

**DARKE COUNTY CENTER FOR THE ARTS**

**TECHNICAL INFORMATION**

**HENRY ST. CLAIR MEMORIAL HALL**

**P.O. BOX 718**

**GREENVILLE, OHIO 45331**

## **SPONSOR CONTACTS**

Name of Performing Space: Henry St. Clair Memorial Hall  
Address: 215 West Fourth Street  
Greenville, Ohio 45331  
Office: (937) 548-3185 (School Superintendent's Office at Memorial Hall)  
Box Office: (937) 547-0908 (Julie Strait, Executive Director)

Name of Presenting Organization: Darke County Center for the Arts  
Address: P.O. Box 718  
Greenville, Ohio 45331

Artistic Director: Keith Rawlins  
Address: 235 Reed Avenue  
Versailles, Ohio 45380  
Phone: (937) 526-5441  
Email: KRCG@earthlink.net

Executive Director: Julie Strait  
Address: 6409 Arcanum Bears Mill Rd  
Greenville, Ohio 45331  
Phone: (937) 547-0908  
Email: DCCA@Centerforarts.net

Production Manager: Mary Frances Shultz  
Address: 402 Park Drive  
Greenville, Ohio 45331  
Phone: (937) 548-2319

Stage Manager: Tory Martin  
Address: 412 North Broadway  
Greenville, Ohio 45331  
Phone: (937) 548-0626  
Email: jeep39@bright.net

## **GENERAL INFORMATION**

1. Type of Crew – Non Union: 4-8 people available
2. Pianos Available – 7 foot Baldwin Grand. Color-Black. Upright Black piano also.
3. Ladders and Lifts – 15 foot step ladder. Genie lift can be acquired if needed.
4. Auditorium Capacity – Main floor: 430; Balcony: 212; Total: 642.
5. House opens 30 minutes prior to curtain time
6. Concessions may be sold in the Lobby.
7. Hotels, Restaurants, Dry Cleaners, Banks and Hospital within 2 mile radius.
8. Dayton International Airport: 45 minute commute.
9. Smoking and Alcohol ARE NOT permitted inside the building.

10. PLEASE NOTE – This building is owned by the Greenville City School District. There may be equipment such as chorus risers, upright pianos, or other scenery used by various school groups stored on stage. Also note, the stage left area is somewhat restricted in off stage space due to the fly floor stairs and grand piano storage.

## **DRESSING ROOMS**

1. Star Dressing Rooms – There are two Star Dressing Rooms of single occupancy. These rooms contain toilet, sink, mirrors, and wardrobe racks. There are no showers available in these two rooms. They are located stage left up the fly floor stairs.
2. Chorus Dressing Rooms – There are two Chorus Dressing Rooms, one male and one female, which can hold a number of people. These rooms contain toilets, sinks, mirrors, wardrobe racks, and showers. They are located in the basement and have stair access to both sides of the stage.
3. There are no laundry facilities in the building.

## **COMMUNICATIONS**

1. Type of headsets: Radio Shack Wireless. This system is adequate for the Hall.
2. Headset communication is available to the light and sound booth, fly floor, follow spots, stage manager, and backstage.
3. Chorus Dressing Rooms are equipped so video monitors can be connected so people can see what is happening on stage. However, none of the dressing rooms are equipped for pages, calls, or announcements.

## **SOUND**

1. Brand and model of mixing console: Hill Soundmix
2. Number of input channels: 16. Auxiliary channels: 2 for monitor, 2 for FX.
3. Number of output channels: 2. Sub mixes: 4 set up as balcony and floor.
4. Number of monitor channels: 2.
5. Amplifiers: QSC Amplifiers
6. Speakers: Audio Centron. 4- CE 34 main cabinets w/EV18” subwoofer.
7. Monitor Speakers: 1-TOA model SL-15, Impedance 8 ohms; 1-Sunn 1200 Series Model SPL 1282, Impedance 8 ohms; 2 JBL MR Series monitors Model MR 905.
8. Microphones: 3-Crown PCC 160 floor microphones, 4-Shure Model SM-57 LC low impedance, 4-Unipoint Audio/Technical ATM857 miniature microphones, 2 Audio/Technical 1400 Series Professional UHF Wireless microphones (ATW-151 UniPak Transmitter System and ATW-1452 Handheld Dynamic Microphone System).
9. Microphone and Monitor Jacks: 16 microphone, 2 auxiliary, 1 monitor located SL, and 1 monitor located SR and 4 microphones in orchestra pit.
10. Other Equipment: 7 Microphone stands and 5 boom extensions. 50’ 16x4 Horizon Series sub snake. 1 Digitech S100 effects processor.
11. Sound Booth is located in the Upper Balcony Center. The sound system can be turned off and on from the sound board or from off/on switches on SL.

