

GENERAL INFORMATION

At Spinney Theatre we pride ourselves on our unique stage space and high-quality equipment. Our professional team will endeavour to fulfil any requirements you may have to ensure your performance is a great success.

The theatre auditorium has raked, retractable seating that can be used in seven different formats (see pages 9–12 for details). The maximum capacity is 628, and is ideal for conferences, concerts, plays, and more.

The theatre foyer comes complete with an alcohol-free bar and a coffee bar. The foyer is also suitable as a more intimate space for meetings and small exhibitions.



Auditorium in 'Full' format

How to find us

Spinney Theatre
Spinney Hill Road
Northampton
NN3 6DG

If you're viewing this booklet digitally, click here [Northampton School for Girls](#)

ESSENTIAL DETAILS

Hire Times

The Theatre is available for hire:

Monday – Friday 17:00 – 23:30

Saturday – Sunday 08:00 – 23:30

Please enquire for availability outside of these times

Car Park

The car park has approximately 200 spaces with designated disabled parking. There is an additional car park at the bottom of Spinney Hill Road, which will be open for all events. Please encourage your patrons to use this facility instead of parking on Spinney Hill Road.

Bookings

All prices are subject to VAT

All bookings must be submitted at least two months in advance. We are unable to allow a gap of under four hours between the same booking on the same day. For example, a rehearsal in the afternoon, an hour break and an evening performance is not allowed, and you will be charged for your hour break. Bookings must be for a continuous period.

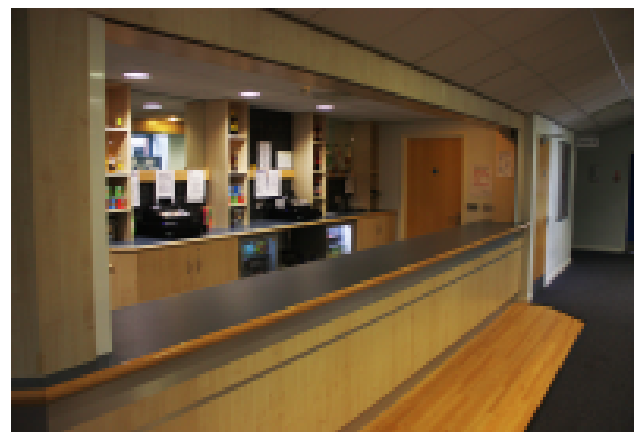
Hirers will be approached by a member of staff to SIGN-IN upon access to the premises, this is when First Aiders and Fire Marshals should be identified, and either remain until the last person vacates the premises and then SIGN-OUT, or agrees to accept the time logged by the member of staff on duty. The total cost of hire will be calculated by the times estimated on the hirers booking form. An invoice will be raised for any additional time outside the agreed booking slot.

Food and Drink

We serve tea and Coffee, non-alcoholic beverages and other soft drinks, and also some sweet and savoury snacks. If you wish to sell any other refreshments, please contact us in advance.

We have a strict 'No food or drink' policy within the theatre auditorium, excluding bottled water.

Marketing



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On our booking form, you will find a section where you can give us any details you wish us to advertise for your event. We will display these details on the Spinney Theatre web page. This can include dates, times, general information, ticket information, hyperlinks and pictures. We will also do our best to post advertisements on our social media pages at the hirer's request. You can visit our website at <http://www.nsg.northants.sch.uk/theatre>



[@SpinneyTheatre](https://twitter.com/SpinneyTheatre)



[@spinneytheatre](https://www.instagram.com/spinneytheatre)

First Aid

The hirer is responsible for providing two qualified First Aiders as well as supplying evidence of this to Spinney Theatre. The 'NEAT Team', 'St John's Ambulance' and the 'British Red Cross' all provide event cover and require at least a month's notice.

Please contact the theatre office if you have been unable to secure first aid from the list below.

