

# JRT Hiring Factsheet - General Information

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## Introduction

The Joseph Rowntree Theatre opened in 1935 and is an interesting example of an inter-war theatre designed by the architect Barry Parker. The exterior of the theatre is a functional yet attractive piece of thirties design, whilst the interior has all the characteristics of the Art Deco style.

Since 2001 the theatre has been run by a charitable trust. The trust aims to provide a venue for the presentation of the performing arts for the City of York and surrounding areas.

Since 2003 a major series of refurbishments have been undertaken, including replacing the auditorium seats and carpets, redecorating the complete interior, upgrading the stage lighting and overhauling the sound system.

## Seating

The main body of the auditorium has 244 seats with a central aisle and 2 side aisles. The balcony has 118 seats in 3 blocks with 2 aisles. There are 3 wheelchair spaces at the rear of the stalls — these seats should not be released for general ticket sales. The total seating capacity is 362.

## Front of House

A small box office is available for sale of tickets on performance nights only, and does not sell tickets for future productions. The hirer provides box office staffing for the performance nights. Tickets may be sold through hirer's chosen outlet — for example the Theatre Royal box office.

Sweets, soft drinks and ice creams are available before the performance and during the interval.

The front of house space is limited and no other selling can take place in the foyer area.

Toilets for audience use are located off the front of house area. An additional toilet fitted for disabled patrons' use is located on the side corridor.

Car parking for the audience and cast is available within a short walk from the theatre.

## Opening Times

On performance nights the Theatre opens its doors 30 minutes before the start of the performance.

The stage manager unlocks the building to allow cast and crew access via the stage door at the start of the hire time — normally 1½ hours before your performance.

## Staffing

The Management Board has a team of volunteers who help at the theatre in a number of different ways.

The technical side will consist of a resident Stage Manager and Assistant Stage Manager for the organisation and safety of your production and will control your production in respect of flying and lighting. The stage manager is also the management board's representative during rehearsals.

As part of our licence requirements we have volunteer stewards who will be front of house for each performance. They will sell programmes as well as guide people to their seats. During a performance there will be two Duty Managers/Board Members present.

## Publicity

We have a separate document that details the publicity provisions for hirers - please see our *Publicity Policy*.

## Child Protection/Chaperones

Please make yourself fully aware of current legislation regarding child performers - advice can be found at <http://www.northyorks.gov.uk/> (search for *Children's Performance License*).

The theatre requires that for children aged 10 years and under there must be 1 chaperone per 5 children; for children aged 6 years and under there must be 1 chaperone per 2 children.

*Last Updated: 20 September 2011*

# JRT Hiring Factsheet - Stage and Backstage

## Stage

The stage is flat with narrow wings and is backed by a curved white cyclorama. The flying lines and Stage Manager's corner are located on stage left. The prompt corner and scenery bay is on stage right.

The proscenium opening is 27 feet wide and 17 feet high. The stage is 25 feet deep in total. The stage has a hardboard surface that measures 32 feet wide and 20 feet deep. Once side masking is set the stage width is 19 feet at the narrowest point.

The stage surface is painted with a matt emulsion, initially in a charcoal colour. If you require a particular stage colour this should be arranged with the technical director and sufficient time allowed to paint the stage at the end of a day. The stage must be returned to the standard charcoal colour at the end of a hire.

Scenery may not be screwed to the stage floor.

## Orchestra Pit

The orchestra pit is 23 feet wide and extends 6 feet forward of the stage with a bayed front including a door into the auditorium. There are a number of power points available within the pit, as well as four (stage) lighting circuits.

An apron can be fitted over the orchestra pit if required and this creates additional stage space in front of the main stage curtain measuring six feet at its maximum. The fitting or removal of the apron is the responsibility of the hirer under the supervision of the stage manager. The apron must be lit using the front of house and roof based lighting as it is out of reach of the stage lighting. Follow-spots can light the apron except for any cast sitting very near the front.

Ten music stands, with fitted lights, and a conductor's stand are available, along with seats for the musicians.

