

# MERCURY

## Studio Tech Spec & Production Pack



**Updated September 2023**

**Mercury, Balkerne Gate, Colchester CO1 1PT**  
**Telephone 01206 577 006 Box Office 01206 573 948**  
**email [info@mercurytheatre.co.uk](mailto:info@mercurytheatre.co.uk) web [mercurytheatre.co.uk](http://mercurytheatre.co.uk)**

# Contents

	Page
<a href="#"><u>Welcome</u></a>	3
<a href="#"><u>Contacts</u></a>	4
<a href="#"><u>General Information</u></a>	5
<a href="#"><u>How to find us</u></a>	5
<a href="#"><u>Access</u></a>	6
<a href="#"><u>Parking</u></a>	6
<a href="#"><u>Studio Theatre</u></a>	7
<a href="#"><u>Stage Information</u></a>	7
<a href="#"><u>Stage Plan</u></a>	8
<a href="#"><u>Lighting</u></a>	9
<a href="#"><u>Equipment</u></a>	9
<a href="#"><u>Control</u></a>	9
<a href="#"><u>Generic LX Plan</u></a>	10
<a href="#"><u>Patching</u></a>	11
<a href="#"><u>House Lights</u></a>	11
<a href="#"><u>Haze and Smoke</u></a>	12
<a href="#"><u>Sound</u></a>	13
<a href="#"><u>Permanently Installed Equipment</u></a>	13
<a href="#"><u>Control</u></a>	13
<a href="#"><u>Microphones</u></a>	13
<a href="#"><u>Playback</u></a>	14
<a href="#"><u>AV, Data, and Comms</u></a>	14
<a href="#"><u>Operating Position</u></a>	15
<a href="#"><u>Dressing Rooms</u></a>	15
<a href="#"><u>Wardrobe Facilities</u></a>	16
<a href="#"><u>Internet Access</u></a>	16
<a href="#"><u>Health and Safety</u></a>	17
<a href="#"><u>Risk Assessments</u></a>	17
<a href="#"><u>Pyrotechnics and Naked Flames</u></a>	17
<a href="#"><u>Weaponry</u></a>	17

The information contained in this pack is subject to change and should be used in consultation with the theatre's Technical and Production departments.

# Welcome

Welcome to the Mercury Theatre, we look forward to hosting you and your production and hope that we can make it as enjoyable and as smooth as possible.

Please read through the following production pack and do not hesitate to get in touch with any members of the Production department should you have any queries. On our technical page you will find DWG plans of the Main House, DWG files of the studio will follow soon. You can also find a copy of the Mercury theatre Health and Safety policy, please read ensure the visiting company manager has read this prior to their arrival.

We do ask that you send your own technical requirements to the theatre at least six weeks in advance of your arrival, our Technical Manager will then have the opportunity to discuss with you anything that might arise from this and we can work with you to ensure we maintain the highest production standards.

Due to the difficult access for articulated vehicles we ask that you specify clearly in your technical rider what vehicles you will be bringing, and all arrival times. Any articulated vehicle requires our technical team to assist in the reversing of the vehicle to our building and for drivers that have not visited us before, this can take up to an hour (experience dependant) due to traffic and the narrow street. We normally average 20 minutes to park articulated vehicles.

You will find a kit list of all our sound and lighting equipment in this pack, if you would like to use equipment not covered by this list please contact us. We can also arrange to hire additional equipment on your behalf at competitive rates.

There are some facilities and equipment that will be subject to an additional charge to cover ongoing maintenance/running costs or additional staffing. Please contact the Technical Manager to discuss the recharges that might be payable for your production or event.

We hope you find everything you need and we look forward to hosting you soon.

