

The Richcraft Theatre is an intimate black box space which offers flexibility in its uses and configurations. It features acoustic treatment as well as a moveable catwalk, lighting stock plot, sprung floor and a covered pit.

CONTACT INFORMATION		
Address	Telephone	
Shenkman Arts Centre 245 Centrum Blvd Ottawa, ON, K1E 0A1	Guest Services	(613) 580-2787
	Box Office	(613) 580-2700
	Production	(613) 580-2749
Key Contacts		
Room Bookings	Maureen Johnson	(613) 580-2424 x15930
Portfolio Manager	Caroline Obeid	(613) 580-2424 x24387
Supervisor, Production Services	Thomas Doyle	(613) 580-2424 x41528

UNIONS	
Stage	Administration
International Alliance of Theatrical Stage Employees (IATSE)	Canadian Union of Public Employees (CUPE) Civic Institute of Professional Personnel (CIPP)

GENERAL INFORMATION
<p>Volunteers Non-Profit organizations have access to the Shenkman Volunteer Stage Crew. In the absence of a volunteer an IATSE union technician will be hired and charged back at the applicable rate. The Licensee shall provide the Volunteer Stage Crew with appropriate meals and cold refreshments during the engagement. If not provided, a meal buy-out of \$20.00 per volunteer will be charged upon settlement.</p>
<p>Haze and Smoke Productions using haze and smoke must inform the Shenkman Arts Centre (SAC) in advance of their event. All productions using haze and smoke are required to engage a Stage Door Attendant.</p>
<p>Pyrotechnics Productions using pyrotechnic special effects must apply for and receive a permit in accordance with City Of Ottawa bylaw services and obtain authorization from the SAC, and the Fire Chief of the City of Ottawa. Operators must hold appropriate certification from the Explosive Regulatory Division of the Natural Resources of Canada.</p>
<p>Open Flame The City of Ottawa has a No Open Flame policy.</p>
<p>Firearms All firearms, including replica firearms, must be handled in accordance with federal legislation.</p>
<p>Maximum Sound Levels Sound levels are to be below 95 dB in order to be at a safe level for the patrons.</p>
<p>Recording No video and/or audio recording is permitted without prior approval from the SAC. Additional fees may apply. For full details on audio and video recording, please consult the <i>Audio and Video Recording Guidelines</i>.</p>
<p>Occupational Health & Safety Smoking is not permitted at the Shenkman Arts Centre. Steel toes and hard hats are mandatory during set-ups and strikes in accordance with Ontario Ministry of Labour (MOL) regulations. Fall protection is mandatory in accordance with MOL regulations.</p>

STAGE

Stage Surface Masonite painted black over plywood sprung floor. Screwing into the floor is not permitted.			
Dimensions		Area Inside Curtain Tracks	
<i>Playing Area</i>		<i>Area Inside Curtain Tracks</i>	
Width:	9.1m (30')	Width:	15.2m (50')
Depth:	7.3m (24')	Depth:	18.9m (62')
<i>Room Dimensions</i>		<i>Loading Dock to Stage</i>	
Width:	18m (60')	Maximum Width:	2.36m (7'9")
Depth:	20m (65')	Maximum Height:	2.69m (8'10")

SEATING OPTIONS

Seating Capacity: 162 - 178
Flexible Seating The Richcraft Theatre's seating system is made up of risers, steps and railings. The risers can be set-up in any configuration to suit the needs of a production. The seating system must be restored at the production's expense if any changes are made. This expense may exceed the cost of the rental.

RIGGING

1 Rolling Gantry Rolling Gantry is manually operated. Main PA, 1 set of legs and a border are all hung off the gantry.	Grid Heights Catwalk Railing Height: 9.4m (31'0") Fixed Grid Height: 10.3m (33'9") Roof Truss Height: 10.7m (35'0")
For more information, see <i>TRT3-Grid Plan</i> .	

MASKING

House Curtain No House Curtain	Back Drop (on tracks) 4 – Black, 0% fullness, 12'w x 31'h
Borders 4 – Black, 0% fullness, 48'w x 4'h	Side Masking (on tracks) 12 – Black, 0% fullness, 12'w x 24'6"h
Legs 8 – Black, 0% fullness, 12'w 33'6" h * 1 set of legs cut to fit under gantry	Scrim 1 – Black scrim, 47'9"w x 33'h 1 – White scrim, 47'9"w x 33'h
For more information, see <i>TRT3-Grid Plan</i> .	

