

# Queens Theatre Technical Specification

Updated January 2024

Technical Contact:  
Technical Manager – Harry Carnaby  
Email – [harryc@queens-theatre.co.uk](mailto:harryc@queens-theatre.co.uk)



## How To Find Us

The Queens Theatre is very easy to reach, see below for more details:

Queen's Theatre  
Billet Lane  
Hornchurch  
RM11 1QT

**Nearest Tube:** Hornchurch (District Line) 15 minutes' walk

**Nearest Rail Station:** Romford, Upminster, Gidea Park, Emerson Park (limited service – check times)

The Queen's Theatre is located in the centre of Hornchurch (next to Sainsbury's).

## Loading In/Out Access

The load in is a straight run through the workshop on Stage Left. The doors are 2.27M (H) x 2M (W) with a diagonal opening of 3.05M. There is a motorised lift between the loading bay and the loading doors and must be operated by venue staff.

We have a small car park in the loading area which is used by Queens Theatre staff throughout the day. We dedicate 2 vehicle spaces per visiting company to park in this car park. Please register your vehicle details at Stage Door upon arrival. The car park is accessible via North Street. Up to 7 vehicles can park in this area, however this includes our in-house staff.

If you are touring with a articulated truck this will block access to the rest of the car park. Please contact the Technical Manager in advanced so that arrangements can be made prior to your arrival. Trucks cannot be left onsite (with the exception of visiting for a single day).

Alternatively, there is additional limited free parking at the front of the building on Billet Lane and down the side of the building on Theatre road. There is a council car pay & display on the corner of Billet Lane.

\*Please note that all vehicles left onsite are the responsibility of the owners and not the Queens Theatre.

 what3words     reform.gently.zeal

Queen's Theatre Hornchurch, Billet Lane, Hornchurch RM11 1QT  
Box office: 01708 443333 Switchboard: 01708 462362

**queens-theatre.co.uk**

 /QueensTheatreH  /QueensTheatreH  /QueensTheatreHornchurch

The Havering Theatre Trust Limited | Established 1953 | Registered in England No 524845 | Registered Charity No 248680 | VAT Reg No 246 7715 38

## Main Auditorium

Our Main Auditorium seats 507 at maximum capacity over a single tier raked auditorium with an extended wide aisle between rows D&E.

The permanent in-house sound mix position site centre at the back of the auditorium. Visiting companies are setup to operate sound and lighting from the auditorium right side of this position behind seats R25 – R29 measuring 8ft x 2ft.

Our standard procedure is to open the house 30 minutes prior to the performance time. Our stage technicians will liaise with the Duty Manager and any visiting Stage Management or Technical staff to co-ordinate this.

R	33	32	31	30	29	28	27	26	25	24	23	22	21	20	MIXER	14	13	12	11	10	9	8	7	6	5	4	3	2	1	R							
Q	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Q		
P	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	P	
O	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	O
N	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	N	
M	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	M		
L	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	L			
K	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	K				
J	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	J					
H	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	H						
G	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	G							
F	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	F								
E	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	E								
D	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	D											
C	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	C												
B	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	B													
A	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	A														

## Stage Information

The stage is a flat stage made of tongue and groove boarding covered in 19mm plywood and a 6mm medite board painted black. There is a crossover upstage but no route through under the stage. The proscenium arch also has a curved forestage and has a maximum depth of 3.4M from the setting line (back of the safety curtain) and a maximum width of 12.8M with two entrances.

The Queens Theatre has an orchestra pit (10M x 3.25M deep) and can seat 12 musicians and 1 musical director dependant on the layout and instruments. Access to the orchestra pit is from SL (Stage Left) only, please note there is no lift to the orchestra level.

Stage Dimensions	
Proscenium Opening	10.48M Wide 6.02M High
Stage Depth (Measured from setting line)	8.94M
Forestage Depth	3.44M
Stage Right Wing Width	7.35M
Stage Left Wing Width	9.14M
SL/SR Wings Clearance Height	5.2M
Flying Height (Stage to Grid)	14.7M
Height from Stage to Under Fly Floor	5.8M
Counterweight Flying Bars	12M Wide – 300KG WLL UDL
We have a double purchase counterweight flying system and our cradles only allow 280KG in the cradles	

## Communication & Show Relay

Our prompt desk is located downstage right with both colour and infra-red cameras. This can be moved into Row E of the auditorium for technical rehearsals only (this must be agreed with the Technical Manager prior to arrival). There are 7 cue light channels operated from the prompt desk with fixed cue light positions around the stage and auditorium. We also have 4 additional cue lights that can be attached to scenery to suit the needs of your production or show.

