



TECHNICAL SPECIFICATION

WHITE ROCK THEATRE
WHITE ROCK
HASTINGS
TN341JX

WHITEROCKTHEATRE.ORG.UK





CONTENTS

Addresses..... 3

Contacts..... 3

STUDIO

Studio Specifications..... 4

Dressing Room..... 4

Stage Dimensions..... 4

Room Dimensions..... 5

Power..... 5

Sound..... 6

Lighting..... 7

Lighting Bars..... 7

OTHER INFORMATION

Local Crew..... 8

Miscellaneous..... 9

Merchandise & Programmes..... 9

Venue Policies & Health + Safety..... 9-18

ADDRESS

White Rock Theatre
White Rock
Hastings
TN341JX

For Loading - navigate to - White Rock Rd /Schwerte Way
Access by train - Hastings or St Leonards-on-sea (Warrior Square)

CONTACTS

General Enquiries:		
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Contracts & Settlements:		
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Buildings & Technical:		
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Marketing:		
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Programming:		
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CEO:		
02393 870190	Andy Grays	Andy.grays@guildhalltrust.org.uk

STUDIO SPECIFICATIONS

Venue Capacity

Full Seating: 200
Standing: 300
Cabaret style: 150

Please note, the bar for this venue is located inside the room. The room has a control booth which lighting and audio will be controlled from. There is an ability to put a FOH audio console in the room.

A permanent black tab & track is installed on all walls.

DRESSING ROOM

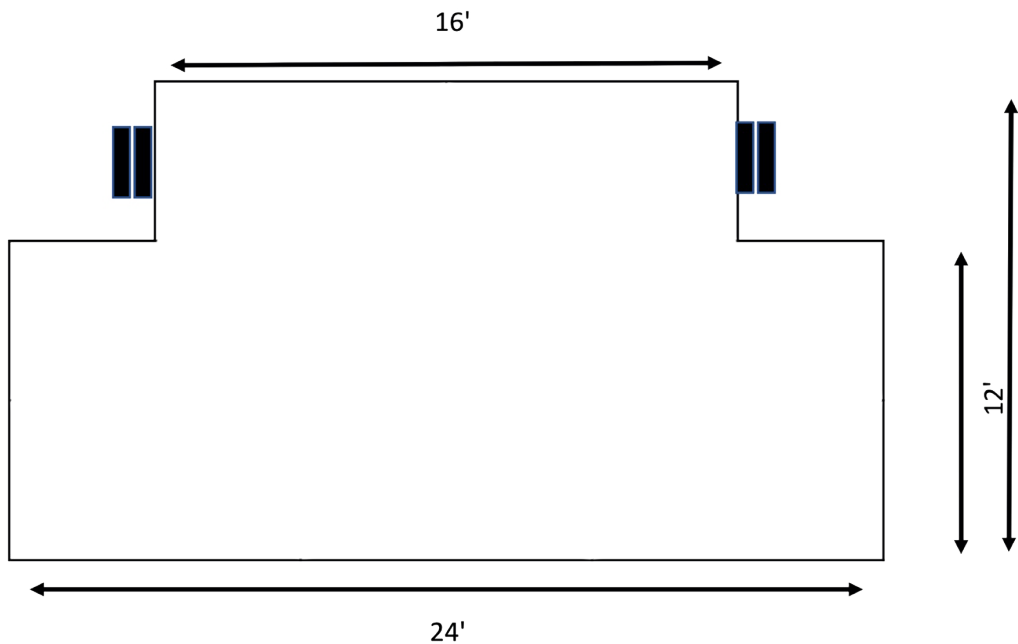
The Studio has 1 lockable dressing room available which includes:

- Sofa
- Mirror
- Dressing table
- Kettle

STAGE DIMENSIONS

Raised Stage

Width 24ft x Depth 12ft x Height 1.5ft



Flat Stage

Harlequin flooring will cover a max of 10m (width) x 6m (depth)

Access For Loading

Ramp and access doors at front main entrance on street level. There is a passenger lift down studio basement level.

This architectural floor plan shows a room with several distinct areas and dimensions. The overall dimensions of the room are 10.45 units wide and 13.16 units deep. Key areas include:

- Top Section:** A rectangular area at the top, labeled with the number 5.83, which appears to be a mirror or a large display.
- Right Wall:** A section of the right wall labeled "BAS AREA & STORAGE" with a width of 5.00 units.
- Bottom Section:** A rectangular area at the bottom labeled "Tech Box" with a width of 10.45 units.
- Left Wall:** A section of the left wall labeled "Dressing Room" with a width of 20.46 units.
- Central Area:** A large open area in the center of the room, labeled "Storage" with a width of 13.16 units.

