

# KENNEDY THEATRE TECHNICAL PACKAGE

*Revised September 2020*



## VENUE INFORMATION

Kennedy Theatre is a 150-seat, 40 x 60-foot black-box experimental theater that fuses intimacy with energy and the deeply personal with the universal theater experience. The KD & Sara Lynn Kennedy Theatre provides performance and rehearsal space for many innovative groups.

## TABLE OF CONTENTS

<b>VENUE INFORMATION</b>	<b>1</b>
<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>LOCATION</b>	<b>3</b>
<b>DIRECTIONS</b>	<b>3</b>
<b>HOUSE POLICIES</b>	<b>3</b>
<b>TECHNICAL LABOR INFORMATION</b>	<b>5</b>
<b>STAGE INFORMATION AND MEASUREMENTS</b>	<b>6</b>
<b>AUDIO INFORMATION</b>	<b>6</b>
<b>LIGHTING AND POWER INFORMATION</b>	<b>7</b>
<b>EXHIBITS</b>	
<b>EXHIBIT A – PIPE GRID LAYOUT</b>	<b>8</b>
<b>EXHIBIT B – SEATING</b>	<b>9</b>
<b>EXHIBIT C – PARKING POLICY</b>	<b>13</b>
<b>EXHIBIT D – PRODUCTION PARKING MAPS</b>	<b>14</b>
<b>EXHIBIT E – LOADING DOCK ACCESS MAP</b>	<b>16</b>

## LOCATION

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

## DIRECTIONS

### FROM I-40 / WEST RALEIGH

Take I-40 East towards 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 Duke Energy Center Production Supervisor must be present in the venue 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) in-house PAC security personnel will be required.

### **VENUE ENTRANCE**

Production personnel will most often enter through the doors at the rear of the building. Any activity in the center will require a door guard to be posted at designated entrances, to be determined by Management.

### **PARKING**

Please see Parking Policy ([Exhibit C](#)). Parking is available at prevailing rates in parking lots and decks surrounding the Duke Energy Center. Parking in the Loading Dock (except for loading or unloading) is strictly prohibited and violators will be towed at owner's expense. Please refer to [Exhibit C](#), [Exhibit D](#), and [Exhibit E](#) for parking maps and additional details. For oversized vehicles, please check with Production Supervisor, or Front of House Manager, for instructions on where to park.

### **DECORATING**

At no time shall decorations or equipment be placed in or on the venue, 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. \*Banners will not be allowed to be hung from the RMA balcony or staircases.

### **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 or in 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.

### **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**

Duke Energy Center 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 week's 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 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 theaters 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**

Duke Energy Center 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. Duke Energy Center retains the right to approve decorators, contractors or other service personnel employed by the client.

All labor is provided by the Duke Energy Center for the Performing Arts. 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 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 - Sunday.

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 INFORMATION AND MEASUREMENTS

### SEATING CAPACITY

50-150

### SEATING

Please see [Exhibit B](#) for standard seating layout drawings. Any variation from these layouts will need to be drawn and approved.

### LOADING ACCESS

One 7' x 7' 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, which is painted black. The usable floor area is 40' x 59'. Lag bolts into the floor are not permitted.

### 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 center. 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 INFORMATION

### **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 Duke Energy Center 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 INSTRUMENTATION AND 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, BTN 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 center 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.