Audio show relay is available in the green room, dressing rooms, artist space and backstage corridor. Video show relay is also available in the green room and on the fly floor. *Please note: Show relay is NOT available in the meeting room or rehearsal space should you be hiring these spaces alongside the main auditorium.*

There are also wired comms available at the prompt desk, sound mix position, lighting control room as well as the fly floor and follow spots. We have Green Go wireless comms with 5 belt packs and headsets. There is a recharge to use the wireless comms and is subject to availability.

Queen's Theatre Hornchurch, Billet Lane, Hornchurch RM11 1QT  
Box office: 01708 443333 Switchboard: 01708 462362

**queens-theatre.co.uk**

 /QueensTheatreH  /QueensTheatreH  /QueensTheatreHornchurch

## Flying

We have 20x Double Purchase counterweight flying ladder bars which are operated from the fly floor (located stage right) and 3x manual winch bars operated from stage left. The manual winch bars are dedicated to lighting and sound equipment and cannot be operated during a performance. If you wish to use them, please contact the Technical Manager in advance to see if they are available for your show.

**We do not currently have house tabs available.**

Bars 19 & 20 permanently have the cyclorama and star cloth on them and are available for you to use. If you require the bars empty or cyc/star cloth moved there is a recharge for the taking down and re-instate of these cloths.

QTH Hanging Plot – Updated January 2024			
Bar	Distance from US Safety Curtain	Safe Working Load	Notes
1	0.76M	300KG*	
2	0.95M	300KG*	
3	1.30M	300KG*	
4	1.55M	300KG*	
5	1.84M	300KG*	
WINCH 1	2.18M	350KG	Manual Winch & In House LX
6	2.48M	300KG*	
7	2.76M	300KG*	
8	3.16M	300KG*	
9	3.51M	300KG*	
10	3.84M	300KG*	
11	4.15M	300KG*	
WINCH 2	4.58M	350KG	Manual Winch & In House LX
12	4.98M	300KG*	
13	5.34M	300KG*	
14	5.69M	300KG*	
15	6.09M	300KG*	
16	6.46M	300KG*	
17	6.81M	300KG*	
18	7.20M	300KG*	
WINCH 3	7.56M	350KG	Manual Winch & In House LX
19	7.60M	300KG*	White Cyclorama
20	8.05M	300KG*	Star cloth
BACK WALL	8.94M	-	

*\*We have a double purchase counterweight flying system and our cradles only allow 280KG in the cradles*

We also have a range of borders, soft legs, and a full mid stage black available. Please contact the Technical Manager with a minimum of two weeks' notice to arrange this.

Queen's Theatre Hornchurch, Billet Lane, Hornchurch RM11 1QT  
Box office: **01708 443333** Switchboard: **01708 462362**

**queens-theatre.co.uk**

 /QueensTheatreH  /QueensTheatreH  /QueensTheatreHornchurch

## **Dressing Rooms & Green Room**

We have 5 dressing rooms available on the stage right side of the stage at stage level.  
All dressing rooms are fitted with an individual sink, mirror, lights, and a clothes rail.

Dressing Room	Recommended Occupancy	Maximum Occupancy
1 (accessible)	4	8
2	4	8
3	4	8
4	4	8
5	4	12

If you require additional dressing room facilities, we have the following rooms available for an additional hire fee. **These must be booked and agreed when arranging the contract and before contracts are signed** (subject to availability).

Meeting Room (Stage Level) – Maximum capacity of 12 persons  
Rehearsal Space (Stage Level) – Maximum capacity of 60 persons  
Artist Space (Upstairs) – Maximum capacity of 30 persons

The green room is on the stage right side of the stage, on stage level and is fitted with tea and coffee making facilities, microwaves, and a large fridge. The green room is also a shared space and is used by Queens Theatre staff and should not be substituted as a dressing room.

We have Gender Neutral toilets located at the end of the dressing room corridor, with four individual toilet cubicles and an individual shower cubicle. An accessible toilet and shower room is located at the end of the dressing room corridor.

For safety and security, we ask that only company members are permitted in backstage areas and that any visitors are asked to wait in the foyer or outside stage door. Alcohol is NOT to be consumed in any backstage area and may be removed if found.

## **WiFi Facilities**

WiFi is available throughout the building called "QTH Public Wifi"

## **Wardrobe Facilities**

A washing machine, dryer, hot box and iron/ironing board are located in the stage kitchen downstage right and is available prior to arrangement.

If you require a dresser or wardrobe for your show, this must be booked and arranged in advance.



## **Sound**

We have a large extensive stock of audio equipment including DI Boxes, Microphones & cable stock. The in-house mixing desk is a Digico SD9-T with 8 local inputs and outputs plus a Digico SD Rack with 40 inputs & 16 outputs on stage left.

