

The Benjamin Meaker Theatre

THE SPACE

The theatre is an "End-On" space, with a soft proscenium arch. The auditorium is steeply raked, seating 250 people in close relation to the stage. The flat stage area measures 14m wall to wall, and has a full depth of 9m to the rear wall. The acting area is 8m deep and 11m wide downstage reducing to 9m wide upstage and is defined by a black box of cloth drapes the back of which can be opened to reveal a white cyc. Black tabs located mid-stage can reduce the stage area (4.85m deep) for a more intimate feel. The house tabs and header are velvet, coloured "old gold."

The stage floor is made of sprung plywood, covered in black hardboard. It is on the same level as the front row of the auditorium, and there is no orchestra pit (This is still shown on the plans, but is only now accessible via a small hatch down stage right, and used for storage and access to the stage dips).

A reversible black/grey dance floor is available for ballet and modern dance or other soft shoe events.

The scene dock door (U.S.L.) opens directly on to the street, and is **2.8m (9'2") high and 1.3m (4'0") wide**. Smaller items such as costumes and props can be brought in via the D.S.L. standard auditorium fire exit, which again opens straight to the street. There is NO dedicated parking. However, cones can be placed directly outside the Dock Doors for get in and get out times only. The double doors to the Green Room (U.S.R.) are 1.9m (6' 6") high and 1.3m wide.

The cyclorama, which is made of projection quality plastic **NOTE: THIS IS DUE TO BE REPLACED IN SPRING 2017**, is placed so that there is a crossover between it and the back wall of the stage. It can be tilted, if required, to compensate for key stoning when projecting from the in-house projector which hangs below the F.O.H SkyDeck.

The acoustics are designed for the spoken voice. This gives a clear, but dry, sound that carries easily across the auditorium. It is ideally suited to musical events that use a P.A., although most events rarely need one. Acoustic musicians will also appreciate its clarity. Hard 8'0" high book flats are available to enhance the acoustic and can be installed if required. These book flats are also useful as wing masking for plays etc.

DRESSING ROOMS

There are three lockable Dressing Rooms, each having natural light, mirrors and mirror lights. Together they can accommodate approximately 17 performers (at a squeeze).

DR 1 3 people ground floor.
DR 2 & 3 7 people each 1st & 2nd floors, with wash basins.
4 Toilets 1st & 2nd floors (two per floor).
2 Showers 2nd floor.

Additionally A further 10 performers could be accommodated in the Green Room, which leads directly on to the stage USR, but facilities there are sparse.

It should be noted that this area is also used as the staff rest area during the day and is, therefore, not secure.

Should yet more space be required for cast members the Craft Rooms may be requested, although they may not always be available and will incur additional charges if used. **THESE MUST BE BOOKED WELL IN ADVANCE**

LAUNDRY

There are basic laundry facilities at ground level, consisting of: washing machine, tumble dryer, steam iron and ironing board. Dressing rails are also available. This room, although small, can make a suitable company office, as it is lockable. Access to the stage is through Dressing Room No 1 or directly into the auditorium via the fire exit (DSL).

STAGE MANAGEMENT & CONTROL

Lighting and sound are operated from the air conditioned Control Room above the rear of the auditorium. This is set up to be semi-flexible, and allows for up to three technicians or for one technician to operate both lighting and sound. The control room can be sound-proofed from the auditorium with double glazing windows. However, the centre windows can open fully to allow for live sound mixing. (There is no sound position available in the auditorium area). Audio-visuals may also be controlled from this position. Jersey Arts Centre has a fixed 4000 lumen digital projector hung below the Control Room, with the facility of lowering a screen (6m x 4.5m, set 4.1m back from the front of the stage).

There is a technical communications ring linking Stage, Auditorium and Control Room. This also incorporates a show relay and "calls" system to the Control Room, all Dressing Rooms, and the Green Room, (When required show relay can also be extended to the ground floor Craft Room). An internal phone system links the Stage (USL), Control Room, Front of House, Box Office, Duty Managers Seat J1, and bar.

