



OPEN
20 Bank Plain, Norwich, Norfolk
NR2 4SF

TEL: 01603 252114

EMAIL: technical@opennorwich.org.uk

OPEN Technical Specification
Correct as of 27.03.2017

CONTACTS			
David Royse	Technical Manager	david.royse@opennorwich.org.uk	01603 252114
	Technical Enquiries	technical@opennorwich.org.uk	01603 252114
Alex Walters	Head of Operations	alex.walters@opennorwich.org.uk	01603 252130
Craig Hill	Head of Events & Live Music	craig@opennorwich.org.uk	01603 252122
Ann Tattam	Conference & Event Manager	ann.tattam@opennorwich.org.uk	01603 252117
Laura Walsh	Bar Manager	laura@opennorwich.org.uk	01603 763111
	Box Office	info@opennorwich.org.uk	01603 763111

VENUE INFORMATION	
Address:	20 Bank Plain, Norwich, Norfolk, NR2 4SF
Ticketing System:	The venue sells event tickets from our Box Office as well as via SeeTickets, Eventbrite and the UEA Box Office.
Local Transport Links:	Norwich Train Station is a 10 minute walk from the venue. Numerous bus routes are available from within 100m of the venue. Numbers for preferred private taxi firms can be found at Box Office.

LOAD IN	
Load In Address (Banking Hall):	Bank Plain, Norwich, NR2 4SF
Load In Details:	Vehicles loading into the Banking Hall should be stationed along Bank Plain adjacent to the building opposite "Be At One" Cocktail Bar. Here you can load straight into the venue, stage right. Please park facing North West with the building to the left of your vehicles. We have ramps for steps and loading onto the main stage.
Load In Address (Club Room):	28 Castle Meadow, Norwich, NR1 3DS
Load In Details:	Vehicles loading into the Club Room can pull into our loading bay on Castle Meadow and load in down one flight of stairs. Once load-in is finished, all vehicles must find alternative parking unless permission has been gained from the Venue Manager in advance.
Load In Times:	Event specific, please liaise with Event Manager to arrange load-in times.

STAGE	
Access:	Load in stage right via ramps supplied by venue. Main entrance doors all on one level through to venue. There are fire escape routes either side of the stage. Both must be kept clear of obstructions during live performances on stage.
Size & Dimensions:	The stage is flat, matte black and 1.7m high. For detailed dimensions, see page 9.
Advance Truss:	5.3m from front of stage.
Barrier:	Stagewide MOJO barrier can be made available upon request.
Cable Run From Stage:	CAT-5 points on stage linked to Network patch in dimmer room, stage right. FOH patch panel accessible directly behind FOH.
Special Effects:	If your production uses any special effects including smoke, pyrotechnics, etc. please contact the Technical Manager ahead of your event with necessary risk assessments and method statements.

LIGHTS	
Lighting Truss:	Front and rear truss system above stage
Follow Spots:	None.

SOUND	
Noise Curfew:	Event specific, on request we can extend our live music licence until 2.00am in both rooms.
House Risers:	4 x 4'x4' Litesystems Litedeck 4 x 2'x4' Litesystems Litedeck

STAFF / CREW	
Security/Stewards:	Venue will supply.
Local Crew & Sound/ Lighting Technicians:	The venue will supply one sound and one lighting technician for a standard booking. Any further technical staff (monitors, backline, etc.) can be arranged by contacting the Technical Manager.
Box Office / Guest List Personnel:	Venue will supply.

FACILITIES	
Green Rooms:	Up to 4 green rooms can be made available upon request.
Showers:	2
Towels:	Yes.
Production Office:	Yes.

FACILITIES	
Internet Access:	Wireless and wired broadband internet is available across the venue. WiFi codes can be obtained from Box Office.
Parking:	We have spaces for 1 x splitter van and 2 x small vehicles in loading yard at rear of venue. Please contact the Technical Manager well in advance of your booking to make necessary arrangements.

