

Dated this _____ day of _____ 2014

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

- And -

Limited

**AGREEMENT FOR TECHNICAL SERVICES AT THE HOLLAND
PARK THEATRE**

Director of Legal Services

Kensington Town Hall

Hornton, Street

London

W8 7NX

Contents

1. Definition of Terms
2. Variation to the Contract Terms
3. Equipment
4. Contract Period
5. Manner of Performing the Services
6. Variations to the Specifications
7. Quality
8. Clearance of Site
9. Plant and Equipment
10. Assignment and Sub-letting
11. Council Rights in Specifications Plans and Process Information etc.
12. No Publicity
13. Compliance with Law
14. Health and Safety
15. Right of Council to Determine the Agreement
16. Prices and Costs
17. Terms of Payment
18. Insurance
19. Indemnity
20. Notification procedure
21. Execution of Formal Contract
22. Force majeure
23. Settlement of Disputes
24. Entire Agreement

25. Governing Law

THIS AGREEMENT is made on the day of April 2014

BETWEEN

(1) **THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA** of the Town Hall, Hornton Street, London, W8 7NX (the “Council”); and

(2) [contractor] **LIMITED** (Company number:) whose registered address isthe “Contractor”).

IT IS AGREED AS FOLLOWS:

1.0 DEFINITIONS OF TERMS

1.1 In the Contract Documents wherever the following words and expressions are used they shall, except where the context requires otherwise, have the meanings hereby assigned to them:

	<u>TERM</u>	<u>DEFINITIONS</u>
1)	“Authorised Officer”	<i>means the Head of Arts and Leisure and the Operations Manager and any person or persons duly authorised by the Council to act in such capacity about whom the Contractor is notified in writing by the Council as being an Authorised Officer.</i>
2)	Confidential Information”	<i>means any information that has been designated as confidential by either party in writing or that ought to be considered as confidential including information which relates to the business affairs of the Council, trading practices, intellectual property rights and know how.</i>

- 3) **“Contract Terms”** *means these terms and any modification thereof duly made in accordance with their provisions.*
- 4) **“Contract Documents/ Agreement”** *means these terms and the Specifications.*
- 5) **“Contract Period”** *the Agreement will start on the 3rd of March 2014 and end on 2nd March 2019 unless extended or determined in accordance with these terms.*
- 6) **“Contract Price”** *means the sums described in the Pricing Schedule payable to the Contractor by the Council in accordance with these terms for full and proper performance of the Services.*
- 7) **“Contractor”** *means [to be entered].*
- 8) **“Council”** *means the Mayor and Burgesses of the Royal Borough of Kensington and Chelsea*
- 9) **“Decommissioning”** *means the dismantling and removal of the Equipment in accordance with the Specification and vacating the Site at the end of An Opera Season*
- 10) **“Equipment”** *means all machinery, plant engines, tools, kit, tackle etc brought upon the site by the Contractor for the purpose of performing the Services.*
- 11) **“Good Industry Practice”** *means that degree of skill, care, prudence and foresight and operating practice which would reasonably and ordinarily be expected from time to time of a skilled and experienced operator (engaged in the same type of undertaking as that of the Contractor or any sub-contractor (as the case may be) under the same or similar circumstances.*
- 12) **“Price Review”** *means the annual review in March of the Contract Price based on changes*

- 1.2 Words importing the masculine gender include the feminine gender and vice versa.
- 1.3 Words in the singular include the plural and vice versa.
- 1.4 Words importing individuals shall be treated as importing corporations and vice versa.
- 1.5 References to clauses, paragraphs and schedules are references to clauses, paragraphs and schedules of this Agreement
- 1.6 Headings are for ease of reference only and shall not affect construction.
- 1.7 Reference to supervisory staff shall be construed as including all staff performing a supervisory' or managerial function.
- 1.8 Reference to any enactment, order, regulation or other similar instrument shall be construed as a reference to any enactment, order, regulation or instrument as amended or re-enacted by any subsequent enactment, order, regulation or instrument.

2.0 VARIATIONS TO THE CONTRACT TERMS

- 2.1 Subject to Clause 6 no variation shall be effective unless it is recorded agreed in writing and signed by the Authorised Officer and by the Contractor's representative.

3.0 EQUIPMENT

- 3.1 The Contractor shall provide all necessary Equipment apparatus and facilities to undertake the Services and shall ensure that the Equipment apparatus and facilities used are suitable to undertake the Services.
- 3.2 Except where it is notified that such insurance is taken out by the Council in its capacity as owner of the property the Contractor shall make its own arrangements for insurance of any Equipment, apparatus and materials kept on Site.

4.0 CONTRACT PERIOD

- 4.1 This Contract shall commence on the third day of March 2014 and shall continue in force until the 2nd day of March 2019 unless it is extended or terminated in accordance with the provisions hereunder.
- 4.2 The Council may without further obligation terminate this Contract at the end of its third year by three months' prior written notice.
- 4.3 Subject to satisfactory performance by the Contractor during the Contract Period the Council may extend the Contract on three occasions for a further period of up to two years on each occasion (the "Extension Period"). The clauses of this Contract will apply throughout any such extended period unless otherwise stated to the Contrary.

5.0 MANNER OF PERFORMING THE SERVICES

- 5.1 The Contractor shall ensure that the Services are performed in a safe, proper, skilful and professional manner in accordance with but without prejudice to the generality of the foregoing:-
- i) in accordance with this Agreement and where no higher standard is specified in compliance with
 - ii) Good Industry Practice and
 - iii) any relevant orders, guidance, rules or regulations issued by the London Fire and Civil Defence Authority and
 - iv) the Places of Public Entertainment Technical Regulations set by the Director of Environmental Health of The Royal Borough of Kensington and Chelsea and
 - v) Any relevant by-laws or regulations made by the Council insofar as any of them apply to the Site or parts thereof and
 - vi) Any manufacturers' recommendations for usage.
- 5.2 As Holland House is a Grade I Listed building and on the list of endangered buildings, the Contractor should take special care, when setting up, to avoid attaching anything to the fabric of the House or the other buildings on the Site.
- 5.3 The Contractor shall make no delivery nor commence Services on Site before obtaining the Authorised Officer's consent.
- 5.4 Access to and possession of the Site shall not be exclusive to the Contractor but only such as shall enable him to carry out the Services concurrently with the execution of work by others.

5.5 The Council shall have the power at any time during the performance of the Services to order in Writing:

- i. The removal from the Site of any materials or Equipment which in the opinion of the Council are not in accordance with the Contract Documents
- ii. The substitution of proper and suitable materials
- iii. The removal and proper re-execution (not withstanding any previous test thereof or interim payment thereof) of any part of the work which, in respect of material or workmanship, is not in the opinion of the Council in accordance with the Contract Documents.

6.0 VARIATIONS TO THE SPECIFICATIONS

6.1 The Council shall have the right, from time to time, by notice in writing to direct the Contractor to add to or to omit, or otherwise vary, the Services, and the Contractor shall carry out such variations and be bound as though the said variations were stated in the Contract Documents.

6.2 Where the Contractor receives any such direction from the Council which would occasion an amendment to the Contract Price the Contractor shall, with all possible speed, submit for the Council's consideration the proposed amount of any such amendment which shall be agreed between the parties. Failing agreement the matter shall be determined in accordance with clause 23 (dispute resolution).

6.3 If, in the opinion of the Contractor, any such direction is likely to prevent the Contractor from fulfilling any of his obligations under this Agreement he shall so notify the Council and the Council shall decide with all possible speed whether or not the same shall be carried out and shall confirm his instructions to such an extent as may be justified. Until the Council so confirms his instructions they shall be deemed not to have been given.

7.0 QUALITY

7.1 All Equipment and Services supplied shall, except as otherwise expressly provided in this Agreement, comply with the following requirements, namely: -

- i) Be of the respective kinds specified and described in the Specification or in the event of the Specification being silent then in accordance with Good Industry Practice.
- ii) Be new or fully serviced and within reasonable operating life for use over the course of the Performance Period.

8.0 CLEARANCE OF SITE

8.1 On completion of Installation the Contractor shall remove from the site any empty or unwanted cases, flight cases, stillages etc and clear all rubbish arising out of the Services and leave the Site in a clean and tidy condition.

8.2 On completion of an Opera Season the Contractor shall remove his Equipment and shall clear away from the site all rubbish arising out of the Services and leave the Site in a clean and tidy condition

9.0 PLANT AND EQUIPMENT

9.1 The contractor shall provide all plant, and equipment required to fulfill the services.

9.2 Any plant used must be agreed in writing by the Operations Manager no later than one month prior to the delivery date.

9.3 Plant delivery and collection dates and times must be made with agreement in writing from the Operations Manager no later than one month prior to their delivery and collection.

9.4 All operators of plant and equipment must carry valid licenses applicable under UK law and health & safety legislation and HSE guidelines.

10.0 ASSIGNMENT AND SUB-LETTING

10.1 This Agreement shall not be assigned by the Contractor nor sub-let as a whole. The Contractor shall not sub-let any part of the work without the Council's written consent, which shall not be unreasonably withheld, but the restriction contained in this clause shall not apply to sub-contracts for materials, for minor details, or for any part of which the makers are named in the Contract Documents. The Contractor shall be responsible for all work done and goods supplied by all sub-contractors.

10.2 The council may, in its absolute discretion, assign the Contract or any part thereof and will give written notice of any assignment to the Contractor. This Clause in the Contract executed by the Contractor shall stand as the Contractor's consent to the assignment of the benefit, burden or whole contract by the Council.

11.0 THE COUNCIL'S RIGHTS IN SPECIFICATIONS, PLANS, PROCESS INFORMATION, ETC.

- 11.1 Any specifications, plans, drawings, process information, patterns or designs supplied by the Council to the Contractor in connection with this Agreement shall remain the property of the Council and any information derived there from or otherwise communicated to the Contractor in connection with the Contract which is Confidential Information shall not be disclosed to any third party, or made use of by the Contractor except for the purpose of implementing the Agreement.
- 11.2 The Contractor shall be deemed hereby to have consented to the copying, distributing and use by the Council of any drawings or plans supplied by him, solely for the purpose of the Council procuring licensing consents and effective liaison between all contractors working on the Site.
- 11.3 Any specifications, plans, drawings, process information, patents or designs supplied by the Contractor to the Council in connection with the Contract shall remain the property of the Contractor and any Confidential Information shall not, without consent in writing of the Contractor be published to any third party, or made use of by the Council except for the purpose of implementing the Agreement.

