

Main House

Auditorium Information

Our Main House auditorium seats 507 at maximum capacity over a single tier raked auditorium, with an extended wide aisle between rows D & E.

Our permanent in house sound mixing position sits centre at the back of the auditorium. Visiting companies are setup to operate sound and lighting from the auditorium right side of this position behind seats R25 – R29 measuring 8ft x 2ft.

Our standard procedure is to open the house 30 minutes prior to the performance time. Our house stage technician will liaise with our Duty Manager and any visiting Stage Management or Technical Staff to co-ordinate this.

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Stage Information

Our Main House stage is a flat stage made of tongue and groove boarding, covered in 19mm plywood and a 6mm medite board painted black. There is a crossover upstage. No through route under the stage.

Proscenium Arched stage with a curved forestage. Forestage has a maximum depth of 3.44m from the setting line (back of the safety curtain) and a maximum width of 12.8m with 2 entrances.

The orchestra pit is 10m x 3.25m deep and can seat 12 musicians and 1 musical director dependant on layout and instruments. Access to the orchestra pit is from stage left only. There is no lift down to orchestra level.

Stage Dimensions

Stage Dimensions (All Dimensions are in METRES)		
Proscenium Opening	10.48m wide	6.02m high
Stage Depth from setting line	8.94m	
Forestage Depth	3.44m	
Stage Right Wing Width	7.35m	
Stage Left Wing Width	9.14m	
SL/SR Wings Clearance Height	5.2m	
Flying Height (Stage to Grid)	14.7m	
Counterweight Flying Bars	12m wide	300kg* WLL UDL

*Our counterweight flying system only allows for 280kg in the cradles.

Comms & Show Relay

Our Prompt Desk is located Downstage Right with both colour and infra-red cameras. This can be moved into Row E of the auditorium for technical rehearsals only.

(This must be pre-agreed prior to arrival)

There are 7 cue light channels operated from the prompt desk with fixed cue light positions around the stage and auditorium. We also have 4 additional cue lights that can be attached to scenery to suit the needs of the production. 3x from stage right, 1x from stage left.

Audio Show Relay is available in the green room, dressing rooms, artist space and backstage corridor.

Video Show Relay is available in the green room and on the fly floor.

Please Note: Show Relay is not available in the meeting room or rehearsal space should you be hiring these spaces alongside the main auditorium.

There are wired comms available at the prompt desk, sound mixing position, lighting position as well as flies and follow-spots.

We have a Green-Go Wireless comms system with 5 belt packs and headsets. If you wish to use the wireless comms, there is a recharge for them subject to availability.

Flying

We have 20 double purchase counterweight flying ladder bars operated from the fly floor stage right and 3 manual winch bars operated from stage left.

The manual winch bars are dedicated to lighting and sound equipment and cannot be operated during a performance. If you wish to use them, please contact the Technical Manager in advance to see if they are available for your production.

There are currently no house tabs available in house.

Bars 19 & 20 permanently have the cyclorama and star cloth stored on them and are available for you to use on these bars. If you require them moving, there is a recharge for the taking down and re-instate of these cloths.

Flying Hanging Plot – Updated 17 January 2023			
Bar	Distance from US of Safety Curtain	Safe Working Load	Notes
0	0.59m	Bar not available for use	Bar not available for use
1	0.76m	300kg*	
2	0.95m	300kg*	
3	1.30m	300kg*	
4	1.55m	300kg*	
5	1.84m	300kg*	
Winch 1	2.18m	350kg	Manual Winch
6	2.48m	300kg*	
7	2.76m	300kg*	
8	3.16m	300kg*	
9	3.51m	300kg*	
10	3.84m	300kg*	
11	4.15m	300kg*	
Winch 2	4.58m	350kg	Manual Winch
12	4.98m	300kg*	
13	5.34m	300kg*	
14	5.69m	300kg*	
15	6.09m	300kg*	
16	6.46m	300kg*	
17	6.81m	300kg*	
18	7.20m	300kg*	
Winch 3	7.76m	350kg	Manual Winch
19	7.60m	300kg*	Cyclorama
20	8.05m	300kg*	Starcloth
WALL	8.94m	-	

*Our counterweight flying system only allows for 280kg in the cradles.