Detailed Banking Hall Technical Specification

POWER SPECIFICATION	
Stage Power:	<ul style="list-style-type: none"> • 1 x 125a three phase Ceeform • 1 x 63a three phase Ceeform • 4 x 16a single phase Ceeform • 4 x 13a twin • 4 x 13a single

AUDIO	
PA:	2 x KV2 SL412 Wide Dispersion Active Driven System 4 x KV2 VHD2.21 Sub Woofers 4 x KV2 EX6 infills 2 x KV2 EX12 delays
SIDEFILL:	2 x KV2 2.2 Sub 2 x KV2 EX12 Tops
FOH CONTROL:	Yamaha CL5, Yamaha QL5, Yamaha M7CL (equipped with 2 x Dante Cards - 32 I/O total)
DANTE:	The Banking Hall operates on a full Dante Network Audio System. We have several patch points on stage and at FOH - a detailed network diagram can be supplied on request.
ANALOGUE:	We have a 40 in/8 out analogue stage box on stage right with an analogue split on stage as well as at FOH.
I/O:	1 x Yamaha RIO 3224-D 1 x Yamaha RIO 1608-D

MONITOR SYSTEM *	
Floor Monitors:	Up to 10 x Logic Systems LM20 Stage Monitors (on 8 mixes)
Amplification:	2 x MC2 E475 Amplifiers
Monitor Console:	Yamaha QL5, Yamaha M7CL (equipped with 2 x Dante Cards - 32 I/O total), Yamaha LS9-32

MICS, STANDS & DIs	
Mics:	8 x Shure SM58 8 x Shure SM57 1 x Shure Beta 91a 2 x Shure Beta 52a 2 x Sennheiser MD421 2 x Sennheiser E906 4 x Sennheiser E604 1 x Electro-Voice RE20 2 x Rode NT5 2 x AKG C414
Stands:	Assorted tall & short K&M & Beyerdynamic stands
DIs:	4 x BSS AR-133 DI Box 4 x LA Audio Di2 DI Box
Lectern Microphones:	1 x DPA Dictate lectern microphone

DJ EQUIPMENT *	
CDJs:	2 x Pioneer CDJ-1000 MK3 (please note no USB input)
Mixer:	1 x Pioneer DJM800
Decks:	2 x Technics 1210 (We do not supply needles)

BACKLINE	
Guitar:	Orange Rockerverb 2x12 50w Guitar Combo (16/8/8 ohm outputs) Fender 65 Deluxe 1x12 Guitar Combo (8ohm output) Vox AC30CC2X 2x12 165W Valve Guitar Combo (16/8 ohm outputs) Marshall 1960A 4x12 300w Guitar Cab (16ohms) Marshall 1960TV 4x12 100w Guitar Cab (16/4 ohms)
Bass:	Ashdown Rootmaster RM500 Evo Bass Head (500W @ 4 ohms) Ampeg SVT410HLF Bass Cabinet (500W @ 4 ohms)
Drums:	DDrum Dominion Ash Kit Tama Iron Cobra Kick Pedal Various cymbals- Paiste, Zildjian, AAX in various sizes

LIGHTING	
Stage Truss:	8 x Chauvet Maverick MK2 LED Spots 8 x Chauvet Maverick MK2 LED Washes 3 x Chauvet Ovation E-910FC LED Profile 4 x Showtec 4 Blinders 2 x Martin Atomic 3k Strobe

LIGHTING	
Stage Floor:	Up to: 6 x Martin MAC 575 Spots 8 x Martin LED Stagebar 54L 2 x Showtec Sunstrip Active DMX
Advance Position:	8 x eLumen8 ZF 150 LED Zoom Fresnel CW 4 x Chauvet Ovation E-910FC LED Profile
Control:	1 x Avolites Tiger Touch II
Haze:	1 x Look Solutions Unique 2.1 Hazer 1 x Pea Soup Phantom PS31
House Lighting:	House lighting is accessible via a touch panel behind the bar at the rear of the room. Please liaise with the Technical Manager ahead of your performance regarding blackouts/house light states.

VIDEO & PROJECTION *	
Video Equipment:	1 x 7m wide stage screen (retractable) 4 x 60" wheeled plasma displays 1 x 40" floor standing comfort monitor
Projection:	1 x Christie Roadster HD18K Projector 1 x Apple iMac 1 x Kramer VP-729 Switcher (2 x HDMI in, 1 x VGA in, 1 x HDMI out)
Vision Mixer:	None in-house.

