



Kay Meek Arts Centre

Technical Information Package

McEwen Theatre

Contents

1	Contents	1
2	Overview	1
3	Venue Rules and Expectations	2
4	Staffing and Breaks Policies	3
6	Equipment assigned to the McEwen Theatre	5
7	Equipment Shared between venues	6
8	Equipment and Services available for an extra charge	7
9	Closing	8

Overview

This document has been put together to help rental clients, new and returning, with planning their event in the McEwen Theatre at the Kay Meek Arts Centre. Please take the time to read through this document carefully and think about how the information contained within may affect your event.

In this document you will find information on the venue rules, staffing policies, and equipment lists as they pertain to the McEwen Theatre at the Kay Meek Arts Centre. This document is not an exhaustive list but is meant to cover the most requested information. More information can be provided if required for your event.

Venue Rules and Expectations

The Kay Meek Arts Centre is a professionally operated performing arts space and as such certain rules and expectations are required for an efficient and smooth-running show. These rules and expectations are in place for the safety of the staff, performers and audience, and to avoid any damage to the venue or equipment. Please disseminate these rules and expectations to your group as they will be expected to follow them.

- The Kay Meek Arts Centre is a No Flame venue.
- The Kay Meek Arts Centre and surrounding property is owned by School District #45. Therefore, under Provincial Law, No Smoking and No Vaping is allowed on the property, inside or outside.
- The use of artificial atmospheric effects is allowed only by prior written consent from the Technical Director and the amounts used are under direction of KMAC technical staff.
- The stage and backstage areas of the KMAC are not licensed for the consumption of alcohol.
- The Kay Meek Arts Centre is committed to ensuring a positive and productive work environment, free from discrimination, bullying and harassment and where the dignity and self-esteem of every person is supported. Offensive or discriminatory remarks, materials, or behaviour will not be tolerated.
- The Kay Meek Arts Centre Technical Director and Technical Staff has the final say on the safety of any act being performed on stage. If your event has any acts that have potential safety issues then please highlight them to the Technical Director ahead of time.
- If your event required the use of prop weapons of any kind then please inform the Technical Director before bringing any prop weapons onto the property.
- The rental client is responsible for the supervision of all minors/students in the backstage areas.
- No food or drink is allowed in the theatre or on stage. Bottled water only. Prop food is excepted from this rule.
- The lobby areas, stage door and backstage hallways are shared spaces. Expect other performers and staff to pass through these areas.
- NEW: Use of the Green Room must be requested prior to the event and is not guaranteed.
- The backstage hallways should always be quiet areas as one or both venues may have shows in operation at any time.
- The Green Room and Dressing Rooms are to be left clean and tidy after use. Recycling and garbage cans are provided. Excessive mess or waste will result in extra cleaning charges.

Kay Meek Arts Centre staff will stop any rehearsals or shows, if required, to enforce these rules up to and including cancelling a running show/rental.

Staffing and Breaks Policies

Staffing Policies

The Kay Meek Arts Centre's staffing policies for technical staff are as follows:

- Every rental includes two technicians as part of the base rent. One of these technicians will be assigned to the stage and the other will be assigned to the booth. In addition, one of these technicians will be designated as the Head Technician.
- Additional technicians may be added based on the following criteria:
 - If your event has Cued or Busked lighting beyond a basic stage look.
 - If your event has more than 2 microphones that require active mixing.
 - If your event requires extensive setup/strike.
 - If your event requires Follow Spots.
 - If your event requires Fly Cues or large stage changeovers
 - If your event is of an extended length and a floater is needed to allow for breaks.
- Technical calls are a minimum of 4 hours in length.
- Primary technical staff (Head Tech, Sound Op, Lighting Op, etc.) are booked for the entirety of the rental.
- Overtime starts after 8 hours at 1.5x. After 12 hours the rate goes to 2x. 16 hours is the maximum length of a shift. Going over the 16-hour mark will result in additional charged beyond the additional staff charges.
- Technical staff are booked a minimum of 30-minutes prior to the client access time.
- Technical staff are booked a minimum of 30-minutes after the scheduled end time of the rental.
- Rental clients can provide their own technicians to operate certain systems under the supervision of a KMAC technical staff member. For example, if you bring your own audio engineer then KMAC will still provide a sound technician.

Breaks Policies

The Kay Meek Arts Centre's breaks policy is as follows:

- A 30-minute break must be provided every 5 hours.
- If a staff member works more than 5 hours without a break then an additional 30-minutes of pay is added to the end of the day for each period of 5 hours without a break.
- 30-minute breaks are paid.
- 1-hour breaks are unpaid.
- If all technical staff are on a break then no work can continue in the theatre. Rotating breaks are acceptable to allow the rental client to continue work in the theatre.

Equipment assigned to the McEwen Theatre

The following equipment is assigned to the McEwen Theatre and is included in your rent:

Audio

- Yamaha QL1 digital mixing console
- 4 stage input panels, 8 channels x 8 tielines, to booth patchbay
- 4 Meyer UPJ10 – Flown 2 per side L/R PA
- 1 Meyer single 18" Active Subwoofer
- Yamaha MSP3 active nearfield monitors – set of 2
- Tascam CD 01UPRO CD player
- Macbook with Qlab Sound and Video licenses
- 1x Shure ULXD4Q quad receiver
- 1x Shure ULXD4D dual receiver
- 2x Shure ULXD1 Belt pack transmitter with Lav or head work mic
- 50' 12-channel XLR stage snake
- 50' 12-channel XLR stage snake and breakout box
- 25' 8-channel XLR stage snake

Stage monitors

- 8x JBL Passive 2way monitor speaker
- 3x Crest 2000W Dual Channel Speaker Amplifier

Communications

- Clearcom MS232 master station; single channel
- 4x RS 501 beltpacks
- 4x Single muff headset/mic

Video Projection Surface

- Motorized retractable projection screen – 212'w x 14'h

Lighting

- ETC Ion Lighting Console
- Strand CD80 Dimmers (Dimmer per circuit, all circuits TLG) – 98 x 2.4k

The following fixtures make up our standard house hang. Changes to the house hang must be prearranged with the Technical Director.

