



# **PRODUCTION TECHNICAL QUESTIONNAIRE FOR HIRERS OF TRINITY THEATRE**

**The Grove  
Cowes  
Isle of Wight  
PO31 7QR  
Tel: 01983 295229  
[www.caods.org.uk](http://www.caods.org.uk)**

This questionnaire is for hirers using the auditorium.

Please return to the secretary at the above address.

If you have any queries please contact the person  
with whom you are making the booking.

## **1. Booking**

1a. Date(s) of Event:	1b. Organisation:
1c. Technical Contact:	1d. Phone Number:
1e. Mobile Number:	1f. E-mail address:

This questionnaire is to help our technical staff prepare for your booking. It will help them to plan your requirements in relation to other uses of the building before and after your show. Please add any other information that may be of use to us. If you have any special requirements we may need to meet at the theatre to discuss these. Please return this form to the secretary no later than 5 weeks prior to the first date of the event, who will then forward it to our technicians for comments and actions as necessary.

## **2. Show**

2a. Please indicate the type of show that you will be performing					
Lecture	Dance	Theatrical / Play	Revue	Music Classical	Rock Music
Other – Please Specify					

## **3. Times**

3a. Date of Event							
3b. Time of Arrival at Theatre							
3c. Time for Technical Assistance							
3d. Performance Times							
3e. Time to Leave Theatre							

Please note that our technician(s) **must** normally be on duty when any stage or technical setting up is taking place. Technicians are not normally available prior to 18:45 on weekdays, 09:00 at weekends, and as this is an amateur organisation we all work and therefore need to leave at a sensible time in the evening; this is usually 22:30. However in extreme circumstances and at the **absolute** discretion of the duty technician these times can be extended at a surcharged rate.

## **4. Stage**

4a. How many people will require Dressing Room space?

Adult Male		Adult Female		Under 16 Male		Under 16 Female	
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**Note:** Performers under the age of 16 are required to have a chaperone present at all times. "Adult" and "Under 16" Dressing Room(s) must be separate.

4b. Indicate the maximum number of people on stage at any one time?

4c. Can you provide a Stage Manager to control the show?

4d. Can you provide someone to liaise with lights and sound to synchronise the running of the show?

4e. Can you provide Stage Crew to move scenery etc. (if required)

4f. The stage is normally surrounded with black curtains. Will this suffice?

4g. Will you need the main stage curtains to be used?

4h. Will you use the orchestra pit and music stands?

Please book piano tuning through our Secretary.

Please give details of any substantial sets or special requests on a separate sheet.

## **5. Lighting**

Please indicate how complex your lighting requirements are:-

5a. Just Auditorium lights	
5b. Stage general cover / Lecture	
5c. A few changes / scenes	
5d. Full theatrical lighting	
5e. Special	

For Questions 5d and 5e, extra charges may apply. Please provide detailed requirements 5 weeks before the first performance date.

5f. Can you provide a Lighting Operator?
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## **6. Sound**

Please indicate how complex your sound requirements are:-

6a. No sound	
6b. Basic playback of pre-recorded media (CD, MD, DAT)	
6c. More complex sound requirements (complex sound effects, microphones, live music / singers requiring microphones.)	

For Question 6c, extra charges may apply. Please provide detailed requirements 5 weeks before the first performance date

6d. Can you provide a sound operator?
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**Note:** For Questions 5f and 6d, if you can not provide a lighting or sound operator, we will require scripts / running orders and detailed notes 5 weeks before the first performance date.

## **7. Weapons**

Criminal Justice Act 1988 (Section 139)

Fire Arms Act (1988)

Firearms and bladed weapons present serious problems under the Acts mentioned above, please ask for detailed information governing the use of any weapon in the theatre.

## **8. General**

8a. Do you intend to use pyrotechnics / strobes / lasers or other special effects?

(If so we may need to seek Local Authority consent, and before we attempt this we must be satisfied that they would be operated in a safe manner and a risk assessment is completed.).

Items may not be placed in any gangway in the Auditorium under any circumstances.

Smoking is not permitted anywhere inside the Trinity Theatre, but is allowed on stage only if essential to the action of the play.

We reserve the right to refuse the use of any scenery, prop or equipment on the grounds of safety. You are further required to have due regard to the health, safety and welfare of your company, our staff and members of the public.

Technical Resources are subject to availability.

We may need to contact you to discuss or clarify your requirements. Similarly, please contact us (via the Secretary) if you require further help or guidance.

## **9. Technical Information**

### **Stage plan**

Stage width:	12.25 metres
Stage Depth:	5.50 metres
Width of Proscenium Arch	8.25 metres

