



Dear Sir/Madam,

Please find attached a copy of our Technical Information Pack. To comply with current H&S requirements and to help us maintain a safe working environment during your stay at the Liverpool Empire, we ask that you pay particular attention to the section on Health & Safety and ensure that all relevant members of your staff are provided with the enclosed venue Risk Assessments and Safe Working Practices.

Please Note: The Health & Safety inspector for Liverpool Council has enforced the wearing of hard hats by all visiting company personnel for the fit up, any work overhead and the get out. We do have some spare hard hats but for hygiene reasons we ask you to provide your own.

Please read and return the questionnaire at least one month before your show so that we can accommodate your requirements. Please can you also pass on the relevant sections to all your staff so that they are aware of our safety requirements & procedures.

Contact Sheet

Administration

General Manager	Hannah Ashdown	0151 708 3210
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Technical

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Marketing

Marketing Manager	Mike James	0151 708 3214
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Education & Community

Natalie Flynn (Rehearsal Room bookings)		0151 708 3202
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Front of House

FOH Manager	Sue Curran	0151 708 3203
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Box Office

Box Office Manager	Peter O'Brien	0151 708 3206
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Rules for visiting productions engaged in performances at Live Nation Premises

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01 INTRODUCTION

These rules and guidelines have been written by Live Nation with the intention of reducing accidents at our venues and promoting an active Health & Safety culture that will benefit the Health, Safety & Welfare of all Employees, Visiting Productions Staff, Contractors, Visitors and Members of the Public.

The following rules are made by Live Nation (hereinafter called the Company and shall apply to all works carried out at Company premises (hereinafter called the location) by third parties under contract to the Company (hereinafter called the Contractor)

1. All persons engaged by the Contractor at the location shall be acquainted with these rules and their consent to abide by them shall be an essential condition of their authority to work at the location. The Company reserve right to stop the work at the Visiting Productions expense in the event of any violation of these rules. Further guidance will be provided, as required, by Company staff authorised to order the execution of the work.
2. The Production will take all necessary precautions in connection with the works, so as to be entirely consistent with the Company's policy:
 - To protect the Health & Safety of its employees and any other persons affected
 - To conserve the environment
 - To avoid any damage to the property as a result of its activities

02 BASIC REGULATIONS

1. All work carried out at the location shall be in accordance with:
 - Statutory regulations and their amendments
 - Company regulations and their amendments
 - Relevant British and European standards and their amendments
2. The Visiting Production is responsible for acts and omissions of their employees, agents, sub-contractors and their employees (hereinafter called his 'invitees' while at the location and shall ensure that they comply with these rules.
3. It is essential that the invitees of the Visiting Production shall read, understand and comply with any conditions or precautions laid down in these rules or in any order placed by the Company

03 SAFETY POLICY

1. The H&S at Work Act 1974 requires any company that employs more than five people to write and distribute a safety policy to staff, stating the Company's commitment to H&S along with the organisation and arrangements to carry out the Policy.
2. The Company reserves the right to examine the Visiting Production and their invitees Safety Policies.
3. The Company will supply, upon request, their own Policy to the Visiting Production or their Invitees.

04 INSURANCE

1. Visiting Productions and their Invitees must provide evidence to the Company that they have insurance in place with a reputable Insurer in respect of the following:
 - Employers Liability in respect of personal injury or death of any person arising under a contract of service with the Visiting Production and/or arising out of an incident occurring during the course of such persons employment in compliance with the Employer's Liability (Compulsory Insurance) Act 1969, minimum limit of Indemnity £10,000,000
 - Public Liability in respect of their legal liability for accidental loss or damage to material property, minimum limit of Indemnity £5,000,000
2. Proof of insurance must be provided prior to commencement of the work.

05 PRIOR TO WORK COMMENCING

1. Visiting Productions must provide all Invitees with a copy of the Rules for Visiting Productions document.
2. All site personnel must familiarise themselves with Emergency Procedures at the location.
3. All site personnel must sign into the venue/premises.
4. All site personnel must abide by any venue/premises specific guidelines.

