



## Changing House – Technical Information

# Tron Theatre Changing House

We are pleased to hear that you are proposing to stage a performance in the Tron Theatre's **Changing House**.

Please find attached the following information to help you prepare for your visit:

- Technical Information (showing potential costs)
- Technical Specifications
- Ground plan and lighting grid schematics;
- Production questionnaire.

**We ask that you fill this in and return it as soon as possible so we can agree, schedules, extra costs and staffing requirements.**

Copies of all the above can be found on the Tron website – [www.tron.co.uk](http://www.tron.co.uk)

### **Points to note:**

In order that we can support you efficiently and agree costs, and staffing requirements, please provide us with a detailed **Production Schedule**, stating dates, times and activities for your production two weeks before your get-in.

Seating layout is now fixed to 50 capacity and end-on raked seating bank.

**Pre-rigs** – Please note we have now implemented a small fee of £25 for pre-rigs (see pre-rig section for further details)

Please be aware that the Tron is a very busy venue and there will likely be other companies performing at the same time and sharing the backstage facilities.

Should you require any further information, or have any other queries regarding your visit to the Tron, please do not hesitate to contact me, or my technical colleagues.

Meanwhile, we look forward to receiving your Production Schedule and your completed questionnaire and hope to make your stay at the Tron a happy and fruitful one.

Yours sincerely

Jo Masson  
Production Manager



## Changing House – Technical Information

# Technical information

### Staffing

All Visiting Companies **MUST** provide at least **one competent Technician** and **one Stage Manager** to liaise with the Tron Technical staff prior to their get-in and to oversee their technical & stage requirements on the day of the get-in and to run their show and get-out.

The visiting Stage Manager will also be responsible for the Health & Safety of their company and will be given a short Health & Safety Induction on their arrival.

The Tron Technicians working week is Tues - Sun, Monday being the Technicians day off. No technical work will be carried out on a Monday unless by prior agreement with the Production Manager. Any work undertaken on a Monday will be charged at a rate of **£50** per session (1 session = max 4hr call). Rehearsals only with no technical work will be charged at **£25** per session (again only by prior agreement).

### Get-in day

The Tron will provide one technician to assist with the get-in and technical requirements between the hours of **9am and 6pm** (two 4hr sessions). Thereafter there will be one technician provided for each show call. (Please note this will not necessarily be the same technician for every call unless by prior agreement with the Technical Manager)

If required the Tron technician will operate **either** lights **or** sound.

**Note:** If you require us to operate your show please allow **ADEQUATE TIME** for lighting/technical rehearsal.

If an additional member of staff is requested this will be charged to the company at a rate of **£40 per show call**.

One hour lunch and dinner breaks must be observed, though we can organise split lunch breaks if forewarned. A charge will be made for missed meal breaks and any hours worked after 11pm.

### Subsequent days

Any additional sessions required, i.e. for extra rehearsals or additional technical work will be charged at a fixed rate of **£25 per session - (max 4 hour call)**. One technician will be on call during any extra session.

### Get outs

The Tron will provide one technician to oversee the get-out.

Please note it will be at the discretion of the Tron Production Manager whether extra Tron staff is necessary for the get-out due to the size or nature of the production. If extra staff is deemed necessary that charge will be passed onto the company. The get-out will start directly after the final performance. Work after 11pm will be charged at double time for Tron Technicians. Vans can be parked outside the get-in from 6pm.

### Pre-rigging

Please note we are now implementing a small fee of **£25** for pre-rigs.

Where programming allows the Technical staff will pre-rig for the visiting company at the cost of **£25**.

A pre-rig is generally 4hrs for 2 staff. The pre-rig will only be available to companies who provide a LX plan at least **one full week in advance of their pre-rig.**

**If you do not pay for a pre-rig please note that you will need to allow for adequate time and personnel to rig lx on your get-in day.**

## Changing House – Technical Information

### Room Layout

The Changing House is a basic studio space, which doubles as a rehearsal room. The rehearsal room dimensions (with the seating bank removed) are 8.2m x 10.5m (3.5m to underside of beams). The performance space dimension has to allow for the end-on seating bank and the 1.1m fire-escapes in two directions – playing area is 7.4m wide by 6.3m depth. There are tab tracks on all four sides with black masking which is removable to reveal the wall finishes. The flooring is MDF and is painted black. You can fix into it if required. There are 4 skylights in the room, which have motorised blackout blinds.