12.0 NO PUBLICITY

- 12.1 No photographs of any of the Council's equipment, installations or property shall be taken without the Council's prior consent in writing.
- 12.2 The Contractor shall not disclose the existence of the Agreement in any publicity material or other similar communication to third parties without the Council's prior consent in writing.

13.0 COMPLIANCE WITH LAW

- 13.1 In performing the Services the Contractor shall give such notices as are required by law to be given to persons legally entitled to receive such notices.
- 13.2 Without prejudice to any other Contract Term the Contractor shall ascertain and conform to the provisions of all statutes, EC Directives, Orders and Regulations issued under delegated legislation and shall not do any unlawful act or omit to do anything required by law or incidental to the performance of the Services and shall not cause or permit to be caused any interference, nuisance, injury annoyance or prejudice (whether immediate or consequential) with or to the rights, interest, property or person of any person or persons, The Contractor shall be responsible and shall indemnify the Council against any liabilities, claims or damages and costs arising from the actions of the Contractor or its employees during the course of their employment and whilst engaged on the Services.

14.0 HEALTH AND SAFETY AT WORK

- 14.1 The Contractor shall, whenever on premises belonging to or under the control of the Council, comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- 14.2 The Contractor shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Council on request.
- 14.3 The Council shall have the right to monitor the Contractors' work with regard to health and safety to ensure full compliance with relevant safety legislation.
- 14.4 The Contractor shall be responsible for the suitability and safety of the Equipment used by him and no Equipment shall be used which may be unsuitable, unsafe or liable to cause damage. Without lessening the absolute responsibility of the Contractor in regard to such Equipment the Council shall have the right to inspect such Equipment and if in the Council's opinion it is unsuitable it shall not be used to perform the Service, no extra time or payment being allowed to the Contractor for replacement.
- 14.5 The Contractor should take special care that all necessary precautions are taken to safeguard equipment, cabling and connectors in the event of adverse weather conditions,
- 14.6 Health and Safety monitoring will be carried out by the Authorised Officer and the Council's Health and Safety Officer. Monitoring will be carried out by way of advice and inspections, the results of which will be recorded.
- 14.7 The Authorised Officer is empowered to suspend the provision of the Service or part thereof in the event of non-compliance by the Contractor with his health and safety statutory duties.

15.0 RIGHT OF COUNCIL TO DETERMINE THE AGREEMENT

- 15.1 The Council shall be entitled (without prejudice to any right of action accruing or already accrued) to terminate this Agreement immediately if at any time there shall be any serious or continuing breach or series of breaches by the Contractor of any of these Contract Terms or if he shall neglect or fail or refuse to carry out any of his obligations hereunder.
- 15.2 If the Contractor shall on any occasion for any reason whatsoever fail to perform his obligations under the Agreement to the satisfaction of the Authorised Officer, the Council shall (without prejudice to any right of action the Council may have in respect of such failure) be entitled to have the Services or part of the Services carried out by any other person, firm

or company and any additional costs to the Council shall be recoverable from the Contractor.

15.3 If the Contractor being a sole trader, a partnership, or a company limited by share capital or guarantee shall at any time during the execution of the Services become bankrupt or commit any act of bankruptcy or if during the execution of this Agreement a receiver or manager is appointed by the debenture holders (if any) or by a Court or a resolution for the winding-up of the Contractor (whether for the purpose of reconstruction or otherwise) is passed by the shareholders thereof or any order for the compulsory winding up of the Contractor is made by a Court or any execution is levied upon the goods of the Contractor then the employment of the Contractor under this Agreement shall be forthwith automatically determined; However, the said employment may be reinstated and continued if the Council and the Contractor, their trustees in bankruptcy, liquidator, receiver or manager, as the case may be, shall so agree.

15.4 The Council shall be entitled to determine the Agreement and to recover from the Contractor the amount of any loss resulting from a determination of the Agreement if the Contractor shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or having forbore to do any action in relation to the establishment of contractual relations or the execution of the Agreement or of any other contract entered into by the parties or for showing or forbearing to show favour or disfavour to any person in relation to the Agreement or any other contract to which the principals are party to or if the like acts shall have been done by any person employed by the Contractor acting on his behalf (whether such acts were with or without the knowledge of the Contractor) or if in relation to this or any other related contract any employee or person acting on his behalf shall have committed any offence under the *Bribery Act 2010* or the *Enterprise Act 2002* or shall have given any fee or reward, the receipt of which is an offence under *Section 117(2) of the Local Government Act, 1972*.

16.0 PRICES AND COSTS

16.1 The Contract Price is deemed to include all costs appertaining to the provision of the Services and are inclusive of any and all contingencies arising as a result of an increase in the cost of labour, materials, plant, Contractor's equipment, accessories, tax, insurance, fuel and any matter or thing appertaining to the performance of the Services or likely to increase the costs to the Contractor of performing his obligations under the Agreement.

16.2 The Contract Price shall be fixed for the first Opera Season in the Contract Period. Thereafter the Contract Price for each Opera Season shall be subject to an annual Price Review and increased or decreased in accordance with the percentage change in the February Retail Price Index for the preceding 12 months and published in the middle of March.

17.0 **TERMS OF PAYMENT**

17.1 The Annual Contract Price shall be paid in three equal installments following each of these payment events:

1st payment after completion of provisional installation;

2nd payment after completion of main installation, and

3rd payment after completion of de-installation

17.2 Within 14 working days of a payment event the Contractor shall provide the Council with a correct valid VAT invoice for one third of the annual Contract Price. Provided there is no dispute about performance of the services the Council shall make payment on the invoice in full within 30 days from receipt of the invoice.

17.3 Value Added Tax, where applicable, shall be shown separately on all invoices as a strictly net extra charge.

18.0 **INSURANCE**

18.1 The Contractor shall have in force throughout the Contract Period and shall require any sub-contractor to have in force:-

- (i) Employer's liability insurance giving £10 million cover and
- (ii) Public liability insurance for such sum and range as the Contractor deems appropriate but not less than £5 million for any one occurrence,
- (iii) Professional indemnity insurance with a limit of indemnity of not less than five million pounds (£5,000,000) per claim or series of claims arising from one event,

and any other insurance required under these Contract Terms.

18.2 The Contractor shall, if and when required by the Council, secure the performance of indemnities by entering into such policies of insurance with an insurance company of repute, to the reasonable satisfaction of the Council.

18.3 All such insurance shall contain an indemnity to principal clause to the satisfaction of the Councils Insurance officer.

18.4 The policy of insurance shall be shown to the Council's Insurance Officer whenever requested together with satisfactory evidence of payment of premiums.

19.0 INDEMNITY

19.1 The Contractor shall indemnify the Council in respect of any injury or death and any damage or destruction of property (including property belonging to the Council) and against all costs, claims, demands, or proceedings arising there from which may arise out of or in connection with performance or non-performance of this Agreement.

19.2 Where liabilities arise to the Council through the Contractors and or its subcontractors' negligence and the Contractor and/or its sub-contractors and its or their staff have merely contributed by their negligence to such a claim, the Council will only rely on this indemnity to the extent of the Contractor's or its sub-contractors' contributory negligence.

20.0 NOTIFICATION PROCEDURE

20.1 The Contractor shall give immediate notice to the Council in the event of any accident or damage likely to form the subject of a claim against the Council's insurance and shall give all the information and assistance in respect thereof that the Council's insurers may require, and shall not negotiate, pay, settle, admit or repudiate any claim without the written consent of the Council's insurers, and shall permit the insurers to take proceedings in the name of the Contractor or recover compensation or secure an indemnity from any third party in respect of any of the matters covered by the said insurance.

20.2 The Council may from time to time, if it deems it necessary or advisable, by written notification to the Contractor, suspend the execution of the Services or part thereof for such time as it may consider appropriate.

20.3 Any notice required to be served upon the Contractor shall be in writing and shall be deemed sufficiently served if given to the Contractor or his representative servant or agent or left for him or sent by recorded delivery post addressed to him at his usual or last known place of abode or principal place of business.

20.4 Any notice required to be served by the Contractor upon the Council shall be addressed to the Head of Arts and Leisure, Stable Yard, Holland Park, London W8 6LU.

21.0 EXECUTION OF FORMAL CONTRACT

21.1 The Parties shall execute this Agreement as a Deed.

22.0 FORCE MAJEURE

22.1 If either Party is unable to perform any obligation under this Agreement because of an event of Force Majeure which is both beyond that Party's control and is such that the Party with the application of all due diligence and foresight could not prevent which causes the cessation of or a substantial interference with the performance of the Service, the duty of the Party to perform the relevant obligation shall be suspended until such circumstances have ceased. The Council shall not be liable to make any payment to the Contractor in respect of the suspension of the Service or any part of it by reason of an event of Force Majeure and any sum already paid in respect of any part of the Service not yet performed shall be held to the credit of the Council and returned to the Council.

22.2 For the purposes of this Clause 22 the circumstances in sub-Clauses 22.2.1 to 22.2.6 are events of Force Majeure

22.2.1 explosion;

22.2.2 war;

22.2.3 civil disorder;

22.2.4 fire or flood;

22.2.5 actual or threatened terrorist attack; or

22.2.6 acts of local or central Government or other competent authorities (other than the Council in its capacity as contracting Party).

23.0 SETTLEMENT OF DISPUTES

23.1 Unless the Agreement has already been terminated the Contractor must in every case continue with the provision of the Service. If there is a dispute or difference concerning the interpretation or operation of this Agreement then either party shall notify the other that it wishes the dispute to be referred to a meeting of the Authorised Officer and the Contractor to resolve, negotiating on the basis of good faith.

23.2 Subject to mediation under clause 23.3, if after 28 Days (or such longer period as both parties may agree) of the date of the notice referred to in clause 23.1 the dispute has not been resolved then either party may notify the other that it wishes the dispute to be referred to a meeting of their Senior Representatives, whose identities are to be agreed, to resolve by negotiating on the basis of good faith.

23.3 As an alternative to resolution by Senior Representatives under clause 23.2, if after 28 Days (or such longer period as both parties may agree) of the date of the notice referred to in this clause 23.1 the dispute has not been resolved then either party may notify the other that it wishes to attempt to settle the dispute by mediation, in accordance with the Centre for Dispute Resolution ('CEDR') Model Mediation Procedure 8th Edition (February 2004) (the 'Model Procedure') or such later edition as may be in force from time to time.

