



**The
Montgomery**

THEATRE TECHNICAL SPECIFICATIONS



**The Montgomery
Surrey Street
Sheffield
S1 2LG**

Tel: 0114 272 0455

**General queries: info@TheMontgomery.org.uk
Technical queries: Tech@TheMontgomery.org.uk
www.TheMontgomery.org.uk**

About Us:

The Montgomery is a multi-purpose venue in Sheffield city centre specialising in family and children's programming, serving the city's thriving arts and faith communities. We showcase many of Sheffield's local performing arts groups, as well as a programme of professional performances especially for families.

The Montgomery Theatre, originally built in 1825 and rebuilt after a fire in 1972, boasts a traditional proscenium arch and seats 420 (240 stalls, 180 balcony). For flexibility, the balcony can remain closed, providing a cosy 240-seater. The Montgomery Studio is located in the original "Lower Hall," and opened in 2013 as a flexible Studio space for rehearsals or small-scale performance a technical specification for the Studio will be available soon.

The Team:

Full-Time Staff:

Managing Director:	Julie Fancher
Systems & Finance Manager	Margaret Brown
Faith & Communities Partnership Manager	Dawn Reynolds
Buildings & Theatre Technician	Nick Clayton

Part-Time Staff:

Marketing & Business Development Officer	Rachel Taylor
Business & Administration Apprentice	Emma Rooker

Casual Technicians:

The Montgomery has a large bank of casual technicians. We have a large variety of technicians that have a preferred discipline such as lighting / sound / set / stage management. So do please be clear what exactly your show requires technically so we can assign the right technician(s).

How To Find Us:

- The Montgomery, Surrey Street, Sheffield, S1 2LG
- We are in the heart of Sheffield city centre, just up the road from the Central Library, and adjacent to Town Hall
- Please note disabled access is not available at present
- Access to Surrey Street is via Arundel Gate, onto Norfolk Street. At the top of Norfolk Street, turn right. The Montgomery is on the right side, facing Town Hall.
- A loading bay is available immediately in front of the theatre, and hourly on-street parking is available.



Parking:

The Montgomery has arranged discounted parking (cars only) at the Arundel Gate NCP: £4/£6 for up to 24 hours if you enter the car park before/after 4pm.

Vans may be parked in Eyre Street car park (APCOA) for the competitive rate of £4.50 for 24 hours. It is an 8 minute walk from the venue. You will need a letter from the venue as proof you are working at the venue.

(The height limit is 2.6m) Eyre Street - The Moor MSCP
Eyre Street
Sheffield S1 4QW
Phone: 0114 272 2124

Vehicles taller than 2.6m: Matilda street open air car park. This is also an 8 minute walk from the venue, the rate is £6.00 for 24 Hours

Euro Car Parks
Car park
Matilda Street
Yorkshire
Sheffield S1 4QW
Phone: 0207 563 3000

Local Accommodation Suggestions:

Jury's Inn: 0114 291 2222, jurysinns.com

Ibis Hotel: 0114 241 9600, ibishotel.com

Holiday Inn Express: 0114 252 6500, hiexpress.com

Premiere Inn, 0871 527 8970, premiereinn.com

Best Western Cutlers, 0114 273 9939, cutlershotel.co.uk

In addition, [The Wilson Carlisle Centre](#) (a 10-minute walk from The Montgomery) are happy to offer the following:

- Single room bed and breakfast @ £40.00
(special offer using the code below - **£35.00**)
- Double room bed and breakfast @ £45.00
(special offer using the code below - **£40.00**)
- Serviced Apartment @ **£100.00**

Call 0114 2787020 and quote reference number TH100 in order to secure the discount.

Get-in Procedure:

Access to the theatre itself is via the main wide, front of house staircase to first floor and through the back of the auditorium stalls. Please allow plenty of time to load equipment up the stairs (34 steps in total from street level). Additional time may be required for parking your vehicles.

Outside of normal opening hours, the entrance gates to The Montgomery will be opened 15 minutes prior to your booking. If you wish to check your times of booking please telephone 0114 272 0455 during office hours or email info@TheMontgomery.org.uk

There is a council-owned loading bay directly outside the venue, capable of fitting 3 Transit vans. However, the bay is frequently used, so you may have to wait your turn to pull in. You will also be given a loading pass.

Disabled Access

Please note the venue does not have disabled access. Please see section 2 appendixes 2 of your terms and conditions for marketing requirements and guidance regarding access.

Stage:

We are a closed stage house (as we do have a fire curtain) and all scenery must conform to the relevant British Standards. Curtains, drapes and gauzes must comply with British Standard 5867, parts 1 and 2 and timber, hardboard and plywood with British Standard 476. We demand that all scenery and props are fire proofed with Flambar© or similar product.