- 15x ETC Source 4 750w 26°
- 12x Strand 3380 6" 1K Fresnelite
- 12x ETC ColorSource Par Medium Round
- 6x ETC ColorSource Spot 36° EDLT
- 2x Rosco IQ moving mirror

Line sets and Soft Goods

- Black Traveler Drape; manual – multiple panels surround room – 18'0 high
- Legs – 6 x 12'0 x 18'0 high

Grid and Rigging

- The Theatre Grid is a fixed 2" Pipe Grid, 18'0 Trim Height
- Pipe Grid and lighting plots are available upon request

Equipment Shared Between Both Theatres

The following equipment is shared between both theatres and is available to either theatre to use as needed. If an item is critical to your setup then it can be booked in advance.

- Soundcraft Ui24R 24-Channel Digital Mixer / USB Multi-Tracker Recorder
- Yamaha MG 16-4 Compact Mixer
- 2x JBL Eon 10-G2 Compact Speaker
- 4x Speaker stands
- 4x Neumann KM184 cardioid condenser mic
- 4x ATM Pro-37R condenser mic
- 2x AKG C568B shotgun condenser mic
- 2x AKG C3000B condenser mic
- 4x ATM 815b shotgun condenser mics
- 8x Shure Beta 58A dynamic mic
- 6x Shure Beta 57A dynamic mic
- 2x Shure SM58 dynamic mic
- 2x Shure SM57 dynamic mic
- 2x Shure Beta 52A dynamic mic
- 3x Audix D2 dynamic mic w/ drum clamp
- 4x DPA 4099 clip on miniature instrument microphones with various clips and stands
- 3x Crown PCC160 phase coherent contact mic
- 8x Cable Factory DI-PI passive DI box
- Rapco db1 passive DI box
- 2x Radial J48 active DI box
- 2x Radial JPC Stereo DI box
- 12x K&M 210/2 mic stands; black with telescopic boom arms
- 5x K&M 260/1 mic stands; black, round base
- 4x K&M 232 mic stands; black, desktop
- 5x K&M 234 mic stands; black, telescopic desk/floor stand
- 6x Lighting floor stands
- 8x 8' boom and base
- Pioneer BDP-23FD Elite blu-ray disc & media player
- 100x black orchestra chairs
- Glass lectern
- 45x Music stands
- 6x 6' Plastic tables

Equipment and Services Available for Extra Charge

The following equipment and services are available for an additional cost. These items must be booked at least 10 business days before your event.

Lighting

- \$160 – 8x ETC ColorSource Linear 1 LED fixtures
- \$50 – UltraTech Radiance Hazer
- \$50 + set up – Shin side kit for Dance (8 fixtures) – Takes 30 minutes to set up
- \$150+ set up – Full side kit for Dance (24 fixtures) – Takes 1 hour to set up
- \$300 + set up – Full side kit for Dance with LED upgrade (32 fixtures) – Takes 1.5 hours to set up

Projectors

- \$150 – Christie DWU1075-GS – 10,000 lumens (installed in McEwen Theatre)

Portable Screens

- \$150 + set up – Da-Lite Fast Fold 12' x 16' Front Projection Surface, Rear Projection Surface, Velour Drape Dress Kit – Takes 30 minutes to set up
- \$25 – Da-Lite 120" (69"x92") (5.75'x7.7') Picture King Carpeted Tripod Screen Front

Stage Risers

- \$15 each – 9x 4' x 8' Wegner Versalite Deck
- \$15 each – 2x 4'x4' Wegner Versalite Deck
- Risers can be set at 8", 16" or 24". Includes skirting.

Choral Risers

- \$15 each – 5x Wegner Tourmaster 3-Step Riser, 6'x18", Grey Carpet

Audio Rentals

- \$500 – 16 channel Shure ULX-D musical theatre wireless mic package with ear mic, belt transmitters, belts, batteries and accessories.

Pianos

- \$450 – 9' Steinway Model D – Tuning included. Available for use by professional musicians only.
- \$350 – Yamaha C7 Stage Piano – Tuning included.
- \$100 – Yamaha C7 Stage Piano
- Kay Meek Arts Centre Pianos to be tuned by KMAC authorized tuners only. Tuning takes 2 hours.

Recording Services

- \$200 – Multi-track recording – Please bring an External Hard drive for the file transfers.
- \$50 – MP3 board mix – Please bring a USB stick for the file transfer

Dance Floor

- \$50 + set up – Black Marley Dance floor. To be laid by KMAC staff only – Takes 45 min the lay

Acoustic Shell

- \$200 + set up – 6x Legacy Shell, Tapered Canopy 6' x 15' forms a 36' wide by 15' high hard surface across the stage.

Cabaret Seating

- \$800 – Includes up to 25 tables with 4 chairs at each, black table cloths, set up and take down – Takes 4 hours to set up and take down

Closing

We hope this document will help you with planning a successful event here at the Kay Meek Arts Centre. If you require any additional information or have any questions then feel free to send them to our rentals team at any time. Rentals@kaymeek.com