

# *HELENA CIVIC CENTER*

*340 Neill Avenue, Helena, MT 59601*

## *Technical Handbook*

*Revised July, 2024*



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# THEATER INFORMATION

**Hired Staff:** The Helena Civic Center is not a union facility. The Civic Center has a Technical Director who is responsible for all stage production activities. The Technical Director will be required for all stage production activities, and will be required whenever the theater is rented for events using the stage or technical systems, regardless of any other personnel supplied by the user. All non-touring stage and security personnel needed for performances or rehearsals will be provided by the Helena Civic Center unless other arrangements have been made with the Facility Manager. The Helena Civic Center will deliver the services of such personnel, handle all scheduling, maintain hourly work records and prepare payrolls on behalf of the User who will be billed for any personnel charges. The Technical Director reserves the right to replace User-supplied personnel with Helena Civic Center crew if the technical director decides the personnel are inexperienced or incompetent in operating technical equipment. If the User supplies any paid personnel or volunteers, proof of Worker's Compensation insurance is required.

**Time Expectations:** All public events lasting more than seventy-five (75) minutes are required to have at least one fifteen (15) minute intermission. Failure to hold such an intermission will result in increased rental fees. The auditorium will be opened for the audience a minimum of forty-five (45) minutes before the announced starting time of the event. All stage work and sound checks must be completed by that time. The Technical Director will assist the User in opening the house on time. Under no circumstances will the performance begin or the intermission end without the expressed verbal permission of the Technical Director.

**Access:** All equipment, sets, props, costumes, merchandise, etc. may be brought into or out of the theater only at entrances designated by the Technical Director. At no time may any portion of the street, sidewalks, alley, entries, hallways or ways of egress to public facilities on the premises be obstructed from normal usage without expressed consent of facility management.

**Damages:** In the event that equipment is lost, missing or damaged, the User will be held responsible and billed accordingly. This will include, but is not limited to the following items: tools, headsets, belt packs, cables and cords, microphones, locks, lights and other miscellaneous items, as well as any major pieces of equipment. Damage to the theater by use of tape, nails, staples or mastic on any wall surfaces, inside or outside the theater is prohibited and costs for cleaning or repairs will be billed to the user. Any damage to curtains, equipment, floor surfaces, or any other parts of the building will also result in charges to the User. A damage deposit will be required.

**Event Needs:** The sale of merchandise, tickets, catering and receptions, supplied by the user will be coordinated through the Facility Manager. A 20% fee of gross sales will be charged on all sales of merchandise.

