

DESIGN GUIDELINES

It is important that any new designer visits the theatre at the earliest possible time.

Covid-19

Please read the latest Covid-19 health & safety guidelines carefully. Please write to joheanley@jermynstreettheatre.co.uk for the latest version. Any guidance in the health & safety guidelines take priority over any guidelines in this document.

SET

PLAYING SPACE

The JST Playing area is 7950mm wide (from stage right wall to stage left wooden pillars of glass railing) and 3525mm deep (from back wall to metal struts of audience seating).

Specific items of note:

- There are wooden struts running along the stage left side of the playing space making it an uneven line. It is recommended that any floor laid run up to these struts and do not cut around the struts.
- The depth dimension given would have audience feet on any scenic floor.

The space is 3200mm high to the underside of grid bars and 2750mm from picture rail height to the deck.

IT IS RECOMMENDED THAT IF ANY SET ITEM IS MEETING A WALL OR ATTACHES TO THE GRID, PLEASE TRIPLE CHECK THE DIMENSIONS IN THE SPACE.

Entrances to the stage are via two open doors at the back of the playing area one stage right and one stage left. The same doors provide audience access to the toilets which must be taken into account with the design. This must be confirmed at white card model stage.

RAT-RUN

The two entrance doors to the performance space are connected by a clear corridor. This corridor is accessible by audience at all times as it provides access to toilet facilities. (But NOT during the performances) There is access from the dressing rooms up to the street without crossing the stage, however it is advisable to check with theatre staff before using it.

FLOOR AND WALLS

The floor is a black painted 6mm birch ply top on an 18mm ply filler beneath. It is possible to screw into the floor. Larger fixings / boss plating is possible but must be requested. Damage to boards must be replaced at the end of the run – the cost of which will come out of the show budget. The floor can be painted for a show run but must be returned to its original black state. The cost of repainting the stage floor black should be factored into a show budget. Flints matt black is the required finish.

The walls are a painted black 6mm ply skim on a mix of stone/brick surfaces. Sheets run up to a picture rail that sits 2750mm from the stage deck. Above the picture rail it is predominantly a continuation of the wood scrim sheet but there are some differentials which should be checked in the space if fixing in certain points is required. (Differentials include: Air con piping, LX/Sound cabling on walls, wood batons, grid fixing points.)

It is possible to screw and staple to the walls. Any fixings used must be entirely removed as part of a show's get-out. The wall can be painted for a show run (matt paints only) but must be returned to its original black state. The cost of repainting the walls black should be factored into a show budget. Flints matt black is the required finish. Gloss paint is only possible on fake walls. The theatre walls cannot be painted in gloss paint.

The bannisters in the auditorium (wood/glass) are considered as part of the theatre, rather than the stage area and to this end CANNOT be painted, screwed into or damaged.

MASKING

Limited in-house masking is available. A single black serge curtain on a simple curtain rail is available through each of the space's entrance doors. Small sections of black serge / cotton drill are often kept in stock but should be checked in advance.

STORAGE / BACKSTAGE SPACE

JST has very limited storage space and no wings. If large furniture is required for a production, the storage of such items should be inbuilt to the design. Such items should be listed and discussed at white card model stage. Storage for smaller items (up to chair size) is available:

- Downstairs by the dressing rooms.
Access via a narrow staircase with a turn shared with actors using the dressing rooms.
- Dimmer room
To be discussed at white card model stage and in consultation with lighting and/or the SM.
- Piano store (with upright piano)
Piano access must be maintained. If the piano is used as part of the performance the area it occupied can be used as storage. To be discussed at white card model stage.

GRID AND FLYING

There is no inbuilt flying at JST. Spot lines may be rigged as part of a design and should be discussed at white card stage with the producer and lighting designer. The total weight load for the grid is 50kgs per metre. Scenic elements cannot be hung on the front of house bar.

