

# Duke Energy Center for the Performing Arts

## RALEIGH MEMORIAL AUDITORIUM TECHNICAL PACKAGE

REV. January 2017

- 
- 2 East South Street Raleigh, NC 27601
    - 919-996-8728 (phone)
    - 919-831-6237 (fax)

**GENERAL INFORMATION**

**VENUE INFORMATION:**

Raleigh Memorial Auditorium was constructed in 1932. Since its opening, the facility has undergone several extensive renovations. The auditorium serves as the largest theatre in the area, hosting a wide variety of events from community programs to national tours of *The Phantom of the Opera*, *Les Misérables* and *Miss Saigon*. Three additional halls opened in March 2001, growing the facility into a performing arts complex. These theaters are the Meymandi Concert Hall, The A.J. Fletcher Opera Theater and The Kennedy Theatre, all of which flank the main auditorium.

**LOCATION:**

Raleigh Memorial Auditorium is located at the southern end of the Fayetteville Street, downtown Raleigh, between Salisbury, South, and Wilmington Streets.

**ADDRESSES:**

**Shipping:**

Memorial Auditorium  
Stage Door  
2 E South Street  
Raleigh, NC 27601

**Driving w/ GPS:**

Memorial Auditorium  
Stage Door  
780 S Wilmington St  
Raleigh, NC 27601

## HOUSE POLICIES

- **Event Personnel:** A DECPA Production Supervisor must be present in the theatre for ANY activity within the building. A crew minimum of three (3) technicians is required for any event. For safety and security of the audience during an event, a minimum of three (3) ushers, one (1) uniformed police officer, and one (1) non-uniformed officer will be required.
- **Theatre Entrance:** Production personnel will most often enter through the doors at the rear of the building. Any building activity occurring during non-business hours (Mon-Fri, 8:00am-5:00pm) will require a door guard to be posted.
- **Parking:** Production personnel park in Lot F, a gravel parking area at the corner of Salisbury and MLK Blvd. Parking passes are arranged through the Production Supervisor. At no time will parking be allowed in the loading dock. Violators will be towed.
- **Decorating:** At no time shall decorations or equipment be placed in or on the building, walls or corridors, nor shall any signage be supported by nails, tacks, screws or tape on walls, doors, railings or woodwork without prior approval by the Production Supervisor. Painting, staining, or any other scenic treatment is not permitted in the theatre. Helium balloons are never allowed in the building.
- **Lobby Set-ups:** Arrangements for tables, chairs, skirting, easels or related items must be made in advance of the event with the Front of House Manager.
- **Food & Drink:** At no time are food and drink permitted onstage, in the house or control booths.
- **Smoking:** The entire building is a no smoking facility.
- **Telephones and Internet:** Phone and high speed data lines can be contracted for a client's needs in most areas of the complex.

## **HOUSE POLICIES**

- **Delivery and Pick-up:** All deliveries must be scheduled with the Production Supervisor. Upon load out of an event, all related equipment and material must be removed. Anything left in the building subsequent to an event will be disposed of.
- **Expendables:** DECPA does not provide hardware, lumber, gel, tape, office supplies or other expendables.

### **SPECIAL EFFECTS:**

Any pyrotechnic effects will require a permit which will be obtainable on the behalf of the client. Please provide at least two weeks notice along with a diagram showing locations and types of effects intended. The client will also need to provide an MSDS for each effect as well as flame-proofing certificates for all scenery used in the show.

Pyrotechnics and atmospheric effects (CO<sub>2</sub> fog or chemical haze or smoke) will affect our fire alarm sensors and require fire watch personnel. Any open flame, violation of the fire curtain line, or altering or obscuring any fire exit or path to a fire exit, will also require fire watch personnel.

### **IMPORTANT NOTES:**

At no time will any individual not directly connected to the production and familiar with its execution be allowed onstage or backstage. Arrangements should be made for friends and family to meet company members in the lobby. *This is not negotiable.*

Any scenery, curtains, furniture, or flying drops used in a production in our theatres should be either, a) fabricated from materials certified as inherently flame retardant, or b) treated in some fashion with a certified flame retardancy chemical treatment in the methods outlined by the manufacturer of that chemical. We reserve the right to request any applicable certificates, affidavits or receipts indicating such, and the right to deny use of any questionable materials or scenery.