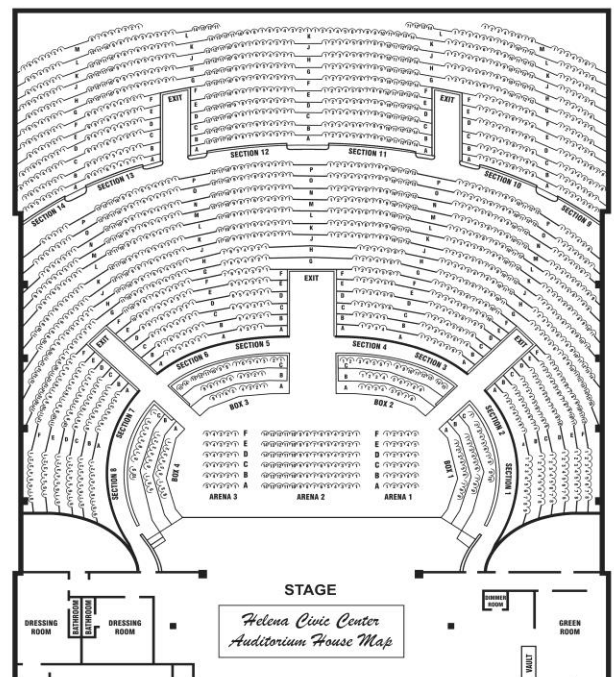
## HOUSE SEATING Raked Seating

Total Permanent Seats 1,793

Arena Seating 132

**TOTAL SEATING CAPACITY 1,925**

**A minimum of 22 seats are designated in the arena for use by patrons with disabilities**



# LIGHTING CONTROL & ELECTRICAL EQUIPMENT

## Lighting Control

### Light Board:

ETC Road Hog 4

### Stage lighting fixtures:

30 - 1000w Lee Colortran ERS

10 - 750w Altman 360Q 6 x 9 ERS with iris

36 - 1000w Altman 8" Fresnel

7 - 4 circuit R40 Strip Lights

35 - 750w Altman 360Q 6 x 9 ERS

26 - 750w Altman 360q 6 x 12 ERS

25 - 1000w Altman par 64

4 - MAC 500/E Robotic lights

### LED Lighting:

10 - Chauvet E 910 FC Fitted w/ ETC 15-30 degree zoom assembly

16 - ETC ColorSource Spot w/ 26 or 36 degree lens assembly available 8 each

26 - Chauvet Colorado 2 quad zoom tour 16 wash lights

6 - Chauvet Rogue 2 wash lights

6 - Chauvet Maverick MK2 spots

7 - Chauvet Ovation B-2805FC Light Bars

12 - Chauvet Freedom Flex H4 IP

**Spotlights:** Two (2) Lycian 1278 Spots (located at the back corners of the house)

**Acoustical Control:** Three floating clouds over the stage can be deployed to create sound reinforcement

### Road power supply:

(4) 20 amp outlets located stage right

(1) 400 amp 3 phase 208 volt located stage right

(4) 20 amp outlets located stage left

(1) 500 amp 3 phase 208 volt located stage right

Stage lighting design, set design and other theatrical design work is not included in the rental of the theater. If needed, these designs must be supplied by the user at the user's expense.

## Electrical

### Dimming System :

(2) Colortran Dimension 192 Series

Total of 264 Circuits with 210 overhead and 50 Box circuits

All circuits 2.4 kw dimmer/circuit

**Catwalk:** 60 Circuits    **Thrust:** 30 Circuits    **Proscenium:** Five (5) Circuits per side

**Stage:** 1<sup>st</sup> Electric: 30 Circuits; 2<sup>nd</sup> Electric: 30 Circuits; 3<sup>rd</sup> Electric: 30 Circuits; 4<sup>th</sup> Electric: 30 Circuits

**Fly pockets:** Four (4) per side, Five (5) circuits each

**Drop circuits:** One (1) cable, Four (4) circuits each

# STAGE, DRAPERY AND LINE SET INFORMATION

The stage is hardwood maple flooring. There are no stage traps or stage elevators. Lagging of bolts into the stage surface is not allowed, except with express permission of the technical director. The prompt side, curtain control and working fly floor are stage right. Equipment and prop load-in is via a loading dock, off-street with a 60ft approach. The Loading dock is 4ft 7in high. The exterior entry door is 8ft high x 76in wide. The stage entry is 8ft high x 83in wide.

The proscenium opening is 44ft 10in wide x 20ft high. The main stage is 23ft deep from the downstage side of the main curtain to the back wall. The stage apron is 63ft across and 14ft deep from the downstage side of the curtain line to Front of Stage. Total depth of the stage is 37.5ft. The proscenium wall is 22 inches thick. Back stage measurements are: Stage Right 14ft 3in wide (downstage) and 25ft wide (upstage) and Stage Left 12ft wide.

## Line Sets

Type of line sets:	SECOA T-Track, Double Purchase
# of line sets:	33
# of available sets:	27
Line centers:	7"
Batten length:	40'
Safe load:	750 lbs per line set
Weight available:	20,000 lbs
Fly floor location:	Gallery above stage right wing
Loading gallery location:	36' above stage right wing
Top headblock height:	44'
Grid height:	42'
Maximum trim height:	40'
Maximum low trim:	5' (closest batten pipes can come to floor)

## Stage Draperies

### House Traveler Drapes

Type: Traveler right side, 50% fullness  
Color: Red  
Material: Cotton Velvet, Gold fringed  
Size: Two panels each 22' high, 26' wide

### Grand Valance

Type: Single piece, 50% fullness  
Color: Red  
Material: Cotton Velvet, gold fringed  
Size: 8' high, 48' wide  
Style: Cascade w/gold fringe

