



**Burnham-on-Sea
& Highbridge
TOWN COUNCIL**

Invitation to Tender

for

Technical Services for Shows and Events at The Princess Theatre & Arts Centre, Princess Street, Burnham-on-Sea, Somerset

The Princess Theatre and Arts Centre, Burnham-on-Sea is a 200 seat theatre with retractable seating, allowing the space to be used for cabaret style events as well as auditorium seating. Technical specification is on the attached document. We are seeking tenders for the provision of technical staffing and services for shows and events at The Princess Theatre to the highest possible standards. There are around 45 shows days per year, mostly on Friday and Saturday's, these include some consecutive runs of performance.

Requirement Specifications (Technical Department)

- Maintain stage and electrical technical equipment and keep in good order.
- Liaise with the Theatre Manager to arrange for PAT testing of equipment and arranging annual inspections.
- Advise the Theatre Manager of any failure of technical equipment.
- Assist the Theatre Manager in obtaining quotations for any repairs, renewals or inspection of technical equipment.
- Ensure that rigging is carried out satisfactorily to industry standard including working at height regulations.
- Ensure that your staff are trained and work to the highest health and safety standards and comply with Burnham-on-Sea and Highbridge Town Council's policies and procedures for health and safety, including GDPR and any relevant Council policies, maintaining a safe working environment for staff and visitors
- Be in possession of full public liability/employer's of £5m insurance and provide evidence of the same to Burnham-on-Sea and Highbridge Town Council.
- Be in possession of risk assessments for equipment and activities relating to the work being carried out for Burnham-on-Sea and Highbridge Town Council and provide evidence of the same to Burnham-on-Sea and Highbridge Town Council.

- Adhere to any safeguarding policies set out by Burnham-on-Sea and Highbridge Town Council.
- Be a keyholder for the premises and act as responsible person when entering and operating in the building when no other Princess Theatre staff are in attendance.
- Assist the Duty Management with the setting up and closing down of the tiered seating apparatus.

Liaison with visiting companies and Technical Operations

- Liaise with incoming show promoters and agents with regards to their technical requirements and store the information electronically on the Princess Theatre show files. There will be a dedicated technical department email address which must be used for all communication, a laptop, which includes access to the phone system will be available for the purpose of communicating with staff and visiting companies.
- Advise the Theatre Manager if there are items outside of the theatre technical specification that cannot be provided for the visiting company.
- Be on site to receive the get-in of the visiting company and remain on site until the visiting company have vacated.
- Provide full technical support and operation of lighting, sound and associated technical requirements for all shows and events to ensure a high-quality service and experience.

Contract Fees and Payments

- We would estimate a maximum of 4 hours per week for administration work and liaising with the visiting companies.
- Typically shows are an 8 hour period from get-in to get-out although some may be shorter depending on tech set up required.
- There will also be periods of time expected to be worked for maintaining and re-setting the equipment, which we estimate would be up to a maximum of 8 hours per month, these hours must be agreed by the Theatre Manager.
- We are inviting you to tender an hourly rate for all work required.
- All hours of work will be scheduled in advance and will need to be approved by the Theatre Manager.
- The contractor will be required to submit a monthly invoice to the Theatre Manager which will be paid on a 30 day payment basis.

Terms of Contract

- The contract will be awarded for a period of 12 months, starting on 1st May 2025, with an option to be extended for a further 12 months based on service satisfaction.
- We reserve the right to terminate this agreement if the needs of the Theatre technical services are not met to the professional standard required.

Termination

- There must be a 3 month notice period by either party to terminate the contract.

Staffing

- The appointed contractor must ensure there is adequate staffing to operate the technical requirements of the show and staffing in place to cover any absences due to holidays or illness for example.

Show Schedule

- The shows currently booked to date are shown on appendix A. Programming is almost complete for 2025 and underway for 2026.

Technical Equipment/Specification

- The technical specifications are shown on appendix B and rig plan are shown on appendix C.

