

HAWK'S WELL THEATRE – Info for incoming companies.



Access:

- On arrival at the Hawk's Well please contact the Technical Manager or technician on duty. There must be a technician working in the building in order to access the stage or auditorium.
- During your stay please use the Theatre Stage Door for access. If you find the front door locked we request that you do not unlock it to exit (except in the case of emergencies) as that leaves the building vulnerable from a security point of view.

Parking:

- Unfortunately, the theatre does not have any designated parking. While the "load-in" is straight forward and all on the one level, our landlord, Fáilte Ireland owns the carpark beside our stage door and so access to same can only be reached by opening their gates temporarily hence all vehicles must be moved immediately they are unloaded.
- On street paid parking is available beside the theatre or the Cathedral Car Park (2mins walk) is also very close and costs €3/day to park in.

Stage work:

- We would rather you do not "spike", screw into the stage. Some weights and braces are available. If this is of concern, please contact the Theatre Technical Manager as soon as possible.
- It is preferable that minimal painting or construction work be undertaken in the Theatre. Some alterations / running repairs are of course, understandable, but should you have any concerns re same please contact the Theatre Technical Manager as soon as possible.
- All scenery (including props and furniture) must meet currently accepted standards of fire proofing for stage scenery used in a public performance space. The Fire Officer visits the theatre periodically and may require proof of steps taken to fireproof your scenery. Please ensure any certification / paperwork is available for inspection if needed. Once again, if you have any questions or concerns on this matter please contact the Theatre Technical Manager as soon as possible.
- Any electrical equipment provided by your company (including stage lighting) must conform to all relevant current safety standards and regulations. Any stage lighting equipment must be fitted with a safety chain. Any electrical equipment may be subject to PAT testing if considered necessary - at the Theatre's discretion and at the visiting Company's expense.
- The Theatre reserve the right to refuse the use of any equipment, including scenery, deemed to be unsafe. Also the Theatre reserves the right to prohibit any actions or activity in the Theatre, including any parts of the performance, deemed to put either Theatre staff, performers or the public at risk. The Theatre's decision in all the above matters is final.

House-keeping:

- Please ensure that all of your company are aware that smoking is absolutely forbidden anywhere within the Theatre as is the use of vaping.
- If smoking occurs during your performance– please contact the Theatre Technical Manager as soon as possible.
- Food and drinks are prohibited from the auditorium, control areas, stage and backstage area.
- Alcohol is ABSOLUTELY forbidden from all backstage areas, including the Dressing Rooms and Green Room when there are persons under the age of 18 involved in the performance.

Health and Safety:

- Our full H&S statement is sent out with every contract for performance. Please take the time to read this document fully before you visit the theatre and brief your cast and crew on same in advance of arrival at the theatre.
- Most importantly: please identify escape routes, fire exits, locations of firefighting equipment and alarms. Please familiarise yourself with the Fire Evacuation Notice.
- Please ensure that all of your company are aware of the escape routes and that these are kept ABSOLUTELY clear of any obstructions.
- Use common sense and care at all times. It is the responsibility of every individual to protect the Health & Safety of both themselves and those working around them!
- Any matters of concern regarding on site safety - please bring them to the attention of a member of staff immediately.

Technical Manager Contact Details:

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