

# TOWN HALL THEATER

## Technical Packet



68 South Pleasant Street  
Middlebury, VT 05753

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## **GENERAL INFORMATION**

Town Hall Theater has taken many forms since it was built in the late 19<sup>th</sup> century. Its current form is a 232 seat theater, and inside this document can be found the technical specs.

The building faces north and looks out upon the “green” as it is known in Middlebury. The business office and Jackson Gallery can be found on the West side of the building. The Stage Door and loading dock door are located on the East side of the building, along South Pleasant Street.

**VT FIRE SAFETY REGULATIONS MANDATE: THE USE OF PYROTECHNIC DEVICES OR FIREWORKS IN A PUBLIC BUILDING IS STRICTLY PROHIBITED, ABSENT THE EXPRESSED WRITTEN CONSENT OF THE COMMISSIONER OF LABOR AND INDUSTRY AND THE CHIEF OF THE LOCAL FIRE DEPT.**

***Town Hall Theater is a non-smoking environment and no smoking is permitted anywhere inside the building.***

## HOURS OF OPERATION

**Business Office:** Monday-Friday – 9am to 4pm – (802) 388-1436

**Box Office:** Monday-Saturday – 12pm to 5pm – (802) 382-9222

## CONTACT INFORMATION

POSITION	NAME	EMAIL	PHONE
GENERAL MANAGER	LISA MITCHELL	<a href="mailto:lisa@townhalltheater.org">lisa@townhalltheater.org</a>	(802)-388-1436
ARTISTIC DIRECTOR	DOUGLAS ANDERSON	<a href="mailto:ad@townhalltheater.org">ad@townhalltheater.org</a>	(802)-388-1436
BOX OFFICE MANAGER	ELLIE FRIML	<a href="mailto:tickets@townhalltheater.org">tickets@townhalltheater.org</a>	(802)-382-9222
BOX OFFICE ASSISTANT	CINDI DUFF	<a href="mailto:frontofhouse@townhalltheater.org">frontofhouse@townhalltheater.org</a>	(802)-388-1436
EDUCATION DIRECTOR	LINDSAY PONTIUS	<a href="mailto:education@townhalltheater.org">education@townhalltheater.org</a>	(802)-388-1436
TECHNICAL DIRECTOR	JOE PLOTTS	<a href="mailto:joe@townhalltheater.org">joe@townhalltheater.org</a>	(802)-388-1436
FACILITIES MANAGER	LEON SMITH	<a href="mailto:facilities@townhalltheater.org">facilities@townhalltheater.org</a>	(802)-388-1436

## STAGE SPECIFICATIONS

PROSCENIUM HEIGHT – 20’

PROSCENIUM WIDTH – 41’ 11”

TOTAL STAGE WIDTH – 41’ 11”

THRUST – 4’d X 24’w

APRON TO UPSTAGE “CYC WALL” – 24’8”

SR WING SPACE (*Provided by curtains*)

- When curtains are open, SR Wing

SL WING SPACE – 20’x18’

GRID HEIGHT ABOVE STAGE – 24’

**STAGE FLOOR IS ¼” MASONITE ON A WOODEN FRAME. IT IS NOT SPRUNG, BUT HAS GIVE.**

### CURTAINS

---Dark Blue

---UPSTAGE TRAVELER - 2’8” Downstage of cyc wall

---MIDSTAGE TRAVELLER IS 8’ 11” downstage of cyc wall

***WHEN FULLY OPENED, SPACE BETWEEN CURTAINS IS 28’***

---SCRIM – Dark Blue – 22’ wide – Flies in 8 Feet downstage of cyc wall – Roll drop suspended 22” BELOW the grid.

### STAGE EXTENSION OPTIONS

STAGE EXTENSION – Extends apron of stage an additional 4’

STAIR PLUGS – Extends playing space over the SL and SR stair cases

***\*HANDICAP LIFT ALONG THE STAGE LEFT STAIRCASE CANNOT BE USED WHEN STAGE LEFT STAIR PLUG IS IN PLACE\****

## CROSSOVER

1. If upstage traveler is closed, actors may cross behind it. There is about 2' of space between the wall and the curtain
2. Spiral staircases – There is one USR, and one off Stage Left in the backstage wing. Both lead to downstairs Green Room and Byers Studio.

