

GREAT HALL VENUE SPECIFICATIONS

TABLE OF CONTENTS

TABLE OF CONTENTS	1
THE EDGE®	3
ADDRESS DETAILS AND CONTACT NUMBERS	4
VENUE ADDRESSES	4
KEY CONTACT NUMBERS	4
PROGRAMME/PUBLICITY BILLING	4
SMOKING	4
HERITAGE CLASSIFICATION	4
VENUE/CLIENT LIAISON	5
EVENT CO-ORDINATOR	5
DUTY OPERATIONS MANAGER	5
VENUE TECHNICIAN	5
FINANCE	5
SETTLEMENT	5
NOMINATED AUTHORISED PERSON{S}	5
FRONT OF HOUSE	5
FOYERS	5
THEATRE BARS	6
SMOKING	6
SEATING	6
SEATED	6
STANDING	6
TICKETING	6
BROADCASTING / PHOTOGRAPHY	7
MERCHANDISE	7
CATERING	7
TELEPHONES & FAXES	7
ENERGY	7
AIR CONDITIONING	8
ELECTRICITY	8
THE EDGE® PRODUCTION DEPARTMENT	8
THEATRE ACCESS	8
PEDESTRIAN ACCESS/STAGE DOOR	8
FREIGHT ACCESS	8
CARPARKING	8
SMOKING	9
VENUE CREW	9
WORKING CONDITIONS	9
CANCELLED OR ALTERED CALLS	9
MINIMUM STAFFING POLICY	9
SAFETY/VENUE POLICIES	10
ELECTRICAL EQUIPMENT	10
FLAME RETARDANT SCENERY	10
ELECTRICAL HOOK-UPS	10
SPECIAL EFFECTS/FIREARMS/PYROTECHNICS	10
SAFETY LINES	10
FLYING	10
OVERALL CONTROL	10
VENUE STAFFING	11
SMOKING	11
DRESSING ROOMS	11
DRESSING ROOMS	11
SUPPORT FACILITIES	11
KEYS	11
GREEN ROOM	11
LAUNDRY/WARDROBE	11
VISITING PRODUCTION OFFICE – ROOM G5	11

GREAT HALL VENUE SPECIFICATIONS

CLEANING OF BACKSTAGE AREAS.....	11
THE CONCERT CHAMBER.....	11
CAD DRAWINGS.....	12
STAGE DIMENSIONS.....	12
STAGE MACHINERY.....	12
STAGE OPERATIONS.....	12
STAGE EXTENSION.....	13
TREADS.....	13
CHOIR BLEACHERS AND INFILL'S.....	13
ACCESS EQUIPMENT.....	13
PIANOS.....	13
ORGAN.....	13
OTHER EQUIPMENT AVAILABLE.....	13
LIGHTING.....	14
GRID & ELECTRICAL LAYOUT.....	14
OPERATING POSITION.....	14
CONTROL.....	14
DIMMING.....	14
FIXTURES.....	14
POWER HOOK-UP.....	15
GEL.....	16
SOUND.....	16
SOUND EQUIPMENT.....	16
COMMS.....	16
PERFORMANCE RELAY & BACKSTAGE PAGING.....	16
HEARING LOOP.....	17
POWER.....	17
MAXIMUM SOUND PRESSURE LEVEL.....	17
AUDIO VISUAL.....	17

NOTE

This document was last updated on Friday 27 February 2004. It is **Version 1.3** and correct as at this date. We strongly recommend that you obtain an up-to-date specification if this copy is more than three months old.



GREAT HALL VENUE SPECIFICATIONS

THE EDGE[®]

THE EDGE[®], Auckland's centre for Conventions, Arts and Entertainment, comprising four venues under one management - the Aotea Centre, The Civic, Auckland Town Hall and Aotea Square. THE EDGE[®] is the entertainment hub of Auckland, offering four distinctively different venues all located within seconds of each other, brought together under one brand. THE EDGE[®] caters to a vast array of events from major international touring shows and concerts to meetings, conferences, dinners and exhibitions through to première performances of New Zealand theatre and dance productions.

- **Aotea Centre**

Auckland's Aotea Centre was opened in 1990 by Dame Kiri Te Kanawa. It took four years to build and was designed by the late Ewan Wainscott, an Auckland City Council architect. The total cost of the building was \$128.5 million. The Aotea Centre occupies 3.5 acres of land.

The Maori word Aotea has several meanings in English, the most common one being "White Cloud" or "Beyond this mist, a new beginning". The correct pronunciation is OW-TAY-AH.

A multi-venue centre, the Aotea Centre comprises of the ASB Theatre, a 2,256 seat lyric theatre; the Herald Theatre, a 187 seat black box performance space; three large spacious foyers serving each level of the ASB Theatre and the NZI Convention Centre, a conference centre on two levels.

