

**LEICESTER
SQ THEATRE**

TECHNICAL GUIDE



MAIN HOUSE TECH SPEC 2023

TECH TEAM:

Jess Davies – Technical Manager
Tom Williams – Assistant Technical Manager
Xander Kovacs – Senior Technician

Extra crew available on request.

Shows will be emailed approx. 1 month in advance to find out the technical requirements.

GET IN DETAILS:

If you would like help loading into the theatre we can provide you with a minimum of 2 technicians at £19ph per tech + VAT (minimum 4 hour call), otherwise the LST team will NOT help load in. You are welcome to bring your own crew to load in and someone will be here to ensure the building is open for you.

Please be aware the load in access is down 2 flights of stairs.

There is no stage door, dock doors or loading bay at the Leicester Square Theatre. Access is gained via the front entrance and down a flight of stairs.

Leicester Square is pedestrianised from 10am. Lisle Street is pedestrianised from 11am.

Please email jess@leicestersquaretheatre.com if you need access at a different time of day. We cannot guarantee this will be accommodated and need as much notice as possible if this is to happen.

Please see vehicle access info at the end of the tech spec.

Please Note:

The maximum get in dimensions for rigid flats are 3000mm x 2000mm, but slightly longer objects should be possible if the width is significantly reduced.

There is not a car park at the theatre; the nearest Q park (limited headroom) is Chinatown, Newport Place where the max height restriction is 1.98 metres. For van parking please visit www.parkingforvans.com

STAGE:

The stage is raised 840mm and has a set of steps either side of the pros into the auditorium.

The Proscenium opening is 3080mm high & 7280mm wide.
The maximum depth of the stage is 8650mm – this is inclusive of the back crossover.

The playing space of the stage is approx. 7m x 7m – a ground plan is available on request.

There is a fixed-position proscenium bar directly behind the proscenium curtain – this bar is 3200mm above stage level.

There are 5 further multipurpose bars (stage bars 1-5) above the stage – each approx. 3600mm above stage level – exact measurements available on request

We have red FOH tabs available to use. Please let us know in advance if you would like them.

There is one set of overlap black wool tabs which live on tab track 3.

There are 5 FOH bars, 2770mm above stage level. The SWL for each FOH bar is 40kg per metre

LIGHTING:

Due to the high volume of shows we have in the theatre our LX rig changes on a regular basis.

We have a standard LX rig that no shows are allowed to touch but other lanterns may be added if discussed prior to your get in.

There are 96 x10a dimmers in total; the standard rig will use approximately 20 dimmers, leaving approximately 76 available for the shared use of visiting companies. As mentioned, this changes on a regular basis though so any concerns please let us know.

There are 60 patch points FOH (12 on each of the 5 bars). On-stage there are 48 patch points located on centre above the stage, and 24 on stage level (a socapex outlet on each column). All of this will be shared with the standard rig.

All FOH bars are internally wired; the following patch points are available for the shared use of visiting companies:

FOH 1:6
FOH 2:6
FOH 3:6
FOH 4:8
FOH 5:8

LIGHTING DESK:

ETC Ion XE

LIGHTING STOCK:

4 x Chauvet Rogue R1 wash 21 channel moving head lights
2 x Chauvet Rogue R1 spot 19 channel moving head lights
12 x Chauvet COLORado 1tri LED's (Full RGB)
4 x LED fresnels

6 x 36 degree source 4's
13 x Fresnel Quartets
20 x Par 64 cans
2x Source 4's Jr
12 x Color source RGB Battens

1 x LEDJ Star cloth

1x Chauvet Hurricane 1DX Haze Machine – connected via DMX

The standard rig is designed mainly for stand-up comedy only – it will consist of a FOH open-white wash, and some LED down lighters on the curtains. The standard rig will be designed for lighting the playing space in front of the mid stage tabs.

We have a lot of LX cable here – it may be worth asking before you bring your own.

SOUND:

NB

THE THEATRE IS UNDERNEATH NOTRE DAME CHURCH AND THE STAGE IS DIRECTLY UNDER THE ALTAR. BECAUSE OF THIS WE HAVE A SOUND CURFEW IN PLAY AT THE FOLLOWING TIMES:

MONDAY – SATURDAY 12.15PM – 12.45PM AND 6PM – 7PM

SUNDAY – 10AM – 12.30PM

NO LOUD SOUND CAN BE PLAYED DURING THIS TIME. PLEASE SCHEDULE YOUR SOUND CHECKS ACCORDINGLY.