## TECHNICAL LABOR INFORMATION

All labor is provided by the Duke Energy Center for the Performing Arts (DECPA). Crew calls should be supplied to the Production Supervisor as far in advance of the event as possible. There is no full time stage crew; all technicians are scheduled by the Production Supervisor per the client's request and billed accordingly. Unscheduled calls or changes which arise during the production process should be communicated to the Production Supervisor in a timely manner so as to ensure the most qualified personnel are secured. Cancellation of scheduled calls is subject to full labor charges if all attempts to contact crew personnel are unsuccessful.

Calls are scheduled at a four (4) hour minimum and no more than five (5) hours between meal breaks. There is a minimum two (2) hour call back from a meal break on continuous calls. Meal breaks are either a one (1) hour unpaid break, or a half (1/2) hour break that is paid and catered. Fifteen (15) minute breaks are taken at the mid-point of each call. Work cannot be scheduled in overtime without the Production Supervisor's approval.

Overtime (payable at 1 1/2 times the current pay rate) will be assessed for any work done between midnight and 8am, or when the production requires the same person to work more than forty (40) hours in one pay-week that runs from Monday morning until the end of load out Sunday night.

DECPA is owned and operated by the City of Raleigh. To ensure the safety of personnel, patrons and property, no one except City of Raleigh Stage Technicians may operate any house owned equipment. At no time will the failure to fulfill a call allow persons other than City of Raleigh employees to operate any house equipment. DECPA retains the right to approve decorators, contractors or other service personnel employed by the client.

Safety to persons and property is considered the most important rule of consideration. If at any time the well being of staff, patrons or equipment is threatened or jeopardized, it is within the power of the house staff to terminate these actions immediately.

**STAGE INFO & MEASUREMENTS**

**SEATING CAPACITY:**

2263 + 60 (optional) pit seats

**LOADING ACCESS:**

Two dock high loading bays are located on the east side (Wilmington Street) adjacent to the stage house. They are on the SR side of the house and open into a service corridor US of the deck area. Direct stage access from this corridor is provided by four sets of loading doors on the US wall.

- Loading Dock #1: 8'-0" wide x 10'-0" high  
(equipped with a self leveling dock plate)
- Loading Dock #2: 7'-4" wide x 9'-9" high
- Stage Loading Doors: 7'-9" wide x 26' high, located SR of center  
5'-11" wide x 7'-0" high, located on center  
7'-10" wide x 10'-0" high SR  
5'-8" wide x 7'-0" high SL

**PROSCENIUM:**

- Height: 25'-0" (not architectural) Width: 58'-10"

**STAGE DECK:**

Height: 3'-8" from the auditorium floor (Two sets of removable steps access the house directly from the apron). The deck is tongue and groove maple, painted black. Lagging into the deck (1 1/2") is permitted.

- Depth: Plaster Line to US wall: 35'-6"
- Plaster Line to Apron edge: 4'-6"
- Total stage depth: 40'-0"
- Width: Center Line to SL wall: 49'-0"
- Center Line to SR wall: 49'-0"

## **STAGE INFO & MEASUREMENTS**

### **ORCHESTRA PIT:**

Please see attached drawing.

- Width: 51'-6"
- Depth: 12'-0" at center – tapering to 9'-0" at offstage edge. Pit edge begins to taper at 5' from center SL & SR

The orchestra pit is a hydraulic lift that can be set at any height from basement to stage level. The only access to the orchestra pit during performance is through the house or from the stage. The lift cannot be operated during a performance or at any time while the general public is in the auditorium, without special consent of the Production Supervisor (see attached drawing).

### **DRESSING ROOMS:**

Please see attached drawing.

