

# Dereham Memorial Hall Technical Specification

Updated January 2024

## Overview:

As a standard hire, Dereham Memorial Hall **does not** supply a technician for your visit. A technician can be arranged if required, but please note that this is chargeable.

Use of the Sound & Lighting equipment is permitted when selected with the hire of the venue (a £250 returnable security deposit will be requested).

The venue is equipped with an easy to use small lighting button controller and sound mixer, located DSR.

The lighting rig is predominantly LED, with wash and basic colour chases effects built in to the 8 button controller unit DSR.

For larger touring companies, use of the control room with advanced technical control equipment, is permitted.

Smoke/ Haze is permitted, however this must be requested in writing at the time of booking. The duty staff present on your arrival to the venue need to be informed, so that the Fire Alarm System can be isolated for use.

**Please do not adjust the standard LX rig without prior consent from the Technical Manager.**



**Address:** 62A Norwich St, Dereham NR19 1AD  
**Phone:** 01362 693821 (Dereham Town Council)

Dereham Memorial Hall is a multi purpose venue incorporating a 294 seat proscenium arch theatre.

A standard stage, lighting and sound rig as set out below will be provided, unless otherwise agreed. Any additional staffing hours or equipment outside of the standard provision will be charged to the hirer/visiting company. This includes any hours worked in returning the venue back to the standard rig at the end of the contract.

Please ensure you have sent full technical details for your event to Technical Manager at least 8 weeks prior to your visit (e-mail [dtctechnical@outlook.com](mailto:dtctechnical@outlook.com)).

### **Seating**

- Total Seating Capacity 294 (electric retractable raked seating 182, balcony 112)
- Standing Capacity 300 (stalls only with seating retracted)
- Use of the balcony is prohibited when the raked seating is not deployed
- The front row (BB - 18 seats) is removable to accommodate an orchestra position.  
If required, the useable floor space will be 9m wide x 1.7m deep
- Front rows BB and AA (on the flat) can be removed in blocks of 3 to make space for wheelchair users
- A temporary sound control position can be arranged inside the auditorium

### **Get In**

**Get in is at the rear of the venue with good access for large vehicles. There is a slight ramp up to the outer doors followed by flat access through to the inner dock doors.**

Outer doors - 2.09m wide x 2.62m high - at ground level

Inner doors - 1.80m wide x 2.62m high - please note this doorway is 1.14m off the ground and scenic items have to be lifted up to stage level

Use of the wheelchair lift may be possible for some flight cases.

### **Parking**

Limited parking is available at the rear of the building for the purposes of the get in and get out.

### **Dressing Rooms**

- One dedicated dressing room with toilet and shower accommodating up to 8 people situated backstage.
- An overspill dressing room can be arranged with advance notice, subject to availability.
- There is **no** Stage Door. Access is via a pass door from the front of house areas.

### **Laundry**

No laundry facilities available.

### **Accessibility**

- Wheelchair access is possible to stage level and to the overspill dressing room
- The ground floor is fully accessible with disabled toilet facilities
- There is no lift to the balcony area
- The auditorium is equipped with a full induction loop. The auditorium is also covered with a Sennheiser Tour Guide IR system.

## STAGE

The stage surface is wooden with no rake, and painted black. This may be screwed into.

Access to the stage is via standard sized doorways USR and USL connected by a backstage crossover. There are steps on either side of the proscenium allowing access from the auditorium to the stage. These also act as fire exits and must be kept clear at all times.

### Dimensions

Setting line* to rear wall	5.50m
Setting line to front of apron	1.45m
Total stage depth	6.95m
Proscenium width	7.25m
Proscenium height	4.53m
Grid height	7.30m approx
Normal height of LX bars	4.80m approx
Wing width SL	2.96m
Wing width SR	2.93m
Height to underside of SL gantry	4.44m
Stage height	1.09m

\*Setting line is taken as the back of the proscenium arch

### Flying

There is no full height fly tower. The grid contains 10 bars on driver winches operated from a high level gantry on stage left, plus additional fixed bars for house tabs, borders and legs. Access to the gantry is via a vertical ladder DSL.

Bar No.	Use	Distance From Setting Line
10	White Cyclorama	+5.25m
9	Black Tabs (on overlap track)	+4.86m
8	LX 4 (6 way IWB)	+4.12m
Fixed	Black Border + Legs	+3.96m
7		+3.70m
6	LX 4 (12 way IWB)	+2.80m
Fixed	Black Border + Legs	+2.53m
5	LX 3 (No circuits)	+2.34m
4		+1.90m
3	LX 2 (12 way IWB)	+1.46m
Fixed	Black Border + Legs	+1.18m
2	Hall Stage Swipe Track	+1.01m
1	LX 1 (12 way IWB)	+0.56m
Fixed	Red House Tabs (on overlap track)	+0.20m
Fixed	Red House Border	+0.05m

- Changing the current hanging plot is non negotiable.
- The remaining bars can be used for scenery or additional lighting positions.

Bar length: 9.00m  
SWL: 250kg per bar

- There is an additional overlap track, currently located on bar 2.

### **Soft Stock**

- 1 x Pair red house tabs, operated via floor mounted winch DSL
- 1 x Red house border
- 1 x Pair full black tabs, operated from sprung loaded floor pulley USL
- 1 x White cyclorama
- 3 x Pair black legs
- 3 x Black borders

(All the above are in fixed positions.)

### **Accessories**

No stage weights/braces available. No hard masking.

## **LIGHTING**

- Lighting is operated from a closed control box at the rear of the balcony level with a clear view of the stage.
- The standard rig consists of a warm/ cold wash. There are a few S4's with Break-up gobos.
- There is a full Par Bar consisting of a 4 Colour wash.