If you are not able to satisfy venue staff or the Local Entertainment Licensing Officer that your props/scenery conform to the relevant standards it will be removed from the venue and destroyed. Further guidance is available from the venue or the Entertainment Licensing Officer for the Sheffield City Council.

Be aware that stage is raked (1ft in 25ft) and that excessive water effects are not allowed to be used as we have live 15A Sockets in dip traps in the theatre floor that cannot be isolated.

The Montgomery has an 18 bar 3-line hemp fly system operated on the stage left fly floor. There are 4 cast iron hand winches on the stage right fly floor for LX bars. There are no flying options in front of the house tabs line. All flymen/women must have a safety induction by the Facilities and Technical Manager and they must be signed off to use the flies. A fly operator can be booked through The Montgomery. (A charge will apply). The Montgomery does have a default hanging plot available in this pack.

The Montgomery has 2 sets of steps leading up to the stage (house left and house right) by default. These can be removed on request.

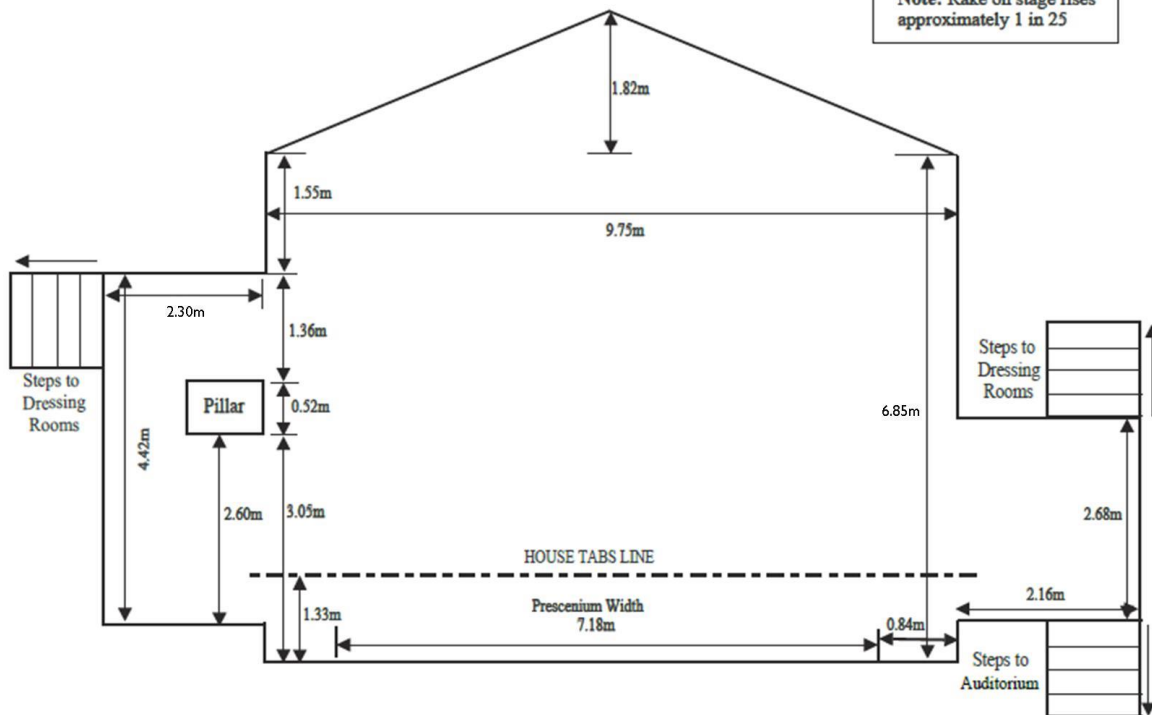
The following dimensions are approximate:

Playing area	7.18 m x 6.48 m
Wing, stage right	2.30 m x 4.42 m
Wing, stage left	2.16 m x 2.68 m
Stage width	9.75 m
Stage depth before triangulation upstage	6.85 m
Height of Proscenium Arch	4.22 m
Width of Proscenium Arch	7.61m
Extension stage platform (Blocks rows A & 50% of B)	4.26 m x 2.13 m
Rake on stage	1 ft in 25 ft

Montgomery Theatre Stage Plan

Not to scale

Note: Rake on stage rises approximately 1 in 25



Lighting:

Control

ETC element 40 – 120 channels – 40 submasters. Cue recording and effects facilities. The lighting desk is located in a control room at the rear of the auditorium.

Please note: The lighting board and sound desk are situated in separate positions. It is not possible for one person to operate both lighting and sound simultaneously. If you wish to operate lighting from a mix position, this will require seats to be taken off sale. If you choose to do this dimmable house lights will also **not** be an option as the dimmer is located in the lighting box only. One of our technicians could do this for you.