- **Auckland Town Hall**

The Auckland Town Hall was officially opened on 14 December 1911 by Baron Islington, New Zealand's Governor General at the time. At that time the total cost of the project was 126,000 pounds, which included the price of purchasing additional land, and a few design changes during construction. Top architects from around the world were invited to submit designs and from 46 proposals, the design by Melbourne architects, JJ & EJ Clarke was chosen. This was in the Italian renaissance revival style and featured a five level, wedged-shaped building which accommodated the unusual shape of the site.

In 1994, the Auckland City Council embarked on a three-year, \$32.8 million restoration and upgrade of the building. An emphasis was placed on restoring the interior and exterior to its former glory.

The Auckland Town Hall comprises the Great Hall, a 1,673 seat concert hall modelled on the Gewandhaus in Leipzig, Germany; the Concert Chamber, a 497 seat chamber music recital hall; three levels of foyers serving each level of the Great Hall and Concert Chamber and various meeting rooms. The acoustics of the Great Hall and Concert Chamber are considered some of the finest in the world.

- **The Civic**

The rich history that suffuses Auckland's most spectacular and prestigious cinema, music theatre and function venue has been maintained throughout the recent magnificent refurbishment. Built in 1929, The Civic was an outstanding example of the 'atmospheric cinema' with a unique soft-top design that floats above the auditorium, allowing the famed stars and clouds effect that is a recreation of the Southern Hemisphere sky-scape.

The rich and opulent interior reflects an Indian rock-hewn temple, and Indian motifs abound; seated Buddha's, twisted columns, elephants, bas-relief figures, domed ceilings and of course the famous Abyssinian Panthers – often referred to as lions – with their glowing green eyes, have all been faithfully restored to their former glory.

The Civic reopened in December 1999 after a \$42 million restoration, which included adapting the building for theatrical performances by adding a stage house, and back-of-house facilities tower. The Civic is New Zealand's largest theatre at 2,379 seats.

- **Aotea Square**

Auckland's civic square is Aotea Square, the central heart of land that holds THE EDGE[®] together. Consisting of two parts, one section concrete and the other grassed, Aotea Square can hold anything up to 25,000 people at one time. Used for community days, large free rock concerts such as Alanis Morissette and Aqua or for major dinners under a marquee, Aotea Square is a public space right in the centre of Downtown Auckland.

GREAT HALL VENUE SPECIFICATIONS

ADDRESS DETAILS AND CONTACT NUMBERS

VENUE ADDRESSES

- Physical address: Auckland Town Hall
THE EDGE[®]
303 Queen Street
Auckland
- Stage Door & Freight Delivery address: Stage Door
Auckland Town Hall
THE EDGE[®]
Greys Avenue
Auckland
- Note for deliveries – the Auckland Town Hall is usually open weekdays but often closed evenings and weekends. Stage Door is only open when events are on. If you are sending freight or arranging for deliveries please ensure your Event Co-ordinator is aware of timings so staff can meet your deliveries.

KEY CONTACT NUMBERS

- Main telephone number – 24 hours + 64 9 309 2677
- Co-ordination Dept facsimile - + 64 9 307 5093
- Ticketek New Zealand - + 64 9 307 5053
- THE EDGE[®] Website – www.the-edge.co.nz
- Ticketek New Zealand website – www.ticketek.co.nz
- General technical enquiries – stevec@the-edge.co.nz
- Venue booking enquiries – theatre@the-edge.co.nz

PROGRAMME/PUBLICITY BILLING

- Correct description of the Great Hall: Great Hall
Auckland Town Hall
THE EDGE[®]
Auckland
- If you wish to credit venue staff in your programme please contact your Event Co-ordinator for the correct detail.

SMOKING

- The entire Auckland Town Hall is a non-smoking venue.

HERITAGE CLASSIFICATION

- The Auckland Town Hall is a category one classified protected building. It is owned by the Auckland City Council and underwent a \$32.8 million restoration during 1995-97.
- Nothing can be affixed to any wall. The flooring is unable to be screwed into. General care must be taken to avoid damage to the plasterwork and other areas.
- THE EDGE[®] staff are under instruction to ensure all clients use the venue in a manner that respect the unique heritage aspects of this building.

GREAT HALL VENUE SPECIFICATIONS

VENUE/CLIENT LIAISON

- Once your booking has been contracted and confirmed there are some key staff with THE EDGE® that will conduct the majority of liaison with clients. Each event has an Event Co-ordinator working on the planning and pricing of your event prior to your arrival in the venue. On the day of your event, your Event Co-ordinator will introduce you to the Duty Operations Manager, on-the-floor Supervisor, and the relevant Venue Technician.

EVENT CO-ORDINATOR

- Following the confirmation of a booking each event is handed to an Event Co-ordinator to handle all venue requirements. The Event Co-ordinator will oversee all aspects of your event and liaise between you and THE EDGE® departments to ensure all aspects of your event are looked after. Your first point of contact for all venue matters should be your Event Co-ordinator. Your Event Co-ordinator can supply you with a quote for the supply of all technical services and will liaise with technical service providers within THE EDGE® and local productions contractors as required.

