

Witham Public Hall

Witham's Home of Entertainment



Tech Spec and Production Information

Theatre, Live Music & Events

Version 1



Whilst every effort has been made to ensure that this Pack is up to date the Information contained in this pack is an overview and provided under the agreement that it is subject to change.

Please do not hesitate to contact the Hall Manager and Technical Teams if you have any questions regarding any information contained within this pack.

(See Page 7 for contact details)

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Welcome to Witham Public Hall

We are pleased to welcome you to Witham Public Hall. Our team of dedicated volunteers is committed to ensuring your experience with us is both enjoyable and stress-free. Please take a moment to review this production pack and do not hesitate to contact us should you have any questions.

We kindly request that you submit your technical rider, set list, and stage plan no later than four weeks prior to your scheduled show. This allows our technical team to properly assess your requirements to best support your event.

Within this pack, you will find a comprehensive list of the technical equipment available for your production. You are also welcome to bring your own equipment.

Please note that certain facilities and equipment may incur additional fees to cover maintenance or the need for supplementary staffing. These details will be clarified by the Hall Manager in advance of your event.

We trust that you will find everything you need and look forward to working with you.

Many thanks,

Witham Public Hall Team

General Information

History

The Public Hall has now been operated by a charitable trust since 2011 in which time our programme of shows and concerts has grown to rival many professional regional venues.

The Public Hall was first opened in March 1894 by Lord Rayleigh in his capacity as the Lord-Lieutenant of Essex. It cost £2,500 to build and the money was raised through public subscription by the Witham Public Hall Company. The directors of the company included many local dignitaries, among them Admiral Luard and the Honourable C H Strutt.

In 1933 the hall was purchased by the then Witham Urban District Council who undertook a range of major improvements, including a new balcony, an orchestra pit, electric lighting (to replace the gas lighting previously installed) and a new iron fire escape.

In 1960 a new dance floor was installed and the Witham Council considered asking hirers to provide plastic caps to fit to stiletto-heeled shoes to avoid damaging it. At this time a new kitchen was also built, along with an extension to provide a bar area.

On 1 April 1974 the District Councils of Braintree, Witham and Halstead along with the Braintree and Halstead Rural Councils were amalgamated into Braintree District Council and ownership of the Public Hall changed once again.

Over its more than 100 years the Public Hall has been host to many famous names. In 1904 there was a production of the play *Charley's Aunt* presented by 'Mr Penley's Company'. This may not mean much to the modern reader, but in his day, William Penley was one of the leading lights of the theatre and *Charley's Aunt* was written specially for him. The following year a meeting to explain the setting up of the welfare state took place in the hall with the main speaker being the future Prime Minister Clement Attlee. More recently the late Tony Benn and Iain Duncan-Smith were both on the Witham stage when the radio programme *Any Questions* was broadcast from the Hall.

On 16 September 2011 the Witham Public Hall Trust signed a 25-year lease to run the hall, the first time it wouldn't be run by a local authority for nearly 80 years.

Witham Public Hall Contacts

Hall Address:

Witham Public Hall
Collingwood Rd,
Witham
CM8 2DY

E-Mail:

info@withampublichall.co.uk

Website:

www.withampublichall.co.uk

Phone (Ticket Sales and Hire Queries only):

0345 017 8717

Hall Manager

Name: Nigel Northfield

E-mail: nigel@withampublichall.co.uk

Phone: 0345 017 8717

Technical Team

Please contact the Hall Manager for details.

Caretaker on Duty

The contact details of the caretaker on duty can be found next to the bar entrance in the kitchen. Please use these for any minor queries. Also, let them know if you expect to finish early so they can come down and lock up.

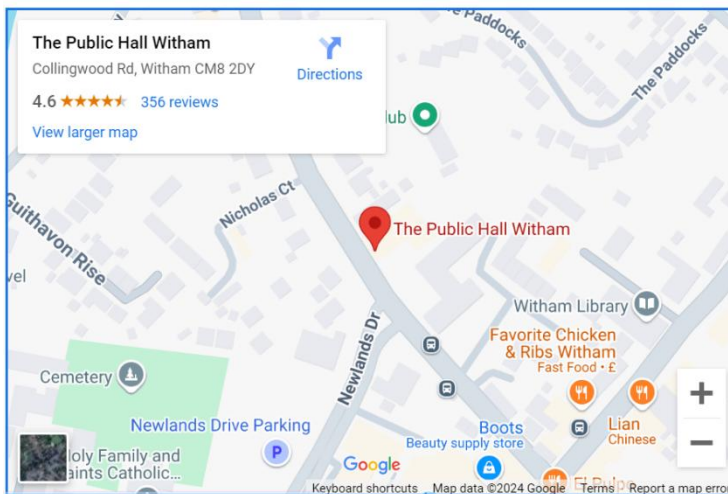
How To Find Us

You'll find Witham Public Hall right in the heart of Witham, on Collingwood Road – just a 2-minute stroll from the main High Street. We're easy to reach by train, bus, car, or even on foot.

There's a large public car park directly opposite the Hall (charges apply and can be paid via the MI Permit app), plus a few on-street spaces nearby (2-hour limit applies for on street parking). There's also a disabled parking bay right outside, and more accessible spaces in the main car park.

Sat-Nav Postcode: CM8 2DY

What3Words Location: ///according.bordering.driveways



By Train

We are just 45 minutes from London Liverpool Street by train. Services run approximately every 20 minutes. Walking from Witham Station to the Hall takes around 15 minutes.

By Bus

The nearest bus stop is located on Collingwood Road, directly outside the Hall, with convenient links to the surrounding area.

Main Hall Access

Access to the main hall is through the double doors on the right-hand side of the building, leading directly to the front of the stage. There are two sets of stairs, one on either side of the stage, for access.

Double door dimensions: 198 cm (height) x 152 cm (width)

Stage height from floor: 115 cm

Vehicle Access & Parking

Vehicles may be left in the access area on a first-come, first-served basis during performances. Please do not park on the hatched areas, as they must remain clear for emergencies.

Unfortunately, we are not able to accommodate vehicles larger than a Luton van in the loading area.

If you need to use a larger vehicle, please contact us at least two weeks before your event, and we'll do our best to help.

For extra parking, please use the Newlands Drive Car Park opposite the hall (Postcode: CM8 1AH).

Catering Access

Catering access is available at the rear of the hall through double doors leading into the kitchen area. As this entrance is via a private car park, please let us know in advance if you require catering access so arrangements can be made.

Main hall

The Main Hall (18m x 11m, plus balcony) includes a welcoming foyer, full stage, dressing rooms, bar area, and access to a fully equipped kitchen.

It can accommodate up to 275 people, depending on your chosen layout, and is ideal for:

- Theatrical performances
- Dinners and receptions
- Dances and parties
- Meetings and community events
- ...or just about anything else you have in mind!

The dance floor is a standout feature and is regularly praised by those who use it.

Kitchen Area

The kitchen is well-equipped and perfect for a variety of catering needs. Facilities include:

- Two gas cookers
- Warming oven
- Fridges and coolers
- Glass Washer
- Large stainless-steel preparation surfaces
- Catering Microwave Oven

We can also help arrange bar and catering services for more details, please contact the Hall Manager.

Main Stage

The Main Stage at Witham Public Hall is designed to accommodate a wide range of events, from intimate performances to large productions.

Stage Dimensions & Layout

- **Acting Area:** 9m x 6m
- **Access Ways:** 1.5m on each side of the stage
- **Maximum Stage Height:** 4.5m

The stage includes a crossover upstage through the dressing rooms for smooth backstage transitions. There are also two small dressing rooms located at the rear of the stage, one on each side, along with two toilets.

Stage Equipment

- **Tracks:** A selection of 3 x single and 2x double tracks for tabs or cloths (please see append A for location)
- **Tab Operations:** Main tabs are operated from the Down Stage Right (DSR) location

Dressing Rooms

In addition to the two small dressing rooms backstage, there are two larger dressing rooms upstairs with backstage access, ideal for larger performances.