## Curtains

Three sets of full stage curtains (one set each in pink, gold and black) are available. They may be located on any flying line, unless they are required to traverse, in which case they must be put on a flying line with curtain track.

The house curtains are in green, and drop in vertically — they do not traverse.

## Stage Blocks

Approximately 40 stackable staging blocks, each 33 inches square and 7 inches high are available. A small number of fractional blocks are also available. The blocks can be painted with emulsion, and will be in the colours used by the previous user at the start of a hire.

## Dressing Rooms

There are 4 backstage dressing rooms, all with interconnecting doors. All dressing rooms are equipped with mirrors with lights and washbasins. Two dressing rooms measure 13' 6" by 13' 2" and can each accommodate 16 people, a further two dressing rooms are 8' 6" by 13' 2" and can each accommodate 9 people.

The Cellar below the stage may also be used as a changing area, although with more limited facilities.

The maximum number of people that can be accommodated backstage is 100 - this includes cast, crew, helpers and chaperones.

## Backstage Drinks

There is a hot drinks and cold cans machine backstage for the use of cast and crew. It is not possible to have kettles or urns backstage due to the limited space available.

Ice creams can be ordered for the interval and brought backstage — to arrange this speak to the duty manager to obtain a form.

## Backstage Access

To maintain the security and safety of cast and crew, backstage access has to be restricted to those involved in the production. People meeting cast and crew should do so at the stage door. Adhesive badges are issued to all crew members; anyone backstage other than cast and identified crew members will be asked to leave.

Cast and crew should not go front of house during the interval.

The stage door and the pass door to the auditorium are protected by an electronic code lock. The appropriate access codes for your production will be notified to you before the hire period.

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# JRT Hiring Factsheet - Flying

## Flying

There is a counter-weighted flying system for the raising and lowering of cloths, curtains and flat scenery. This may only be operated by trained theatre staff. Appropriate fixing hardware is available for mounting flats etc.

The maximum weight that can be accommodated on any bar is 88kg. Bars with curtain track on them already have some weight on them and so can only accommodate an additional 63kg.

The maximum height of an item to be flown completely out of view is approximately 6.5 meters including any fittings and cabling.

Items for flying must be constructed so as not to foul other bars, curtains or scenery, and be sufficiently robust to withstand flying operations. The theatre reserves the right to refuse to fly any items that the stage manager believes cannot be flown safely.

All items brought into the theatre and used as part of the set must be rendered fire retardant.

The table details the location and normal use of each of the flying lines.

Line	Distance in feet from front of stage	Description
1	0.5	Fire Curtain
2		House Curtain (Green)
3		Front Border
4		Number 1 Lighting bar — 16 channels
5		Flying bar — usually not used (restricted access)
6	6.5	Flying bar — with curtain track
7		Top Border (restricted depth)
8		Side Masking Legs (restricted depth)
9		Number 2 Lighting bar — 16 channels
10	10	Flying bar
11	10.5	Flying bar
12	11	Side Masking Legs
13	12	Flying bar — with curtain track
14	13	Top Border
15	14	Number 3 Lighting bar — 16 channels
16	15	Flying bar — with curtain tracks
17	16	Flying bar
18	17	Side Masking Legs
19	18	Cyclorama Lights bar
20	19	Flying bar
21	20	Flying bar — with curtain track
22	21	Flying bar

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# JRT Hiring Factsheet - Lighting and Effects

The lighting system had a major refurbishment in 2004, and is being incrementally improved each year.

## Dimmers

There are 72 dimmer circuits from a set of *Zero88 Chilli* series Dimmers. All of the circuits are fully patchable. 60 circuits are rated for 10 Amps of resistive load, the remaining 12 circuits are rated at 16 Amps.

All lighting sockets utilise 15A round pin unfused plugs and outlets.

## Control

The lighting control board is an *ETC Ion* board. A 4 way *DMX splitter* allows control circuits to be extended to other equipment within the theatre.

