



TECHNICAL PRE-RIDER CONTRACT



Daniel Dar-Nell Technical Theatre Manager

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Audio Visual/Sound Requirements

Will you be bringing in your own sound operator YES / NO

Will you be bringing in a company to video the show YES / NO

If 'YES' please provide the name and telephone number of the company:

Brief description of AV / Sound requirements:

Will you be bringing in additional equipment YES / NO

If 'YES' please fill out the following;

Hire Company_____

Contact_____

Equipment arrival date_____

Equipment return date_____

Please give a brief description of AV/Sound equipment being hired:

Lighting Requirements

Will you be bringing in your own lighting operator YES / NO

Brief description of lighting requirements:

Will you be bringing in additional equipment YES / NO

If 'YES' please fill out the following;

Hire Company_____

Contact_____

Equipment arrival date_____

Equipment return date_____

Please give a brief description of lighting equipment being hired:

Staging Requirements

Will you be bringing in your own Stage Manager YES / NO

Will you be bringing in your own Stage Crew YES / NO

Brief description of stage requirements:

Will you be bringing in additional staging equipment YES / NO

If 'YES' please fill out the following;

Hire Company_____

Contact_____

Equipment arrival date_____

Equipment return date_____

Please give a brief description of stage equipment being hired:

Show Information

Show/Event Name: _____

Dates: _____

Performance dates: _____

Contact name: _____

Contact number: _____

Cast Size - Male: _____

Cast Size - Female: _____

Number of Chaperones: _____

Total number of company cast and crew: _____

	Date	Time
Get In / Company arrive		
Main Cast arrive		
Lighting Program		
Sound Check		
Technical Run		
Dress Run		
Curtain Up		
Interval		
Curtain Down		
Get Out		
Company Clear of Building		

Important Information to note

Lighting:

Please note that the standard technical fee includes a basic lighting design for one lighting state per number/scene only. Any additional requirements, or a complete show lighting design, must be discussed in advance and additional charges may be incurred.

Follow spots (lights that follow the cast) are available on request but are **not** provided as standard; use of follow spots will incur an additional charge.

Sound:

Basic playback from CD/hard-drive and one radio microphone channel is included as part of the standard technical fee. For more complex requirements a 2nd Technical Operator in addition to the Lighting Operator will be needed.

Effects:

The use of smoke, haze, low fog, UV and strobe effects are all included in the hire cost. There will be a re-charge for 5 litres of fluid for machines that use this.

Stage Management:

A member of your team or at an additional cost, a member of Theatre staff must be on stage at all times during the performance to communicate with control room staff, inform lighting/sound when the cast are in place, trigger cues and effects etc.

Health and Safety:

A safety briefing for all staff must take place on the first day of hire at a time convenient to you.

No food or drink, other than water, may be taken onto the stage, the adjacent corridors or into the auditorium at any time.

Dressing Rooms:

Please make sure that the dressing rooms are kept clean and tidy and that doors are not blocked during the run of your show. Please do not attach anything to the mirrors or place items on the pianos in the dressing rooms.

Foyer:

A member of your team must remain front of house at all times to assist with latecomers and any issues that may arise during the show.

The Foyer is opened an hour before the performance is due to start and the doors to the auditorium are opened approximately 15 minutes before the performance is due to start.

Bar:

The Foyer bar can either be run by the Theatre or may be stocked and staffed by the hirer (in which case a charge will be incurred for the hire of glasses and bar cleaning).

Box Office:

An industry-standard online box office is available at an additional charge to reduce the stress of managing the box office yourself. Should you wish to use this service we will provide a member of staff to run an in-foyer box office during your event.

Programme:

We require you to print all of the text below in your programme:

Should there be a need to evacuate the auditorium a two tone siren will be heard and/or a voice message. Please at this time listen to any instructions given by the theatre team and slowly leave via your nearest emergency exit. If you need assistance please make a member of staff aware

Gangways and aisles must be kept clear at all times.

The Theatre management reserve the right to refuse admission and re-admission to the Theatre.

Smoking is not permitted in the auditorium or anywhere on the Hampton site. Anyone found smoking on site will be asked to leave.