WIRELESS *	
Transmitters:	4 x ULXD1 Bodypack Transmitter 6 x ULXD2 Handheld Transmitter
Microphones & Capsules:	6 x Beta 58 Capsule for Handheld Microphones 2 x DPA d:facto II MMC4018V capsules for Handheld Microphones 4 x Audio-Technica BP892 headset Microphones
Receivers:	2 x Shure ULXD4Q Quad Channel Receivers
Antennae:	2 x Shure UA860SWB Omni-Directional Antennae

Detailed Club Room Technical Specification

POWER SPECIFICATION	
Power On Stage:	<ul style="list-style-type: none"> • 1 x 63a single phase Ceeform into 8 x 16a distro (Powering PA/Mons) • 6 x 13a twin

AUDIO	
PA:	2 x KV2 Audio VHD 2.0 Tops 4 x KV2 Audio VHD 21 Subs 2 x KV2 Audio VHD 2.25 Subs 2 x KV2 Audio CHD 1.0 Front Fills 2 x VHD3200 6.4k Amplifiers 2 x VHD2000 5.8k Amplifiers
FOH Control:	Yamaha QL5, Yamaha M7CL (equipped with 2 x Dante Cards)
DANTE:	The Club Room operates a full Dante Network Audio System. We have patch points on stage and at FOH - a detailed network diagram can be supplied on request.
ANALOGUE:	We have a 32 in/8 out analogue stage box on stage that feeds straight to FOH.
I/O:	1 x Yamaha RIO 3224-D

MONITOR SYSTEM	
Floor Monitors:	Up to 10 x Logic Systems LM20 Stage Monitors (on 8 mixes)
Amplification:	2 x MC2 E475 Amplifiers
Monitor Console:	Yamaha QL5 via Dante Network, stage right. Please inform in advance if a monitor position is needed - otherwise monitors will be mixed from FOH.

MICS, STANDS & DIs	
Mics:	8 x Shure SM58 8 x Shure SM57 1 x Shure Beta 91a 2 x Shure Beta 52a 2 x Sennheiser MD421 2 x Sennheiser E906 4 x Sennheiser E604 1 x Electro-Voice RE20 2 x Rode NT5 2 x AKG C414
Stands:	Assorted tall & short K&M & Beyerdynamic stands
DIs:	4 x BSS AR-133 DI Box 4 x LA Audio Di2 DI Box

DJ EQUIPMENT *	
CDJs:	2 x Pioneer CDJ-1000 MK3 (Please note no USB input)
Mixer:	1 x Pioneer DJM800
Decks:	2 x Technics 1210 (We do not supply needles)

LIGHTING	
Stage Truss:	4 x Chauvet LED PAR 38 TRI-B 2 x Flash Butrym LED PAR 64 4 x Martin Stagebar 54L
Advance Position:	4 x Flash Butrym LED PAR 64
Above Audience:	3 x Martin Atomic 3k Strobe 2 x Martin MAC 250 Wash 6 x Martin SmartMAC Spots
Control:	1 x Avolites Pearl 2010
Haze:	1 x Pea Soup Phantom PS31

BACKLINE	
Guitar:	Orange Rockerverb 2x12 50w Guitar Combo (16/8/8 ohm outputs) Fender 65 Deluxe 1x12 Guitar Combo (8ohm output) Vox AC30CC2X 2x12 165W Valve Guitar Combo (16/8 ohm outputs) Marshall 1960A 4x12 300w Guitar Cab (16ohms) Marshall 1960TV 4x12 100w Guitar Cab (16/4 ohms)
Bass:	Ashdown Rootmaster RM500 Evo Bass Head (500W @ 4 ohms) Ampeg SVT410HLF Bass Cabinet (500W @ 4 ohms)
Drums:	DDrum Dominion Ash Kit Tama Iron Cobra Kick Pedal Various cymbals- Paiste, Zildjian, AAX in various sizes