It is possible to make Back Stage calls from the Prompt Corner (USL) and other cans points can be installed at various locations round the stage. ~~Prompt Corner also has a Video Show relay of the Stage area from a fixed Front of House camera. This video feed is also sent to Front of House and Green Room. If required it can be patched to DSR by losing the Green Room feed.~~ **IN SPRING 2017 THE CCTV SYSTEM IS DOWN AND DUE TO BE REPLACED**

Bar bells are operated manually Front of House; there is no Front of House Public Address System.

The Stage Department currently consists of 2 permanent Staff with extremely limited access to casual crew:

- 1 full time Stage Manager (Deputy Director) working 37.5 hours per week
- 1 full time Deputy Stage Manager working 37.5 hours per week

Unfortunately the Full Time ASM position Started in 2000 had to be frozen, due to budget cuts, in 2015.

The ASM post is a very successful apprenticeship scheme offered to a local student in their gap year between school and study at university on a theatre-based course, they are employed from July till June the following year. It is hoped to re-instate this post when funding or sponsorship becomes available.

The Department is responsible for Jersey Arts Centre's Benjamin Meaker Theatre at Phillips St and performances at other locations. They are involved with the five in house production companies; Junior Drama, youthatre ArtsCentreTheatre Theatre in Education and Christmas Productions as well as making visits to schools and offering advice to local community groups.

For any hiring ONE member of the Stage Department is included in the Hire Charges and will always be on duty when the theatre is in use to assist, advise and ensure that the theatre is operated in accordance with both Jersey Arts Centre's Health and Safety Policy and current legislation. (A copy of the H&S Policy is available on request)

The Hirer shall be responsible for, and supply of, sufficient crew for get ins, get outs and the safe running of the stage, lighting and sound during the production period and performance, unless otherwise agreed in advance directly with the Stage Department. Details of Set manufacture and construction methods should be provided to the Stage Team, not less than 7 days before get in, to comply with ACOP11. Blank forms can be provided on request to assist with this.

When the theatre is open to the public Jersey Arts Centre provides all Front of House and Stewarding Staff. Jersey Arts Centre Stewards are able to sell programmes etc, but a commission is charged. A Fire Safety Briefing will be given to all companies and performers upon arrival, with training given if required.

Jersey Arts Centre promoted events companies/artists should make early contact with the Stage Department to ensure that sufficient technical and staffing cover can be made available due to our other commitments. Additional crew can sometimes be found if required although there is a VERY limited pool of transient theatre staff due to the size of the Island.

Any reduction in Sight Lines as a result of set etc should be informed to Box Office as soon as possible so seats can be removed from sale.

SUSPENSION.

The Benjamin Meaker is essentially a non-flying house, but some simple flying is possible. The steel grid encompasses the full depth of the stage and the full width of the acting area (but not into the wings).

Max Height to Grid	7.7m
Max Header Height (to hem of Header)	5.5m
Max LX Height to bar	7.0m

Distance	Item	Hanging	Operation
<u>-6.70m Skydeck IWB Elevation above stage 7.50m & 7.00m (48° & 46°)</u>			
<u>-2.95m Bridge IWB Elevation above stage 8.65m (71°)</u>			
<u>-2.85m PS Boom</u>			<u>OP BOOM -2.85m</u>
0.00m	Setting Line (edge of auditorium carpet/stage area)		
(NB 0.00m- 0.55m no grid above)			
0.55m	House Header	Dead Hung	
0.70m	House Tabs	Dead Hung	PS or OP
1.07m	Header #1	3 line	OP Gallery
1.57m	LX 1 IWB	150kg Winch	PS Motorised
2.00m	D/S Hemp Set	3 line Hemp	PS
2.16m	Header #2	3 line	PS
2.34m	D/S Tab Track	Max Track height 6.40m 500kg Winch	PS
2.95m	LX 2 IWB	150kg Winch	PS Motorised
3.80m	Projection Screen Header #3		
4.20m	Projection Screen	250kg Winch	PS
(NB 3.90m- 4.70 is occupied by Air Con)			
4.66m	Header #4	3 line	PS
4.85m	Mid-Stage Tab Track	Max Track height 6.40m 500kg Winch	PS
5.22m	LX 3 IWB	150kg Winch	PS Motorised
5.85m	Header #5	3 line Hemp	PS
6.18m	LX 4 (Cyc Flood bar)	150kg Winch	PS
7.07m	LX 5 IWB	150kg Winch	PS Motorised
7.72m	U/S Hemp Set	3 line Hemp	PS
8.00m	Tab Track	Hung at 6.5m drop	Dead Hung
8.35m		Cyclorama	Dead Hung
9.25m	Back Wall at narrowest point		