23.4 If the parties cannot agree on the identity of the Mediator then either party may request CEDR to appoint one.

23.5 The Model Procedure shall be amended so that:

23.5.1 either party may make a written statement of its case to the Mediator prior to the commencement of the mediation. This is subject to the proviso that any such statement shall be provided to the Mediator not less than 10 Working Days before the mediation is to commence (or such other period as may be agreed by the Mediator);

23.5.2 the Mediator shall be instructed to provide either party with a written report of the result of the mediation within 10 Working days of the conclusion of the mediation.

23.6 Both parties agree to:

23.6.1 use their best endeavours to ensure that the mediation starts within 20 Working Days of the appointment of the Mediator; and

23.6.2 to pay the Mediators fee in equal shares.

23.7 Any agreement reached as a result of mediation shall be binding on both parties but if the dispute has not been settled by mediation within 10 Working Days of the mediation starting then either party may commence litigation proceedings (but not before then).

23.8 Neither party shall be precluded by this clause 23 from taking such steps in relation to court proceedings as the parties (as case may be) may deem necessary or desirable to protect their respective positions. This shall normally be limited to issuing or otherwise pursuing proceedings to prevent limitation periods from expiring and applying for interim relief.

24. **ENTIRE AGREEMENT**

24.1 This Contract constitutes the entire agreement and understanding between the Parties in relation to the subject matter hereof and supersedes all prior

representations, arrangements, understandings, agreements, statements, or warranties (whether written or oral) relating to the same.

25. **GOVERNING LAW**

25.1 This Contract shall be governed by and construed in accordance with English Law and the parties hereby submit to the exclusive jurisdiction of the English Courts.

IN WITNESS of which the Parties have executed this Contract as a **Deed** on the date set out at the beginning of this Contract.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE ROYAL)
BOROUGH OF KENSINGTON AND)
CHELSEA was hereunto affixed)
in the presence of:-)

Signed as a **DEED** by

(Name of Company).....

Registered Office.....

Acting by a Director and its

Secretary or two Directors:

Director (signature)

Director/Secretary (signature)

PRICING SCHEDULE

[Details to follow]

HOLLAND PARK THEATRE TECHNICAL SERVICES SPECIFICATION

1. GENERAL REQUIREMENTS

- 1.1 The Contractor shall hire out, install, service and remove the complete venue and stage electrical distribution, lighting, sound, flown trussing system, surtitles, computer network infrastructure & closed circuit television system for the Theatre over the 2014 (and subsequent) season(s) in accordance with the Terms and Conditions of Contract and this Specification.
- 1.2 All equipment should be new or fully serviced prior to installation.
- 1.3 Appendices I, II & III are based on the most recent equipment specifications. These appendices represent the type, quantity and standard of equipment that is felt to be necessary to carry out the services. It is understood that lighting units, sound equipment, brands etc may vary between companies and that alternative solutions may arise. The equipment listed is intended as a guide unless otherwise stated.
- 1.4 Appendix I – Lighting, Rigging, Power Distribution Specification – covers all aspects of lighting at Holland Park Theatre (Auditorium Lighting, General Public & Backstage Lighting, Performance Lighting) and the associated rigging and power distribution requirements.
- 1.5 Appendix II – Sound Specification – covers all aspects of production sound and public address requirements
- 1.6 Appendix III – Video & CCTV – Specification – lists requirements for all aspects of video and CCTV at Holland Park Theatre.

2. MAIN INSTALLATION PERIOD

- 2.1 The contractor will be required to attend the site at specified times throughout the 10 week build period. A provisional Build Schedule will be sent to all contractors.
- 2.2 With the exception of items detailed otherwise within the specification, it is expected that the contractor shall confine the installation time to the dates on which the venue has been made available.
- 2.3 A Technical Services handover will be undertaken in the last week of the build period (subject to confirmation). It is anticipated that this will take all day.
- 2.4 The contractor will be required to attend the site on the week preceding the Production Period to correct any faults and / or make any changes

requested by the Authorised Officer.

3 CHIEF ELECTRICIAN

- 3.1 The contractor shall with the prior written agreement of the Council, engage the services of a Chief Electrician who possesses the qualifications set out in Appendix X.
- 3.2 The Chief Electrician shall work for the contractor during the technical installation and de-installation periods. This is important as their understanding of the site and installation is key in the fulfillment of the role during the production period.
- 3.3 The council will reimburse the Contractor for the services of the Chief Electrician up to but no more than an amount notified to the Contractor by the Authorised Officer prior to the appointment.
- 3.4 See Appendix X for job description.

4 VEHICLE ACCESS

- 4.1 Consent must be obtained from the Operations Manager prior to vehicular access to Holland Park. All vehicle movement in the park must be agreed in advance.
- 4.2 Large deliveries and collections (deliveries involving vehicles larger than a light commercial vehicle) schedules must be provided a minimum of one month before access is required. Schedules will detail both the type of vehicles to be used on site and the dates and times for all delivery / collection.
- 4.3 Vehicle access within the theatre boundary (as opposed to the park) is fairly constrained and access for vehicles larger than a 7.5 tonne lorry is not possible. Vehicles larger than a 7.5 tonne lorry wishing to deliver to the front (south) of the theatre must be unloaded outside the theatre site.
- 4.4 Any change in vehicle type, the contractor may wish to make during the contract period shall be submitted to the Operations Manager for consideration no later than one week in advance of their start date.
- 4.5 Access for 45ft articulated trailers is possible within the boundaries of the park directly outside the theatre site via the gate on Ilchester Place. Equipment may then be unloaded and moved on to the theatre site to which there is sloped access. Plant may be used to unload.
- 4.6 Large deliveries and collections must be made outside of parks opening hours. These are deliveries made by vehicles larger than a light commercial vehicle. Parks opening hours are base on daylight hours and at the relevant times of year are typically 0730 – 2000hrs.

- 4.7 Any vehicle larger than a light commercial vehicle (including all plant) must be walked into or around the park by a banksman in hi-vis.
- 4.8 All vehicles entering the theatre site past the cafe seating must have a banksman. Site security or designated OHP staff may be available in some instances.
- 4.9 Deliveries at weekends are prohibited unless outside of parks opening hours or urgent.
- 4.10 The Theatre Management retain the right to request a change in delivery vehicle types should the delivery vehicle be deemed to be inappropriate for use on the theatre site.
- 4.11 The contractor will be expected to co-operate with other contractors requirements for vehicle access.
- 4.12 There is no parking available on site, with the exception of heavy plant. Vehicles are only granted access to the Theatre site for delivery / collection purposes.

5 POWER SUPPLY

- 5.1 Power to the theatre site is provided by a 100 amp 400/230v 3 phase supply terminating in six SP&N 63 amp CEE Form BS 4343 sockets, twenty four 15 amp socket outlets and a 1 25amp TP&N CEE Form BS 4343 socket outlet supplied from a 63 amp breaker which is located in the Holland House Area and a 200amp 400/230v 3 phase supply terminating in an LEB pillar with busbars which is located adjacent to the seating stand on the opposite side of the designated escape route.
- 5.2 The contractor must bear in mind these supplies serve the entire venue including the provision of power to the sound reinforcement system.
- 5.3 The contractor is expected to provide distribution of power to all areas detailed in this specification.

6 CANOPY & TRUSSING

- 6.1 The Technical Services Contractor must supply a proposed trusses and performance rig design as part of the tender documentation. A 19m x 8.4m Litec Libera truss/grid system has previously been used above the stage. This proved to be very useful as it aided other show factors and this or a very similar system (if available) must be used. Three standard approx. 20m box trusses were used above the auditorium for FOH & Auditorium lighting and speaker points.
- 6.2 The Technical Services Contractor will be required to work with the Operations Manager and/or canopy manufacturer on revising the weight related aspects of the contract as and when it becomes appropriate.

- 6.3 The weight loadings of the canopy are indicated on the drawing in Appendix I.
- 6.4 The weight shall be equally distributed between the points and shall not exceed the stated weight loadings.
- 6.5 Loads shall act upon the structures vertically, as any diagonal forces will tend to distort the shape of the canopy and invalidate the guarantees of the canopy stage truss and all other rigging points.
- 6.6 The rig shall have a secondary support system with separate fixing points.
- 6.7 The main bar / truss shall have a secondary support system with separate fixing points where / if necessary.
- 6.8 Each section of the secondary truss shall have a secondary support point.

7 PREPARATION OF A TRUSS/GRID DESIGN

- 7.1 The contractor shall provide a design for a suspended overhead lighting and sound trussing/grid system for use with the canopy arrangement.
- 7.2 The design of the truss shall have capacity to meet the needs of both the lighting, sound, minor scenic requirements detailed within the specification.
- 7.3 The design of the FOH trusses shall allow canopy clearance when movement occurs due to wind. The truss shall not come into contact with the canopy at any time due wind movement.
- 7.4 Allowing for the above, the main truss/grid shall not be flown at less than six and a half (6.5) metres from the stage.
- 7.5 The truss shall clear the front of the portico by a minimum point five (0.5) metres. This minimum should include an allowance for wind movement.
- 7.6 The design shall be approved by the Royal Borough of Kensington and Chelsea's Arts, Environmental Health and The District Surveyors Offices.
- 7.7 The design shall be drawn to scale with a scale of not less than 1:100.
- 7.8 The contractor shall show the side elevation and front elevation which shall clearly show the flown height of the truss. Any such elevations shall be drawn to scale with a scale of not less than 1:100.
- 7.9 The proposed design and drawings shall be submitted to the Operations Manager for approval no later than two months in advance of the start date.

- 7.10 Any modifications the contractor may wish to make to the truss design during the contract period shall be made in full consultation with the Operations Manager.
- 7.11 Any modifications may only be carried out after the Operations Manager has granted approval.