Parking

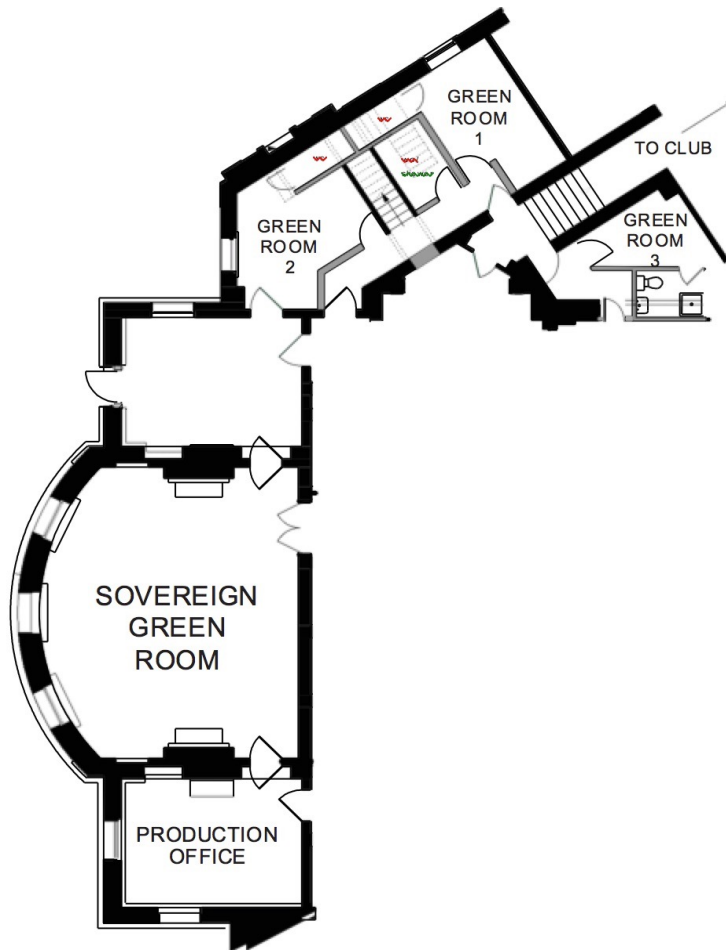
Vehicles loading into the Banking Hall should be stationed along **Bank Plain** adjacent to the building opposite “Be At One”. Here you can load straight into the venue, stage right. Please park facing North West **with the building to the left of your vehicles**. We have ramps for steps and loading onto the main stage.

Vehicles loading into the Club Room should access the building via the club entrance off Castle Meadow - look for the large green gates. Please note that unless prior permission has been granted, **once vehicles have loaded in they must be moved from this area**.



Dressing Rooms

FLOOR	NAME	CAPACITY	WC	SHOWER	FRIDGE	TV	PHONE	WIFI
GROUND	Green Room 1	12	Y	Y	Y	N	N	Yes
GROUND	Green Room 2	10	Y	Y	N	N	N	Yes
GROUND	Green Room 3	4	Y	Y	N	N	N	Yes
GROUND	Sovereign	20	N	N	N	Y	Y	Yes
GROUND	Production Office	10	N	N	N	N	Y	Yes



CAPACITY - BANKING HALL (STANDING)	
Ticketed:	Up to 1450

CAPACITY - BANKING HALL (SEATED)	
Theatre Style:	500
Cabaret Style:	Up to 400 with 100 on balconies