### House Draperies

Material: Cotton velvet  
Color: Black  
(4) pair of masking legs 6' wide x 20' high  
(3) masking borders 44' wide x 5' high, 50% fullness  
Backdrop panel: 3 panels, each 16' wide x 20' high

### Other Draperies

(1) Sky blue Cyc, sewn flat 40' x 20'  
(1) White Cyc, seamless 40' x 20'  
(1) Black sharks-tooth scrim 40' x 20'  
(1) White sharks-tooth scrim 40' x 20'  
(1) act curtain, cotton velvet black, 44' x 20'

# SOUND AND MUSICIAN'S EQUIPMENT

## Sound Console: Soundcraft Vi1 with digital stage box

Provides amplification, tonal control, mixing of microphones, microphone distribution, amplifiers, and play back (located in the center of the audience in the first level of seating). Each module incorporates facilities for eight monitor buses, 4 levels of EQ with two sweepable, (3 band) phantom power, and assignment to any of eight sub-masters with pan between left and right mains.

**Equalizers:** (3) DBX2231 Stereo 1/3 octave Units. (1) unit for the Main PA feed and (3) stereo units for monitors 1-6.

**Main PA system components:** (2) JBL eight cabinet Line Arrays (1) on each side, using JBL Vertec VT4886 subcompact passive three-way high directivity line array elements powered by (2) Crown I Tech 9000HD amps and (1) Crown I Tech 5000 HD amp all with processing. (1) DBX Driverack 260 is used for processing the subs, side fills, center fills and the delay ring in the back of the house. The subs are (4) JBL ASB6125's powered by a Crown AM9000i Macro Tech amp. The center fills are (2) JBL AC26 cabinets powered by one side of a Crown CTS1200 amp. The side fills are (2) JBL AM7212/26 cabinets powered by one side of a Crown CTS1200 amp. The delay ring is (4) JBL AC26 cabinets powered by a Crown CTS1200 amp.

**Effects:** (1) TC Electronics D-2 Multitap Rhythm Delay and (1) TC Electronics M-One Dual Effects Single Processor.

**Monitor wedges:** (8) JBLSRX712M

**Monitor amps:** QSCPLX3002 Stereo, QSCRMX1480 Stereo, Mackie FRM1400I stereo, providing 6 monitor feeds.

## Sound Levels

At no time will sound levels exceed 100 db at the sound console. The management of the Center reserves the right to set the final volume levels for any show in the center.

## Location of Control Boards

No theater seats will be blocked to accommodate sound or lighting control boards unless prior approval is given by the Facility Manager or Technical Director. The Helena Civic Center's light board can be operated from the control booth or from stage right. Road sound boards can be placed back stage, in the arena area or the existing FOH/control booth position. The Technical Director can advise about necessary snaking and cabling. When FOH is located in back of arena egress of 4' must be maintained.

## Available Microphones and Accessories

### Microphones:

- |   |                                   |
|---|-----------------------------------|
| (9) Altec D642 Dynamic Cardoid          | (6) Shure SM58 Dynamic Cardoid    |
| (2) Shure ULXS4 Beta 58 head (cordless) | (4) SM57 Corded mics              |
| (1) Shure Beta 52A                      | (5) Countryman Type 85 Direct Box |

**Cordless Mic systems:** Shure ULXS4

### Accessories:

- |   |                 |
|---|-----------------|
| (4) Microphone Floor stands                 | (11) Baby booms |
| (1) Tascam CD-RW90056 Single Disk CD Player |                 |

## Production Communication System

**Clear-Com System:** 2 channel with base station at control booth, and inputs on stage left, right, and spots. (10) headsets, (9) belt packs, (3) wall stations (2 in control booth and 1 in box office)

## Available for Rental through Civic Center Administration Office

- |                                    |                    |                         |
|------------------------------------|--------------------|-------------------------|
| (1) Steinway D grand piano         | (13) Music stands  | (12) Music stand lights |
| (40) Wenger Versalite Panels 4'x8' | Roscoe dance floor | Tables/Chairs/Etc.      |