The plan also includes various structural elements such as walls, doors, and furniture, all rendered in a clean, black-and-white line-art style.

POWER

- WHITE ROCK THEATRE**
White Rock | Hastings | TN341JX
01424 462294 | adam@whiterocktheatre.org.uk

SOUND

FOH

EM Acoustics EMS-122 x 2 - Per side

EM Acoustics EMS-215C subs x - 2 per side

Amplification

1 x Lab Gruppen C88:4

2 x Lab Gruppen C48:4

Monitoring

6 x DAD 15in active monitors

Control Mixer

Behringer X32

Microphones

8 of SM58,

3 of SM57

4 of PG48,

Audix 7-piece drum mic set

Selection of tall boom and short boom microphone stands

Selection of DI Boxes

Playback

Mac mini

CD/Qlab

Jack connection for Mp3/Laptop





LIGHTING

Control

ChamSys MagicQ Compact Connect
1 x 20" Touch screen monitor

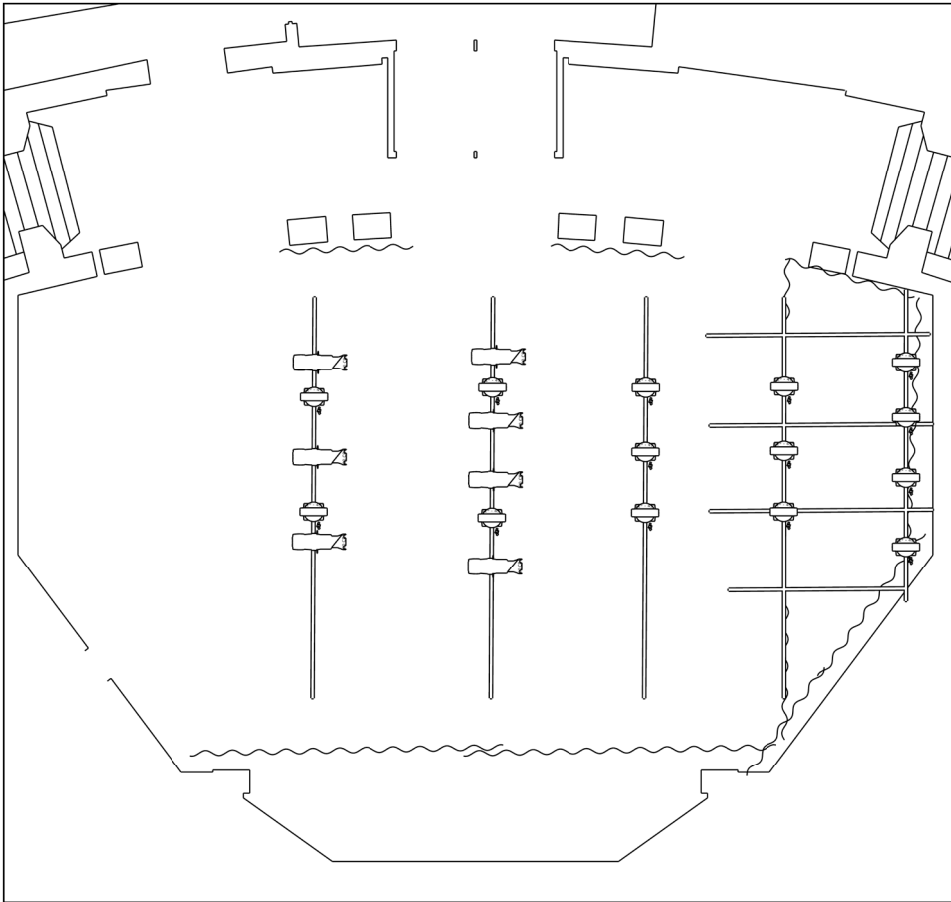
Lighting

14 x Shehds RGBW LED moving head wash
6 x 4 juniors 500watt 25-50 zoom
18 x dimmable sockets on lighting bars

Dimmable house lighting

LIGHTING BARS

48mm lighting bar grid over stage
4 x 48mm lighting bar spaced evenly throughout venue
Working height of 3.5m
Ceiling height of 4m
All lighting bars have a SWL of 50kg per truss.