06 ALCOHOL, DRUG & SOLVENT ABUSE

1. Live Nation operates a zero tolerance to alcohol, drug and solvent abuse and as such it is forbidden to drink alcohol or take drugs, (Other than those prescribed by a doctor that do not affect the capacity of the person to work.) whilst working at Live Nation venues.
2. The Company reserve the right to expel from the Location any person who is under the influence of drugs or alcohol.

07 ELECTRICAL WORK

1. The Visiting Production must ensure that all work is undertaken in accordance with the latest edition of the IEE Regulations and the Electricity at Work Regulations 1989.
2. Company regulations limit the voltage to a maximum of 110 volts for portable electrical equipment, such as hand tools, where this is not practicable the electrical equipment/installation must be protected by a Residual Current Device. (RCD)
3. All electrical equipment must be isolated when not in use.
4. All electrical equipment must be subject to a regular maintenance regime and the appropriate Portable Appliance Testing records must be available for inspection if required.
5. Visiting Productions are advised that three phase connection to the venue's power supply is to be made via Powerlock/Cee-form connectors.
6. Working on open live electrical circuits is not permitted at any time.

08 CONNECTION TO UTILITIES AND OTHER SERVICES

1. Connection or disconnection's for the Production's use shall only be made to any electrical, gas, steam, compressed air, water or any other installation following the permission of the Company.
2. The Visiting Production will ensure that appropriate measures are taken to guard against live overhead cables and services laid underground.
3. The Visiting Production will ensure that all invitees are familiar with Clauses 8.1 to 8.2 of this document.

09 HOUSEKEEPING

1. It is essential that good housekeeping is maintained throughout the period of the engagement in all areas used or occupied by the Visiting Production. Occupied areas shall be kept tidy at all times, access and emergency exit ways kept clear, and surplus and scrap material removed daily.
2. The Visiting Production shall make arrangements for disposal of waste and surplus materials and the daily disposal off-site, of combustible and other refuse. Such disposal shall be carried out in accordance with statutory requirements as applicable.
3. The Visiting Production shall make arrangements for the storage and removal of any toxic waste. The arrangements will be in accordance with statutory regulations and Codes of Practice. Only licensed waste disposal companies shall be used.
4. The Visiting Production will ensure that any travel of materials/refuse from the Location shall be recovered and dealt with as in 9.1, 9.2 and 9.3.
5. Spillages of oil or chemicals shall be cleaned up immediately in view of the hazards from fire, slippery surfaces, toxicity etc. Appropriate safety precautions shall be taken during the cleaning up.
6. Storage of materials must be authorised by the venue/premises
7. The Visiting Production will ensure that all invitees are familiar with Clauses 9.1, 9.2, 9.3, 9.4,9.5,9.6 of this document.

10 WORKING AT HEIGHT

1. Ensure that access to heights using ladders, scaffolding, edge protection, etc. is undertaken safely and all access equipment thoroughly checked before use.
2. Where overhead working is carried out, full regard must be given to the safety of the access to the working area and of the working area itself. All necessary safeguards shall be maintained to protect those working or passing beneath the working area, and if necessary, the area below should be cleared and access to it prevented by substantial barriers including appropriate warning signs.
3. Full and appropriate protection must be used in the vicinity of fragile roof coverings/ceilings etc. and at all exposed edges where a fall may result in injury.
4. Where there is a risk of head injury beneath a working area (to contractors, Live Nation employees, visitors or members of the public) the appropriate steps must be taken. Where segregation and isolation are not possible, all personnel must wear hard hats.
 - **Segregate area below;**
 - **Prevent access for the duration of the work posing the risk;**
 - **Use hard hats for all remaining persons granted access.**
 - **The Law requires hard hats to be worn by all persons to whom a risk of head injury exists during the course of construction work.**

The supervising Live Nation technician on site will be responsible for determining when the work area becomes a hard hat area.
5. It is strictly prohibited for any person to climb on makeshift objects, shelving, racking or any other structure, which is not designated for access purposes. Trestles should only be used as part of a working platform.
6. The erection, use and dismantling of scaffolding and mobile access towers will be carried out by the Visiting Productions in line with NASC good practice. Guidance is available from the National Association of Scaffolding Contractors in the user guide to safe access scaffolding. The Contractor must regularly update a scaffold register where required, which will be available for inspection at all times.
7. Tallescope procedures must be followed as laid down by the Live Nation Use of Tallescopes document, which can be provided by the responsible person on site.
8. Use of Genies, mobile access platforms etc. must adhere to the guidelines provided with the equipment.