All dressing rooms are located at deck level. A hallway of dressing rooms exists both SR and SL. These rooms have lit mirror, counter and rack space to accommodate two or three performers each. All rooms have sinks and there is one communal toilet and shower stall per hallway. Each hall has one dressing room with a pass door to the stage and one larger room with private toilet and shower, usually denoted as the star dressing room. SR consists of six (6) rooms including the star and SL has seven (7) with the star (see attached drawing).

Off stage left are two chorus dressing rooms, one men's and one women's. The men's is designed for 7 performers, and the women's 13, but more could be accommodated in either. Both have lit mirrors, counters, racks, sinks, toilets and shower stalls.

A washer and dryer are located in the loading dock area and 10 rolling racks are available. Additionally, three sets of washers and dryers are located in the house costume shop on the lower level.

Dry cleaning service can be arranged. However, clothes hangers or towels are not provided.

## **STAGE INFO & MEASUREMENTS**

### **FLY SYSTEM:**

The fly system is a JR Clancy double purchase counterweight system. The operating rail is located SR 30' above the deck with 28' of clearance between the fly floor and the stage. A Hemp Pin Rail is located on the SR fly floor. The hemp rail runs the full depth of the stage with pins on 7" centers.

A Hemp Pin Rail is also located SL at 21' above the deck with 19' of clearance between the fly floor and the stage. This hemp rail runs the full depth of the stage with pins on 12" centers.

There are two loading bridges for the arbors located SR at 45' and 52' above the deck. All SR rail positions are accessed by a ladder on the USR wall. The SL rail and the grid are accessed by a ladder on the USL wall.

### **LINESETS:**

There are 46 linesets on average 9" centers. House battens are double pipe trusses of 1½" S40 pipe; 16" high and weighing 367lbs., with 6 pick-up lines on approximate 12' centers.

Some sheaves *cannot* be kicked. Please see attached line schedule.

- Batten length: 67'
- Working load limit: 1800 lbs.
- Grid Height: 61'
- Out Trim to truss bottom pipe: 59'-5"
- In Trim: 3'-9"
- Arbors: Height:-12'-0". Weight capacity: 3,600 lbs.
- Counterweight: Lead bricks are 8" wide, 1" thick
- Steel bricks: 8" wide, thickness varies



## STAGE INFO & MEASUREMENTS

### LINESET SCHEDULE:

This would be a typical line set layout; please confirm this information with House Production Supervisor – it is likely to change with no notice!

Line #	Distance from PL	House Hang	Kick?	Line #	Distance from PL	House hang	Kick?
1	0'-9"	Main Valance	No	24	18'-4"		No
2	1'-6"	Main Rag	No	25	18'-10"		
3	2'-5"			26	19'-6"		No
4	3'-1"	Electric 1	US Only	27	20'-4"		US Only
5	3'-9"		US Only	28	20'-11"	Border 3	
6	4'-5"			29	21'-9"	Legs 3	DS Only
7	5'-2"			30	22'-6"		
8	6'-2"			31	23'-4"	Electric 4	
9	6'-8"			32	24'-2"		DS Only
10	7'-6"	Border 1	DS Only	33	24'-10"		US Only
11	8'-2"	Legs 1		34	25'-6"		
12	9'-0"			35	26'-3"		No
13	9'-8"		US Only	36	27'-0"		
14	10'-6"	Electric 2		37	27'-9"	Border 4	No
15	11'-3"		DS Only	38	28'-7"	Legs 4	
16	12'-1"		US Only	39	29'-2"		
17	12'-10"			40	30'-5"	Electric 5	US Only
18	13'-6"		DS Only	41	31'-3"		
19	14'-2"			42	31'-9"	US Blackout	
20	14'-11"	Border 2		43	32'-6"		
21	15'-9"	Legs 2	No	44	33'-3"		No
22	16'-6"			45	33'-11"		US Only
23	17'-4"	Electric 3	DS Only	46	34'-8"	White Cyclorama	

**STAGE INFO & MEASUREMENTS**

**SOFT GOODS:**

The following soft goods were manufactured and installed in 2008; with the exception of the main rag (installed 2000). All curtains are Black 27 oz velour and are sewn flat, with no fullness. Note the lineset schedule for typical hanging positions.