FRONT OF HOUSE DESK:

Yamaha QL5 Digital Mixing Console
Yamaha RIO1608-D2 x 2
Yamaha SWR2100P5G Simple L2 Network switch with PoE, five RJ

NB

We do not take our sound desk out under any circumstances. If you would like to bring your own sound desk in we will need to block off 8 seats so you can put your sound desk in the touring position. We will need to know this well in advance and there may be a charge for loss of seats.

NB FOR BANDS

IF YOU ARE PLANNING ON BRINGING YOUR OWN PA SYSTEM IN YOU WILL NEED TO PROVIDE YOUR OWN CREW TO BRING IT IN YOURSELVES AS THE LST STAFF WILL NOT HELP YOU DO THIS.

STAGE MONITOR SYSTEM:

Monitors are run from the FOH Desk via auxes.

6x db technologies Arena 10 PRO wedges

2x MC2 E4-75 Amps

SOUND POWER:

2x 32a sockets either side of stage behind pros legs

4x 13a Sockets either side of stage behind pros legs and 2x 13a sockets in tech box, all on 32a ring.

WE DO NOT HAVE ANY 3 PHASE POWER OR ANY CONVERTORS TO CONVERT TO SINGLE

FRONT OF HOUSE SYSTEM:

4x Coda Audio G715-96 loudspeakers

4 x Coda Audio G15 subwoofers

1 x Coda Audio LINUS 14 loudspeaker management power amplifier 4 x 3500W with Dante

1 x Coda Audio Hops 5 Versatile dual 5" coaxial system, 350W, 100degree conical fills

1 x Coda Audio LINUS 5-C 4-in/4-out Loudspeaker management power amplifier 4 x 1200W

RADIO MICS:

4x Sennheiser Ew300 G3 Body packs

2x Sennheiser Ew300 G3 Handheld

4x Sennheiser receivers to cover all above

We charge £60 + VAT per radio mic per show.

MICS:

10x Shure SM58

4x Shure SM57

1 x Beta 58

1x SD101 Kick mic

5x S930 Tom mic

DI BOXES:

20 x Studio spares Active DI's.

MIC STANDS:

10 x Tall Stands with boom
4 x Short Stands with boom
4 x Round based stand
6 x Studio spares music stands

QLAB:

We are currently running Qlab 4 on a mini mac

We have a lot of sound cable here – it may be worth asking before you bring your own

We do not have a piano on site. If you require one you will need to hire one in yourselves.

AV:

1x Roland V-4 EX4- Channel Digital Video Vision Mixer with HDMI, VGA and Composite
2x LG LED 47 inch screens mounted FOH connected via HDMI
2 x LG Smart TV 65” 4K Ultra screens mounted SL and SR on pros connected via HDMI through Cat6 extenders
1x Epson EB-L635SU 6000 lumen laser projector £40 + VAT to use (res:16:10)
1x Full width & height of stage white cyc £30 + VAT to use

If you require AV we will need to know in advance

A CAT5 data distribution system exists – this provides data patching capability between the stage, control room, dimmer room and FOH bars via a patch bay in the control room.

Cans System:

Cans @ Sound, Lighting desks + Follow spot position and either side of stage behind pros line.

Show Relay:

To each of the 3 dressing rooms

WARDROBE FACILITIES:

We have a wardrobe area consisting of a washing machine and tumble drier – you will need to supply your own powder and there is a charge for the use of the washing machine and tumble drier

There is also an iron and ironing board available for your use along with a steamer.

We have a costume rail available too but please let us know if you want this in advance

FILMING SHOWS:

Filming Charges are as follows and will be added to the settlement after your show:

Filming for commercial use £500 plus VAT per performance.

Podcast Recording £250 plus VAT per performance.

Full show filming for personal use only (1 camera) £150 plus VAT.

Sound feed for archive £75 plus VAT per performance.

If you are planning on filming your show with us we have a limited number of camera positions available. There are 3 main ones. These are – one in front of each bar either side of the auditorium and one at the back of the auditorium on top of the platform. I would advise booking a site visit to discuss.

We can give you a left and right sound feed from the desk

We can also record the show onto a USB stick and transfer it over after the show

We do not take seats out of the auditorium for your camera positions.

OTHER IMPORTANT INFO:

Due to a series of unfortunate events we have implemented a £250 + VAT fine if any member of your company touches or otherwise interferes with the props, set or costume of another show.