### Seating

The seating in the Changing House is end-on with a capacity of 50. Any other configuration must be agreed at contract stage. The raked seating bank is - 7320mm wide x 3500mm depth, with levels at 750mm, 500mm & 250mm heights and one row on stage level. The chairs are upholstered and interlocking. (Please see attached layout sheet) The double doors on the opposite wall from the seating bank is also a fire-exit for both company and audience and a min 1.1m clearance must be left in front of the doors and a clear 1.1m walkway to the seating bank.

### Get-in

The Changing House is situated on the first floor – there is a goods lift for access – dimensions 1700mm wide x 2500mm depth x 2300mm height (5'6" x 8'2" x 7'6") S.W.L. – 2000kgs

### Sound

Any amplification or sound levels used in the production will be monitored and determined by the Tron Theatre.

### Parking

The dock door is on Parnie Street – this is a no parking zone except for after 6pm on Saturdays. The nearest reasonably priced parking is King Street Car Park - which is an open car park and able to take large vehicles.

### Filming

Should the Visiting Company wish to film their production for archive purposes they will be responsible for giving notice to the Box Office Manager and the Production Manager as soon as the date of filming is known and no later than seven working days prior to filming. Box Office will block off seats, subject to availability. There may be a potential cost for this depending on the terms of the contract. If the Manager is not informed within the time stated the filming may be prohibited.

### Health & Safety

The key components of the Tron's Health and Safety Policy are displayed in the Green Room and it is the responsibility of all company members to read this documentation, particularly the section on Fire Evacuation procedures. The Tron's full H&S Policy is kept in the General Manager's office. First Aid boxes are located in the Box Office, Administration, Theatre Get-In, Bar and Kitchen.

**A list of all company members is required before the day of arrival; please also email a list to [craig.ferguson@tron.co.uk](mailto:craig.ferguson@tron.co.uk) so security passes can be prepared. These passes also allow for certain discounts in the café.**

### Security

Please note it is the responsibility of each individual company member to ensure the security of his/her own personal belongings.

### Dressing Rooms

Dressing rooms must be vacated fifteen minutes after the end of the performance.

### Smoking

In accordance with current Scottish law there is NO SMOKING in any area of the Tron including the performance areas.



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### Fire Safety

In the interests of fire safety, it is the responsibility of the incoming Stage Manager to ensure that all members of the company are aware of emergency evacuation procedure in liaison with the Tron Theatre's Stage Manager. The Company must nominate an individual who will ensure that all members are accounted for in the event of an emergency evacuation.

The fire alarm consists of a siren and verbal announcement which automatically activates the venue working lights.

The Visiting Company shall ensure that all scenery, props, etc. used in the production shall meet all fire regulations and shall abide by any instructions given by the Fire Officer.

### P.A.T.

The Visiting Company must make sure that all portable electrical equipment brought onto the premises has a valid test certificate and complies with standards as set out in all current legislation. The Technical Dept reserves the right to decline the use of or to test any such equipment and to charge the Visiting Company for the cost of each test. In the event of any item of equipment failing a test, the Technical Dept reserves the right to require the Company to remove or replace the item at their expense

Cost for Portable Appliance test - £5 per item.