Dressing Room Amenities:

- 13-amp power supplies
- Wi-Fi access

Important Notes:

- **Large Dressing Rooms:** Please notify the Hall Manager in advance if the larger upstairs dressing rooms will be required as they are subject to additional charges.
- **Access:** Both the small Backstage and larger upstairs dressing rooms are connected directly to the stage for easy and efficient performer access.

Orchestra Pit

In front of the stage, there is a shallow Orchestra Pit measuring 6m x 2m, perfect for small orchestras or musicians.

Important Notes:

- **Pit Dimensions:** 6m x 2m x 0.5m
- **Orchestra Pit:** An additional charge applies for the use of the orchestra pit. Please discuss availability and requirements with the Hall Manager.
- **Stage Extension:** Available Subject to availability. (Please discuss with the Hall Manager at least 4 weeks in advance for costings and availability)
- **Availability:** The orchestra pit is not available for one-day hires. Please confirm usage as part of your event planning.

Prompt desk, Comms, Show relay.

Prompt Desk Location

The Prompt Desk is located Down Stage Left (DSL), opposite to the Stage Manager location at Down Stage Right (DSR).

Show Relay and Paging System

The venue is equipped with a combined show relay and paging system, which provides communication between the following areas:

- Dressing rooms
- Bar
- FOH

This ensures that all key areas are connected for seamless event management.

In-House Telephone System

An in-house telephone system connects the following areas for easy communication:

- Backstage
- Dressing Rooms
- Foyer
- Lighting and Sound Areas
- Kitchen/Bar

Wireless Talkbacks

Wireless talkback systems are available upon request at an additional charge. The Hollyland Solidcom SE Pro 9-way system can be used anywhere in the building, subject to availability. Member bookings or one-day hires with WPH FOH/technical services are free; all other bookings may incur a charge. Please include talkback requirements in your rider.

Feature	Spec
Channels	9-way full duplex
Frequency	1.9 GHz
Range	Up to 300 m LOS
Battery Life	8–10 hrs

Notes:

- Return all units and batteries at day's end
- Recharge units after each use
- Check units are functional before production
- Additional charges will apply to any damaged or missing units

Power

2 x 63A Single Phase power on the lighting perch

Multiple 13A sockets available on the stage, in the dressing rooms, and throughout the hall.

(Full power plan in Appendix)

Important Note:

Please do not unplug any plugs that are currently in use by our technical teams without prior authorisation from the Hall Manager.

Lighting

Control Locations & Equipment:

- Lighting Control is located on the left side of the balcony as you come up the stairs.
- Avolites Arena Lighting Desk: Equipped with touch-screen monitors and accessories, capable of controlling 8192 Control Channels.
- Zero88 Level 6 Lighting Desk: Located Down Stage Left (DSL). A manual 6-channel desk is set up to control FOH (Front of House) and stage wash.

DMX Distribution:

- **Universe 1:** Controls dimmers, houselights, and independents.
- **Universe 2:** Distributed for moving lights and effects over the stage and audience.

Dimming Equipment:

- 5 x Zero 88 Beta Packs 2, located on the DSL perch.
- 54 x 10amp circuits patchable through 30 dimmer channels.
- All dimmers and pre-wired lighting bars are equipped with 15A sockets.

Lighting Bars:

There are seven pre-wired lighting bars (Safe Working Load: 250kg per bar), configured as follows:

- 3 on-stage (winchable)
- 2 FOH transverse (Fixed)
- 2 FOH side bars (Fixed)

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Additional Features:

- All lighting bars are equipped with 13A power and DMX lines for LED intelligent lighting fixtures.
- Full Standard lighting plan in Appendix

Lantern stock

Profiles:

- 6 x Source 4 Junior (575W HPL)
- 6 x Teatro Tratto (1kW)
- 2 x Strand Cantata Zoom (1.2kW)
- 4 x Strand Prelude Zoom (650W)
- 2 x Strand Patt 23 (650W)

Fresnels:

- 4 x Strand Cantata (1.2kW)
- 2 x CCT (1kW)
- 2 x Strand Patt 223 (1kW)
- 14 x Strand Quartet (650W)
- 4 x Strand Patt 123 (650W)

PCs:

- 2 x Teatro Tratto (1.2kW)
- 2 x Teatro Comma (650W)

Floods:

- 9 x Strand Coda (500W)

LED Pars:

- 15 x Lanta Fireball Tri Slim

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Intelligent Fixtures:

- 8 x Equinox Fusion 200 Zoom Spot
- 4 x Equinox Fusion 120 Zoom MKII

Follow Spots:

- 2 x Strand Patt 293 (2kW)

Effects:

- 2 x Antari Z-350 Fazer
- 1 x 50cm Mirror Ball with motor

Important Note:

Availability of lanterns is subject to serviceability. Please confirm details with the Hall Manager in advance.

Lighting Notes

Standard Lighting Rig for One-Day Hires:

For one-day hires, we offer our standard lighting rig along with one of our in-house lighting technicians.

Rig Adjustments:

Due to the frequency of events we host, we are generally unable to make show-to-show adjustments to the rig. However, if you need any changes to the lighting setup, please let us know in your rider at least 4 weeks before your event. We will do our best to accommodate these requests, depending on the availability of our volunteers and the events scheduled around your date.

Bringing Your Own Equipment or Technicians:

You are welcome to bring in your own lighting technicians and/or equipment. *If you make any changes to the in-house rig, please note that it must be reinstated before the end of your hire period. Failure to do so will result in an additional charge.*

Using Our Rig with Your Ground Package:

If you have your own ground package but wish to use our in-house rig and technician, please provide details of your setup (e.g., colours, preferences) no later than 4 weeks before your event start. Our lighting team will work to complement your existing setup.

Set List & Stage Plan:

Please include your set list and stage plan in your rider. This will help our lighting technicians create the best possible lighting design for your production.

Sound

Sound Mixing Positions in the Auditorium:

We have two sound mixing positions in the auditorium:

1. Left Side of the Balcony (Behind Lighting Control)

- This location provides access to:
 - 23 local inputs and 8 local outputs from the stage box.
 - 3 x CAT6 connections running from the stage.

Important Notes:

- **Channel 24** is pre-patched for our loop induction system and serves as a feed from the desk. It cannot be removed.
- **Outputs 29-32** are pre-patched for the front-of-house PA and foldbacks, but these can be disconnected if needed.

Please advise in advance if you would like these outputs disconnected.

2. Left Side of the Stalls (Through the Main Entrance)

- This location has access to a double CAT6 connection to the stage.
- There are also hooks running down the left-hand side of the hall, on top of the windowsills, for cable runs.

Important Notes:

- For cable runs, please use the provided hooks.
Do not hook cables on curtain tracks or fire exit signs.

Tape Use in the Auditorium:

- No tape of any kind should be stuck to the auditorium walls or floor.
Tape can cause damage to the lacquer and paint when removed.
- Any tape damage discovered after your event/show will result in additional charges for repairs.
- Tape is permitted on stage for cable management or other setup needs.
- We provide a limited amount of cable matting if needed.

Control

We can provide the following sound mixing consoles for your event:

- 1 x Allen & Heath Zed 22FX Mixer
- 1 x Soundcraft Notepad 124 Mixer
- 1 x Allen & Heath SQ5 Digital Mixer (Additional charge applies)

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Front of House PA

2 x Electro-Voice ZX5 (fixed FOH speakers)

2 x Electro-Voice ZX1 (ceiling-mounted speakers for the balcony area)

Amps:

1 x EV Q44

1 x EV Q1212

Speakers/Monitors

5 x DAP M12 Active Monitors

2 x EV ZX1 Passive Speakers

2 x EV ELX200 12" Active Subwoofers

Playback

1 x CD/USB Player

1 x Android Tablet with Spotify

Mics

Wired Microphones:

- 6 x Shure SM58
- 6 x Shure SM57
- 1 x Shure SM58 Beta
- 1 x Shure PGA 48 (switched)
- 1 x TA-8330 Kick Drum Microphone
- 4 x TA-8230 Snare Drum/Tom-Tom Microphones
- 2 x PCM-6100 Overhead Condenser Microphones
- 4 x AKG P4 Dynamic Tom and Snare Microphones

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- 1 x AKG P2 Dynamic Bass Drum Microphone
- 2 x AKG P17 Small Diaphragm Condenser Overhead Microphones
- 4 x Hanging Microphones over stage (for sound reinforcement)

Wireless Microphones:

- 2 x Shure PGX2 SM58
- 1 x Shure BLX1 Belt Pack with Headset/Lapel Microphones

Accessories

- 8 x ADI1 Mono Active DI Boxes
- 3 x Lamden Audio Stereo Passive DI Boxes
- 3 x Straight Microphone Stands
- 7 x Tall Boom Microphone Stands
- 6 x Short Boom Microphone Stands
- 1 x Allen & Heath AB168 Digital Stage Box
- 1 x 8-Way Analogue Stage Box

Note: Availability is subject to serviceability.