<b>Goods</b>	<b>Panels</b>	<b>Width x Height</b>
Main Curtain	2	35' w x 28' h (K-M Fabrics 'Plum'/ 25 oz IFR velour/unlined) Travels or Guillotines (controlled from SR)
Main Valance	1	66' w x 8' h (K-M Fabrics 'Plum'/ 25 oz IFR / 25 oz velour)
Borders	5	67' w x 12' h

<b>Goods</b>	<b>Pairs of Panels</b>	<b>Width x Height (per panel)</b>
Legs	10	17'-4" w x 27' h

<b>Goods</b>		<b>Width x Height</b>
White Leno Cyclorama (filledscrim)		60'x 26'-8"
Black Sharkstooth Scrim		65' x 30'-0"

**NOTE:** Some refurbished leg panels are available. These are 27' high with no fullness.

**STAGE INFO & MEASUREMENTS**

**ADDITIONAL SPACE:**

Several multi-purpose rooms exist on the lower level. Subject to availability, it is possible to utilize these rooms as offices, additional dressing rooms, rehearsal space or work areas. Loading downstairs from the stage level is possible via a passenger elevator or orchestra pit lift.

The passenger elevator door measures 6'-11" high and 47" wide. The interior is 5' wide and 7'-8" deep.

**AUDIO INFORMATION**

**COMMUNICATION:**

Full “Clear-Com” systems are available at all production positions. The main station control is at the Stage Manager’s Console, DSR. Paging and program feed to all dressing rooms, control booth and back hallways.

**SOUND:**

Four-way quad amplified JBL System with center cluster, right and left fill clusters, and two rear fill delays. Control console is typically a Midas M32 digital desk with wireless remote capabilities. Additional desks and cabinets owned by the complex may be available dependent on other bookings.

The front of house mix position is an 8’-6” x 13’ area at the rear of section H. The position is 112’ from the plaster line and requires a 250’ snake run from the deck.

Through third-party vendors in our area, we are able to provide audio and video transmission via phone, internet or satellite for archival use, live broadcast, internet streaming, or pay-per-view service.

NOTE: The house does not supply batteries for battery powered audio equipment.

**LIGHTING AND POWER**

**Electrics: Company Switch**

Primary power is provided through a fused 800 amp 120/208 volt 3 phase 5-wire company switch located on the SL wall 11' upstage of the plasterline. Two additional 400 amp 208/120 volt fused disconnects are located just US of the primary bull switch.

A 400 amp and a 100 amp 120/208 volt 3 phase 5 wire fused switch are located on the SR wall 15'-6" upstage of the plasterline. This service is traditionally used for audio since it is supplied through a separate transformer and has an isolated ground.

One 50 amp 120/208 volt 3 phase 5-wire fused disconnect switch exist 17' US of the plasterline on SR. Wall water pipe grounds exist both DSR and DSL.

**Total stage house power and locations**

800amp	3 phase	SL
2 x 400amp	3 phase	SL
400amp	3 phase	SR
100amp	3 phase (isolated)	SR
50amp	3 phase	SR
200amp	3 phase	In upstage phase hallway by elephant doors
50 amp	3 phase	Loading dock

City of Raleigh electricians do all connects and disconnects.

## LIGHTING AND POWER

### Lighting Instrumentation & Accessories

All instrumentation is equipped with stage pin connector, C-clamps, safety cables and gel frames.

#### **House hang:**

- Booth Rail- 6- ETC S4 5 degree@575 W
- Cove – 36- ETC S4 10 degree @ 575w
- Box Booms – 7- ETC S4 19 degree @ 575w  
14- ETC S4 26 degree @ 575w  
1 – Colortran 8” Fresnel @ 2Kw with barndoors

Additional lighting equipment may be available, please contact the house for current inventory. The house does not supply color media, templates, or gaffer’s tape without prior arrangement.

### Dimming & Control

All stage dimmers are ETC Sensor, D20. There are 384 dimmers at 2.4kw each. All positions are wired dimmer per circuit. There is no patch bay or breakout panel; FOH control transfer is via DMX. The dimmer vault is located on the SL Pin Rail.