There are 3 large air con units in the grid situated far stage right, far stage left and over the audience Row C. The height available from the deck is therefore reduced. Access to all 3 must be available at all times, for grill cleaning and maintenance. If you are thinking of incorporating any curtain tracks, hydraulics, motors, raised floors into your design or of affixing anything to the grid please speak to us before starting the design process.

SHOW OPERATION

Shows are operated from the tech box by the DSM unless otherwise arranged. There is a colour and infra-red camera in operation. Dependent on the design, far stage right may have restricted views from the tech box. Access to the tech box is across the stage.

INCOMING SHOWS DURING THE RUN

JST may have Sunday shows or daytime events during the run of a production. This would be discussed in advance of the white card model stage. The current running show would take priority. However, access to the piano store and piano must be available at all times.

GET-INS / GET-OUTS

Fit ups take place 10am to 10pm on a Sunday. Staffing for fit ups are arranged on a case by case basis and are to be discussed at white card stage. Fit ups have 1 in house tech. They will rig lights and sound and assist in LX focussing and programming, but any specific requirements should be raised in advance. If a show has a builder attached, they should be contracted for being at the fit up and to oversee the get-out. Get-outs take place on a Saturday evening following the last performance. Small props and minimal furniture can be stored over the weekend but must all be returned on the Monday following a get out. It is the designer's responsibility, in coordination with the SM, to collate a clear list of any items that have been hired and give full return details for all hired or borrowed items. The producer will cooperate with the designer to coordinate the returns after the show has closed.

ACCESS

Access to the theatre is restricted by door sizes and stairwell corners.

BACK FIRE-EXIT ROUTE

This is the main route for fit-ups and get-outs. There is a video available of the route. Please enquire if helpful. Street level entry, along a corridor and down a series of stairs to enter the theatre via the fire exit at the back of the auditorium. Largest piece of scenery that will fit is roughly: 1220mm by 24400mm by 500mm. Access must be arranged in advance.

There is no designated parking outside the theatre. But there is free parking on meter spaces on Sundays, and up to 20 minutes on double yellow lines immediately opposite the theatre load in doors. When loading or unloading, the van should arrive just in time for load/unload and then either driven away or parked up wherever available.

WORKSHOPS / BUILDING

JST have extremely limited facilities on site. It is advised that anything required by a show is provided as part of that shows' budget. Please feel free to enquire if there is something specific you need as you never know!

We have a few builders and workshops we would be happy to recommend who have worked in the theatre before should it help. It is the responsibility of the designers to get quotes from builders based on their set design (Jo is happy to help with this) and to collate clear and correct drawings, references and instructions and to communicate clearly with the builder throughout the building process.

PAINTCALLS

There are no painting facilities on site. Minimal paint calls can often be accommodated as part of the fit up although we try to complete as much as possible in advance.

SHOW STAFF

Standard staff on a show is a single DSM/OP on the book.

BUDGETS

The set budget should include all material and labour costs of any builders, painters and assistants as well as any workshop or space hire fees.

The cost of repainting the stage floor and walls including the material and labour should be factored into the set budget.

FLOORPLAN

For a clear mark-up in the rehearsal space a floor plan with as many dimensions as you possibly can needs to be provided by the Friday before rehearsals begin.

COSTUME

We have no costume store or laundry facilities at JST.

Available for use:

- Small free-standing plug-in air dryer
- Iron and ironing board
- Steamer

Costume maintenance should be accounted for as part of the initial show budget / design. The theatre has an account with a dry-cleaning company who can do a same day turnaround (Mon 10am collect-back by 4pm). The costume budget needs to include all make-up, hair and wig expenses.

LIGHTING, SOUND AND VIDEO

For an up-to-date list of our equipment please refer to the latest technical specifications available as a download on <https://www.jermynstreettheatre.co.uk/technical/>

Additional hires can be requested on a show by show basis and are show budget dependent.

Lighting consumables must be accounted for from the main show budget.