Sound Check Notes

Out of respect for our neighbours, please ensure that all hall doors and fire exits are closed during both sound check and performance.

Additionally, please note that there is a 100dB sound limit in the hall, measured from the back of the hall.

Thank you for your cooperation.

Witham Public Hall Team

Helium Balloons

- Helium balloons are not permitted within the venue unless approved in advance by the Hall Manager.
- If approved, helium balloons must be securely anchored at all times and not released into the auditorium or rigging areas.
- Loose helium balloons can interfere with lighting, rigging, ventilation systems, and fire detectors, potentially causing technical or safety hazards.
- Any helium balloons that become trapped in the ceiling or grid areas may result in additional charges for removal.
- Balloons used as part of décor must be fire-retardant and should not obstruct emergency exits, signage, or walkways.
- All helium tanks brought onsite must be handled and stored in accordance with safety regulations and must be removed from the venue after the event.

Confetti

- Confetti is not allowed anywhere in the venue, including the stage, auditorium, and backstage.
 - This applies to all types of confetti, including paper, metallic, biodegradable, electronic, and confetti cannons or launchers.
 - Confetti can:
 - Damage sensitive lighting, sound, and AV equipment
 - Be difficult to clean from curtains, rigging, and carpeted areas
 - Create slipping hazards on stage
 - If confetti or related devices are used, additional cleaning or repairs may be required.
 - An additional fee will be charged to cover cleanup or damage costs.
- Thank you for helping us maintain a safe and professional environment for all.

AV

The venue is equipped with an in-house Optoma ZU607TST laser projector (6,000 lumens, WUXGA resolution, short throw), which is permanently installed and integrated into the technical infrastructure. This unit can be utilised as part of your production, subject to prior arrangement. Please also feel free to bring in your own projection equipment to supplement your performance.

The projector is controllable from two positions:

- Side-of-Stage Control Position: Provides local HDMI access for direct connection. This is located on the left side of the stage.
- Lighting and Sound Control Area on the balcony: Networked control position enabling remote operation,

Projection signals are primarily distributed via HDBaseT, with a local HDMI input available at the side of stage. All requirements should be discussed in advance to ensure appropriate patching and compatibility please ensure projector requirements are included within your rider.

Note:

- Please do not alter the lighting bars or fly your projector without prior approval from the Hall Manager or Technical Team, as this may affect the focus of the rig
- If you would like to fly your projector on one of the lighting bars, please let us know, and one of our team members will be happy to assist you.
- The in-house projector should not be repositioned or adjusted without permission from the Technical Team.
- Any use of networked control or integration with lighting/sound systems must be agreed in advance to ensure safe and reliable operation.
- Any use of QLab or other control systems must be provided and configured by the hirer.

Pyrotechnics and Naked Flames

Pyrotechnics and naked flames are not permitted. Any use of cold pyrotechnics (e.g. cold spark machines) must be approved in advance by the hall manager. Please include full details in your technical rider, along with relevant risk assessments, certification, and proof of insurance.

Lasers

All requests for the use of Lasers must be included in your rider and discussed with the hall manager before the performance.

Haze & Other Atmospheric Effects

The use of haze or other atmospheric effects within the venue is permitted only under prior approval and agreed operating conditions.

- Oil-based haze products are strictly prohibited; only approved products (e.g., water-based haze) may be used.
- Other effects, such as bubble machines, snow machines, or similar, must also be approved in advance.
- Please notify the technical team before using any effect so that fire alarms and safety systems in the auditorium can be managed appropriately.
- All effects must be used safely and must not compromise audience safety.
- A suitable risk assessment and method statement may be required prior to use.
- The venue reserves the right to suspend or restrict any effect if it impacts fire detection systems, visibility, safe operation of the building, or audience safety.

All atmospheric effects must be coordinated with the technical team to ensure safe and smooth operation.

Weapons

The use of weapons in performances, whether real or theatrical props, is subject to strict regulations and guidelines to ensure the safety of all participants and the audience. Please ensure the following procedures are followed when using weapons in your production:

Weapons Notification:

Any weapons, including but not limited to prop guns, swords, knives, firearms, explosives, or any other items that could potentially be perceived as dangerous, must be notified in advance to the Hall Manager. This includes any use of such items as part of the performance or for rehearsals.

Approval and Inspection:

All weapons, whether real or fake, must be approved by the Hall Manager prior to their use. The Hall Manager reserves the right to inspect all weapons and ensure they comply with safety standards.

Real firearms are strictly prohibited at Witham Public Hall. No live ammunition or functional firearms may be used at any time, regardless of their role in the performance.

Approval and Inspection:

All weapons used in performances must adhere to the following safety protocols:

- **No real firearms or live ammunition** are allowed in the venue.
- All prop weapons must be clearly identified as non-functional and must be checked regularly for safety.
- Safety demonstrations must be conducted for all performers using weapons to ensure they are handled correctly.
- Weapon safety checks should be performed at the start of every rehearsal and performance.
- Weapons should never be left unattended on stage or in any public area.

Weapons Training:

Performers handling weapons must receive appropriate training and supervision from a certified fight choreographer or weapons expert. This ensures that they are trained in the safe use and handling of props.

Hirer's Responsibility:

The hirer is fully responsible for ensuring that all training and safety procedures are in place before and during the event. This includes securing proper training for performers and crew, carrying out safety checks, and ensuring that all safety protocols are strictly followed. The hirer must ensure that all relevant personnel understand and follow these procedures throughout the event.

Storage:

All weapons must be stored in a locked room or container with limited access to ensure they are always secured when not in use. The Hall Manager will assist in identifying appropriate storage areas. Weapons should never be stored in dressing rooms or any areas accessible to the public or children.

Use of Firearms/Replica Firearms:

For performances requiring firearms or firearms replicas, the hirer must:

- Ensure the use of blank ammunition only, with all firearms being rendered inoperable.
- Provide documentation confirming the safety of the firearms used, including proof that the firearms are non-operational (if applicable).
- Maintain clear safety zones to prevent any potential injury to performers, crew, or audience members.

Documentation Availability:

The hirer must make available all relevant documents, including safety certifications, training records, and any permits related to the use of weapons, upon request by the Hall Manager. This includes providing proof of weapon safety checks, training certifications, and insurance as necessary for compliance.

Incidents and Emergencies:

If there is any incident involving weapons during the event or rehearsal, it must be reported immediately to the Hall Manager so that the accident book and appropriate paperwork can be completed. The hirer is responsible for ensuring that all first aid protocols are in place and that all health and safety guidelines are followed.

Important Notes:

The hirer is responsible for ensuring that all weapons are stored securely in a locked area and that all training and safety procedures are followed. No real firearms are allowed in the venue under any circumstances. If you are uncertain about the rules or need assistance in arranging appropriate safety measures, please contact the Hall Manager for guidance.

RIGGING, BANNERS, SIGNS, AND OTHER INSTALLATIONS

Banners & Signs

- If you plan to display banners or signs within the venue, please consult with the Hall Manager or Technical Supervisor in advance to discuss appropriate placement and any required equipment for hanging.
- Banners, signs, and other decorations must be secured in a way that does not interfere with fire exits, emergency signage, or other safety equipment.

Small Signs/Banners

- Small signs or banners may be attached to the rear tabs/legs of the stage with safety pins. This is the only approved method for attaching small items in this area.

Auditorium Walls & Doors

- No signs or banners are to be attached to the auditorium walls or doors using any form of tape. This can cause damage to the lacquer and paint.
- The only approved method for attaching signs or banners to walls or doors is blue tack.