There is a CAT-5 powered data network system distributed throughout the theatre.

The house console is ETC’s Ion 1500 with 2 x 20 outboard wing and wireless remote network and designer remote tech table station.

The house dimmers should be protected from any DMX source or receiver not provided by DECPA by means of an optical/electrical isolator.

## LIGHTING AND POWER

### Dimmer Allocation

<b>Position</b>	<b>Dimmers</b>	<b>Non-Dims</b>	<b>DMX, Net, or RFU</b>
Cove, ± 50°	145-208	1-4	N, N, R
Catwalk circuits repeat twice across the position			
First Electric	1-30		No
Second Electric	31-60		No
Third Electric	61-90		No
Fourth Electric	91-120		No
Fifth Electric	121-144		No
All electrics are "soft" with multi-cable and break-outs			
HR Box Boom	209-222	1-4	N, N, R
HL Box Boom	223-236	1-4	N, N, R
DSL Deck	237-242	9-12	D, N, N, R
DSR Deck	243-248	9-12	D, N, N, R
USL Deck *	249-260	9-12	No
USR Deck *	261-272	9-12	No
HR Back of House, ± 20°	273-278		No
HL Back of House, ± 20°	279-284		No
SL Jump **	285-320	5-8	No
SR Jump		5-8	No
House Lights	351-355		
House Lights	361-380		

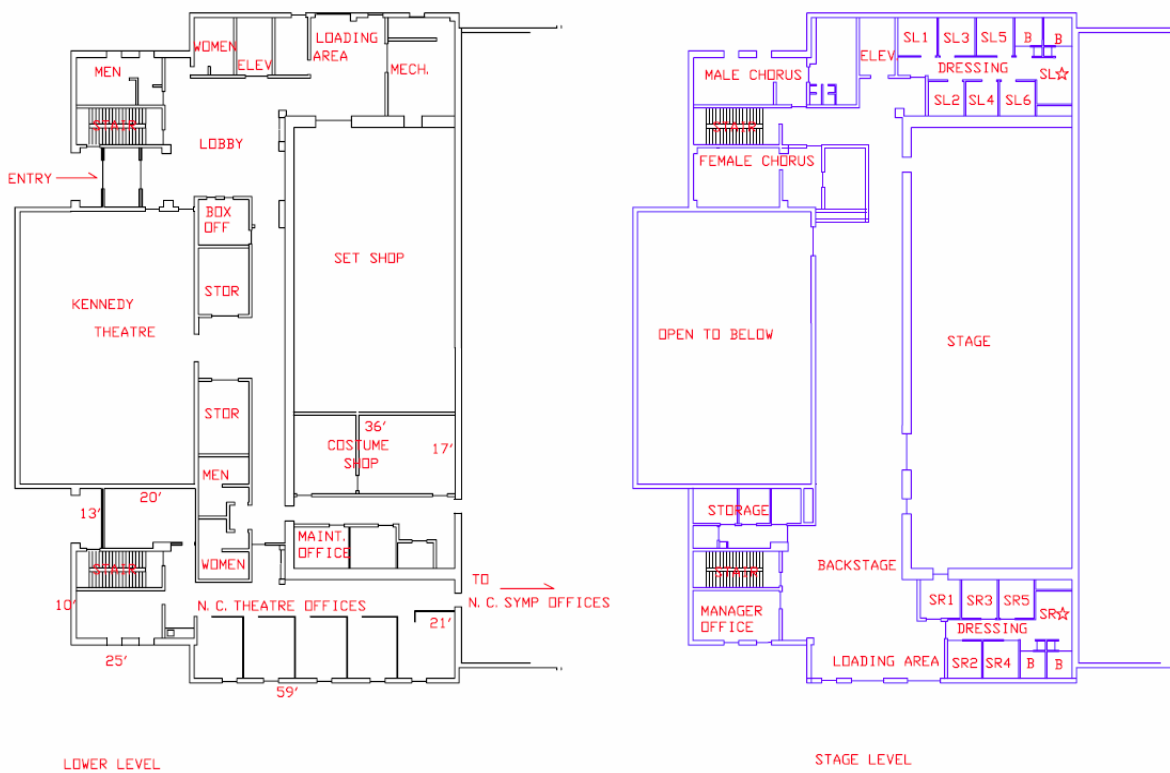
\* these twelve circuits output in stage pin and two 19-pin connectors

