.

## Gel

We have a limited supply and off-cuts that have been left by other users of the hall. It is strongly recommended you bring your own or request colours to be ordered in advance of your event.

## Control

There are 24 ways of DMX dimming, rated at a maximum of 13A per channel distributed across 3 IWBs and wall mounted circuits. There is no patching available and all circuits are as numbered in the attached plan (NOTE PAIRING).

Dimming: 24 ways of 13A DMX dimming provided by SD6 Equivalent dimmers  
Desk: Zero88 Bull Frog (96 generic, 1024ch, dual universe output)

**NB: The maximum power available is 50 A across each dimmer.**

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### House Lights

House lights are managed from a dedicated DMX system and can be controlled from the control position using a web based application from any smartphone or laptop/tablet. If required the house lights can be configured to be managed from the desk.

### Lantern Stock

We hold a small number of generic lanterns as below, additional lighting including LED lighting and moving heads are available on request (detailed overleaf)

- 10x Strand Quartet Fresnels (650W) - Limited selection of Barn Doors available
- 26x Thomas Par 64 (CP62, CP86, CP87, CP88) – (Mixed black/silver Lanterns)
- 6x Selecon Acclaim Axial Zoom 18/32

*Some gobo holders are available however please note we do not carry a stock of gobos but can obtain any stock gobo on request (there will be a charge for these)*

*We can also arrange for custom gobos for your event.*

## Additional Lighting

A limited number of additional fixtures are available for hire. These are not owned by the venue but are provided by an external supplier.

Hirers who are competent in the use of professional lighting may also bring your own lighting equipment subject to approval in advance and the equipment being electrically safe.

**The venue management reserve the right to refuse to allow any equipment to be used.**

DMX outlets are available at each LX position; 3x IWBs, 2x Unwired Bars, SL/SR perch, and SR positions. A DMX splitter distributes DMX signal to each location - it is not necessary to daisy chain fixtures between locations.

## House Lighting (LED)

In addition to the main halogen house lighting we have a number of permanently installed LED fixtures that can be used for atmospheric 'mood' or 'accent' lighting for your event - these are detailed below and controllable from our lighting desk or by DMX;

- 6x LED downlights (RGBW)

*These are aligned with where tables are positioned in cabaret seating style and can be used to illuminate the table in any colour or as general illumination (e.g. as a dance floor)*

- 2x LED strip light (RGB+W)

*These run the full length of the balcony at each side of the hall and consist of an RGB and Warm*

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*White (2700K) LED strip which can be used for general illumination.*

***NB Although located on the lighting rig these downlights cannot be repositioned***

## Projection

The venue is equipped with a 4000 lumen fixed HD projector suited to presentation and video / DVD screening which **cannot** be moved or re-ocussed under any circumstances. Use of this will attract an additional charge.

Black out blinds are available. Emergency exit lighting (all of the bulkhead type) is non-maintained. ***There are no emergency light fittings on the US wall / adjacent to projection screen.***

### AV Equipment

1x HD TV Decoder  
1x Sony BlueRay Player  
1x Panasonic AV Receiver

## Sound

There are two systems available within the venue; a basic PA system for performance sound or presentations and a 5.1 surround system for use in conjunction with video projection or as background audio.

### Speakers

There are 2x RCF310A powered speakers and 1x RCF705AS powered sub which are typically positioned SL, SR and DSL (Sub). Additionally two small speakers are permanently installed at the rear of the auditorium which form part of the surround system but could be used for basic background music playback.

The in-house system is intended to be adequate for a small theatrical, small band or live music performance. Alternative systems can be provided by arrangement with local hire companies if this does not meet your requirements.

As the venue is located within a residential area there are external sound limits that must be adhered to as a condition of our license.

**NB The in-house system is easily capable of exceeding this and any directions regarding output level *must* be adhered to.**

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### Control

The control position is equipped with a Soundcraft Ghost LE 24/8/2 mixer and a number of playback devices along with a Behringer GEQ3102 32 channel stereo equalizer and a dbX 166XL dual channel compressor.

If you are bringing your own audio source (e.g. iPod, Qlab etc) please bring an appropriate cable as we have a limited number of jumps and adapters available.

### Tie Lines

There are 5 sends and 3 returns available from the SL side of the stage to the control position (rear of the hall, balcony level). This can be augmented by use of a snake as required, 8 sends and 4 returns.