DUTY OPERATIONS MANAGER

- The Duty Operations Managers are the on-the-day person responsible for all front of house and catering activities. They are supported by Event Operations Supervisors which work closely with clients to ensure each performance starts on time and/or functions run to plan. The Duty Operations Manager oversees cleaning, bars, maintenance, front of house, stage door and security.

VENUE TECHNICIAN

- Your Venue Technician is the on-the-day supervisor of the technical production elements of your event, overseeing the crew and venue. The Venue Technician will link in directly with client personnel and production contractors as required. The Venue Technician is the senior technician on the stage floor, working on your event under the direction of the Senior Technical Staff and Event Co-ordinator.

FINANCE

SETTLEMENT

- For ticketed events, settlement with the ticketing agent, Ticketek, will take place on the afternoon of the next business day. The venue and ticketing charges will be deducted from the box office and the balance paid out as per the license agreement and the agreement reached with Ticketek.
- For non-ticketed events, full venue rental will be required to be paid in advance of the event, additional charges will be invoiced after the event for payment within 5 working days.

NOMINATED AUTHORISED PERSON(S)

- THE EDGE® asks that all clients clarify in advance of their arrival who within their production is authorised to incur charges with us. If a list is supplied of authorised persons we undertake to ensure no other person adds to your bill without first checking with your nominated authorised person(s).

FRONT OF HOUSE

FOYERS

- The Great Hall shares the foyer space with the Concert Chamber, covering three levels. A Duty Operations Manager manages the foyers for each performance; their responsibilities also include the Theatre Bars.
- Access to the foyers of the Auckland Town Hall is via Aotea Square or Queen Street. The Auckland Town Hall can also be accessed from the Civic Carpark building, located underneath Aotea Square.
- The Auckland Town Hall has a PA system for the foyers so announcements can be made simultaneously to all levels.
- Clients hiring the Great Hall do not have exclusive use of the foyers; they are a common space. Exhibitions and other activities may take place in the foyers and they provide access to other spaces within the Auckland Town Hall.

GREAT HALL VENUE SPECIFICATIONS

FRONT OF HOUSE – con't

THEATRE BARS

- There are bar facilities on the Stalls level of the Great Hall – The D Bar. The D Bar is open at least one hour before the performance start time and during any interval breaks. In general The D Bar is not open after a performance, however, THE EDGE® might decide to do so, or this can be arranged with prior discussions.

SMOKING

- The entire building is non-smoking, front of house and back stage.

SEATING

SEATED

- Seating capacity for the Great Hall is 1,673 in fully seated mode. When no stage extensions are used the Stalls front row is AA.
 - Stalls 966
 - Circle 554
 - Balcony 153
- The capacity is reduced if either or both of the stage extensions are used as follows:
 - The two-metre stage extension removes 46 seats from the Stalls leaving 920 on that level for a venue capacity of 1,627. The first row when the one metre stage extension is in use is CC.
 - The four-metre stage extension removes 104 seats from the Stalls leaving 862 on that level for a venue capacity of 1,569. The first row when the two metre stage extension is in use is EE.
- A further 184 seats are available at the rear of stage, the choir bleachers. These seats are not included in any total.

STANDING

- Capacity for the Great Hall is 2,707 in a Stalls standing mode:
 - Stalls standing 2,000
 - Circle reserved 554
 - Balcony reserved 153
- **The capacity is reduced if either or both of the stage extensions are used as follows:**
 - **The two-metre stage extension reduces the Stall standing limit to 1,754 for a venue capacity of 2,461.**
 - **The four-metre stage extension reduces the Stalls standing limit to 1,696 for a venue capacity of 2,403.**
- None of the seating figures above, in either Standing or Seated modes, account for a punter barrier, speaker stacks, sound desk or camera positions in the auditorium, which would reduce capacity further.
- These seating figures include 16 house seats, which are reserved, per performance, for use by THE EDGE®.
- Seating in the Stalls is removable for standing concerts or sound desk positions however the seating in the Circle and Balcony is fixed.
- For rock concerts, the Circle has a reduced seated reserved capacity of 350.
- The Balcony is not available for rock concerts.

TICKETING

- Ticketek New Zealand Ltd is the ticketing agent contracted by THE EDGE® to sell tickets for all performances held at THE EDGE® venues. THE EDGE® has a Client Manager at Ticketek to handle the ticketing for all events within THE EDGE venues.

GREAT HALL VENUE SPECIFICATIONS

TICKETING – con't

- Ticketek provide sellers on site in the appropriate box office for each performance. The box office opens 90 minutes prior to each performance, and closes at the end of the first interval or at a given time after the start of the performance, if there is no interval.
- VIP and guest lists are the responsibility of the hirer.
- Each and every person in the auditorium must have a ticket, clients who wish to allow access for their crew or sponsors etc must ensure they obtain the required number of complimentary tickets from Ticketek to give to these people.
- The license agreement limits clients to the number of complimentary tickets that will be issued before the full inside charge and full venue rental calculation applies. In Great Hall a maximum of 50 complimentary tickets can be issued at the printing fee only, beyond that full charges and rental calculation will apply.

