



Technical Pack

Embrace Arts at the RA Centre



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

The University of Leicester's arts centre – open to all

Introduction

This pack is designed to offer the user with a detailed overview of the technical capabilities that Embrace Arts at the RA centre is able to provide. This includes lighting and sound technical equipment through to scale drawings of the building to help you identify which space may be suitable for your needs.

If you have any further questions regarding your use of the centre then please contact Daisy Edwards on 0116 223 1534 or by email at de62@le.ac.uk.

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Diana Princess of Wales Hall Specification

The Diana Princess of Wales Hall is a flexible space with temporary tiered seating and a modular staging system. The Hall has a hardwood timber strip sprung floor and is designed with good acoustics.

Dimensions

The main Hall area is 10.7m x 10.5m and has two side areas with partition doors, each approximately 8m x 5m (see Appendix 1 for diagram). The Drama side room is largely used to store equipment and the Music side room contains raised seating. Depending on the layout and requirements for a performance these may be utilised.

Seating Arrangements

Seating arrangements are subject to individual event requirements and as such capacities may vary. As a guide, Theatre style can seat up to 120, and Cabaret seats around 64.

Sound Equipment

The Hall has a fixed PA system consisting of:

- 4 x Electrovoice SX-100, 200W Speakers (1 pair at either end of the Hall)
- 1 x Yamaha MGP16X 16Channel Mixing Desk with FX
- 2 x Yamaha Power Amplifiers
- 1 x Stage Box 12+4 on stage left.

We have the following equipment to accompany this:

- 2 x 15" floor monitor speakers
- 2 x 12" pole mounted 200w speakers with stands
- 1 x DVD Player
- 1 x Twin CD Player
- 2 x Behringer Ultra-DI100 Active DI Box
- 2 x Behringer Ultra-DI120 2ch Active DI Box
- 3 x Shure SM58 Microphones
- 2 x Shure SM57 Microphones

This system can also connect to our fixed projection system and laptop computers. Other or additional equipment is available through Audio Visual Services with advance notice and at an additional charge. Supply of such equipment would be subject to VAT. **Please note: We do not carry a mac laptop of any kind or have anything that can run Q lab.** Please bring your own equipment to do this if needed.

The Hall also has an induction loop.

Lighting Equipment

The Hall is naturally lit by a central skylight and a strip of windows along the side wall. Blackout curtains surround the space and the skylight can be covered by an electronically operated blind.

Specialised lighting effects can be achieved using the lighting rig. This comprises of a fixed rectangular bar and two cross bars suspended from the ceiling. We have the following lamps:

- 6 x Strand Prelude 28/40 profiles
- 6 x Strand Prelude 18/30 profiles
- 14 x Strand Quartet F Fresnels (650W)
- 2 x Strand Quartet PC (650W)
- 4 x B size gobo holders

The lighting is controlled, by a Strand 200 Plus, 24/48 desk. There is a 24 channel dimmer rack connected via a 32 way Patch system to 24 high level and 8 low level 15a sockets. A Lighting Technician and additional equipment may be hired through Embrace Arts with advance notice and at an additional charge.

Standard lighting state is a general wash around the main performance space to the left of the main doors. Should you require a different lighting plan to this, ladders and a technician may be hired at an additional charge. The same would need to be hired at the end of the event to return the lighting to the original positions. If the rig is not returned to its' original state a fee will be charged to allow us to do this. The lighting rig is currently filled to the maximum weight capacity so any items to be added to the rig would need to be balanced with the removal of lights.

Projection

The Hall has a fixed projector and electric drop down screen suitable for presentations or multi-media performance work. The system can connect to DVD or a laptop.

Staging

Raised staging is constructed using a system of metal frames and wooden boards. Each board creates a surface of 0.9m x 0.75m. The frames come in two different heights, 36 units at 0.2m and 27 units at 0.35m. The frames can be safely stacked on top of each other to create different levels. Frames can be stacked no more than 3 frames high.

Green Room

The Hall does not have an official 'green room' space, however, we have a small back-stage area ('Drama room' on ground floor plan), where bags etc. may be kept that can be used as a small changing facility. This has direct access to the Hall and has easy access to toilets and showers/ changing facilities.