Theatre Staff

Daniel Dar-Nell: Technical Theatre Manager

Matt Evans: Theatre Technician

Christine Beckwith: Events Coordinator

Orchestra Stalls / Pit Configuration

(PLEASE TICK THE BOX FOR YOUR CHOSEN CONFIGURATION)

Standard:

Two rows of flat seating on Lift 1 and one rows of flat seating on Lift 2. This configuration provides maximum seating capacity. (Seating 386)



Forstage:

The Forstage configuration provides a curved edge to the stage front and 2m of depth in front of the House Tabs. Two rows of seating are lost in the Orchestra Stalls. (Seating 370)



Small pit:

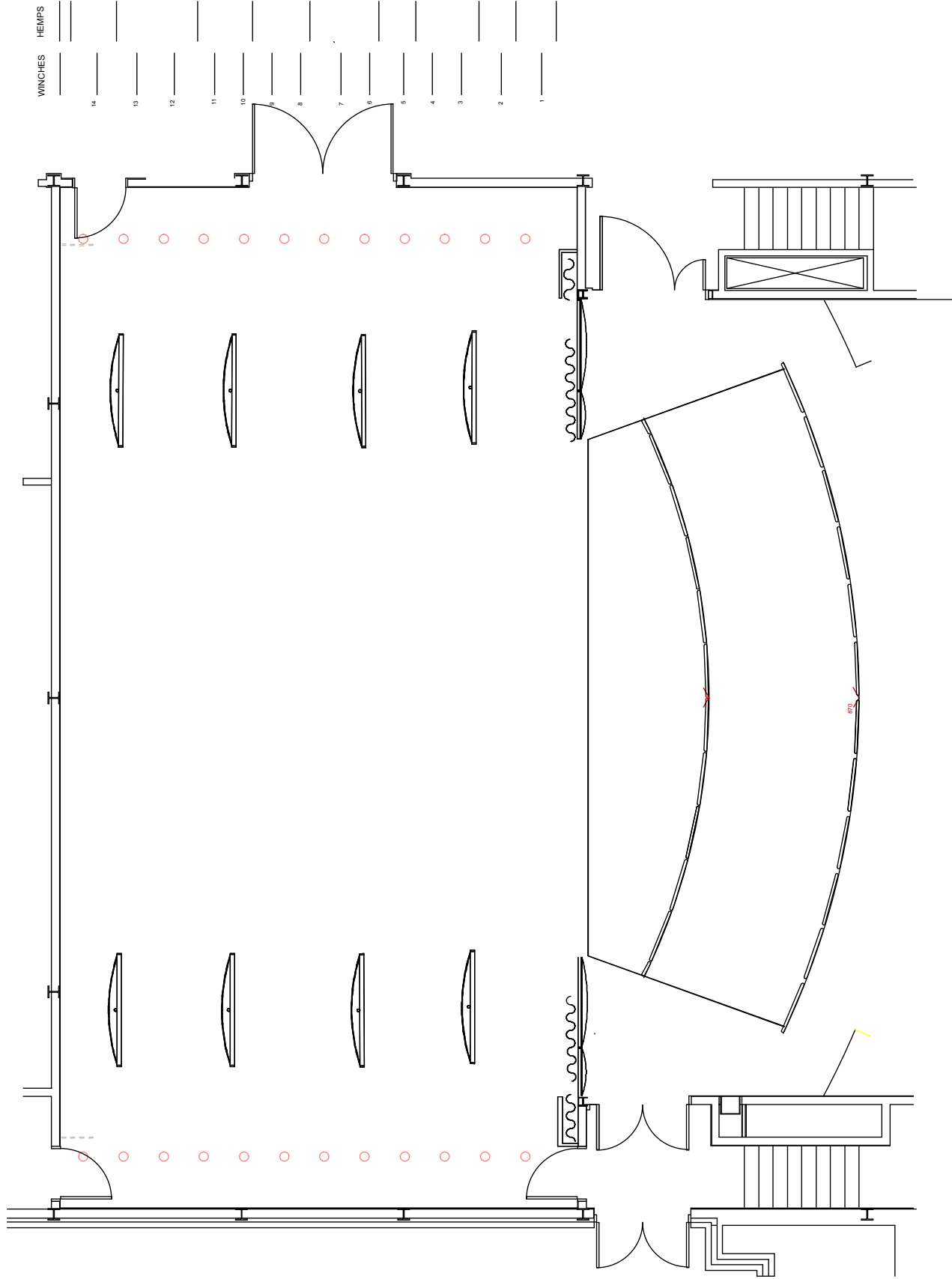
The Small Pit configuration provides a small band pit and two rows of seating on lift. This mode must be discussed in advance and may incur an additional charge due to setup time. (Seating 370)



Large Pit:

The Large Pit configuration provides a large West End size band pit but no seating in the Orchestra Stalls. This mode must be discussed in advance and may incur an additional charge due to setup time. (Seating 335)