Not to scale

The theatre has 4 motorised tab tracks, FOH Golds Tabs (0.55m), DS Blacks (2.34m), Mid Blacks (4.85m) and Cyc Blacks(8m). These are controlled from the FOH Control Position and have variable speeds, there are also go/stop fixed speed controls SR for on stage preset. The DS and Mid blacks are on manual winch bars and so can be adjusted to allow for alternate tabs to be hung.

All headers, legs and tabs are made of black serge. The wing masking consists of five pairs of legs supported from swivel arms hung from scaffold below the grid.

Wing masking supports, air ducting and access ladders to the grid can all impede

flying. Hirers are advised to contact the Stage Department in advance should they wish to fly/suspend anything who will advise on any additional rigging equipment the visiting company will need to supply.

Lighting

Lighting is operated from the Control Room above the rear of the auditorium. There is a production desk position in the middle of row E; however, due to the size of the lighting board, this area is rarely used, and may never be used during performance.

Dimming & Control

- 1 Zero88 FLX
 - 1 Channel/Playback 24 way Wing
 - 99 pages of 24 Stacks
 - 2 x DMX universe
 - Touch Screen monitor
- 3 Zero-88 Chill DMX dimmer racks
 - 2.4Kw / channel
 - Dimming or non-dimming option
- 1 Zero-88 Beta Pack 3
 - 2.4Kw / Channel (4 of which are dedicated to House Lighting)
- 1 63A three-phase power supply is available in the theatre's dimming room on a standard 5-pin Cee-form socket. We have a cable to get a single 63A phase supply to stage, but this is not stored on site.
- 3 32A single-phase Ceeform outlets (DSR), providing a 16A C-Form 220v RCD protected supply to each of the lighting bars

Hard Patch: There are 4 hard patch panels, each serving different sections of the theatre. (The Stage is still RYB Colour coded as installed before 17th Edition Regs)

Patch 1 Control Room	10 channels	2 tails per channel	Red Phase
Patch 2 Bridge	16 channels	2 tails per channel	Red Phase
Patch 3 Grid DSR	24 channels	3 tails per channel	Yellow Phase
Patch 4 Grid USR	24 channels	3 tails per channel	Blue Phase

Each Panel has a 240V maintained double 13A outlet switched from the Control Room on the correct phase.

Sockets and Rigging positions

PATCH 1 (max 10 channels)		
FOH SkyDeck Bar	(Rear of Auditorium)	16 sockets
PATCH 2 (max 16 channels)		
BRIDGE Bar	(Advance position on bridge)	26 sockets
BOOMS	(Auditorium left & right)	2 x 5 sockets
PATCH 3 (max 24 channels)		
LX 1	(IWB)	16 sockets
LX 2	(IWB)	16 sockets
GRID SOCKETS	(SL & SR)	2 x 8 Sockets
PATCH 3 <u>OR</u> 4 (dependant on which has lowest usage)		
LX 3	(IWB)	12 sockets
PATCH 4 (max 24 channels)		
LX 4	Winch Bar	6 Way Socapex + 2 x 15A
LX 5	(IWB)	10 sockets
DIP SOCKETS.	(S.L.& S.R. wings)	8 + 8 Sockets
ADDITIONAL HANGING POINTS		
4 x Horizontal Side Wall Bars. (SL & S.R at 2.5 and 5m) No sockets.		