Event Form (Main Hall)

Event name			
Event date			
Event time	Start		Finish
	Length/time of interval		
	Get in required		
	Get out required		
Contact details	Name		
	Phone		
	Email		



Set –up required (please specify)			
Target Audience Numbers		Raised Seating	Yes / No

Equipment required			
RAC (Please Specify)		Outsourced (Please Specify)	
	Raised Staging		Freestanding Projector Screen
	Wheelchair Ramp to Raised Stage		Over Head Projector
	Laptop		Additional Projector
	Data Projector and Fixed Screen		Sound Engineer
	Wi- fi Accounts (how many?)		Extra Microphone Stands
	PA System		Lighting Technician
	Freestanding Speakers		Extra Handheld Microphones (wired)
	Handheld microphones (wired)		Extra Handheld Microphones (radio)
	Radio Microphones		Freestanding Lights (additional to lighting rig)
	Microphone Stands	Other	
	Lighting Rig		
	Music Stands – how many		
	Piano (grand, upright or electric)		
	Dance Floor		
	TV and Video		
	Flip Chart		

For office use only			
	Tick	Date	Signed
AVS Booked			
Additional charges	£		
Tech info received			

Please complete and return to Daisy Edwards de62@le.ac.uk



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Event Form (Main Hall) Guidance Information

Field	Further Information
Get-In Required	How much time will be required for setting up equipment/set and any dress/technical rehearsal time you require.
Get-Out Required	How much time will be required for taking down equipment/set etc.
Set-up Required	The space has flexible seating and can be arranged in many different ways. Please specify how you would like the space to be laid out. Maximum safe capacity numbers are set for various layouts, and as such seating numbers will be confirmed once your layout has been selected. Seating will be laid out by us so should not be included in your get-in time.
Target Audience Numbers	This is the ideal number of audience members you would like to fit into the space. We will take this into consideration when reviewing your seating requirements and performance area.
Raised Seating Units	Embrace Arts is in the process of buying 2 custom built 32 seat pull out, moveable seating units. These will be available to use from late September 2014

Equipment - RAC	Items in this list are available in the building and incur no extra cost.
Raised Staging	Stage space is constructed using 0.9m x 0.75m metal stage frames with wooden tops. There are 36 frames at 0.2m high and 27 units at 0.35m high. Frames can be stacked no more than three high.
Wheelchair Ramp to Raised Stage	The building is fully accessible. A wheelchair ramp is only needed if wheelchair access to a raised stage space is required.
Laptop	For use with Data Projector.
Data Projector and Fixed Screen	These are fixed within the hall. Inputs are from an installed DVD player or a laptop (VGA points at either end of the hall).
PA System	The PA system has four fixed speakers, one in each corner of the room. There are 2 fold-back/monitor speakers
Freestanding Speakers and stands	These can be used when presentations are from the raised staging or lectern position.
Handheld Microphones (wired)	There are five wired microphones available. Additional microphones are available on request for a hire fee.
Radio Microphones	There are two lapel radio microphones and one hand held. Additional headset/lapel microphones are available on request for a hire fee.
Microphone Stands	There are 4 microphone stands available. Additional stands are available on request for a hire fee.
Lighting Rig	The rectangular lighting rig has 2 cross bars and is fixed at a height of 4.8m. There are no follow-spots or moving lights. The lighting desk is situated to the right of the main doors. Additional lighting may be hired on request.
Music Stands	We have 30 music stands.
Piano	We have one grand piano, one upright piano and two electric pianos.
Dance Floor	This is a black sprung overlay that comes in rolls. 1.5m x 9m
Wi-Fi	Embrace Arts does not have wi-fi available as standard. If you require wi-fi accounts these can be set up for you with advance notice.
TV and Video	This is a portable television and video player. This does not currently have a DVD player to connect to but there is a DVD player with the Fixed Projector.
Flip Chart	Easel-mounted flip chart paper and pens.

Equipment - Outsourced	Items in this list are outsourced and will incur a hire charge
Freestanding Projector Screen	This is for use with an Overhead or stand alone projector. Available as an alternative to the fixed screen.
Over Head Projector	This is an old-style projector, which uses printed acetate sheets as slides. This does not connect to any other technology.
Additional Projector	We have one small portable projector and Unicol stand.
Sound Engineer	Embrace Arts staff are able to set up microphones but if you require more technical sound support (e.g. numerous tracks throughout the show or electronic musical instruments patched through the PA system) then you will need to hire a Sound Engineer. We have people that we can recommend to you.
Lighting Technician	Embrace Arts staff will set up a standard wash lighting state. If you require a number of different states or lights moving you will need to hire a Lighting Technician. We have people that we can recommend to you.
Microphones wired	If you require more than five microphones, you will need to hire extra microphones. (3 x SM 58 2 x SM 57)
Radio Microphones	If you require additional radio microphones they can be hired.
Extra Microphone Stands	If you require more than 4 microphone stands, you will need to hire extra ones.
Freestanding Lights (additional to lighting rig)	If you require more lights than the Embrace Arts lighting rig can provide, you will need to hire these (e.g. floor lamps or boom lighting bars)
Other	If there is anything else that you need for your event that is not listed, please write it here. We will try to provide items ourselves but anything we do not have in-house will need to be hired.

