

# Norwich Arts Centre.

## Venue FAQs

If you have any specific questions that are not covered in our FAQ's please e-mail the appropriate department:

### **General Manager / Programmer**

Bradley Glasspoole [bradley@norwichartscentre.co.uk](mailto:bradley@norwichartscentre.co.uk)

### **Arts Admin Assistant**

Ellie Robson [ellie@norwichartscentre.co.uk](mailto:ellie@norwichartscentre.co.uk)

### **Technical Manager**

Alex Unstead [alex@norwichartscentre.co.uk](mailto:alex@norwichartscentre.co.uk)

### **Comms & Development Managers**

Kelly Robb & Grace Jackson [kelly@norwichartscentre.co.uk](mailto:kelly@norwichartscentre.co.uk) |  
[Grace@norwichartscentre.co.uk](mailto:Grace@norwichartscentre.co.uk)

### **Finance Manager**

Jayne Steward [jayne@norwichartscentre.co.uk](mailto:jayne@norwichartscentre.co.uk)

### **Hospitality Supervisor**

Josie Steward [josie@norwichartscentre.co.uk](mailto:josie@norwichartscentre.co.uk)

## What is the venue capacity?

Standing – music – 300

Seated – music – 120 seats (+ standing room for 90)

Seated - Comedy – 120 seats (+ standing room for 90)

Live Art & Theatre with stage rip out - 60 seats (+ standing room for 20)

Cafe / Bar – 78 standing

You can see a 3D tour of the venue here:

<https://norwichartscentre.co.uk/visit/accessibility/>

### **Can we sell our own tickets?**

If you are hiring the venue a minimum of 50% of the tickets must go through the NAC Box Office. All tickets sold through our Box Office will fall under the NAC Refund Policy, which can be seen here:

<https://norwichartscentre.co.uk/visit/how-to-book/>

### **Are you accessible?**

If any artist or member of the party has any access requirements, please contact the Access Officer, Bradley Glasspoole or Technical Manager, Alex Unstead.

Please see: <http://norwichartscentre.co.uk/accessibility/>

### **What time can we load in and soundcheck from?**

Our duty manager and technical manager will be in from 4pm. Standard get-in is 4pm, with soundcheck at 5pm.

Please note: this is the earliest time that sound checks can take place due to sound curfews on amplified noise.

To arrange an earlier get-in, please contact Technical Manager Alex Unstead.

### **Where can we park?**

We do not have any on site parking at NAC, due to the nature of the site (listed church and grounds). Unloading for cars, vans and minibuses is via the auditorium back doors, on St. Swithins Alley (first right turn on the St Swithins Road one-way loop that runs from St Benedicts Street to Westwick Street). Please announce your arrival at the Box Office and a staff member will unlock the church doors for you.

You will need to park in St. Benedict's or one of the surrounding car parks after unloading – please see [Find Us](#) for parking locations and directions to NAC.

Please note that the car park at the end of St. Swithins Alley does not belong to NAC and we strongly advise against parking here – the gates may be locked without warning.

### **What time does the venue open to the public?**

We open our venue doors at 7pm and auditorium doors about 15-30 minutes before show start time.

### **What's your sound curfew times?**

Friday to Saturday - midnight  
Monday to Thursday - 11.30pm  
Sunday - 11pm

### **How many guests can we have?**

You can have up to 10 guests for the headline artist / band.

### **What is the wi-fi code?**

You will be given wi-fi access on arrival.

### **How many dressing rooms do you have?**

We have 1 lockable dressing room and a performers bathroom. You will be given keycode access to these on arrival.

### **Can we sell merchandise?**

You can set up a merch stall in our bar. You must supply a seller unless otherwise agreed with the venue. It may be possible to arrange a merch seller for you, the cost will be £14p/h but please give us at least 2 weeks notice.

### **Are towels available at the venue?**

Yes, towels are included unless you are hiring the venue in which case the promoter will need to supply these.