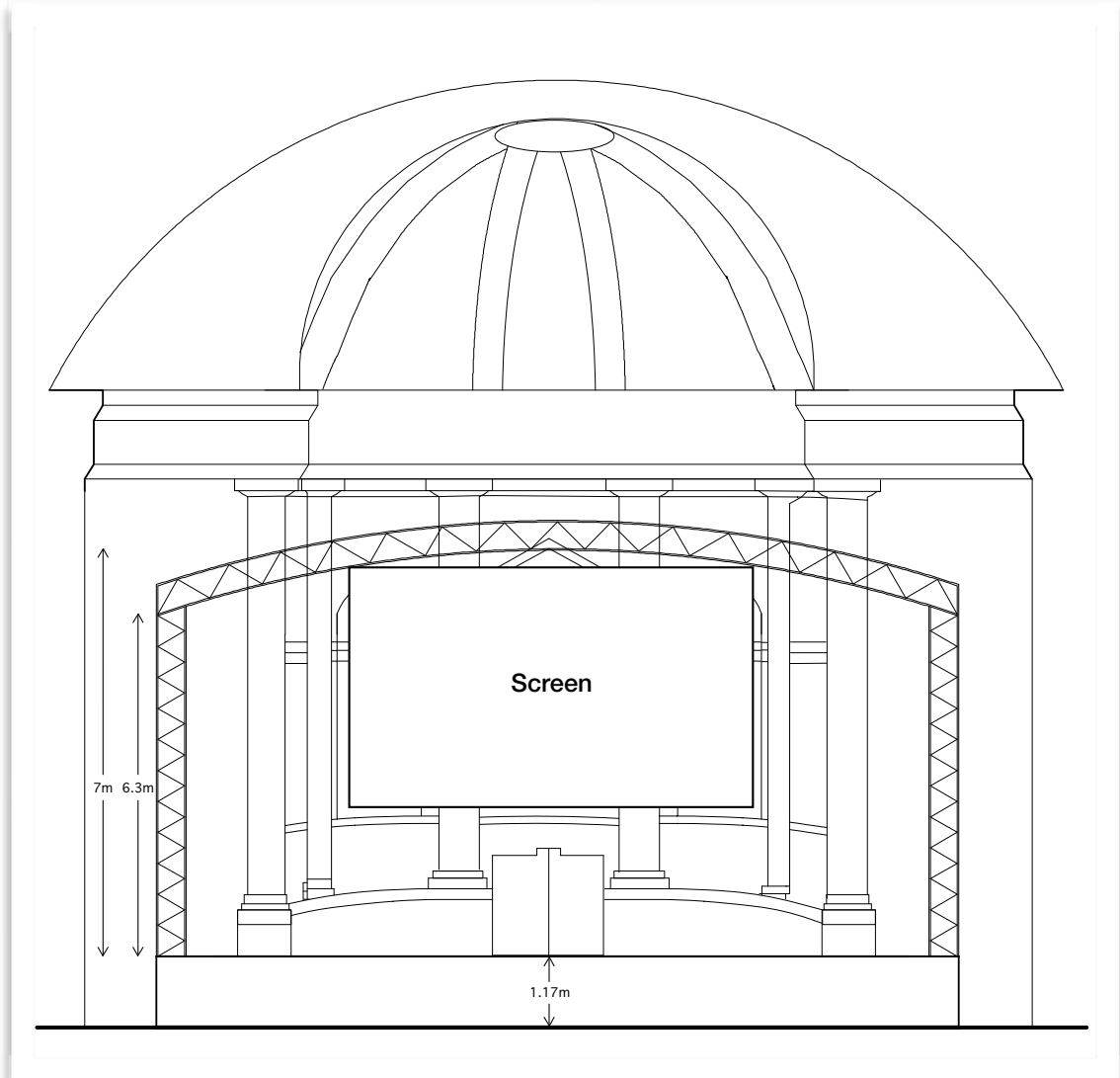
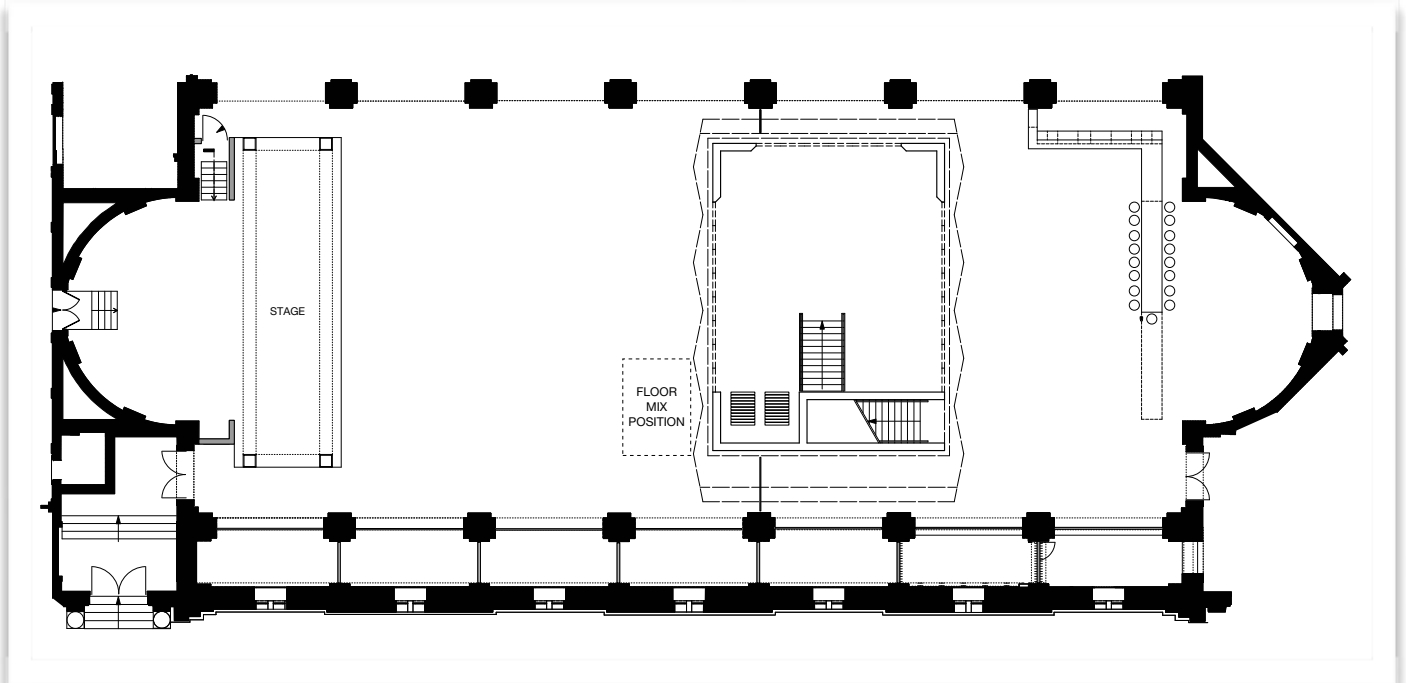
CAPACITY - CLUB ROOM (STANDING)	
Ticketed:	420