St Johns Ambulance – 0370 0104 950

<https://www.sja.org.uk/>

Red Cross - 0344 871 11 11

contactus@redcross.org.uk

<http://www.redcross.org.uk>

NEAT (Northampton Emergency Aid Team)

<https://www.northamptonscouts.org.uk/>

HIRE CHARGES

Originally built as a community venue in 1977, we at Spinney Theatre still know just how important a good



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relationship with the community is. If you are a local volunteer-led group, trust, charity, or similar organisation, please feel free to enquire regarding eligibility for our community rates.

Deposit

A deposit of £180.00 is required for all bookings

Please note the balance of hiring charges shall be payable two weeks before the event. If the payment is not received by the Theatre Management by this date, the hiring will be summarily cancelled and the deposit forfeited.

Access / Rehearsal Time - £80.00 Per Hour

From when you enter the Theatre until 30 minutes before your performance start time

Includes:

- 1 Technician for basic technical requirements
- Theatre foyer, stage and auditorium spaces
- Green room (dressing room)
- PA21 – Large space to use as rehearsal room, dressing room or as an extension of the foyer



PA21

Performance Time - £200.00 Per Hour

From 30 minutes before your performance start time until 30 minutes after your performance finishing time. Price is dependent on FOH staffing requirements.

Includes:

- 1 Technician for basic technical requirements
- Front of House Manager
- 4 stewards
- Theatre foyer, stage and auditorium spaces
- Green room (dressing room)
- PA5 – Large space to use as rehearsal or dressing room
- Alcohol free bar – open for all events
- Coffee bar - open for most events

Additional Technicians - £16.00 Per Hour. Minimum of 4 hours

- Lighting / Sound Technician / operator
- Stage crew for load ins/outs

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Follow Spots (x2)- £30 Per Operator, Per Performance.

- No fee for using the follow spots if being operated by your own staff. This must be discussed with the Theatre Manager beforehand.
- Operators will be present from one hour before the performance start time.
- If the performance is over 3 hours including a 20 minute interval, additional charges will occur at £16 per hour per person

(If you wish to use your own lighting technicians a meeting will be needed to ensure your technicians can use our equipment safely and professionally. This will need to be arranged **at least two weeks** prior to performance/rehearsal).

Additional equipment/Technical requirements

Lighting / effects:

- Haze machine - £25.00 per day
- Fog machine - £25.00 per day

Sound:

- Radio Microphone (4 handheld, 8 belt pack available) - £26.50 each, per day
- Yamaha Concert C7 Grand Piano (to be used by musicians only) - £88.00 Optional Tuning Fee

AV:

- Panasonic Projector (mounted above auditorium) - £55.00 per day
- 3.5m Projector Screen, suspended 3m from front of stage

Additional Rooms

Any 2 - £150 per day

Up to 5 - £200 per day

Shower Room (free for use if hiring 3 or more additional rooms) - £25 Per day

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Dance Studio

(Dance studio is to be used for dance rehearsals only. No food or drink to be consumed in the studio, and no outdoor shoes to be worn inside the studio).

Coffee Bar

The coffee bar can be manned by either the hirer, using their own equipment and resources, or, by default, the theatre team:

Coffee bar manned by hirer – £50.00 per day

Theatre Formats

The theatre default is a 'full' format with no additional staging or rostrum.

Format change to any other format - £150.00 set up fee

Additional rostrum or staging - £85.00 set up fee

Cleaning - £25.00 Per Hour

A 1 hour cleaning charge is included within the hire cost, however any additional cleaning needed due to excessive mess or rubbish will be charged to the hirer.

PAYMENT

Please make sure that you have returned your technical booking form as soon as possible so that we can add any requirements to your invoice. Any additional requirements added after this time will be raised on a separate invoice.

All Prices are subject to VAT.

Pay by BACS

An invoice will be issued by our school finance team

BACS ACCOUNT NUMBER: 73937851

SORT CODE: 60 15 55

NATWEST

41 WESTON FAVELL CENTRE

NORTHAMPTON NN3 8JZ.