AUDIO	
The mix position is located in the booth. The house audio console can be moved into the house but must be restored at the production's expense following the production.	
FOH Speakers 4 – Meyer UPA-1P (Left/ Right) 2 – Meyer USW-1P (Subwoofers) Monitors 4 – EAW SM200iH (Monitors) 2 – Crest CA-9 (Amplifier for monitors 500w/channel @8 ohms)	FOH Console, Processing & Playback 1 – Yamaha LS9-32 1 – Denon DN-D4500MK2 (Dual CD Player) 2 – DBX 2231 (1/3 Octave 31 band stereo equalizer)
Mics and Stands All mics and stands are shared with Harold Shenkman Hall. Please contact SAC for availability.	Intercom System 6 – Clearcom RS-601 beltpacks (1 channel) 6 – Clearcom CC-95 headsets (single muff) Assistive Listening System Listen Technologies LT-800-216-1-14-3 Wide Band FM Transmitter – 216 MHz

POWER SPECIFICATIONS
For more information, see <i>Power Distribution</i> drawing.

LIGHTING	
The Richcraft Theatre is equipped with a house lighting plot. The house lighting plot must be restored at the production's expense if any changes are made.	
Console 1 – ETC Ion 1000 2 – FADW2X10 Fader Wings Circuits 96 – 20A, 2.4K ETC dimmers, All wired dimmer per circuit	Booms, Floorplates & Hazer All lighting accessories are shared with Harold Shenkman Hall. Please contact SAC for availability. Lighting Inventory The lighting inventory is indicated on the house lighting plot. Additional lights may be available from Harold Shenkman Hall. Please contact SAC for availability.
For complete lighting inventory and plot, see <i>TRT12 Lighting Plot with inventory</i> .	

VIDEO

The Richcraft Theatre is equipped with a stock projector and rear projection screen. The projection screen is self-supporting and can be moved to suit the needs of the production.

Projector

- 1 – Hitachi CP-BW301WN (3000 Lumen LCD Projector)
 - Native WXGA 1280x800 resolution, can display 480i, 480p, 576i, 720p, 1080i and 1080p
 - Inputs: HDMI, VGA and RCA
 - Short Throw Rear Projector

Playback

- 1 – Asus Notebook F556U (Laptop)
- 1 – Sony BDPS300 (DVD Player)
- 1 – Adapter Kit VGA or HDMI--SDI--HDMI

Projection Screen

- 1 – Rear Projection Screen, 10' x 7'6", Draper, Rear-Projection Screen with dress kit
- 1 – Front Projection Screen, 20' x 20', Motorized, hung US behind drape at centre.
Client must provide their own projector with the front projection screen.

BACKSTAGE

Dressing Rooms

- 2 – Large dressing rooms with dressing tables, mirrors, clothing racks, showers, toilets and sinks
Microwave Oven , Coffee Maker & Mini Fridge

Loading Dock

- 1 – All shows should load-in through the NORTH LOADING DOCK.

Parking

- There is free parking behind the Shenkman Arts Centre.

Shared Equipment between Harold Shenkman Hall & Richcraft Theatre

The following equipment is shared between Harold Shenkman Hall and the Richcraft Theatre. Please contact the Shenkman Arts Centre for equipment availability.

Piano

9' Steinway "D" Concert Grand Piano

Orchestra

65 - Wenger Black Orchestra Chairs
40 - Black Music Stands
30 - Music Stand Lights

Choir Risers

7 – Wenger Tourmaster 6', 3-Step Units with railings, maximum occupancy:
84 Adults / 112 Students

Wireless Microphones & Receivers

8 – Sennheiser SKM 5000U (Handheld microphones with KM105 S capsules)
8 – Sennheiser SK5212 (Belt-pack transmitter with Lav mics MKE1 omni)
4 – Sennheiser EM-3732-4 (UHF dual receivers)

Audio Equipment

3 – TC Electronics M-One XL (Dual Effects Processor)
1 – DBX 1046 (Quad Compressor)
1 – DBX 1074 (Quad Noise Gate)
3 – BSS MSR 604/602 Active Signal Splitter (Media Feed)

Audio Snakes

1 – Box, 12 inputs Digiflex
2 – Box, 12/4, 50' Digiflex
2 – Splay, 16xlrn-xlrf, 100', Digiflex
1 – Box, 24/8, 100' Rapco

Risers

Scène Platto Risers

10 – 4' x 4' Risers

Scène Platto Legs (4 per Riser)

40 Legs @ 6", 40 Legs @ 12", 40 Legs @ 18"
12 Legs @ 36"

Wenger Versalite Risers

3 – 4' x 8' Risers

4 – 4' x 6' Risers

1 – 4' x 7'9" Riser

Wenger Legs (6 per Riser)

36 Legs @ 12", 36 Legs @ 24"

Dance Floor

Reversible Black / Gray

5 Rolls 2m (6'6 ¾") x 15m (49' ½")

1 Roll 2m (6'6 ¾") x 12.2m (40')

Podium

1 – Wooden Podium, 49"H x 30"W x 23"D

1 – Contemporary podium, 48"H x 28" W x 20"D

Other Furniture

10 Metal Stools

6 Black Tables 6' x 2'6"