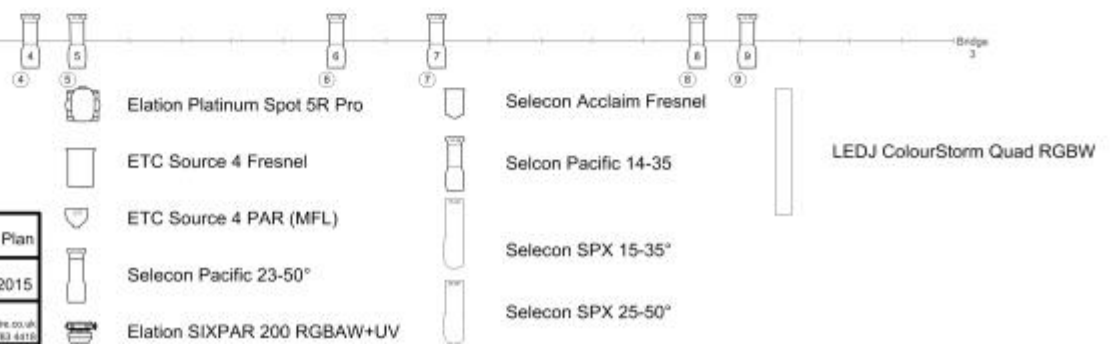
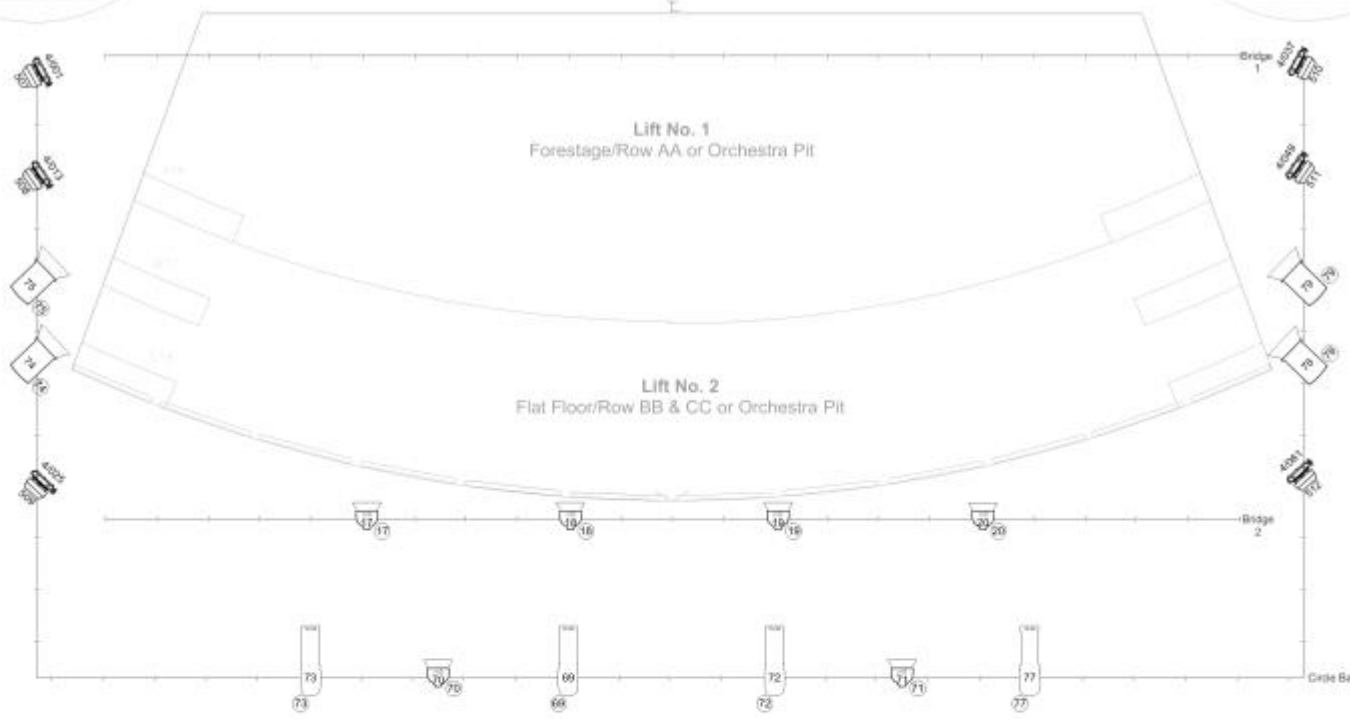
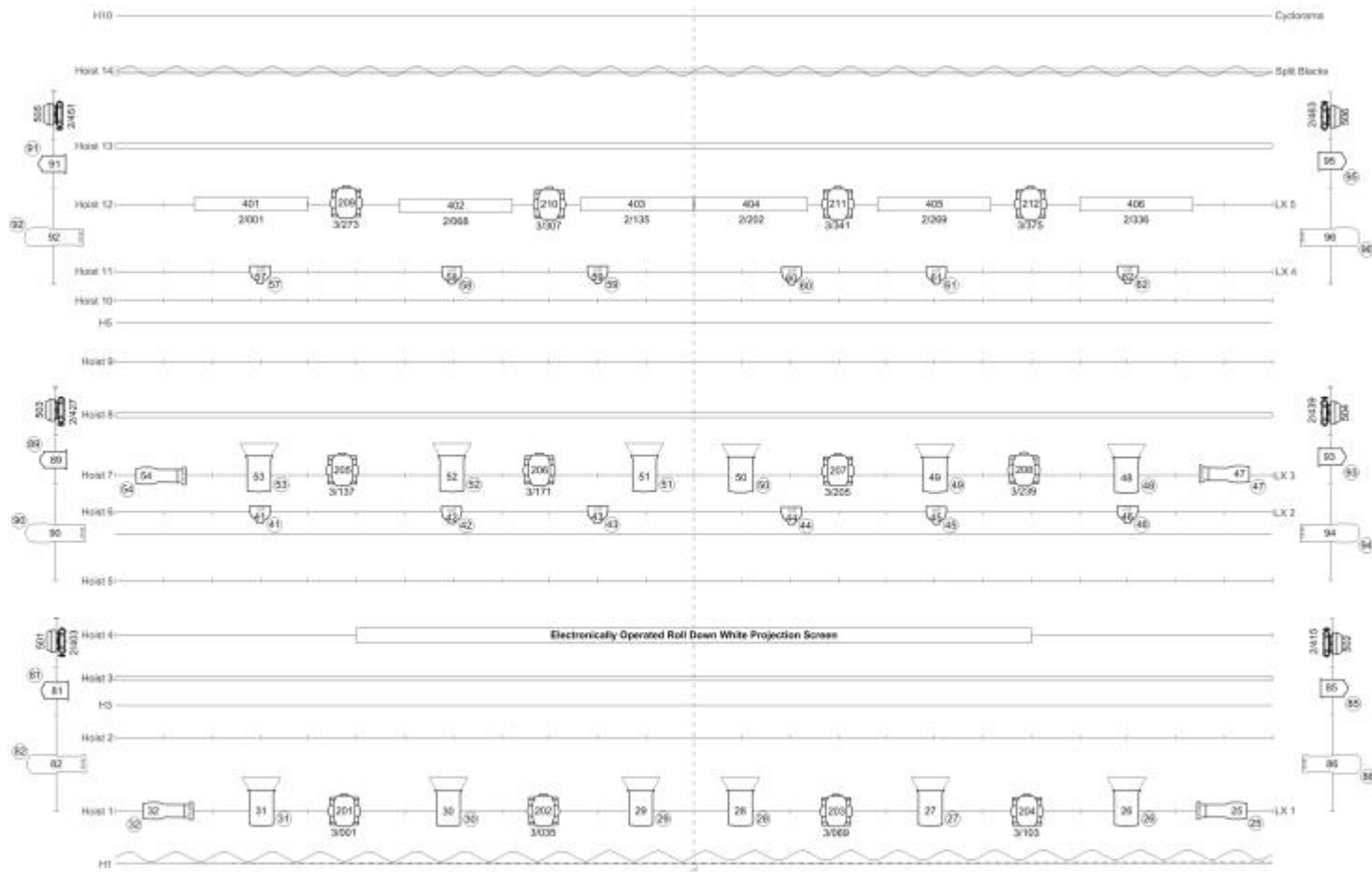