Viewing

- If you would like to visit the theatre to see the technical set up or require any additional information please contact the Theatre Manager, Julie Hook theatre@burnham-highbridge-tc.gov.uk or telephone 01278 784464

Submitting Tender

Please submit tenders in a sealed envelope marked -

‘ Private & Confidential - Tender for Technical Services’

Please address as follows:

The Town Clerk
Burnham & Highbridge Town Council
The Old Courthouse
Jaycroft Road
Burnham-on-Sea TA8 1LE

Tenders should be received by 12 Noon on 28th February 2025.

Appendix A

Princess Theatre

May 2025

Friday	9	Band	7.30pm
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June 2025

Friday	13	Orchestra	7.30pm
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Friday	20	Band	7.30pm
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	21-22	Dance show	tbc
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July 2025

Saturday	5	Dance show	
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Sunday	13	Dance Show	
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Saturday	26	Band	7.30pm
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August 2025

Saturday	16	Band	7.30pm
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September 2025

Thursday	4	Variety/comedy	7.30pm
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Saturday	20	Band	7.30pm
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Friday	26	Band	7.30pm
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October 2025

Saturday	4	Psychic show	7.30pm
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Saturday	11	Band	7:30pm
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Friday	17	Band	
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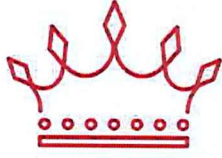
November 2025

Thursday	6	Band	7.30pm
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Thursday – Saturday	20-22	Musical	various
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Saturday & Sunday	29 & 30	Musical	various
December 2025			
Sunday	14	Childrens Christmas show	
Friday	12	Band	7.30pm

January 2026			
Wed-Sun	28-1 st Feb	Panto	
February 2026			
	27	Band	
March 2026			
	6	Band	
	9-15	Speech and Dance	
	27	Band	
April 2026			
	18	Band	



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Technical Specification:

The information contained in this specification is offered by the Princess Theatre for visiting companies, artists and hirers. Please note the specifications contained in this document are correct at the time of issue and are subject to change and availability. Additional crew, other than duty technician equipment and rooms maybe subject to a recharge.

Contact: tech@burnham-highbridge-tc.gov.uk

Access

There is a small free private car park at the rear of the theatre of 13 spaces plus two for company vehicles. More can be made available at request. Loading can be completed at the double height dock door and vehicles moved into the car park as soon as possible after load in completion. We are found at **TA8 1EH**. We do not have any in house load in ramp. The stage is 5 steps upwards from the road level. Stage door is at the rear of the building through the carpark and will be unlocked at the booked access time.

Please be aware of The Princess Theatre Health and Safety Policy for Visiting Companies forms part of the contract with the visiting company.

Information

Audience: Capacity of 198 seated and 300 standing with a retractable raked seating bank.

Dressing rooms & Back Stage

There are 2 dressing rooms backstage, One large (Which can be divided into 2) one smaller both with access to stage right. There is a backstage corridor to stage left which requires going down and upstairs each side. There is a large area just off stage left which can be used as a waiting area. Both dressing rooms have audio and video show relay. There is a female bathroom consisting of 2x cubicles and sink and a male bathroom consisting of 1x Urinal and 1x cubicle.

We regret that there is no disabled access to stage or bathroom facilities back stage.

Stage & Wing Dimensions

No Rake, Not Sprung, Permanent harlequin black dancefloor

The stage is fully Black boxed

Depth	Front of Stage to Back Wall	5.84m
Width	Prosc Opening	7.47m
	SR Wall to SLWall	10.60m
Height	Prosc	5m
	Stage width	8.08m

Loading door:

Height to stage:	2.15m
Width:	1.98m

Performance Area Demountable Stage units with Black Harlequin Performance Surface.