EXHIBIT A – PIPE GRID LAYOUT

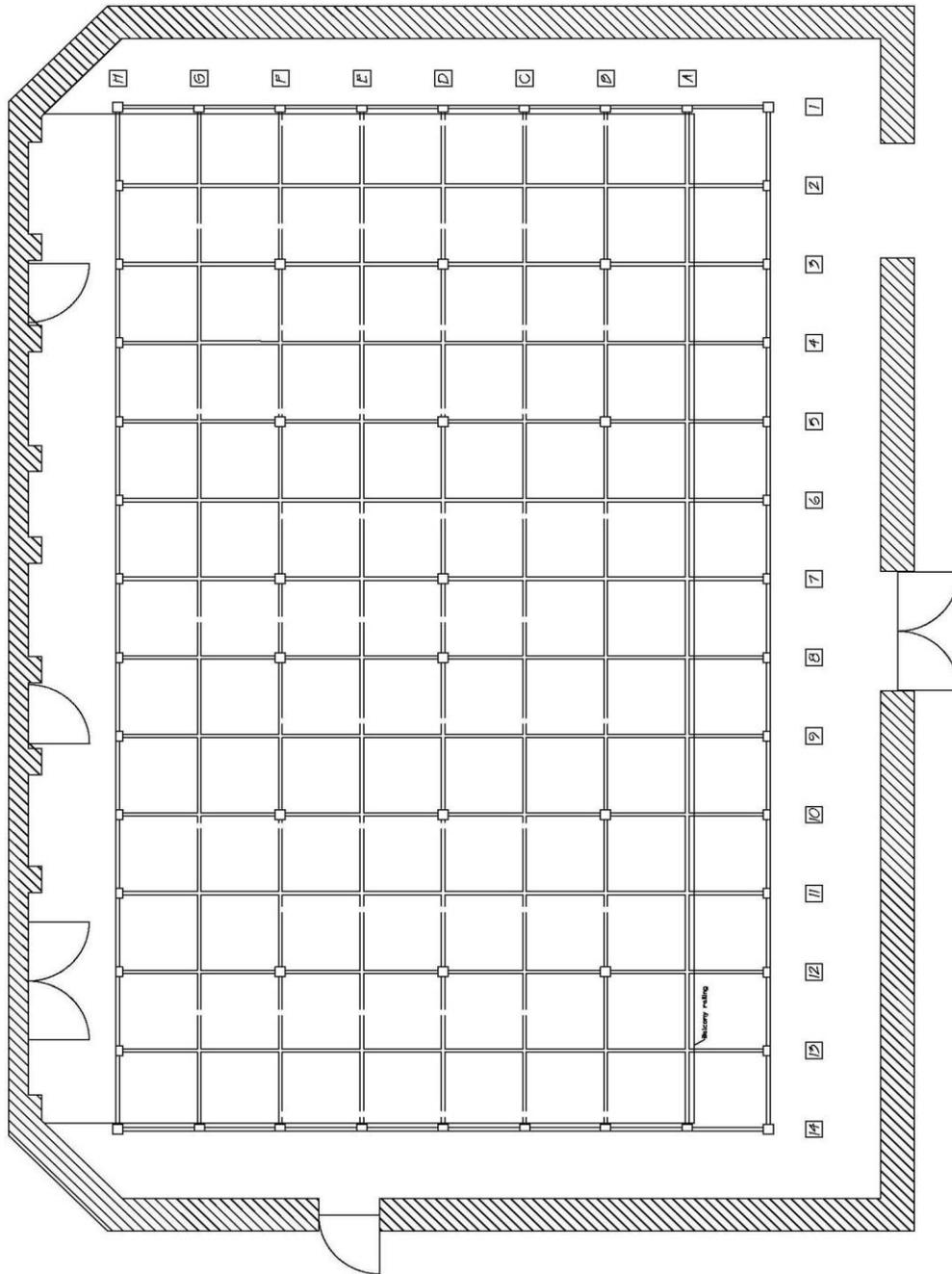