There are 1 send and 1 return available from the SR side of the stage to the control position (rear of the hall, balcony level).

### Microphones and Ancillaries!

The following microphones are available. Hire of radio-microphones (with appropriate licenses) can be arranged through our hire partners at preferential rates as required;

- 3x Shure SM58
- 1x Shure Beta 58
- 2x Shure SM57
- 2x Studiospares S955 Condenser (Vocal)
- 1x Studiospares SM55
  
- 7x Full height adjustable boom, telescopic microphone stands.
- 2x Low floor adjustable microphone stands.
- 1x Round base microphone stand.

### Induction Loop

The venue is fitted with an induction loop system.

## Talkback

The venue is equipped with a three channel Canford TecPro/ClearCom compatible 'cans' system - there is one hard-wired channel with XLR ports at the following locations;

- 2x SR Prompt
- 4x Control Position
- 2x Backstage Green Room / Rehearsal Room area
- 2x FOH

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There are 7x TecPro BP111 backpack units and assorted compatible headsets available for use

## General Conditions of Use

The following is a summary of general conditions and *does not replace* your hire contract

- All exits and signage must be unobstructed
- All cables must be laid so as not to present a hazard to audience or performers
- You may not alter the fixtures, fittings or fabric of the building
- You may not fix any part of your set or decoration to the venue
- A minimum lighting level must be maintained at all times
- Smoking is prohibited throughout
- Naked flames, including candles, are prohibited\*
- Pyrotechnics are prohibited\*
- The use of special effects (such as smoke, haze, strobe lighting etc) is with our agreement only and must be notified in advance via the attached questionnaire.
- Requests for special effects must be received 21 days prior to your event
- All furniture, set, scenery, props or other equipment must be constructed in an approved manner and of suitable materials and **must be fire-proofed**.
- All electrical equipment must be safe and will be subject to visual inspection, any items deemed unsafe will not be permitted to be used.
- No person under the age of 16 may be present during a get-in or get out or otherwise have access to the lighting rig or be permitted to work at height.
- No person under the age of 16 may operate technical equipment
- No food or drink is to be brought into the control area
- The venue, and control position, must be cleared of all rubbish during the get-out and everything returned to full working order as you found it.
- Access to the roof void is prohibited
- Access to the basement is prohibited
- For the avoidance of any doubt signage which refers to 'staff only' will mean staff of the venue and their appointed representatives **not** visiting companies or hirers.
- It is your responsibility to provide adequate staff and first aid cover

\* These effects may be considered appropriate subject to proper risk assessment and operation by suitably qualified individuals but are generally prohibited. Please contact us for further advice or information.



# Technical Questionnaire

We look forward to welcoming you to Steeple Square, to help us support your event please complete the following short questionnaire.

<b>Company Name</b>	
<b>Production / Event Name</b>	
<b>Nature of Event</b>	

**NB:** All personnel must be capable of undertaking tasks allocated to them  
All persons entering the venue must comply with the Health & Safety At Work Act 1994  
Access equipment must only be used by people trained in its use  
Equipment must not be stored within the venue without prior permission

## Contact Information

<b>Booking Contact</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>eMail</b>	
<b>Technical Contact</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>eMail</b>	

## Get In

<b>Date</b>	
<b>Time Required</b>	
<b>Staff Required</b>	
<b>Please list any unusual or heavy items or equipment</b>	



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**Get Out**

<b>Date</b>	
<b>Time Required</b>	
<b>Staff Required</b>	
<b>Please list any unusual or heavy items or equipment</b>	

**Performance and Rehearsal**  
 (theatrical / live music performance only, short events / exhibitions etc can omit this section)

Performance Dates	Tech Reqd	Time

Rehearsal Dates	Tech Reqd	Time

<b>Approximate Duration</b>	
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### Lighting Requirements

Please enclose any Lighting Plans or Requirements with this completed questionnaire.

<p><b>What, if any, changes do you wish to make to our standard fixed rig?</b></p> <p>(You can submit a full lighting plan if required)</p> <p>Subject to other use and hires we can usually arrange pre-rig in advance of your arrival.</p>	
<p><b>Please specify any additional lighting equipment you require us to provide (see list)</b></p>	
<p><b>Please specify any additional effects (e.g. strobe, haze, smoke)</b></p>	
<p><b>Do you need an operator?</b></p>	

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**Sound Requirements**

Please enclose any additional notes with this completed questionnaire.