## Lanterns

Number	Rating	Type
3	500 W	CCT Minuette Floods
6	500 W	PAR 56s
2	650 W	CCT Minuette Profile Spot
6	650 W	Vision V650Z 14-33 Zoom Profile
14	800 W	Selecon SPX 15-35 Profile
6	800 W	Selecon SPX 25-50 Profile
14	1000 W	PAR 64s
5	1000 W	CCT Starlette 1000 Fresnel
8	1000 W	CCT Silhouette Spot
4	1000 W	Selecon Rama PC
30	1000 W	Selecon Rama Fresnel
4	1200 W	Selecon Rama Fresnel

Additionally there are the 2 sets of cyclorama lights which each consist of 5 sets of 4 lamps each of 500W. The upper set is permanently wired in place and cannot be moved.

## Follow-spots

There are two 1200 W metal halide follow-spots, each with a colour changer pack, mounted on tripods in the roof void. The follow-spots are unable to illuminate the very front of the stage apron (orchestra pit) or anywhere in the auditorium.

## Lighting Points

There are 16 circuits to each of the 3 stage lighting bars, 4 circuits to the top cyclorama bar, 4 circuits to the bottom cyclorama lights.

There are 8 dip (floor) sockets each side of the stage spaced evenly from upstage to downstage, 2 sockets are on each of the stage perches. In the pit there are 4 sockets, and 8 sockets on the cyclorama (the central 4 sockets are normally used for the lower cyclorama lights).

12 circuits go to the roof void lights. 10 circuits go to each of the 2 front of house lighting platforms.

## Other Lights and Electrical Equipment

Any electrical equipment that is to be plugged into the theatre electrical or lighting systems must be approved by the *Stage Manager* before use. The hirer is responsible for ensuring any electrical equipment brought is electrically safe and correctly labelled. Inductive loads must not be plugged into the dimmers.

## Visual Effects

The theatre has the following pieces of visual effects equipment:-

- 2 UV LED panels mounted in the front of house lighting platforms
- 1 Martin Jem ZR44 Hi-mass fog machine
- 1 Le Maitre pyroflash 2 way controller.
- 1 Le Maitre pyroflash 6 way controller.
- 6 standard flash pods with cabling.
- 1 Mirror ball (16 inch) with motor and hanging mount.

The use of any effects, including those where the effects equipment is provided by the hirer, must be discussed with the *Stage Manager* or *Technical Director* at least 6 weeks before the hire to allow any required license permissions to be obtained. It may also be necessary to perform specific risk assessments depending on the effect to be used, and potentially modify the use of the effect if required.

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# JRT Hiring Factsheet - Sound

## Sound Desk

There is a 32 (plus 2 dual stereo) channel *Allen & Heath ZED-436* mixer located at the rear of the auditorium, with additional equipment located in the rack by the sound desk.

The input devices for the sound desk include:-

- Tascam MDCD1 Mk 2 Minidisc/CD player
- Sony Minidisc player
- Denon cassette tape deck

## Auditorium Sound

The main auditorium is covered by 2 *D&B Audiotechnik Ci90* Speakers with 4 *D&B Audiotechnik E0* speakers attached to the front of the orchestra pit for front in-fill. The balcony area has 4 *D&B Audiotechnik E3* speakers. The auditorium sound is driven by 5 *D&B Audiotechnik E-Pac* Power Amplifiers.

## Fold-back Sound

2 speaker/amplifier combinations are on stage and normally used for fold-back. Additionally there are 2 more portable *IS Theatre 10s* speakers, driven by a *Samson Servo 550* (250W) amplifier, which can be placed on stage or in the orchestra pit as required.

## Deaf Loop

The auditorium is equipped with a deaf loop that covers the stalls seating areas.

## Sound Points

There are a number of sound points around the theatre:-

- Downstage left and right
- Upstage (Cyclorama) left and right
- Orchestra pit left and right
- Projector room (rear of balcony)

Additionally other equipment can be patched in via the stage corner or cellar.