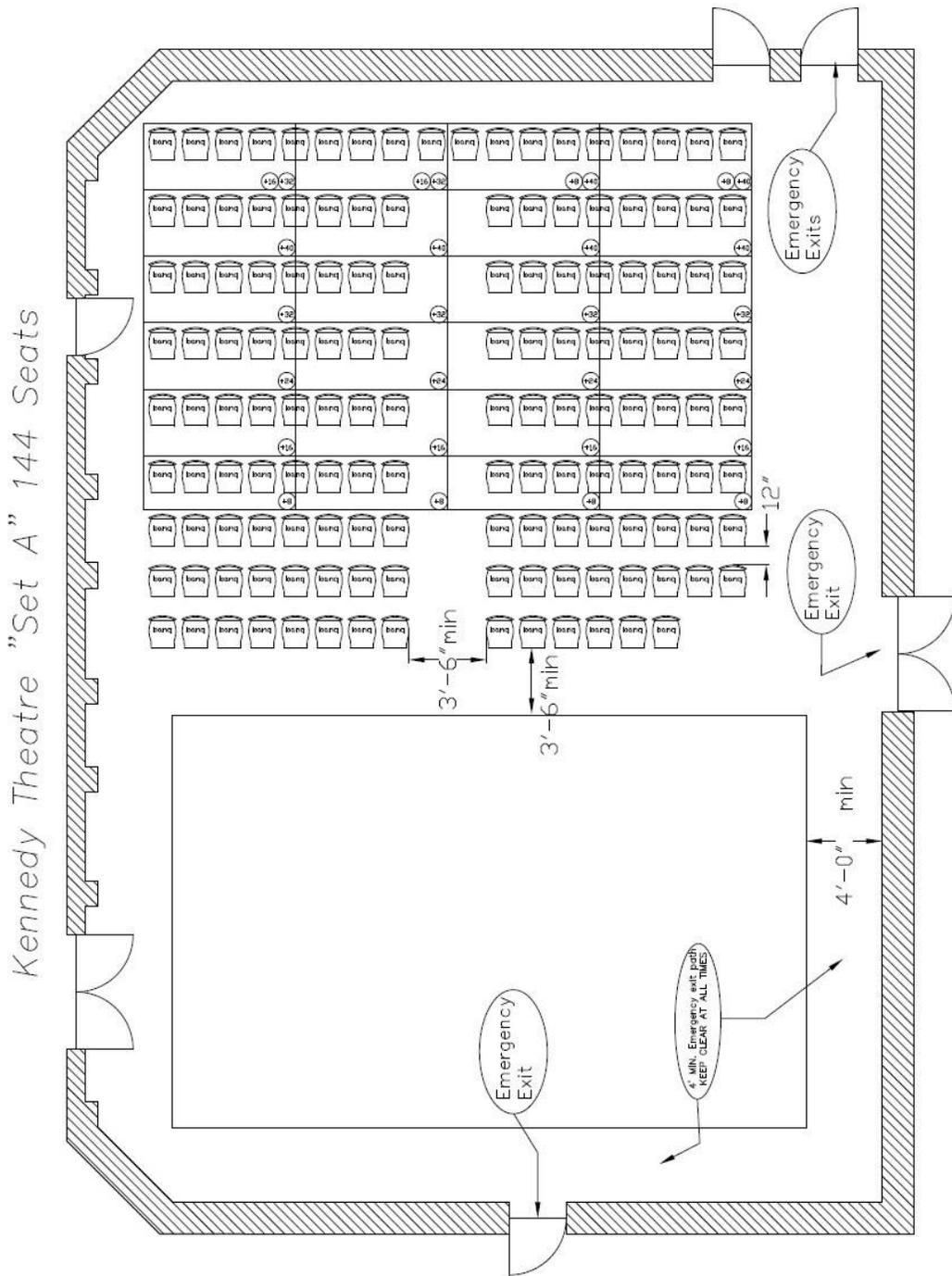