Many thanks,

***Mercury Theatre Production Department***

# Contacts

## **Theatre Address**

Mercury Theatre  
Balkerne Gate  
Colchester  
Essex  
CO1 1PT

To access the theatre using SatNav, use the postcode CO1 1NF

## **Production and Technical Staff**

Production Manager – Jeremy Naunton

[jeremy.naunton@mercurytheatre.co.uk](mailto:jeremy.naunton@mercurytheatre.co.uk)

01206 577006 (ext 249)

Head of Construction – Phil Attwater

[philip.attwater@mercurytheatre.co.uk](mailto:philip.attwater@mercurytheatre.co.uk)

01206 245513

Technical Manager – Emily Holmden

[emily.holmden@mercurytheatre.co.uk](mailto:emily.holmden@mercurytheatre.co.uk)

01206 577006 (ext 236)

Senior Technician P/T (Stage) Roger Mills Lewis

Technician – Wesley Laing

Technician – Orion Nichol

Technician – Sam Copus

Technician – Hazuki Mogan

[technical.admin@mercurytheatre.co.uk](mailto:technical.admin@mercurytheatre.co.uk)

Stage Management Department

[sm@mercurytheatre.co.uk](mailto:sm@mercurytheatre.co.uk)

Company Stage Manager P/T – Rebecca Samuels

[rebecca.samuels@mercurytheatre.co.uk](mailto:rebecca.samuels@mercurytheatre.co.uk)

01206 577006 (ext 237)

## **Workshop**

Deputy Workshop Manager – Harriet Wheatley

## **Wardrobe**

Wardrobe Manager – Corinna Vincent

[corinna.vincent@mercurytheatre.co.uk](mailto:corinna.vincent@mercurytheatre.co.uk)

01206 245 506

Assistant Wardrobe Manager – Chantelle Cox

# General Information

The Mercury is an artistic powerhouse in the East – a vital, vibrant, welcoming centre of culture for the people of Colchester, Essex and beyond.

The theatre takes its name from the Roman messenger god, Mercury. It was Mercury's task to connect the people with the gods, and so, in keeping with our name, connection is at the heart of everything we do.

We connect through the live event, the shared experience. The award-winning theatre that we present electrifies, transforms and enriches the lives of our community. We reinvent old stories and conjure up bold, new ones. Stories that reach out and touch our audience, stories from fresh voices that demand to be heard, stories that enable us to see through the eyes of other people and identify and empathise with one another.

We connect with the diverse communities that surround us through our participation programmes, which celebrate creative potential by providing people with everyday opportunities to be artistic and innovative.

## How to find us

### **Driving**

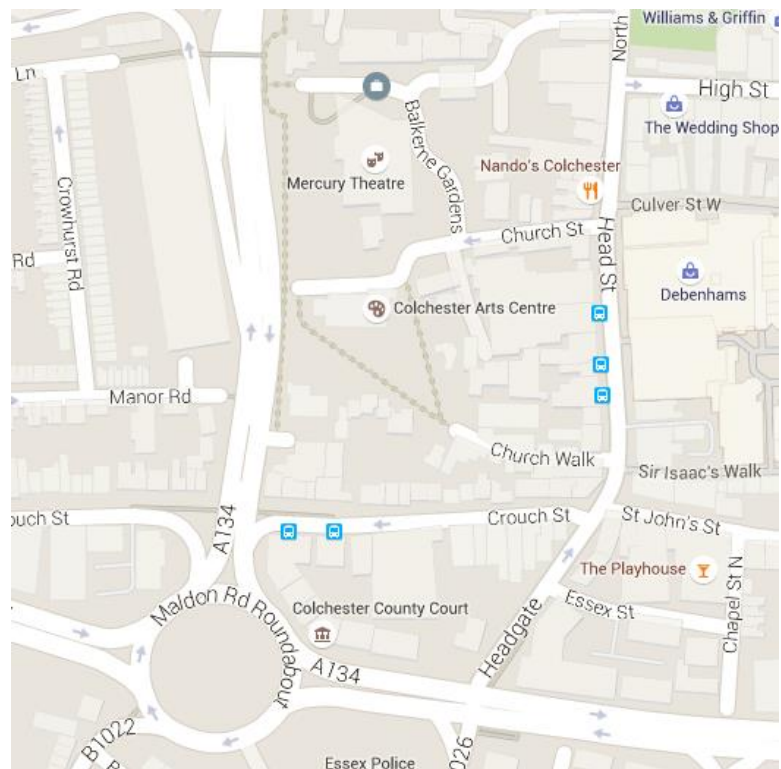
The Mercury is only a 5-minute walk from Colchester Town Centre with great local bus links and is within walking distance of both Colchester North and Colchester Town station.

