

This document contains a summary of essential information you need in order to use the lighting equipment in the auditorium. Following these guidelines will benefit all users of the theatre and help us to maintain the equipment in good working order.

The *storeroom* referred to in these notes is the right most room (as you face the back of the auditorium) on the grid where all lighting stock and accessories are stored.

To aid identification of equipment each lantern type has a code which is used throughout the lighting equipment. See the lantern detail chart on the grid notice board for details.

### Safety

- Equipment must only be operated by trained personnel or under the supervision of trained personnel.
- Extreme care must be taken whilst rigging equipment. It is relatively easy to drop items from the grid. For this reason ensure no one is working beneath you. Hard hats are available and signs on the entrance doors to the auditorium are available to indicate that rigging is taking place.
- The non-fixed bars are rated at 80Kg and must not be exceeded. This equates to about 6 Iris's.
- If you find faulty equipment please remove it from the bars and place it on the bar near the storeroom which is marked 'DO NOT USE'. Please mark the equipment with the fault found using a tag.

### Dimmer Packs

- Dimmer Pack 1 should be left on at all times (so that the house lights can be operated). Packs 2 and 3 should be switched off when not in use.
- There are 72 installed channels with a maximum load of 2.5KW (10A) per channel.
- All channels are dimmable. The auditorium does not have any switched channels.
- An additional 12 channels are available by way of two DMX 6 channel portable dimmer packs. These are powered using the 32A outlets at grid level.

### Lanterns

- Safety chains must be fitted to all lights suspended from lighting bars. Where an anchor point exists on the lantern these must be used.
- Filter frames and barn doors are always stored with the lantern. Other accessories are kept in the storeroom or on the hooks just outside.
- If a lamp requires replacement please make a note in the lamp log book.

### Cables

- 15A Extension cables of 1.5m, 3m and 5m should be stored on the hooks on the grid. Longer lengths of 10m are stored in the bins at the stage end of the grid.

### Filter

Most of the colour filter stored at the HHP is made by Lee. Non-Lee filter is stored as the nearest Lee colour. Filter is stored as follows:

- The standard colours are available in the drawer unit by the storeroom grouped as either Cold, Warm or Others. We try to ensure we have stock of these colours but this is not guaranteed. Please make a note on the whiteboard of standard colours we have run out of.
- Additional uncut filter (of at least half a sheet) is held in the other drawers.
- Cut filter is stored in wooden boxes by size. Filter should only be stored in these boxes if numbered with the Lee colour number.
- If you cut new filter please ensure that the Lee number is written on it using a chinagraph pencil.
- Metal templates for each frame size are available from the storeroom.

### Derigging

At the end of your production we ask that you help us prepare the theatre for the next hirer by doing the following:

- Return all extension cables to the hooks and bins. Return splitters and adaptors to the storeroom.
- Derig all lanterns hung on a non-fixed bar (except Iris's used for Cyclorama lighting).
- Remove iris's, gobos etc. from the lanterns. We also ask that filter (especially strong colours) are removed from the frames and filed accordingly.
- Return all equipment taken to the stage level back to the grid.
- Areas of the grid are designated as derigging positions for each lantern type. Please derig lanterns to these locations as indicated on the diagram (please see grid notice board).