## Microphones

The theatre has a total of 12 *Trantec* UHF radio lapel microphones; up to 4 of these microphones may be used in handheld microphone units. An additional hire fee is charged for use of the radio microphones.

Additionally there are:-

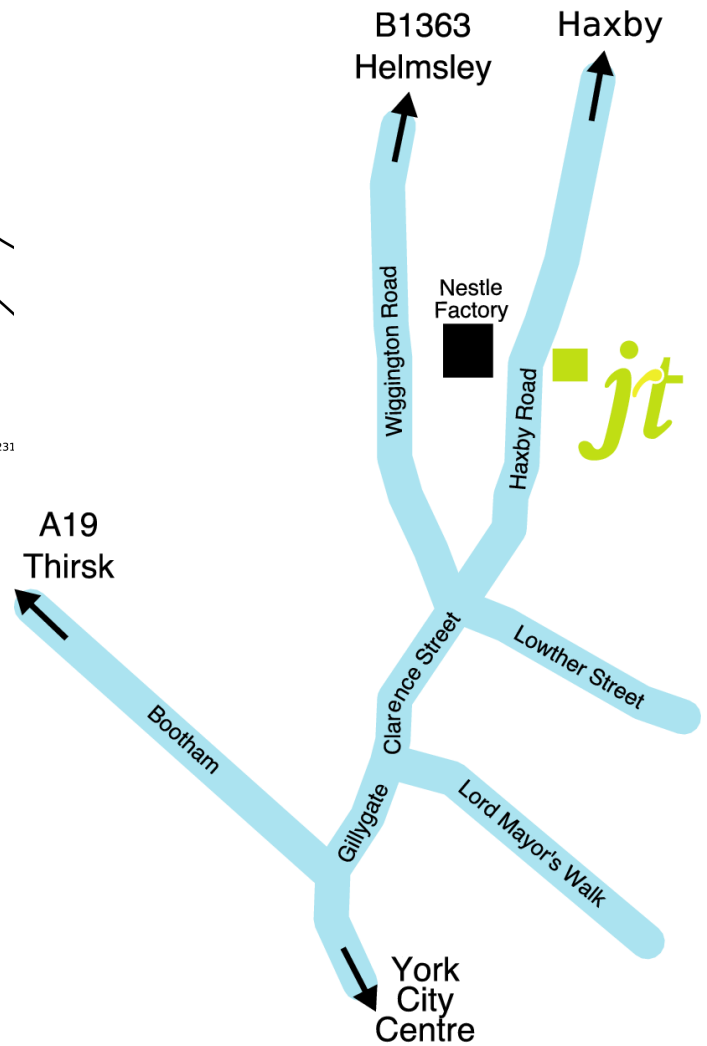
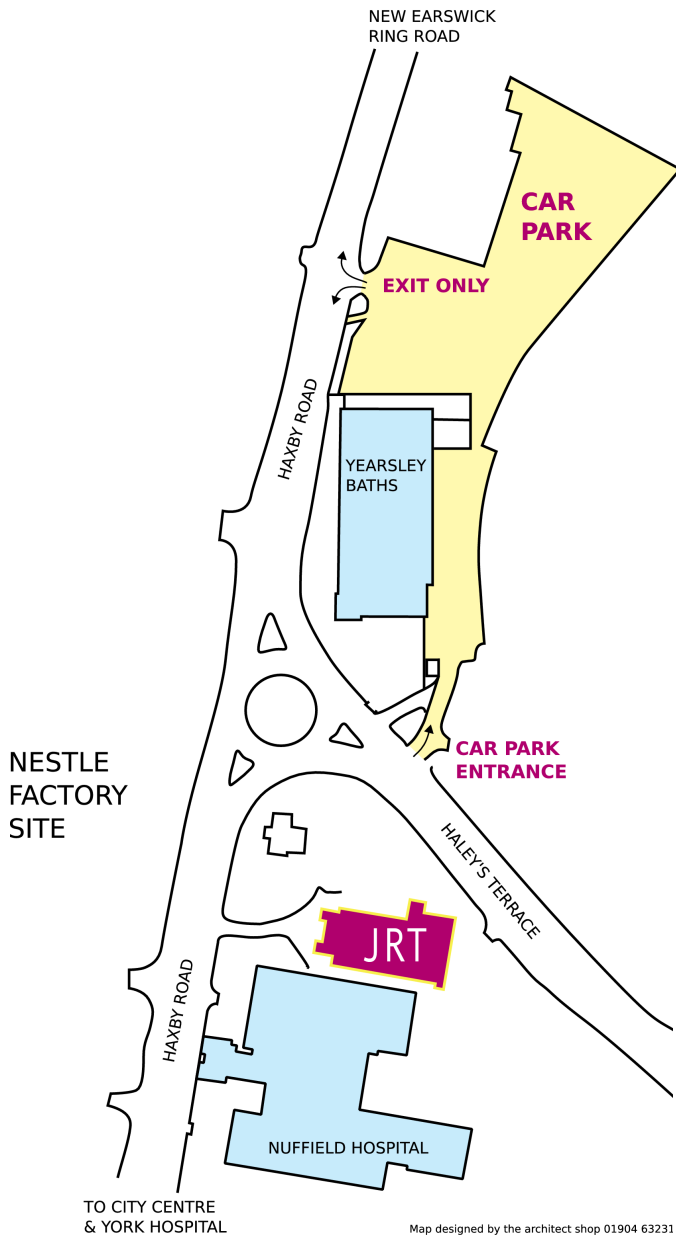
- 2 Sennheiser rifle microphones
- 2 *Audio Technica Pro44* Boundary microphones
- 2 *Shure SM58* hand-held XLR microphones with stands
- 1 *AKG D190* hand-held XLR microphone.
- 1 *Audio Technica ATM 61HE* hand held microphone.