# TECHNICAL AND EQUIPMENT SHEET

## HELENA CIVIC CENTER HANGING PLOT

**Capacity of each line is 750 pounds per drop**

Pipe #	Measurements from Downstage Side of Proscenium Wall	Description
1	2'0"	Grand Valance
2	2'5"	Grand Curtain
3	3'2"	1st Electric
4	3'9"	Pipe
5	4'4"	Truss
6	4'11"	#1 Border
7	5'6"	#1 Leg Truss
8	6'1"	Pipe
9	6'8"	Pipe
	7'0"	#1 Cloud (cannot move)
10	7'3"	Pipe
11	9'0"	#2 Electric
12	9'7"	Pipe
13	10'2"	Pipe
14	10'9"	#2 Leg Truss
15	11'4"	Pipe
16	11'11"	Pipe
17	12'6"	Pipe
18	13'1"	Pipe
19	13'8"	#2 Border
	14'9"	#2 Cloud (cannot move)
20	15'5"	#3 Leg Truss
21	16'0"	Pipe
22	16'7"	#3 Electric
23	17'9"	Pipe
24	18'4"	Pipe
25	18'11"	#3 Border
26	19'6"	Pipe
27	20'1"	#4 Electric
28	20'8"	Pipe
29	21'3"	#4 Leg Truss
30	21'10"	Pipe
	22'6"	#3 Cloud (cannot move)
31	23'0"	Pipe
32	23'7"	Pipe
33	24'2"	Black Curtain

# ON-SITE ACCOMMODATIONS

## Dressing Rooms

Two dressing rooms, located stage left accommodate 10-15 people each. Mirrors, costume racks, showers and restrooms are available in the dressing rooms.

## Other Rooms

- 1 Chorus room, stage right, with portable costume racks, accommodates 20-25 (Green Room)
  - 1 studio, stage right, 2<sup>nd</sup> floor, 30ft x 40ft, with mirrors and portable costume racks.
  - 1 Chorus room, stage left, 2<sup>nd</sup> floor, with mirrors and costume racks, accommodates 15-20.
- Ironing boards are available upon request.

## Food and Beverage for Cast and Crew

When food and beverages are required in the theater for cast and crew, a green room is available for usage. Other rooms may be available with authorization of the Facility Manager/Technical Director. Unless other arrangements have been made in advance, a caterer approved by the Helena Civic Center Facility Manager must provide all food and beverages. Catering arrangements can be made through the Civic Center management.

## Lodging

While lodging or sleeping at the facility site is prohibited, suggestions for nearby accommodations can be obtained from the Civic Center administrative offices.

## Audience Members on Stage

For their own safety, members of the audience are not permitted to go onto the stage from the auditorium, unless this is crucial to the nature of the event, and permission from the Technical Director has been obtained. In the event that the User wishes the performers and audience to meet, the Technical Director will direct the audience to an appropriate meeting place.

## Security

The Helena Civic Center only provides lockable doors on areas under our jurisdiction. The Civic Center does not take responsibility for the loss of any personal property or artist equipment while it is in the center. No additional locks will be permitted on the doors of the center by the User. Valuables should not be left in dressing rooms. It is recommended that valuables be collected by the User's Representative prior to the show and kept with that representative until the performance is completed.

## Utility Connections

User may not undertake plumbing, electrical or carpenter work in the building without written approval from the Facility Manager. After work is approved, User will be responsible for all costs and fees incurred and will also be responsible for returning the premises to the original condition unless otherwise agreed in the Use agreement.

## Smoking

Smoking is not permitted in any area of the building.

## Parking

The Helena Civic Center has a limited number of on-site parking spaces. All individuals involved in events at the Helena Civic Center are responsible for their own parking. Bus parking is limited to one on-site space in close proximity to the loading dock with all other bus and semi parking in a lot approximately 400 feet from the loading dock which can accommodate up to four semi-trucks and trailers. No shore power is available. Trucks unloading must receive the express approval of the Technical Director to remain in the loading dock area. One truck or trailer with a maximum length of 55ft is allowed in the dock area. A City parking structure is located at the northeast corner of our block for plenty of close and convenient parking for a nominal fee.

## Animals

Only service animals are allowed in the facility. Upon written permission from Building Management, animals used in performances may be brought into the theater only during actual rehearsals or performances.