**General**

The Caryl Churchill Theatre (CCT) is part of the Royal Holloway University London Campus in Egham with easy access from the M25 via the A30. The Building was opened in 2013 and is used predominantly as a teaching and performance space for the Department of Theatre, Drama and Dance at the university, but is also used by visiting companies and lecturers.

**FOH**

The Theatre is part of the larger Katharine Worth Building. Within this building there is a box office and foyer area. Public lavatories are also located here. There is a FOH calls system which can make announcements to the foyer area from positions backstage and in the control room.

**Auditorium and Seating**

The main entrance to the CCT is at ground level (DSR). The auditorium has a motorized retractable seating rake with a maximum capacity of 86 seats although this can be reduced to 60 seats when the rake is partially deployed. An additional 26 seats can be installed USL & R and the entire rake can be fully retracted. With the seating rake in its reduced and retracted configurations the stage floor increases. Please see ‘Stage Dimensions’ for further information.

The first floor balcony has 56 seats. The balcony level is accessed via stairs or a lift.

*Please advise the Production Manager about the seating configurations. Visiting companies should allow 45 minutes for the seating set ups to be installed.*
Performance Space
The stage floor is constructed from plywood laid over battens with an oil tempered hardboard wearing layer painted black that companies can fix into. There are four entrances to the space, which have access to the backstage crossover.

Doors to the space are to be kept closed when not in use during performances. As the doors into the space are fire doors they can only be propped open under the supervision, and at the discretion, of the theatre’s technical department.

The theatre has a large number of facilities panels located around the venue at all levels and in ancillary rooms including DMX, Speakon, video and XLR connections. Please contact the Production Manager for further information.

Stage Dimensions
The following dimensions are approximate.

Height to truss dead 6.1m

<table>
<thead>
<tr>
<th>Seating Configuration</th>
<th>Stage width</th>
<th>Depth of stage from setting line to screen</th>
<th>Width of US opening</th>
<th>Depth of stage from setting line to scenic dock door</th>
</tr>
</thead>
<tbody>
<tr>
<td>When seating bank fully deployed</td>
<td>12m</td>
<td>4.95m</td>
<td>5.9m</td>
<td>9m</td>
</tr>
<tr>
<td>When seating bank at reduced configuration</td>
<td>12m</td>
<td>7.6m</td>
<td>5.9m</td>
<td>10.4m</td>
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<tr>
<td>When seating bank away (no seats)</td>
<td>12</td>
<td>11m (from underside of balcony to Screen)</td>
<td>12.8</td>
<td>12.8m (from underside of balcony to scenic dock door)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clearance</th>
<th>Height</th>
<th>Width</th>
<th>Diagonal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenery dock door clearance</td>
<td>2.80m</td>
<td>2.30m</td>
<td>3.60m</td>
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<tr>
<td>Load in door clearance</td>
<td>2.70m</td>
<td>1.68m</td>
<td>2.70m</td>
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</tbody>
</table>

Stage Plans and Generic LX Plans are available upon request.
Trusses and Flying
The Theatre has a double truss, one US and one DS (see plan). Each truss has a SWL of 3T. The Truss can be raised/lowered to different heights to meet individual performance requirements.

The venue has 3 point hoists installed on 3 trolley bars SL, SR & CS each of which has a SWL of 500kg per motor. The motors travel US and DS and can be located along the US/DS plane. Please contact Production Manager for further information.

Control Room
The control room is situated on the second level of the auditorium on the technical gallery with a complete view of the theatre. The control room is where the majority of performances are operated from (please contact the Production Manager to discuss alternatives) and accommodates sound, LX, AV and DSM positions.

Under the licensing agreement for the building children under the age of 16 are not permitted onto the technical gallery.

Additional Power Supply
- Numerous 13A supplies around the space
- 125A TPN Ceeform USR
- 63A SPN Ceeform USL

Workshop
The Department has a scenic workshop that can be accessed through the US dock doors.

Please contact the Production Manager for further information.

Access Equipment
- Genie (IWP25s)
- 12 Rung Zarges
- 8 Rung Zarges
- 8 rung ‘A’ Frame
- 6 rung ‘A’ Frame
- Several small step ladders.

View of the theatre from the primary audience entrance

Theatre Workshop
Studio Spaces
The Katharine Worth Building has two studio spaces located at the rear of the CCT. Rehearsal Studio 1 is a dedicated dance studio, while Rehearsal Studio 2 may be used as overspill dressing rooms if required.

Dressing Rooms
The Katharine Worth Building has two studio spaces located at the rear of the CCT. Rehearsal Studio 1 is a dedicated dance studio, while Rehearsal Studio 2 may be used as overspill dressing rooms if required.

Dressing Room 1
Capacity 6, sink and costume rails

Dressing Room 2
Capacity 4, sink and costume rails
- Show relay to each room
- 2 Unisex showers
- 1 Disabled toilet/shower
- 1 Unisex toilet
- WiFi throughout the building

Laundry
Laundry Facilities are available including a domestic washing machine, dryer, iron and ironing board. Please contact Production Manager to confirm availability.

Get In
The theatre is accessible via the Load In Door, which leads to a small exterior loading bay.
Staging
The Department owns a wide range of Steeldeck and steel deck legs plus accessories (such as handrails and treads) in various sizes. Please see the Venue Equipment List document for full details.

The department owns a supply of stage weights, braces and other rigging items.

Please be aware adding staging your performance will increase the time needed to fit up the space.

*Should your performance require the use of the department's staging, please contact the Production Manager for further information.*

Equipment Safety
All electrical equipment that is brought into the venue must meet with current EEC safety standards and have current PAT test certificates. This applies to both personal and professional equipment. Technical staff can withdraw any equipment that does not conform. The department does not own testing equipment.