The nearest car park to the theatre is St Mary's Car Park (CO3 3AA).

Please allow plenty of time to find a space as car parks do get busy at peak times.

### **Train**

We are only an hour from Liverpool Street railway station by train. There are trains every hour to and from London. Walking from the station takes around 20 minutes



### **Taxis**

Five Eights 01206 588 888

Panther Cabs 01206 654 654

### **Bus**

Our closest bus stop is on Head Street (outside the Odeon) – postcode: CO1 1NH.

## Access

Access to the theatre for vehicles is a left turn from Head Street into Church Street, a very narrow street with shops and bars either side.

***Please inform us within your technical rider what size vehicle you are bringing as we are required to marshal any vehicle larger than a long wheelbase van to ensure the safety of pedestrians, buildings, and of course your incoming production.***

Access to our studio is via a large roller shutter door at the rear of the venue. From here access size is reduced to single height, double doors. The get-in doors are situated on the SR doors of the Studio

### **Parking**

Unless alternative agreements have been made in the contract we allow parking spaces for one vehicle in our loading bay. Other vehicles may pick up and drop off but should make alternative arrangements for parking, please see our [How to Find Us](#) section for more details.

Should you require the use of a parking space for your van, please inform us in advance. We need to co-ordinate parking with the Main House productions, and access arrangements. We will endeavour to accommodate your vehicle where possible.

***Any Vehicles left in the Mercury Theatre Loading Bay MUST have their keys placed in the secure key box in the Production Office to allow for them to be moved as required.***

# Studio Theatre

The Mercury Theatre's Studio underwent a large refurbishment in 2015 and now seats 96 at full capacity, in a fully retractable unit of tiered seating.

Air conditioning has been installed in the Studio for comfort during all seasons. We are equipped with digital filming equipment, and projection, including displays from our Main House relay system to the studio. There is 7.1 surround sound and large permanently rigged projection screen upstage that, when not in use, is masked by soft black masking that surrounds the space on tracks.

## Stage Information

### ***Dimensions***

The front of the seating bank is curved, the DSC point allows for 5.8m from the bottom of the centre treads to the US wall. At either end there is 4.9m between seating and US wall. If the front row of seating is in place (hatched area) this reduces the stage depth by 1m and should be considered when planning any stage installation in the space. *The Front row is on sale as Standard.* The width is 9m. The plan on page 8 shows the space from above.

Height to underside of fixed truss LX IWB's is 5.25m The Studio has full black masking to fully wrap around the stage, floor to ceiling, permanently rigged on Triple-E track.

This masking can be used, or drawn back next to the audience to reveal the dark blue walls of the venue.

Due to the width of the Studio, there are no wings, and crossover is through the two dressing rooms that are situated US.

Short masking flats can be made available if required.