11 WORKING IN HAZARDOUS AREAS

1. Access to roof voids and voids must be authorised by the responsible Live Nation representative on site.
2. Access to sub-stage areas, the grid, fly floors, galleries and electrical switch rooms must be authorised by the responsible Live Nation representative on site.

12 STAGE MACHINERY

1. Operation of the flying system must be authorised by the responsible Live Nation representative on site.
2. Operation of pit lifts, get-in lifts and any associated Live Nation owned lifting gear must be authorised by the responsible Live Nation representative on site.
3. Operation of the Safety Curtain must only be carried out by authorised Live Nation personnel.

13 FENCES & BARRIERS

1. When carrying out works where areas of flooring are removed, such as in grids, fly floors, galleries and the stage, the Visiting Production will provide their invitees with safety barriers of a type and size suitable for the work area and bearing a message or symbol indicating the hazard.
2. When works are left incomplete and forming a hazard (e.g. open sections of the stage) then the appropriate signage and barriers will be put in place.

14 SAFETY CLOTHING

1. During the course of work whether below, on, or above ground level, the Visiting Production will ensure that their invitees, wear safety footwear, which conforms to BS 1870.
2. The Visiting Production will ensure that their invitees, wear hard hats as dictated by the guidelines laid down in section 10 Working at Height. Safety hats must comply with the current British Standards.
3. The Visiting Production will provide their invitees with correct protective overalls and recommend that they be worn at all times.
4. The Visiting Production will supply their invitees with correct industrial gloves to be worn as and where applicable.
5. The Visiting Production will supply their invitees with correct dust masks, appropriate to the materials being used or other breathing apparatus as deemed necessary.
6. The Visiting Production will provide their invitees with correct eye protection goggles or shields to be worn whenever works at a location or occasion give rise to grit, metal particles etc.
7. The Visiting Production will advise all other invitees of the provisions of Clauses 14.1 to 14.6 inclusive and recommend similar measures.

15 EMERGENCY SERVICES

1. The Visiting Production must obtain and be fully aware of the arrangement on each location to obtain first aid and fire services in the case of an emergency.
2. The Visiting Production is required to provide the statutory first aid requirements for his employees, and fire extinguishers of an approved type.

16 FIRE PRECAUTIONS & HOT WORK

1. Fire exits, escape routes, associated signage, and fire defence equipment must be kept free from obstruction at all times.
2. No Smoking shall take place on the stage, sub-stage areas, voids, galleries, fly floors and any other areas as directed by the venue.
3. All Hot Works are a potential cause of fire and a Live Nation Hot Work Permit must be obtained from the responsible person on site and completed prior to any Hot Works commencing.
4. The Hot Work Permit conditions must be strictly followed.
5. All flammables such as solvents, paints etc must be stored appropriately.
6. All scenic elements must be appropriately flame retardant.

17 ACCIDENT REPORTING

1. The Visiting Production shall in addition to any report required by statutory regulations, report immediately to the Venue/Premises Manager all accidents occurring within the duration of the works which result in injury to persons or damage to property. The Company shall also be informed when a person involved in a lost time accident returns to work. The Visiting Production shall co-operate to the full in any subsequent investigation of the accident as required by the Company.
2. The Visiting Production shall keep their accident records in accordance with statutory regulations and shall make these records available to the Company. If the Company so request, the Visiting Production shall discuss their accident data with the Company.

18 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1. All Wardrobe, Wigs and Production departments will retain the relevant COSHH assessments to the production for inspection by Live Nation if required.
2. Storage of such substances will adhere to the manufacturers guidelines.