## Musical Provision

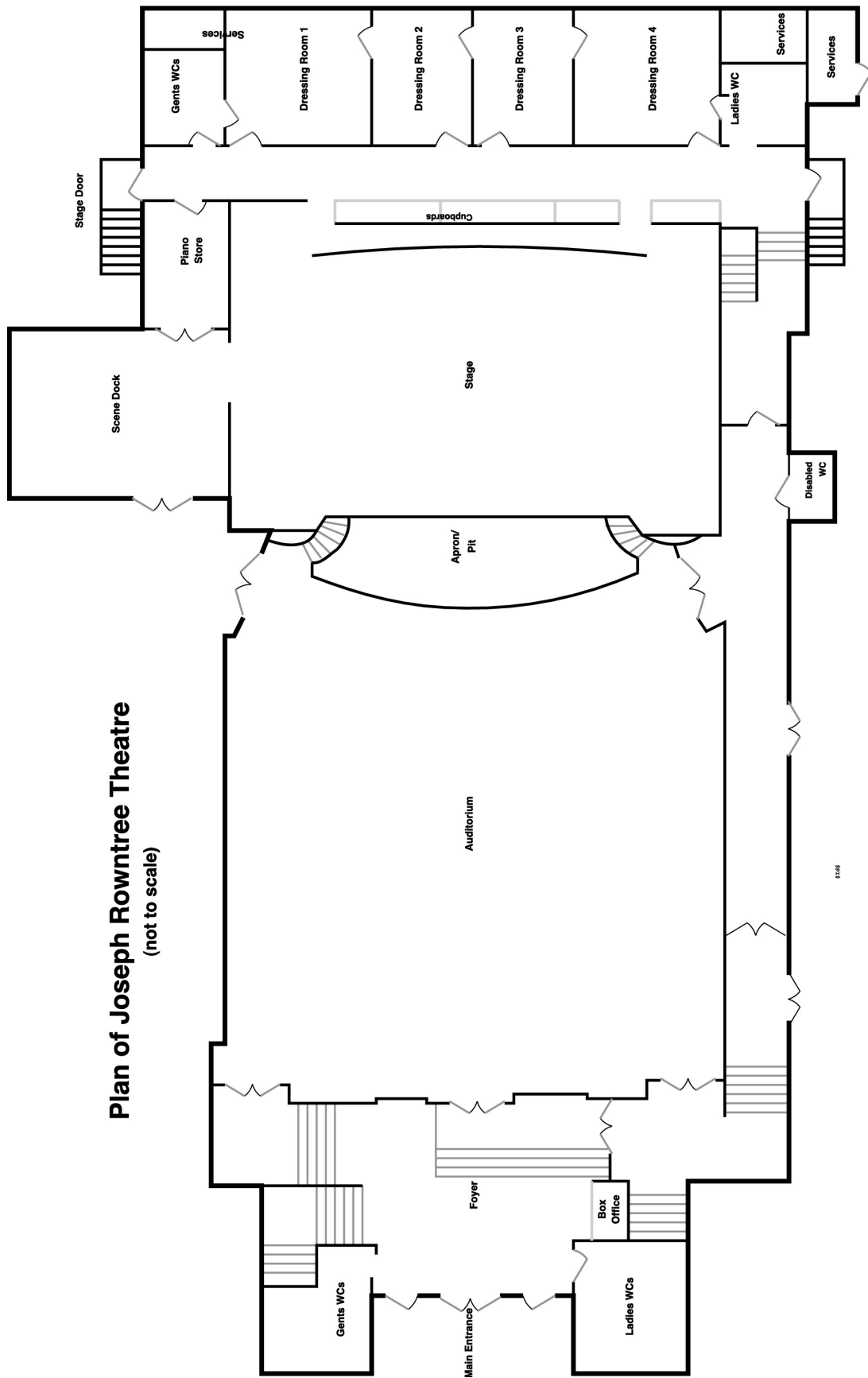
A baby grand piano is available for use on-stage, and an electronic piano (*Roland RD150*) with amplifier is available for use on-stage or in the orchestra pit. If you require the piano to be tuned for the production this must be arranged with the Technical Director and is a chargeable service.

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# JRT Hiring Factsheet - Location Plans



# JRT Hiring Factsheet - Theatre Plan



**Plan of Joseph Rowntree Theatre**  
(not to scale)

# JRT Hiring Factsheet - Seating Plan

## Balcony

X	1	2	3	4		7	8	9	10	11	12	13	14	15		X						
W	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	W
V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	V
U	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	U
T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	T