<p><b>Please list all venue equipment you wish to use during your hire</b></p>	
<p><b>Do you require any additional equipment?</b></p>	
<p><b>Do you need an operator?</b></p>	
<p><b>Do you intend to record?</b></p>	

It will be assumed that sound is operated from the balcony unless otherwise agreed in advance. Operating sound from the hall floor will result in a capacity reduction.

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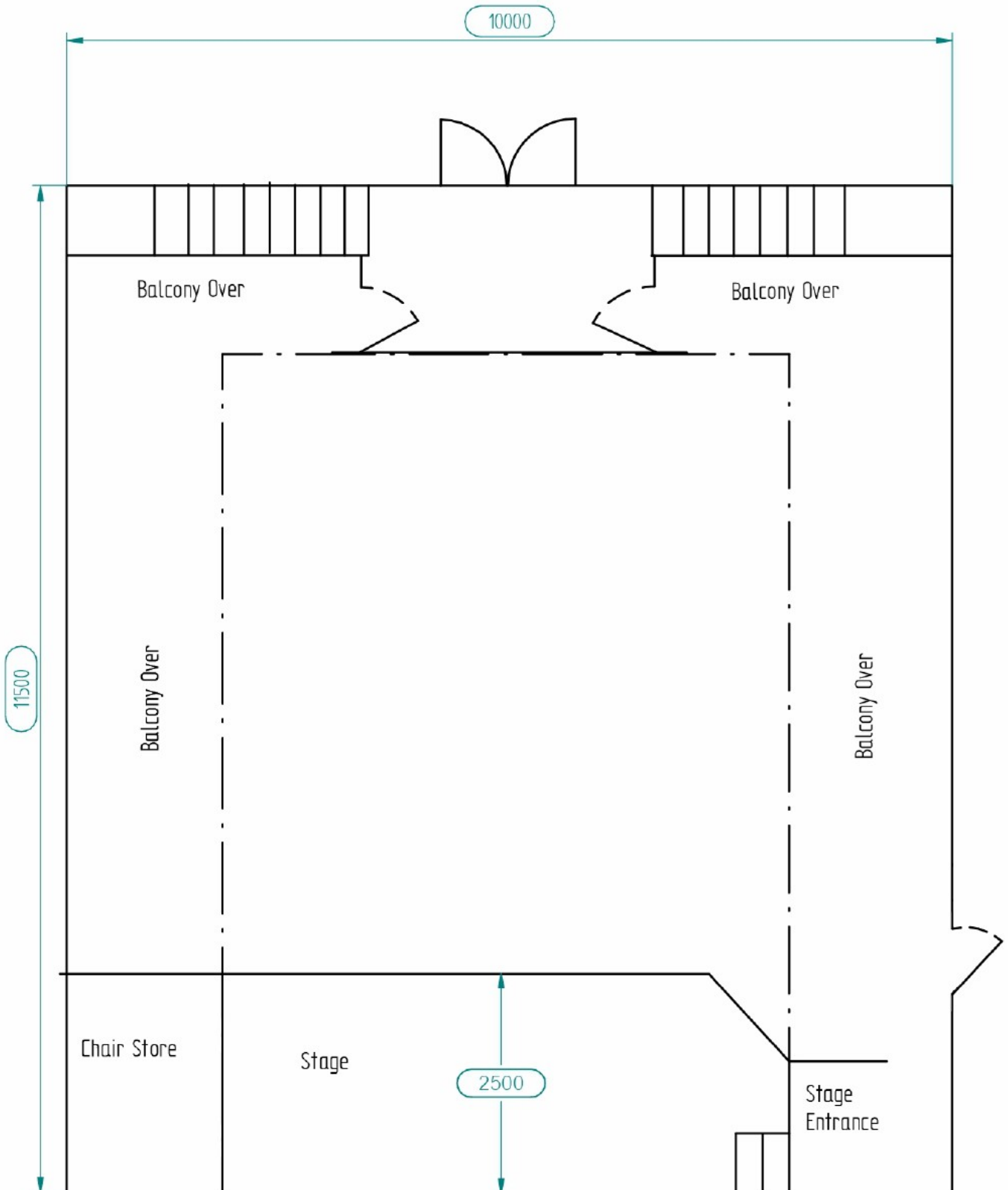
**Other Equipment and Effects**

Please enclose any additional notes with this completed questionnaire.