### **Do you provide catering?**

We do not provide in-house catering. Buyouts will be costed out for each event and there are lots of lovely local options close to the venue <https://norwichlanes.co.uk>.

## **Do you provide riders?**

We will endeavour to meet your rider requirements, please supply the venue with this at least a week in advance. The rider will be in your dressing room on arrival.

Please note we are plastic free water bottle venue. Your tour party will all be provided with a FREE NAC bio bottle and there is a large refillable water tank in the dressing room.

## **How do we settle financials?**

We will arrange a financial settlement 3 working days after the performance has finished via BACS.

## **What technical equipment do you have?**

### **Power**

Sound, stage and lighting on separate phases.

### **Sound**

8 x Martin Audio WPC  
3 x Martin Audio SXH218 Subs Martin Audio DX4.0

Martin Audio iKon42  
Martin Audio iKon81  
Martin Audio XD12 Side Fills

### **FOH – Front Of House**

Soundcraft Vi1 (Main FOH) + SI expression 2 (Lx balcony) Soundcraft  
Madi CAT5e Stage Box 32/16  
Soundcraft Vi1 Madi CAT5 Card

### **Stage Monitors**

6 x Martin Audio LE100 2 x Martin Audio LE200

### **Multicore**

2 x Cat5 from FOH

There is no split for separate monitor desk. Monitors are configured for a **six way** mix from front of house.

## **Microphones**

8 x Shure SM58

6 x Shure SM57

6 x Sennheiser E604

2 x Sennheiser E906

2 x Neumann KM184 Shure Beta 91a

Shure Beta 52

2 x Beyerdynamic M88TG 1 x Electrovoice RE20 AKG414 Pair

2 x Sennheiser e904 Neumann KMS104

10 x BSS 133 DI Box

2 x Shure QLX Handheld mics

2 x Sennheiser EW112 G3 (Lapel)

## **Lighting**

Chamsys Magic Q MQ40

8 x Chauvet Rogue R1X Spot

8 x Chauvet Rogue R2 Wash

15 x Chauvet Colorado Quad Zoom 1

6 x Chauvet Ovation E-160WW Profile 15/30 lense

6 x Chauvet Ovation 915

6 x single mount tank traps

6 x 2m scaff poles

**Please note: No confetti cannons to be used anytime**

## **AV and Film Screening**

Panasonic MZ670 laser projector Motorised 4m x 2.5m fixed Screen

Roland V1-HD Video Switcher HDMI from FOH

HDMI from stage

## **Stage Area**

5m by 5m Stage - 80cm high 5m by 7m - Floor

## **Streaming**

Black Magic Atem Mini Pro

Datavideo PTC PTZ Camera(fixed FOH) + Huddlecam HD Controller

Sony Alpha 5100 DSLR

GoPro 8

**Please note: All streaming is run from the lighting balcony above Hall entrance**

**Please note: this is the earliest time that sound checks can take place due to sound curfews on amplified noise.**

## **BACKLINE FOR HIRE:**

### **Gretsch Catalina Birch Standard Ebony**

22"x16" Bass Drum,

10"x07" Tom

12"x08" Tom 16"x16" Floor Tom

14"x5,5" Snare Drum

Pearl HWP-830 Hardware Set, 830 Series, 1x BC-830 cymbal boom stand 1x C-830 straight cymbal stand

1x H-830 Hi-Hat

1x S-830 snare stand

### **1x Fender Blues Junior IV**

Fender Blues Junior IV, hot rod Series, tube 3x 12 AX7 and 2x EL84, 15 watt, 1x 12" celestion A-type speaker