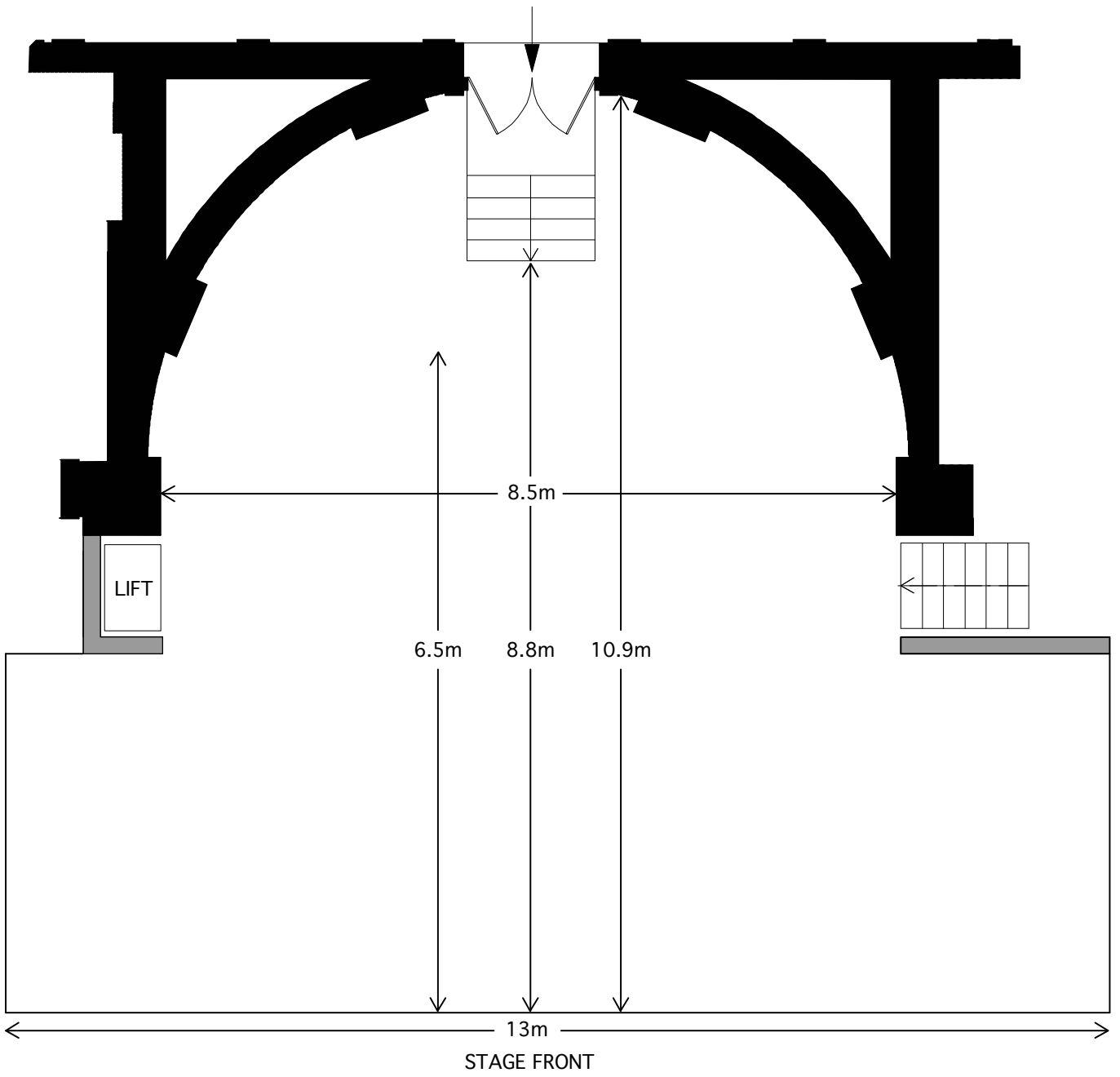
CAPACITY - CLUB ROOM (SEATED)	
Theatre Style	85

