



Key Studio Theatre Peterborough Technical Specification

REVISED MAY 2025



Introduction:

Thank you for taking the time to review our Technical Specification for the Key Studio Theatre Peterborough. We are looking forward to hosting your show in the near future.

We kindly ask that you thoroughly read through this documentation to ensure a seamless visit to Peterborough. While we have endeavoured to include all necessary details within the specification, should you require any additional information, please do not hesitate to contact us using the email addresses provided below. Please note, due to the nature of our operations, responses may occasionally be delayed and sent outside of standard working hours.

To assist our Technical Department, we request that your technical rider be submitted no later than six weeks prior to your performance, with a minimum requirement of four weeks. Kindly forward this to Patch Tate at

Patch.tate@landmarktheatres.co.uk

Please be aware that, due to our busy program across both venues, pre-rigging may not always be achievable ahead of your tenancy. In such cases, pre-rigging will need to be accommodated within your rig/fit-up schedule. Additionally, all pre-rigs are subject to extra charges, which must be discussed and approved prior to your event.

Kindly note that any equipment removed for your production, such as PA or lighting, must be reinstated after your performance. This may require additional hours to be added to the BECTU get-out process.

Finally, should shower facilities be needed post-get-out, this will also incur additional hours, which will be reflected in the final settlement.

Thank you for your understanding, and we look forward to welcoming you to the Key Studio Theatre Peterborough.



Theatre Contacts:

Name	Position	Email Address
David Griffen- Stephens	Head of Programming and Production	David.griffen-stephens@landmarktheatres.co.uk
Jag Singh	Head of Customer and Commercial	Jag.singh@landmarktheatres.co.uk
Mark Farley	Head of Estates, Environmental, IT and Procurement	mark.farley@landmarktheatres.co.uk
Natalie Phillips	Head of Content and Business Development	natalie.phillips@landmarktheatres.co.uk
Matt Oscroft	Technical Manager	matt.oscroft@landmarktheatres.co.uk
Patch Tate	Deputy Technical Manager	patch.tate@landmarktheatres.co.uk
Louise Waldron	Ticketing and Insights Manager	louise.waldron@landmarktheatres.co.uk
Belinda Ayres	Operations Manager	belinda.ayres@landmarktheatres.co.uk
Lindsey Evans	Group Marketing Manager	lindsey.evans@landmarktheatres.co.uk



Addresses:

Key Theatre Peterborough

Embankment Road

Peterborough

Cambridgeshire

PE1 1EF

The Theatre has a public car park adjacent to the building. For production and entry to the Loading bay you will need to pass through a locked gate, to gain access, when you arrive proceed to the box office and let them know you are here, and they will call the Duty Technician to unlock the gates.