\*\* these 36 circuits output in six 19-pin connectors

### Additional Control Allocation

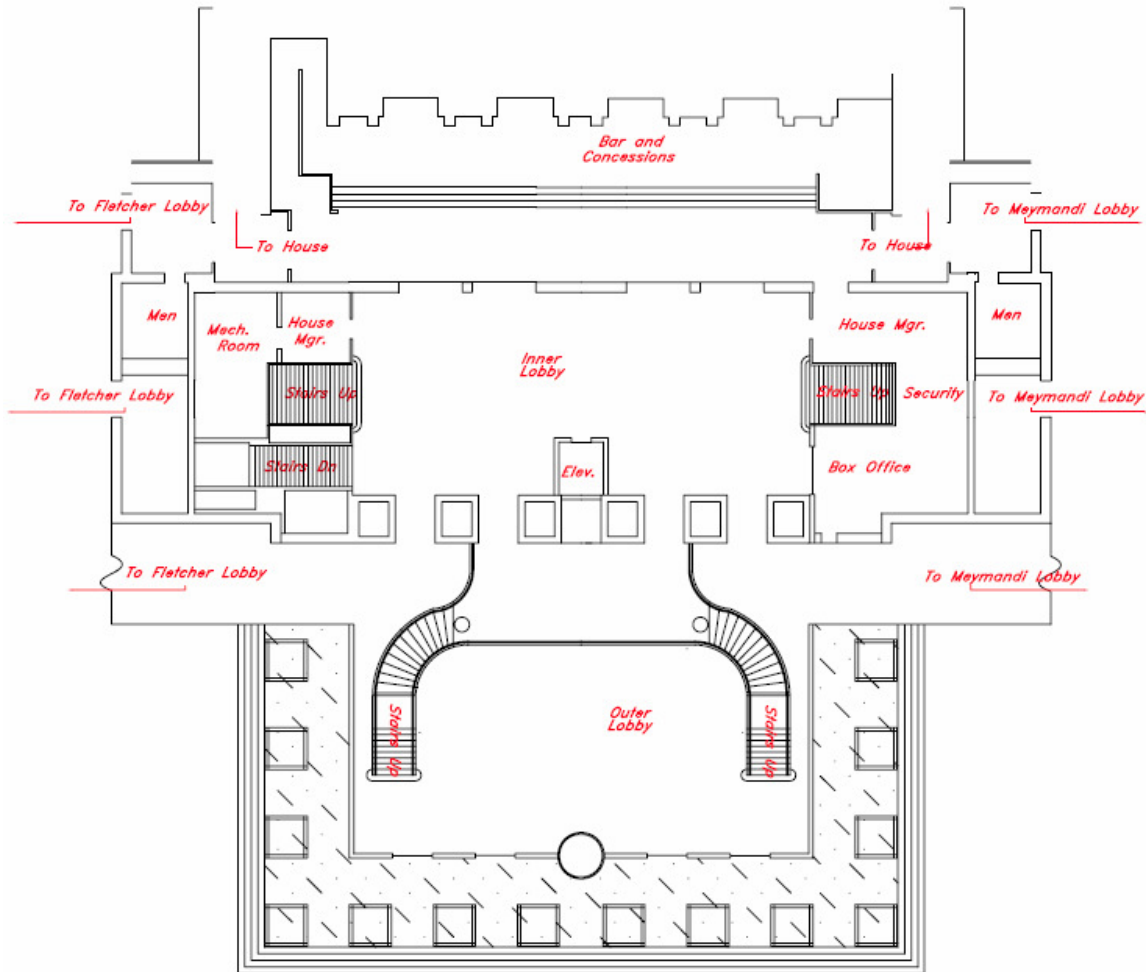
<b>Position</b>	<b>DMX, Net, or RFU</b>
Sound Booth	D x 4 input, N, N, R
Spot Booth	N, N
Tech Table	D, N, N, R
SL	D x 4 output