We reserve the right to adjust our charges at any time without further notice.

Receipt of deposit will secure your hire date and the prices agreed at time of booking.

THEATRE LAYOUTS

The Theatre has seven different formats. If you require the theatre in any format other than the standard 'full' format, please let us know at the time of booking the theatre as this will reduce the number of seats available to you.

FULL – 628 seats

All of the seating units in their full position.

DANCE – 577 seats

The two side units partially retracted to allow space for extra staging to be fixed to the stage to create, as much as possible, a larger, squared off stage. Please ask for more details.

PIT – 580 seats

The centre unit partially retracted to create space for an orchestra or band.

MOAT – 529 seats

All of the units are partially retracted to create space on the auditorium floor along the front of the stage.

RUNWAY – 466 seats

The centre unit fully retracted back to create space to build a runway or catwalk.

SMALL HOUSE – 455 seats

Both side units fully retracted for a smaller space for your audience to create a more intimate feel.

BALCONY – 292 seats

All of the seating units fully retracted leaving just the balcony area.

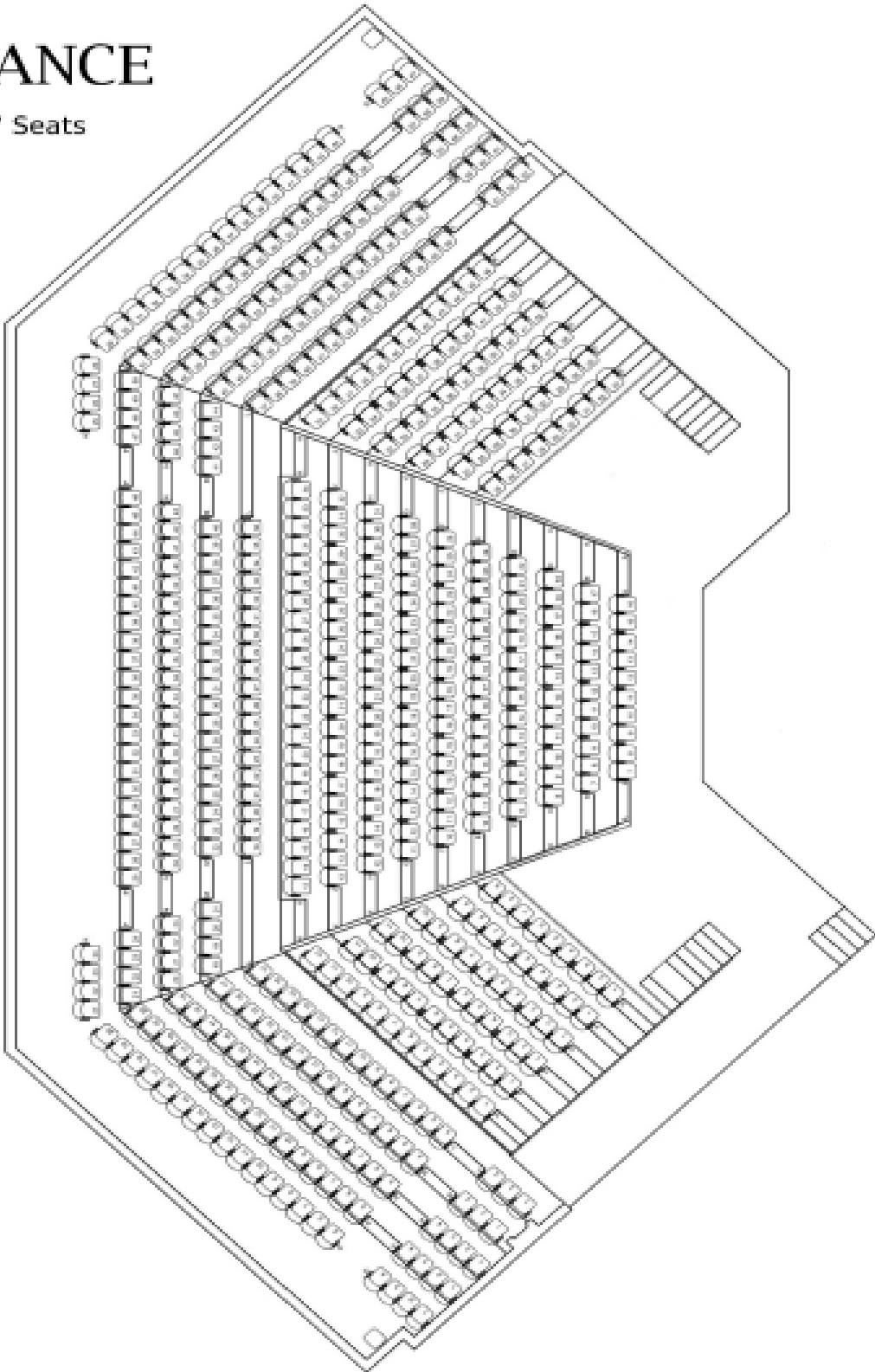
Wheelchair Spaces and Disabled Access

In our 'FULL', 'PIT' and 'SMALL HOUSE' format we have two wheelchair spaces available within the seating. Please advise at least two weeks before your event if you would require these spaces. They are seat numbers A20/21 (one space) and A3/4 (one space) and are marked on the 'full' seating plan.

In addition to this, we have a row of ten freestanding chairs, which we can add to any format to create wheelchair spaces and easier access seats. Please inform us at least two weeks before your event if you require these seats to be made available to you, and how many wheelchair spaces you require (maximum of four).