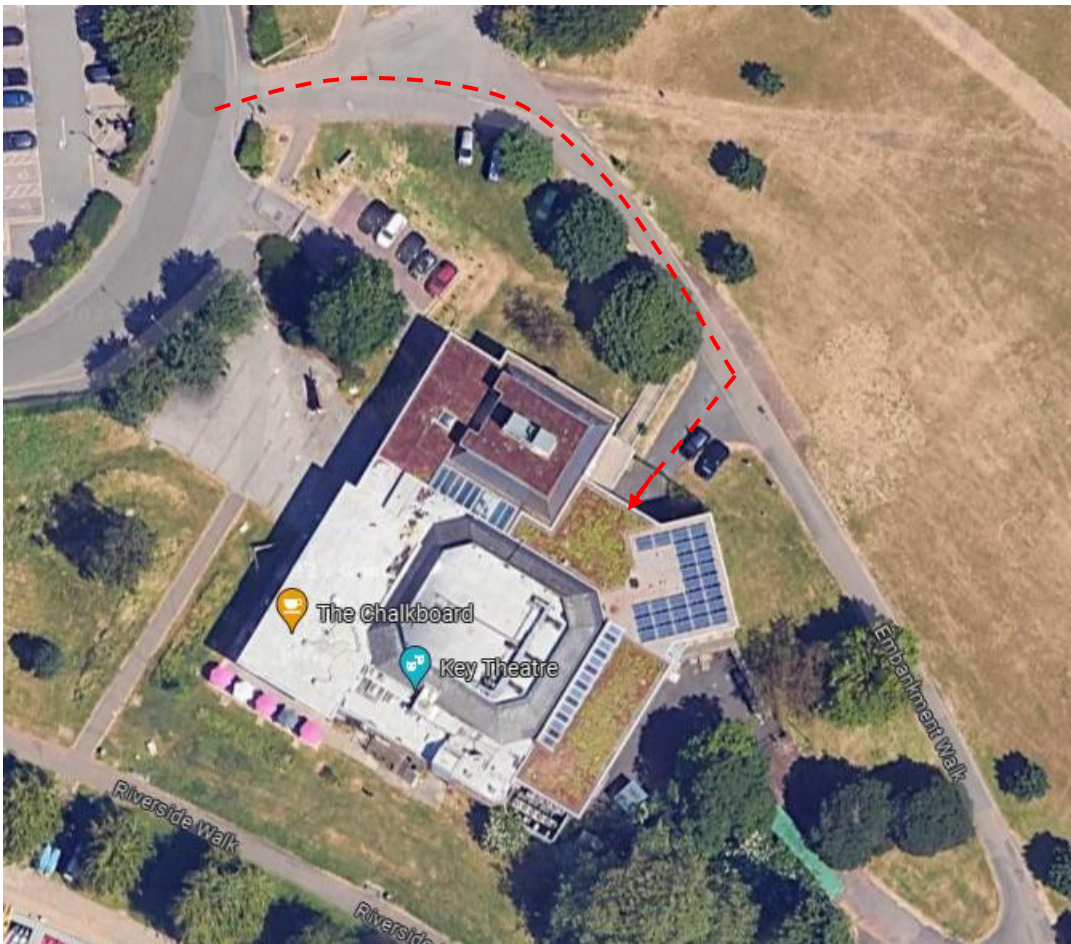
Once at the loading bay, and unloaded you are welcome to leave your vehicle on the loading bay. Performer cars may be parked on the grass adjacent to the dock door however this has to be done safely and on a first come, first served basis to a maximum of 5 cars.

Please take care when driving on the Embankment as this is also a pedestrian footpath.



Parking Information Continued:

What3Words Location: fuzzy.deny.evenly



----- Access to the loading bay



Health and Safety

THE FOLLOWING REGULATIONS FORM AN INTEGRAL PART OF THE STANDARD NEW THEATRE CONTRACT

- 1) Any electrical equipment brought into the Key Theatre by, or on behalf of the Production must strictly comply with the current regulations for the Electrical Equipment of Buildings and carry a current PAT test certificate. The Production's equipment and its installation, removal and maintenance is the responsibility of the Production company and must, at all times, be under the supervision of a qualified person.
- 2) The Production shall ensure that all electrical equipment and tools brought to site, comply with all relevant statutory requirements including the "Electricity at Work Regulations 1989". Such equipment and/or tools shall be operated and used in a safe manner and the Production Manager shall make available for inspection, evidence that the equipment has been tested in accordance with **PUWER** regulations.
- 3) The Technical Manager reserves the right to instruct the Production Manager, where equipment and/or cables may be positioned within the Auditorium or other parts of the building accessible to the general public and may delay the performance until the Production has satisfied that any such equipment and/or cables may not interfere with the safety of the public or the staff of the Key Theatre.
- 4) All lifting and suspension equipment brought to site by the Production must comply with all current legislation and the promoter shall make available for inspection, evidence that the equipment has been tested and examined in accordance with current LOLER legislations. **

*****Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)***

- 5) The Production Company shall have carried out and have available, risk assessments of all special effects used in the production, and of all perceived hazards associated with the unloading, manual handling, erection and reloading of all scenery and electrical equipment brought to site. Written assessments of significant risks in the workplace are required by law - ref. The Management of Health and Safety at Work Regulations 1992 (Regulation 3).
- 6) It is expected that the Tour Manager, or Deputy, will discuss with the Key Theatre Staff, the fit-up of the production prior to commencement based on a prepared Method Statement, this should be done at the time of the initial CDM Briefing.
- 7) Advanced notice is required of any proposed use of flame/fire effects and pyrotechnics.
- 8) The Production agrees to fully compensate the Key Theatre for: Any loss or damage to the Theatre or it's fixtures and fittings arising during the use of the Theatre by the Promotor or after the Production and including consequential loss.

