

CENTRE STAGE/Council Chambers

Surrey City Hall
13450 104th Avenue
Surrey, BC V3T 1V8

Welcome to Centre Stage at Surrey City Hall in the City Centre!

This document will help ensure that your event is as successful as possible. If your questions aren't answered here contact Howard Lee, Operations Coordinator at Hlee@surrey.ca

Centre Stage and City Room are owned and operated by the City of Surrey. The information contained in this document is subject to change.

Centre Stage Information

Capacity	200 permanent seats. Fully raked seating. 8 rows with two aisles. 3 wheel chair spaces.
Green Room	Located immediately up right offstage 22 sq m (235 sq ft) with a single-person washroom
Stage Floor	Dark stained Maple Kahrs Activity Floor in performing area (see photo and more info on page 7.) No stage traps or elevators.

Screwing and drilling into stage floor is not permitted.

Stage Dimensions

Stage opening:	50' wide x 25' 3" high
Downstage line to upstage curtain at centre:	15' 4"
Downstage line to upstage curtain at sides:	10' 2"
Stage height from front row	1' 3.5"

Masking	Black velour drape US
Projection Screen	12' high by 21' wide, motorized
Projector	Christie Digital DHD800 1-DLP, HD 1920X1080

Rigging

Rigging is accomplished through dead hanging off the catwalk. The catwalk is 30 m (100 ft) from Centre Stage. There are also six 8' motorized pipes above the stage.

Lighting System

Control	ETC Element with Ethernet control distribution to DMX break-out boxes
Dimmers	96 - 2.4 K ETC Sensor Thru-Power dimmers.
Non-Dims	Any Sensor dimmer may be used as a non-dim.
Hanging	FOH catwalk lighting position, 5 motorized pipes above the stage (approx. 4' long)
Circuits	96 circuits distributed throughout FOH and stage area

Lighting Instrument Schedule

Quantity	Manufacturer	Model	Type	Lamp	Wattage
2	ETC	Source 4	19°	HPL	750
12	ETC	Source 4	26°	HPL	750
12	ETC	Source 4	36°	HPL	750
4	ETC	Source 4	50°	HPL	750
8	Martin	Mac 350	Moving	LED	

House lighting plot available on request at a later date.

Audio System

Mixer	Soundcraft Vi1 Digital Audio Mixing Console with Soundcraft MSB-32 Mini Stagebox
Effects	Internal to mixing console
Playback	Tascam CD-200i CD Player with integrated iPod dock
House Speakers	Mains –JBL VRX932LAP Self-amplified line array system
Monitor Speakers	4 monitors
Amplification	TBA
Communications	Clear-com - 2 channel system with 10 belt packs with access at 9 locations throughout Venue. Hard-wired station in green room
Hearing Assist	Listen LT-800 RF Hearing Assist System with 10 headsets.
Microphones	12 – Shure BETA58A Handheld 6 – Shure BETA57A Handheld 2-- Shure MX415/C (Podium microphone) 2—AKG C 480-ULS/61 (Condenser microphone) 4—Shure MX391/C (Boundary microphone)
DI boxes	2 - BSS AR13 4 – Radial JDI (Passive DI box) 4- Radial PROAV2

City Room Venue Information

The City Room is over 3600 square feet with the dimensions being approximately 90' X 38'.

This space has the necessary infrastructure for audio and sound in place, but the equipment and all other necessary accessories are the responsibility of the renter. The Cultural Production Coordinator will liaise with the client to establish technical needs and advise on other event needs. Larger scale events will be required to be self-sufficient by booking and paying for private sector contractors to provide technical support and equipment, catering (including tables, chairs, and other banquet amenities), promotions and marketing, licenses etc. At the discretion of the Cultural Production Coordinator these events will require payment for one onsite technician (minimum 4 hour call) to facilitate use of the venue. Front of House staff will be required to ensure a safe event.

If you are serving alcohol we will require proof that a Special Occasion License has been obtained. Serving food may require a Food Permit (usually obtained by the caterer). There is no charge for a Food Permit but the paperwork must be filed at least two weeks in advance.

The City Room is classified as a Large Hall in the City of Surrey's Fees and Charges document and is bookable at an hourly rate. Staff charges are not included in this rate.

The following list of questions should help ensure that you have thought of everything for a successful event.

1. Will you need to rent a PA system? (to play music or make announcements)
2. Will you need to rent special lighting?
3. Do you have enough power bars/extension cords for your event?
4. Will you need to rent a stage or raised platform or a podium?
5. Will you need to rent tables and chairs?
6. Is your event catered?
- 6b Is your caterer taking care of food or liquor permits?
7. Are you serving alcohol?
- 7b Have you obtained a Special Occasion License?
8. Is this a ticketed event? Will you require a Box Office Attendant for Will Call and Door Sales?
9. Is anything else being sold at your event (i.e. CD's, photos etc.)?
10. Have we scheduled enough time for set up and pack up?
11. Do you require dressing rooms?
12. Do you require Servery access?

If you have booked Centre Stage the cost of the City Room is included.

There is a servery located adjacent to the City Room and is also included in the rental.

Resources

Box Office	Operated by the Surrey Arts Centre. Use of the SAC Box Office is mandatory for events taking place at City Hall.
Lobby/City Room	The six-story high lobby - the atrium at City Hall is also known as the City Room and features an art installation called "What We Can't Do Alone, We Can Achieve Together" by Sophie Nielsen and Rolf Knudsen of Studio Roso in London, England. This versatile space can be booked for receptions, trade shows, art exhibits, and other events.
Concession and Bar	Take Five Café is located immediately off of the City Room and <i>may</i> open during performances to provide refreshments for patrons. We recommend contacting them directly.
Merchandise	If you are selling merchandise (such as CD's) we require a 15% commission on all sales. Please consult the Cultural Production Coordinator for more information.
Loading	The City Hall loading dock is located on P1 in the parking garage. Please refer to the map on page 8 for directions. There is a freight elevator at the loading dock that goes up to the City Room. The elevator is 2.4 m deep. The door to the elevator is 1.3 m X 2.1 m.
Parking	Underground parking is available at the rate of \$1.50/hour.
Dressing Rooms	There are two dressing rooms close to the venue. They are 50 sq m and 94 sq m (535 sq ft and 1010 sq ft). Each is equipped with a portable wardrobe rack and there are a total of six portable make up stations that can be set up between the two rooms. There are washrooms just outside these rooms. Access to the stage from the dressing rooms is through a short hallway that leads to the green room stage right off the venue. Dressing Room Capacities: #1-18, #2-30.
Green Room	There is a small, side stage Green Room available, which has a washroom and lockers for storing performers' valuables. (Please ensure you bring a padlock as these are not provided.)
Paging	Paging available from Booth to Backstage.
Wi-Fi	This service (Surrey Public Wi-Fi) is available throughout the inside of City Hall, including meeting rooms, Council Chambers, and public spaces. Users have to acknowledge terms and conditions upon joining, but no password is required.
Staff	Full complement of qualified Technicians, Front of House, and Box Office staff is available. Staff are members of Canadian Union of Public Employees Local 402.