Project	Sussex Studio New layout	
Project date	28/02/24	
Drawing author	Craig Paterson	Drawing version
		V1
Technical Manager	Adam Harkin	

Symbol key	
	Rogue R2X Wash (14)
	Source 4WRD 26° (7)



LOCAL CREW

Get In/Out Crew

The White Rock will book all crew for get-in and get-outs to comply with venue policy and Health & Safety Guidelines.

Please ensure all final numbers of crew to be booked are with the venue 2 weeks before the show date, if this is not done then extra charges may apply. Get in/out crew are charged for a min 5 hour call per person per in and out.

All stop on crew is charged at an hourly rate, this can be confirmed on the day.

Runners

Runners will be booked through The White Rock and are based on a minimum 8hr call, all subsequent hours are on per hour basis.

Catering & wardrobe assistants will be booked through The White Rock. These are also based on a minimum 10hr call and hourly rates apply to all additional hours.

Electrician

The White Rock will book the electrician to comply with Health & Safety guidelines and venue policies. External electricians are not permitted.

Riggers

A rigger can be booked through the venue or shows may book their own. All riggers who work in The White Rock must comply to all Heath & Safety requirements and are required to fill out all relevant paperwork to sign off all work carried out. They must also carry a NRC level 2 qualification.

Security

The White Rock uses a professional external security provider. If you wish to use your own security, please liase with the venue management.

First-Aid

The White Rock uses an approved first response medical company or on site venue first aiders for all events.

Costs

A rate card is available for every item mentioned. Please request this through the tech department or programming team.

MISCELLANEOUS

Showers

No showers link to the studio, however we do have showers for the main auditorium. If there are no events using the main space we may be able to organise access to them. They are however not local and a little walk a way from the studio dressing room.

Towels

Towels are available with a charge and a fee is also chargeable for each lost towel.

Keys

All keys for dressing rooms can be acquired from the stage office and must be returned to the stage office at the end of the day.

Lost keys will result in a charge of £10.

Wireless Internet

The White Rock has a wireless internet connection available to all shows free of charge. All users who connect must comply with The Guildhall Trust internet and fair usage policy.

No unauthorised activity permitted including P2P file sharing. Any infringement on the internet policy will result in a charge and disconnection from the network.

Network ID - WRT GUEST

MERCHANDISE & PROGRAMMES

Programmes

A programme commission shall be charged by the resident trust to the hirer

Merchandise

A merchandise site fee will be levied at 20% if the vendor sells and 25% if the venue sells for the touring production. Please note the venue does not operate a concession. For further information please contact the Venue Director.

VENUE POLICIES / HEALTH & SAFETY

These rules and guidelines have been written by The Guildhall Trust with the intention of reducing accidents at the venue and promoting an active health & safety culture that will benefit the health, safety & welfare of all colleagues, visiting productions staff, contractors, visitors and members of the public.

The following procedures are made by The Guildhall Trust and shall apply to all works carried out at the premises by third parties under contract to the visiting production.

All persons engaged by the visiting production at the location shall be acquainted with these rules and their consent to abide by them shall be an essential condition of their authority to work at the location.

The Guildhall Trust reserve right to stop the work at the visiting production’s expense in the event of any violation of these rules. Further guidance will be provided, as required, by The White Rock staff authorised to order the execution of the work.

The production will take all necessary precautions in connection with the works, so as to be entirely consistent with The Guildhall Trust’s policy:

- To protect the Health & Safety of its colleagues and any other persons affected
- To conserve the environment
- To avoid any damage to the property as a result of its activities

ON ARRIVAL AT THE WHITE ROCK

Please ensure you report to the technical staff on your arrival at The White Rock. Please provide them with a copy of the list of your personnel working on site prior to your show In the event of an emergency, your responsible person must take the list to the Evacuation Assemble Point, which is located at the stage door or in front of the pier, and ascertain that all personnel are accounted for.

All crew should wear necessary PPE such as safety footwear, hard hats, gloves & hi-vis.

All visitors must sign in (and out) on our fire register located at box office. This should be filled in every time you enter or exit the building.

PARKING AND UNLOADING

Loading will be via the side of building. You will need to pull up at the front of the building for access. You will be required to provide vehicle registrations for vans/trucks& busses to park in the designated loading area. Cars must park on public parking areas, there is no public parking at The White Rock.

Please contact the Buildings & Technical Manager in advance to arrange arrival times and power requirements.

