

# DEREHAM MEMORIAL HALL

## Technical Specification

Dereham Memorial Hall is a multi purpose venue incorporating a 294 seat proscenium arch theatre.

A standard stage, lighting and sound rig as set out below will be provided, unless otherwise agreed. Any additional staffing hours or equipment outside of the standard provision will be charged to the hirer/visiting company. This includes any hours worked in returning the venue back to the standard rig at the end of the contract.

Please ensure you have sent full technical details for your event to Dereham Town Council at least 8 weeks prior to your visit (e-mail [generalenquiries@derehamtowncouncil.org](mailto:generalenquiries@derehamtowncouncil.org)).

### **Seating**

Total Seating Capacity 294 (electric retractable raked seating 182, balcony 112)  
Standing Capacity 300 (with stalls seating retracted)

The front row (BB - 18 seats) is removable to accommodate an orchestra position. If required, the useable floor space will be 9m wide x 1.7m deep.

Seats Q1-4 are removable to allow a temporary sound control position inside the auditorium.

### **Get In**

Get in is at the rear of the venue with good access for large vehicles. There is a slight ramp up to the outer doors followed by flat access through to the inner dock doors.

Outer doors - 2.09m wide x 2.62m high - at ground level

Inner doors - 1.80m wide x 2.62m high - please note this doorway is 1.14m off the ground and scenic items have to be lifted up to stage level

Use of the wheelchair lift may be possible for some flight cases.

### **Parking**

Limited parking is available at the rear of the building for the purposes of the get in and get out.

### **Dressing Rooms**

One dedicated dressing room with toilet and shower accommodating up to 8 people. An overspill dressing room can be arranged with advance notice, subject to availability.

There is no Stage Door. Access is via a pass door from the front of house areas.

### **Laundry**

No laundry facilities available.

### **Accessibility**

Wheelchair access is possible to stage level and to the overspill dressing room.

The auditorium is equipped with a full induction loop.

## STAGE

The stage surface is wooden with no rake, and painted black. This may be screwed into.

Access to the stage is via standard sized doorways USR and USL connected by a backstage crossover. There are steps on either side of the proscenium allowing access from the auditorium to the stage. These also act as fire exits and must be kept clear at all times.

### Dimensions

Setting line to rear wall	5.50m
Setting line to front of apron	1.45m
Total stage depth	6.95m
Proscenium width	7.25m
Proscenium height	4.53m
Grid height	7.30m approx
Normal height of LX bars	4.80m approx
Wing width SL	2.96m
Wing width SR	2.93m
Height to underside of SL gantry	4.44m
Stage height	1.09m

(Setting line is taken as the back of the proscenium arch.)

### Flying

There is no full height fly tower. The grid contains 10 bars on driver winches operated from a high level gantry on stage left, plus additional fixed bars for house tabs, borders and legs. Access to the gantry is via a vertical ladder DSL.

The standard stage rig is as follows:

Bar No.	Use	Distance From Setting Line
10	White Cyclorama	+5.25m
9	Black Tabs (on overlap track)	+4.86m
8	LX 4 (6 way IWB)	+4.12m
Fixed	Black Border + Legs	+3.96m
7		+3.70m
6	LX 3 (12 way IWB)	+2.80m
Fixed	Black Border + Legs	+2.53m
5		+2.34m
4		+1.90m
3	LX 2 (12 way IWB)	+1.46m
Fixed	Black Border + Legs	+1.18m
2		+1.01m
1	LX 1 (12 way IWB)	+0.56m
Fixed	Red House Tabs (on overlap track)	+0.20m
Fixed	Red House Border	+0.05m

LX bars, tabs, cyc and border/leg bars are permanently assigned and are non negotiable.

The remaining bars can be used for scenery or additional lighting positions.

Bar length	9.00m
SWL	250kg per bar

There is an additional overlap track, currently located on bar 2.

### **Soft Stock**

- 1 x Pair red house tabs, operated via floor mounted winch DSL
- 1 x Red house border
- 1 x Pair full black tabs, operated from sprung loaded floor pulley USL
- 1 x White cyclorama
- 3 x Pair black legs
- 3 x Black borders

(All the above are in fixed positions.)

### **Accessories**

No stage weights/braces available.

No hard masking.

## **LIGHTING**

Lighting is operated from a closed control box at the rear of the balcony level with a clear view of the stage.

A standard rig is provided comprising a warm and cold general cover, red/blue/pink colour washes, and 4 colour cyc wash. Any variation to this standard rig is by prior negotiation only.

### **Lighting Positions**

#### Front Of House

Central overhead bar on electric winch (SWL 250kg) containing 12 way IWB (dimmer circuits 1-12 plus non-dim)

2 x 6 way vertical IWB on side walls (dimmers 13-24 plus non-dim paired across)

2 x 3 way vertical IWB on side walls (dimmers 25-30)

#### Stage

3 x 12 way IWB on electric driver winches (dimmers 31-66)

1 x 6 way IWB with internal pairing for cyc floods on electric driver winch (dimmers 67-72)

4 x floor level boxes DSR/DSL/USR/USL - 2 dimmers & 1 non-dim on each (dimmers 73-80)

Additional non-dim circuits located on SL fly gantry. (All dimmer circuits are terminated to 15A. Non-dim circuits are terminated to 16A.)