## STAGE LEFT

- **Stage Left (Backstage) Wing Space – 20'd x 18'w.**
  - Fire Doors- 7'-8"wide X 11'-6" tall
  - Catering Kitchen includes: Oven, warmer oven, refrigerator, 3 basin sink, hand sink
  - Dressing room w/ bathroom, fits 1-2 to performers
  - Spiral staircase down to studio and dressing room
- **Stage Left (On Stage) Technical Equipment**
  - Socko Pack plug in on wall
  - Analog audio snake in SL wall pocket.
  - Scrim operator position upstage left corner
  - Wheelchair lift from house floor to stage, stage left stairs.

## STAGE RIGHT

- Loading dock door (8'X5'-11"tall) and
- USR corner spiral stair case into downstairs green room
  - Stair is normally open, but can be closed with trap door.
- Plug at loading dock door makes door opening taller by 30" but is only 36" wide. 8'X10' theatrical flat will fit thru.
- No wing space SR except what is provided by the mid-stage traveler and DSR Leg
- Socko pack plugin on wall (Dimmers 91 thru 96)
- Cross over
  - Behind upstage right traveler go down spiral stairs, through dressing room, through studio, office area "lobby," take door labelled "STAGE LEFT" and go up spiral stairs to stage left wing.

# **ACCESSIBILITY**

***TOWN HALL THEATER IS PROUD TO BE CONSIDERED ONE OF THE MOST PHYSICALLY ACCESSIBLE VENUES IN THE STATE OF VERMONT.***

***THERE IS A RAMP ON THE EAST SIDE OF THE BUILDING LEADING DIRECTLY TO THE LOBBY. THERE IS ANOTHER RAMP ON THE WEST SIDE OF THE BUILDING LEADING DIRECTLY TO THE JACKSON GALLERY.***

***THERE IS AN ELEVATOR THAT CONNECTS THE LOBBY ON THE 1<sup>ST</sup> FLOOR AND THE JACKSON GALLERY ON THE LOWER LEVEL.***

***THERE IS A HANDICAP LIFT FROM THE HOUSE FLOOR TO THE STAGE, ALONG THE STAFF LEFT STAIRCASE, ALLOWING FOR HANDICAPPED PERFORMERS TO ACCESS THE STAGE. THE ONLY SPACE A WHEELCHAIR CANNOT ACCESS IS THE BALCONY AND BOOTH AREAS***

## **FM ASSISTIVE LISTENING SYSTEM**

### **MIXER**

LISTEN TECHNOLOGIES - LT-800 FM Transmitter

### **MICROPHONES**

4 – RODE NTG4

### **RECEIVERS FOR PATRONS**

12 WITH 1/8" OUTPUT FOR HEADPHONES

### **HEADPHONES**

24 STEREO HEADPHONES

## **WIRELESS COMMUNICATIONS**

BRAND: HME

BASE STATION: Located at FOH Mixing Station

WIRELESS CAPABILITIES: 3 Headsets + Belt Pack combos

WIRED CAPABILITIES: 1 Earset + Mic combo plugged into base station for Sound Operator

GOD(DESS) MIC – Located in booth. Pages the Byers Dance studio, downstairs Green Room, and Business Office. Will automatically fade out any other audio being sent to those locations

## **AUDIO MONITORING**

***THIS IS THE SAME FEED THAT IS SENT TO PATRONS ASSISTIVE LISTENING DEVICES, PLEASE CONSIDER WHETHER HANGING MICS OR SOUND BOARD FEED IS MOST APPROPRIATE FOR PATRONS AND MONITORING PURPOSES – WE RECOMMEND HANGING MICS IN MOST CASES***

ACTIVATED FROM: The booth

SIMULTANEOUSLY SENT TO: Byers Dance Studio, Downstairs Green Room, and Business Office

CONTROL: Each location that receives the audio monitoring feed has it's own independent volume control. It is best to send the feed at full volume and then adjust each room's volume knob (located on wall next to light switches) accordingly

## **VIDEO MONITORING**

CAMERA: Located outside booth window

DISPLAY: View of stage, plus first row of seating also visible

MONITOR LOCATIONS: Backstage, Byers Dance Studio, Lobby, Business Office

***This camera feed does NOT provide audio to any location***



# LIGHTING

- All pipe is dead hung – can be added to/modified with permission from the Technical Director
- Upstage wall serves as cyc – no cyc softgoods in house
- Console: ETC ION w/ 2x10 fader wing
- 96 ETC dimmers at 2.4K
- Work lights (Preset 4), House full (Preset 1), and House half (Preset 2) presets are available on wall panel in booth, backstage, stage right, next to house right entrance to theater from vestibule, and by the Stage Door
- Two (2) 30' Soco pack drops to stage floor/6 dimmers each w/Stage pin/Edison plugs, SL&SR
- There are two followspot positions located at either end of the balcony. Cables are pre-run from 3<sup>rd</sup> FOH circuits.