## LIGHTING

1. Type of Control Board: Strand Century Lightboard M.
2. Type of Dimmer Control: Strand Century CD-80. AMX connections for road boards.
3. Dimmers available: 96 total but 12 are allocated to House Lights.
4. Dimmer Capacity: 24 at 1.2K, 60 at 2.4K. It is dimmer per circuit.
5. Lightboard M may be computer controlled or used as a two scene preset with 36 channels. The Board also has 24 Submasters.
6. Instrument Inventory: 12-6x16 at 750w, 12-6x12 at 500w, 8-6x9 at 500w, 32-6” Fresnels, 8-26 degrees Strand Ellipsoidal Spotlights at 575w, and 8-4’ striplights with 12 lamps at 150w and 3 circuits. 2 Booms are available for onstage use.
7. Follow spots are located in upper balcony. 1 Trouperette and 1 Lycian.
8. FOH Positions: Balcony Rail and 2 Towers. FOH is very limited due to the architecture of the building.
9. Onstage Positions: First Electric is 3’-9” from the plaster line. It can be flown. Other onstage overhead positions are available using 5 drop boxes that have 6 circuits each.
10. There are no floor pockets but there are wall boxes with 3 circuits each at all four corners of the stage.
11. Plugs are 3 pin connectors. Adapters are available for conversion to Edison plugs.
12. Light Booth is located in the center of the upper balcony (Same booth is used for sound).
13. There is a 100 amp, 250v, single phase connection box at the DSR wall, and a 100 amp, 250v, 3 phase connection box at the USR wall that can be used for temporary hook-ups.
14. Panic buttons are located on the light board, backstage SR, and the back of the auditorium.
15. There are 5-20 amp non dim Edison outlets backstage. 2 are DR and 1 each on DL, UR and UL walls.
16. Music stand lights are available for use in the orchestra pit.

## CIRCUIT DIAGRAM

USR Wall Box – 82 83 84

Drop Box 5 – 67 68 69 70 71 72

Drop Box 4 – 61 62 63 64 65 66

Drop Box 3 – 55 56 57 58 59 60

Drop Box 2 – 49 50 51 52 53 54

Drop Box 1 – 43 44 45 46 47 48

First Electric – 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25

DSR Wall Box – 76 77 78

USL Wall Box – 79 80 81

DSL Wall Box – 73 74 75

FOH Balcony Rail – 24 23 22 21 20 19 18 17 16 15 14 13

SR Tower FOH – Top Down – 7 8 9 10 11 12

SL Tower FOH – Top down – 1 2 3 4 5 6

## **STAGE LEFT LOADING AREA**

This is an old loading dock area. The door is only 6'-0" wide and 6'-8" high. It is a fire escape with 14 metal steps leading from the ground level 8 feet below to a small metal landing at stage level. This is not the recommended area for unloading or loading but can be used if needed. For a very small scale production with very little scenery, props or equipment, it is OK to use.

## **STAGE RIGHT LOADING DOCK**

1. This loading dock contains a concrete ramp and a truck level dock.
2. The area is extremely confined but a 20-24 foot truck with a highly skilled driver can back in with extreme care and good maneuverability.
3. For larger trucks or movement from ground level to stage level, the concrete ramp is very useful. It is 30-35 feet long.
4. The truck level is also at stage level with the stage door only a few feet away.
5. The loading dock stage door is 8 feet wide by 10 feet high.

## **STAGE DIMENSIONS AND INFORMATION**

1. Width and Height of Proscenium: 30'-5" x 28'-6".
2. Depth: 24'-6" from plaster line to the back wall.
3. Off stage space: 12'-6" with partial clearance height of 8'-9" on SR. 13'-6" with clearance height of 7'-3" due to fly floor on SL.
4. Grid height: 42'-0".
5. Apron: From plaster line to edges: 6'-0" SL and SR. 7'-0" at Center.
6. Access from stage to house by stairs on both sides of the apron.
7. Access to Chorus dressing rooms from stage by stairways on both sides of the stage.
8. Crossover upstage by either hallways in basement or upstage of curtains.
9. Trim height: 14' to 16' works the best. Measured from the bottom of the teasers.
10. Floor: Wood on concrete. Contains no traps and cannot be painted. It is a varnished oak flooring. A temporary floor made from ¼ inch sheets of luan may be put down to protect the floor if needed, especially for those groups who may be hard on the stage floor. This temporary flooring may be painted.
11. Orchestra Pit: Depth is 6'-0" and width varies from 3'-2" at the ends to 7'-6" at the center. The pit length is 25'-6". It is a usable pit; however the size restricts a larger orchestra from performing in it. Most groups who have used it can put a drum set, electronic piano, and 3 to 4 other musicians in it before the pit becomes cramped for space. Music stand lights can be dimmed from a set of electrical outlets and there is a non dim set of electrical outlets as well. There is no cover for the pit; however the apron partially extends over it. It cannot be raised or lowered. Entrance to the pit is from the basement on the SL side.