Dimmers

40 ways of Hard Patched strand STM Dimming – 40 x 2.4KW (10amp fused) and all outlets are 15 amp sockets.

Independent sockets

There are 9 non-dim sockets in the venue (Rated to 15A – 15A Sockets) – 2 are located on the fly floor (1 left and 1 right) 6 at stage level, and 1 in the FOH rigging area inside the roof space.

There are 14 x 13 amp Sockets in the front of the apron (2 of which are used for the prompt desk and working lights)

Rig

We have a fixed lighting rig in place. A four colour wash: Red L106, Straw L442, Blue L132, and Pink which is a mix of the L106 and L132. This is our standard rig. The rig also has 6 on-stage spots (USR, USL, CS, DSL, DSC & DSR.) Please be aware that the majority of the circuits in the rig are paired left to right (See LX plan for details)

We normally operate a fixed rig policy. However for longer runs, larger alterations to the rig are possible but must be discussed well in advance with the venue.

It is often possible to arrange for a pre-rig before your company's arrival. Should a pre-rig be desired, then please contact the venue as early as possible. Please note that pre-rigs will incur an additional charge on a hire contract.

Lighting is rigged on the 4 winches on the stage right fly floor. The LX bars are unmovable.

LX Bar Positions (measurements taken from front of apron):

- House tab line 1m 20 cm
- LX1 – 1m 77cm
- LX 2- 3m 20cm
- LX3 – 4m 05cm
- LX4 - 5m 35cm

We have 3 FOH bars: auditorium left, auditorium right, and auditorium centre. They help incorporate the 4 colour wash.

Gel

We hold a large stock of Lee filter. Unfortunately we cannot guarantee that we will have all of the colours that you may require but we can usually provide a close match. If you would like specific colours you should ideally supply your own gel.

DMX

The desk and decoder operate on standard DMX with 5 pin XLR connections. There are no DMX points in the venue at all. So you would have to daisy chain units into a 2nd universe on the ETC Element. We also have a Zero 88 decoder in the dimmer room with a DMX through port. Please note we have no DMX splitters in house.

Follow Spots

2 x Strand Solo 2000w follow spots are positioned in the control box at the rear of auditorium with the lighting operator. By default they are plugged into channels 39 + 40 in the dimmers. They cannot be independently dimmed by the operator (unless you supply the means to do so). The Desk has control

Programming

The Montgomery is happy to support LX programming for your show subject to prior consultation with the venue.

Other Lighting Specifications

All Montgomery lanterns are supplied with a hook clamp, safety bond and colour frame. All profiles on stage and FOH use A-size Gobo Holders – no other sizes are available.

The Montgomery would be more than happy to source any additional equipment and gel required for your production – prices can be made available on request.

It is a requirement of your get-out to leave the rig as it was found on your arrival.

Prompt

Euro light prompt desk 10 Chan 4 pin XLR cue lights system

Cue lights located stage right, fly tower on stage left, and the pit

If companies would like additional cue lights they must supply 4 pin XLR to do so.

There is a telephone intercom to connect prompt to lighting, in the event of a cue light system failure.

Prompt desk is located down stage left with a video feed.

Sound

The Montgomery has an in house sound system:

Control

Soundcraft Spirit Live 4 mixer with 12 inputs (XLR or 3/4 jack.), 2 stereo inputs and 4 groups/returns.

1x Mac Mini with Licenced version of Qlab Installed.

2 x Warrior Definitive Pro Power Amplifier (DA-800 Series).

Behringer Ultragraph Pro Graphic Equaliser

Multicore Run

A 20m 24 / 4 multicore cable is used to reach from stage left / Pit to the sound mix position at the rear of the auditorium stalls.

Speakers

The standard setup of speakers in the theatre consists of

- 4x ElectroVoice ELXI 12 (1000w Peak) in walls with 2x stereo output (Balcony L & R / Stalls L & R)
- 4 JBL Control 1's to be used as Balcony Speakers / Delays.
- Fold back / Monitors can be made available on request for a fee.

Microphones

We have in house at the Montgomery 3 Microphone stands, 3 Shure SM58's and the XLR to run them to the Multicore.

Patch

There is no patching required to set up sound in the Montgomery. Everything goes through Multicore on a 1 to 1 basis.

Programming

The Montgomery is happy to support sound programming for your show subject to prior consultation with the venue.

Other Sound Specifications

The Theatre has an induction loop installed.

The Montgomery does not have any Canford (Cans) Packs. They can be hired via the venue, price on request.

When using the sound system it is advisable if bringing CD's to bring 2 copies. If using a memory stick or hard drive, please ensure the file is either AIFF or WAV.