## STAGE AND LOWER LEVEL

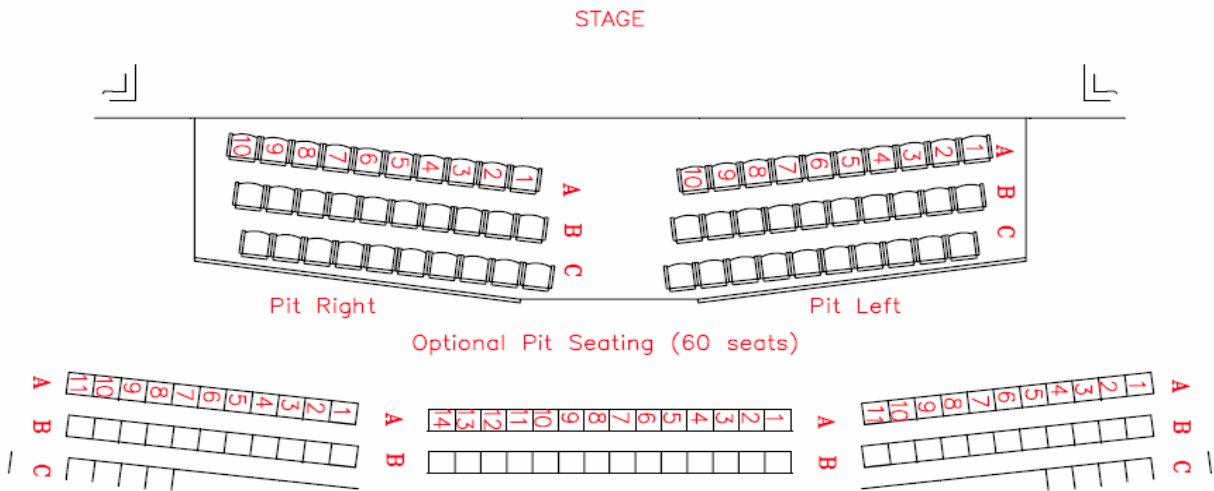
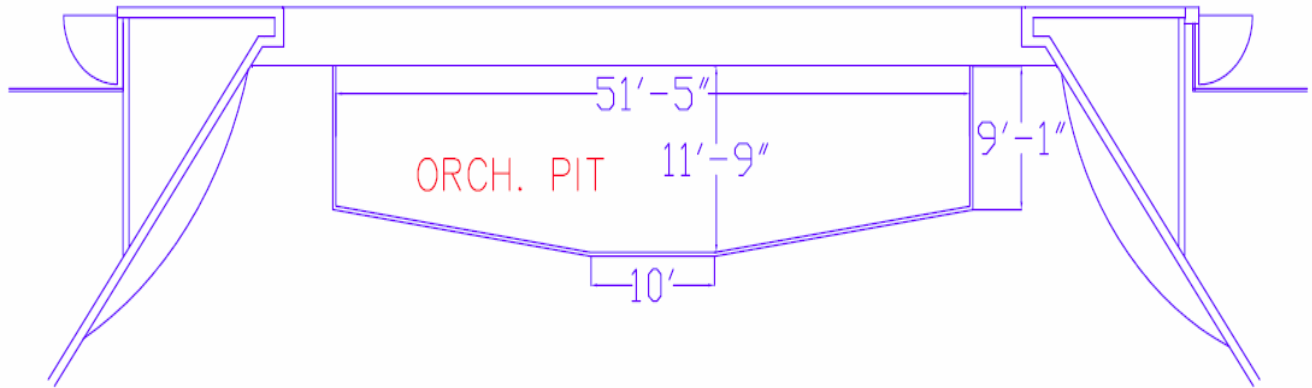




## LOBBY



## ORCHESTRA PIT AND SEATING



## SEATING CHART