FAQS:

1. Can you do a pre rig?
 - It varies show to show. We have up to 6 shows a day at the theatre so it really depends on what is in.
2. How much are your technicians?
 - Our technicians are recharged at £25ph + VAT minimum 4 hour call. You must have one present at all times whilst you have access to the stage regardless of whether or not you have your own team.
3. Do you have a followspot?
 - No we do not; we can hire one in for you though if needed. We will need to know at least a week in advance if you would like this. There is one followspot position located at the back of the auditorium on top of a platform audience left.
4. What is your storage situation?
 - We have VERY limited storage space, we are happy to store your set for the duration of your shows but due to how busy we are they your set/props will need to go asap after your show has finished.
5. How do you access your lighting grid?
 - We have 2 sets of ladders on stage to access the stage grid and a set of zarges which go over the seats to access the FOH grid.
6. What is your standard access time?

- Our standard get in time is 4pm for a 7pm show. If you need more time you will need to have a discussion with the tech team. We have up to 6 shows a day at the theatre so sometimes tech time directly before your show may not

be possible. Extra time will be recharged at £250 + VAT per hour plus staff costs.

7. Can we smoke on stage?

- Smoking is not permitted on stage unless agreed with the theatre and council a month in advance and is IMPERATIVE to the piece.

8. Are we allowed pyros?

- Again, similar to the smoking, you will need to have it cleared by the theatre and council. All the information about the pyros will need to be given well in advance to the team.

9. Will we have access to the whole stage or is there a set permanently in place?

- If you need the full playing space then we can give that to you. If there is a show in on top of you requiring the full stage then we will take the set down and put it back up again after your show. The same with your show, your set must be moveable.

10. Can you hire in extra radio mics?

- We can do that, we have a company we use on a regular basis where we can get them delivered to the theatre for you and the money will get taken off your settlement. We need at least a week's notice for this.

11. What facilities do you have for playback?

- We currently have a Mac Mini that you are welcome to use free of charge.

12. What furniture do you have available?

- We have a collection of chairs and some small tables. Please let us know specifics and we will see if we can try and help

13. Do you have any props in the theatre?

- We don't have any props here, you will need to source your own.

14. Can we bring in our own PA system?

- Because of the stairs and the theatre set up it HIGHLY ADVISED NOT to bring your own PA system in. Although we are mainly a comedy venue we use our PA for bands and showcases all the time. The PA system is spec'ed for the size of the room and we feel there is no need to bring your own in.

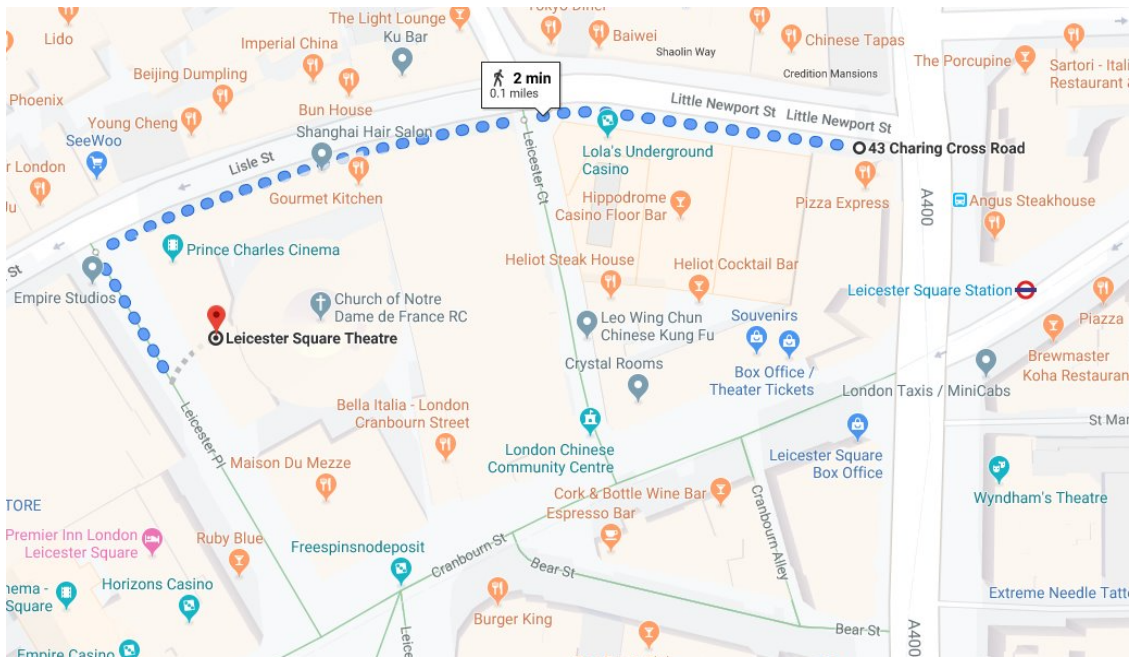
If you have any other questions please do not hesitate to contact the tech team!

