



## TECHNICAL SPECIFICATIONS

### Assembly Hall – Baillie Room

Assembly Hall  
Mound Place  
EH1 2LX



**Assembly Festival Ltd.**  
**Baillie Room – Technical Specifications**

**SEATING**

The Baillie Room is an end on theatre space with a flat auditorium with 60 seats. The last two rows are made up of two different height stools to aid sightlines.

**THE STAGE**

The performance area is 4m wide by 2m and is covered in black dance floor. The stage is raised 150mm above floor level. There is no backstage area.

Access to the stage is from the auditorium.

There is no crossover available.

It is not permissible to screw into the venue floors and walls.

**MASKING**

Black Box, with 1m wings, no crossover.

**SUSPENSION**

The underside of the truss is approximately 2m above the stage.

There are no flying facilities.

Lightweight items of scenery may be hung from the grid on single lines at the discretion of the Technical Manager.

**LIGHTING**

The lighting and sound control positions are located together at the rear right of the auditorium; it is only possible for one person to operate.

CONTROL: Jester 12/24

DIMMERS: 12 x 10Amp

Power supply maximum load: 10 kW

Equipment: 5 x Source Four 25°-50° profile, 5 x Showtec RGB Par 40°

A good open white wash over the performance area is provided. The position and focus of these lanterns may not be changed, however they may be coloured for your show, provided this is possible within your set-up and strike time. There is one Source 4 Jr in the centre of the FOH wash that may be re-focussed for your show, this unit must be re-focussed at the end of each performance.

Additional lanterns can be rigged as company specials but must come from the stock of Assembly Theatre's supplier. These units will be charged as an additional cost.

Blackout on stage is acceptable; however, absolute blackout is not possible due to emergency lighting regulations.

**We do not allow companies to bring their own lights.**

For the most up to date plans and technical specifications, please liaise with the Head of Lighting in the lead up to the festival. Please note these specifications are subject to change.

**SOUND**

The lighting and sound control positions are located together at the rear right of the auditorium; it is only possible for one person to operate.

**We do not allow companies to bring their own sound equipment.**

System : 2 d&b Ci80 loudspeakers rigged on truss L & R of stage

Monitors: 2 d&b E3 loudspeakers rigged on truss SR & SL

FOH Desk: Yamaha LS9-16 sound desk with on board outboard and FX

FOH Playback 1: 1 x QLab playback system  
FOH Playback 2: 1 x 3.5mm Jack input

The basic rig also includes 2 wired dynamic SM58 microphones and 2 DI boxes.

For information and costs for radio microphones please get in touch with the Head of Sound.

Additional microphones, other sound equipment and backline equipment is available for hire. This equipment is provided by Assembly Festival's supplier and will be charged as an additional cost – details on request.

All sound equipment must be agreed in advance with the Head of Sound or the Technical Manager.

## **DRESSING ROOM**

There is a dressing room adjacent to be shared by all Baillie Room performers. Tables, chairs and mirrors are provided for communal use. The management cannot accept responsibility for the security of any items left in the dressing room. You will have access to the storage and dressing room 40 minutes before and for 20 minutes after your performance each day.

## **STORAGE**

There is no backstage storage area; any props will be stored in the dressing room, we recommend that companies keep their scenery/props requirements to an absolute minimum. It is not possible to provide storage space in other parts of the building. It is worth ensuring that your set is light yet durable enough to withstand daily dismantling.

**ALL SET/ PROP ITEMS ARE REQUIRED TO EASILY PASS THROUGH A STANDARD DOOR, width 1.1m**

## **ACCESS**

BAILLIE ROOM is accessible from:  
Mound Place  
EH1 2LX.

Load in and access is via the main front doors of Assembly Hall and the Quad and up a large spiral staircase. The venue is on the second floor with access from the street by way of multiple staircases. Please check before attempting to bring large pieces of scenery - they may not fit through the doors.

Please note that the only access to the stage is via the auditorium. There is one audience entrance/exit to the stage left of the performance space. There is also an emergency exit at the rear left of the auditorium. Please note that these must be kept clear as emergency exits.

## **STAFF**

The theatre personnel work on a rotational basis. The duty rota comprises of one technical stage manager. If the visiting manager requires additional staff to assist with the turn around, or the use of casual crew during the load in or load out, this can be arranged at additional cost. If the venue technical staff are only required for lights up /lights down (one cue to bring the house to a performance state and mic live and then one cue to bring the house back to exit state) during the performance this is included in the venue rental charges.

Basic operation of your show (a couple of simple cues) will incur a show call charge of £10 per performance plus VAT. More complex operating (that requires rehearsal) will incur a show call charge of £20 per performance plus VAT.

## **NOTES**

Any additional staff or items of equipment, which the management are requested to provide, will be charged to the visiting company.

Any practical electrical equipment you wish to use should have a current PAT certificate and be cleared with us. We reserve the right to refuse the use of any equipment which is deemed unsafe.

Each company is assigned a get-in/rehearsal time prior to their first performance. This is the time for you to load your set and props into the venue and for you to re-tech your show. You will also need to allow sufficient time to rehearse your daily turnaround and set storage.

Please note that your slot time must include get-in and get-out time. This rehearsal can be scheduled as early as the Saturday before your first performance. The company must be able to attend rehearsals at any time from the Saturday morning onwards.

**Please note that, due to the Scottish Executive regulations, smoking is not permitted in any venues, including the use of herbal cigarettes. Only electronic cigarettes may be used.**

At the end of the festival, please arrange for removal or disposal of your set and any unused publicity material. There will be a charge applied to cover the cost of disposal should you not comply with this request.

Since this is a temporary conversion and not a permanent theatre, all measurement and quantities quoted in the above specification are approximate and may be subject to change.

For detailed and up to date information regarding the venue please contact the Technical Manager – [technical@assemblyfestival.com](mailto:technical@assemblyfestival.com).