19 RIGGING AND SUSPENSION OF STAGE SCENERY

1. All work that requires suspension of any equipment from the fabric of the building or structure therein by means of temporary wires, cords, slings, chains or lifting appliances shall be classed as rigging and shall comply with the LOLER Regs 1998.
2. Live Nation reserves the right to inspect all rigging services and to prohibit its use if considered to be unstable, unsafe, unfit for use or not complying with the appropriate British or European standard.
3. All rigging operations by the Visiting Production will be planned and carried out by competent persons. The competent person must be capable of predicting potential hazards, eliminating potential hazards and certifying that the rigging is free from defect and suitable in every way for its use. They must be accompanied by a Live Nation 'House Rigger' who will determine the feasibility and safety of the proposals.
4. Risk Assessments for all rigging operations must be provided to the venue.
5. When rigging operations are in progress, hard hats must be worn by all personnel working in the designated drop zone and if possible the area beneath the activity kept clear by the use of signage or barriers as appropriate.
6. Safety harnesses must be worn at all times where there is a potential risk of fall.
7. During rigging operations tools must be secured by a lanyard or other suitable means.
8. All lifting equipment shall be of sound material and construction and fit for the purpose for which it is to be used.
9. Only chains designed and approved for load carrying operations shall be used.
10. All lifting accessories will conform to the relevant British and European standards and be fit for their intended use.
11. All hoisting equipment will be marked with a Safe Working Load.
12. Motorised lifting operations will be planned & carried out by competent personnel.
13. Weight loadings for all elements of the production must be supplied to the venue prior to the arrival of the production.

20 USE OF PYROTECHNICS, SMOKE, VAPOUR, LASER & SPECIAL EFFECTS

1. Each venue must be informed of any special effects intended for use during a production prior to arrival at the venue. (Some Licensing Authorities insist on a minimum period of notification and failure to provide this information may lead to the effects not being authorised.)
2. Material Data sheets must be available for all pyrotechnic, smoke & vapour effects.
3. Use of smoke and vapour effects must be regulated to ensure that accumulation of the smoke or vapour does not occur in confined spaces and that emergency signage and exit routes are not obscured.
4. Appropriate Risk Assessments and Method Statements for all Special Effects must be provided to the venue.
5. All pyrotechnics must be stored in appropriate containers and operated by competent, experienced staff.
6. Storage of any pressurised containers must be authorised by the venue in conjunction with the Licensing Authority.

21 ASBESTOS

1. Prior to carrying out any work the premises Asbestos Register must be checked and if the area has been covered in the register and No Asbestos Discovered (NAD) then work may proceed.
2. If the register has noted that there is asbestos in the area work must not continue if there is any danger of disturbing the Asbestos Containing Material (ACM), until the appropriate remedial action has been taken.
3. If the work area has not been covered in the asbestos register, further investigation, including a type 3 asbestos survey, if building invasive work is involved, must be carried out to ensure that the area is asbestos free.
4. The Contractor and his invitees must sign the premises asbestos register form to acknowledge having consulted the register.
5. If ACM's are discovered or suspected during the course of the work all activity must cease, the area vacated and the responsible person on site informed to allow remedial procedures to be put in place.

22 AUDIENCE PARTICIPATION

1. Any show involving audience participation must be discussed with the Venue/Premises Management prior to the show.
2. Adequate and suitable control measures must be in place to ensure the safety of the Public when on stage.
3. The Visiting Production will brief all relevant staff regarding the appropriate control measures.



Part Three

Staffing Charges:

Please see your contract for the staffing for fit up's and shows.

Recharges usually include:

- Time and a half in excess of 39hrs and in excess of 8 hrs per day & Saturdays for full time staff.
- Double time for Sundays, Bank Holidays and after 2300hrs till 0800hrs.
- Any extra staff not included in contract
- Meal infringements
- Get outs
- Taxi's after 2300hrs and before 0800hrs
- Orchestra pit turn arounds

If you require any more information on crew charges and rates please contact the Technical Manager.

Please note: We do follow the Working Time Directive and if an overnight break of 11 hours is not taken then the cost will be put on your contra.

Suspension or lifting equipment

All equipment must be accompanied by a warranty or annual inspection certificates and must show safe working load. Due to our health & safety policy we regret that any equipment that comes into the venue that does not show safe working load or have a certificate cannot be used and it will be confiscated and destroyed.

The Stage Manager will withdraw any equipment that does not conform to LOLER regulations. Please note we do not have any lifting equipment in house such as shackles to replace yours.

Orchestra Pit

We have three sizes of orchestra pit:

Standard, medium and large The medium and large need to be booked before the show goes on sale as these include the removal of seats.

