

Duke Energy Center for the Performing Arts

KENNEDY THEATER FULL TECHNICAL PACKAGE

REV. January 2017

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

GENERAL INFORMATION

VENUE INFORMATION:

The Kennedy Theatre is a flexible, black-box theatre seating up to 150 people. Three additional halls, Raleigh's Memorial Auditorium, The Meymandi Concert Hall and The A. J. Fletcher Opera Theatre, are also a part of the Duke Energy Center for the Performing Arts.

LOCATION:

The Kennedy Theatre is located at the southern end of Fayetteville Street, downtown Raleigh, between Salisbury, South, and Wilmington Streets.

GENERAL INFORMATION

Directions to the Duke Energy Center for the Performing Arts

- [From I-40 / West Raleigh](#)

Take I-40 East toward Raleigh. From I-40 take exit 298-B. Turn right on South Saunders St. Go 1.5 miles north on S. Saunders St. Turn right onto South St. Go 2 blocks. The Duke Energy Center for the Performing Arts is on the right.

- [From US-1 / Capital Blvd. / North Raleigh](#)

Take US-1 South into Raleigh. US-1 becomes Capital Blvd. Stay on Capital Blvd., crossing over I-440 (the Beltline). After you cross I-440 go another 3.4 miles south. Capital Blvd. becomes Dawson St. Go 10 blocks south on Dawson St. (0.8 miles). Turn left onto South St. Go 3 blocks on South St. The Duke Energy Center for the Performing Arts is on the right.

- [From US-70 / Glenwood Ave. / Northwest Raleigh](#)

From Glenwood Avenue / US-70, follow the US-70 E. signs toward downtown Raleigh. US-70 travels along Glenwood Avenue, turns onto Wade Avenue, then exits onto Capital Blvd. heading south. Capital Blvd. becomes Dawson St. Go 10 blocks south on Dawson St. (0.8 miles). Turn left onto South St. Go 3 blocks on South St. The Duke Energy Center for the Performing Arts is on the right.

- [From US-64 / New Bern Ave. / East Raleigh](#)

Take US-64 West toward Raleigh. US-64 becomes New Bern Ave. Follow New Bern Ave., crossing over I-440. After you cross I-440 go another 2.5 miles west. New Bern Ave. then becomes Edenton St. Go 1.2 miles on Edenton St., pass the State Capitol and turn left onto Dawson St. Turn left onto South St. Go 3 blocks on South St. The Duke Energy Center for the Performing Arts is on the right.

- [All Trucks / Show Transport / Deliveries](#)

From I-40 / I-440, take exit 298-B. Turn north on S. Saunders. Go 0.5 miles and bear right on S. McDowell. **To Meymandi and Kennedy Docks:** Drive 0.7 miles. Turn right onto South St. Turn next right on Salisbury. Dock is in Kennedy Theatre parking lot on left. **To Fletcher and Memorial Docks:** Drive 0.5 miles to Martin Luther King exit. At top of exit ramp, turn right on MLK. Turn left at second traffic light onto Wilmington. Second driveway on left leads into dock and parking area.

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 can provide hardware, lumber, gel, tape, office supplies or other expendables at additional costs.

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 (CO₂ 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 NOTE:

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 (½) 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 ½ 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:

50-150

SEATING:

The Kennedy Theatre has no specific seating arrangement for performances. We use up to 150 padded arm chairs and risers set up as required by each show. We have six risers of each of the following sizes;

36" x 8' x 8"

42" x 8' x 16"

42" x 8' x 24"

42" x 8' x 32"

42" x 8' x 40"

LOADING ACCESS:

One 7' x7' double-wide loading door is located on the west side of the complex (Salisbury Street) adjacent to the theatre. It is 24" above the street and leads into an 8' x 14' staging area, just outside of the theatre proper. Parking spaces do block loading access, so please allow adequate notice so we can reserve those spaces the night before your load in.

FLOOR:

Maple tongue and groove sprung floor, painted black. The usable floor area is 40' x 59'. Screws, lag bolts or any kind of attachment into the floor is not permitted.

STAGE INFO & MEASUREMENTS

DRESSING ROOMS:

There is one large dressing room on stage level with a men's and women's bathroom. There are chairs, tables and clothes racks. Laundry and dry cleaning service can be arranged. Clothes hangers or towels are not provided.

ADDITIONAL SPACE:

Several multi-purpose rooms exist in the complex. Subject to availability, it is possible to utilize these rooms as offices, additional dressing rooms, rehearsal space or work areas.

AUDIO INFORMATION

SOUND SYSTEM:

There is no permanently installed sound system.

A 70-volt speaker system delivers paging and show program to dressing room, dressing room hallway, Kennedy lobby and box office. Program source is either a Shure MX 202 microphone suspended from the grid at room center or mixing board output. Two-channel Clear-Com system available. Charges for sound and communications equipment will be based on the prevailing client contract and rate sheet.

LIGHTING AND POWER

ELECTRICS: Company Switch:

There is a 100 amp, 120/208 volt, three-phase power switch located on the balcony. City of Raleigh electricians do all connects and disconnects.

Dimming & Control:

All stage dimmers are ETC Sensor, D20. There are 96 dimmers at 2.4kw each; 88 circuits are located on the grid, and 8 are located at floor level. The control board is an ETC Express 125 with v. 3.10 software. Because Kennedy is a flexible seating theatre, there are no fixed house lights; therefore house lights should be included by your lighting designer in your lighting plot.