BROADCASTING / PHOTOGRAPHY

- Broadcasting rights and/or the recording of a performance in the Great Hall is reserved by THE EDGE.
- The taking of photographs of a performance or rehearsal in the Great Hall is prohibited if the photographs are to be used in any publication.
- If a client has a production company who will be recording a performance a fee will apply to the production company for broadcast rights.
- Camera positions need to be advised prior to tickets going on sale.

MERCHANDISE

- Clients wishing to sell merchandise in the foyers must advise their Event Co-ordinator in advance.
- The reasonable set-up of merchandise counters is included in the venue rental.
- A commission applies to all items sold in the venue.
- Experienced merchandise sellers, eftpos machines and telephone lines are available for hire from THE EDGE®.

CATERING

- There are no kitchen facilities available to clients of the Great Hall. The basic Green Room facilities are provided for clients – power is limited. Clients wanting to have backstage catering can either have this service provided by THE EDGE® caterers or by their own caterer. For THE EDGE® to provide backstage catering contact your Event Co-ordinator .
- Catering in areas other than backstage is exclusively reserved by THE EDGE®.

TELEPHONES & FAXES

- Each dressing room has the facility for at least one telephone line. However none are connected as standard, clients must make requests in advance for telephone line connections.
- Fax and photocopier facilities are located in the offices of THE EDGE® at the Aotea Centre, some distance away. Charges will apply for use of these facilities.
- For clients wishing to provide their contacts with a venue fax number give them:
+ 64 9 307 5093 – *attention to your Event Co-ordinator.*

ENERGY

- Air conditioning and electricity usage are not included in the venue rental.

ENERGY – con't

AIR CONDITIONING

- The Great Hall auditorium and foyers are air conditioned from 1.5 hours prior to each performance until the conclusion of the performance. This air conditioning for patrons at performance times is not optional and is charged to clients of the Great Hall at a flat rate.
- Clients need to request any additional air conditioning requirements. The programmable zones are as follows:
 - Great Hall auditorium
 - Dressing rooms
- Additional air conditioning will attract an hourly charge.
- Prior notification of the use of smoke, haze and pyrotechnic devices is required in order that the smoke alarms may be isolated. A charge applies to isolate the smoke detection system.

ELECTRICITY

- The electricity usage of the Great Hall is metered and read each day. Electricity is charged at each settlement.

THE EDGE® PRODUCTION DEPARTMENT

- THE EDGE® Production Department can provide a wide range of technical services that include professional crewing for sound, lighting, staging and audiovisual requirements.
- THE EDGE® Production Department maintains an extensive range of technical equipment available for hire.
- Your Event Co-ordinator can provide you with a full brief on the range of services and equipment and supply you with an estimate of costs.

THEATRE ACCESS

PEDESTRIAN ACCESS/STAGE DOOR

- Pedestrian access to the Great Hall is via Stage Door. This is off Greys Avenue adjacent to the entry to The Civic car parking building – vehicle drop-off and pick-up accommodated. Entry is for authorised persons only. Clients must provide a Stage Door list of artists, guests and crew to enable the venue Stage Door Keeper to permit access. A person not on the list will not be granted access backstage.

FREIGHT ACCESS

- Freight access to the Great Hall stage is via a double-door loading dock in the prompt side wing-space, adjacent to Stage Door on Greys Avenue. There is no turning space for larger trucks and load-in space is limited. The dock is a scissor lift platform capable of being adapted to cater for side or back loading trucks.

Outer Loading Bay Doors	Height of dock from ground	1,000mm
	Door Height	2,500mm
	Door Width	1,350mm

- There is a bottleneck immediately inside the load-in door, the doorway onto the stage from the prompt wing space:

Prompt Wing Door	Door Height	2,500mm
	Door Width	1,280mm

- Limited storage space is available in the Auckland Town Hall. Every effort will be made to accommodate storage requests.

CARPARKING

- The use of up to two visitor car parks adjacent to Stage Door on Greys Avenue, subject to availability.

GREAT HALL VENUE SPECIFICATIONS

There may be limited parking available for trucks or large vans.

SMOKING

- The entire Auckland Town Hall is a non-smoking venue.

VENUE CREW

- THE EDGE® Production Department can supply clients with a full compliment of crewing for any event. Crewing should be arranged with your Event Co-ordinator.

WORKING CONDITIONS

- There are some local working conditions clients should be aware of when scheduling work involving venue crew:
 - Crew must get a 10-minute break at any time within the first five hours of work. And then again between each and every meal break.
 - Crew must be given a minimum 30-minute meal break at any time within the first five hours of work and then every five hours thereafter. The meal break can be taken earlier than due to allow for staggered meal breaks, but it cannot be taken past the due time. Staggering of breaks is encouraged where work must continue.
 - In the event crew are not given a meal break as stipulated, a charge will apply to cover the allowances of \$12 per person per missed break, this will be charged to the client.
 - Crew are not permitted to work beyond 15 consecutive hours, a fresh crew should be rostered on at that point.
 - Crew must be given a 10 hour break overnight if they are to be rostered the next day.
 - If crew do not get a 10 hour break between shifts an additional charge will apply of \$3 per hour until such time as that person receives a 10 hour break.
 - A three-hour minimum call applies.
 - The maximum length of a shift is 15 hours, in excess of this will attract a \$3 per hour additional charge
- Should these conditions of work not be met, a charge may be levied in some instances. There are no other special conditions in relation to crewing. Crew provided by THE EDGE® will work to the direction of clients and under the supervision of the Venue Technician.