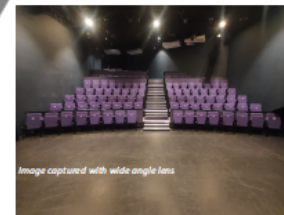
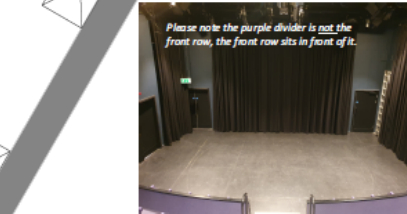
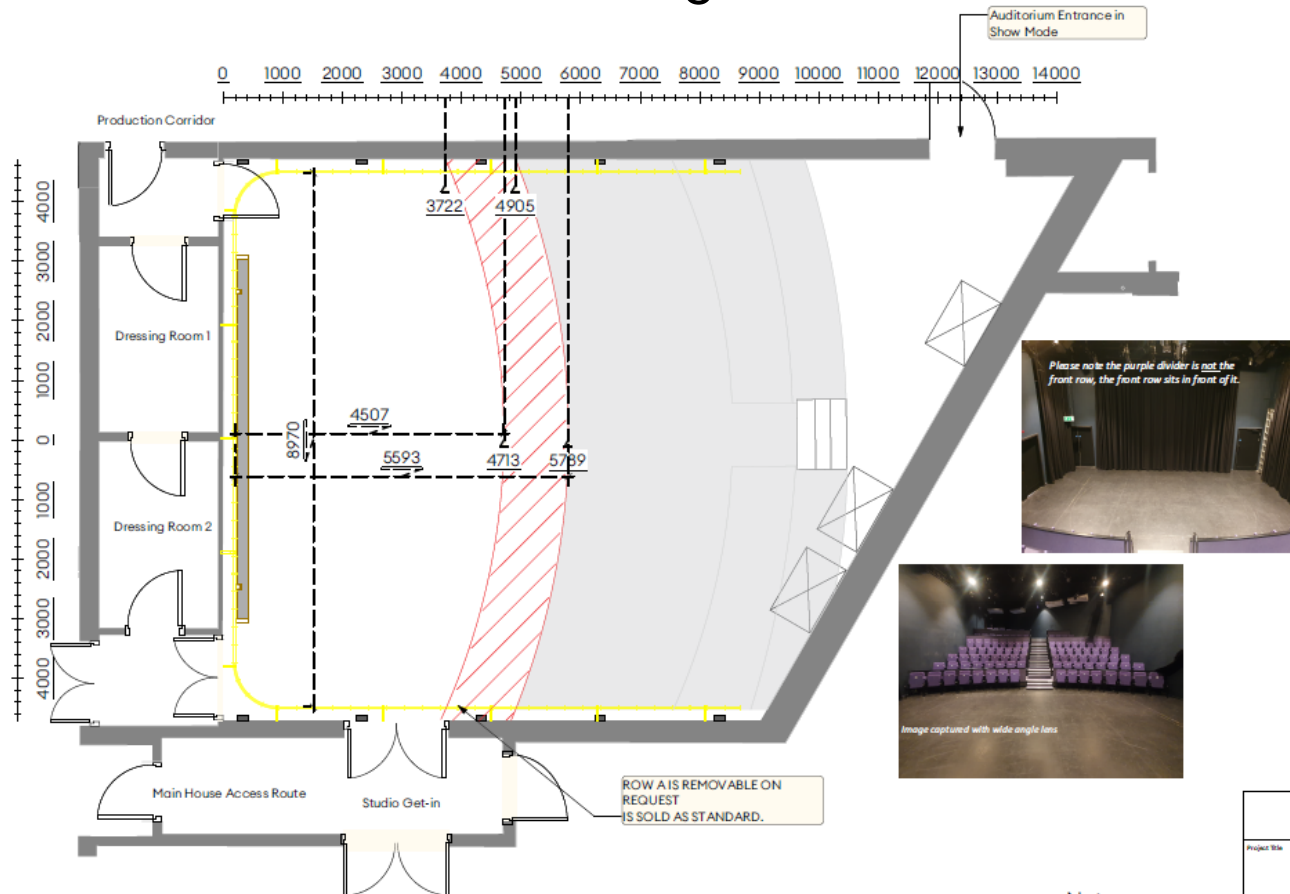
Stage weights, braces etc are available if required.

We do not own any cloths or cyc's for the Studio.

Please consult with your Technician before using any Gaffa tape, PVC tape, masking tape etc on our floors, or walls. If you require gaffa tape to be used on the floor we can supply this to ensure it does not damage our stage floor.



# Stage Plan



## Notes

1 Scale: 1:50

**MERCURY**

Project Title  
Studio V3 - Fixed Rig

Sheet Title  
Studio Seating & Dimensions @A2

Project Manager	Project ID
Designer EHK	Scale 1:50
Reviewed By	Sheet No. 2 of 4
Date 10/04/2023	
Client Name Studio V3 - Fixed Rig Owner	



# Studio Lighting

Due to the multi-use nature of our Studio space we are generally only able to offer visiting companies a fixed lighting rig, containing predominantly pre-focused LED lanterns, providing warm and cold washes, side light, backlight etc, and options for specials and other washes. This standard rig also includes a small selection of focusable lanterns that can be moved at no charge to the visiting company to help personalise the lighting to each show.