Free-Standing Signs

- All free-standing signs are permitted within the venue, as long as they are safely placed and do not obstruct fire exits, emergency routes, or other safety equipment.

Material Requirements

- All materials used for banners, signs, or decorations should be fire-retardant or treated to be fire-resistant to meet safety standards.
- Please ensure that any non-compliant materials are not used in the venue.

Temporary Rigging (Floor-Based)

Bringing Your Own Floor-Based Rigging

- Hirers are welcome to bring in floor-based rigging for their event, such as stage props, lighting, sound systems, or other equipment that doesn't require overhead rigging.

Approval Required

- All floor-based rigging must be approved by the Hall Manager or Technical Supervisor at least 4 weeks prior to your event.
- This is to ensure the safe placement and use of equipment on the floor and to avoid safety hazards.

Floor Protection

- Please use appropriate floor protection (e.g., cable mats or protective sheeting) when placing heavy or sharp-edged equipment on the floor to prevent damage.

Safety Considerations

- All floor-based rigging must comply with the venue's safety protocols, including:
 - Maintaining clear walkways
 - Not obstructing fire exits
 - Ensuring equipment stability
- Heavy equipment must be placed on stable surfaces and checked regularly for stability.

Cable Management

- All cables must be properly managed.
- Use cable mats where appropriate.
- Secure cables to avoid tripping hazards.
- **No tape of any kind is allowed in the auditorium**, but tape may be used on the stage where appropriate.

Approval for Use of Ground-Based Structures

- If you intend to use ground-based structures such as trusses, monitors, or speakers, discuss with the Technical Supervisor to ensure safe installation and proper anchoring.

Aerial Rigging (Including Tabs and Cloths)

- Aerial rigging (overhead rigging for lighting, drapes, cloths, or other suspended elements) is only permitted with prior approval from the hall manager.

- All rigging must be carried out by qualified personnel using appropriate equipment in compliance with venue safety standards and national rigging regulations.
- All flown elements must be securely rigged, regularly checked for safety, and installed in a way that does not obstruct lighting bars, fire safety systems, or emergency signage.
- Tabs and cloths must be flame-retardant, appropriately hemmed, and fitted with suitable rigging fixtures (e.g. ties, hooks, or eyelets) for safe installation.
- 3 x single and 2 x double pre-positioned tracks are available for use. These can accommodate standard cloths and drapes. Please consult the Technical Supervisor regarding their location, compatibility, and safe operation.
- Rigging points may be available in certain areas of the venue — please discuss location, load limits, and access with the Technical Supervisor well in advance.
- Any adjustments to the standard lighting rig must be fully reinstated by the end of your hire. Failure to do so will result in additional charges.
- No unauthorised rigging to lighting bars, roof beams, or ceiling structures is allowed under any circumstances.
- Full rigging plan in Appendix

Sets

- Any set pieces, props, or temporary structures brought into the venue must be approved by the Hall Manager or Technical Supervisor in advance.
- Sets should be designed and constructed to be stable and safe for performers and audience members.
- Please ensure that set pieces do not obstruct fire exits, emergency signage, or walkways.
- No fixings of any kind (e.g., nails, screws, bolts) are permitted into the auditorium floor. Only stage weights are allowed for securing set pieces or braces.

- Appropriate floor protection **must** be used under any set pieces, braces, or stage weights to prevent damage to the floor.
- All sets must be dismantled and removed promptly at the end of your event.

Heavy Equipment Restrictions

Genie Lifts and Similar Equipment

- Genie lifts or similar heavy lifting equipment cannot be used without prior approval due to flooring damage.
- If you require lifting equipment, please consult with the Hall Manager well in advance to discuss alternatives.

Floor Load and Equipment Weight

- Any equipment placed on the floor must not risk damaging the venue.
- Consult with the Technical Supervisor if unsure about equipment suitability.

Prohibited Activities

- **Unauthorised Rigging:** No unauthorised rigging is permitted—overhead or floor-based. Always seek approval in advance.
- **Unsafe Installations:** Do not install equipment in ways that cause damage or obstruct fire exits, emergency routes, or safety equipment.
- **Damage to Flooring:** Ensure no damage occurs to flooring, walls, or other surfaces. Repair fees will apply for damage caused by improper rigging.

Removal of Rigging

- All floor-based/ Aerial rigging must be removed by the end of your event.
- Any items left behind will incur additional removal charges.
- Damage caused by rigging (e.g., marks, scratches) will incur repair fees.

Cables

We have a variety of different cabling available for your use, including:

- 13a Power
- 15a Power
- XLR (various lengths)
- Speakon
- Powercon

We also have a stock of various audio adapters available.

Note:

- All our lanterns and patch panels are on 15a.
- If you are using 16a dimmable fixtures that you would like to add into our rig, please make sure you have enough 15a-16a converters.

Please ensure that all cables borrowed from our store are coiled correctly and returned to the correct location. Any damaged or missing cables will be charged at the appropriate rate.

Internet Access

Wi-Fi Access:

Witham Public Hall provides free Wi-Fi access throughout the venue, including the main hall, dressing rooms, and backstage areas.

- **Network Name:** WithamPublicHall
- **Password:** Please speak to the Hall Manager or Technical Supervisor for the Wi-Fi password.
- **Upload 80mbs Download 135mbs**

Important Notes:

The venue's internet service is intended for general event use. High-bandwidth activities such as large file transfers or streaming services should be planned in advance to ensure the bandwidth is available.

If you have specific network needs (e.g., live streaming or large-scale video conferencing), please inform the Hall Manager well in advance so that we can try to accommodate these requirements.

Technical Support:

Basic troubleshooting support is available. For more complex needs (e.g., networking configurations), it's recommended that you bring your own IT technician or external support to ensure everything runs smoothly during your event.

Air Conditioning & Heating

The venue is equipped with a fixed air conditioning and heating system to help ensure a comfortable environment for audiences, performers, and staff.

Heating

- Centrally controlled by the venue.
- Serves the main auditorium, front-of-house areas, and dressing rooms.

Air Conditioning

- Available in designated performance and public areas.
- Coverage may vary depending on the space in use.
- A boost function is available and can be activated from Stage Right.
- The boost is pre-set to operate for a maximum of 3 hours.

Control & Requests

- All temperature settings are managed by venue staff.
- If you require adjustments, please speak with the technical team or the Hall Manager and we will be happy to assist where possible.

Please note the system operates within normal comfort ranges and cannot accommodate extreme temperature or humidity settings outside standard operating conditions.

Health and safety

Risk Assessments

All visiting productions and event organisers must provide current and relevant risk assessments for their event and associated activities. This includes:

- Get-in and get-out
- Technical setup
- Use or construction of set, props, or temporary structures
- Performance-related risks

Risk assessments must be submitted to the Venue Manager or Technical Supervisor at least two (2) weeks in advance. Additional documentation may be requested if activities are considered high-risk. Please cooperate fully with these requests, which are made to ensure the safety of all users of the Hall.

Personal Protective Equipment (PPE)

Appropriate PPE must be worn for all technical, construction, or setup work. This includes:

- High-visibility clothing
- Steel toe-capped footwear
- Protective headwear when working at height or beneath overhead work

A small supply of PPE may be available on request, but hirers are expected to provide their own.

First Aid

- A First Aid Kit is located in the kitchen.
- If the kit is used, an entry must be made in the Accident Book, located in the Office.
- All injuries or incidents must be reported to the Hall Manager as soon as possible so that supplies can be replenished and appropriate records maintained.

- Hirers are responsible for the health and safety of their own staff, crew, contractors, and attendees while using the Hall.
- It is recommended that a qualified first aider is present at your event, especially for public or high-attendance gatherings.

Fire Safety

The safety of all individuals in the hall is of the utmost importance. Please adhere to the following fire safety guidelines:

Fire Exits:

Ensure that all fire exits are kept clear at all times. These must not be obstructed by equipment, cables, or any other items.

Fire Alarm & Evacuation Procedure:

In the event of a fire alarm, all individuals must immediately evacuate the building. The fire exits are clearly marked, and the assembly point is located in the car park opposite of the hall.

A full briefing on the fire evacuation procedure will be provided by the Hall before your event begins.