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Masking & Tabs

X4 8m W x 1m H - BWS Stage Border

X1 8m W x 2M H BWS Stage Border

X4 1m W x 5m H - BWS Stage Leg

X2 1.2m W x 5m H - BWS Stage Leg

X2 4.5m W x 5m H - BWS Stage Black – Upstage masking on swipe track

X1 8m W x 5m H White Canvas Cyclorama at rear of stage on swipe

X2 4.5m W x 4.3m H - Cotton Velvet WINE NDFR Drape Red Velvet Tabs, manual winch SR

X2 4.5m W x 5m H - BWS Stage Black Mid Stage Black (Located on Manual Winch 3, pully operated SR)

Flying

Full Height If masking set to 4.5m

Rear CYC / Blacks on swipe track fixed on up stage wall

Fly Floor SL at Stage level

10 Hemp Sets to Fly Floor, 30kg SWL

Hemp 1 Permanently used for Projector screen

5 Manual Winches to Fly Floor, Max UDL 300kg, LX1 - LX4

Video & Relay:

Control Room, Dressing Rooms, Stage Left, Stage Right and the Stage Right corridor have an infra-red video feed of the stage.

There is a back stage announcement mic located stage right at the DSM position.

Audio / Video show relay is available throughout the building and in all dressing rooms.

Power

63A, 32A (Single Phase) and 16A Power is situated DSR with a 32A run to DSL – please be aware the 16A feeds are used for our house grid.

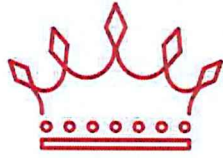
There is no three phase power

FOH Positions

Lighting & follow spots can be operated in the control room at the rear of the auditorium. There are windows with good visibility of stage. These windows can be opened if required.

Sound can be operated from the middle window of the control room. This window can be removed if needed and the desk is positioned forward into the auditorium.

There is also a production / sound desk table that can be located in the auditorium. This must be agreed in advance for seating to be blocked out.



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Projection & Playback

Projectors	1X Optoma DLP EX531P Projector (Portable) VGA ONLY* 1X Hitachi Short Throw Data Projector 1X Epson EB-L1490U Mid Throw Projector* (Installed in control room) suitable for projecting on CYC / Screen. NB. This will be at eye level of performers if projecting on the CYC
Screen	Electric Projector screen mounted on hemp 1 – 3985 x 2490cm
Processing	1X Denon DN-700AV (Installed in control room) 2014 Mac Mini (Qlab)
Blu Ray / DVD	1X Denon Blu Ray Player (Installed in control room) 1X Toshiba HDMI DVD Player
	CAT5- HDMI Adapters for stage connection to projector

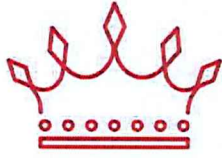
*Rechargeable Item - Additional equipment maybe sourced by The Princess Theatre where needed subject to agreed recharge.

Lighting Specification

- Universe 1 – to dimmers (Hard Patched 1-48)
- Universe 2 – to stage right rack and buffer
- 48 Channels of 2.5kw dimming from Strand LD90's located Stage Right
- Bridge: circuits 1 - 16
- SR Boom circuits 1 - 5 (paired with bridge)
- SL Boom circuits 12 - 16 (paired with bridge)
- LX 1 circuits 17 - 26,
- LX 2 circuits 27 - 34
- LX 3 circuits 35 - 40,
- LX 4 (CYC) circuits 41 - 46
- Floor circuits 47-48

Fixture	Quantity
Elumen8 Alu HexPar64 LED Par	14
Lumin8 tri pixel batten	4
ETC S4 JR	12
Selecon Rama (1kw) inc. barn doors	12
Selecon Acclaim (500w) inc. barn doors	12
Strand prelude 16/30	8
Strand Quartet Profile 15/25	6
Thomas PAR 64	8
Moonlight 1000 Follow Spots*	2
ETC S4 Jr M Size Gobo Holder	4
Strand Prelude B Size Gobo Holder	4

There is a small selection of LEE filters on site, but we request that the company provides their own Gel where required.