8 PREPARATION OF A TECHNICAL SPECIFICATION FOR THE RIGGING AND FLYING OF THE TRUSSES / GRID SYSTEM

- 8.1 After approval is granted for the design of the trusses / grid system the contractor shall present a fully documented technical specification on the proposed rigging and flying of the all trusses / grid systems.
- 8.2 The specification shall include scale drawings of the rigging showing motor positions, cables, shackles and connections.
- 8.3 The safe working loads of all motors, cables, shackles and connectors shall be clearly documented within the specification.
- 8.4 The contractor shall provide the appropriate guarantee certificates of the safe working loads of all motors, cables, shackles and connectors.
- 8.5 Any such guarantees shall be provided as part of the technical specification.
- 8.6 The contractor shall provide full documentation on the factors of safety.
- 8.7 The specification drawings shall be drawn to scale with a scale of not less than 1:100.
- 8.8 The specification shall include a full list of equipment.
- 8.9 The contractor shall show the side elevation and front elevation which shall clearly show the flown height of the truss. Any such elevations shall be drawn to scale with a scale of not less than 1:100.
- 8.10 The proposed specification and drawings shall be submitted to the Operations Manager not later than two months in advance of their start date.
- 8.11 Any modifications the contractor may wish to make to the technical specification during the contract period shall be submitted to the Operations Manager for consideration no later than two months in advance of their start date.
- 8.12 The contractor's technical specification, and any subsequent modifications, for the rigging and flying of the truss shall be approved by the Royal Borough of Kensington and Chelsea's Arts, Environmental

Health and District Surveyors Offices.

9 ACCESS TO CANOPY SUSPENSION POINTS USING HEAVY PLANT

- 9.1 The contractor shall be responsible for the hire of any and all equipment required for the assembly, dismantling and flying of the trusses grid system.
- 9.2 Within the technical specification the contractor shall provide full details of any plant which the contractor proposes to use in the flying of the truss.
- 9.3 The contractor shall submit technical details of any heavy plant for approval by the Operations Manager by no later than two months in advance of their start date.
- 9.4 The contractor shall submit a proposed delivery schedule and delivery method of any heavy vehicle by no later than one month in advance of their start date.
- 9.5 The final approval for the type heavy plant to be used shall be retained by the Operations Manager.
- 9.6 The contractor shall ensure that any heavy plant required shall not exceed thirteen (13) tonnes.
- 9.7 The contractor shall ensure that any heavy plant used is confined to the gravel paths.
- 9.8 The movement of any heavy plant on the site shall remain subject to the Operations Manager's approval at all times.

10 FLYING OF THE FOH TRUSSES & GRID SYSTEM

- 10.1 The contractor shall ensure that the trusses that are above the seating has been flown to its working height a minimum of eight (8) hours prior to the arrival and installation of the seating stand.
- 10.2 The contractor shall ensure that the rigging and flying of trusses and grid system shall be overseen by a trained, competent and qualified rigger
- 10.3 The contractor may be requested to provide copies of all appropriate registration and certification.
- 10.4 The contractor shall be able to fly the truss in at the conclusion of each season after the seating contractor has removed the seating stand.

11 CONTROL POSITIONS

- 11.1 The control position for the lighting and sound operator is at the rear of the seating stand in an enclosed control room.
- 11.2 The stage management control position may be at the rear of the seating stand or at any point either side of stage including the arcades upstage, either side of the house.
- 11.3 The contractor is responsible for providing covers for all control desks.

12 MANAGEMENT LIGHTING

- 12.1 For the purposes of Holland Park Theatre, Site Lighting is deemed to cover three areas: Auditorium Lighting, General Public & Backstage Lighting, Performance Lighting.
- 12.2 The site lighting in all areas of the premises shall be in operation continuously during the whole of the time that the public are on the premises unless it is so desired for any reason in connection with the performance that the lighting in the auditorium, other than the lighting of the exit notices, may be reduced or extinguished.
- 12.3 Adequate emergency lighting must be provided in all areas.
- 12.4 **Auditorium Lighting**
- 12.4.1 The auditorium is to be lit so as-to ensure all public areas are clearly illuminated. Areas that require illumination are:
- the general auditorium;
 - the aisles of the auditorium;
 - the transverse pathway between the seating stand and the stage area.

 - the bars and bar storerooms located under the auditorium

 - under seating storage spaces
- 12.4.2 The general auditorium lighting shall be on separate circuits to the aisles and the transverse.
- 12.4.3 The minimum amount of light required for the general auditorium is ten thousand (10,000) watts (or equal to this dependent on units used) spread evenly over the entire seating stand.
- 12.4.4 Six (6) spare circuits shall be provided within the auditorium.
- 12.4.5 The aisle and transverse lighting must be additional to this.

- 12.4.6 Provision shall be made for colour filter and colour frames for the general auditorium lanterns.
- 12.4.7 The Theatre Management retain the right to request a change in the colour provided should they deem it necessary.
- 12.4.8 The seating standing is blue with dark blue seats and blue carpet
- 12.4.9 The seating stand will be approximately twenty seven point eight (27.8) metres wide and twenty one point eight (21.8) metres deep. The seating stand will rise to an approximate height of five point nine (5.9) metres. Further to this there will be a Mezzanine Floor adjacent to the seating stand. This will be approximately twenty seven point one (27.1) (incl. Stairs) metres wide and five point five (5.5) metres deep. The height of the Mezzanine Floor is approximately four point two (4.2) metres.

12.5 **General Public & Backstage Lighting**

General Public lighting is to cover all other areas to which the public have access on the theatre site. The areas that require specific illumination are:

- 12.5.1.1 the staircases from the rear of the seating stand to the foyer and the dormitory;
- 12.5.1.2 the foyer (upper & lower levels (Mezzanine));
- 12.5.1.3 all pathways within the theatre venue;
- 12.5.1.4 the approach path to the main entrance;
- 12.5.1.5 the main entrance stairs and landings;
- 12.5.1.6 the side entrance;
- 12.5.1.7 the exits from the foyer to each side;
- 12.5.1.8 All temporary structures/marquees: the Terrace, Dutch Garden Lounge, Picnic Deck, Oak Room marquees. Site, Security & Stewards offices. Backstage structures and any kitchen areas;
- 12.5.1.9 the gravel area in front of the Picnic Deck;
- 12.5.1.10 Any public entrance ways, access points or vestibules;
- 12.5.1.11 the portable toilet units;
- 12.5.1.12 the disabled toilet unit;

- 12.5.1.13 the vehicle turning area.
- 12.5.2 The pathways and foyer will remain illuminated throughout performances.
- 12.5.3 Various temporary structures are erected for the use of patrons. In addition to providing an exclusive area for members and guests these areas are also used for corporate hospitality events. The sockets supplying these areas should be a 13 amp BSI 363 socket to allow connection of fittings supplied by the marquee contractors for these periods. Alternatively sufficient 'jumper' cables should be provided to meet this requirement.
- 12.5.4 Consideration should be given to use parts of the infrastructure as lighting positions.

For example the council owns collars designed to fit the canopy masts for use as lighting positions.
- 12.5.5 All general public lighting should be controlled from the LX Control position on the seating stand.

12.6 **Decorative Lighting**

- 12.6.1 Provision shall be made for decorative lighting of the venue.
- 12.6.2 Two (2) starcloths shall be provided and installed as the ceiling to the vomitory.
- 12.6.3 Decorative lighting of the venue is deemed to be an important part of the provisions of lighting services to Holland Park Theatre and should enhance the ambience of the theatre.
- 12.6.4 Whilst the decorative lighting may form part of the General Public Lighting, it should be considered to be ancillary to the General Public Lighting.

13 **PERFORMANCE LIGHTING**

13.1

The performance lighting rig shall be designed in consultation with the Operations Manager.

- 13.2 Given the time restrictions during production changes and the weight restrictions of the canopy, as outlined in Section Five (5), moving lights are essential.

- 13.3 All lanterns which form part of the performance lighting shall be provided with two (2) colour frames (where applicable).

13.4 The fixed beam profiles shall be provided with a range of lenses offering different beam sizes (where applicable)

13.5 Each type of profile shall be provided with one (1) Iris.

13.6 Each profile shall be provided with a Gobo holder.

13.7 All PC's and Fresnel's shall be provided with barn doors (if applicable).

13.8 **Front of House Lighting**

13.8.1 Please refer to Appendix III for lantern type and rigging position.

13.9 **Overhead Truss**

13.9.1 Please refer to Appendix III for lantern type and rigging position.

13.9.2 There shall be a minimum of twelve (12) spare circuits on the truss.

13.10 **Side-lighting**

13.10.1 Please refer to Appendix III for boom information.

13.10.2 Each boom shall have a minimum of two (2) spare circuits to allow for floor circuits.

13.10.3 There shall be an additional minimum of six (6) spare channels on a suitable multicore either side of stage.

13.11 **Overhead Special Lighting**

13.11.1 The specials allocation shall include the capacity for orchestra call lights and a conductor's special.

13.11.2 The specials allocation shall include the capacity to light the portico of the house.

13.12 **Appearance of Lanterns and Equipment**

13.12.1 All Performance lantern stock shall be matt black.

13.12.2 All booms and base plates shall be matt black.

13.13 Colour Filters

13.13.1 Colour shall be provided for the lanterns that are to be fixed focused for the duration of the season. This shall be done in consultation with the Operations Manager.

13.13.2 Colour shall be provided for both the Auditorium Lighting and the Foyer Lighting. All colours selected shall be subject to the approval of the Operations Manager.

14 SPARE LAMP STOCK

14.1 The provision of spare lamp stock at the commencement of the contract shall not be less than 10% of any lamp required for the venue. This level shall be maintained throughout the season. Any lanterns known to use more lamps than this should have a significantly higher spare allocation

14.2 The contractor shall provide spare fuses for all the types of cartridge fuses used in equipment on site.

15 SPARE LANTERN STOCK

15.1 Provision shall be made of at least two (2) spare lantern of each type used in the installation.

15.2 In the event of duplication of lantern types to fulfil the venue requirements, provision of two (2) spare lantern per type of usage shall be made.

15.3 Each spare lantern shall be fitted with a safety chain and hook clamp.

15.4 In the event of the spare lantern being used to replace a defective unit, the faulty lantern shall be collected and the spare lantern replaced within twenty four hours of the contractor being notified.

16 DIMMING AND CONTROL

16.1 Dimming Control

16.1.1 All dimmers shall have a minimum capacity of 10 amps.

16.1.2 All dimmers shall be digital.

- 16.1.3 Rack information shall include whether the rack is hard-wired, plug-in modular or intelligent modular etc.
- 16.1.4 Dimmers and main distribution units shall be located either in the Stage Left Wing or under the seating stand.
- 16.1.5 Spare dimmer modules shall be provided in both dimmer areas. The spare modules should not be less than 10% of the overall number of dimmers required.