Please contact the Stage Manager for more information.

Sound

The Empire Theatre does not own any sound equipment

Local hire companies:

Adlib Audio 0151 486 2216

Wigwam 01706 363800

Mac Sound 0161 834 1787

Mersey Sound 07779 237896

Please be aware that we have an extremely wide auditorium as well as an upper circle. You may need to tour extra speakers for this. We do have a flown truss which can be used for speaker placement for the upper circle but it is shared with the lighting department and has a weight limit of 500kg.

We have a fixed position for the sound desk it is situated at the back of the stalls in front of the lighting box. The multicore run is approx 50mtrs.

All electrical equipment that is brought into this venue must meet with current EEC Safety standards and have a current PAT test certificate. This applies to both personal and professional appliances. The Chief Electrician will withdraw any equipment that does not conform. Alternately we can do a PAT test for you and this will be recharged on your contra.

Part Seven

Health & safety

Please read thoroughly as we do operate a very strict health & safety policy.

Stage and associated area's access

We have restricted access onto the grid and flying system and void by all entrances and exits there are procedures posted at all the doors and Jacob ladders. We now have safe working practices displayed at points which inform visiting personnel that they must be accompanied at all times in these area's by a full time member of the technical department.

The access points that have been identified are:

1. Jacob ladder from stage to fly floor - Authorized access notices posted at the bottom plus an SWP notice.
2. Onto the fly floors from the OP stairwell - Authorized access notices posted on all doors plus a SWP notice.
3. Jacob ladder from fly floor to intermediate fly floor & Lx floor - Authorized access notices posted at the bottom of both ladders plus an SWP notice.
4. Jacob ladder from intermediate fly floor to grid - Authorized access notices posted at the bottom of both ladders plus an SWP notice.
5. Jacob ladder on loading floor to grid - SWP notice posted.
6. Going into FOH void - Authorised access notices posted on all doors with a SWP notice.

Security

Upon your arrival please go to the stage door. This is situated at the rear of the theatre on Pudsey Street opposite Ma Edgerton's Pub. Please sign in at the stage door before going into the backstage area. Please do not use the fire exits which are situated around the theatre this is to protect your security as well as our own.

Smoking

The backstage area is a **no smoking** zone: This includes the stage, grid, fly floors, dock areas, control rooms and under the stage area.

Hard hats must be worn on stage at all times suggested by the Empire Stage Manager. We do ask you to provide your own.

The Technical Manager is responsible for the safe and satisfactory operation of all stage procedures. The venue reserves the right to put in place any staff or systems to ensure safe working practices are maintained. The cost of this will be recharged to you.

Risk Assessments and Manual Handling

Please read the attached risk assessments

Empire Backstage Facilities & Equipment lists

Stage Door Is situated opposite Ma Edgerton's pub on Pudsey Street. We have a sign in and sign out policy. Please do not use the exit doors around the theatre this is to protect your security as well as our own. We have a payphone at stage door. Our stage door keepers serve tea 25p and coffee 30p. There is a disabled toilet situated at Stage Door. The stage door is open from 8am daily apart from Sundays when we open for the get in time.

Lifts We have two passenger lifts one on either side of the stage. The lift on Stage Right can also take wardrobe equipment direct to wardrobe on Stage Right. The main dock lift is situated at the back of the theatre on Pudsey Street.

Visiting company office This is situated on the ground floor Stage Left next to the stage door. This room can accommodate 3-4 people.

Dressing rooms

Stage Left

We have 2 star dressing rooms, which can be used as one main one by using the connecting door. They both have showers and toilet facilities only one has a TV, Fridge, phone and settee. Both have mirrors and a table & chairs.

Please note all dressing rooms on Stage Left are easily accessible by using the lift. The dressing rooms on Stage Right are accessible using lift and stairs.

PLEASE NOTE: There is no dressing room A

Dressing room B	Small	4 –5 people with shower and toilet.
Dressing room C	Medium	6 –8 people with shower and toilet.
Dressing room D	Medium	6 –8 people with shower and toilet.
Dressing room E	Small	4 –5 people with shower and toilet.
Dressing room F	Large	16 –18 people with shower and toilet.
Dressing room J	Large	16 –18 people with shower and toilet.
Dressing room G	Small	4 –5 people with shower and toilet.
Dressing room H	Medium	6 –8 people with shower and toilet.