An additional full black cloth, borders and soft legs are available to be hung for your production. Please contact the Technical Manager with a minimum of two weeks' notice to arrange this.

Get In & Get Out

The Get in is a straight run through the workshop on Stage Left Side. The Loading doors are 2.27m high and 2m wide with a diagonal opening of 3.05m.

There is a motorised lift up/down between the car park and the loading doors. This must only be operated by venue staff.

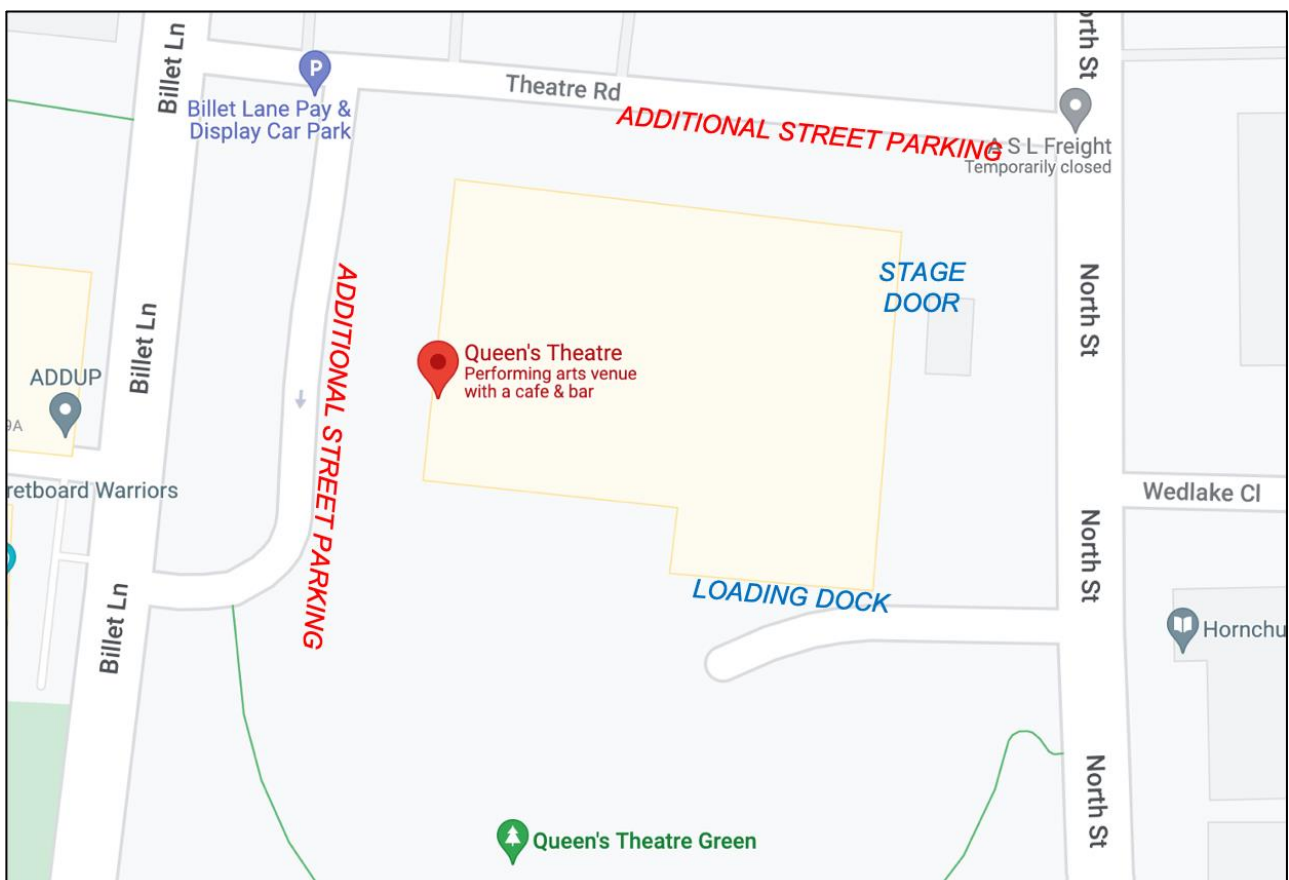
We only have a small car park at the loading dock which is used by Queen's Theatre Hornchurch staff throughout the day. We dedicate 2 vehicle spaces per visiting company to park in this car park. Please register your vehicle details at stage door upon arrival. This car park is accessible via North Street. Up to 7 vehicles can park here, however as this includes in-house staff, you may be required to wait until spaces become vacant.