<p><b>Please list any other equipment or effects used (e.g. pyrotechnics, firearms, live flame, smoke effects etc)</b></p>	
<p><b>Are smoke effects used?</b></p>	
<p><b>Do you use haze effects?</b></p>	
<p><b>Do you use a laser?</b></p>	
<p><b>Please list any other technical requirements</b></p>	

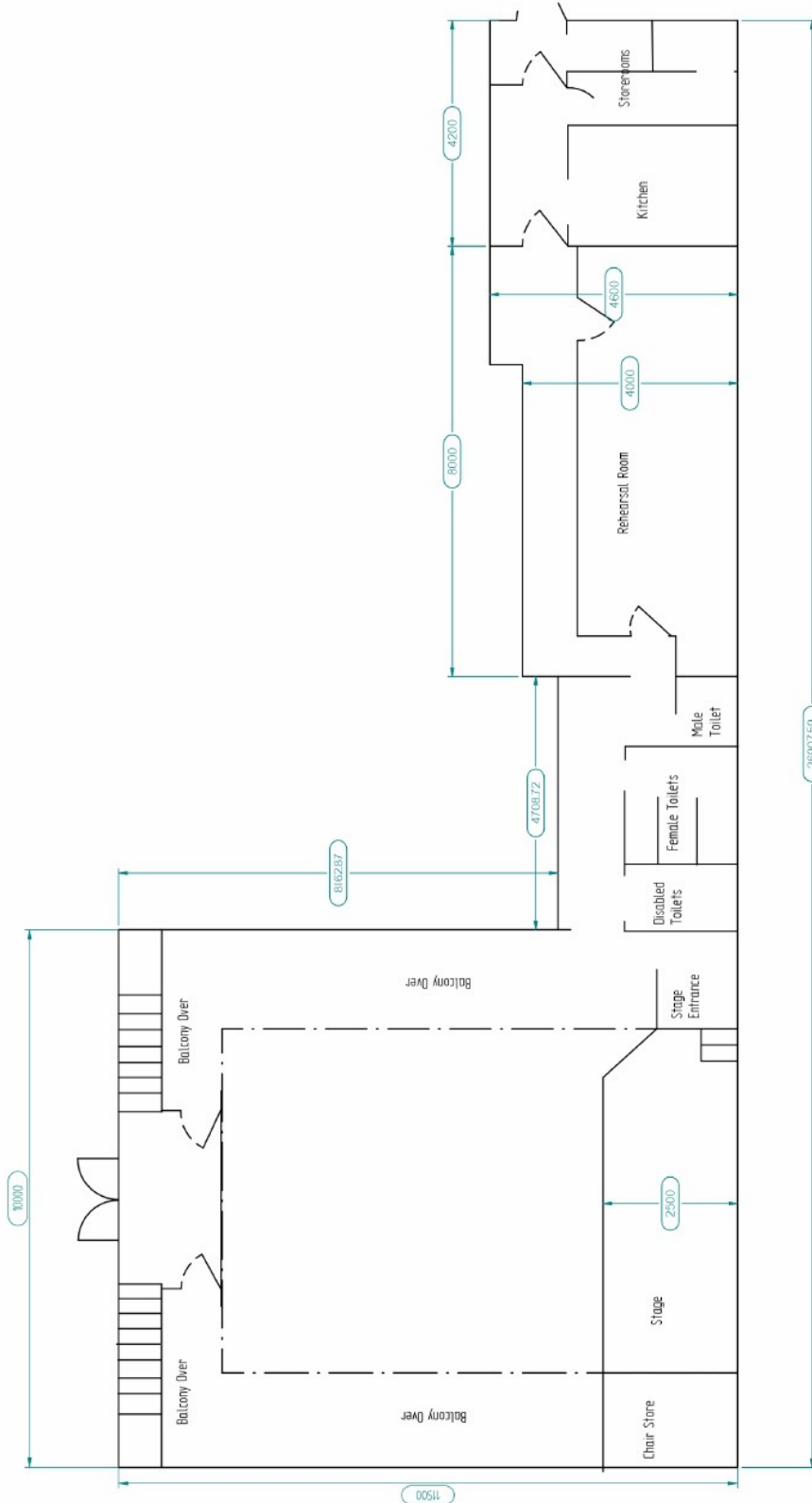