EVACUATION PROCEDURE

Upon hearing the alarm, please stand by for an evacuation. The alarm will be silenced by venue management whilst an investigation occurs. If the alarm is false all personnel will be made aware via radio or tannoy.

If the alarm is REAL, the alarm will sound a second time and you should follow the emergency procedures of The White Rock.

If you discover a fire immediately activate the alarm at the nearest fire alarm call point and notify a member of staff using the code word MR SANDS

Leave the building immediately by the nearest fire exit, unless directed otherwise. The fire exits are shown by clear Signage & Arrows

All dressing rooms are fitted with the emergency procedure and location of the nearest fire exit.

All show personnel and stage should assemble at the pier.

DO NOT USE THE LIFTS.

During a Show

Should an evacuation take place during a show all artist and stage crew will be evacuated to the pier. Further instruction will be given to you by the Duty Stage Manager.

Evacuation of Disabled People

All disabled persons who, by the nature of their disability are unable to safely negotiate the stairs, should assemble at the refuge points. Evac chairs are available to assist evacuation if appropriate. A one off use of the lift at the furthest point from the emergency may be allowed.

Bomb and Incendiary Devices

In the event of a bomb threat warning, the building must be evacuated. This will be carried out under a similar routine as the fire evacuation but be prepared for your normal route to be changed, depending on the location of the device.

Post Evacuation

On no account should anyone re-enter the building until clear instructions to do so are given by the Incident Controller, on the advice of the Emergency Services.

Accident Reporting

The visiting production shall in addition to any report required by statutory regulation, report immediately to the responsible person on site all accidents occurring within the duration of the works which result in injury to persons or damage to property.

The White Rock should also be informed when a person involved in a lost time accident, returns to work. The visiting production shall co-operate to the full in any subsequent investigation of the accident as required by The White Rock. The visiting production shall keep their accidents records in accordance with statutory regulations and shall make these records available The White Rock.

Reporting of Incidents

Please ensure that all incidents, including those where no injury occurs, are reported immediately to a member The White Rock staff. All incidents are recorded on a Guildhall Trust incident report form. Please ask your duty stage manager for access to a form if required.

SMOKING POLICY

SMOKING IS NOT PERMITTED

Any person breaching this policy may be asked to leave the building to comply with Smoke Free (premises and enforcement) Regulations 2006 and the Health Act 2006.

ALCOHOL & DRUG ABUSE

The White Rock operates a ZERO tolerance to alcohol, drug, and solvent abuse, and as such, it is forbidden to drink alcohol or take drugs whilst working in our venue unless prescribed by a doctor, which does not affect the capacity of the person to work.

The White Rock reserves the right to expel from the location any person who is under the influence of drugs or alcohol.

STORAGE OF COMPRESSED GASES

Calor gas containers used by catering companies providing cooked meals for your crew and artists are permitted in the building during the day. If the production is over a few days then the containers must be removed each night from the building. Empty containers must not be left on site and their disposal is the sole responsibility of the production company.

HOUSEKEEPING

It is essential that good housekeeping is maintained throughout the periods of work. The working area shall be kept tidy at all times and access and emergency exits kept clear. The visiting production company shall make arrangements for disposal of waste and surplus materials and the daily disposal off-site, of combustible and other refuse. Such disposal shall be carried out in accordance with statutory requirements as applicable. Spillages of oil or chemicals shall be cleared up immediately in view of the hazards from fire, slippery surfaces, toxicity etc. Appropriate safety precautions shall be taken during the cleaning up. Storage of any materials on site must be authorised by The White Rock.

All means of access throughout the building must be kept clear of obstruction at all times.

Fire doors should never be propped open and fire exit routes must never be obstructed. Coded door locks must remain closed and never put on the latch. If Stage Door is unattended at any time the door must be kept firmly shut and locked.

BASIC REGULATION

All work carried out at the location shall be in accordance with:

- Statutory regulations and their amendments
- Company regulations and their amendments
- Relevant British Standards and European Standards and their amendments.

The visiting production company is responsible for acts of omissions of their employees, subcontractors and their employees (hereinafter) called INVITEES while at the location and shall ensure that they comply with these rules.

It is essential that the invitees of the visiting production shall read, understand and comply with any conditions or precautions laid down in these rules or in any order placed by the The White Rock. Any injury or accident caused by, or affecting you must be reported to a Duty Manager immediately.

HEALTH AND SAFETY POLICY

The H&S at work act 1974 requires any company that employs more than five people to write and distribute a Safety Policy to staff. This policy states The Guildhall Trust's commitment to H&S along with the organisation and arrangements to carry out the policy.

