



Main House – Technical Information

Tron Theatre Main House

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

The attached documents should provide you with the necessary information to prepare for your visit:

- Technical Information (showing potential costs)
- Technical Specifications
- Ground plans, sections 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

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.

Emergency exits -

1.1 metres of unobstructed space must be left clear in front of Row A, to facilitate access for our disabled patrons and provide statutory means of access to the emergency exits auditorium left and right. Please refer to our ground plan and, if in doubt, please contact us.

Tallescope –

Please note that due to HSE Legislation we now **no longer allow the tallescope to be moved whilst occupied**. This will increase the time required for focusing and you will need to factor this into your schedule.

Pre-rigging –

Please note we are now implementing a small fee of £50 for pre-rigs. Where programming allows the Technical staff will pre-rig for the visiting company at the cost of £50. A pre-rig allows 5hrs for 3 staff. The pre-rig will only be available to companies who provide an 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.**

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.

Finally, 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. We look forward to receiving your completed questionnaire and Production schedule and hope to make your stay at the Tron a happy and fruitful one.

Yours sincerely

Jo Masson
Production Manager



Main 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 **£100** per session (1 session = max 4hr call). Rehearsals only with no set or technical work will be charged at **£50** per session (again only by prior agreement).

Get-in day

The Tron will provide two technicians 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 organize 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 **£50 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 **£50** for pre-rigs.

Where programming allows the Technical staff will pre-rig for the visiting company at the cost of **£50**.

A pre-rig is generally 5hrs for 3 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.

Please also note our change of use of tallelescope – note on page 1.



Main House – Technical Information

Front Row Seating

Row A - the front row, sits on stage level and is, when necessary removable completely or in sections of two seats. This row is used to accommodate wheelchairs and will not be removed unless the Visiting Company requires the extra stage depth due to the size of the set or for performance needs i.e. some dance pieces. The Box Office requires this information as soon as the contract is agreed in order to put your show on sale.

Please inform the Production Manager whether you wish Row A in or out.

Sound Position

Sound is operated from the control room (the windows are removable). However, for some musical pieces or gigs there are two available positions within the auditorium from which sound can be operated (please see the seating plan). This has implications for the Box Office who need to be informed in order to take the seats off sale. Please notify the Tron's Production Manager immediately. If the seats have been sold **no change** will be permitted. Any amplification or sound levels used in the production will be monitored and determined by the Tron Theatre.

Get-in

The dock door is situated in Parnie Street, with sliding wooden dock doors 2500mm wide x 2400mm high. Access to the Theatre via inner dock doors 2200mm wide x 2400mm high.

Parking

Parnie Street is a no parking zone except for after 6pm. 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 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.



Main House – Technical Information

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

Production Team:

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Production Manager

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Technical Stage Manager

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Main House – Technical Information