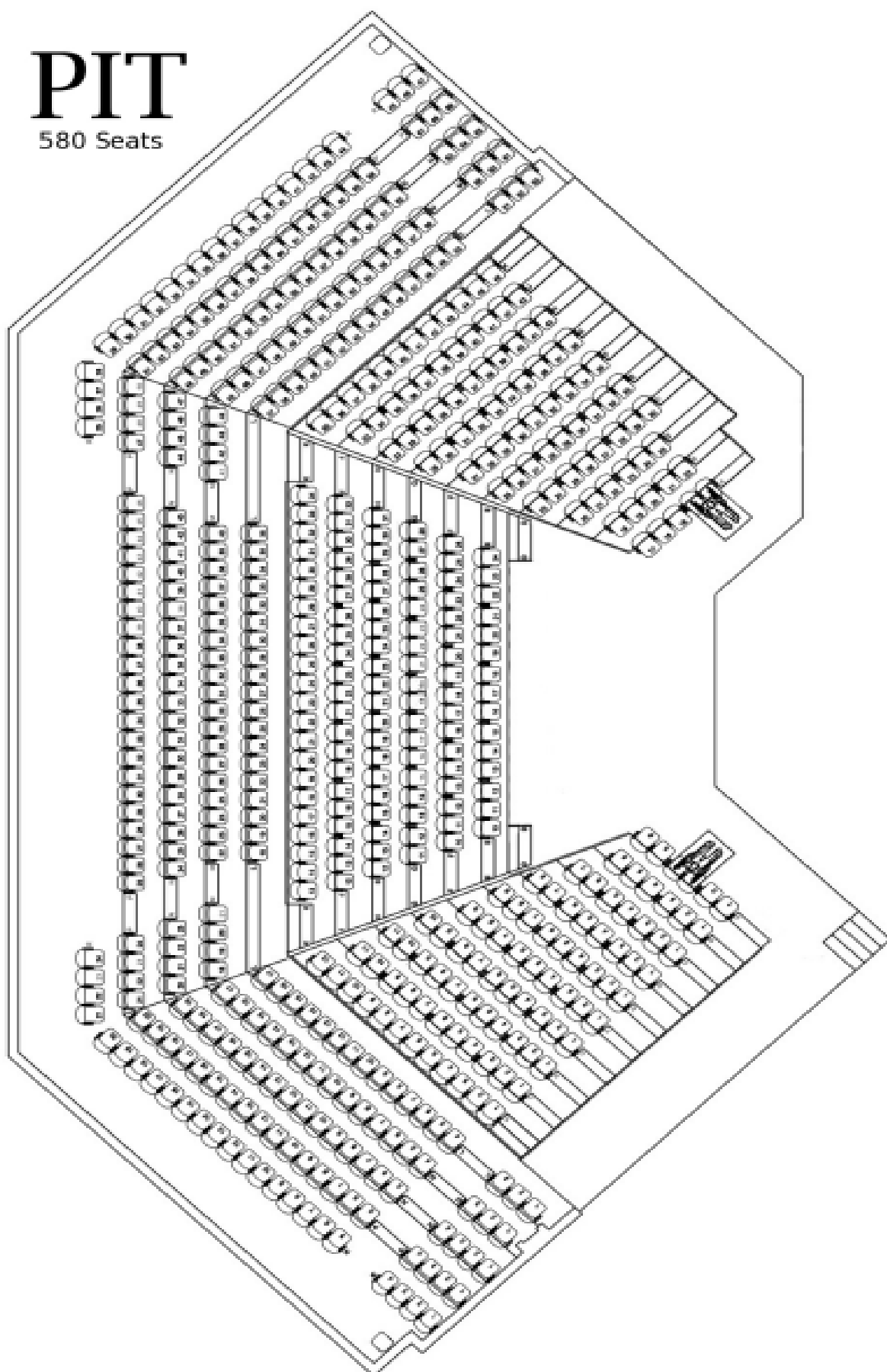
DANCE

577 Seats



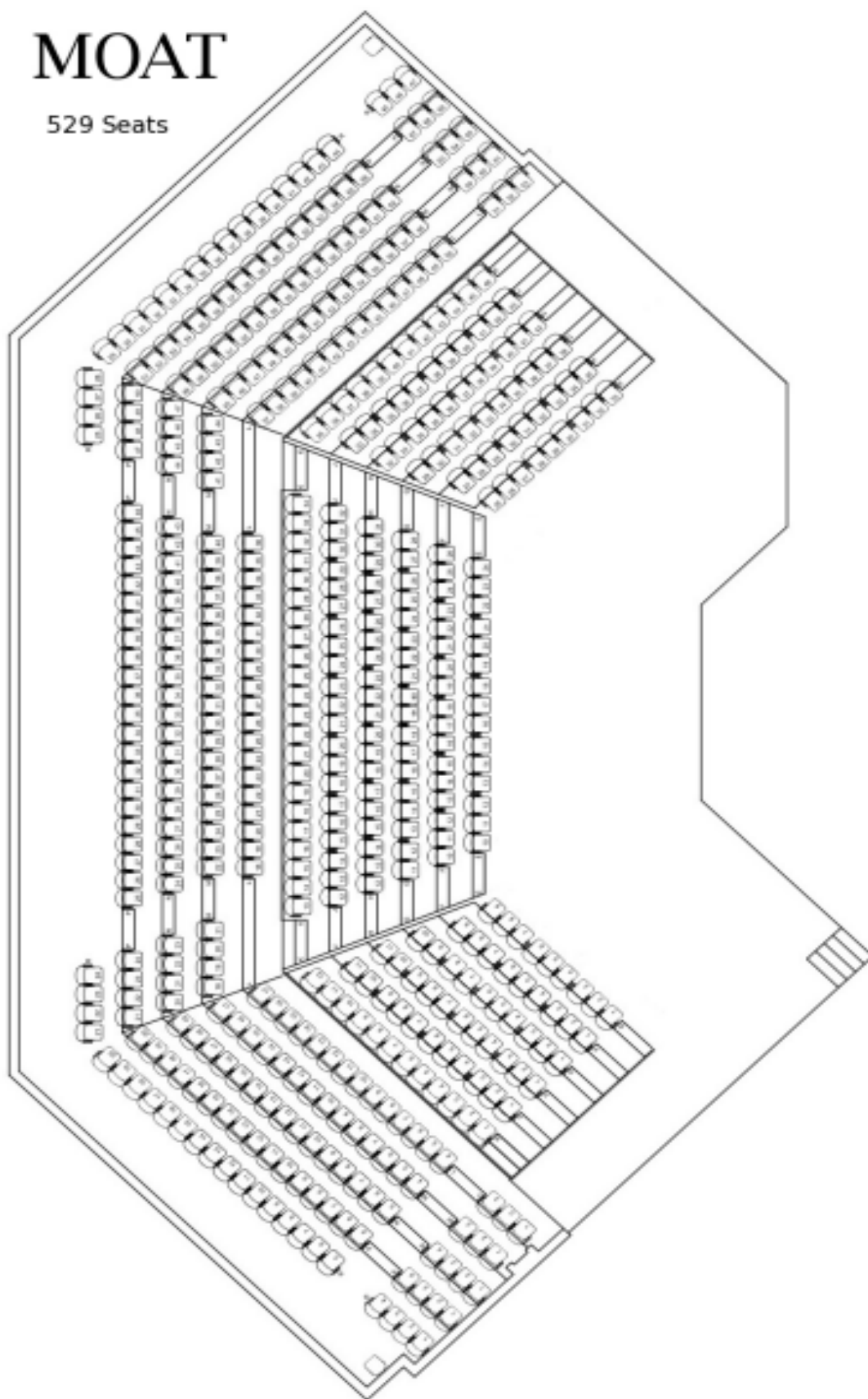
PIT

580 Seats



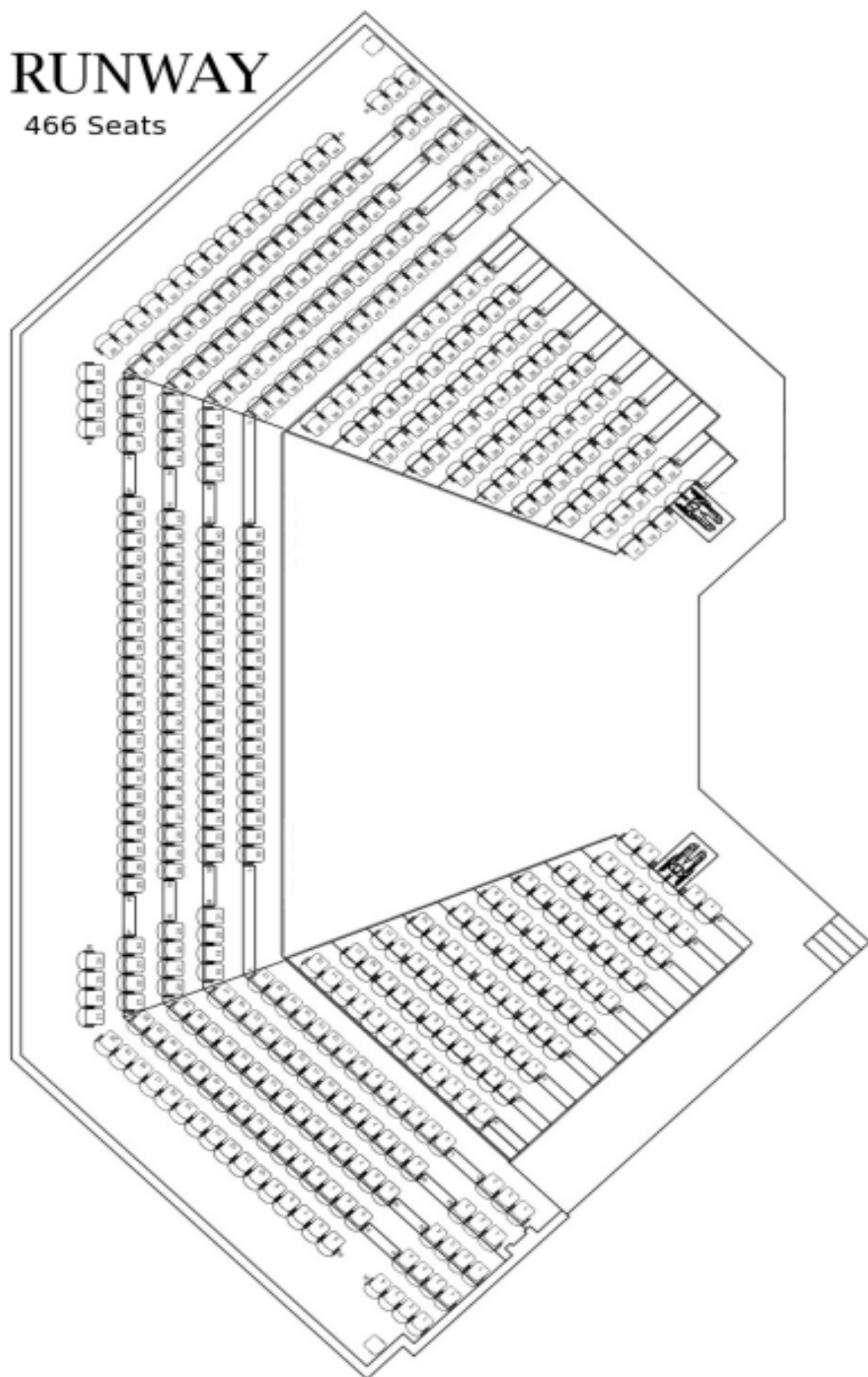
MOAT

529 Seats



RUNWAY

466 Seats



SPINNEY THEATRE

TECHNICAL SPECIFICATION JAN 2023

Sound

FOH Console

Behringer X32 (located at the rear of auditorium)

32 Channels each with 4-band parametric EQ, compressor, gate, +48V, HPF Desk has inbuilt effects/graphics etc (up to 8 processors)

OR

Yamaha MG12/4 (located in the lighting box)