Studio 1 Specification

Studio 1 is situated on the first floor and is designed for rehearsals, meetings, small workshops etc. It has a hardwood timber strip sprung floor that is ideal for dance or performance work.

Dimensions

Studio 1 measures approximately 8.8m by 6.5m (see appendix 1 for accurate diagram and measures).

Sound

Studio 1 has the following sound equipment:

- 1 x Denon DN-A100P 70W Stereo Amplifier
- 2 x Work Studio2W 75W 8ohm Speakers
- 1 x Samsung DVD/VCR 6 Head Hi Fi Stereo

Projection

Studio 1 has a fixed projector and screen suitable for presentations. The system can connect to DVD, VCR or a laptop. Specification as follows:

- 1 x Hitachi CP-X300 Data Projector
- 1 x Procon 8606-01 RS232 Data Projector Control Panel

Induction Loop

The specification for the induction loop installed in the studio are as follows:

- 1 x Ampetronic ILD122 Induction Loop Amplifier
- 1 x Audio Technica Boundary Microphone for Loop Amp

Event Form (Studio 1)

Event name			
Event date			
Event time	Start		Finish
	Get in required		
	Get out required		
Contact details	Name		
	Phone		
	Email		



Set-up required (please specify)	
Target attendance numbers	

Equipment required			
RAC (Please Specify)		Outsourced (Please Specify)	
	Laptop		Freestanding Projector Screen
	Data Projector and Fixed Screen		Over Head Projector
	PA System		Additional Projector
	Music Stands – how many	Other	
	TV and Video		
	Flip Chart		

For office use only			
	Tick	Date	Signed
AVS booked			
Additional charges?	£		
Tech			

Please complete and return to Daisy Edwards de62@le.ac.uk

Event Form (Studio 1) Guidance Information

Field	Further Information
Get-In required	How much additional time will be required for setting up additional equipment etc.
Get-Out required	How much additional time will be required for taking down equipment etc.
Set -up required	The space has flexible seating and can be arranged in different ways; boardroom, theatre, U-shape etc. The max capacity of studio 1 (theatre style) is 40, but changes with each set up. The seating will be laid out by our staff so should not be included in your get-in/out time.
Target attendance numbers	This is the ideal number of attendees you would like to fit into the space. We will take this into consideration when reviewing your seating requirements.

Equipment - RAC	Items in this list are available in the building and incur no extra cost.
Laptop	For use with Data Projector.
Data projector and fixed screen	These are fixed within the studio. This can project from either a laptop or our DVD player.
PA System	The sound system has two fixed speakers, one in each corner of the room. These offer good coverage of the whole space
Music stands	We have 30 music stands.
TV and Video	This is a portable television and video player. This does not currently have a DVD player to connect to but there is a DVD player with the Fixed Projector.
Flip chart	Easel-mounted flip chart paper and pens.

Equipment - outsourced	Items in this list are outsourced and will incur a hire charge
Freestanding projector screen	This is for when using additional projectors.
Overhead projector	This is an old-style projector, which uses printed acetate sheets as slides. This does not connect to any other technology.
Additional projector	We have one fixed projector. Should you need more than one projection or projection to a different area of the hall then an additional projector will be needed.
Other	If there is anything else that you need for your event that is not listed, please write it here. We will try to provide items ourselves but anything we do not have in-house will need to be hired.

Parking

At evenings and weekends parking is free through the Medical Sciences Building car park next door. On weekdays there is pay and display parking on Lancaster Road and in Victoria Park (De Montfort Hall, entrance in Granville Road). Subject to availability we may be able to arrange a visitor parking in the Medical Sciences Building car park. Please let us know in advance if you require this.

We also have four car parking spaces for disabled blue badge holders only in front of the building. Please let us know in advance if you wish to use one, so that a space can be booked for you.

Catering

The Arts Bar offers a range of drinks, sandwiches and meals and can be purchased over the counter on the day. Should you wish to book specific catering for your event, you will need to order in advance directly with the University of Leicester's catering providers. Please visit <http://www.le.ac.uk/catering/> or contact cateringreservations@le.ac.uk for more information. Please note, catering for in house events must be provided by catering services. You are not permitted to bring food or other outside catering in to events.

Shower and Changing

Embrace Arts has a fully accessible shower and changing facility for use by performers. Embrace Arts does not supply towels or washing supplies so these must be provided by the company should they wish to make use of this feature. Embrace Arts does not have any Laundry facilities but can provide a list of laundrettes close by if needed.