Fire Extinguishers & Equipment:

Fire extinguishers and other fire-fighting equipment are located at strategic points around the building. Please familiarize yourself with their locations.

DO NOT attempt to use fire-fighting equipment unless trained and instructed to do so.

Pyrotechnics & Naked Flames:

Any use of pyrotechnics and/or naked flames must be requested in your rider and approved by the Hall Manager before your event. Please refer to the Pyrotechnics and Naked Flames section for more details.

Candles are not permitted

unless approved in advance by the Hall Manager; if approved, they must be enclosed in drip-proof holders, placed on non-flammable surfaces, kept attended while lit, fully extinguished after use, and removed from the venue immediately.

Smoking:

Smoking is strictly prohibited inside the venue. A designated smoking area is available outside the building. Please ensure that all staff, crew, and attendees are made aware of this policy.

Electrical Equipment:

All electrical equipment should be PAT tested (Portable Appliance Testing) and in good condition. Please ensure all cables are properly secured and do not pose a trip hazard.

Working with Children

When your event involves children or young people, it is essential to adhere to the following guidelines to ensure their safety and well-being while at Witham Public Hall:

Safeguarding Policy:

All organisers and staff members who will have direct contact with children must comply with relevant safeguarding policies and best practices.

Hirer's Responsibility:

The hirer is responsible for ensuring that all necessary measures are taken to protect children during the event. This includes arranging appropriate chaperones, obtaining parental consent, and ensuring compliance with all safeguarding and health and safety regulations.

First Aid for Children:

The hirer is responsible for providing appropriate first aid cover for children attending/performing in the event. If the event involves children under 16, the hirer should ensure that a qualified first aider, experienced in treating children, is present throughout the event. A paediatric trained first aider is recommended for children 5 and under.

A basic first aid kit is available in the kitchen; however, it is highly recommended that the hirer bring any additional medical supplies required for children, including medication for specific needs. If any child requires medical attention, please immediately contact the Hall Manager.

Chaperones and Supervisors:

A sufficient number of chaperones or responsible adults must be present at all times to supervise children. The recommended ratio is one responsible adult for every 8 children.

Chaperones should be fully responsible for the safety and supervision of children during the event, including when backstage, in the foyer, or in any other areas of the venue.

Adult Supervision During Rehearsals and Performances:

All children must be accompanied by a responsible adult/chaperone during rehearsals, performances, or other activities in the venue.

Adults should remain in close proximity to children and ensure they are not left unattended, especially in areas such as dressing rooms, backstage, or the kitchen.

Parental Consent:

Written parental or guardian consent must be obtained for any children participating in your event, including permission for photographs, videos, and other media coverage. It is the responsibility of the event organisers to collect and retain these consents.

Health and Safety Considerations:

Children should not be exposed to any risks during the event, and specific safety measures should be in place, such as ensuring that no hazardous equipment or props are accessible to children.

Conducting Risk Assessments:

If your event involves children, you must complete a risk assessment specific to the safety of the children and their activities. This should be submitted in advance to the Venue Manager or Technical Supervisor.

Important Notes:

- It is essential to prioritize the safety and welfare of children at all times.
- Please ensure that all event staff and performers are familiar with the health and safety procedures before the start of your event.
- Please use the above information along with your Contract of Hire and other health and safety documents to ensure full compliance with health and safety requirements.

Advance Information & Hall Reinstatement

To help us deliver your event safely and to the highest possible standard, we ask that all relevant documentation is shared with us by the deadlines outlined in this pack.

Where applicable, this may include:

- Technical rider
- Stage configuration / stage plan
- Input list
- Lighting and sound requirements
- Set designs and rigging plans
- Risk assessments
- Details of any special effects or additional equipment

Our technical team carefully plans every event to ensure it runs smoothly and achieves the best possible outcome. Receiving accurate information on time allows us to schedule staffing, allocate equipment, and prepare the space appropriately for your event. We'll always do our best to accommodate late updates or changes where possible; however, if information is not received within the stated timeframes, it may not be possible to accommodate specific technical requirements, equipment requests, or configuration changes. Advance notice really helps us make your event the best it can be.

If you are unsure which documentation is required for your event, please contact the Hall Manager, who will be happy to confirm what is needed.

Reinstatement of Venue & Equipment

If any adjustments are made to the venue's standard lighting rig, sound system, staging, or other in-house equipment during your hire, we kindly ask that everything is returned

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to its Standard configuration before the end of your booking, failure to do so will incur an additional fee

Any equipment hired from the hall for your event should be dismantled (where appropriate) and neatly placed to one side at the end of your booking, ready for our technical team to check and put away. This helps us ensure a smooth turnaround and maintain safe working conditions.

Please also note that any damage to venue equipment or to the hall itself occurring during the hire period may be chargeable.

We appreciate your support in providing clear information, taking care of the space and equipment, and helping us return the venue to its standard setup. This allows us to maintain a safe, welcoming environment for everyone and to continue delivering high-quality events for all our clients.

Thank you for your cooperation — we look forward to working with you and supporting a successful event.

Many thanks,

Witham Public Hall Team

Appendix A – Stage /Rigging Plan

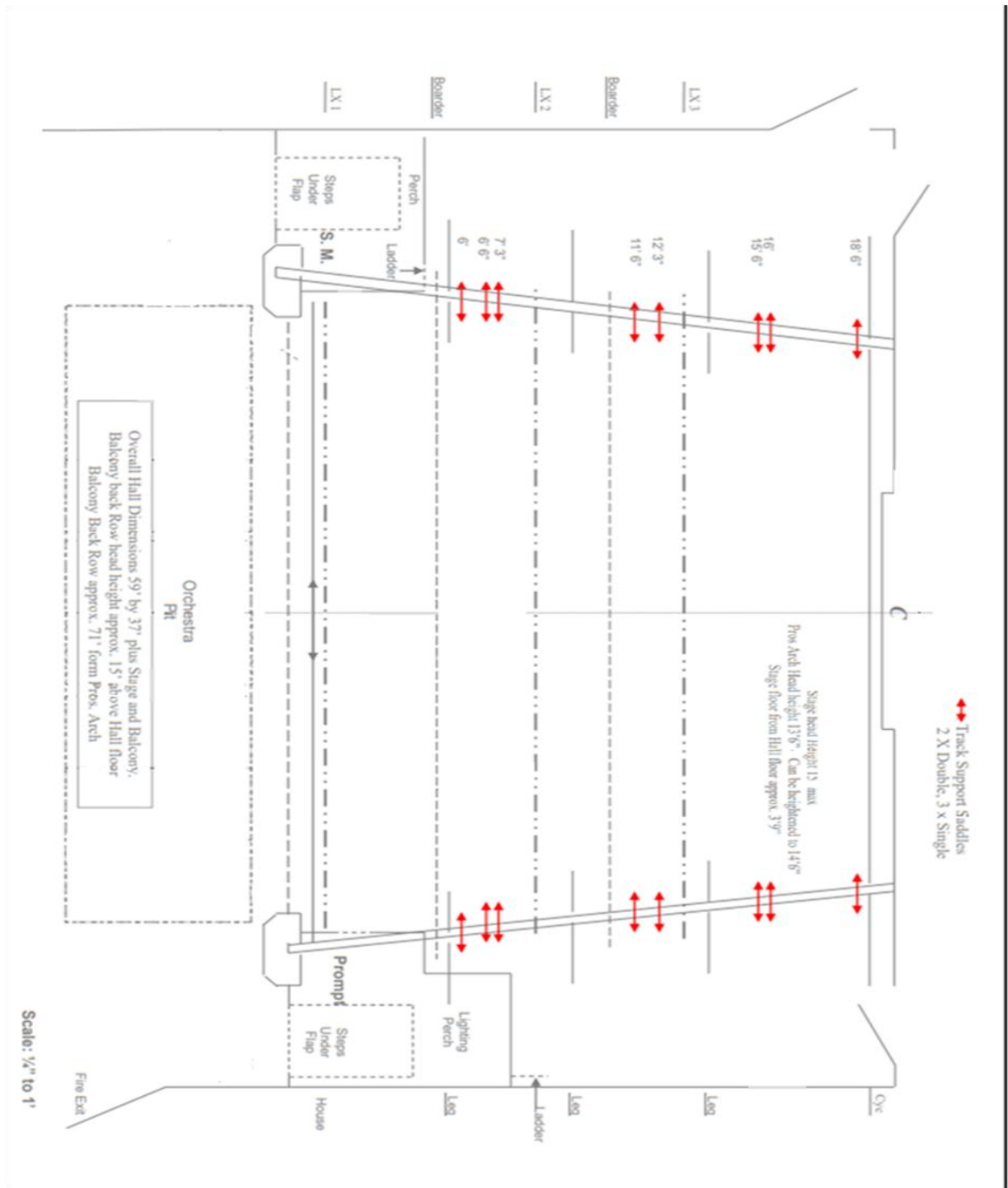


Figure A1: Witham Public Hall Stage Plan (scale 1/2" to 1'0").