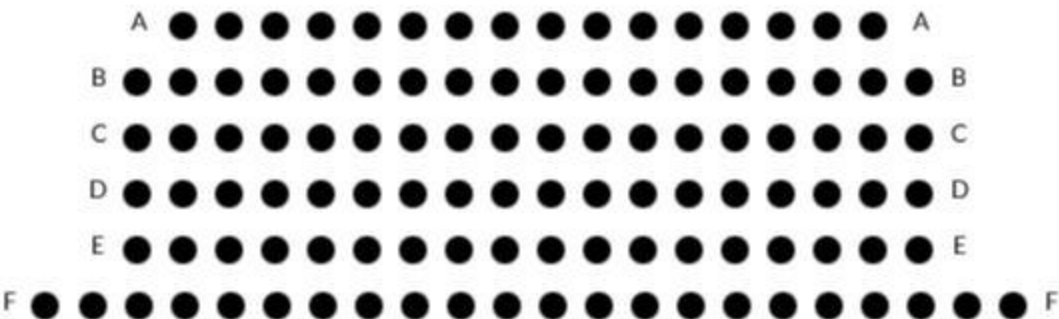
Theatre Seating Capacity:

Full Capacity: 108 Seats
(Retractable Bleacher Seats)

Any change in capacity should be discussed at the booking stage of your visit to us.



STAGE



Stage Information & Dimensions

The space is a Black Box space. Drapes are permanently rigged to give wings and backstage area; however, these are on tracks and can be moved to provide a bigger performance / Rehearsal space. The performance area and seating are all on the same level.

Due to the restricted space in this area, there are two fire exits backstage that would be used by the audience should the need arise, due to this the backstage wings left and right must be kept completely clear during your performance, this include set and props. These areas are highlighted by white tape on the floor. The Duty Technician will ensure these areas are kept clear, and please note your performance may be delayed if these areas are not clear at time of house clearance.

***** PLEASE NOTE THIS SPACE DOES NOT HAVE A SAFETY CURTAIN *****

Rake: NO RAKE

Height of the Grid – 5500mm

Width of the Area – 10,000mm

Depth of Space - 6,000mm

Loading door - W 2814mm x H 2747mm



Stage Information & Dimensions

Rigging :

Please note, this is a fixed grid system, with no flying achievable, this includes scenery and performer flying.

Access:

All lighting in the studio is accessed via Tallescope or Zarge ladders for rigging and focusing. Additional staff may be required if the Tallescope is to be used to meet Health & Safety standards / Safe Working at height Practices.

Control Room:

The control room has a glass window, that can be opened, and house both Lx and Sound Desks. HDMI connection available here for the projector.

Dressing Rooms:

Within the contract and tenancy of the Studio space you get 1 dressing room. Additional dressing rooms are available, but this is subject to availability and Programming in the main house.

	Room	Capacity	Total	
Ground Floor	Dressing Room 9	7		

Lighting:

Control and Dimming

ETC Nomad with 20way fader bank

1 x Single universe of DMX controlling all in-house equipment

24 channels of ETC Smartpack Dimming hardwired to grid (see plan)

Lanterns

The Chauvet LED Pars provide house lighting and are permanently fixed in their positions.

Please see the attached lighting plan and patch sheet for how our studio theatre lighting is set-up. Some minor tweaks/movements can be made with prior arrangements. For any larger Pre-Rigs / LX changes, please contact and discuss this with the Technical Manager for pre-rig availability.

This service is subject to additional recharges.