# Hall Plan



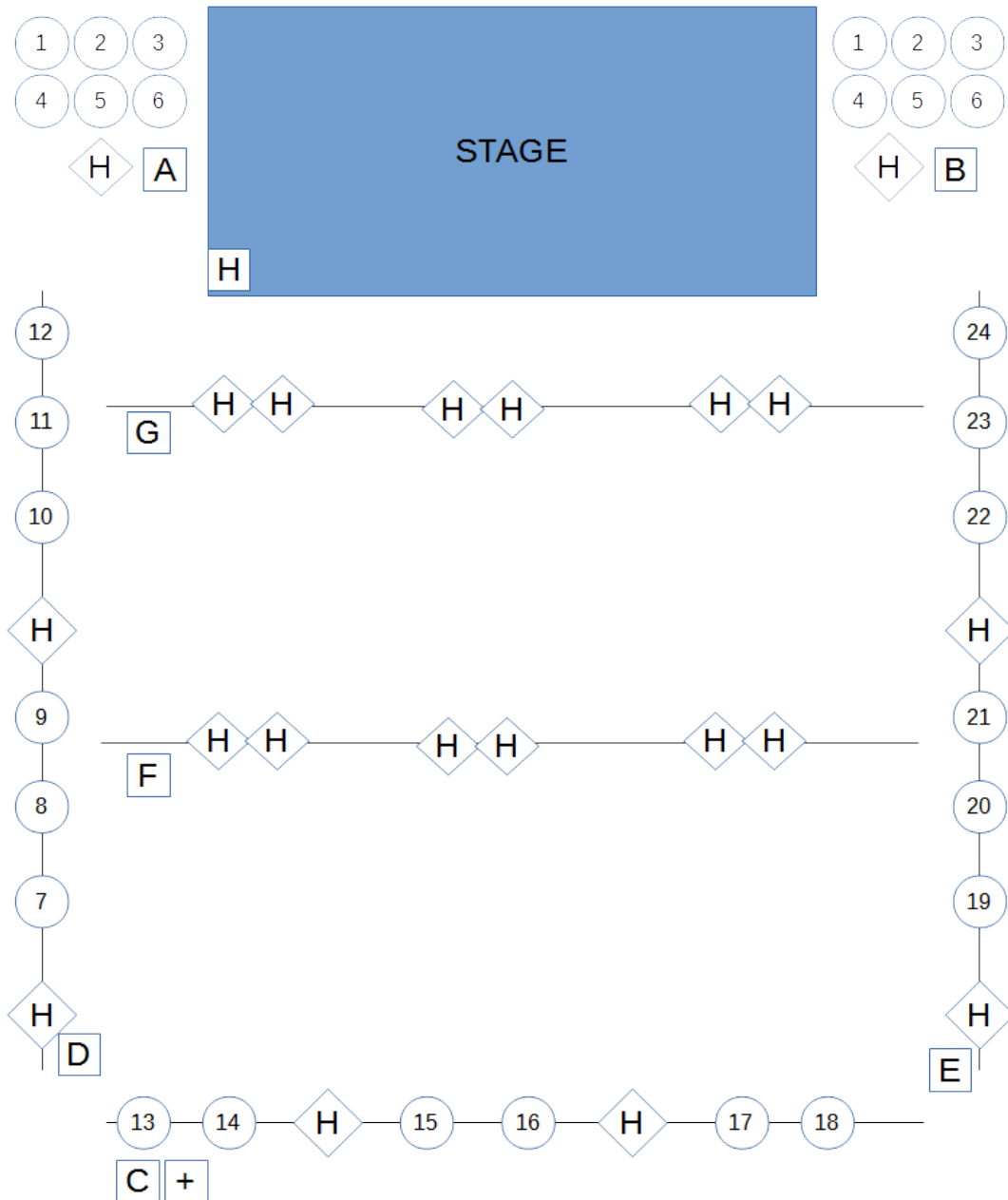





# Venue Floorplan





# Lighting Circuits



-  Dimmer Circuit  
15A Outlet
-  Hard Power  
13A Outlet
-  DMX Outlet  
5Pin XLR

CAUTION Supplies to individual bars will be from different phases.

Perch and bars a side of hall are easily accessible. Bars parallel to stage are 5M above the floor.

This is a fixed patch.