- HEMPS _____
- WINCHES _____
- 10 CYC _____
- BLACK TABS 14 _____
- REFLECTORS 13 _____
- LX BAR 5 _____
- 11 _____
- LX BAR 4 _____
- BORDER 10 _____
- 9 _____
- REFLECTORS 8 _____
- LX BAR 3 _____
- 7 _____
- LX BAR 2 _____
- 6 _____
- BORDER 5 _____
- 4 _____
- CINE SCREEN _____
- REFLECTORS 3 _____
- 2 _____
- BORDER _____
- LX BAR 1 _____
- 1 HEADER _____

- WINCHES _____
- HEMPS _____
- 14 _____
- 13 _____
- 12 _____
- 11 _____
- 10 _____
- 9 _____
- 8 _____
- 7 _____
- 6 _____
- 5 _____
- 4 _____
- 3 _____
- 2 _____
- 1 _____

PRODUCTION

DATE



Plot Name
The Hammond Theatre - Standard Rig Lighting Plan

Reference
HAMLX2015-001

Drawn By
Matt Evans

Date
22/05/2015

The Hammond Theatre, Horwath Road, Harefield, Middlesex, TW12 9HD
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www.thehammondtheatre.co.uk Theatre Grouping Line: 020 8703 4419

Pre-Rider

I, _____, hereby declare that the information provided in this document best describes the requirements of my production.

I understand that any additional requirements made on the day, or during the time I have hired the venue, will be passed on at the discretion of the management team.

Name of Hirer

Print_____

Signature_____

Date_____

Daniel Dar-Nell
TECHNICAL THEATRE MANAGER

Date_____

Signature_____