Follow spot positions available at 2nd Floor level.

### **Lighting Control/Dimming**

ETC Element 40 Lighting Desk (250 channels) with touch screen monitor and accessories.

DMX Splitter in dimmer room.

DMX Out points located around the theatre.

DMX In points in LX control room, temporary sound position and DSL.

Strand SLD Dimmer (80 dimmer channels, 8 non-dim channels, max load approx 2.5kw).

Dimmable LED/Fluorescent House Lights - operated via preset controller in LX Box or DSR.

**Lantern Stock**

Profiles

- 4 Source 4 50 degree 750w
- 10 Source 4 25/50 Zoom 750w (rigged on FOH IWB)
- 2 Cantata 11/26 Zoom 1200w
- 2 Cantata 18/32 Zoom 1200w
- 2 Cantata 26/44 Zoom 1200w

Fresnels

- 14 Selecon 650w with barndoors
- 6 Quartet 650w with barndoors
- 2 Parnel 750w with barndoors (used as tab warmers)

Pars

- 8 ETC Source 4 Par 750w
- 18 Par 64 Can 1000w (CP62 lamps)
- 6 Par 64 Floor Can 1000w (CP62 lamps)

Floods

- 3 Thomas 4 way 1K Cyc Floods

Accessories

- 6 Gobo Holders (for Source 4)
- 6 Gobo Holders (for Cantata)
- 2 Doughty Nipper Low Stands
- 4 Grelco

Limited supply of 15A TRS and 13A extension cables. Limited gel/gobo stock.

## SOUND

Sound is operated from a control box (open window) at the rear of the balcony level with a clear view of the stage. A temporary sound position is available in the auditorium at the rear of the balcony (this requires removal of 4 seats, Q1-4).

### Sound Equipment

#### Control

1 Yamaha LS9-16 Digital Desk - 32 channels

#### Speakers

2 Tannoy VX 12.2Q Speakers with amplifier (fixed FOH position on pros arch)  
 2 Tannoy 143097 Subs with amplifier (removable)  
 2 RCF NX12 Powered Monitor Speaker

#### Microphones

2 SM58 Microphone  
 1 Switched SM58 Microphone  
 1 Sennheiser EW112 Handheld Radio Mic (additional hire charge applies)  
 1 Sennheiser EW135 Lavalier Radio Mic (additional hire charge applies)

#### Playback

1 Tascam CD Player with ipod dock

#### Accessories

2 BSS Single Active DI Box  
 3 Mic Stand

Limited audio cables.

### Sound Power

32A Single Phase Touring Sound Power located DSR.

### Tie Lines

32 x mic tie lines and 16 x returns split across facility panels located DSR, DSL, USR, USL and front of stage. These terminate in the control room or the temporary auditorium sound position as necessary.

Speaker points are also located around the theatre and are patched to DSR.

### Communications

1 Tecpro Headset Amplifier  
 4 Tecpro Headset and Beltpack

Comms points located around the theatre.

Show relay to dressing room and overspill dressing room.

## HEALTH AND SAFETY

### **Electrical Equipment**

In accordance with the electricity at work regulations, all mains powered equipment brought into the venue must be electrically safe and have the appropriate pat test certification. Evidence may be required, and the duty technician may refuse the use of any equipment if they consider it to be unsafe, or in the absence of appropriate certification.

### **Use Of Access Equipment**

Only trained personnel are able to use the Genie lift which is required for focussing the main FOH lighting position.

### **Special Effects**

Visiting companies/hirers are asked to provide 6 weeks notice if using any firearms, flame, smoke, strobe or pyrotechnic effects. Permission will have to be obtained from the local licensing authority prior to use.

### **Flame Proofing**

All set, properties, furniture and costumes must meet with existing regulations regarding fire and flame proofing.

### **Smoking Policy**

Smoking is not permitted in any part of the venue at any time.

Smoking is allowed onstage during a performance provided that the procedures for lighting and extinguishing are safe. Requests must be made in writing at least 6 weeks prior to the event and accompanied by a letter from the production's director stating why smoking forms an integral part of the action.

### **Insurance**

Hirers/visiting companies must supply proof of Public Liability Insurance and ensure all production staff have the necessary cover for installation of any additional stage and electrical equipment.

## Contact Details

Dereham Town Council  
Assembly Rooms  
Quebec Street  
Dereham  
Norfolk  
NR19 2DJ

Telephone: 01362 693821  
E-mail: [generalenquiries@derehamtowncouncil.org](mailto:generalenquiries@derehamtowncouncil.org)