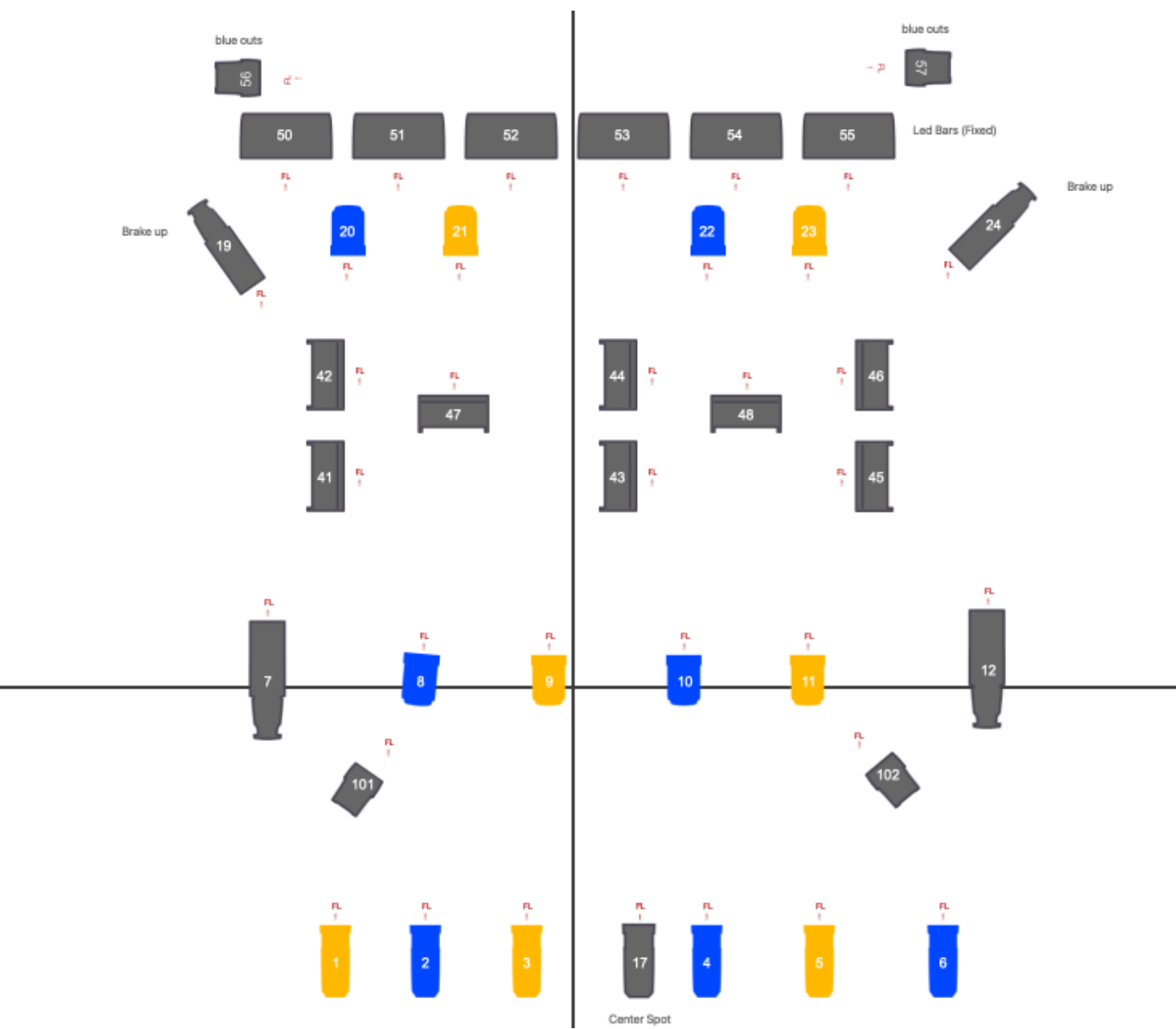
Audio Visual:

One projector is available with a permanently rigged screen up stage. This is available to use at additional cost on discussion with the Technical Manager. It is available with a VGA or HDMI input from the control box or VGA from stage.



Circuit Diagram Layout:

Studio Fixed LX Plan:



Sound:

Playback and Control

Yamaha TF3

8-input, 4-return Multicore from USC to control room

Speakers

Turbosound active speaker system installed with flown boxes each side, controlled from Control room.

Microphones :

A small selection of microphones (SM57's & SM58's) and DI boxes are available by prior request, along with stands. As standard there will always be the facility to playback using a 3.5mm jack.

Comms:

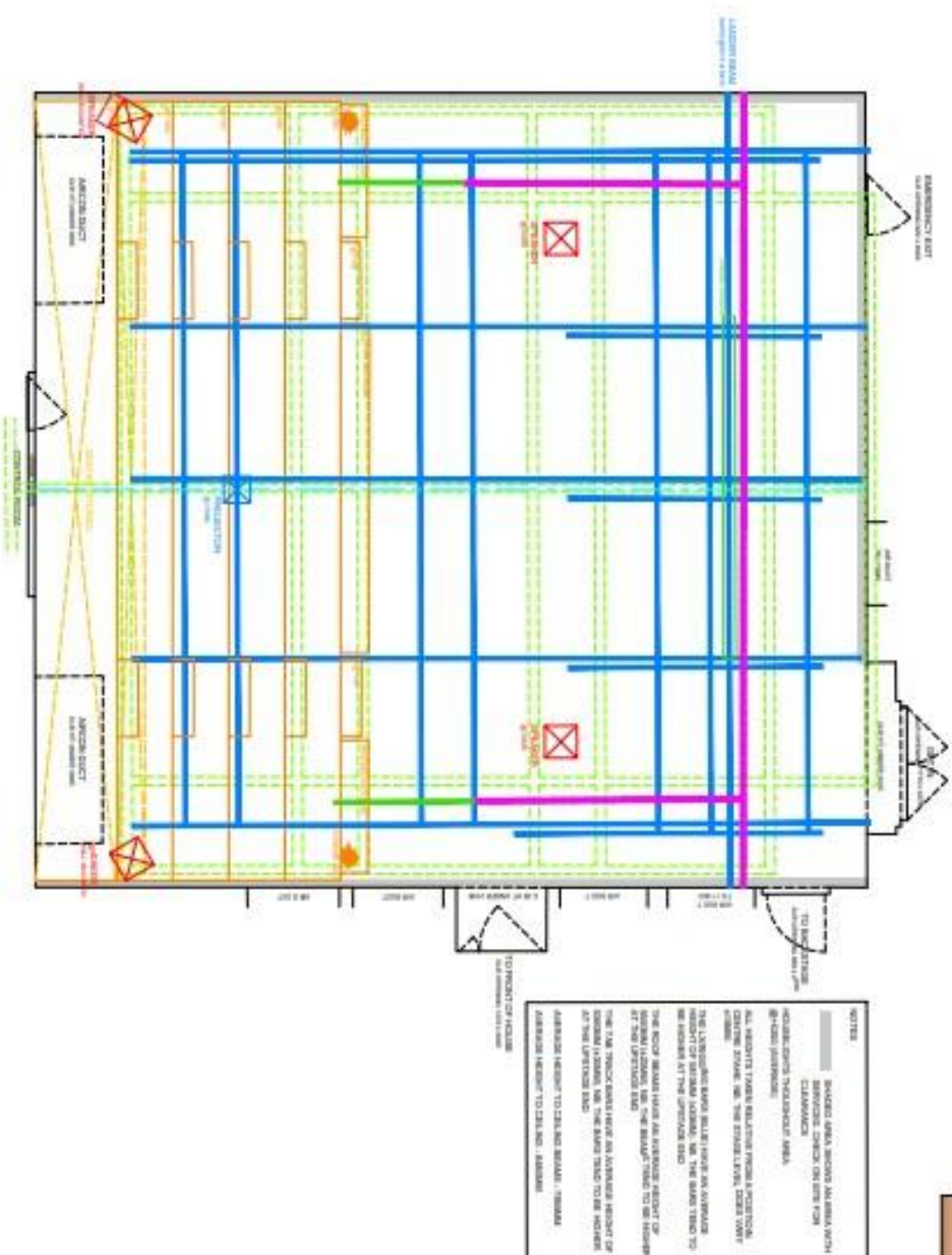
Please note: Our studio theatre does not have a comms system.

We do have a back of house call mic in the control box. This leads to dressing room 9 & our rehearsal space. This is only a one-way system. There is no talk back feature with this.

Venue Re-Charges

All equipment listed below are subject to availability and discussion with either the technical Manager or deputy. Additional equipment can be sourced and hired in at the expense of the Visiting Company. All prices listed below are subject to VAT.

ITEM	CHARGED RATE	COST
Sennheiser Radio Microphones	Per Channel /Per Day	£45.00
Lite Deck Staging (4 x available)	Per Day	£25.00
Qlab – Mac and License	Per Day	£50.00
In House Conference Projector and Screen	Per Day	£50.00
Technician	Per Hour	£25.00
Dedicated Sound Engineer (subject to availability)	Per Day	£350.00
Dedicated Lighting Designer (subject to availability)	Per Day	£250.00
Get Out Staff (BECTU)	Minimum 2 hours	£51.84
Additional Cleaning		£300.00
If it is deemed necessary, an additional cleaning charge will be added. This is for excessive waste or extensive cleaning regarding confetti or streamers.		

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