



STUDIO THEATRE TECHNICAL INFORMATION

Effective: March 1, 2017

If this document is more than a year old please contact the technical office at (905) 338-4162 or visit www.oakvillecentre.ca

1. POLICIES AND PROCEDURES

- a) All cast and crew are asked to enter and exit through the stage door at the Southwest corner of the building.
- b) The stage door will be locked 15 minutes prior to the start of the performance. Alternatively clients can post security personnel at the stage door to control access.
- c) **Smoking is not permitted anywhere on the premises. This includes smoking written in the script as part of a play. Fake or unlit cigarettes should be used in their place.**
- d) **Alcoholic beverages are permitted only in licensed areas of the building. Not in the dressing rooms or on stage.**
- e) Food and beverages are not permitted on the stage of the studio theatre. Water is permitted.
- f) Bulletin boards have been provided for displaying notices throughout the building. Notices taped to painted surfaces will be removed.
- g) A working Technical Supervisor is provided with every booking. Additional technical staff maybe arranged through the technical office with 2 weeks prior notice.
- h) Additional equipment and gobos can be provided with 2 weeks notice at an additional charge.
- i) The use of flammable solvents, open flame, or fire is not allowed on the premises without written permission from the Oakville Fire department.
- j) Only personnel authorized by the Technical Supervisor are permitted to operate Oakville Centre equipment. The Studio theatre does not have a fly system.
- k) Nailing, screwing or stapling to the stage floor is prohibited.
- l) The studio theatre must be completely cleared of all personnel 30 minutes prior to the performance. The Technical Supervisor will act as liaison with the House Manager to open the house and will be notified by the House Manager when the house is in.
- m) In order to arrange tuning, we require two weeks' notice if you intend to use our piano.
- n) Any production planning on using pyrotechnics must contact the technical office a minimum of 2 weeks (4 weeks is recommended) prior to the load in of the production. The Authority Having Jurisdiction in Oakville is the Oakville Fire Department.
- o) The Oakville Centre requires that a house announcement be made at the start of every show stating that the use of flash photography and recording devices is strictly prohibited as well as a reminder to silence all electronic devices.
- p) All belongings, set pieces and equipment must be removed at the end of the booking unless cleared with the technical department 1 week in advance. Additional cost may be incurred.
- q) Persons needing wheel chair access to the stage should contact the theatre in advance of booking the theatre.
- r) Productions intending to use live animals in a performance must obtain a permit from the Town of Oakville. See Schedule 3 by-law number [2008-093](#). Please see the [permit application](#) for more information.
- s) Videotaping of performances must take place in prearranged locations in the auditorium or Studio. Cameras must remain in a fixed location **at all times** when there is an audience in the room.

- t) Wireless internet access is available in the building at no charge. It is subject to the internet access policy of the Town of Oakville and can be restrictive.

2. STAGE ACCESSORIES

- 8' Step ladder
- 1 Yamaha C2 baby grand piano 5'8"
- Please contact the technical office for riser availability

3. WARDROBE

Laundry facilities are available at the theatre.
The theatre has an iron, ironing board and professional steamer.

4. STAGE DIMENSIONS

- width 28'
- height 10'6" to underside of grid
- depth 11' to backdrop plus 30" crossover

Loading is through the stage door limited by a 40" wide x 80" high door.

5. LIGHTING

a) Control

GrandMA onPC with onPC fader wing
48 Strand CD80 2.4Kw dimmers (dimmer per circuit)

b) Circuits

All circuits are 20A 125V new style twistlock.
48 circuits distributed on circuit strips throughout the grid

c) Instruments

15 ETC Source Four 36 degree	575W	
24 Strand 6" Fresnelites	500W	12 c/w barn doors
2 ETC Source Four Lustr+ 50 degree LED	150W	

d) Colour Media

We stock all Roscolux 2 digit and 3 digit colours.

e) House Lighting Plot

There is a house lighting plot hung and focused at all times contact the technical office for details.

6. AUDIO

a) Console

BOOTH: Yamaha MG206C-USB 16 mic inputs, 4 stereo line inputs, 4 aux sends
FOH: Soundcraft Performer 3, 32 Mono Mic Inputs, 8 Line Inputs, 80 total channels to mix, 4 FX Busses.
STAGE: Soundcraft Mini Stagebox 32, 32 Mic line, 8 Line out.

b) Speakers

2 EAW JFX 260 speakers

c) Amplifiers

1 QSC PLX 2402
1 QSC PLX 2502
1 QSC PLX 2502 booth monitors

d) Microphones

Assorted mics as available from the Auditorium

e) Playback

1 Denon DN-C620 CD player

f) Intercom

Clearcom PS464 located in auditorium
MR102A wall mount station (located in the booth)
Headsets and belt packs available as required from the Auditorium

6. DRAPERY

Legs	1 pair - each panel 10'4" h x 8' w black velour 50% fullness
Backdrop	6 panels - each 10' h x 8' w black velour 50% fullness