Where a visiting company's show has very specific lighting requirements and/or is touring with a lighting designer, we can undertake more substantial re-rigs by prior agreement, although it is worth noting that any lanterns moved from their fixed rig position will need to be returned to that position during the get-out and any technical staffing over and above the contracted hours required to undertake this will usually be re-charged to the visiting company.

## Lighting Equipment

### Intelligent

4 x 26 deg. ETC ColorSource Spot LED  
4 x 36 deg. ETC ColorSource Spot LED  
4 x ETC ColorSource PAR

### Generic

5 x Selecon SF1000 Fresnel 1Kw  
6 x Selecon PC1000 pebble convex 1Kw  
10 x Selecon Compact 6 Fresnel 1Kw  
8 x Source Four Junior Zoom 575w  
10 x Strand Cantata 26/44 profile 1Kw  
10 x Strand Cantata 18/32 profile 1Kw

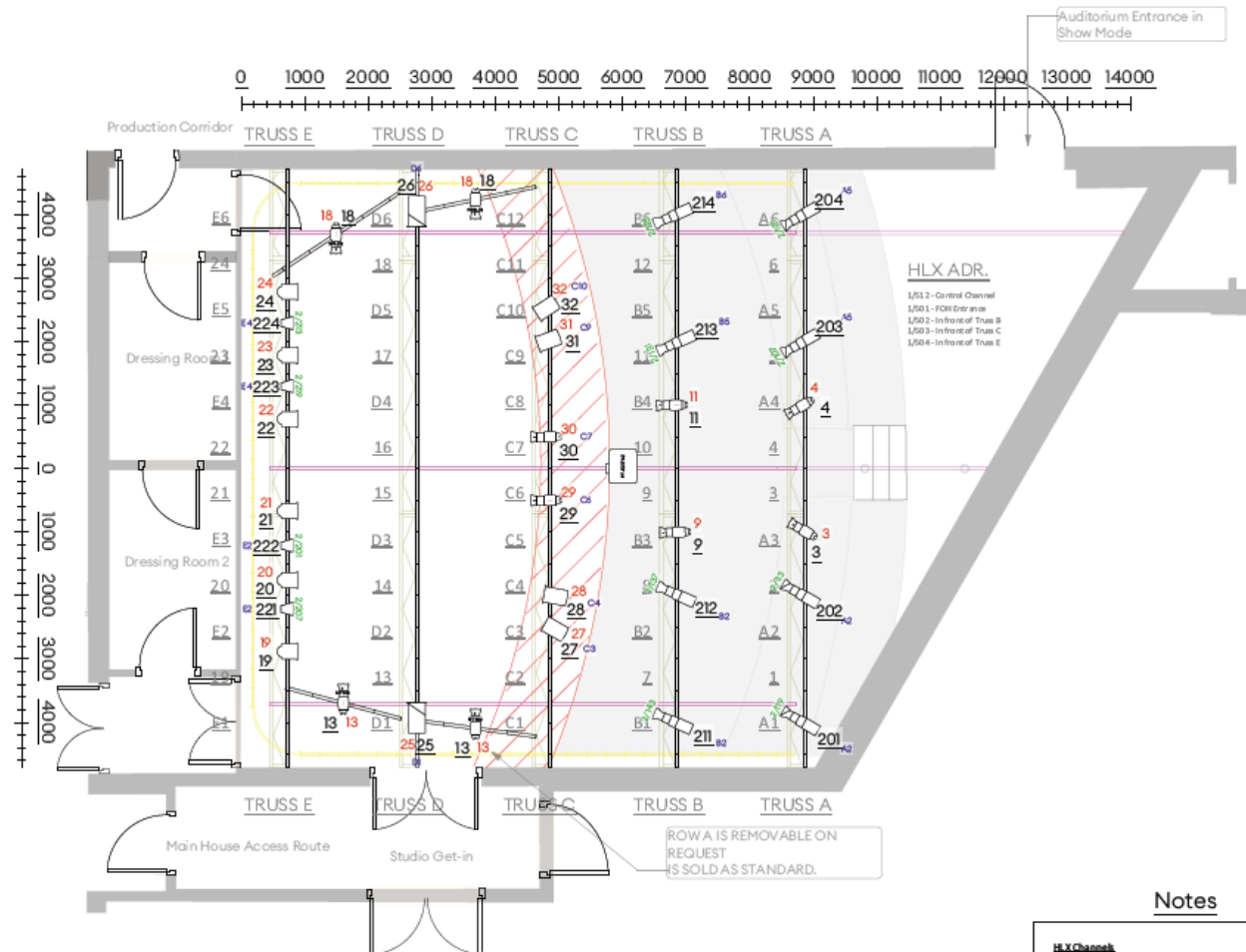
## Control

1x ETC Ion **v2.8** *Please ensure you bring a converted showfile.*  
1x 2x10 Fader Wing

2 x Universes of DMX Distribution

