

# Memory Hall

## Technical Specifications for Fringe Festival Performances



Memory Hall is an end-on performance space with an existing stage and scaffold raked seating.

Stage Depth	4.5 m	Stage Width	6 m
Height (stage floor to ceiling)	4 m	Setting Height:	3 m
Stage Elevation	None – the stage is set on the floor of the venue.		
Masking	Full black surround comprising black flats with wings.		
Floor	Wood – use existing floor		
Seating capacity	250 (Scaffold raked seating, bench type seating with cushions and chairs on the floor)		

### General information

- Memory Hall is situated at St Andrew's Prep School on Leicester Street off Cradock Road.
- Memory Hall is an end on performance space and is used exclusively for Children's Theatre. There are 170 chairs that can be moved around to make a versatile interactive performance space.
- The Stage is set on the floor in front of the halls existing stage therefore there is ample storage and backstage facilities on the halls existing stage, performers are able to cross backstage from left to right without been seen by the audience.
- The venue is blacked out and has black masking flats which create a black surround.
- 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.
- There are no facilities to fly or hang anything from the ceiling of the venue.
- Memory Hall has a balcony which is not used for the public but is where we place the technical control position.
- **No floor or wall fixings are permitted. Please use stage weights where possible.**
- There are dressing rooms available to your production on the side of the stage, please keep this locked at all times and do not leave any valuables lying around. Please clear the dressing room after your performance to make it available for the incoming production to use.
- 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 turn around 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.
- **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 TBC

<b>Lighting Control</b>	6-way non-preset Lighting Desk
<b>Dimmers</b>	6 x 2 kw Analogue Dimmers
<b>Lighting Fixtures</b>	6 x 1 kw Parcans
	2 x Pattern 23 Fresnels
	2 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

<b>Sound mixing console</b>	WR 20E - 4 channel mixer amp
<b>Speakers and amps</b>	2 x WS A80 FOH Speakers on Stands.
<b>Playback</b>	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.**

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](mailto: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.**