FOH Outboard

2022 Mac mini with Qlab and Logic Pro

American Audio Dual CD player

(other outboard equipment may be available on request)

STAGE INPUTS

4ch stage box x 3 (DSL, DSC and DSR)

24ch stage box (stage left wall)

8ch stage box (stage right wall)

16/4 30m multicore

Speakers

Speaker Management:

In-house pre-set, not adjustable

Left/Right Flown Clusters each consisting of:

Turbosound TXD-121 (Mid/High) x 3

Left/Right/Centre Flown Delay Clusters each consisting of: Turbosound TXD-121 (Mid/High) x 3

Left/Right Ground Stacks each consisting of:

Turbosound TXD-215 (Sub)

Turbosound TXD-121 (Mid/High)

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Amps

4x Crown XLS602 (Mid/Hi's)
 1x Crown XLS402 (Monitors)
 1x Yamaha P2500S (Stack Tops)
 1x Yamaha P7000 (Subs)

Monitors

JBL MRX512M Passive wedge x 4
 Wharfedale EVP-12PM Active Wedge x 2
 There are 4 stage returns for monitors – a separate monitor desk/8 channel splitter may be available on request)

Microphones, DI Boxes and Backline

Shure SM58 x 2
 Shure SM57 x 2
 Bartlett TM-125 x 3
 Sennheiser EW100G3 hand held radio mics x 4
 Sennheiser EW100G3 SK100 radio mic belt packs x 4
 Audio-technica ATW-T310 radio mic belt Packs x 4
 Sennheiser XS SK-20 radio Mic Packs x 4
 lavalier mics x 4
 headset mics x 12
 Behringer DI120 Dual Channel Active DI x 2
 Stage Line Dual Channel Passive DI

More microphones may be available on request

Variety of bass, guitar and keyboard amps, please ask for more details.