If you are visiting with a 45' articulated lorry, this will block access to the rest of the car park. Please contact the Technical Manager so that arrangements can be made in advance of your arrival. Articulated lorries cannot be left onsite with the exception of visiting for a single day.

There is additional limited free parking at the front of the building on Billet Lane and also down the side of the building on Theatre Road.

There is a council Pay & Display Car Park on the corner of Billet Lane/Theatre Road.

All vehicles left onsite/offsite are the responsibility of the owners and not Queen's Theatre.



Dressing Rooms & Green Room

There are 5 dressing rooms on the stage right side of the stage, on stage level.

All dressing rooms are fitted with an individual sink, mirror and lights and clothes rail with some including a kettle and microwave.

There is no external company office available in the building.

Dressing Room Information		
Dressing Room	Recommended Occupancy (Mirror Positions)	Maximum Occupancy
1 (accessible)	4	8
2	4	8
3	4	8
4	4	8
5	8	12

If you require additional dressing room facilities, we have the following rooms available for an additional hire fee. **These must be booked and agreed when arranging the contract and before contracts are signed.** Subject to availability.

Meeting Room (Stage Level)	Recommended Occupancy 8	Maximum 12
Rehearsal Space (Stage Level)	Recommended Occupancy 30	Maximum 60
Artist Space (Upstairs)	Recommended Occupancy 20	Maximum 30

The Green Room is on the stage right side of the stage, on stage level and is fitted with tea and coffee making facilities, microwaves and a large fridge.

The Green Room is also used by Queen's Theatre Hornchurch Staff and should not be substituted as a dressing room.

Gender Neutral Toilet facilities are located at the end of the dressing room corridor, with four individual toilet cubicles and an individual shower cubicle.

An accessible toilet and shower room is also located at the end of the dressing room corridor.

For safety and security, we ask that only company members are permitted in backstage areas and that any visitors are asked to wait in the foyer or outside stage door.

Alcohol is not to be consumed in any backstage areas and maybe removed if found.

WiFi Facilities

WiFi is available throughout the building.

Access codes can be found in the green room and dressing rooms.

Wardrobe Facilities

A Washing Machine, Dryer, Hot Box and Iron/Ironing Board are located in the stage kitchen downstage right and available to use prior to arrangement.

If you require a dresser or wardrobe assistant for your production, this must be booked and arranged in advance.

Health & Safety

All productions visiting the Queen's Theatre Hornchurch must have accurate and up to date risk assessments for all activities involved in your production. Please provide these to the Technical Manager alongside your production rider when arranging your technical requirements.

At the start of your Get In, the senior technician leading your get in will ask for a CDM Briefing to take place where the following will be discussed:

- Staff Introductions from all parties involved highlighting trained first aiders
- Fire Exits & Evacuation Procedure
- Toilet & Welfare Arrangements
- Relevant Fit Up Information & Required PPE

We ask that if you have staff joining part way through a get in, that they see the Senior Technician at their earliest convenience so that the above can also be explained to them.

Stage Pyrotechnics, Naked Flames & Weapons

If your production contains the use of pyrotechnics, naked flames or weapons, we ask that you contact the Technical Manager in writing and accompanied by an accurate, up to date risk assessment at the earliest convenience, no later than four weeks prior to your first performance at the Queens Theatre.

Theatre staff will remove/prevent any effects if advance notice has not been sought. This is for the safety of your staff, our staff and our audiences.

Contact Information

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