## FLY SYSTEM AND STAGE MASKINGS

1. Type of system: Hemp and Sandbag.
2. Type of Act Curtain: Draw (from SL). Color: Turquoise. Dead hung.
3. Mid and Upstage Curtains: Draw (from SL). Color: Black. Dead hung.
4. Teasers: 1 Turquoise Valance and 3 Black.
5. Legs: 4 sets. Color: Black
6. All masking contains pleated fullness.
7. There is no cyc or scrim available.
8. Fly floor is located Stage Left.
9. See the Hanging Plot Diagram for more detailed information.

## HANGING PLOT DIAGRAM

<u>Lineset</u>	<u>Item Name</u>	<u>Distance from Plaster Line</u>	<u>Batten Length</u>
1	Proscenium Valance	0'-6"	
2	Act Curtain	1'-8"	Dead hung
3	Black Teaser	2'-8"	38'-0"
4	No. 1 Legs	3'-0"	2 @ 4'-0"
5	No. 1 Electric	3'-9"	33'-6"
6	Striplights	4'-9"	33'-6"
7	empty	5'-6"	33'-6"
8	No. 2 Legs	6'-0"	2 @ 4'-0"
9	empty	7'-0"	38'-0"
10	empty	7'-6"	38'-0"
11	empty	8'-0"	38'-0"
12	Black Teaser	8'-9"	38'-0"
13	Mid Stage Draw Curtain	9'-6"	Dead Hung
14	empty	10'-6"	33'-6"
15	Striplights	11'-6"	33'-6"
16	No. 3 Legs	13'-0"	2 @ 4'-0"
17	empty	13'-6"	38'-0"
18	empty	15'-0"	38'-0"
19	Black Teaser	16'-0"	38'-0"
20	No. 4 Legs	16'-6"	2 @ 4'-0"
21	empty	17'-0"	38'-0"
22	empty	19'-0"	38'-0"
23	Upstage Draw Curtain	20'-3"	Dead Hung

This is the hanging rep plot. The striplights and teasers can be moved to any needed position. The battens that contain the legs are only partial but the legs can be moved if needed elsewhere. Draw curtains are dead hung. The linesets contain 4 sets of ¾ inch hemp while the partial battens with the legs contain 2 sets of ½ inch hemp each. The 5 electrical drop boxes can be raised and lowered from the fly floor and clamped onto any

needed battens. Numerous 25, 50, and 75 pound sandbags are available. Trim clams and Sundays are available for trimming drops.

## **ANNOUNCEMENTS AND EMERGENCY PROTOCOL**

The Artistic Director usually makes an introduction at show time thanking sponsors and others for the jobs they do. At this time, the Artistic Director makes an announcement about the emergency exits in the event of an emergency. This is a required announcement under the orders of the Greenville Fire Department. The GFD also makes inspections prior to the show to approve the safety conditions of the show.

## **OPEN FLAMES, FLAME EFFECTS, PYROTECHNICS**

To maintain the best possible practices to guarantee audience and venue safety, Darke County Center for the Arts will not enter into an agreement which requires non-compliance with the Ohio Fire Code

- A. In case of any dispute regarding fire safety, the local fire authority having jurisdiction will be notified and act as the final authority in determination of compliance.

Performances at St. Clair Memorial Hall or other venues may not include any open flame, including candles (as per Ohio Fire Code Section F-402.3, F-402.3.1).

Performances at St. Clair Memorial Hall or other venues may not include any pyrotechnics exhibition.

Performances at St. Clair Memorial Hall or other venues utilizing flame effects must obtain required permits from the local fire department (Greenville Fire Department), and submit and retain required flame effects plan, and not deviate from that plan without permission from the local fire authority having jurisdiction (as per Ohio Fire Code Section FM-3120.1, FM-3120.2, FM-3120.3, FM-3120.4).

## **CONCLUSION**

This information packet has been designed for your use in familiarizing your organization with our facility. If you require additional information or have any questions, feel free to contact us at the numbers listed in the Sponsor Contact section of this packet.