LX

Control

ETC ION XE
 2X iiyama ProLite monitor T2252MSC-B1 22"
 Keyboard and Mouse.

Lanterns

Source 4 Zoom Profiles x 12
 Source 4 Junior Profile x 12
 650w Selecon Acclaim Fresnel x 6
 Multipar + lenses (Wide, Medium, Narrow, Very Narrow) x 23 1kW PAR can x 16
 Showtec LED PAR 64 Q4-18 Short x 8 (4 over stage, 4 FOH)
 Teatro Teclumen Arena Plus 1200MSR follow spots x 2

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Special Effects

ChauvetDJ Hurricane Haze 1DX

Fog Machine

400w UV Cannon

Please contact us in advance if you wish to use smoke/haze or pyrotechnics in your performance

Conference and AV

Shure MX400SE or Audio-Technica gooseneck mounted on Flat Top Lectern

Panasonic Projector (Inputs centre stage, stage left and lighting box)

Remote controlled 3.5m² screen (centre stage)

Sanyo DVD player (located in lighting box)

Sony VHS player (located in lighting box)

Wireless Internet + cable connection centre stage

Stage and Electrics

Masking

Wings stage left and right

Rear cyc bar

Main tabs

Mid-stage curtain

Stage Management

1x Stage managers station with colour/B&W monitor (stage left or stage right) 4 x Canford Audio Wired

Communication Belt packs and Headsets

2x Canford Audio show relay speakers

6x Cue Lights

Power

63A 3 phase

63A 3 phase to 6x 16A distributor

32A single phase

32A to 4x 16A distributor

3A sockets x 6 (Groups of 2 DSL, DSC and DSR)

EMERGENCY EVACUATION PROCEDURE

Theatre

Spinney Theatre will provide six personnel, two will be provided by the Hirer.

Four stewards, one Front of House Manager/Bar Manager and the Theatre Manager will convene in the Theatre Office, at least 10 minutes before the public are admitted, to be briefed on the emergency procedure.

FOH/Bar Manager Oversee evacuation procedure of the Theatre and Foyer.

Theatre Manager Make announcements relevant to the evacuation and will turn off necessary equipment.

Steward A Direct people via fire door in theatre on bar side and/or through foyer doors. (Ground floor)

Steward B Direct people via fire doors in theatre coffee bar side and/or through foyer doors. (Ground floor)

Steward C and D Direct people in their own half out through left and right side exits and main doors. (Upper level)

Staff provided by hirers Required in the foyer directing and dividing the flow as necessary through side exits and main doors.

When your area is clear, check toilet areas and then leave building as quickly as possible and report to front car park.

AMEY Site Staff

A) Telephone Emergency Services

B) Unlock gate and exit door to reception so people exiting the theatre into the quadrangle can leave if it is not safe to remain there.

C) Go to main gate and direct emergency services.

EMERGENCY PROCEDURE IF YOU DISCOVER A FIRE

Whenever fire occurs, the main consideration is to get everybody out of the premises safely. Protection of life is paramount; protection of property is of second consideration.

In the event of discovering a fire;

1. Immediately operate fire alarm call point.
2. Attack fire only if you have been trained in the use of first aid firefighting equipment and feel it is safe to do so.
3. DO NOT TAKE PERSONAL RISKS.
4. On hearing the fire alarm the Theatre Manager/ Front of House Manager/AMEY should contact emergency services immediately.

(In every case of an outbreak of fire or suspicion of fire, the fire service shall be summoned, regardless of the size of the fire or whether the fire has apparently been extinguished by staff.)

5. Once the alarm is raised, the evacuation procedure should commence immediately and nominated staff are to proceed with their duties.
6. On leaving the premises, staff should gather in the front car park, in order to establish, where practicable, that all persons have evacuated from the premises.