DANCE BOOMS

3 x SR + 3 x SL, 2.7m tall, 6 channel IWBs in Floor Plates with Socapex wired back to Patch Bays. Additional Scaff Bar Booms can be installed.

Lantern Stock

We have a continuous maintenance programme and support events outside the Benjamin Meaker Theatre; as a result some stock may be unavailable. However, with sufficient notice for larger rigs, or those that requires specific lantern stock listed below, efforts will be made to ensure availability. All Electrical Items have undergone PAT Testing.

Profiles

6	Cantata	26/44	1200w	T29	'A' size gobo holders
6	Cantata	18/32	1200w	T29	'A' size gobo holders
5	ZS1200M	18/34	1200w	T29	
6	Source 4	25/50	750w	HPL750	'A' size gobo holders
6	Source 4 Junior	25/50	575w	HPL575	'M' size gobo holders
6	Prelude	28/40	650w	T26	'A' size gobo holders
4	Prelude	16/30	650w	T26	'A' size gobo holders

Floods

4	Arena		2000w	CP43	Barndoors
10	Cantata F (blue)		1200w	T29	Barndoors
4	Cantata F (green)		1000w	T19	Barndoors
10	Par 64		1000w	CP62	or CP60 or CP61
12	Source 4 Fresnel		750w	HPL750	Barndoors
3	Prelude F		650w	T26	No Barndoors
12	Quartet F		650w	T26	(6) Barndoors
2	CCT Minuette		500w	linear	

Cyclorama Floods

8	Hui Cyc Flood (3)		500w x 3	Linear	4 colour wash
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LED

16*	Chauvet COLORado 1 Tri Tour			Standard Location =	4 Skydeck 2 OP Boom 2 PS Boom 2 PipeEnd LX1 2 PipeEnd LX2 2 PipeEnd LX3 2 PipeEnd LX5
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* These units may not be available during TiE Tours

FX (These items all have an additional charge for hire)

2	SlimBank UV 18	LED		
1	Haze Machine	NeutronXS		DMX
1	Smoke Machine	ZR33 Hi-Mass		With remote and DMX
2	Mirror Ball	18"		With rotators

- All units come with Gel frames as appropriate.
- We hold a limited stock of Lee Gels.
- A limited stock of Iris, Gobo's, Gobo Holders (A B & M size) are available.
- All lanterns are fitted with 15A plugs.
- Various lengths of 15A and 13A cable are available. Conversion cables are also available.
- Various short lengths of scaffolding are available for temporary rigging positions.
- Up to six dance-style sidelight booms can be created using floor plates.
- 13A 220V mains power is limited, but can be provided from the Patch Bays to the bars or sockets mid wing at Stage level.

DMX Rings

The main cable is 5 pin with 3 pin being used from the Split Boxes, we have converters if required.

Universe A

Desk > Generic Dimmers > Bridge Split Box > DSR Grid Split Box > USL Stage(terminated)

Bridge Box	1 Skydeck	DSR Grid	1 LX 1
	2 OP Boom		2 LX 2
	3 Bridge		3 LX 3
	4 PS Boom		4 LX 5
	5		5 DSR Stage

Universe B

Unused

PIANOS

The Jersey Arts Centre has access to 6 Keyboards, and 3 piano stools.

Steinway Model D Grand Piano D525630, which has its own storeroom (DSR). In 2012 it received a complete new hammer set and was fully service and balanced by Steinway. This instrument does not leave the Benjamin Meaker Theatre.

John Morgan Harpsichord, suitable for continuo work, it is stored behind the cyc, and is also available for events outside the theatre.

Welmar Upright, located in the Green Room as a rehearsal piano, although this can be heard from stage. On Wheels it can be easily be moved onto stage if required.