CANCELLED OR ALTERED CALLS

- Crew who are called and then have the call cancelled by the client will be entitled to be paid either a three hour minimum call or half the called shift – whichever is the greater, if less than 48 hours notice is given by you. Clients will be charged these penalties.

MINIMUM STAFFING POLICY

- In general, we maintain a flexible attitude towards minimum venue crewing. We prefer not to state policy but tailor venue requirements around the client. Your Event Co-ordinator will determine the minimum crewing for your particular event depending on circumstances.
- However for your budgeting purposes use this guide as a rule of thumb:
 - If you hook up to the power, you will be required to have a member of THE EDGE® staff on duty at all times.
 - If you utilise venue equipment then someone will be required to at least supervise your use of that equipment, even if you do not require them to actually do anything. For example if you use the venue lighting, you will be required to have a venue lighting technician present.
 - If rigging points are required then the venue rigger will need to put them in and then take them out.
 - Clients are not permitted in the venue at anytime without at least one technician on duty.

SAFETY/VENUE POLICIES

- THE EDGE[®] license agreement obliges clients to comply with both local legislation and venue policies.

ELECTRICAL EQUIPMENT

- All electrical equipment brought into the venue, either by the client or their production contractor{s}, must carry an electrical testing tag showing the date of the last test – which must not be more than six months previous.
- Untested equipment cannot be used within THE EDGE[®]. Testing and tagging facilities are available at a fee should equipment coming in to New Zealand require testing.

FLAME RETARDANT SCENERY

- All elements of scenery, cloths and large props brought into the venue must be treated with an appropriate flame retardant. Proof of this procedure will be required.
- Scenery, cloths and large props that have not been treated will not be permitted into the venue.

ELECTRICAL HOOK-UPS

- The wiring in of electrical distribution and connectors to powerlocks requires the inspection of a registered electrician before livening. Electricians are not normally on duty in the theatre and if required, please ensure you advise your Event Co-ordinator so a registered electrician can be called for the hook-up time.
- The removal of wired in tails also requires a registered electrician and needs to be organised with your Event Co-ordinator.

SPECIAL EFFECTS/FIREARMS/PYROTECHNICS

- The use of open flames and pyrotechnic devices will require the permission of the venue.
- The use of pyrotechnic devices also requires a permit from the Department of Labour and the New Zealand Fire Service. Please direct your request to our Event Co-ordinator
- Clients must provide their own pyrotechnics safe.
- There is no hazardous substances storage cupboard at the Aotea Centre.
- There is a registered firearms safe available. Firearms must be stored in this safe.
- Prior notification of the use of smoke, haze and pyrotechnic devices is required in order that the smoke alarms may be isolated. {A charge applies for this to be done.}

SAFETY LINES

- All lamps and speaker cabinets must have safety wires.
- All fibre slings must have back up safety where deemed necessary by the venue Head Mechanist.

FLYING

- Any client rigging or flying will require sign-off by THE EDGE[®] Head Mechanist.
- All general rigging and flying equipment must have a minimum safety factor of 5 to 1.
- Any systems involving the flying of people must have a minimum safety factor of 10 to 1, and must have a certificate of proof of load.
- There is no counter weight flying system in The Great Hall.

OVERALL CONTROL

- THE EDGE[®] retains exclusive control of all areas of the theatre at all times while under hire. Instructions from THE EDGE[®] technical staff must be complied with, in particular when safety is concerned.
- The Venue Technician may call for the assistance of the Head Technicians of THE EDGE Production Department where necessary. Within THE EDGE venues the Head Technicians determine the standards by which all work must be done.

GREAT HALL VENUE SPECIFICATIONS

VENUE STAFFING

- Clients are unable to be in the venue without venue staff present. Where a client is scheduling work in the venue they must call venue staff. See the minimum staffing policy under Venue Crew.
- Your Event Co-ordinator can provide you with a full brief on the range of products and services available from THE EDGE®.

SMOKING

- The entire Auckland Town Hall is a non-smoking venue.

DRESSING ROOMS

DRESSING ROOMS

- There are five dressing rooms on two levels available to clients of the Great Hall. All dressing rooms have individually lit make-up benches, costume racks, toilet and shower facilities. All rooms have phone lines however they are not connected and clients must advise their Event Co-ordinator in advance to have these activated. Towels are available for hire.