There is also a selection of sun floods, birdies, and other miscellaneous lighting equipment. Please ensure you send your technical specification to us at least six weeks in advance and discuss any technical requirements with us at this time.

# Generic LX Plan



## Fixed Rig Units

	ETC ColorSource PAR Medium Oval @ 90w	4 / 4
	ETC ColorSource Spot 26deg @ 160w	4 / 4
	ETC ColorSource Spot 36deg @ 160w	4 / 4
	ETC Source4 Jr Zoom @ 575w	10 / 10
	Selecon SF1000 Fresnel 1kw @ 750/1000w	4 / 5
	Selecon Compact 6" Fresnel @ 750/1000w	6 / 10
	Selecon PC1000 PC 1lw @ 750/1000w	2 / 6

## Unused Units

	Strand Cantata 11/26 @ 1kw	0 / 2
	Strand Cantata 18/32 @ 1kw	0 / 6
	Strand Cantata 26/44 @ 1.2kw	0 / 6



## Notes

**HLX Channel**  
500 - Control Channel  
501 - Entrance Level  
502 - DS of Truss B (Over Seating)  
503 - DS of Truss C (Over Seating)  
504 - DS of Truss E (Over Stage)

# MERCURY

Project Title

Studio V3 - Fixed Rig

Sheet Title

Studio Generic LX Rig

Project Manager

Project ID

Drawn By

Scale

1:50

Reviewed By

Sheet No.