Elysian Baby Grand, located in the bar and may be used by members of the public or organised events in the bar. Permission from cafejac should be gained before use.

Yamaha Digital Piano P-105, located in one of the Craft Rooms, may be requested on stage as long as not in use.

Kwai Keyboard, MP9000 property of the Jersey Jazz Festival, but available for use on request.

Music Stands 8 Gradav 'Rat' Stands - these are not lit.

Chairs	11	Black, armless
	24	Blue, armless chairs may be removed from the Craft Rooms if not in use, early contact should be made if required

All tunings are arranged through the Stage Department to concert pitch, A = 440Hz, and are done before each performance, unless instructed otherwise, and will be re-charged to hirer.

Page Turners can sometimes be provided. However, advance notice is essential owing to the VERY limited availability of competent turners.

Sound

The in-house sound system is adequate for the size of the venue. It offers flexibility and straight sound quality. There are four channels of amplification, normally two FOH and two on-stage. The mixer is situated in the control room, in a central position. Double windows can be opened to the auditorium to allow "live" mixing.

There are four undependably amplified on-stage speaker points, down stage left and right of the house tabs serving Front of House and mid stage left and right for onstage foldback or centre fill for films. Two JBL and two LD System powered speakers can also be installed via the dip sockets to give two independent near field monitor foldback sends to artists.

The deaf-aid loop, which is installed in the auditorium, is connected to its own amplifier. Show relay microphones, are connected to a Deaf-aid loop mixer. The outputs from this go to the loop amplifier and the MS 721 communications master station, to provide the show relay and the front of house TV sound, and aux from the desk can also be missed into the feed.

All XLR tie lines return to the Control Room Patch Panel

<u>Location</u>	<u>Send</u>	<u>Return</u>	
Mid Stage Left	24	4	
Mid Stage Right	16	4	
Stage Left Pit	8	4	
Stage Right Pit	(4)	(2)	These are paralleled from SL Pit
Bridge	6	2	

INSTALLED SOUND EQUIPMENT:

- 1 Presonus Studio Live 24-4-2
- 1 Macbook Pro fire wire connected to Presonus
With Q-Lab installed
- 1 Ipad with remote WiFi access to Macbook and control control of Presonus
- 2 QSC Audio RMX 1450 (450w per channel)
- 2 Mastercom Composer ProXL Compressor limiter
- 4 Tannoy Puma loudspeakers, 150w RMS; 8 ohms
- 1 Sony MD520 minidisc player recorder
- 1 Tascam MD-350 minidisc player recorder
- 1 Marantz CD-80 Compact disc player.
- 1 Tascam SS-R200 SD CF & USB Solid State Payback and record

AVAILABLE:

- 7 Shure SM58 microphones
- 1 Shure BLX4R wireless sounds system
This can receive from either
Shure BLX1 lapel mic Or Shure Beta57 hand held radio mic
- 2 Behringer 2 channel Ultra-DI DI120, DI boxes
- 8 High boom microphone stands, SM58 clips
Various lengths of microphone cable are available
- 2 JBL Eon 10 G2 powered speakers
- 2 Stinger 12" AG² powered speakers
- 1 LD MON 81AG2 8" Wedge Monitor
- 1 LD Systems SUB 88 – 2 x 8" Subwoofer passive
- 1 Peavey MP4Plus Bass Amp

IN STORE

- 2 Revox B77 1/4" tape machine. 7 1/2 & 15 IPS with variable speed
- 1 JVC AL-F3 Record deck 33rpm.
- 1 Denon DRM-595 Single Tape Player
- 1 Yamaha SPX 990 Stereo multi-effects processor
- 2 Yamaha Q2031A dual band graphic equaliser

Drum Kits / Double Bass and other Back line can be sourced, but advance notice is required and they are chargeable, this is a small Island so range of equipment available will be limited.