16.2 **Performance Lighting Control**

- 16.2.1 All Performance lighting shall be controlled by the lighting operator at the rear of the seating stand.
- 16.2.2 The control desk shall be an ETC Eos with Ion Backup.
- 16.2.3 Interface from this control surface shall be using an appropriate, professional and current network system.
- 16.2.4 A wireless remote shall be provided for the lighting control
- 16.2.5 A minimum of four touchscreens will be supplied with the control system, minimum size of 19"

16.3 **Other Lighting Control**

- 16.3.1 Some lighting circuits are switched locally using switches owned by Opera Holland Park. These switches have 16a input, 16a link and 16a switched output. These are used in dressing rooms, offices and the security cabin.

17 **EXIT LIGHTING**

- 17.1 The contractor is expected to provide sufficient independently maintained, internally illuminated units (at least thirty (30)). The positions of the exit signs need to be determined during the build period.
- 17.2 All legends must comply with the EC Safety Signs Directive (92/58/EEC).
- 17.3 All legends shall be sufficiently bold and contrasting as to be clearly visible in the event that the emergency lamp should fail.
- 17.4 All legends shall show the correct direction of exit. The direction of the running man and the direction of any arrow should not conflict.

- 17.5 Unless approved by the Council no other notice shall be incorporated in, or form part of an exit notice.
- 17.6 The lighting of corridors and staircases that form the means of escape from all portions of the premises shall be maintained continuously while the premises are in use.
- 17.7 There shall be no projections from any walls or ceiling below such clear height of six (6) foot, nine (9) inches in any such staircase, lobby, corridor or passage that may impede the free flow of persons using it.

18 EMERGENCY LIGHTING

- 18.1 A system of Emergency Lighting shall be provided by the Contractor. All emergency Lighting shall comply with BS 5266.
- 18.2 The Emergency Lighting may be supplied from the same source as the normal lighting but should also be capable of being powered by an independent supply. The independent supply should be brought into operation immediately and automatically in the event of failure of the normal supply.
- 18.3 All parts of the site to which the public have access and all exit ways should be provided with emergency lighting capable of providing sufficient illumination for the public to leave the premises safely.
- 18.4 Any part of the premises which may be used by staff and performers in case of an emergency should be provided with normal lighting and
- 18.5 The electrical supply for safety lighting shall be obtained from a sub-main independently controlled at the main distribution centre for the premises.
- 18.6 Where two (2) lighting systems are provided each shall be so installed that a fault or accident arising on one system shall not jeopardize the other.
- 18.7 Unless otherwise permitted by the Council any battery supplying the Emergency Lighting shall be capable of maintaining the full safety-lighting load continuously for a period of not less than three (3) hours.
- 18.8 The approved load connected to the battery shall not be altered without the consent of the Council.
- 18.9 Any automatic changeover contactor provided to transfer the safety lighting from the general lighting supply to the battery supply shall be so designed as to operate immediately and efficiently to the Council's satisfaction.
- 18.10 Unless otherwise permitted by Council such automatic change-over contactor shall comply fully with BS 764:1990.

18.11 Emergency lighting shall also be provided at the main electrical distribution positions and underneath the seating stand.

19 SECURITY LIGHTING

19.1 Provision shall be made for security lighting of the stage, wing space, auditorium, foyer, north terrace and production huts.

19.2 The security lighting shall have a dedicated supply.

19.3 The security lighting shall be independently switchable from the security cabin.

19.4 Security Lighting and power distribution shall be installed three (3) weeks prior to the main electrical installation (where applicable).

19.5 Security lighting and power distribution shall be removed three (3) weeks after the conclusion of each season (where applicable).

20 CCTV SYSTEM

20.1 The Borough owns a CCTV system.

20.2 The contractor shall mount 32 cameras in locations determined at the beginning of the season.

20.3 The cameras shall feed a switching and display system with capacity to show 1, 4, 8, 16, 32 cameras, picture in picture, record while monitoring, playback while monitoring.

20.4 The contractor shall install this rack in the Security Cabin, running in all of the necessary feeds to make the system fully operational.

20.5 The contractor shall be responsible for providing all cabling and connectors required for the installation of the system.

20.6 The contractor is required to label the system.

20.7 The contractor is responsible for briefing the security guard on how to operate the system.

21 WORKING LIGHTS

21.1 The contractor shall provide sufficient work lights to ensure safe working conditions within the auditorium, stage and wings (mci. the downstage wings). A Working light shall also be provided to illuminate the rubbish bins / skip by the side entrance.

- 21.2 These shall be able to be independently switched from the security lighting although the overnight security lighting for these areas may form part of the work lights.
- 21.3 Work lights suspended on the truss shall be switchable from the lighting control position and from stage level.
- 21.4 Blue working lights are required up-stage on both sides of stage and in both downstage wings. The light output should be such that it does not bleed onto the stage.

22 UTILITY LIGHTING (to be confirmed where indicated)

- 22.1 The contractor shall supply all relevant cable, connectors, termination points and fittings for the provision and distribution of the utility lighting.

23 SINGLE PHASE SUPPLY

- 23.1 The contractor shall supply all relevant cable, connectors and termination points for the provision and distribution of single phase supplies required on site. All supplies shall be constant.
- 23.2 Each Bar will require a thirty two (32) amp supply, terminating in BS 1363 sockets.
- 23.3 The security hut will require a thirty two (32) amp supply, terminating in BS 1363 sockets.
- 23.4 A thirty two (32) amp supply shall be made available for the provision of power to the temporary toilet facilities located outside the right hand perimeter of the main terrace. This supply shall terminate in three 16 amp CEE Form BS 4343 sockets.
- 23.5 Two (2) thirteen (13) amp circuits, one either side of the stage, shall be provided. Each circuit shall consist of double thirteen (13) amp blocks situated mid stage and up stage.
- 23.6 A thirteen (13) amp circuit at the front of the permanent stage, shall be provided to supply the orchestra pit. This shall terminate in thirteen (13) amp sockets at four (4) points along the front edge of the stage.
- 23.7 The control position which will require thirteen (13) amp supplies terminating in four (4) way blocks at the stage management position.
- 23.8 Two (2) thirteen (13) amp supplies terminating in four (4) way blocks shall be provided at either end of the entire control desk.

- 23.9 These are additional to any other thirteen (13) amp supplies required by the contractor at the control position.
- 23.10 The latecomers camera and monitor will require a thirteen (13) amp supply.
- 23.11 All “distro boxes” should be housed in waterproof containers like “shed boxes”.
- 23.12 The catering prep tent will require 32 amp to 6 x 13 amp supply.

24 CABLING

- 24.1 The contractor shall supply all necessary lighting and sound cabling and cabling equipment throughout the site.
- 24.2 Where the in-ground ducting is not used, or cable is not secured to an existing feature of the site, excluding Holland House, all cables shall be flown. The final cable routing shall be done in consultation with the Operations Manager.
- 24.3 All under stage cabling including multicore, TRS, control, thirteen (13) amp supply and sound cables shall be laid in advance of the permanent stage being installed.
- 24.4 The contractor shall ensure that any connection points located under the stage are easily accessible.
- 24.5 The under-stage area can become flooded. Consideration should therefore be given to the elevation of cables and, in particularly, connectors.
- 24.6 Terminating sockets and connectors shall be able to be secured to the underside of the stage to prevent the egress of water.
- 24.7 The contractor shall ensure that there are no connection points within the in- ground pipe work.
- 24.8 Contractors shall ensure that cables routed through the in-ground ducting should have connections and terminating points protected from the egress of water.
- 24.9 The contractor shall ensure spare multicore, control cables etc. are run along side in-ground cabling.
- 24.10 The contractor shall ensure spare multicore, control cables etc. are run along side under-stage cabling.
- 24.11 The contractor shall ensure that spare multicore ways are provided for performance lighting.

- 24.12 Contractors shall ensure that cabling is not laid over hook clamps.
- 24.13 Cable runs at the control position shall be clearly identifiable as to the equipment controlled.
- 24.14 Cables run from the in ground ducting beneath the seating stand to control desk and the truss may be run via holes cut in the decking of the control platform. Any special requirements for cable routing shall be decided in consultation with the Operations Manager.
- 24.15 There is an established cable route from under the seating stand to the stage left wing.
- 24.16 Cabling run from under seating stand to the truss shall not exert or create stresses on the canopy and its fixing points.
- 24.17 Cables run from under seating stand to truss shall be housed in fixed cladding to the height of the rear cladding of the seating stand. Cabling from this point to the truss may then be clad in soft white flame retardant material.
- 24.18 The contractor shall ensure that all external sockets, junction boxes etc are suitably protected from the egress of water.
- 24.19 Approximately ten (10) temporary cable trays, approximately two point four meters (2.4m) long and eight inches high may be made available to the contractor if required.
- 24.20 The contractor shall submit a proposed cable routing plan for the entire site to the Operations Manager for approval by no later than six (6) weeks in advance of the start date.
- 24.21 Any modifications the contractor may wish to make to cable routing during the contract period shall be made in full consultation with the Operations Manager.
- 24.22 Any modification may only be carried out after approval has been granted by the Operations Manager.
- 24.23 The cable routing plan shall show details of all cables including type, termination type, termination point and purpose.
- 24.24 All “distro boxes” should be housed in waterproof containers like “shed boxes”.

25 ONSITE ELECTRICAL CONTROL

- 25.1 Overload protection (e.g., fuses or circuit breakers) to final sub-circuits shall be rated so as to afford protection to the apparatus connected thereto. All circuits and sub-circuits must be RCD protected.