Appendix B – Main Hall Power and Data

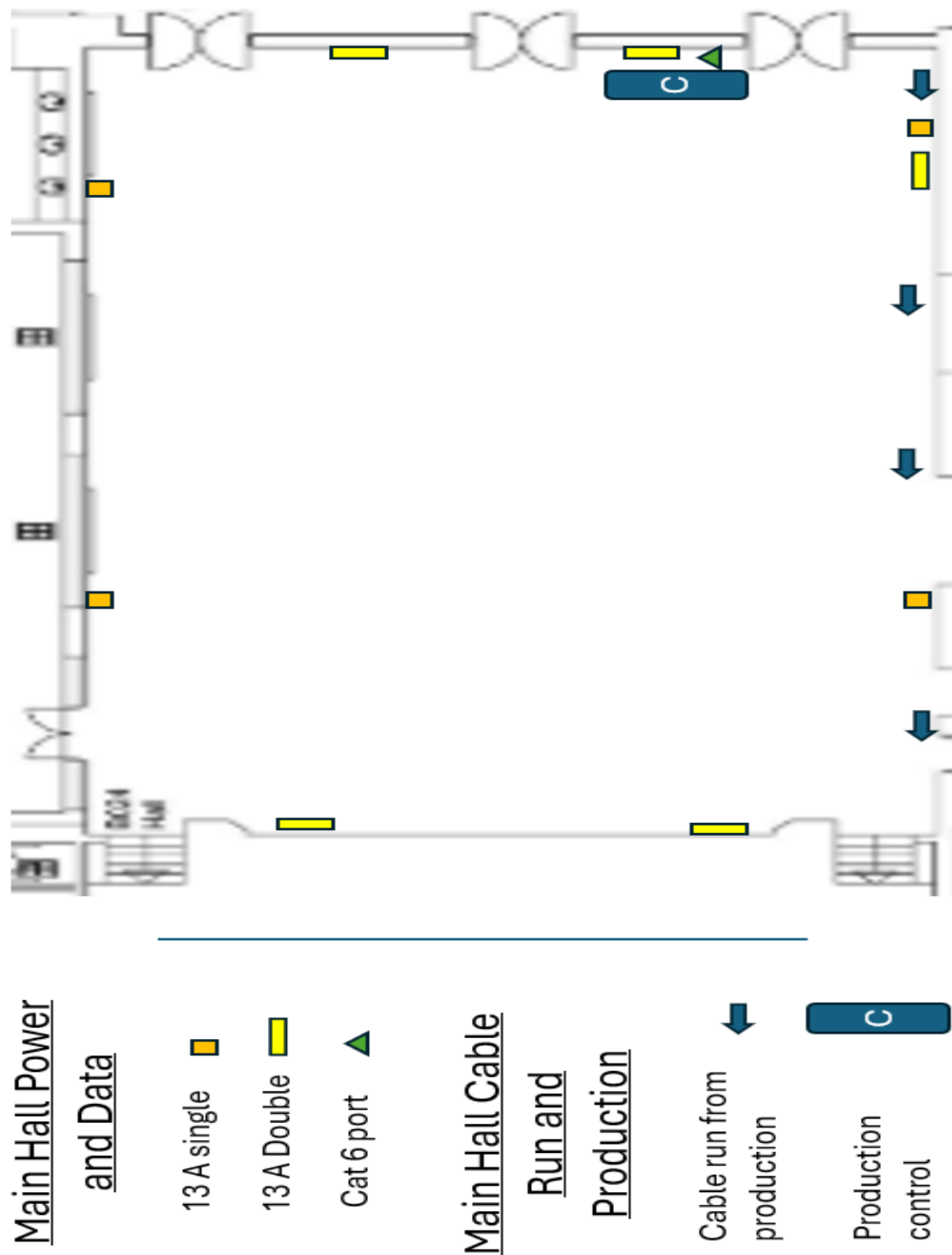
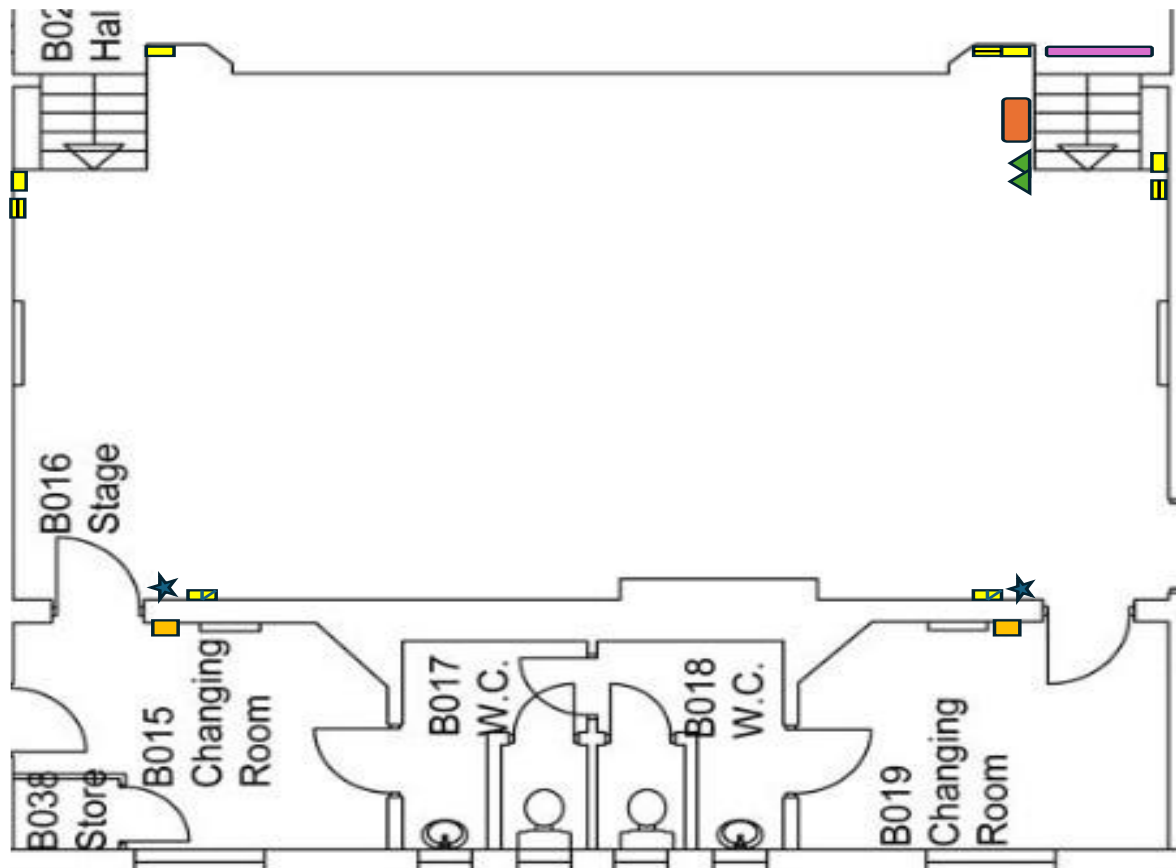


Figure B1: Main Hall Power and Data (not to scale)

Appendix C – Stage Level power and Data



Stage Level
Power and
Data

- 13A Double 
- 13A Double (do not use) 
- Amp rack 
- Tie Lines (XLR) 
- Cat 5 port 
- Cat 6 port 
- 13A single 