Front of House / Merchandise

OPEN does not charge a merchandise commission however as a charity we would gladly accept any charitable donation if you choose to make one. We do not generally supply staff for this and it would be expected that the Hirer would arrange. If you do require us to organise staff for this, please advise us in good time. The location of the merchandising area the main hall is next to the cloakroom, to the left of the bar as you enter the venue. For the club room, we can set up a table and lamp opposite the main entrance on request.

Technical Drawings





Health & Safety

Policy:

OPEN's Safety Policy is available upon request.

Paperwork:

To satisfy statutory regulations and our license conditions, we require information and relevant risk assessments if your production involves any activity that may cause significant risk. This may include but not be limited to; pyrotechnics, firearms, swords, naked flame, water, hazardous substances, personnel flying, special effects, lasers, strobes, animals and children. Should you have identified any "significant risk", you should copy us into any current risk assessments and relevant control measures or method statements.

You should also ensure that you have current certification for any equipment that requires it, i.e. P.A.T., Lifting Gear, Flame Proofing, in case you are requested to produce them either yourselves or by the licensing authority.

Fire Safety:

All scenery used on stage must be maintained flame retardant. All curtains or drapes should be of a durably or inherently flame retardant fabric and should conform to BS. 5266 Part 1: 1988. As a guideline, any sheet material less than 18mm (3/4") thick and timber less than 22mm nominal thickness should be treated to Class 1 (BS. 467 Part 7)

In line with current UK Regulations there is no smoking allowed within the building.

Working Areas:

You are contractually obliged to ensure that no technical work is carried out in any area unless there is proper supervision or permission given by the Technical Manger or Head of Operations and that the touring company work within any relevant guidelines set out in the safe working procedures and risk assessments.

We reserve the right to roster staff additional to your requirement if we judge that the staffing levels requested do not meet minimum safety requirements for any technical works planned or occurring.