- 25.2 Switches, fuse boards and other control apparatus shall be so installed as to minimise the possibility of interference by the public.
- 25.3 Lighting switches within reach of the public which control portions of the essential (maintained) lighting shall be of key-operated pattern.
- 25.4 On stage, platforms and similar positions where the lighting is of a necessity subject to frequent changes, sufficient permanently installed sub-circuits shall be provided to minimise the use of temporary wiring. Circuits and sub-circuits terminating in suitable connectors for the attachment of temporary control apparatus shall be provided in positions accessible only to authorised persons. In addition, suitable protected portable distribution boards shall be provided to ensure adequate fuse protection to final sub-circuits fed through socket outlets.
- 25.5 Every socket outlet which is accessible to the public shall be so constructed that the pins of the plugs and the socket outlets cannot be touched while they are live.
- 25.6 Socket-outlets and plugs used for the connection of apparatus operating at different voltages shall not be interchangeable.
- 25.7 Lighting equipment used on stage shall be of stout construction, encased in rigid non-combustible material and designed to withstand the temperature generated, without giving excessive temperature rise on the outer casings and to resist mechanical damage.
- 25.8 Lighting battens and other lighting fittings on stages, platforms etc., shall be spaced away from any surroundings likely to interfere with their efficient ventilation.
- 25.9 Ample space shall be provided for the convenient operation and proper maintenance of all switchgear. I
- 25.10 All switchgear and distribution boards shall be clearly marked to indicate the circuits controlled.
- 25.11 As required by the Council, a diagram and/or schedule indicating clearly the arrangement of the circuits and sub-circuits, the position of distribution boards and sizes of cables shall be provided.
- 25.12 Where voltages exceeding low voltage are used, permanent conspicuous warning notices shall be provided adjacent to the equipment concerned.
- 25.13 The control apparatus shall be so constructed and arranged as to avoid the danger of fire, electric shock or injury to the artists or to the staff. The outer casing of such apparatus shall be substantially constructed of metal and shall be efficiently earthed.
- 25.14 The control apparatus, cables, lighting units, etc., shall be placed only in approved positions and shall be so arranged as not to cause congestion or obstruct any exit or impede access to fire fighting appliances and shall,

as far as practicable, be fixed well away from any combustible materials. Where cables or lighting units are necessarily in close proximity to combustible materials, they shall be adequately protected. Where necessary cables shall be protected against mechanical damage.

- 25.15 The control apparatus, lighting units, etc., shall be so spaced apart or protected as to avoid the risks of electric shock at medium voltage; and means of isolation for the electric supply shall be provided in a readily accessible position adjacent to the temporarily installed control apparatus.
- 25.16 The construction, arrangement and installation of lighting fittings shall be such as to reduce to a minimum the risk of interference, of fire and injury to persons.
- 25.17 The electrical design shall be such as to avoid cross-phasing. This is a particular consideration where the lighting and power are supplied to one area via different supplies.

26 EARTH BONDING

- 26.1 The contractor will install Earth Bonding for the power and lighting systems in accordance with the regulations cited in clause 68 a of the Council's Rules of Management for places of Public Entertainment and as required by the Inspecting Officer.
- 26.2 All earth bonding shall comply with regulations 413-02 and 471-08 as specified in BS 7671:2001 IEE Wiring Regulations Sixteenth Edition.
- 26.3 Installation of Earth Bonding shall be carried out in consultation with the appointed sound contractor to ensure optimum sound reproduction quality (where applicable).
- 26.4 All metal structures on the site will require supplementary earth bonding. The provision of which shall be deemed to be the responsibility of the Technical Services contractor, this includes the completed stage structure, It will however, be the responsibility of the theatre technicians to bond the individual stage decks to one another at the time of construction.

27 RIGGING OF LANTERNS

- 27.2 It is required that all lanterns be fitted with safety bonds.

28 PORTABLE APPLIANCES

- 28.1 Provision for the connection of portable electric appliances shall be made only in positions approved by the Council and shall be subject to such conditions as the Council may consider necessary.

29 VENTILATION OF EQUIPMENT

29.1 Voltage regulation equipment shall be adequately ventilated to prevent excessive rise of temperature under normal working conditions.

30 SYSTEMS OF WIRING

30.1 Systems of wiring employed for permanent electrical installations shall be those in which all cables and conductors are enclosed throughout in protective covering of non-combustible material of adequate strength to resist mechanical damage; arrangements being provided to ensure satisfactory electrical conductivity to earth.

31 DISUSED WIRING AND APPARATUS

31.1 Council regulations require that wiring and apparatus which will be out of use during the run of a production, or which is not likely to be required for a period exceeding one (1) month, shall be disconnected from the electric supply during such period, and that permanently disused wiring and apparatus shall be removed. Therefore all wiring and apparatus must have the ability to be disconnected and removed, without affecting the capability of the remainder.

32 STAGE MANAGEMENT REQUIREMENTS

32.1 Cue Lighting

32.1.1 A cue lighting system shall be installed.

32.1.2 The contractor shall provide all cable, multicore and distribution units required.

32.1.3 The cue light master station shall be able to operated from the stage management position at the rear of the auditorium and from any point either side of stage.

32.1.4 The position of the master station notwithstanding the system shall allow the technical control position to be cued via cue lights.

32.1.5 The cue light master station shall not exceed five hundred millimetres (500mm) wide by two hundred fifty millimetres (250mm) deep.

32.1.6 A minimum of twelve (12) out stations shall be provided.

32.1.7 Cue light connection points shall be provided at:

- a) Inside centre doors of portico - on each side of the dividing wall
- b) Upstage right arch behind masking flats

- c) Upstage left arch behind masking flats
- d) Upstage right edge of stage
- e) Upstage left edge of stage
- f) Midstage left edge of stage
- g) Midstage right edge of stage
- h) Downstage left edge of stage
- i) Downstage right edge of stage
- j) Centre of pit
- k) Lighting Control position
- l) Sound Control position
- m) Centre of rear wall of auditorium

32.1.8 All 'daisy chain' connections from point to point shall originate behind the upstage masking flats so as to minimise disruption if any connection around the stage is knocked loose during a performance.

32.1.9 In view of 32.1.8 consideration should be given to the use of radial circuits only in the design of the system.

32.2 **Calling System**

32.2.1 A stage management calls system to the dressing rooms, backstage portacabins, production hut and crew hut shall be provided.

32.2.2 The contractor shall provide all cable and connectors required.

32.2.3 The stage management calls system shall be able to be operated from the control desk and from any point at either side of stage to the backstage area.

32.2.4 The system should incorporate a master volume control and local volume controls.

32.3 **Music Stands**

32.3.1 Fifty-five (55) RAT music stands shall be provided.

32.3.2 One (1) conductor stand shall be provided.

32.3.3 The lamps supplied shall should be forty (40) watt.

32.3.4 The stands shall be fitted with thirteen (13) amp plugs or a “daisy chain system.

33 PROVISION OF A SMOKE MACHINE

33.1 The contractor shall provide one (1) two hundred and forty (240) volt smoke machine deemed to be safe to use in this environment.

33.2 The contractor shall provide one (1) ten (10) metre length of ducting hose and appropriate connectors/adaptors.

33.3 The contractor shall provide a remote control unit for the smoke machine.

33.4 The contractor shall provide a twenty metre remote control extension cable.

33.5 The contractor shall provide five (5) litres of smoke fluid.

33.6 Canisters containing fluorocarbon propellant shall not be deemed acceptable.

34 PROVISION OF A VIDEO DISTRIBUTION SYSTEM

34.1 The contractor shall provide (2) cameras and ten (10) TV monitors. The contractor shall be responsible for installing and maintaining the video distribution system.

34.2 The contractor shall mount one camera in a central position at the rear of the auditorium. This shall provide optimum coverage of the stage and will be known as the FOH Camera.

34.3 The contractor shall mount one camera in the orchestra pit (this will have a flexible position). The purpose of this camera is to provide a view of the conductor. This will be known as the PIT Camera.

34.4 Any screens connected to the PIT camera feed must be low latency.

34.5 The FOH Camera signal shall be sent to:

- the latecomers TV, positioned within the rear wall of the seating stand: 40” – 45” flatscreen;
- the site office: 20” – 24” flatscreen;
- the members marquee (Oak room): 28” – 32” flatscreen;
- Inside the Holland house: 20” – 24” flatscreen;
- backstage 20” – 24” flatscreen;
- USL behind the permanent masking flats: 28” – 32” screen.
- USR behind the permanent masking flats 28” – 32” screen.
- the Holland Park Youth Hostel (feed only)

- 34.6 The PIT Camera signal shall be sent to:
- the stage management position at the control desk at the rear of the auditorium 20" – 24";
 - USL behind the permanent masking flats; and
 - USR behind the permanent masking flats.
 - To the FOH area
 - Above the stairs of the Vomitory (visible from the stage) 40" – 45" flatscreen;.
 - To the booms placed at wither corner of the seating stand 26" – 32" flatscreen.
 - Inside the Holland house: 20" – 24" flatscreen;
- 34.7 Spare cables and connectors shall be provided to allow the repositioning of monitors receiving either signal at any point around the stage and wings.

35 SOUND SYSTEM REQUIREMENTS

- 35.1 A sound reinforcement system is required.
- 35.2 The sound system shall be flexible enough to provide optimum reinforcement and effects playback for opera and orchestral music within the auditorium and stage area.
- 35.3 The contractor shall ensure that there is an even distribution and quality of sound to all seats within the auditorium.
- 35.4 The contractor shall provide a full explanation on the design of the sound profile.

36 BATTERY BACKUP

- 36.1 Provision for battery backup for the portion of the PA system providing front of house announcements and show relay systems shall be provided.
- 36.2 The battery life shall be at least three (3) hours.

37 SOUND MIXING AND CONTROL

- 37.1 All sound reinforcement, effects playback and announcements (excluding stage management announcements) will be operated from the sound control position.
- 37.2 The mixer desk shall have sufficient inputs and outputs for optimum control of the sound reinforcement system.
- 37.3 The mixer desk shall provide a minimum of twenty four (24) input channels switchable between midline and capable of supplying 48V phantom power.
- 37.4 There shall be at least 4 group faders to which any one of the input channels can be assigned.

37.5 The desk shall provide assignable pre/post fade facilities for each auxiliary send on any channels intended to be used for show relay purposes.

37.6 In addition to all desk outputs used to run the sound reinforcement system an auxiliary or matrix output shall be reserved for the recording of sound during performances.

38 AMPLIFIERS

38.1 The contractor shall provide all necessary amplifiers with which to power the sound system.

38.2 Amplifiers may be located under the seating stand directly beneath the control platform, subject to approval from the Council's Arts and Environmental Health Offices. Final location and housing of the amplifiers shall be done in consultation with the Operations Manager.

38.3 Provision shall be made for one (1) spare amplifier of each type used in the installation.

39 SPEAKER REQUIREMENTS

39.1 The contractor shall provide sufficient and suitable speakers to ensure optimum sound reproduction throughout the auditorium and stage area.

39.2 Whilst speakers may be hung from the overhead trussing, care should be taken due to weight bearing and distribution limitations and the focusing requirements of incoming lighting designers.

39.3 A minimum of four (4) monitor speakers shall be provided. Each of these speakers shall be individually controllable.

39.4 These speakers shall be able to be located anywhere on or around the stage, the wings, the orchestra pit, or the upstage arcades behind the masking flats.