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Lighting Control

ETC ION 3 with 2 screens and 20 fader wing

iPad Riggers Remote

DMX feed on each bar, FOH and DSR

- Please email for a copy of our current house LX plan & EOS file if required

***Please note our house lights are NOT DMX controllable and are operated by a push switch behind the lighting position.**

Stage Effects: & Rigging

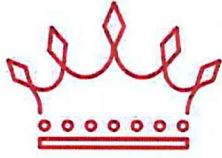
Chauvet Hurricane Haze Machine*	1
Outrig Arms	6
4ft Lighting Booms	2
Visage 4 Channel IEC Dimmer	2

Cable:

There is a selection of XLR, Jack, DMX, Power (13A/15A/16A) and adapters on site.

Audio Specification

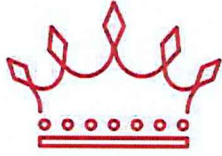
Desk:	Allen and Heath QU16
Speakers	2 x FBT 15" Powered Speakers 2X W Audio PSR15A 2X RCF ART MK2 (Used as Stage Monitors) 4X RCF ART MK5 (Installed FOH) 2X RCF 705-AS Mk3 Active Subwoofer 1X QTX Battery Speaker with Handheld Wireless Mics
Amplifiers	1X RCF 600W amplifier (CINEMA Only) 1X Crown 2502 (FOH) 1X Peavy 1500 (Stage Monitors)
Multicore / CAT5	2X CAT5E lines to each side of stage from control room (1 is used for house sound system) 1X 12way installed analogue multicore between control room and DSR Allen and heath AR2412 15M Analogue 16/4 Multicore
Communication	Show relay (FOH / Back stage) from control room. X4 Stonewood Audio Beltbacks & Headset 1X Canford base Station Hearing loop installed in auditorium X2 Show Relay 100v Amp (ROH & FOH) Denon Rack Mixer (FOH Music)



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Mics, Stands, DI Boxes	2X Behringer DI 1000 1X Behringer DI120 2X Audio Technica ATM33a 3X Crown PCC160 1X Audiotechnica MB1k 1AKG D9 1X Audiotechnica ATM41HE 2X Sure SM58 2X Sure SM57 1X Sure Beta 52A 3X NJD NJ661AB Drum Mic 2X Audio Technica AMT33a Condenser 8X Tall Mic Stands 1X Tall Mic Stand Round Base
Furniture:	2X Tall Bar Stool 4X Clothes Rails on wheels 3X Small Round Tables 99X Foldable Black Chairs 20X Round Collapsible Tables 28X 4X2 Collapsible Tables 6X 3X2 Collapsible Tables



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Working Regulations

- No Alcohol to be consumed before or during the event
- The Working Time Regulations 1998 an 11-hour break between working shifts must be scheduled for all staff members. Suitable breaks must be scheduled to ensure the health and wellbeing of all staff.
- All working crew must wear suitable PPE where necessary and steel toe cap safety footwear

All crew must be competent, well rested and sober, the visiting company must provide a suitably competent person to supervise the unloading and loading of trucks. The Princess Theatre reserves the right to delay any activity that it deems unsafe until sufficient crew can be deployed.