Special Effects
The Department will need to be made aware of, and permission will need to be obtained to use, any effects including but not limited to: haze; strobes; pyrotechnics; firearms. Disclosure will need to be made prior to the arrival of the visiting company.

Parking
The venue has a small car park for which we can provide permits. Your vehicle registration, model/make and colour information needs to be provided to the Production Manager in advance for us to arrange this. Our car park is monitored by an external company, and you may be fined if permits are not arranged in advance.

Fire Procedures
In the event of a fire, or other emergency, members of University staff have specific responsibilities. Visiting companies are required to follow instructions in the event of an emergency evacuation. Please make yourself familiar with the fire and evacuation plans which are located around the buildings.
Sound Equipment

Control
Soundcraft Spirit Live 42 16 input mixing desk

D&B D6 Amplifier (2)
D&B D12 Amplifier
2 x Bryston 3B NBP – Predominantly used for fills

4x D&B E12D High Performance 2-way coaxial speakers with wide dispersion
2x D&B E15 Subwoofers
2x D&B E8 used for monitors or spot effects

SCS Professional Plus Show Playback (audio and video)
PreSonus Fire Studio Project Sound Card
1 x CD players
Yamaha SPX 990 FX Processor

Microphones

<table>
<thead>
<tr>
<th>Model</th>
<th>#</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKG C451 (EB)</td>
<td>3</td>
<td>CCT Tech Gallery</td>
<td></td>
</tr>
<tr>
<td>AKG 1000</td>
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<td>CCT Tech Gallery</td>
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<tr>
<td>C31 Pattern</td>
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<td>CCT Tech Gallery</td>
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</tr>
<tr>
<td>AKG 747</td>
<td>6</td>
<td>CCT Tech Gallery</td>
<td></td>
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<tr>
<td>Sennheiser EB255</td>
<td>5</td>
<td>CCT Tech Gallery</td>
<td></td>
</tr>
<tr>
<td>Sennheiser SK300</td>
<td>2</td>
<td>CCT Tech Gallery</td>
<td>Transmitter, belt packs and lapel mics</td>
</tr>
<tr>
<td>Sennheiser EW135 G3</td>
<td>1</td>
<td>CCT Tech Gallery</td>
<td>Transmitter and handheld mic</td>
</tr>
<tr>
<td>AKG 190E</td>
<td>1</td>
<td>CCT Tech Gallery</td>
<td></td>
</tr>
<tr>
<td>Sony ECM-77B</td>
<td>2</td>
<td>CCT Tech Gallery</td>
<td></td>
</tr>
<tr>
<td>Shure SM58</td>
<td>2</td>
<td>CCT Tech Gallery</td>
<td></td>
</tr>
<tr>
<td>Fender SM58</td>
<td>3</td>
<td>CCT Tech Gallery</td>
<td></td>
</tr>
<tr>
<td>Sony MS957</td>
<td>3</td>
<td>CCT Tech Gallery</td>
<td></td>
</tr>
</tbody>
</table>

Miscellaneous Sound Equipment
5 Microphone stands
4 x JBL Control 1’s
2 x 8 way in/out XLR Stage Box
2 x 10m 8 way multicore
1 x EMO DI Box
1 x Behringer KX1200 PA/amp combo

Comms
The department has numerous locations for comms distributed throughout the venue
10 x ALT AIR EM-202 belt packs and Headphones
Show relay to dressing rooms
Calls system to FOH/dressing rooms and rehearsal studios

Piano
Clavinova CLP 240
Korg M1 Keyboard
Lighting Equipment

The department has a maintained Generic Rig (see plan below) which is used by students and visiting companies. Equipment can be added to the rig to be used during performances. Please refer to the Generic Rig Plan and consult with the Production Manager should you wish to alter the rig prior to your arrival. For further equipment details, e.g. lantern availability please contact the Production Manager.

Control
ETC Ion
40 Fader Wing
DMX Patch across the space (see plan)
ETC Sensor3 Dimmers
- 76 Dimmers (15A)
  12 of which are patchable Dimmers (sockets in various positions around the theatre) (15A)
- 20 Non Dim Circuits (15A)
  5 of which are patchable Non Dim Circuits (as above) (15A)
- 29 Switchable Circuits (15A)

Power and Control Cable
The department keeps a large stock of 15 amp cable, and various control cables.

Miscellaneous Equipment
Mirror Ball and rotator – 30cm
Sennheiser Infra-Red Induction Loop System
Swefog XEON Intellahazer
Le Maitre Mini Mist Hazer
8 x Tank Traps
DataVideo SE-800 Analogue Vision Mixer
Projection
Hitachi CP-X9110
City Theatricals DMX Shutter Mounted to the Projector

The Projector is fixed and mounted FOH under the control room and is focused onto a retractable screen. The location of the projector must remain the same, however, there can be a certain amount of pan/tilt on the cradle to allow for the image to be higher/lower. Likewise the screen must remain in the same position (as seen in the image below) but can be moved in/out depending on a company’s needs.

Please contact the Production Manager for further information.

An example of the venue with the projection screen
The Department of Drama, Theatre and Dance is located on Egham Hill, on the north side of the A30.

From Egham Rail Station or from Jct 13 on the M25, take the A30 and follow signs for Royal Holloway until you reach Egham Hill. Continue up the hill until you see the footbridge; the department is on the right.

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CCT Generic Rig
(October 2016)
Venue Ground Plan

To the Workshop

To Backstage

Dock Door

Black Tabs on pulley

Retractable screen

Footprint of seating
when at maximum capacity

Footprint of seating
when at smaller capacity

Place Holder

NOT TO SCALE

Ground floor
main entrance

Load in doors

Flooring of audience gallery