Figure 1C: Stage Level Power and Data (not to scale)

Appendix D – Upper Stage Level Power and Data

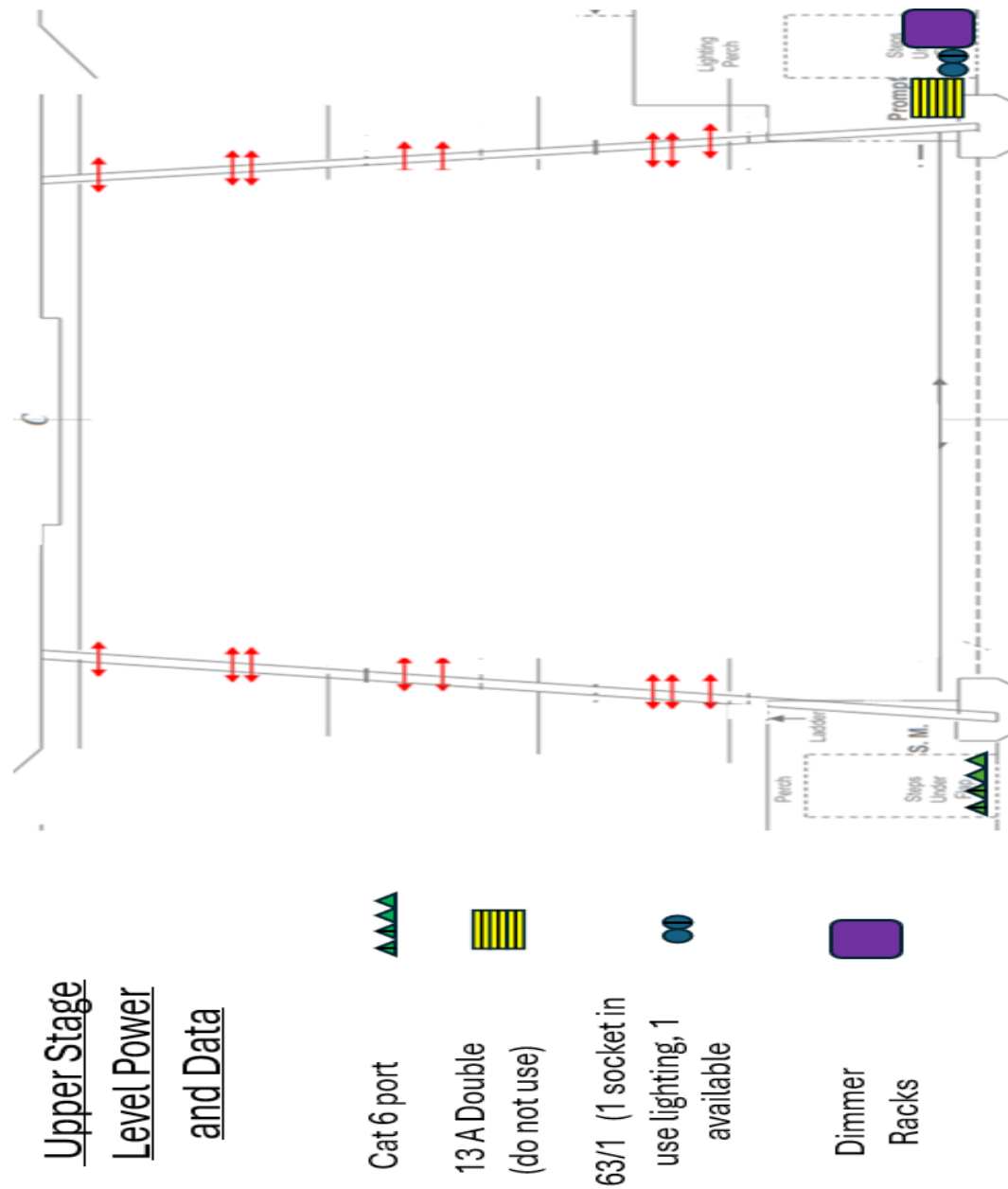


Figure 1D: Upper Stage Level power and Data (Not to Scale)

Appendix E – Balcony Power and Data

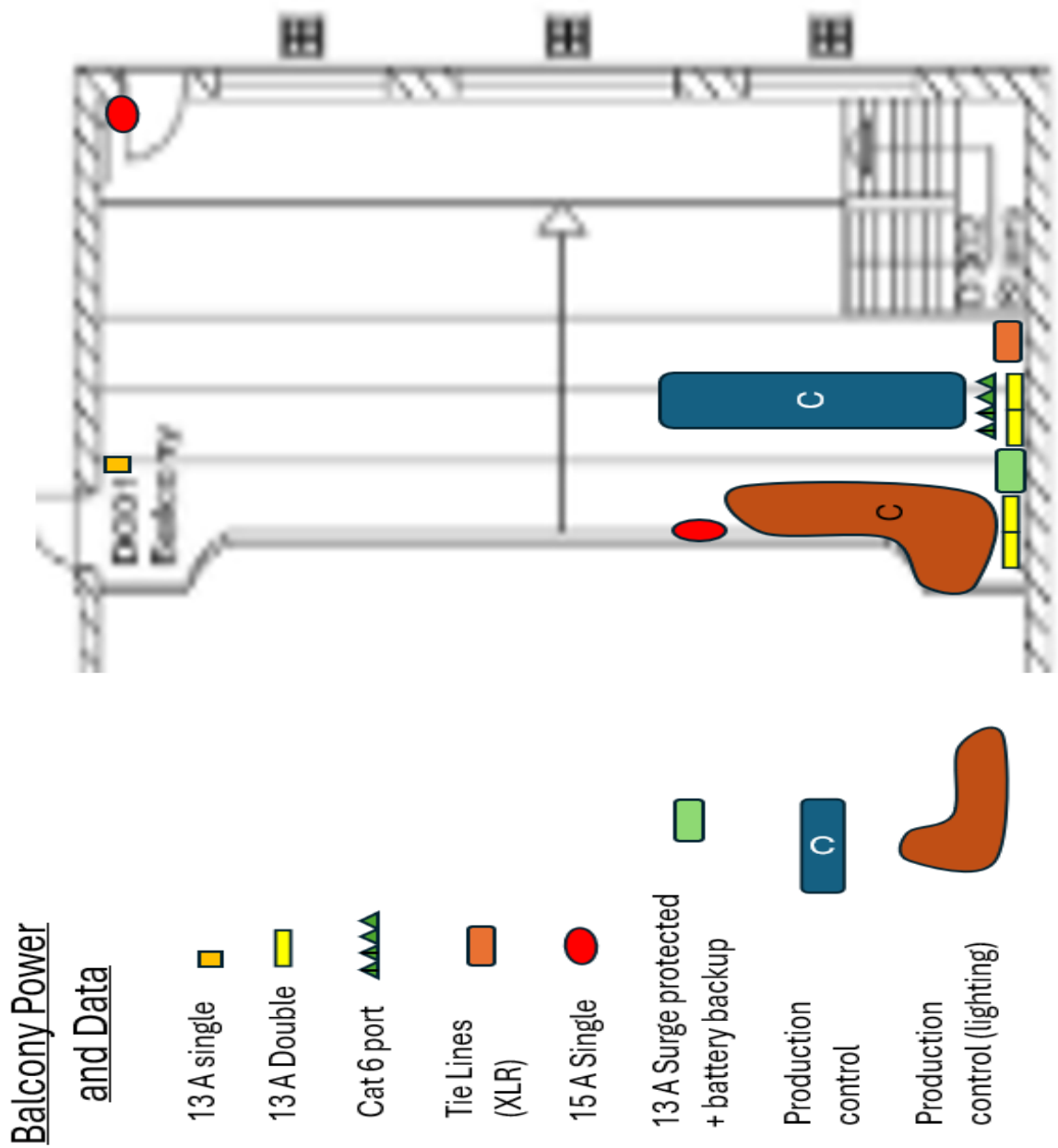


Figure 1E: Balcony Power and Data (not to Scale)