### **1 x Mark Bass mini**

CMD 121P

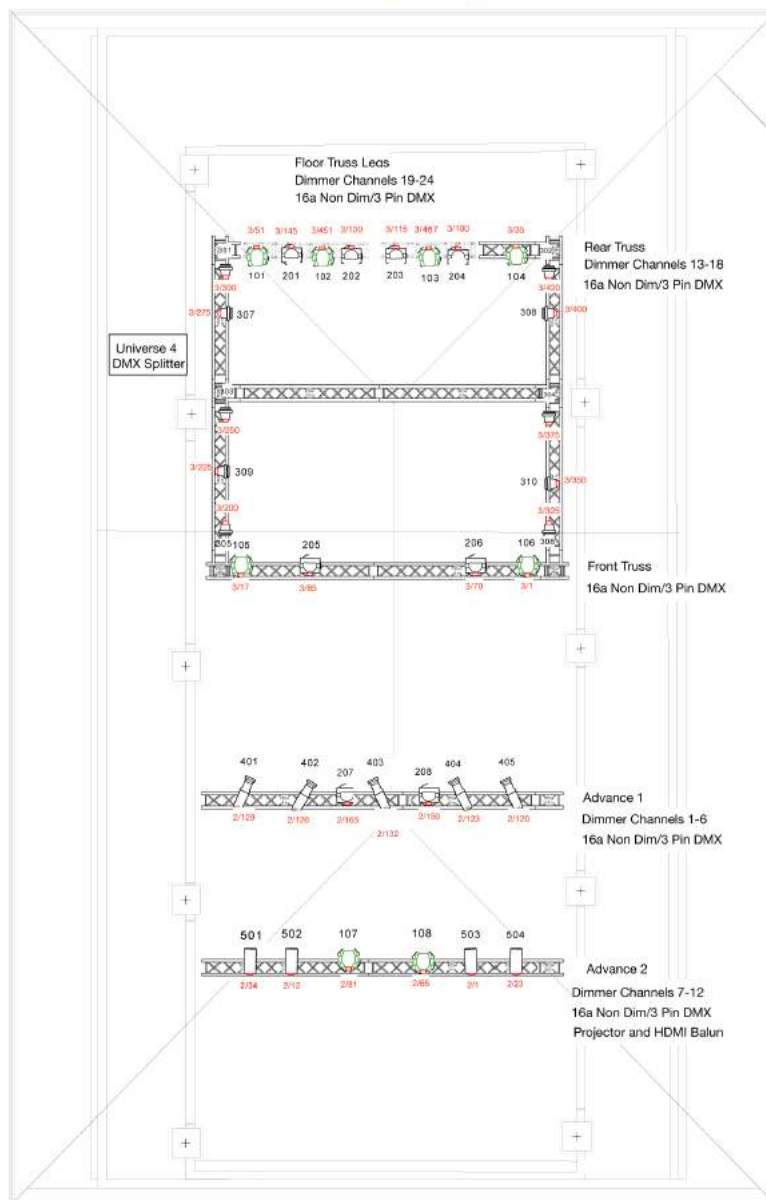
### **1 x Yamaha G2 Baby grand.**

Prices on enquiry.

## Floor Plans:

Please note central truss across stage is for aerial performances only and cannot be used to rig lights due to power limitations.

