

Library Hall

Technical Specifications for Fringe Festival Performances

Library Hall is an intimate end-on performance venue with seating on the floor.

Stage Depth	3.1 m	Stage Width	7.3 m
Height (stage floor to bottom of beam)	3.08 m	Setting Height:	2.5 m
Existing Stage Elevation	0.420 mm		
Masking	Full Black Surround comprising black traverse cloth and 2 black masking flats for wings.		
Stage Floor	Wood	Hall floor	Carpet
Seating capacity	102 (Chair seating with cushions)		



**national
arts
festival**

General information

- Library Hall is situated behind the Public Library on Hill Street with access down the side of the library.
- Library Hall is an end-on performance venue and is ideally suited to intimate one and two hander theatre productions.
- The venue is blacked out and has a black cloth surround with 2 x black masking flats for wings however performers are not able to pass from one side of the stage to the other without being in full view of the audience.
- The venue has a double door public entrance off the foyer with glass sliding door at the back of the hall out onto a tiny brick amphitheatre. The windows have existing heavy curtains and ceiling fans/lights.
- There is no storage and no dressing rooms in the venue, performers will have access to public toilets which are located in the foyer of the hall. Performers may be able to use a room in the library, please keep this locked at all times and do not leave any valuables lying around. Please clear the venue after your performance to make it available for the incoming production to use.
- **No floor or wall fixings are permitted. Please use stage weights where possible.**
- 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.
- If you do not use the time allocated, you will lose this time slot. Please arrive on time for your rehearsal. The schedule will not allow for rehearsals that over run.
- You will also need to allow sufficient time to rehearse your daily turnaround and set storage.
- 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 note that, due to municipal regulations, smoking is not permitted in any venues.**

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	6-way non-preset Zerro 88 Lighting Desk.
Dimmers	6 x 2 kw Analogue Dimmers
Lighting Fixtures	4 x 650 watt Fresnel's 2 x 650 watt Profiles 16 x Par 60 – 50 watt Birdies.

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

Sound mixing console	WR PO1A x 4 channel power amp/mixer (4 x XLR Mic inputs, 2 x stereo inserts)
Speakers and amps	2 x WS A80 FOH Speakers on Stands
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 public toilets in the foyer of the hall.

The venue is wheelchair accessible and there are public toilets accessible to wheelchairs.

There is a kiosk in the foyer.

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.