Appendix F – Standard Lighting Rig

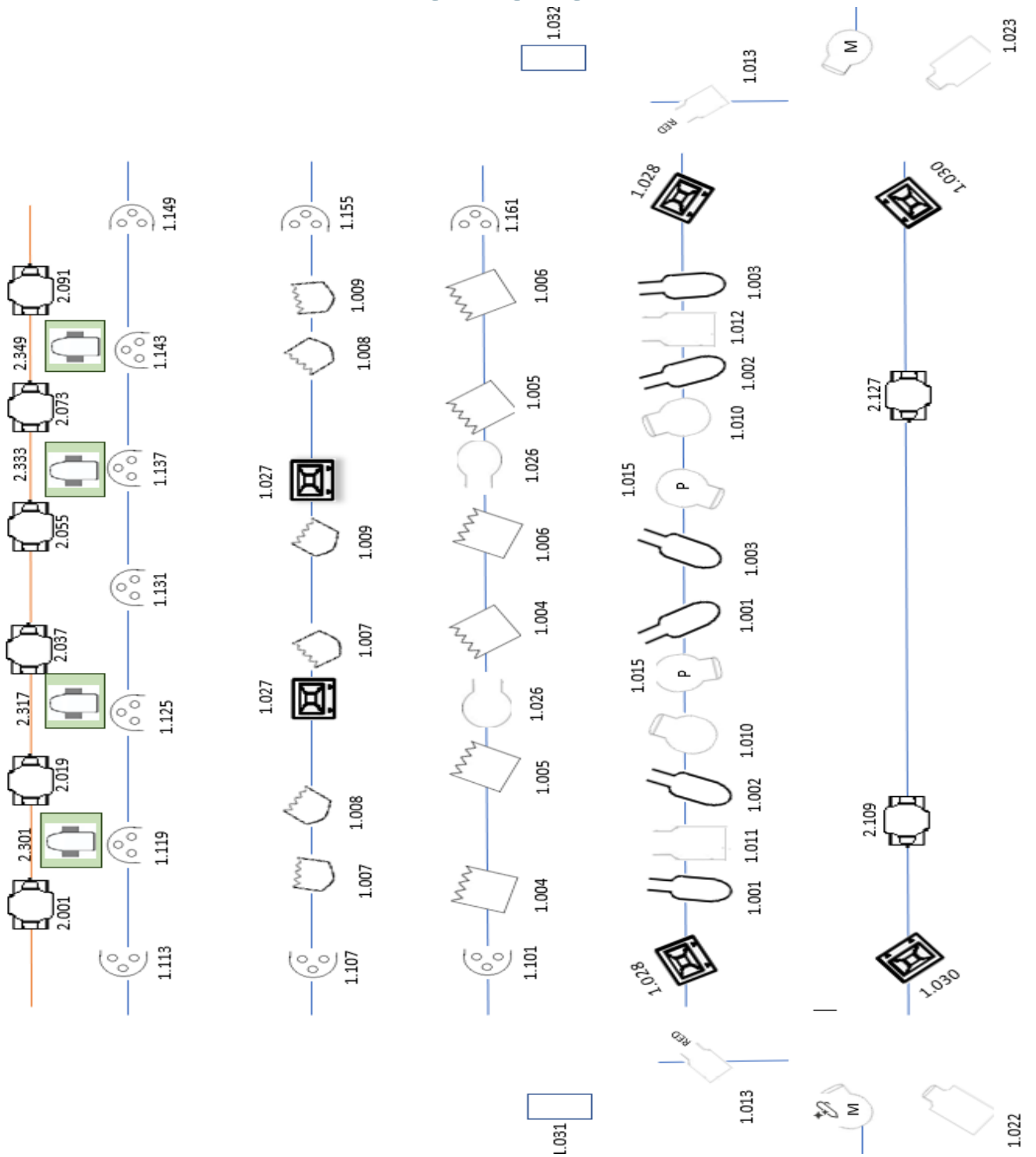


Figure 1F: Standard lighting Rig (not to scale)















<u>KEY/ Notes</u>	
	6 X ½ K Fresnel Rear Wash
	6 X 1 K Fresnel Front Wash
	6 X Source 4 Junior FOH
	2 X Teatro Tratto Profile DC special/Highlight
	2 X Strand Prelude Zoom DC Backlight special (Comedy)
	2 X PAT 23 profile Mirror Ball
	2 X Strand Cantata Zoom red gel, Tab Warmers
	6 X Strand Coda 2 x over stage wash (27) 4 x straw gel Wrestling/choir (28,29)
	2 X Strand Patt 23 Fixed bar Mirror ball
	2 X follow spot
	2 X Haze Machine
	11 X Lanta Fireball TriSlim pars Stage wash/effect
	8 X Fusion 200 Zoom Spot 6 x rear stage spots/effects 2 x over audience spots/atmosphere
	4 X Equinox Fusion 120 Zoom wash rear of stage on stands atmosphere

Figure 2F : Hall Standard Rig Key

DMX ADDRESS	MODE	FIXTURE
1.001	DIMMER	Source 4 Junior
1.001	DIMMER	Source 4 Junior
1.002	DIMMER	Source 4 Junior
1.002	DIMMER	Source 4 Junior
1.003	DIMMER	Source 4 Junior
1.003	DIMMER	Source 4 Junior
1.004	DIMMER	1 K Fresnel Front Wash
1.004	DIMMER	1 K Fresnel Front Wash
1.005	DIMMER	1 K Fresnel Front Wash
1.005	DIMMER	1 K Fresnel Front Wash
1.006	DIMMER	1 K Fresnel Front Wash
1.006	DIMMER	1 K Fresnel Front Wash
1.007	DIMMER	½ K Fresnel Rear Wash
1.007	DIMMER	½ K Fresnel Rear Wash
1.008	DIMMER	½ K Fresnel Rear Wash
1.008	DIMMER	½ K Fresnel Rear Wash
1.009	DIMMER	½ K Fresnel Rear Wash
1.009	DIMMER	½ K Fresnel Rear Wash
1.010	DIMMER	Teatro Tratto Profile
1.010	DIMMER	Teatro Tratto Profile
1.011	DIMMER	Teatro Comma Profile
1.012	DIMMER	Teatro Comma Profile
1.013	DIMMER	Strand Cantata Zoom
1.013	DIMMER	Strand Cantata Zoom
1.015	DIMMER	PAT 23 profile
1.015	DIMMER	PAT 23 profile
1.022	DIMMER	follow spot
1.023	DIMMER	follow spot
1.027	DIMMER	Strand Coda
1.027	DIMMER	Strand Coda
1.028	DIMMER	Strand Coda
1.028	DIMMER	Strand Coda
1.030	DIMMER	Strand Coda
1.030	DIMMER	Strand Coda
1.031	2 DMX	Z-350 Fazer
1.032	2 DMX	Z-350 Fazer
1.101	6 DMX	Lanta Fireball Tri Slim
1.107	6 DMX	Lanta Fireball Tri Slim
1.113	6 DMX	Lanta Fireball Tri Slim
1.119	6 DMX	Lanta Fireball Tri Slim
1.125	6 DMX	Lanta Fireball Tri Slim
1.131	6 DMX	Lanta Fireball Tri Slim
1.137	6 DMX	Lanta Fireball Tri Slim

1.143	6 DMX	Lanta Fireball Tri Slim
1.149	6 DMX	Lanta Fireball Tri Slim
1.155	6 DMX	Lanta Fireball Tri Slim
1.161	6 DMX	Lanta Fireball TriSlim
2.001	18 DMX	Fusion 200 Zoom Spot
2.019	18 DMX	Fusion 200 Zoom Spot
2.037	18 DMX	Fusion 200 Zoom Spot
2.055	18 DMX	Fusion 200 Zoom Spot
2.073	18 DMX	Fusion 200 Zoom Spot
2.091	18 DMX	Fusion 200 Zoom Spot
2.109	18 DMX	Fusion 200 Zoom Spot
2.127	18 DMX	Fusion 200 Zoom Spot
2.301	16 DMX	Fusion 120 Zoom wash
2.317	16 DMX	Fusion 120 Zoom wash
2.333	16 DMX	Fusion 120 Zoom wash
2.349	16 DMX	Fusion 120 Zoom wash

Figure3F: Hall Standard DMX Plot