40 FRONT OF HOUSE ANNOUNCEMENTS

40.1 Speakers shall be provided in the foyer, public picnic area and members marquee corporate for pre-show music and announcements.

40.2 Speakers shall be provided to cover the area immediately outside the park cafe and the external seating area adjacent to the theatre's side entrance.

40.3 Speakers shall be provided in the male, female and disabled park public toilets.

40.4 Speakers shall be provided for the mobile toilet units, which are situated to the right of the theatre enclosure.

40.5 The system shall have the capacity to deliver announcements to all areas of the theatre, either individually, generally or in selected groups without any time limits through a microphone and playback from CD.

41 SHOW RELAY

41.1 Show relay will be required in all offices, dressing rooms, workshops and running rooms.

41.2 The system should incorporate both a master volume control and local volume controls.

42 PROVISION OF MICROPHONES

42.1 Sufficient microphones shall be supplied to provide:

- a) Overhead mic's to provide show relay.
- b) Mic's to pick up some individual instruments in the pit.
- c) Float mic's to pick up singers on stage.
- d) Stage management call mic from either upstage left, upstage right or FOH control position.
- e) Theatre management announcements from the FOH control position.

43 EFFECTS PLAYBACK

43.1 Effects playback shall be offered on compact disc (2) and auxiliary input (2).

43.2 All effects playback units shall be situated at the sound control position at the rear of the seating stand.

43.3 Graphic equalizer for auditorium and onstage foldback sends shall be provided.

44 RECORDING FACILITIES

44.1 The majority of incoming opera companies will wish to make either a video recording or audio recording of the performance. In some cases both.

44.2 Contractors should bear this in mind when determining the position of the overhead microphones.

45 AUDIO INDUCTION LOOP (OR SIMILAR)

45.1 An audio induction loop (or similar) for hearing impaired patrons shall be installed.

45.2 To ensure patron access to all seats the induction loop shall service the entire auditorium.

45.3 The audio induction system shall ensure that the quality of sound is consistent throughout the auditorium.

46 COMMUNICATION SYSTEMS

46.1 Three (3) communication systems shall be provided: one (1) for front of house, one (1) for backstage and one (1) for stage management.

46.2 The Operations Manager shall be the only person who needs to be included within all systems.

46.3 Each system shall be separate from the other.

46.4 All appropriate associated connectors, cables, batteries and battery chargers for the communication systems shall be provided.

46.5 If a battery powered system is installed the battery shall have a minimum life expectancy of ten hours or be capable of being fully recharged in one hour.

46.6 The contractor shall be expected to ensure that all licensing requirements regarding radio frequencies are met. The contractor shall provide documentary evidence of any required licenses if requested.

46.7 Backstage Communications System

46.7.1 A technicians communication system is to be provided. The system should comprise of twelve wired stations, twelve wireless stations and one master station.

46.7.2 All substations shall consist of a belt pack capable of offering two (2) circuits and be switchable between them and two (2) way headset.

46.7.3 Substation connection points shall be provided at:

- Inside centre doors of portico;
- Upstage right arch behind masking flats;
- Upstage left arch behind masking flats;
- Upstage right edge of stage;
- Upstage left edge of stage;
- Midstage left edge of stage;
- Midstage right edge of stage;
- Downstage left edge of stage;
- Downstage right edge of stage;

- Lighting control position;
- Sound control position;
- Stage Management control position which may be at the rear of the auditorium or USL or USR behind the permanent masking flats;
- Crew hut; and
- the production hut;

46.7.4 All daisy chain' connections from point to point shall originate behind the upstage masking flats so as to minimise disruption if any connection around the stage is knocked lose during a performance.

46.7.5 In view of 46.7.4 consideration shall be given to the use of radial circuits only.

46.8 **Front Of House Communication System**

46.8.1 A Front Of House radio communication system shall be provided.

46.8.2 14 (14) units shall be provided. (House Manager, Main Gate, Side Gate, Members Area, Float, Bar, Operations Manager, Security, Fire Officer & Spare).

46.8.3 The system shall allow complete freedom of movement on site.

46.8.4 All of the units shall be fitted with headset or ear piece.

47. **INSTALLATION AND DISTRIBUTION DOCUMENTATION**

47.1 Unless otherwise stated the contractor shall provide two copies of the documents specified.

47.2 **Electrical Distribution Index**

47.2.1 An electrical distribution index shall be provided.

47.2.2 This index shall be presented in a typed, bound A4 format.

47.2.3 Each table requested in the electrical distribution index shall be presented separately.

47.2.4 The contractor shall submit the proposed electrical distribution index to the Operations Manager for approval one (1) month in advance of the start date.

47.2.5 The contractor shall submit a revised electrical distribution index to the Operations Manager on completion of the installation, showing any amendments by hand.

- 47.2.6 The contractor shall deliver three (3) copies of the final electrical distribution index to the Operations Manager with all amendments having been incorporated, within one (1) week of the installation being completed.
- 47.2.7 The electrical distribution index shall include a table containing all cable runs with source, phase, cable type, cable lengths and connection types for the management lighting.
- 47.2.8 The electrical distribution index shall include a table containing all multicore runs with source, phase, cable type, cable lengths and connection types required for the performance lighting.
- 47.2.9 The electrical distribution index shall include a table containing all cable routing including ways, lantern type and number of lanterns controlled per way, lantern capacity and colour for the management lighting.
- 47.2.10 The electrical distribution index shall include a table containing the allocation of multicore ways including spare ways, lantern type and number of lanterns controlled per way, lantern capacity, and colour for the performance lighting.
- 47.2.11 The electrical distribution index shall include a table containing control allocation/channel number, dimmer number, lantern type controlled, number of lanterns controlled, lantern capacity and lantern placement for the management lighting.
- 47.2.12 The electrical distribution index shall include a table containing control allocation/channel number, dimmer number, lantern type controlled, number of lanterns controlled, lantern capacity and lantern placement for the performance lighting.
- 47.2.13 The electrical distribution index shall include a table for emergency and exit lighting containing source, phase, unit type, location of unit, cable type, cable length, connection types and number of connections.
- 47.2.14 The electrical distribution index shall include a table for security lighting of the venue containing, source, phase, control, cable run, cable type, length of cable, unit, placement of unit.
- 47.2.15 The electrical distribution index shall include a powering up and closing down sequence for the security lighting including location of all security lighting switches/controls.
- 47.2.16 The electrical distribution index shall include a table for utility lighting containing source, phase, cable type, cable length, type and number of connectors, termination type, termination point, unit type control.

- 47.2.17 The electrical distribution index shall include a table with single phase distribution containing source, phase, constant/non-constant, termination type, termination placement and control units.
- 47.2.18 The electrical distribution index shall include a phase distribution table for the two hundred (200) amp supply front of house and the one hundred and fifty (150) amp supply backstage.
- 47.2.19 The electrical distribution index shall include an independent effects table containing, placement of control unit, type of control unit, cable type, cable lengths, termination points, connector types and number of connectors.
- 47.2.20 The electrical distribution index shall include an earthing distribution table.
- 47.2.21 The electrical distribution index shall include the powering up and down procedure for the installation and control desks.
- 47.2.22 The completed version of the electrical distribution index shall include one copy of the final:
- Performance Lighting Plan;
 - Technicians Lighting Plan; and
 - Technicians' Floor Electrics Plan.
- 47.2.23 The plans bound in the electrical distribution index shall be able to be unfolded from within the electrical distribution index.
- 47.2.24 The completed version of the electrical distribution index shall include written instructions for emergency procedure in event of lighting board failure.

47.3 **Sound Distribution Index**

- 47.3.1 A sound distribution index shall be provided.
- 47.3.2 The sound distribution index shall be presented in a typed, bound A4 format.
- 47.3.3 Each table requested in the sound distribution index shall be presented separately.
- 47.3.4 The contractor shall submit the proposed sound distribution index to the Operations Manager for approval one (1) month in advance of the start date.
- 47.3.5 The contractor shall submit a revised sound distribution index to the Operations Manager on completion of the installation, showing any amendments by hand.

- 47.3.6 The sound distribution index shall include a mixer output routing table containing desk control, processing unit, control amplifier, cable type, cable lengths, speaker type, speaker placement and number of speakers.
- 47.3.7 The contractor shall deliver three (3) copies of the final sound distribution index to the Operations Manager with all amendments having been incorporated, within one (1) week of the installation being completed.
- 47.3.8 The sound distribution index shall include a mixer input table, containing source, cable routing, cable type, termination points, termination types, input number, line / mic and labelling of spare ways.
- 47.3.9 The sound distribution index shall include a microphone table containing placement, function, type, cable type, termination points, termination type, number and patch sequence if applicable.
- 47.3.10 The sound distribution index shall include a speaker table containing speaker placement, function, type and number of speakers.
- 47.3.11 The sound distribution index shall include a communication system table containing system allocation, unit type, termination points, termination types, location of master station/distribution unit, cable runs and cable type.
- 47.3.12 The sound distribution index shall include a cue light cable table containing master station termination points, unit termination points, termination type, cable runs, and position of distribution unit.
- 47.3.13 The sound distribution index shall include an amplifier control table containing amplifier number, amplifier type, amplifier capacity, input control and output control.

47.4 **Other Documentation**

- 47.4.1 A video distribution index shall be provided. This shall include a system diagram showing unit type, termination points, termination types, location of cameras and monitors, cable runs and cable types.
- 47.4.2 An equipment list shall be provided. Three (3) copies of the full equipment list shall be submitted to the Operations Manager within one (1) week of the installation being completed incorporating any amendments.

- 47.4.3 The contractor is expected to leave all relevant instruction manuals for the equipment provided.
- 47.4.4 The contractor shall provide typed instructions for the emergency procedure in event of lighting board failure on completion of the installation.
- 47.4.5 The contractor shall submit a draft installation schedule to the Operations Manager for approval six (6) weeks prior to the main installation period.
- 47.4.6 The contractor shall submit a detailed proposed removal schedule to the Operations Manager three weeks (3) prior to the closure of each season.