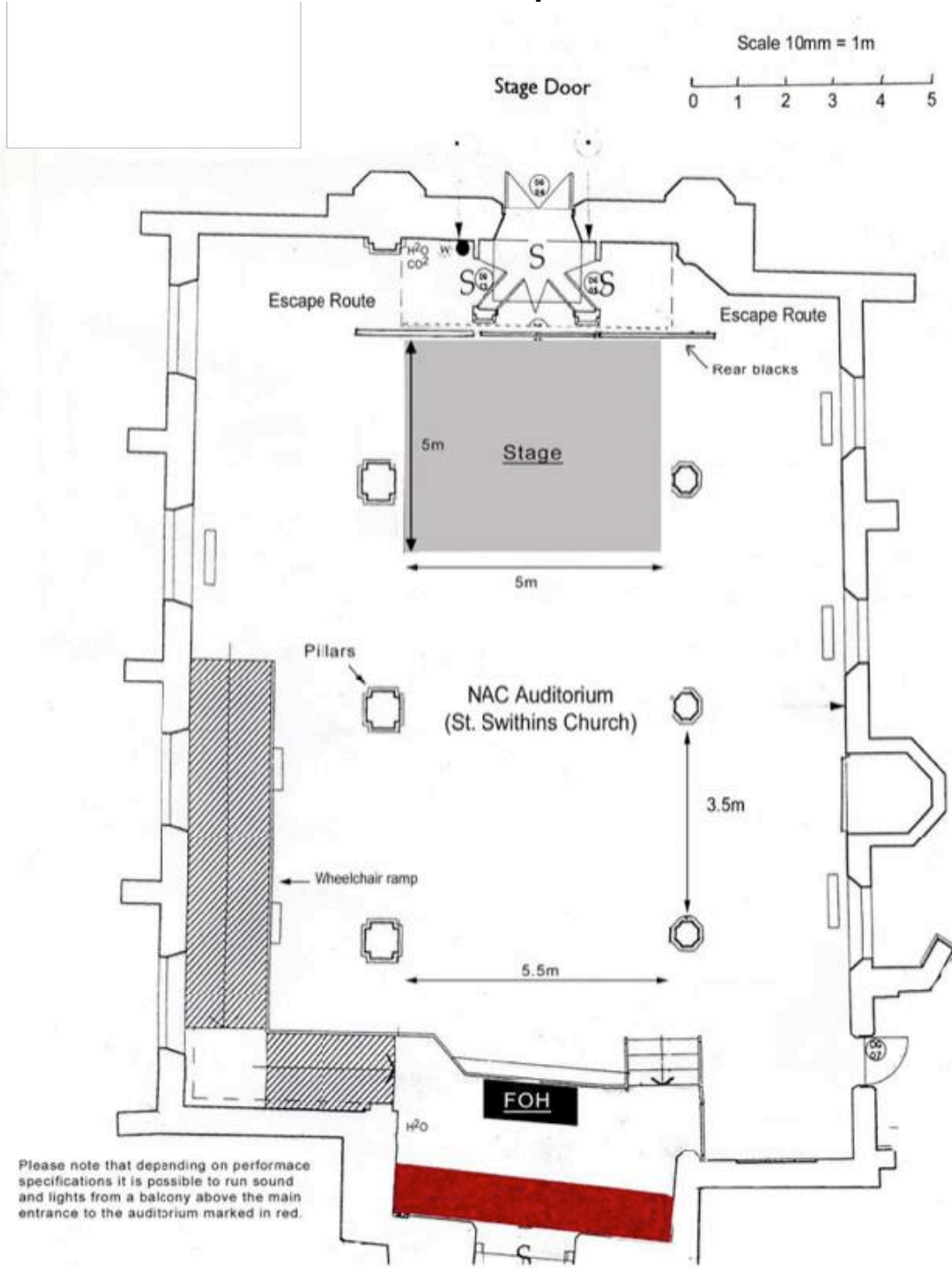
Norwich Arts Centre.



Norwich Arts Centre
In House Lighting Plan
01.08.2019
Drawn By: Chris Packham
Version 1
Legend:
Chauvet Ovation Fresnel 915 FC 11 Channel Mode
Chauvet Ovation Profile E-160WW 3 Channel Mode
Chauvet Rogue R1X Spot 16 Channel Mode
Chauvet Rogue R2 Wash 15 Channel Mode
Chauvet Colorado 1 Quad Zoom 25 Channel Mode