1

Date

15/06/2023

CAD File Name

of

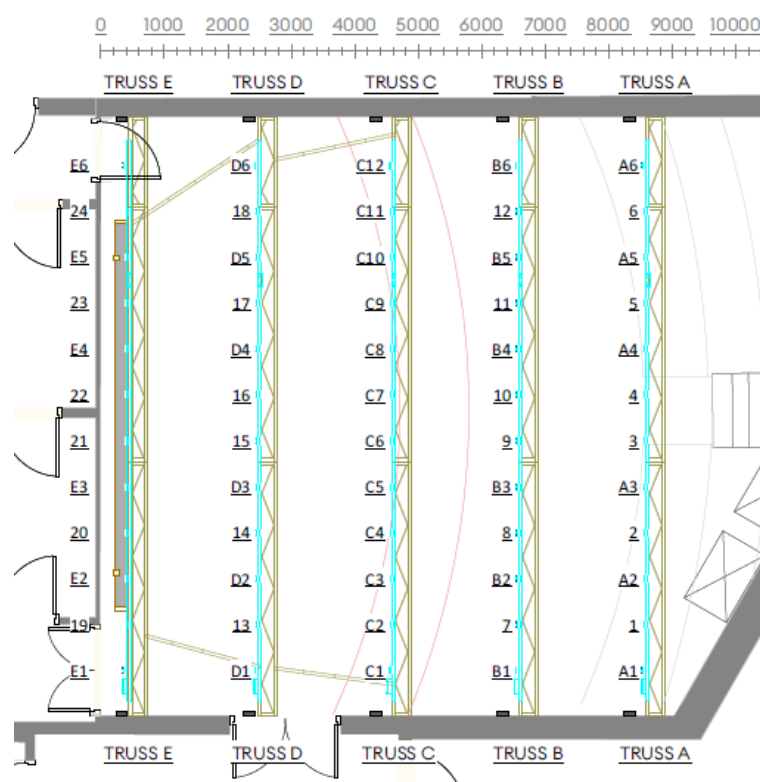
Studio V3 - FIXED RIG.dwg

4

# Patching

Notes regarding patching of lighting equipment:

The studio rigging consists of five truss bars, each with twelve 15a sockets available, and a further six 15a circuits per side USL and USR. However, it is important to note that there are six ways of hard patched circuits on bars A, B, D, E. All other circuits will need to be patched through four BetaPack dimmers, allowing for a further 24 ways of dimming. This makes a maximum number of dimmable circuits 48, IF all hard patched ways are used. This does require consideration when lighting in the studio space. The following diagram should clarify this:



*All numbers that are not preceded by a letter are hard patched circuits*

Truss A-Downstage – E-Upstage	Fixed 15a Dimmable Circuits Directly patched to Chilli24 Dimmer Rack	Patchable 15a Dimmable Circuits Available sockets to patch to 24 ways of BETA-pack dimming
A	6	6
B	6	6
C	0	12
D	6	6
E	6	6
Stage Level - SL	0	6
Stage Level - SR	0	6

# House Lights



Working lights/house lights are GDS single and four cell units that are controlled via the lighting desk. Your technician will be able to patch these for you during your get in.

DMX is available both SR and SL on each truss, as well as at Stage level USR and USL on the patch panels.

Any bars that run US-DS are not available for rigging as these are only load tested for our speakers and house lights. Any further weight compromises the safety and a re-charge for damage inspection will be made to the visiting company.

## Haze and Smoke

Haze and smoke are permitted to a reasonable level in our Studio. We do own a selection of haze and smoke machines that are available for an additional hire cost should you require them.

# Studio Sound

## Equipment

7.1 Surround Sound:

Speaker	Location
RCF M1201	USL
RCF M1201	USR
RCF M1201	USC
RCF M601	MSL
RCF M601	MSR
RCF M801	Auditorium Left Rear
RCF M801	Auditorium Right Rear
RCF S5020 Subwoofer	Under auditorium seating

## Control

1 x Soundcraft Ui24R  
or  
1 x Allen & Heath ZED 16FX  
1 x Yamaha O1V96i

Currently the studio is equipped with an Soundcraft Ui24R digital mixer with ipad/monitor control as preferred, this feeds into our 7.1 surround sound system that is permanently rigged. We do have analogue options as listed above.

There are tie-lines on all trusses for both male and female XLR, as well as 8 inputs and two outputs USR and USL on the patch panels.

## Microphones

A Selection of microphones are available to hire from our Main House equipment. If you are in need of a microphone for your production please contact the Technical Manager with it's details and they will provide you with options.

Use of any microphones will be in agreement with the Technical Manager prior to your arrival, and will be discussed when the technical specification of your performance is sent six weeks in advance. Our microphone stock is predominantly used in our Main House due to the size of the Studio.



## Playback

*These items are subject to availability and may be recharged*

The Technical Department possesses a variety of playback systems, predominantly mac-based. Please let them know your requirements and a suitable option can be discussed.

CD Playback is also available.

## AV, Data and Comms

Cat5 ports are available on all trusses as well as on the USR and USL patch panels. We have a permanently rigged Panasonic PT-EZ580 LCD projector, focussed for the projection screen rigged in the space. This is not available to move around the space and cannot be re-focussed. Should you require any further AV please discuss with the Technical Manager, however further projection equipment maybe subject to a re-charge to the visiting company.