48. SITE PLANS

- 48.1 The contractor shall provide a site plan(s) showing all the equipment they propose to rig on and around the theatre site. Two (2) copies of this plan(s) shall be submitted six (6) weeks in advance of the start date.
- 48.2 The site plan(s) should include the position of Holland House, the permanent stage and pit in relation to the overhead truss.
- 48.3 The site plan(s) should include a clearly laid out legend explaining the information contained within the plan.
- 48.4 Existing plans of the site are attached (not to scale).
- 48.5 **Technicians' Lighting Plans**
 - 48.5.1 The Technicians' Lighting Plan shall include all performance lighting, including circuit numbers, lantern placement, lantern type, lantern pairing, lectriflex ways, phase and independent termination points.
 - 48.5.2 The Technicians' Lighting Plan shall include all management, exit and safety lighting installed on the overhead truss. This shall include lantern type, circuit number, pairing, multicore ways and phase.
 - 48.5.3 Two (2) copies of the Technicians' Lighting Plan which shall be on a scale of 1:50 shall be submitted one (1) month in advance of the start date.
 - 48.5.4 Six (6) copies of the Technicians' Lighting Plan which shall be on a scale of 1:50 shall be provided within one (1) week of the installation being completed incorporating any amendments.

- 48.5.5 All copies of the Technicians' Lighting Plan shall be entitled as such.
- 48.5.6 All copies of the Technicians' Lighting Plan shall include the contractors twenty four emergency telephone number.
- 48.5.7 All copies of the Technicians' Lighting Plan shall include the contractor's business hours telephone number.
- 48.5.8 Computerised drawings shall be provided at the same time.

48.6 **Technician's Floor Electrics Plans**

- 48.6.1 A plan showing the floor electrics layout shall be provided.
- 48.6.2 The Technicians' Floor Electrics Plan shall include side-lighting cable runs, ring main cable runs, floor circuit cable runs, all other cable runs, showing ways including spares, connection points, connection types, termination points, termination type, lectriflex ways where appropriate and phase.
- 48.6.3 Two (2) copies of the Technicians' Floor Electrics Plan which shall be on a scale of 1:50 shall be submitted one (1) month in advance of the start date.
- 48.6.4 Two (2) copies of the Technicians' Floor Electrics Plan which shall be on a scale of 1:50 shall be provided on installation completion showing any amendments by hand.
- 48.6.5 Two (2) copies of the Technicians' Floor Electrics plan which shall be on a scale of 1:50 shall be provided within one week of the installation being completed incorporating any amendments.
- 48.6.6 All copies of the Technicians' Floor Electrics plan shall be labelled as such.
- 48.6.7 Computerised drawings shall be provided at the same time.

48.7 **Performance Lighting Plans for Incoming Designers**

- 48.7.1 The plan issued to incoming lighting designer should only include the following information:
- the shape of truss;
 - the position of all performance lighting, including back light, side light, front of house lighting and floor circuits;
 - circuit numbers;
 - lantern type;
 - lantern pairing;

- colour gel provision; and
- the position of the flown speaker.

- 48.7.2 The plan shall be titled Performance Lighting Plan.
- 48.7.3 The Performance Lighting Plan shall not contain any information regarding multicore ways.
- 48.7.4 The Performance Lighting Plan shall not contain any information regarding multicore labelling.
- 48.7.5 Eight (8) copies of the Performance Lighting Plan which shall be on a scale of 1:50 shall be provided four weeks prior to the main installation.
- 48.7.6 Any subsequent revision of the Performance Lighting plan until one week after installation completion shall be advised by both telephone and letter.
- 48.7.7 Twelve (12) copies of any such revised drawings on a scale 1:50 shall be supplied within forty eight hours of the revision being agreed.
- 48.7.8 Fifteen (15) copies of the Performance Lighting Plan which shall be on A3 size shall be provided within one week of the installation being completed incorporating any amendments.
- 48.7.9 Computerised drawings shall be provided at the same time.

49. INSTALLATION LABELLING

- 49.1 The contractor shall ensure that clear consistent labelling system of the installation is provided.
- 49.2 All racks shall be labelled with a dimmer address number and a control channel number if a one to one patch is not used.
- 49.3 All amplifiers shall be labelled to show the units controlled.
- 49.4 All multicore lengths shall be labelled at either side of each and all connection points.
- 49.5 All multicore splitters shall be labelled with the ways clearly shown.
- 49.6 All control cables shall be labelled at either side of each and all connection point to show units controlled.
- 49.7 All cable runs longer than fifty metres shall be labelled as to the unit controlled every fifty (50) metres except where a connection point is within five metres under which circumstances the connection point labels will suffice.

- 49.8 All control units shall be labelled as to units controlled.
- 49.9 All four (4) way blocks at the control desk shall be labelled to show the units controlled.
- 49.10 All spare multicore splitter ways not able to be used should be secured away from the system and marked accordingly.

50. INSTALLATION APPEARANCE

- 50.1 Holland Park Theatre has a high public profile and plays a prestigious part of the Royal Borough of Kensington and Chelsea's provision for the arts. Patrons expectations of the venue and its provisions have increased over the years.
- 50.2 The electrical installation plays an important part in the aesthetic appearance of the theatre. Therefore the electrical installation shall both reflect the nature of venue and be in keeping with the venue.
- 50.3 Detailed plans for the installation appearance shall be submitted to the Operations Manager for approval four weeks prior to the main installation.
 - 50.3.1 Final plans for the installation appearance shall be submitted to the Operations Manager one week prior to the main installation incorporating all amendments previously agreed.
 - 50.3.2 The Operations Manager retains the right to request alterations and amendments to the installations appearance at all times.
- 50.4 The contractor shall ensure that the installation is neat and tidy with all cables secured.
- 50.5 All lantern stock shall be black, silver or white unless otherwise agreed with the Operations Manager.
- 50.6 All cable routing shall be unobtrusive.

51. SERVICE REQUIREMENTS

- 51.1 The contractor shall ensure that employees be clearly identifiable as the contractors employees at all times whilst on site.
- 51.2 The contractor shall ensure that employees deal with public enquiries in a polite and courteous manner, referring enquiries where appropriate to the Theatre Management.
- 51.3 The contractor shall ensure that a twenty four hour (24) emergency number is supplied.

- 51.4 Any revision to the emergency number shall be notified to both Theatre Management and venue security in writing twenty four (24) hours in advance of alteration.
- 51.5 The contractor shall make themselves available for a monthly meeting with the Theatre Management to review the theatre operations. These meetings shall be held in the second full week of each month. The Theatre Management retain the right to call additional meetings shall they deem it to be appropriate.
- 51.6 The theatre management retains the right to request changes to the installation and maintenance personnel if applicable.
- 51.7 The contractor shall ensure that twenty four (24) hour emergency backup of both equipment and service is provided. It is expected that any such emergency back-up will be provided within five (5) hours of the company being notified or one and a half (1 1/2) hours prior the commencement of the rehearsal/performance as the theatre management deems more appropriate
- 51.8 The contractor and their employees shall comply with the theatre's emergency procedures, copies of which will be issued at the commencement of the contract.
- 51.9 The contractor and their employees shall comply with the theatre's security regulations, copies of which will be issued at the commencement of the contract.
- 51.10 The contractor shall allow a minimum of six (6) hours for briefing of theatre technical staff prior to hand over of the installation.
- 51.11 The contractor shall ensure training is given to all relevant technical staff in use of the control boards, mixing desk and any other equipment deemed necessary by the Operations Manager. Training shall be pursued until all staff are satisfied that they have a sufficient knowledge of the equipment.
- 51.12 The contractor will be expected to act in an advisory capacity to the theatre's technical staff if required.
- 51.13 In addition the Technical Services contract, the Royal Borough of Kensington and Chelsea employs several contractors to provide specific services for Holland Park Theatre. These contractors fall into two categories: Installation Contractors and Service Contractors. The Technical Services contractor shall be expected to liaise closely with other contractors employed on site to ensure the smooth installation, management and removal of the theatre.

52. MAINTENANCE

52.1 Pre-season Maintenance

- 52.1.1 All equipment provided shall be in good working order prior to arrival on site.
- 52.1.2 All equipment provided shall comply with the appearance requirements of the specification prior to the arrival on site.
- 52.1.3 In the event of any equipment found to be faulty or not meeting the appearance criteria during the installation period, such equipment shall be replaced prior to the installation being completed.

52.2 Installation Maintenance

- 52.2.1 The contractor shall provide a minimum of one **(1)** maintenance check per operational month. This shall include a full check of the electrical installation and equipment and rigging. These maintenance checks shall be held in the second full week of each month. The Theatre Management retain the right to call additional maintenance checks shall they deem it to be appropriate.
- 52.2.2 The contractor shall provide a documentary summary of the maintenance checks carried out. This summary shall included all checks, a diagnostic report and any action taken.
- 52.2.3 The actual day shall be determined between the contractor and the Theatre Management, but however shall not impede incoming company rehearsals or performances.
- 52.2.4 The Theatre Management retains the right to demand more frequent checks if deemed appropriate.
- 52.2.5 The contractor shall provide all necessary emergency maintenance and repairs.
- 52.2.6 Except where the cause of the damage or fault is directly attributable to negligence on the part of the Royal Borough of Kensington and Chelsea or its staff the cost of such emergency call outs shall be deemed to be included in the contract price.

53 WEATHER

- 53.1 It shall be noted that with the current canopy and site arrangement equipment does get wet. It is therefore the contractors responsibility to ensure that all necessary precautions are taken in safeguarding all equipment, cabling and connections.

54 INSTALLATION AND REMOVAL STAFF

54.1 The contractor is required to provide all necessary crew to deliver and install all equipment at the commencement of each season. It is also expected that the contractor shall provide the necessary staff to dismantle and remove all equipment at the end of each season.

54.2 It is advisable that the contractor employs for the fit-up and get-out periods the theatres electrical team (chief electrician and deputy chief electrician)

55 “POLY COMP” SURTITLE SYSTEM

55.1 The Borough owns a laptop and LCD screen based system.

55.2 The contractor shall mount both surtitle displays to the front of the overstage truss/grid system, equally spaced.

55.3 The cable run (data & power) for this system has to be included in the infrastructure build and runs from the control area (auditorium left next to sound) to Holland House via underground ducting, sub-stage and to the truss. This is to be supplied and installed by the contractor.

56 ELECTRICAL TEST CERTIFICATES

56.1 The contractor is responsible for the testing and the provision of annual test certificates as required by the licensing authority for the whole of the site including the permanent installation.

57 GENERAL

In general thought should be given to the usage of power saving equipment like LED equipment. For example all security and work light can be achieved by high powered LED lanterns. Power at the theatre is limited so specifications that maximize LED units are desirable.