We look forward to having you at the theatre.

VEHICLE ACCESS:

Vehicle access to the theatre is available via Lisle Street, which is accessed by turning onto Little Newport Street from Charing Cross Road (the A400). Vehicles can pull up/park on

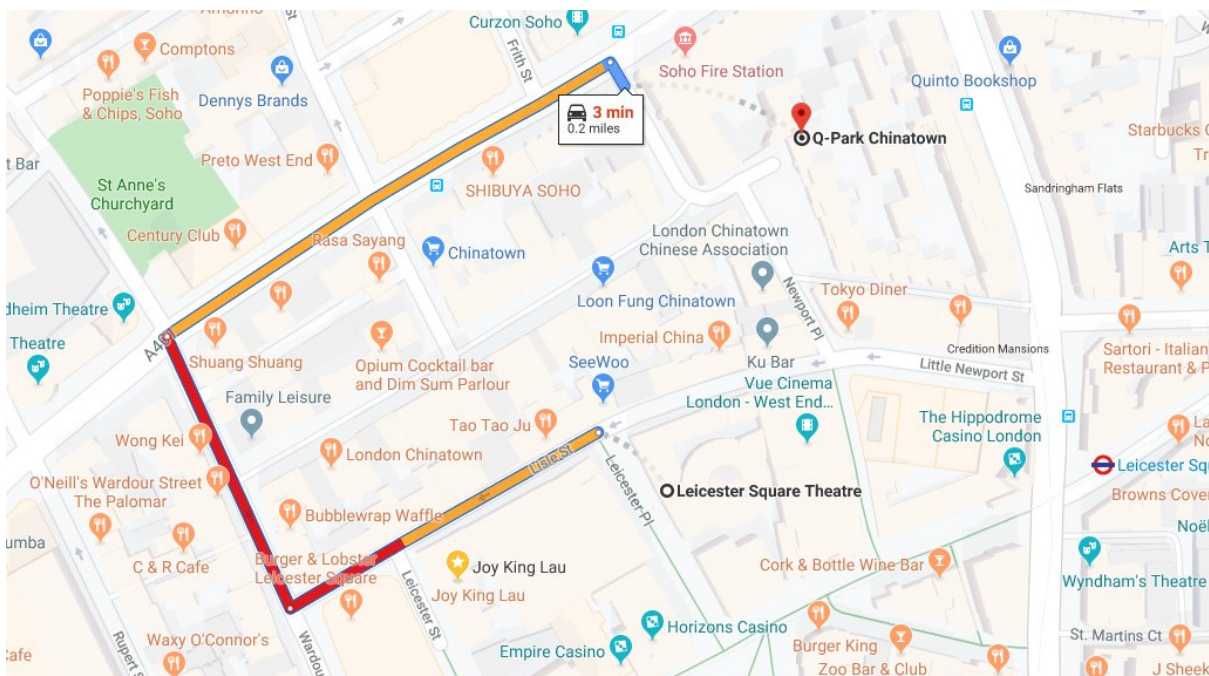
Lisle Street to load and unload from midnight to midday. Between 6am and 10am it's also possible to turn left into Leicester Place and park directly outside the theatre whilst loading/unloading (see map below). You must leave Leicester Place (via Lisle Street, westbound) by 10am if you wish to avoid receiving a parking ticket. Lisle Street closes to traffic at 11am, when bollards are put in place outside Ku Bar, 30 Lisle Street.



When Lisle Street is closed the nearest any vehicle can get to the theatre is the Ku Bar, 30 Lisle Street. There is no official loading/unloading area here and we suggest that pulling up here is only suitable for quick drops of small amounts of equipment.

Where possible we strongly advise organising your schedule around the opening hours of Lisle Street. There is heavy traffic around the theatre at all times which often leads to delays – please allow plenty of extra time in your schedule to allow for this.

There is no parking available at the theatre, but there is a 24-hour car park nearby (Q-Park Chinatown, see map below). Please note that this car park has a height restriction of 1.98m.



If you need to park a vehicle larger than this please contact us and we will try to assist. Please contact us at the earliest opportunity if you require vehicle access to the theatre, this will allow us to do as much as we can to help facilitate the smooth organisation of any loading and unloading.

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