Comms are provided within the space should they be required. We do not have QLX.

## Operating Position

The show is operated from a control room above MSR and gives a good view of the stage, there is also video relay provided to ensure full colour and infra-red coverage of the stage is available to the operators.

## Dressing Rooms

There are two dressing rooms on stage level for the studio, access to each is via the USL and USR exits. Any further dressing room requirements needs to be discussed in advance as they may be used for a main house production.

Showers and unisex toilets are on the same floor and available for use.

## Wardrobe Facilities

Washing machine, dryer and Pro press steam iron available by prior arrangement. These facilities are shared with the Main House so please do inform us if you require the use of any of our machines.

## Internet Access

There is wireless internet access available in the auditorium and backstage areas. Please find “Mercury Public”, there is no password but you must agree to the Terms and Conditions before being given access.

We do not have a dedicated company office, but on request can arrange use of our computer network for internet and printing.



# Health & Safety

## Risk Assessments

Any production visiting the Mercury must have accurate and current risk assessments for their production and surrounding activities such as get-in/out etc. You will be asked to supply these to the Technical Manager when discussing your technical requirements.

Mercury Theatre staff will ask for risk assessments for all activities they deem necessary to require documentation. Please co-operate with any requests as they are only made to ensure the safety of all involved.

At the start of you get-in, the Senior Technician leading your get-in will ask for a briefing to be carried out where the following will be discussed:

- Staff introductions and roles/responsibilities
- Fire exits
- Toilets/Welfare arrangements
- First Aiders
- Vehicles and access
- Method of fit-up
- Areas of the fit-up that require particular attention due to weight, work at height, increased danger of any sort.
- Ensure all staff have appropriate and fit for use PPE.

During any form of construction we ask that all staff wear high-visibility clothing and should any work be carried out at height, staff below should wear protective headwear.

We operate a system of warning beacons to notify staff of the level of work being carried out and therefore potential hazards to be aware of:

- Amber: Construction work is being carried out. Items of set, lighting, sound, or AV may be being flown. Staff are using ladders and/or tallescope access equipment. High visibility clothing, steel toe-capped footwear must be used in Amber mode.
- Red: Higher level of construction work is being carried out, with greater risks to safety. This includes but is not limited to: Work in the grid or overhead. There may also be openings within the stage that pose fall risks. All staff in Red mode must wear high visibility clothing, steel toe-capped footwear, and protective headwear.

PPE is mandatory and is available to borrow should you not supply your own.

All copies of the Mercury Theatre's risk assessments are available upon request.

# Pyrotechnics and Naked Flames

All requests for the use of pyrotechnics or naked flame must be made in writing and accompanied by an appropriate risk assessment six weeks in advance of your first performance with us.

The Technical and Stage Management departments will remove all effects from any performance if advance notice has not been sought. They will intervene in a performance and stop further effects being used if the rules on effects are contravened.

This is for the safety of our audience, your company, and for the venue itself. We ask for your cooperation in this matter.

## Weapons

UK law is very strict on the use of imitation and replica weapons and at the Mercury Theatre we take the use of any weapons in a performance very seriously.

If your performance contains **any form of weapons**, such as; guns, pistols, knives, swords, blades, scythes, axes, or **any other item that can be perceived as a weapon in the eyes of the law, we must be notified of their use in advance.**

If your production contains weaponry, we require the following rules to be adhered to:

- Mercury Theatre is to be notified no less than six weeks prior to the performance of any use of weaponry in a production.
- Risk assessments are to be sent in advance with technical rider/information.
- Information about the license holder for the gun (if hiring an imitation weapon).
- If the gun is blank firing then **a registered armourer must be present at all times when the gun is being used.**
- A lockable gun cabinet must be supplied and used.

***Toy guns and knives are still classed as weapons. Anything that has the appearance of a weapon and can be perceived by the audience to be a weapon – is a weapon.***

***Therefore, the above rules apply and must be adhered to.***

***Mercury Staff will remove all non-agreed, and non-supervised weapons until such time that the paperwork is supplied and all steps have been taken to adhere to regulation.***