Comms

- 1 Techpro. MS 721 master station.
- 2 Techpro. fixed headset stations (control room).
- 4 Belt packs.
- 2 Dual circuit belt packs.
- 4 Single muff headsets.
- 1 Double muff headsets.
- 7 Loudspeaker (relay/calls) stations in Dressing Rooms.
- 1 6-2 3rd generation loop mixer.
- 1 200w deaf-aid loop amplifier.

Audio Visual

Jersey Arts Centre is equipped for PC / Video projection, from the Control Room. This passes through the A/V Unit to the 4000 lumen LCD projector mounted below the Control Room to be projected onto the stage screen. PC inputs can be operated from stage via a VGA tie line to Prompt Corner (DSL)

Rear projection is possible, but screen(s) need to be hired in. It is also worth noting that rear projection will reduce the area down stage of the screen considerably due to lack of space behind stage.

- 1 4000 Lumen Panasonic PT-F300EA Digital Projector, 1.5-2.9:1 Lens
Inputs = Phono, S-VHS, VGA, HDMI
- 1 DVD player – Panasonic (Region 2)
- 1 DVD player – Panasonic DMP-BD45 Blu Ray (Region 2 + Multi Region DVD)
- 1 Video Player – Sanyo VHR H200
- 1 5.1 Surround Sound Amp - Sony STR-DB940
- 4 TOA surround Sound fills at rear of auditorium split L & R

- 1 6m x 4.5m Matt white front projection screen, on Elstree electric top roller
-Suspended from the grid 3.9m up stage of the setting line. Height is variable.

The cyclorama can also double as a projection screen, and can be tilted to reduce key stone distortion, but this does have other limitations.

Access Equipment

Jersey Arts Centre has an MX19 scissor lift platform. The Stage Department is trained in its safe operation. Visiting companies may only operate the MX19 on production of the relevant, valid IPAF Operator Certification. This is a two person lift so visiting staff may be taken to heights if they wish to focus etc.

Various ladders and steps are available for use.

Health & Safety

Jersey is regulated by the **Health and Safety at Work (Jersey) Law, 1989** and Jersey Arts Centre reserves the right, under that law, for its Staff to halt any activity that is felt to be in contravention of this Law.

The Jersey Arts Centre '**Health and Safety Policy**' is available on request from the Deputy Director (Administration & Marketing).

All Jersey Arts Centre staff have some level of **First Aid** Training, with most also qualified in **AED** and **Anaphylaxis**. Jersey Arts Centre has an external AED box.

Visiting companies are advised that they may be requested by the Stage Department, to supply their own **Risk Assessment** documentation in advance of the production. Jersey Arts Centre reserves the right to halt any actions taking place within its venues that are deemed to be unsafe through legislation or Jersey Arts Centre Policy.

Where set is to be constructed an **APOC11** form, or similar, is to be submitted not less than 7 days before arrival at the theatre detailing set materials, construction and methodology.

All electrical equipment should be in good working order and be '**Portable Appliance Testing**' compliant.

Jersey has its own Laws with regard to **Smoking on Stage**, please contact the Stage Department in advance to ensure compliance.

Pyrotechnics may not be imported via the ferry or air services. Advanced approval of use on stage must be cleared with the local Fire Department at least 28 days in advance of a performance – this should be done through the Stage Department. It may take longer than 28 days to effectively import the required pyrotechnics.

Other Important Information

Please be aware that there are restrictions on the importation of swords, firearms, ammunition, pyrotechnics and compressed gases on ferries to Jersey as well as weight and height restrictions on vehicles. If you intend to travel with any of the above items please make direct contact with the ferry company **before** the day of travel.

Whilst a passport is not required for travel to Jersey from the UK, photo ID will be required to clear Customs and Immigration Control. Non-EU residents may require a valid work permit.

There is no longer a Reciprocal Health Agreement between Jersey and the UK; all visitors to the island are **strongly** advised to take out **Personal Travel and Health Insurance**.

For more information please contact the Jersey Arts Centre on (+44) 1534 700415 or e-mail stage@artscentre.je

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