## CIRCUIT/DIMMER LAYOUT

(2P+G) CIRCUIT PATTERN: 1, 2, 1, 2, 3, 4, 3, 4, 5 from SL to SR

3<sup>RD</sup> FOH – 10 CIRCUITS - #1 thru #10

2<sup>ND</sup> FOH – 10 CIRCUITS - #11 thru #20

1<sup>ST</sup> FOH – 10 CIRCUITS - #21 thru #30

1<sup>ST</sup> ELEC – 12 CIRCUITS - #31 thru #42

2<sup>ND</sup> ELEC – 18 CIRCUITS - #43 thru #60

3<sup>RD</sup> ELEC – 16 CIRCUITS - #61 thru #76 - \*#63 non-dim to power LEDs

SL TORM – 4 CIRCUITS - #77 thru #80 - \*#80 non-dim to power Smart Pack

- SL SMART PACK – 4 CIRCUITS - #569 thru #572

SR TORM – 4 CIRCUITS - #81 thru #84 - \*#81 non-dim to power Smart Pack

- SR SMART PACK – 4 CIRCUITS - #573 thru #576

SL SOCO – 6 CIRCUITS - #85 thru #90

SR SOCO – 6 CIRCUITS - #91 thru #96

USC DIMMER RACK - 4 CIRCUITS - #612 thru #615

*Please contact the Technical Director for up-to-date lighting inventory, house plot, and house section paperwork.*

# **SOUND**

## **Front of House (FOH) – Mono Sound System**

**PUBLIC ADDRESS (PA)–** MONO – BALCONY FILLS DELAYED TO MAIN PA.  
WEAK COVERAGE IN FIRST THREE ROWS WITHOUT FRONT FILLS

- BOSE CONTROL SPACE ESP88 ENGINEERED SOUND PROCESSOR
- 2 – FLOWN MAINS – BOSE PANNARAY SERIES
- 2 – FLOWN SUBWOOFERS – BOSE PANNARAY SERIES
- 2 – BALCONY FILLS – BOSE PANNARY SERIES

## **AMPLIFIERS**

- CROWN XLS 202- 500w PER CHANNEL (balcony speakers)
- CROWN XLS 402- 625w PER CHANNEL (main house speakers)
- CROWN XLS 802- 1000w PER CHANNEL (flown subwoofers)

## **FOH MIX POSITION**

- MIDAS M32
  - MIDAS DL16 I/O BOX LOCATED USL. ABOUT 50 FEET OF CABLE AVAILABLE TO MOVE BOX TO ANOTHER LOCATION
  - 16 CHANNEL ANALOG SNAKE STAGE LEFT – 25 FEET OF SLACK
    - PERMANENT RUN DIRECTLY TO CONSOLE
  - IPAD AIR 2 AVAILABLE FOR REMOTE CONTROL

## **FM ASSISTIVE LISTENING SYSTEM**

### **MIXER**

LISTEN TECHNOLOGIES - LT-800 FM Transmitter

### **MICROPHONES**

2 – RODE NTG4

### **DIRECT FEED FROM SOUND BOARD AVAILABLE**

### **RECEIVERS FOR PATRONS**

12 with 1/8” OUTPUT FOR HEADPHONES – Stereo headphones available in Lobby

*Please contact the Technical Director for an up to date list of microphones and other sound inventory.*

# PROJECTION & VIDEO

## PROJECTORS

- Rear projection
  - Barco
  - Sits on a cart close to US wall.
  - 180 degree viewing cone
  - Gain- 1
- Front projection
  - PANASONIC PT-FW430U
    - Hung between FOH 1 and FOH 2, above the audience. Focused onto upstage “cyc” wall, as well as smaller screen.
    - VGA plugin found in the booth.
- Extra Projector
  - Projection Design F30 1080 Viz Sim
- **SCREENS**
  - **Rear Projection Screen – used with Barco projector**
    - 18’-3” from upstage wall
    - 2’-7” from stage floor to bottom of picture area
    - 13’-9” from stage floor to top of picture area
    - 20’ wide
    - 11’-3” tall
    - 22’-11-1/4” diagonal
  - **Front Projection Screen – used with Panasonic projector**
    - Image on cyc wall: 25 1/2’ feet wide. 1.5 feet above the ground.
- **BLU-RAY PLAYERS**
  - DENON DN-500BD MKII (Main Bluray Player)
  - OPPO Blu-Ray Player (Backup Bluray Player)