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

Pipe Grid:

There is a pipe grid 26' above the theatre floor. It is made up of standard 1.5" pipe laid out in a 4' square grid. Please see attached drawing.

LIGHTING AND POWER

Lighting Instrumentation & Accessories:

All instrumentation is equipped with C-clamps, safety cables, stage pin plug and gel frames. Up to 70 instruments may be used at no extra charge; charges for additional instruments over 70 will be based on the prevailing client contract and rate sheet.

- 10 – Colortran 12° (painted yellow) ellipsoidal spot, FLK 575 watt lamp, 7 ½” gel frame
- 30 – Colortran 20° (painted red) ellipsoidal spot, FLK 575 watt lamp, 7 ½” gel frame
- 20 – Colortran 30° (painted blue) ellipsoidal spot, FLK 575 watt lamp, 7 ½” gel frame
- 15 – Source Four PAR MFL, HPL 750 watt lamp, 7 ½” gel frame. No alternate lens available
- 8 – Atlman 65Q 6” Fresnel, 750 watt lamp, 7 ½” gel frame.

Other equipment available to the Kennedy Theatre includes:

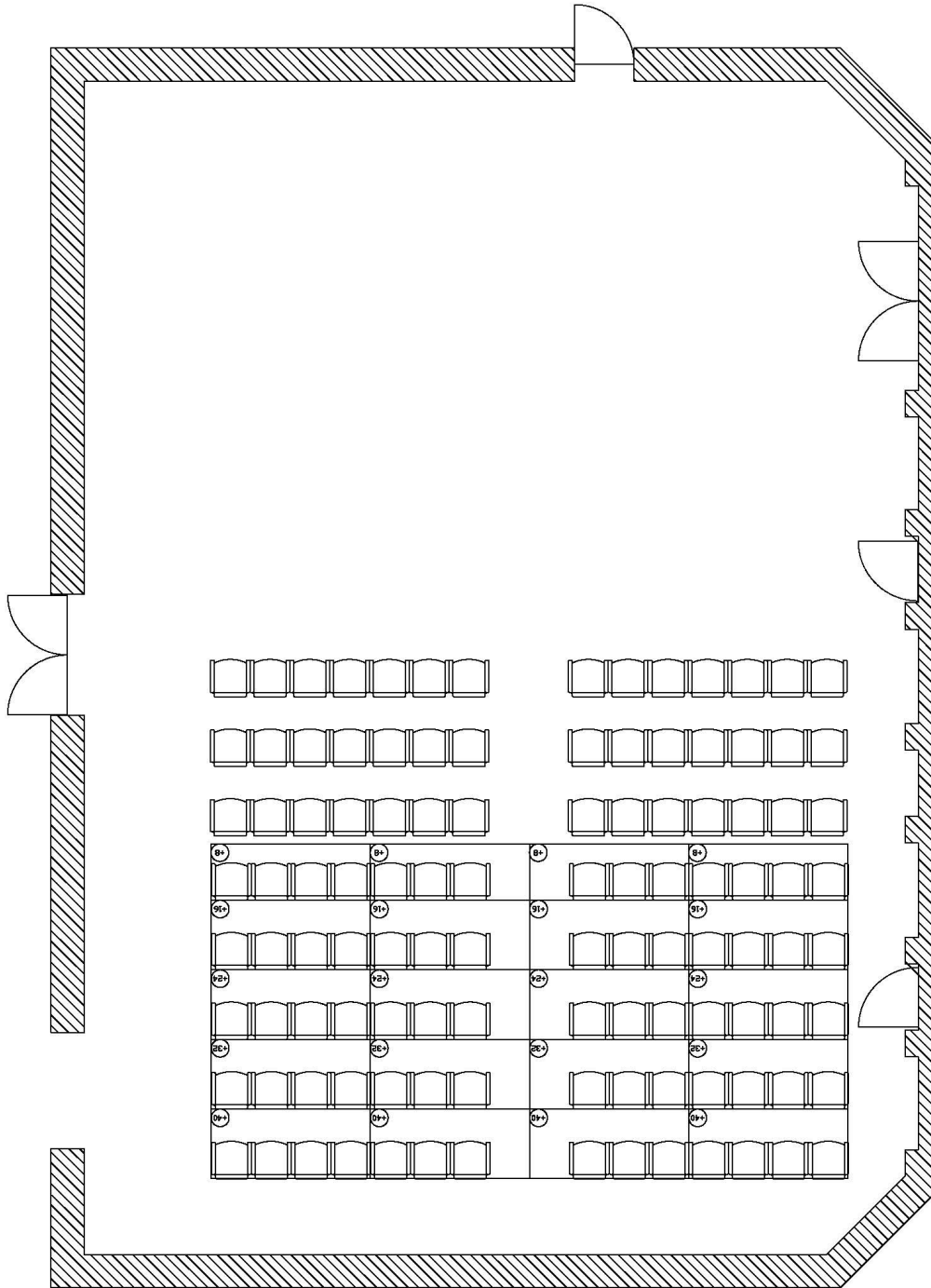
- 20 – Pattern holders for Colortrans (A sized)
- 15 – 7.5” barndoors
- Assorted stage pin cable

The house does not supply color media, templates, or gaffer’s tape without prior arrangement. All lighting plots are to be hung by Duke Energy Center staff.

SOFT GOODS:

The Kennedy Theatre has no allocated curtains for performances. Some black curtains may be available, please check with the Production Supervisor.

SAMPLE 112-SEAT CHART



PIPE GRID LAYOUT