The Guildhall Trust (The White Rock) reserves the right to examine the visiting production and their invitee's safety policies. The Guildhall Trust will supply, upon request, their own policy to the visiting production or their invitees.

INSURANCE

Contractors and their invitees must provide evidence to The White Rock that they have insurance in place with a reputable insurer in respect of the following:

Employers Liability - In respect of personal injury or death of any person arising under a contract of service with the visiting production and/or arising out of an incident occurring during the course of such person's employment. In compliance with the Employer's Liability (Compulsory Insurance) Act 1969.

Public Liability - In respect of their legal liability for accidental loss or damage to material property limit of indemnity not less than 5 million.

Proof of insurance must be provided prior to commencement of the work.

PRIOR TO WORK ON THE PRODUCTION COMMENCING:

- A copy of all Health & Safety Procedures for visiting productions must be available to all invitees
- All site personnel must familiarise themselves with Emergency Procedures at the location
- All sites personal must agree to abide by any venue/premises specific guidelines.
- All drawings/method statements/risk assessments must have been provided to The White Rock and approved by venue management.
- A copy of all rigging certificates and load testing must have been provided to The White Rock technical management.
- If your production involves children, our L&P manager will be in touch to ask for a copy of their bopper and risk assessments.

RESTRICTED EQUIPMENT & AREAS

The stage and associated areas are considered restricted during load in/out and during performances. Permission from the Technical Manager/Duty Stage Manager must be sought before entering these areas:

Stage
Back stage
Dressing rooms
Stage Grid
Auditorium loft
Stage cupboards

The following equipment must only be operated The White Rock staff. House trusses and fly bars, chair lifts (Main Auditorium), tallescope (Can be used under supervision). (any other equipment or areas restricted?)

WORKING IN HAZARDOUS AREAS

Access to sub stage areas, fly floors/lofts, galleries, electrical switch rooms & plant rooms must be authorised by the responsible White Rock representative on site.

Hazardous areas in The White Rock include:

- Auditorium roof
- Stage roof/Grid
- Boiler and plant rooms
- Wall voids
- Roof voids
- Roof
- All switch rooms
- Chair store
- Follow spot box

Hazardous work activities include but are not limited to:

- Rigging of equipment or any other activity involving tools and equipment in the grid
- Raising and lowering of all trusses and fly bars
- Get in flying and show flying
- Vehicle movement
- Using loading ramps
- The unloading of stage equipment and scenery from the back of a lorry
- Various manual handling activities
- Show related pyrotechnics
- Various work – related work at height activities
- Any form of hot work
- Using service lifts

ELECTRICAL WORK

The visiting production must ensure that all work is undertaken in accordance with the latest edition of the OEE Regulations and Electricity at work Regulations 1989.

Company regulations limit the voltage to a maximum of 110 volts for portable electrical equipment, such as hand tools. Where this is not practicable the electrical equipment/ installation must be protected by a Residual Current Device. (RCD)

All electrical equipment must be isolated when not in use.

All electrical equipment must be subject to a regular maintenance regime and the appropriate portable appliance testing records must be available for inspection if required.

Visiting productions are advised that three phase connection to the venue's power supply is to be made via powerlock/cee-form connectors. This is done under the supervision of the house electrician.

Working on open live electrical circuits is not permitted at any time.

Connections to Utilities & Other Services

Connection or disconnection to the electric, gas or water utilities for visiting production use shall only be made following the written permission of The White Rock by approved persons.

Working at Height

The visiting production must ensure that access to heights using ladders, scaffolding, edge protection etc is undertaken safely and all access equipment thoroughly checked before use.

Where overhead working is carried out, full regard must be given to the safe access to the working area and of the working area itself. All necessary safeguards shall be maintained to protect those working or passing beneath the working area. The area below should be segregated off and should have appropriate warning signs. If the area cannot be segregated off for the means of loading in a show, all PPE must be worn such as hard hats and safety shoes.

The tallescope is to be used only under the supervision of the Stage Manager

Full and appropriate fall arrest equipment should be worn where a fall may result in injury. Clipping onto a truss is not an acceptable means of fall arresting. A fall arrest attached to a specified and rated point must be used when climbing. An in date and certificated harness and hard hat must be used whilst climbing and a recovery process must be in place and understood by a competent person before the climbing activity can take place.