Stage Right dressing rooms

Dressing room L Large 16 –18 people with shower and toilet.
Dressing room K Large 16 –18 people with shower and toilet.
Ladies and Gents toilets also on stage right stairwell.

Basement dressing rooms

2 x Band rooms with sink 8-10 people in each.
Toilet and shower in basement

Disabled Toilet in basement on OP.

All dressing rooms apart from the basement have lockable cupboards the keys are situated in the visiting company office.

Green Room is situated on the fifth floor on Stage Left. This is the only smoking room backstage. There are also toilet facilities. There is a sink, fridge, microwave, and a soft drinks machine. There are also tables and chairs.

This room is used by empire staff as well as visiting companies we request that it is not used as an extra wardrobe space or for rehearsals.

Wardrobe Facilities We have a wardrobe space on either side of the stage the one on Stage Right is bigger both have industrial washer and dryer and sinks. These use pound coins. Both wardrobe facilities have lockable cupboards.

If the wardrobe facility is used for catering we only allow electric cookers.

Gas bottles cannot be brought into the theatre.

STAGE:

Proscenium – width 14.630M

Proscenium – height max 9.88M min 7.62M

Maximum stage width –26.543M

Maximum stage depth 16.51M

Width between fly floors – 21.031M.

The stage floor - oil tempered hardboard painted black. No rake.

ORCHESTRA PIT:

50sqM / 110sqM

Pit floor to auditorium floor – 1.225M

Pit floor to the stage level 2.495M

Pit lift Max load Lifting Max – 12.000KG Static Max – 36.600KG.

FLYING:

Depth (safety curtain to line 74) – 14.984M

6 line suspension – bar lengths 19.85M

4 line suspension – side bar 15.05M

Max load on each bar 500KGS

GET IN: Lift from street level to the stage

Dock situated at back of theatre on Pudsey Street.

Door width – 2.58M

Door height – 3.90m

Rise from the stage floor 3.16M

Max load in on lift – 10.000KG

Get in lift length – 6.90M

LIGHTING:

Lighting desk – Strand 550 (DMX 512 available)
Strand LD Dimmers 312 (100 front of house patchable)
Lanterns: 2 X Lycian follow spots 2.5kw
34 x Source Four zooms 15deg to 30 deg.
36 par cans. (62 head's)
Small amounts of cable & multi's.
Front of House truss available for lanterns or sound. SWL 500KG

POWER:

OP Downstage	250 AMP 3 Phase CAM LOCKS situated on shelf
OP Downstage	63 AMP 3 Phase
OP Upstage	63 AMP 3 Phase
PS Downstage	250 AMP 3 Phase CAM LOCKS situated in prompt corner
PS Downstage	63 AMP 3 Phase
PS Downstage	2 x 32 amp 3 phase motor feed
PS Upstage	63 AMP 3 Phase

Sound Power

OP Downstage	125 AMP Single Phase
	63 AMP Single Phase
Under stage OP	1 x 63 AMP Single Phase
	4 x 32 AMP Single phase

SOUND:

No sound system available. Good rates with local hire companies. Acoustics suitable for music and spoken word. Music can be played in foyers. via CD player.
Mixing position: width 5.7M Depth 2.17M
Multi core run is 50MTS.
Cans: 10 Metro Beltpacs and headsets
Q Lites: 4 pin 12 patchable to areas master station built into prompt desk
Full show relay to all dressing rooms and backstage area's

STAGE MANAGEMENT:

Prompt corner situated stage left.
One FOH camera linked to the prompt desk monitors not infa red.

Other information

We have a full safety policy in place, which can be obtained from the Technical Manager or the General Manager.

Please pay attention to the risk assessments, which are attached and are relevant to your show.

Ground plans are available by request either on CAD or hard copy please ask the Technical Manager.

On your fit up day the Deputy Stage Manager will go through a safety talk with you and your crew this should only take a couple of minutes please make time for this to happen.

We have a Zero tolerance policy for alcohol and drugs please find attached our policy. Any touring crew to be found under the influence of either alcohol or drugs will be asked to leave the theatre.