**Please contact Jo Masson if you require further information or clarification.**

## Production Department Contacts

**Postal address:** Tron Theatre Ltd  
63 Trongate  
Glasgow  
G1 5HB

**Stage Delivery  
& Get-in Address:** Tron Theatre Ltd  
38 Parnie Street  
Glasgow  
G1 5LS

**Telephone:** 0141 552 3748 (Admin)  
0141 552 4267 (Box Office)  
0141 552 8587 (Bar/Restaurant)  
0141 552 6657 (Fax)

**Website:** [www.tron.co.uk](http://www.tron.co.uk)

### Production Team:

**Jo Masson**  
**Production Manager**  
Tel: 0141-559 5303  
Email: [jo.masson@tron.co.uk](mailto:jo.masson@tron.co.uk)

**Karen Bryce**  
**Technical Stage Manager**  
0141-559-5343  
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**Mark Hughes**  
**Chief Electrician**  
Tel: 0141-559 5306  
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**David Sneddon**  
**Stage Manager**  
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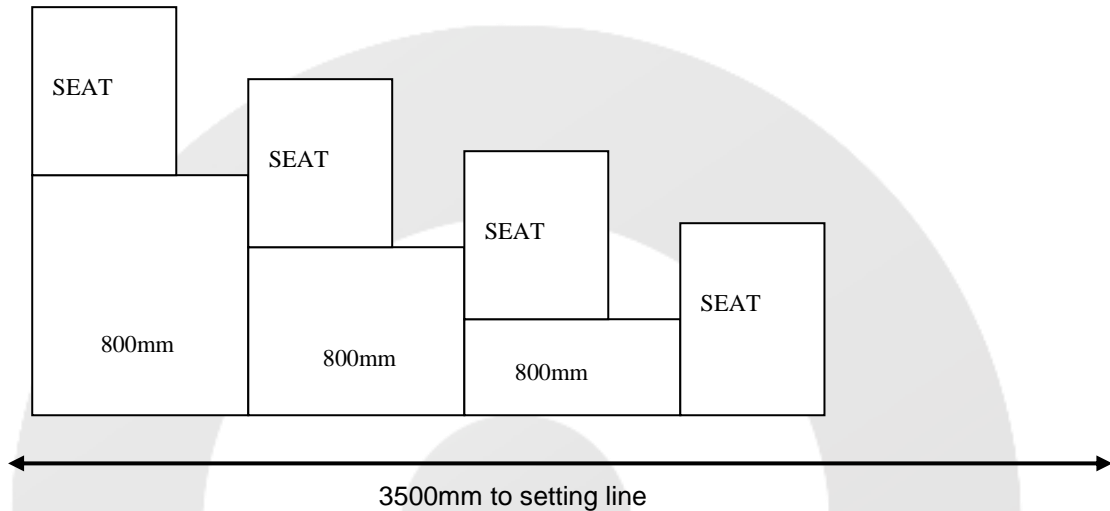
**Barry McCall**  
**Head of sound**  
Tel: 0141-559 5316  
Email: [barry.mccall@tron.co.uk](mailto:barry.mccall@tron.co.uk)

## Seating Bank Layout

The seating in the Changing House is end-on with a capacity of 50. Any other configuration must be agreed at contract stage.

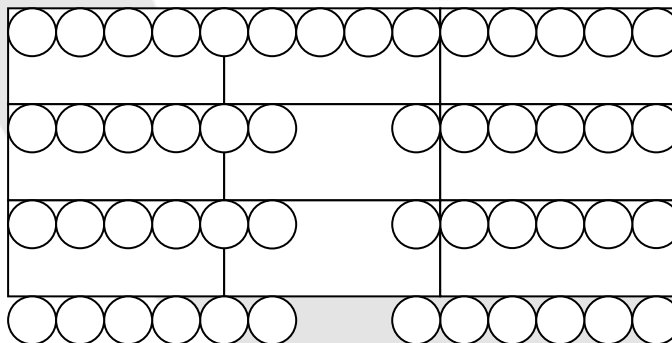
The seating bank is made up of 3 rows of steel deck - 7320mm wide x 3500 mm depth, with decks at 750mm, 500mm & 250mm heights and one row on stage level. The chairs are upholstered and interlocking.

**Side Elevation of Seating Bank**



Depth of seating bank + 1 row of seats on stage level plus clearance = 3500mm

**Plan view showing 1 row on stage level**



Width of seating bank = 7320mm  
 14 seats along back row  
 6 seats on each side of aisle  
 Total with one row on stage level = 50 seats

With the seating bank in position - **playing area is 6.3m depth by 7.4m wide.**  
 If you have any rostra or flats etc there must be clearance of 1.1m from the front row.