

City Hall

Technical Specifications for Fringe Festival Performances



City Hall is an End-On performance space with a raked seating bank.

Stage Depth	8 m	Stage Width	12 m
Height (stage floor to trussing)	6.95 m	Setting Height:	6 m
Stage Elevation	None – the stage is situated on the floor.		
Masking	Full Black Surround with 3 sets of cloth wings – no flats		
Floor	Black ballet mats		
Seating capacity	240 (Scaffold raked seating with bucket seats)		

General information

- City Hall is situated on High Street right in the middle of town opposite the cathedral.
- City Hall is a multi purpose performance space and is ideally used for dance and large performance troupes.
- City Hall is blacked out and has a full black surround with 3 sets of soft cloth legs for wings.
- The stage is made up of 6mm ply wood laid on the existing floor, covered with black ballet mats surrounded by a box truss.
- Rear projection is possible in this venue; however you will need to provide your own BP Screen and Data Projector.
- As the permanent rear stage of the hall is not utilised for performance, there is ample storage place backstage and performers are able to cross backstage from left to right without been seen by the audience.
- City Hall has a balcony which is used as a technical control position and not for public seating.
- **No floor or wall fixings are permitted. Please use stage weights where possible.**
- There are two dressing rooms available backstage, these are for changing only, please keep this locked at all times and do not leave any valuables lying around.
- Each company is assigned a get in/tech time prior to their first performance. **Please do not use this time to rehearse your show.** This is the time for you to load your set and props into the venue and for you to re-tech your show, checking lighting and sound cues and to do a full technical rehearsal of your show. You will also need to allow sufficient time to rehearse your daily turnaround and set storage.
- Please arrive on time for your rehearsal. If you do not use the technical time allocated, you will lose this time slot. The schedule will not allow for rehearsals that over run.
- Please be vigilant in safe-keeping your personal belongings. The NAF can take no responsibility for loss or damage to equipment, instruments, props, costumes or any other items in Festival venues.
- At the end of your final performance at the festival, please arrange for the removal or disposal of your set and any unused material, if the NAF has to dispose of any such material or sets, your company will be charged accordingly
- Please let us know when you intend to arrive in Grahamstown. Please let us know the duration of your performance.

Front of House

Tickets to your performances will be sold at the door 30 minutes prior to the advertised starting time. The audience will be allowed into the venue 10 minutes prior to curtain-up. This is **NOT NEGOTIABLE**. Please ensure that your cast and crew arrive on time and are ready to start the performance at the advertised start time. Please ensure that your cast and crew are ready **ON TIME**. *Performances that go up late may incur a penalty.*

Technical Staff

The venue has two technicians and a stage hand to assist you with your set-up and strike. **The stage management of each performance is the presenting company's responsibility.** The Venue Technicians are available to operate sound and lighting cues for your performances but must be provided with an accurate, legible cue sheet or be cued by your Stage Manager.

Lighting Equipment

Lighting Control	Zero 88 24 Way, 2-way Preset (analogue) GSX?
Dimmers	Zero 88 24 Way Analogue Dimmers
Lighting Fixtures	8 x 1kw Fresnels 8 x 1kw Profiles 20 x 1kw Parcan 8 x 500 watt floods

This venue has a generic general lighting rig, FOH, back light and side light. We will provide a number of specials that can be refocused. All equipment other than specified will be for your account. If you have any further specific technical requirements please contact the Technical Office with your requests. Any practical electrical equipment you wish to use must have a current SABS approved seal or PAT certificate. The NAF reserves the right to refuse the use of any equipment which is deemed unsafe or fails a PAT assessment. The National Arts Festival does not provide companies with any gel, smoke machines, data projectors or screens.

Sound Equipment

Sound mixing console	WR 32N 8 channel mixer
Speakers and amps	4 x WS A200 FOH Speakers on Stands and 1 x WP 9110 Powered Amplifier.
Playback	1 auto cue CD player

All inputs are ¼ inch Mono, Mic, Instrument or Line. For any recording or stereo output, RCA must be used. No additional microphones or source equipment will be provided.

The equipment supplied is strictly used for incidental and recorded music, this equipment is not suitable for a band. Any equipment over and above this must be hired in and will be for your account.

The NAF do not supply any microphones, DI boxes, backline equipment.

Extras

There are two heaters in the building.

The Performers will have their own toilets backstage and will not be sharing with the public.

A technical information sheet will be distributed with this technical specification document for you to fill in to give the Festival Technical Office as much information about your production.

If you have any special requirements or require assistance with any aspect of your production please contact the Technical Office in good time.

Technical Office Contact:

Phone: (046) 603 1103

Email: festtech@nationalartsfestival.co.za

Fax: (046) 622 3082

THE NAF RESERVES THE RIGHT TO ALTER THESE TECHNICAL SPECIFICATIONS. YOU WILL BE NOTIFIED OF ANY CHANGES.