Sub-stage Level	Dressing Room G1	2 person
	Dressing Room G2	2 person
	Dressing Room G3	2 person
	Dressing Room G4	6 person
	Dressing Room G5	Production Office
Above Stage Level	Dressing Room G6	8 person

SUPPORT FACILITIES

KEYS

- Keys to all backstage rooms are available for signing in and out at Stage Door. Keys are to be signed out on arrival and returned each day to Stage Door.

GREEN ROOM

- This is a comfortable room with couches, tables and chairs for 90, kitchen with constant boiling water, refrigerator, microwave oven, stove with four hotplates, and a television with show relay. This is located on the ground floor. This room is shared by other venues; it is not an exclusive area. There are toilet facilities off the Green Room separate to the dressing rooms.

LAUNDRY/WARDROBE

- There are no laundry or wardrobe facilities at the Auckland Town Hall.

VISITING PRODUCTION OFFICE – ROOM G5

- This room is located on the sub-stage level, near Stage Door. Fitted with three desks, couches, refrigerator and coffee making facilities and a show monitor. Telephone lines are available but the venue must be notified in advance to have these activated.

CLEANING OF BACKSTAGE AREAS

- Clients will find the dressing rooms and stage areas clean on arrival. For a multi-day hire the dressing rooms will be cleaned at around 8 – 10am on each subsequent day.
- Additional cleaning that is requested will be at a cost to the client.

THE CONCERT CHAMBER

- The Concert Chamber is located immediately next to the Great Hall, in the same building. The Concert Chamber has four of its own dressing rooms but shares the Green Room, Stage Door entry and all corridors. Both venues must respect each other's requirements while in the venue, in particular the need for silence backstage.

GREAT HALL VENUE SPECIFICATIONS

SUPPORT FACILITIES – cont'd

- THE EDGE® makes no guarantee that the Great Hall is entirely acoustically isolated from the Concert Chamber, or from noise outside the building. While every effort is made, clients must be recognised this may be an eventuality.

CAD DRAWINGS

- THE EDGE uses AutoCAD 2000 and AutoCAD 2000LT. A basic set of venue drawings is available upon request, on CD or via e-mail.

STAGE DIMENSIONS

- The Great Hall is a concert hall with no proscenium arch. The Circle seating runs right around the hall down to the wall behind the stage – the stage has seating either side and to the rear at Circle level.
- Nothing can be affixed to any wall. The flooring is unable to be screwed into. General care must be taken to avoid damage to the plasterwork and other areas.

One metre equals 3.28084 feet

PS = Prompt side or stage left

OP = Opposite Prompt side or stage right

STAGE WIDTH	Between pillars upstage of choir bleachers	16,430mm
	Front edge of stage proper	13,100mm
	Front edge of half stage extension	13,100mm
	Front edge full stage extension	16,300mm

STAGE DEPTH	Centre of choir bleachers at stage level to front edge of stage proper	5,310mm
	Outer end of choir bleachers at stage level to front edge of stage proper	4,000mm

STAGE HEIGHT	Stage floor to ceiling	14,970mm
	Stage floor to top of choir bleachers	3,740mm
	Stage above stalls floor	1,130mm

STAGE SURFACE	Heritage tongue & groove floor boarding	
	Rake	Nil
	Maximum loading	4.5kpa

STAGE MACHINERY

STAGE CLOTHS	None
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STAGE MANAGERS POSITION

- Standard stage management position is in Prompt corner. The stage manager's desk has dressing room paging microphone, stage front view monitor and comms.
- The stage managers desk can be moved to OP if required.

STAGE OPERATIONS

- The equipment listed below is stored in the Great Hall. It is not the exhaustive list of available equipment. The listing of this equipment does not indicate its inclusion in the venue rental charges; see your Venue Rental Inclusions document.

STAGE OPERATIONS – cont'd

STAGE EXTENSION

- The Great Hall has either a two-metre or a four-metre stage extension that can be used to extend the stage if this is required. Please let your Event Co-ordinator know which extension, if any, you require prior to client access.
- The four metre stage extension has lateral extension to provide usable stage area underneath the Circle balcony if required.

TREADS

- When no stage extension or the 2 metre extension are used the Great Hall stage has fixed steps on either side for Stalls to stage access. When the four 4 metre stage extension is used the fixed steps are obscured and so portable treads are available if required.

CHOIR BLEACHERS AND INFILL'S

- 184 choir bleacher bucket seats are available for use on the tiered choir bleacher behind the stage. The seats screw into fixings on the tiers to form rows of seating. These seats are not installed as a matter of course and need to be requested.
- There are infills that can create wider tiers should this be required. These need to be requested as they are not installed as a matter of course.

ACCESS EQUIPMENT

- The following equipment is available for assistance with going to heights:
 - Genie 1 person electric lift – to 14 metres (to be operated by competent persons only)
 - Ladder for access to boom positions (to be operated by competent persons only)

PIANOS

- THE EDGE[®] owns a number of pianos, located in the various venues. The Great Hall is home to the following pianos:
 - 2 x Steinway Concert Grand model D
 - 1 x Kawai Upright CS40 – concert keyboard
- All pianos are tuned to A440 by our approved piano tuner.
- Pianos are not included in the venue rental.