Special Effects

A license from the council's Entertainment Licensing Officer must be applied for via the venue at least 28 days prior to your first performance (failure to give sufficient notice may lead to your application being refused) for the use of the following:

- Pyrotechnics,
- Smoke or haze machines,
- Dry ice,
- Strobes,
- Lasers,
- Guns,
- Cigarette/cigar smoking, Real or Fake cigarettes.
- The use of live animals,

- If the performance is specifically aimed towards or involving children / Vulnerable adults.*
*See Terms and Conditions for Hire Section I Part J

Real flame is not allowed in the venue. See Terms and Conditions of Hire Section 7 for more information

Capacities

In line with the conditions of our Public Entertainment license and in the interests of safety, the maximum number of persons we can accommodate on the stage and in dressing room areas, including chaperones, helpers and technical crew, etc. is **142***.

***Please note:** when there is an orchestra present, the musicians are included in that number.

Visiting companies must supply a sign-in/out sheet. A template can be provided by the venue on request.

Orchestra Pit

There are 3 layouts of the pit available:

Option 1) A full pit suitable for up to 20 musicians. (Dependent on instruments and layout). This requires row A to be entirely removed from sale.

Option 2) a half size pit Suitable for up to 8 musicians (Dependent on instruments and layout) this requires half or row A to be removed from sale. (The visiting company can choose which half. Seats 1 through 11 or 12 through 22.)

Option 3) A small pit suitable for 1-4 musicians (Dependent on instruments and layout). All seats can still be sold with this layout.

*Use of an orchestra pit must be clearly specified at the time of booking and the visiting company must make sure the relevant seats are taken off-sale at the Box Office.

Additional Technical Costs	
Equipment hire, subject to availability:	
LED Pin Spot x2	Price on Application
Mirror Ball with Motor	Price on Application
U.V Cannons	Price on Application
UV Fluorescent Units (Floor Mounted - Down Stage coverage Only)	Price on Application
Strobe (Signage must be used in order to use)	Price on Application
Music Stand With Lights and Cables.	Price on Application
Smoke Machine (Jem ZR12 High Capacity smoke machine)	Price on Application
Smoke Machine (Mini-Mist)	Price on Application
Sennheiser Handheld Radio Mic (Wireless)	Price on Application

Sennheiser beltpack radio mic (inc headset mic (a combination of up to 18 radio mics can be used together) Radio mics booked in groups of 4 will be supplied with paddle antenna and RF distribution	Price on Application
Wired Microphone Shure SM58 (Includes a 10m XLR Cable)	Price on Application
Pair of 12" monitor wedges including Amp	Price on Application
Group of 4 Front fills including Stands (JBL Control 1's, Includes Amp)	Price on Application
Eurolite LED Par64 dmx controlled lights (max 16) Daily hire not available.	Price on Application
Theatre Comms 3 Pack Setup (LX, SFX, and Prompt) includes all cables headsets and belt packs.	Price on Application
Theatre Comms 5 Pack Setup (LX, SFX, Fly Tower, Stage Right and Prompt) includes all cables headsets and belt packs.	Price on Application
Additional Comms Pack Per Beltpack and Headset. (Cable Included)	Price on Application
4 Rifle pick up Mics Front of Stage OR 4 Hanging Pick Up Mics	Price on Application
Mic Stands	Price on Application
Star Cloth	Price on Application
LX Tape and Gaffa Tape (White and Black and spike tape)	<ul style="list-style-type: none"> • £4.50 per role of Gaffa • £1.25 Per Roll Of LX
Cable* (XLR, 15amp, 13amp, DMX)	Price on Application
Photocopying / Printing	Black and White: 5p

Dressing Rooms

Each room is has at least 1 toilet, 1 sink, mirrors and clothes rail(s). Dressing room inventories are also in this pack.		
	Dimensions:	Max legal occupancy:
Dressing Room 1	3.5m x 3.3m	25 standing 11 seated
Dressing Room 2	4.9m x 3.8m	41 standing 18 seated
Dressing Room 3	6.3m x 2.7m	37 standing 16 seated
Dressing Room 4	5.4m x 3.3m	39 standing 17 seated

All Dressing rooms are fitted with a backstage audio relay.

A video feed is available between dressing rooms 1 & 2 in the backstage foyer area and in dressing room 4.

The Montgomery has other multipurpose spaces in the venue:

- The Studio
- The Annexe
- The Mezzanine
- The Gallery
- The Old Library.

If you need to hire addition space, please contact the office.

Refreshments:

The Montgomery's refreshments are served in the Gallery. This space is directly opposite the theatre stalls entrance doors. Refreshments will be available for purchase half an hour before the house opens. The Montgomery serves a range of snacks, ice cream, cold drinks and hot drinks. For evening events, The Montgomery operates a bar; the bar is available for matinees by previous arrangement. For all queries regarding refreshments, please contact the office.