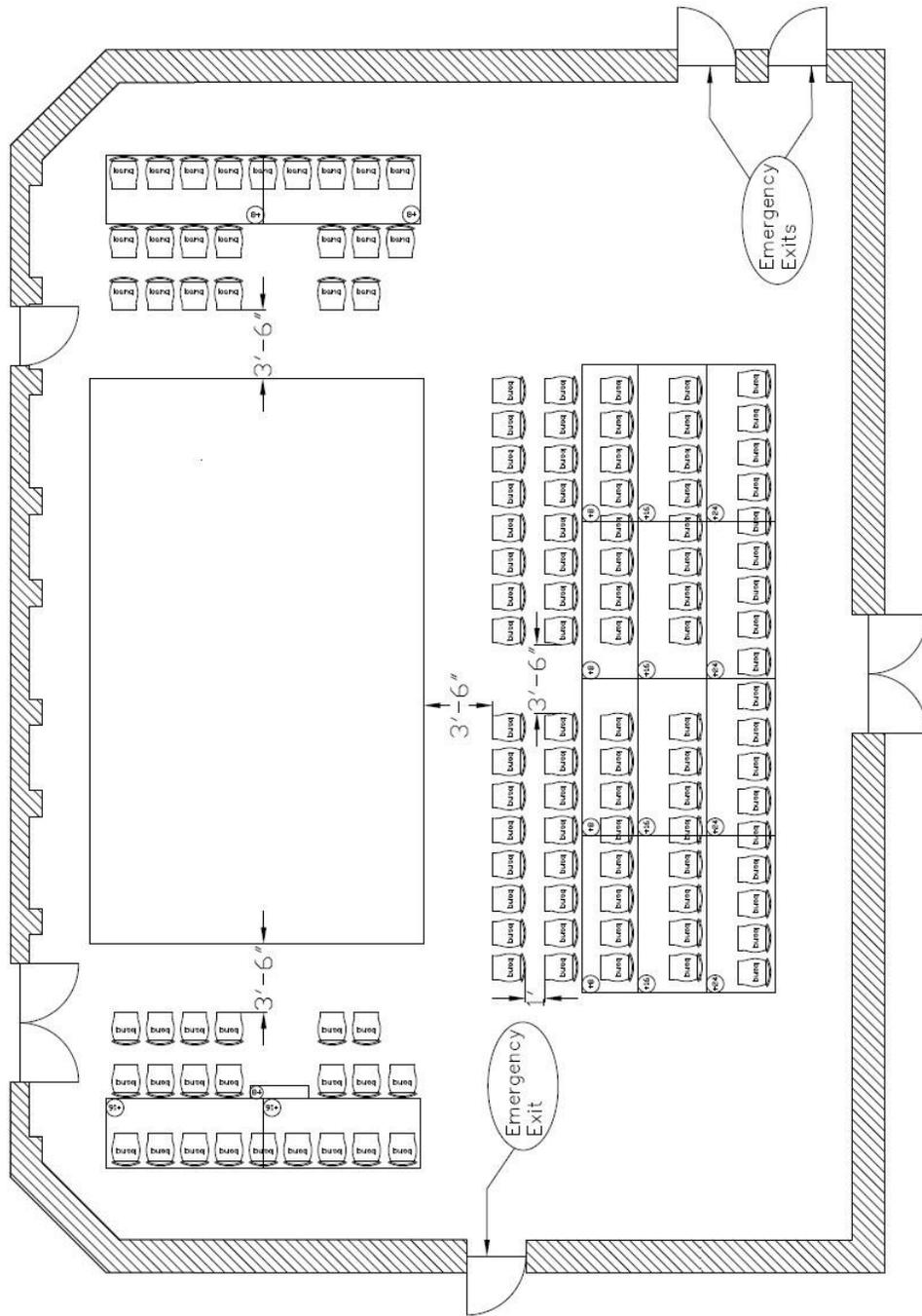
EXHIBIT B – SEATING

“SET A” 144 SEATS



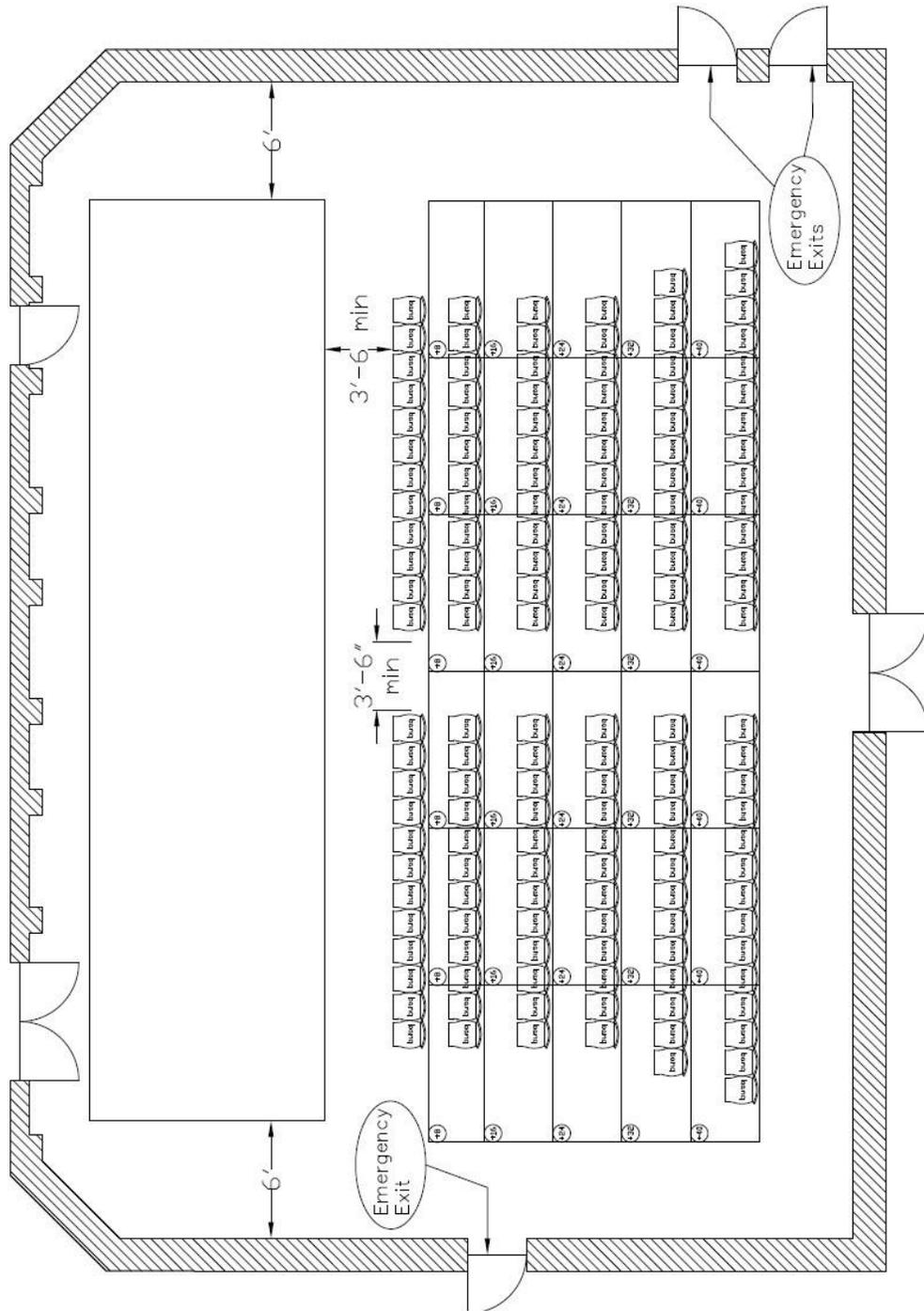
**"SET B" 126 SEATS**

Kennedy Theatre "Set B" 126 Seats



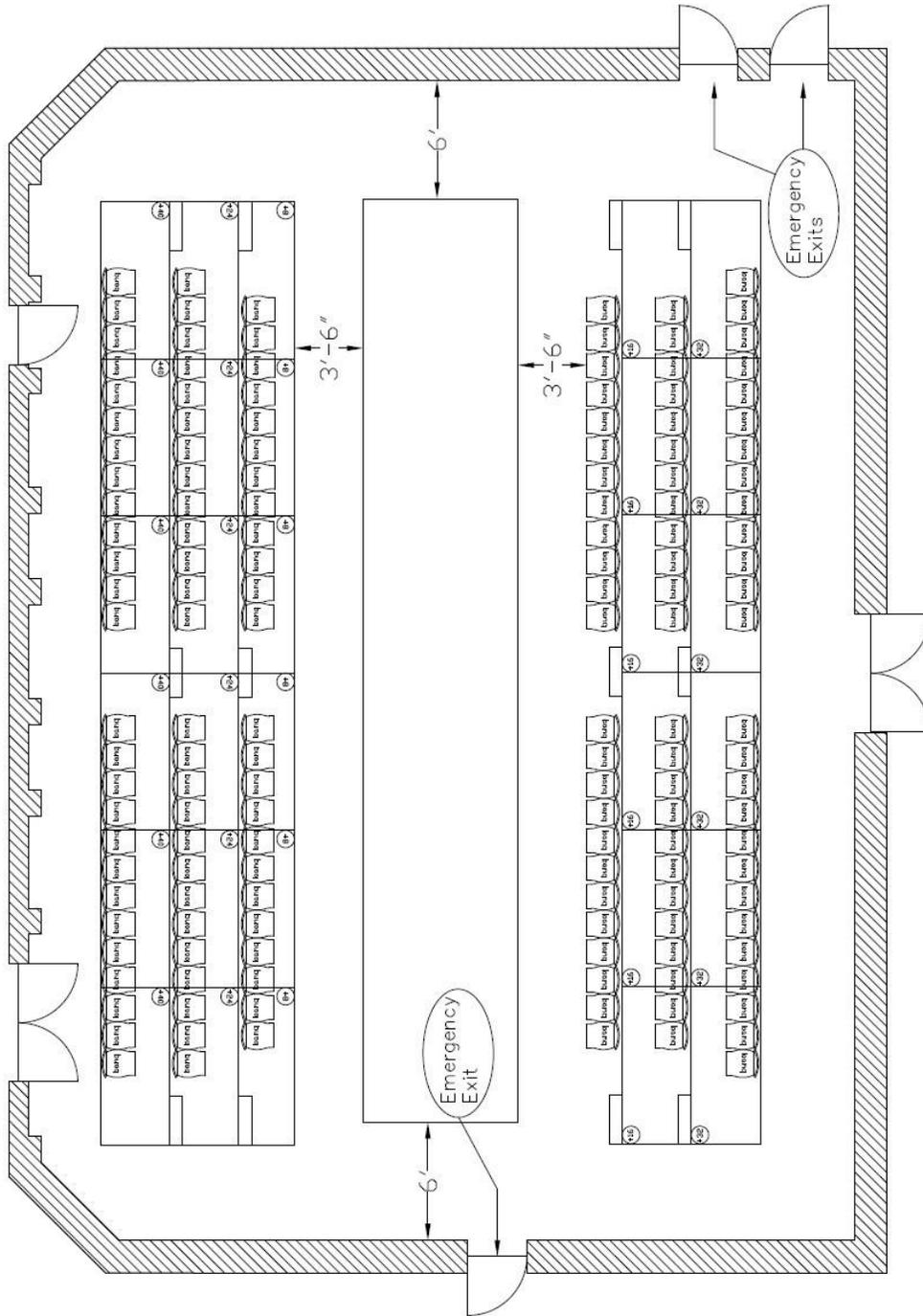
"SET C" 150 SEATS

Kennedy Theatre "Set C" 150 Seats



**"SET D" 150 SEATS**

*Kennedy Theatre "Set D" 150 Seats*



## EXHIBIT C – PARKING POLICY

This policy will only address client parking for the Duke Energy Center. This will address backstage parking lots; to include Kennedy Theatre and Wilmington Street office lots. All other parking questions need to be directed toward McLaurin Parking.

All loading docks are to be kept clear except for trucks/buses for events that are currently booked in the corresponding theater or for vehicles actively dropping off/picking up from the corresponding theater. Any other vehicle found blocking access to any loading dock will be towed at the owner's expense.

The bus lane is reserved for buses and trucks required for clients and its use will be determined exclusively by Duke Energy Center staff (see [Exhibit D](#)). Any vehicle found in the bus lane without the permission of Duke Energy Center staff will be towed at the owner's expense.

Delivery and pickup vehicles will be allowed temporary access to the loading dock or stage door of the venue that relates to the delivery/pickup, but only during the time in which they are actively loading or unloading. The vehicle will need to exit the parking/backstage area immediately after finishing loading or unloading. Vehicles left unattended after loading or unloading will be towed at the owner's expense.

All clients will be provided with two temporary parking passes that will only be valid for the time they are booked for their event. The parking spaces for Raleigh Memorial Auditorium and Fletcher Theater are located in front of the mechanical building in the RMA/Fletcher backstage lot (see [Exhibit D](#)).

The parking spaces for Meymandi Concert Hall and Kennedy Theatre are located in the Kennedy Theatre parking lot (see [Exhibit D](#)).