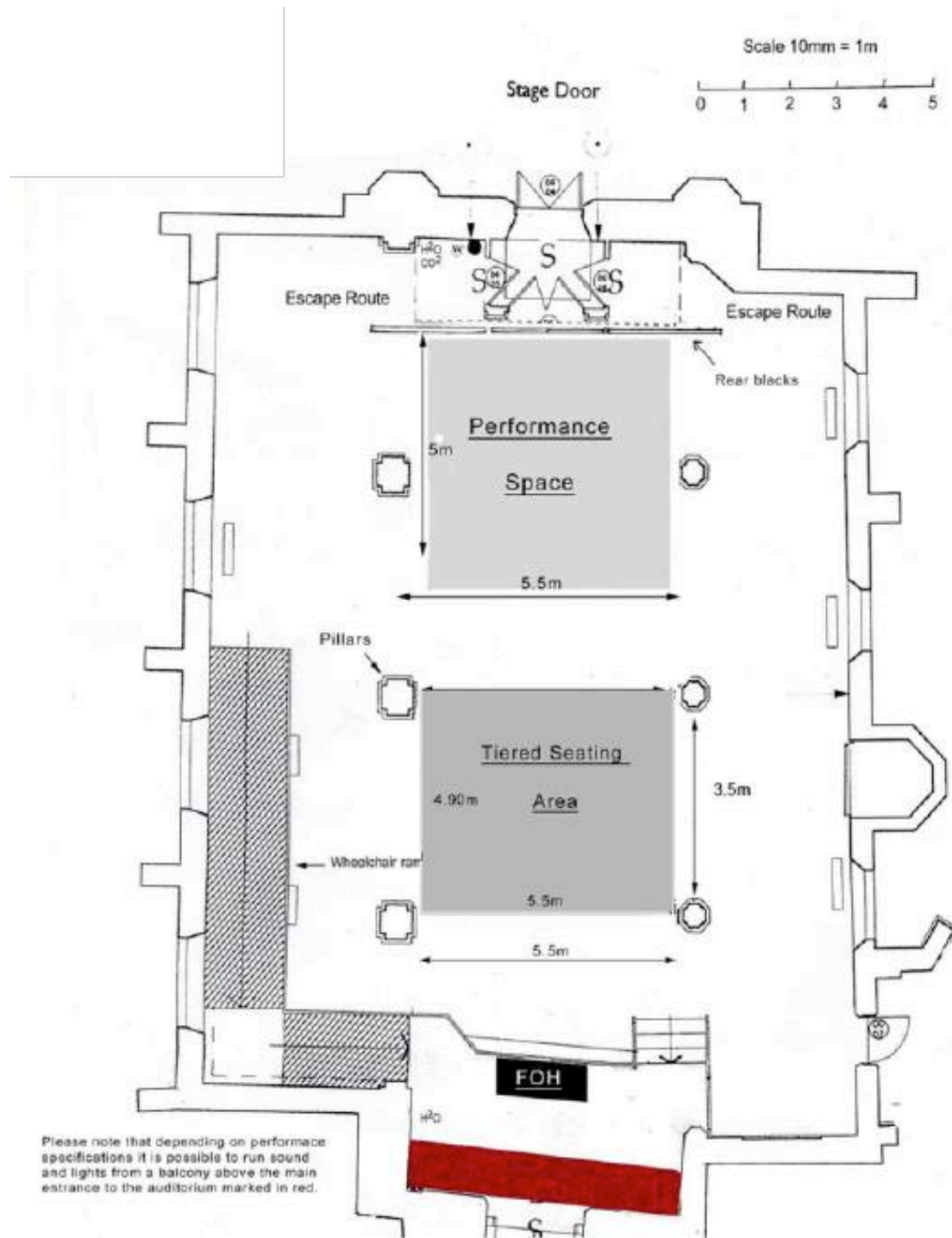
Channel Number		Roof Lighting:
DMX Address		Chauvet Colordash Accent 10 Channel Mode
		Universe 1 Address 30-160
		Balcony :
		Universe 1 Address 180-190

# Auditorium plan



Please note that depending on performance specifications it is possible to run sound and lights from a balcony above the main entrance to the auditorium marked in red.

## Auditorium floor plan for live art / theatre



## Auditorium floor plan including lighting truss