Rigging & Suspension Stage Scenery

All work that requires suspension of any equipment from the fabric of the building or structure by means of temporary wires, cords, slings, chains or lifting appliances shall be classed as rigging and shall comply with the LOLER Regs 1998.

The White Rock reserves the right to inspect all rigging services and to prohibit its use if considered to be unstable, unsafe, unfit for use or not comply with the appropriate British or European standard.

All rigging operations by the visiting production will be planned and carried out by competent persons (NRC CERTIFIED). The competent persons must be capable of predicting potential hazards, eliminating potential hazards and certifying that the rigging is free from defect and suitable in every way for its use.

Risk assessments for all rigging operations must be provided to the venue. When rigging operations are in progress; hard hats must be worn by all personnel and if possible the area beneath the activity kept clear.

Safety harnesses must be worn at all times where there is a potential risk of a fall.

During rigging operations tools must be secured by a lanyard or other suitable means. All lifting equipment shall be of sound material and construction and fit for purpose for which it is to be used.

Only chains designed and approved for load carrying operations shall be used.

All lifting accessories will conform to the relevant british and european standards and be fit for their intended use and a copy of certificates must be given to the stage manager prior to rigging.

All hoisting equipment will be marked with a safe working load.

Motorised lifting operations will be planned & carried out by competent personnel.

Weight loading for all elements of the production must be supplied to the venue prior to the arrival of the production.

Climbers **MUST** use a safety harness alongside the house fall arrest system.

Hard Hats

All personnel working underneath a designated work at height area will be required to wear hard hats or vacate the area until the work at height activity has ceased. Hard hats will be worn in the stage area when instructed to by The White Rock Technical team

Protective Footwear and Other PPE

When technical work that involves moving equipment or machinery is being undertaken, protective footwear and hi-vis clothing must be worn. Other appropriate PPE may be required for any hazardous activity undertaken at The White Rock.

Stage Machinery

Operation of any White Rock owned lifting gear must be authorised by The White Rock representatives on site.

Personal Protective Equipment

The visiting production must ensure that their invitees, wear all the appropriate personal protective equipment, depending on the task and the PPE conforms to the current British standards.

All local crew will be provided hi-vis clothing and are expected to wear it during loading in and out.

Use of Pyrotechnics, Smoke, Vapour, and Laser Effects

All special effects and pyrotechnics risk assessments need to be sent The White Rock at least one month in advance of your visit.

The venue must be informed of any special effects intended for use during a production prior to arrival at the venue.

Material data sheets must be available for all pyrotechnic, smoke and effects vapour.

The use of smoke and vapour effects must be regulated to ensure that accumulation of the smoke or vapour does not occur in confined spaces and that emergency signage and exit routes are not obscured.

Appropriate risk assessments and method statements for all special effects must be provided to the venue.

All pyrotechnics must be stored in an appropriate container and operated by competent, experienced staff. When possible, a test fire should be assessed by a venue representative before public can enter.

Storage of any pressurised containers must be authorised by the venue in conjunction with the licensing authority. All large cylinders should be tied to a secure position to stop falling, keeping all flammable canisters away from heat sources.

Lasers can only be used once installation has been inspected by Duty Stage Management. All laser paperwork, plans and RaMs should be sent to and agreed with laser safety officer craig.patterson@guildhalltrust.org.uk prior to arrival.

Asbestos

As per Health and Safety at work act 1974 and Control of Asbestos at Work Regulations 2002. Drilling and excavation works are controlled by the Buildings & Technical Manager, his deputy or the technical team and as such a full permit to work is required.

Audience Participation

Any show involving audience participation must be discussed with the management prior to the show. Adequate and suitable control measures must be in place to ensure the safety of the public when on stage. The visiting production will brief all relevant staff regarding the appropriate control measures.



Noise

Visiting Productions will comply with exposure limit values as laid down in the control of Noise at Work Regulations 2005. The White Rock carries out noise monitoring and measurements to establish if any areas of the venue need to be designated Mandatory Hearing Protection Zones for employees or contractors such as pit barrier positions and bars within the room.

The White Rock reserves the right to prohibit the use of percussive effects, our venue limit is obtained on a show-by-show basis, but as a normality, they must not exceed the absolute limit of 140 Db. The White Rock will share with any visiting production any show specific noise data that they have gathered to allow the visiting production to take their own precautionary measures and in return would be grateful to receive any noise output data from the visiting

First Aid

The names of first aid personnel are posted around the building. A list can be found in the white rock offices, FOH/box office & both crew rooms.