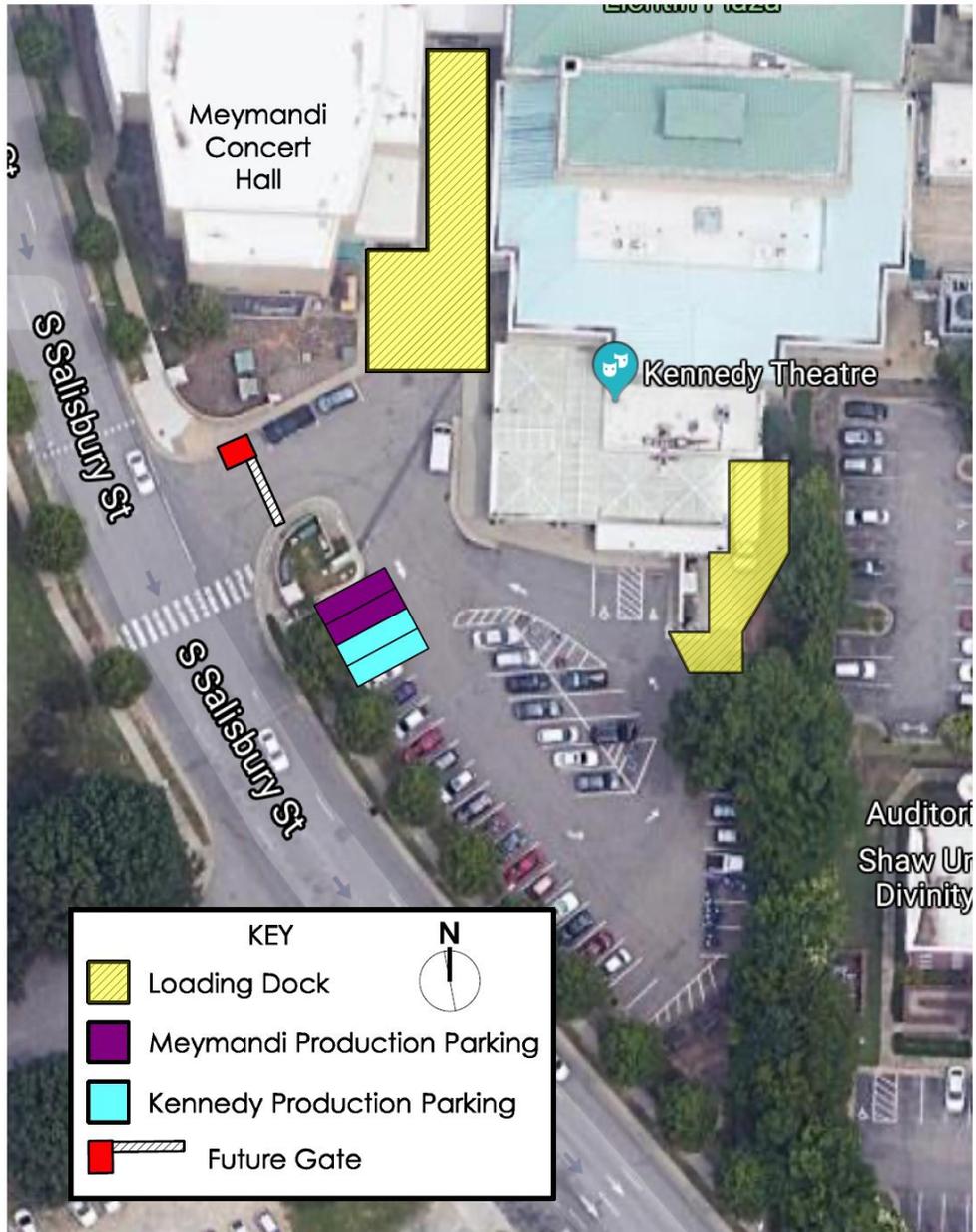
The Production Supervisor for each venue will provide the client with the two temporary passes upon arrival. The client must then fill out the vehicle information and place the passes in the windshield of their vehicle. The client will only be allowed to park in the assigned spaces, all other spaces are reserved for full time City of Raleigh staff only.

If the client needs to switch vehicles at any point during their booked time in the space, they must bring back the original pass to the Production Supervisor and will then be given a new pass for the new vehicle. There will never be more than two passes available at any time. The pass should always be visible in the windshield of the vehicle when parked onsite. Passes will only be valid during the times listed on the pass. Any violations will result in loss of parking privileges and possible towing of the vehicle at the owner's expense.

Any clients, or perspective clients, coming to tour the Duke Energy Center or meet with staff will be allowed to park in the Wilmington St. office lot (see [Exhibit D](#)). Please make arrangements with the City of Raleigh staff member you are meeting so that security can be aware of your arrival. Any unauthorized vehicles in the visitor parking will be towed at the owner's expense.