### **Lighting Positions**

#### **Front Of House**

Central overhead bar on electric winch (SWL 150kg) containing:

- 12 way IWB(dimmer circuits 1-12 plus non-dim)
- 2 x 6 way vertical IWB on side walls (dimmers 13-24 plus non-dim paired across)
- 2 x 3 way vertical IWB on side walls (dimmers 25-30)

#### **Stage**

- 1 x 12 way IWB.on electric driver winches (dimmers 31-66)
- 1 x 6 way IWB.with internal pairing for cyc floods on electric driver winch (dimmers 67-72)
- 4 x floor level boxes DSR/DSL/USR/USL - 2 dimmers & 1 non-dim on each (dimmers 73-80)

Additional non-dim circuits located on SL fly gantry. There are 8 x 16a and 1 x 32a.

Follow spot positions available at 2nd Floor level.

## **Lighting Control/Dimming**

- Small 8 button controller located SR, providing a FOH Wash, Stage Wash, full colour chase and other effects.
- ETC Element 40 Lighting Desk (250 channels) with touch screen monitor and accessories.
- DMX Splitter in dimmer room.
- DMX Out points located around the theatre.
- DMX In points in LX control room, temporary sound position and DSL.

### **NON-DIMS are switched on via a rotary isolator DSL.**

- Strand SLD Dimmer (80 dimmer channels, 8 non-dim channels, max load approx 2.5kw).
- Dimmable LED/Fluorescent House Lights - operated via preset controller in LX Box or DSR.

## Lantern Stock

### Profiles

4	LED ETC COLORSOURCE Source 4 50 degree 750w
6	LED ETC COLORSOURCE Source 4 25/50 Zoom 750w
2	Cantata 11/26 Zoom 1200w
2	Cantata 18/32 Zoom 1200w
2	Cantata 26/44 Zoom 1200w

### Fresnels

14	Selecon 650w with barndoors
4	Nexera CMY Framed Fresnel

### Pars

8	ETC Source 4 Par 750w
6	Par 64 Floor Can 1000w (CP62 lamps)
18	LED COB Par Can with barn doors

### Floods

3	Thomas 4 way 1K Cyc Floods
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### Accessories

6	Gobo Holders (for Source 4)
6	Gobo Holders (for Cantata)
2	Doughty Nipper Low Stands
4	Grelco
9	Scrollers for S4.

Limited supply of 15A TRS and 13A extension cables. Limited gel/gobo stock.

## **SOUND**

- Sound is operated from a control box (open window) at the rear of the balcony level with a clear view of the stage.
- A temporary sound position is available in the auditorium at the rear of the balcony.  
[This position reduces the back row of seating available for sale \(Q1-3\)](#)

### **Sound Equipment**

#### Control

- Yamaha LS9-32 Digital Desk - 32 channels (Located in control room)
- Yamaha MG10XU Analog Mixer (Located DSR)

#### Speakers

- 2 x Tannoy VX 12.2Q Speakers with amplifier (fixed FOH position on pros arch)
- 2 x Tannoy 143097 Subs with amplifier (removable)
- 2 x RCF NX12 Powered Monitor Speaker

#### Microphones

2 x SM58 Microphone

1 x Switched SM58 Microphone

*1 x Sennheiser EW112 Handheld Radio Mic (additional hire charge applies)*

*1 x Sennheiser EW135 Lavalier Radio Mic (additional hire charge applies)*

#### Playback

1 x Twin XLR to Mini-jack adaptor

#### Accessories

1 x BSS Single Active DI Box 2 x Mic Stand

Limited audio cables.

### **Sound Power**

32A Single Phase Touring Sound Power located DSR.

### **Tie Lines**

32 x mic tie lines and 16 x returns split across facility panels located DSR, DSL, USR, USL and front of stage. These terminate in the control room or the temporary auditorium sound position as necessary.

Speaker points are also located around the theatre and are patched to DSR.

**Main PA tie lines are located DSR.**

### **Communications**

Tecpro Headset Amplifier

4 x Tecpro Headset and BeltpackComms points located around the theatre.

Show relay to dressing room and overspill dressing room.

## **HEALTH AND SAFETY**

### **Electrical Equipment**

In accordance with the electricity at work regulations, all mains powered equipment brought into the venue must be electrically safe and have the appropriate PAT test certification. Evidence may be required, and DTC may refuse the use of any equipment if they consider it to be unsafe, or in the absence of appropriate certification.

### **Use Of Access Equipment**

Only trained personnel are able to use the Genie lift which is required for focussing the main FOH lighting position.

### **Special Effects**

Visiting companies / hirers are asked to provide **6 weeks notice** if using any firearms, flame, smoke, strobe or pyrotechnic effects. Permission will have to be obtained from the local licensing authority prior to use.

### **Flame Proofing**

All set, properties, furniture and costumes must meet with existing regulations regarding fire and flame proofing.

### **Smoking Policy**

Smoking is not permitted in any part of the venue at any time.

- Smoking is allowed onstage during a performance provided that the procedures for lighting and extinguishing are safe.
- Requests must be made in writing at least 6 weeks prior to the event and accompanied by a letter from the production's director stating why smoking forms an integral part of the action.

### **Insurance**

Hirers/visiting companies must supply proof of Public Liability Insurance and ensure all production staff have the necessary cover for installation of any additional stage and electrical equipment.

## **Contact Details**

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Or

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**LX Plan 2024**

Standard Numbers: Dimmer Channel CH

Numbers: ETC Element Channel

\* Numbers: LED DMX Address on UNIT