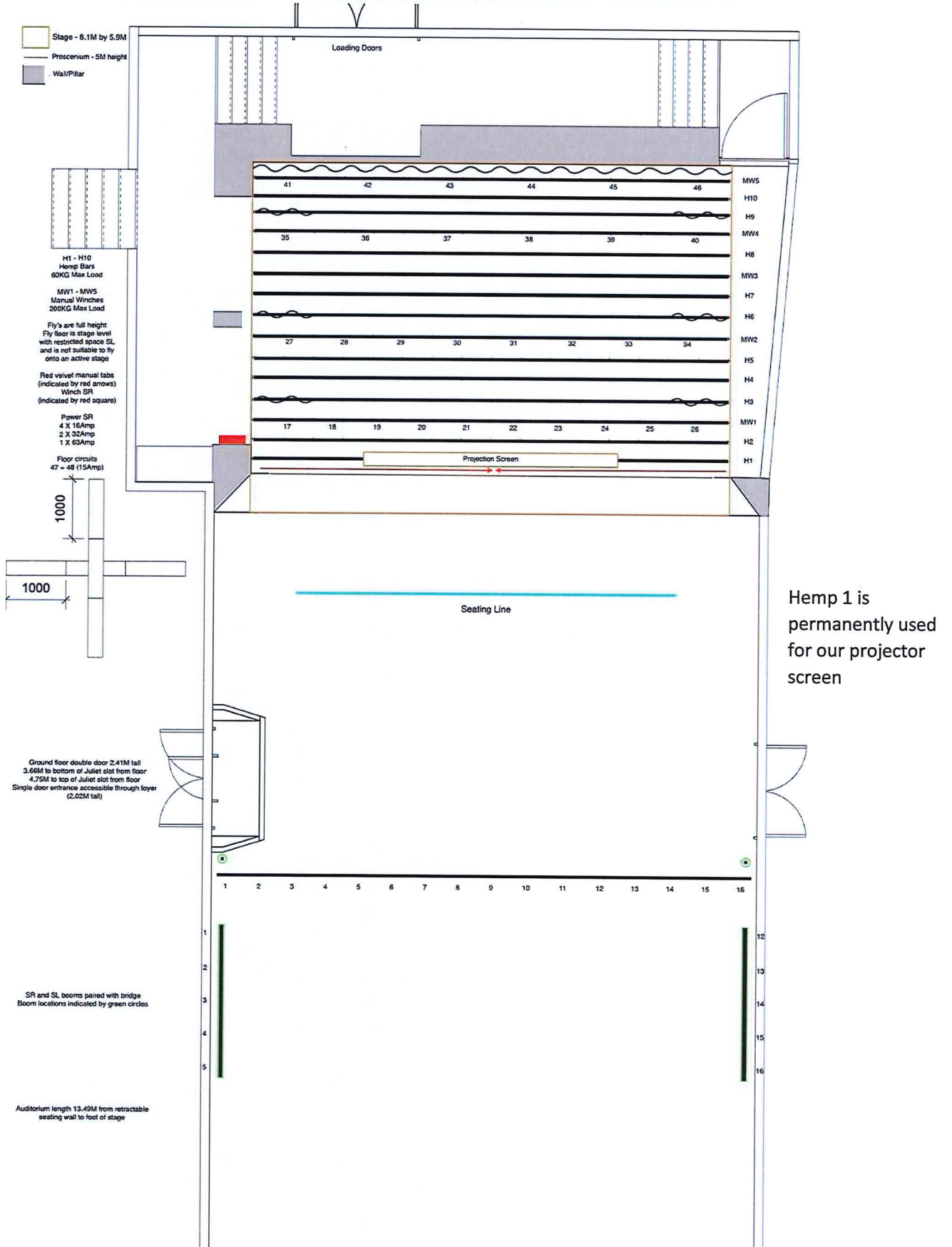
House Rules

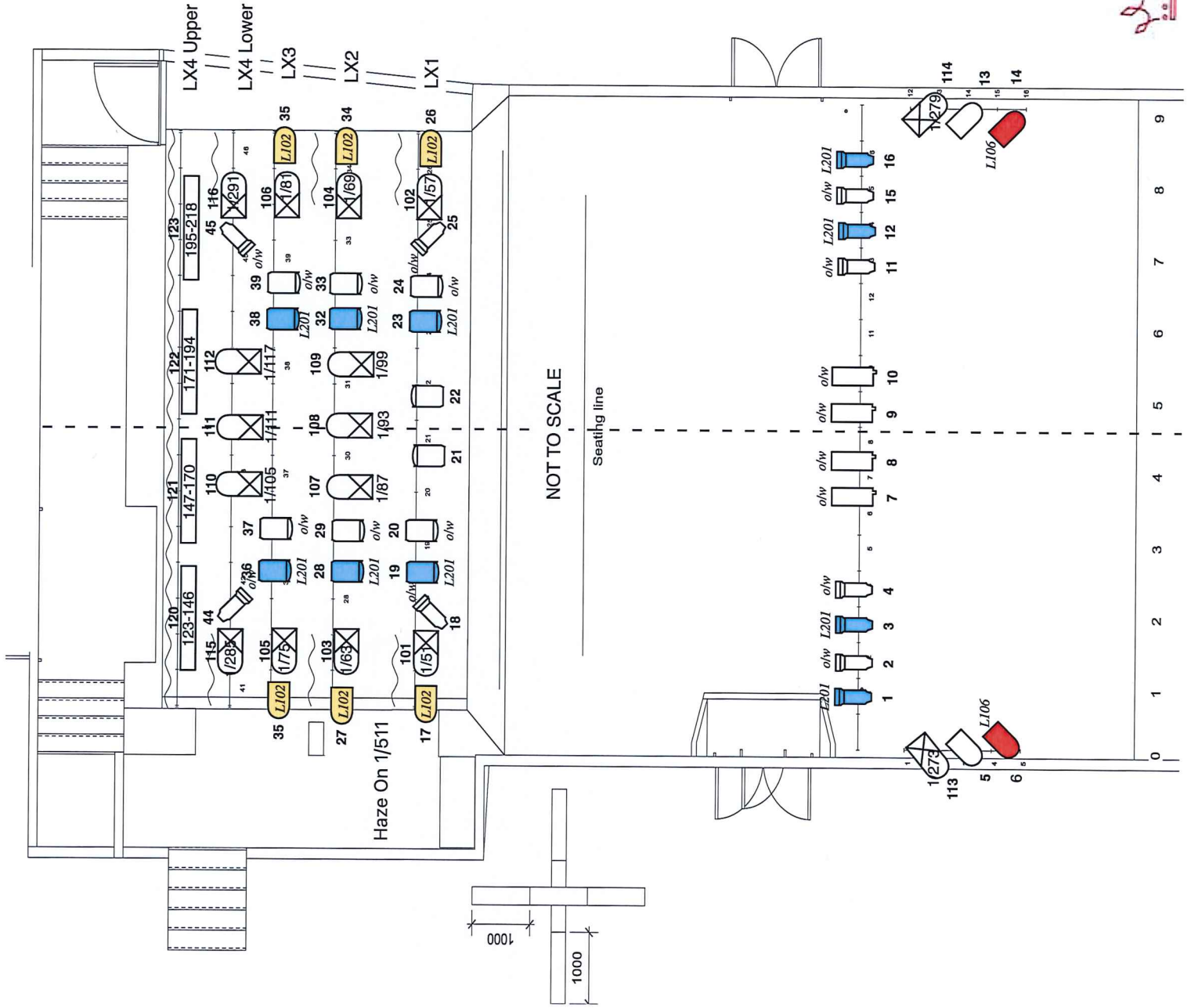
- No Smoking inside the building – Please use dedicated smoking areas
- Visiting company members **MUST** sign in
- Any incoming electrical appliance **MUST** have a valid PAT Test
- No glass to be taken on stage
- All visiting company members to be aware of the evacuation procedure
- Any accidents must be reported to the duty technician or duty manager
- All fire exits **MUST** be kept clear and fire doors not propped open
- Access to ladders & working at height **MUST** be approved and supervised by a member of house staff. Access to gantry only with no persons underneath.
- All flying operations will require a minimum of two persons present
- The Theatre reserves the right to monitor and if necessary, limit the sound levels for any given performance
- No Smoke / Haze or pyro to be used until the duty tech has been informed



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Manual Winch (LX) SWL 160kg

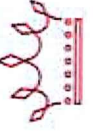
Key	
Color	Channel
	25-50° Source Four J
	Prelude 16/30
	Elumin8 Alu Hex Par64
	Thomas PAR 64
	Selecon Acclaim Fresnel
	Lumin8 Tri Pixel Batten

Grid Height at 5M

Dimmer channels 1/1-48

House Lights NOT DMX Controllable

Standard Grid Plan (March 2022)



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