ORGAN

- Built by English firm Norman & Beard in 1910 and then refurbished in the 1970's the Great Hall Organ is New Zealand's largest with 114 stops, more than 5,000 pipes and blowers of some 10 horsepower.
- Use of the Organ is not included in the venue rental.

RISERS

- THE EDGE[®] Production Department has a large stock of 1000mm x 2000mm adjustable riders with height settings from 150mm to 1000mm. Treads are available for all height settings. In addition there are various fixed height riser units available.

CHAIN MOTORS

- THE EDGE[®] Production Department has one and two tonne chain motors available for hire.

TRUSSING

- THE EDGE[®] Production Department has sections of three metre folding tri-truss available for hire.

MUSIC STANDS AND ORCHESTRA CHAIRS

- A large stock of music stands (standard and scone), a conductor's music stand, conductors' podium and several different styles of orchestra chairs available for hire.

OTHER EQUIPMENT AVAILABLE

- A wide variety of drapes, carpet, quick-change set-ups, props tables.

LIGHTING

- The equipment listed below is stored in the Great Hall, but is not necessarily available. It is not the exhaustive list of available equipment. The listing of this equipment does not indicate its inclusion in the venue rental charges; see your Venue Rental Inclusions document.
- The Great Hall has a basic standard rig of lights that is set up as default at all times. The rig is essentially a general white wash, with some colour highlights and provision for some specials. See your Venue Rental Inclusions Document for lighting options.

GRID & ELECTRICAL LAYOUT

- The Great Hall has no lighting grid as such. Over-stage is a large concert truss set-up housing acoustic baffles and downlights onto the stage, which is not removable. See venue plans. All other lighting positions are achieved via trussing which is flown via chain motors anchored to rigging points in the ceiling, accessed through penetrations.
- As a standard set-up there are two lighting trusses in place, one front of house approximately 10 metres from stage proper, and one immediately in front of the Organ pipes at the rear of the choir bleachers. These trusses form the standard lighting rig.
- Along each Circle level wall, between the windows are side light booms – four booms each side.

OPERATING POSITION

- The operating position for lighting is in the Control Room at the rear of the auditorium – off the Balcony. Sound and lighting are operated together from the same room.
- The Great Hall lighting control desk can be moved to any location within the auditorium, however there is limited cabling to achieve this and therefore temporary cabling may be required.
- If the operating position is to be in the auditorium, seats must be placed on hold prior to the event being released for sale.

CONTROL

- The Great Hall has a lighting control system installed as specified below:
 - Strand 530 control desk with relevant VDU's – 1000 channel capacity
 - 1 x Strand Riggers Remote
- The Great Hall has various straight DMX runs between dimmers, stage level, ceiling and Stalls dip traps. Patching is done from the dimmer room in the basement.

DIMMING

- The Great Hall has saturation dimming of all 180 circuits in the theatre.
 - All dimmer circuits are 2400 watt rated except 24 x 5000 watt circuits in the ceiling
 - Ceiling outlets
 - 4 patch bays of 15 circuits each directly over stage
 - 1 patch bay of 30 circuits directly over the front of house truss
 - 1 patch bay of 10 circuits in the followspot hatch
 - Stage Level outlets – there are 10 circuits in each wing
 - Boom positions outlets – there are 5 circuits for each boom

FIXTURES

- The Great Hall stock consists of:

Front Truss:

- Strand Alto 2kW fresnels – open white wash (stage + extension) 6
- Strand Alto 2kW fresnels – amber wash (stage + extension) 6
- Strand Cantata 18°/32° 1.2kW profiles – gobo wash 6
- Strand Cantata 18°/32° 1.2kW profiles – ½ extension wash 6
- Par 64 1kW CP61 nsp – red + blue stage wash 8
- Par 64 1kW CP62 mfl – red + blue extension wash 8

LIGHTING - contd

Back Truss:

- Strand Alto 2kW fresnels – open white wash (stage + extension) 8
- Strand Alto 2kW fresnels – open white wash (choir bleachers) 4
- Strand Alto 2kW fresnels – blue wash (choir bleachers) 4
- Strand Alto 2kW fresnels – red wash (choir bleachers) 4
- Par 64 1kW CP61 nsp – red + blue stage wash (backlight) 8
- Par 64 1kW CP61 nsp – red + blue extension wash (backlight) 8
- Strand Cantata 18°/32° 1.2kW profiles – gobo wash (choir bleachers) 4
- Strand Cantata 18°/32° 1.2kW profile – organ special 1
- Par 64 1kW CP61 nsp – organist special 2

Orchestra Truss:

- Par 64 1kW CP62 mfl 37

Side Booms:

- Strand Cantata 18°/32° 1.2kW profiles (8/side) 16
- Selecon Zoomspots Med 1.2kW profiles (1/side) 2
- Par 64 1kW CP62 mfl (4/side) 8
- Selecon 1.2kW fresnels (2/side) 4

Organ Uplights:

- Par 64 1kW CP62 mfl (4/side on turtles) 8

Under Circle Fill:

- Recessed linear floods 250W (2/side) 4
- MR16 recessed eyeball fittings (2/side) 4
- Strand 530i / 1000 channels / software version 2.6E 1
- Strand R130 remote control for the above console 1
- 63A to 32A 3 phase splitters as required
- DMX waylines (point to point & distributed)
- Available 10 amp cabling as required

- A large stock of multi-circuit cables are available from 3-way to 8-way at various lengths.
- All fittings come with a gel frame, safety chain and relevant fixing clamp.
- Some venue rental rates have inclusion of some of the available equipment and others do not. See your Venue Rental Inclusions Document.
- THE EDGE® Production Department has extensive stocks of lights, effects, smoke machines, hazers, mirror balls, dry ice machines etc available for hire.

POWER HOOK-UP

- Stage Level
 - A stud set board with one set of 400 amp studs is located at stage level in the OP wing.
 - 1 x 63 amp Cee-form outlets per wing.
 - An additional 3 x 63 amp C-form outlets are available under the P wing, however dimmers cannot be connect to these as they are earthed for sound/broadcasting.
- Ceiling
 - 8 x PDL 56 series 32 amp 3-phase outlets scattered around space
 - 200 amp studs board in roof dimmer room
- A venue electrician is required to undertake any wiring into the distribution.

GREAT HALL VENUE SPECIFICATIONS

GEL

- THE EDGE® Production Department hold a full stock of Lee and Rosco gels. No other brands are stocked. Clients are welcome to order their gels from THE EDGE®, an estimate will gladly be provided.
- Gel is not included in any rental rate.

SOUND

- The equipment listed below is stored in the Great Hall, but not necessarily available. It is not the exhaustive list of available equipment. The listing of this equipment does not indicate its inclusion in the venue rental charges; see your Venue Rental Inclusions document.

OPERATING POSITIONS

- Operating position is either in the control room at the rear of the hall or in the Stalls. Control Room is shared with Lighting control.
- A mixing position in the auditorium can be achieved anywhere in the Stalls, where all the seats are removable. The seats recommended are immediately inside Door B at the rear of the main section of seating but in front of the rear tiered section.
- Clients must remember to hold these seats when putting their event on sale if the sound mixing position is to be in the auditorium.

SOUND EQUIPMENT

- The following equipment is installed in the Great Hall as a basic sound system suitable for speech reinforcement, background music and minor amplification:
 - Allen & Heath GL 2000 mixing console 1
 - 24 x Mic / Line input channels
 - 4 band EQ – 2 x Sweep mid
 - 2 x Stereo Inputs
 - 6 Aux Sends
 - 4 Groups
 - Individual Phantom Power
 - 2 x Stereo Fx Returns
 - 2 Track I/O
 - L & R Out
 - Sabine Powerq EQ and Delay Processing
 - Professional standard CD player 1
 - Professional standard cassette player 1
 - Central Cluster with 7 x JBL 4726 Speakers
 - JBL Control Series delay speakers under Circle at rear of Stalls
 - JBL Control Series delay speakers under Balcony at rear of Circle
 - Jansen SR 600 and 800 Amplifiers – 7 units powering cluster
 - Waylines between control room and stage
 - 32 Mic Wayline Patches
 - 8 Pairs of Returns
- The main patch panel is situated off stage on Prompt Side.
- In addition to the in-house system specified above THE EDGE® Production Department can supply the full range of sound equipment including dynamic, condenser and radio microphones, foldback speakers, additional FOH speakers, digital editing etc. Talk with your Event Co-ordinator for more details.

COMMS

- Clearcom single channel production communications system.

PERFORMANCE RELAY & BACKSTAGE PAGING

- Stage sound relay to all dressing rooms, technical areas backstage.
- Full paging from Stage Managers desk to all dressing rooms and backstage areas.

GREAT HALL VENUE SPECIFICATIONS

SOUND – cont'd

HEARING LOOP

- An Induction Loop system with full coverage of all seats. Patrons can tune to the signal by setting their hearing aides to the “T” position.

POWER

- Ample power is available on stage. See the Lighting section for power hook-up details.

MAXIMUM SOUND PRESSURE LEVEL

- The license agreement limits clients to a maximum sound pressure level in the Great Hall of 100-102 decibels. THE EDGE will measure this at its discretion if required and be the sole judge of sound pressure levels.

AUDIO VISUAL

- The equipment listed below is stored in the Great Hall. It is not the exhaustive list of available equipment. The listing of this equipment does not indicate its inclusion in the venue rental charges; see your Venue Rental Inclusions document.
- Lowlight camera for front view of stage with monitors in each wing and Green Room. Additional monitors can be installed in any location.
- Foyer TV monitor system for show relay during lockout and advertising at other times.
- 2-way fibre link to Aotea Centre
- THE EDGE Production Department can undertake the full range of AV services from design, set-up and operation of data and video projection systems. Discuss your requirements with your Event Co-ordinator.