### **Playback (Mix Position)**

1x QLab Show Control Macbook Pro (connects to SD9T via Madi interface)

### **FOH PA & Monitors**

4x Nexo PS-12 (Currently FOH Speaker)  
2x d&b C7- Subs  
2x d&b C6 (Delays)  
2x d&b C90 Cabinets  
4x Control One (Front Fills)  
2x d&b E0 (Surrounds)  
Our FOH d&b PA is driven by d&b P1200A & 4x d&b EPAC.

Monitors: 4x Tannoy V23 (Flown) – Driven by Yamaha P5000s

### **Multicores:**

2x 16 Way Stage Box  
1x 10 Way Stage Box  
2x 8 Way Short Looms  
1x 8 Way Short Loom

### **Wireless Microphones:**

16x Way Sennheiser EW300 Rack  
2x Sennheiser EW 300 G3 E845 Handheld's

\*There is a charge for the use of wireless microphones, please contact the Technical Manager for costs and availability.

## Lighting

NB: The following list of equipment is complete as of January 2024, but due to the demands of our in house shows, not all fixtures will be available to external companies. For up to date availability, please contact our Technical Manager.

### Control Equipment:

ETC GIO Desk  
152 x 2KW Dimmers (ETC Sensor)  
6x 5KW Dimmers (ETC Sensor)

### Profiles:

12x 19deg S4 Profile Lustr2  
12x 26deg S4 Profile Lustr2  
16x 25deg-50deg S4 Zoom Lustr2  
16x 25-50deg 575w S4 Junior Zoom  
7x 19deg S4 Profile (575W)  
4x 26deg S4 Profile (750W)

### Par Cans:

56x Thomas Par64 1000w (Lamp Range CP60 & CP62)  
8x Short Nose Floor Cans (1000W)  
10x Birdies (50W 240V)

### Fresnels:

6x Minuette 500w Fresnels  
33x Selection RAMA 1000W Fresnels  
12x Selection ARENA 2000W Fresnels  
1x Floor Shadow Unit (No Lens)

### Effects:

2x 400W UV Cannons  
1x Atomic 3000 Strobe  
2x ZR Smoke Machines\*  
1x Cirro Strata DF50 Hazer\*  
2x Entour Faze\*  
1x Mirrorball (50CM) with Motor  
2x Mirrorball (40CM) with Motor  
6x Mirrorball (20CM)  
1x Variable Speed Motor (DMX)  
1x Fixed Speed Motor

\*Recharges for fluid

### Floods:

9x AC1001 1000W Floods  
3x Noctune 1000W Floods  
19+9x LED Batten Galaxy 72W  
8+13x LED COB5 Floods  
9x 2-Cell Blinders

### Moving Lights:

6x Mac TW1 80v Int. Dimmer  
6x Source 4 Revolution

Gel is not provided unless already in the current rig. If you have specific requirements; colour, gobos or other please contact our Head of Lighting at least 2 weeks prior to your arrival.





## **Health & Safety**

All shows and productions visiting the Queens Theatre must have an up to date risk assessment for all activities involved in your show. Please send these to the Technical Manager alongside your rider when arranging your technical requirements.

At the start of your Get In, the senior technician leading your get in will complete a Toolbox Talk (CDM Briefing) and will discuss the following things:

- Staff Introductions from all parties involved highlighting trained first aiders.
- Fire Exits & Evacuation Procedure
- Toilet & Welfare Arrangements
- Relevant Fit Up Information & Required PPE

We ask that if you have staff joining part way through a get in, that they see the Senior Technician at their earliest convenience so that the above can be explained.

You will be required to sign to confirm you have received the toolbox talk on the day of the get in.

## **Pyrotechnics, Naked Flames & Weapons**

If your show contains the use of pyrotechnics, naked flames, or weapons we ask that you contact the Technical Manager in writing along with an up to date risk assessment and proof of insurance at the earliest convenience, no later than 4 weeks prior to your first performance at the Queens Theatre.

The Queens Theatre staff will remove/prevent any effects if advance notice has not been sought. This is for the safety of your staff, our staff and audiences.

## **Contact Information**

Theatre Address:  
Queens Theatre Hornchurch  
Billet Lane  
Hornchurch  
Essex  
RM12 6QX  
Box Office: 01708 443333

Technical Manager: Harry Carnaby  
[harryc@queens-theatre.co.uk](mailto:harryc@queens-theatre.co.uk)

Queen's Theatre Hornchurch, Billet Lane, Hornchurch RM11 1QT  
Box office: **01708 443333** Switchboard: **01708 462362**

**queens-theatre.co.uk**

 /QueensTheatreH  /QueensTheatreH  /QueensTheatreHornchurch

The Havering Theatre Trust Limited | Established 1953 | Registered in England No 524845 | Registered Charity No 248680 | VAT Reg No 246 7715 38