EXHIBIT D – PRODUCTION PARKING MAPS

MEYMANDI CONCERT HALL & KENNEDY THEATRE PRODUCTION PARKING



**RALEIGH MEMORIAL AUDITORIUM & A.J. FLETCHER OPERA THEATER PRODUCTION PARKING**

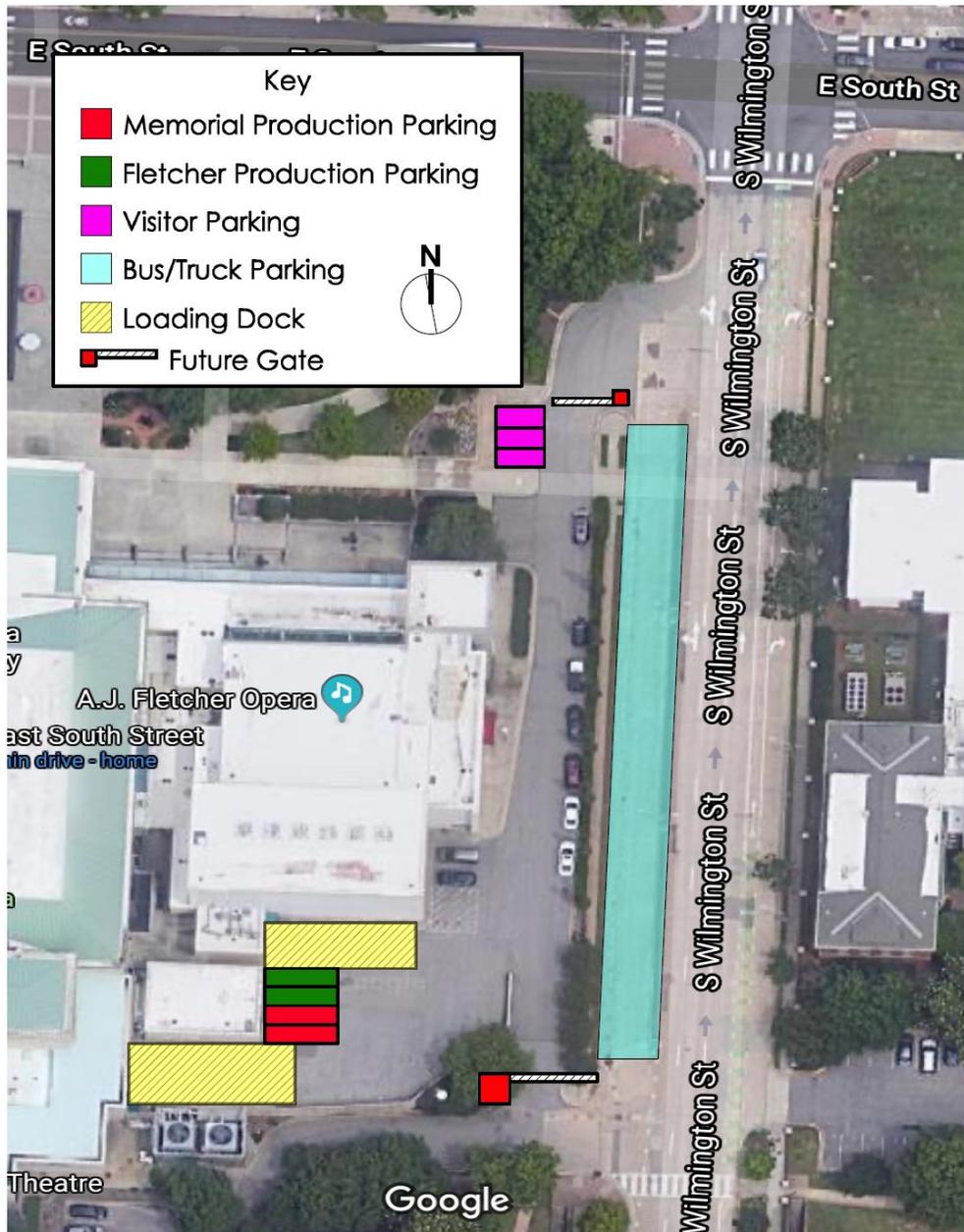


EXHIBIT E – LOADING DOCK ACCESS MAP