Contact Us

For general enquires please contact us at reception:

t: (0116) 252 2455

e: arts-centre@le.ac.uk

For operations or information relating to the technical requirements of your event please contact Daisy Edwards, Acting Venue Officer:

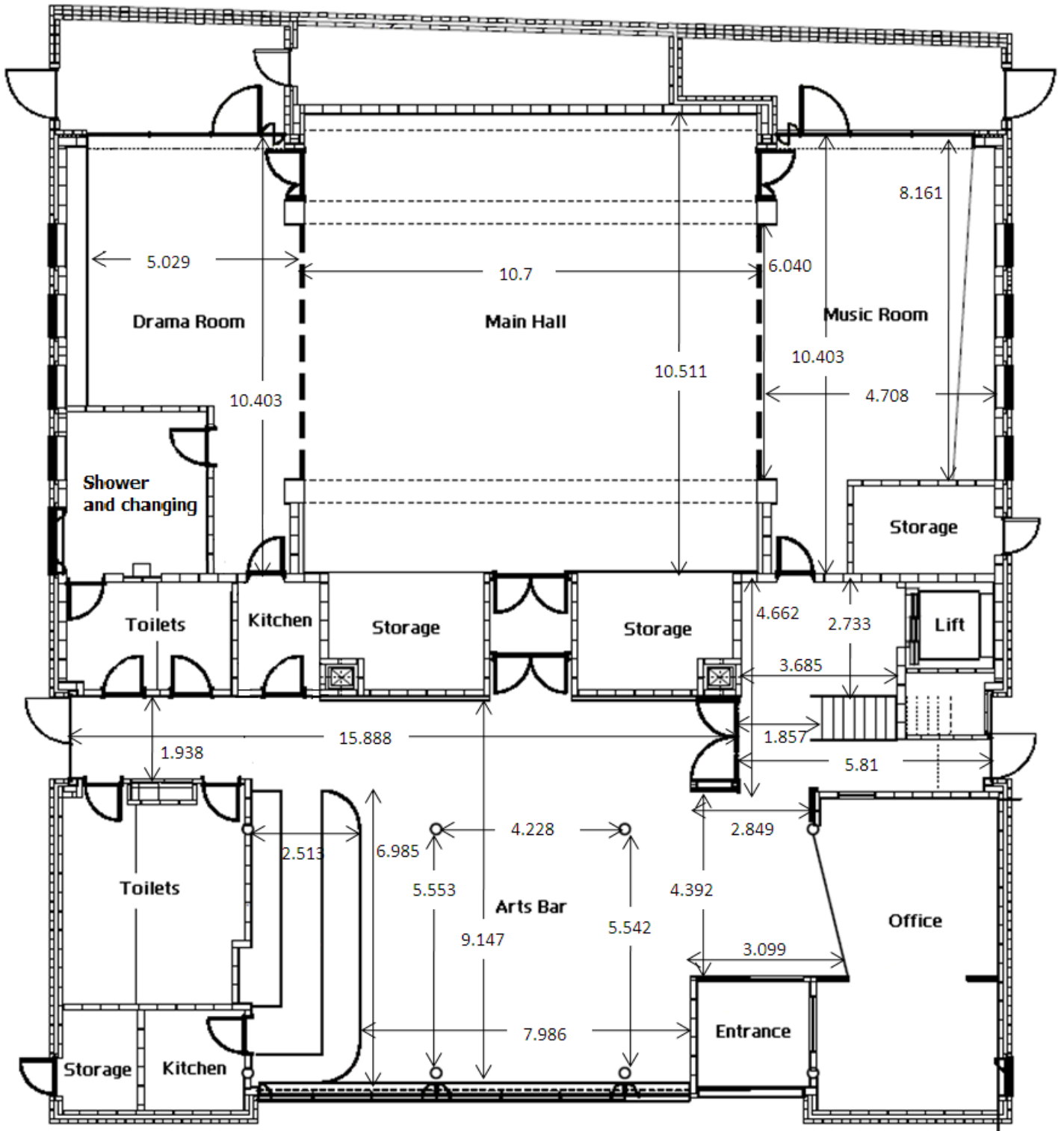
t: (0116) 223 1534

e: de62@le.ac.uk

All bookings are required to complete an Event Form. The RA Centre also has two art rooms that can be hired, Studio 3 (capacity 12) and Studio 4 (capacity 20). For more information on these please contact Daisy Edwards.

Appendix 1

Richard Attenborough Centre Ground Floor Plan



Appendix 2 Richard Attenborough Centre First Floor Plan