S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	S

## Stalls

R	Space for 3 wheelchairs										R	13	14	15	16	R						
Q											Q	11	12	13	14	15	16	17	18	19	20	Q
P			3	4	5	6	7	8	9	10	P	11	12	13	14	15	16	17	18	19	20	P
N	1	2	3	4	5	6	7	8	9	10	N	11	12	13	14	15	16	17	18	19	20	N
M	1	2	3	4	5	6	7	8	9	10	M	11	12	13	14	15	16	17	18	19	20	M
L	1	2	3	4	5	6	7	8	9	10	L	11	12	13	14	15	16	17	18	19	20	L
K	1	2	3	4	5	6	7	8	9	10	K	11	12	13	14	15	16	17	18	19	20	K
J	1	2	3	4	5	6	7	8	9	10	J	11	12	13	14	15	16	17	18	19	20	J
H	1	2	3	4	5	6	7	8	9	10	H	11	12	13	14	15	16	17	18	19	20	H
G	1	2	3	4	5	6	7	8	9	10	G	11	12	13	14	15	16	17	18	19	20	G
F	1	2	3	4	5	6	7	8	9	10	F	11	12	13	14	15	16	17	18	19	20	F
E		2	3	4	5	6	7	8	9	10	E	11	12	13	14	15	16	17	18	19	E	
D		2	3	4	5	6	7	8	9	10	D	11	12	13	14	15	16	17	18	19	D	
C			3	4	5	6	7	8	9	10	C	11	12	13	14	15	16	17	18	C		