



TECHNICAL INFORMATION

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A. General Information

Ciputra Hall is the first performing arts centre in Surabaya with a theatre setting which offers a high quality standard of performing arts. Located in CitraLand, West Surabaya.

The area of Ciputra Hall is 2,834 m² consisting of foyer, classroom, auditorium area's along with other support areas. The auditorium itself is 1,200 m² with two (2) entrance doors which accommodates the large audiences that come to Ciputra Hall performances.

Ramps are provided for wheelchair access so those confined to wheelchairs can still come and enjoy performances.

Ciputra Hall has 60,000 Watt electrical power for any additional facilities apart from the installed facilities.

For more details and inquiries, please contact Ciputra Hall at +62 317415018.

B. House Rules

Ciputra Hall has fixed house rules that cannot be modified or negotiated. It is valid for every person who comes to Ciputra Hall; vendors, hirer, audiences, guest etc. It also applies and must be obeyed by the Ciputra Hall's crews and staffs with no exception.

The house rules:

- No food or drink allowed inside the Hall area, except at the lobby and supporting rooms. All food and drink must be handed to the security and put into a deposit locker in the lobby area.
- No smoking is allowed inside the Hall, school grounds or any Sekolah Ciputra area.
- No littering is allowed in all areas. Rubbish bins are provided.
- Entrance doors and all emergency exits are not allowed to be locked for any occasions.
- No gas stoves allowed. All booths or stands only allowed to use a portable or electric stove.
- Absolutely not booths or stands are to sell cigarettes or alcohol.

C. Loading Area & Property Lift

Ciputra Hall has 2 loading areas. Loading Dock and from the Main Entrance at the foyer area. There is a property lift (dimension 2.2 (height) x 2.1 (width) x 2.1 (depth) meter) that can be used to transfer material or performance property from the loading area to the backstage area. The maximum load is 4 Tons/ 4000 Kg.

D. Backup Generator

Ciputra Hall provides a backup generator with 350 KVA power for any power cuts from the State Electricity Company. The backup generator will turn on automatically in 7 seconds after the power cut to continue the event.

E. Foyer Area

The foyer area of the Ciputra Hall is 480 m² and supported with sufficient power outlets and capacity. It can support any occasion associated with an event, such as registration area, booths and stands, photo booth, etc.

F. Seating

The seating capacity is 710 seats with theater seating. Rows are from A-X for the left and middle row and A-Y for the right row. The seating area is fixed.

G. Stage

The stage of a performance space is the key facility for any user. The floor of the stage in Ciputra Hall is parquet. The stage is a trapezium shape to allow for optimum viewing from anywhere in the auditorium.

The details of the stage is as below:

Area/ details	Dimension
- Width of front stage	12 Meters
- Width of rear stage	8.4 Meters
- Stage depth	10 Meters
- Height (floor to proscenium)	6 Meters
- Height (floor to ceiling)	10 Meters

The stage has black masking on the left and right sides and a cyclorama with dimension 8.4 (width) x 6.4 (height) meter that can be used as backdrop. It can also be used as the projection screen for the LCD Projector.

The stage is also equipped with the motorized red curtains. It can be operated from the stage or from the control room. The estimated time to open or close this red curtain is 21 seconds.

H. Rigging & Catwalk

Above the stage, rigging structures are used for lighting points accessible from catwalks for adjustments or other performance needed. Any other property or additional lighting or sounds can be hanged at the catwalk. Each catwalk width is 70 cm. The total catwalk is 5 bars with the maximum load for all bar is 4000 Kg.

The catwalk can be used as the pole for the flying performance or acrobatic, but it must be approved by the Ciputra Hall Technical Supervisor and done by a professional vendor. Only a professional vendor may oversee the flying of scenery and equipment.

I. Special Effect

Ciputra Hall provides the smoke and hazer machines to support the performance on stage. These special effects also make the lighting more attractive.

Special Effect	Remarks	Quantity
- Smoke machine	Antari Z-1500II	2 unit
- Hazer machine	Antari HZ-500	2 unit

The use of these effects must be approved by the Technical Supervisor of Ciputra Hall. It is controlled together in the lighting mixer.

Any additional lighting equipment and rewiring must be approved by the Technical Supervisor before it is used or connected to the Ciputra Hall system. Any connectors, cables or transformers must be provided and prepared by the vendor/hirer.

J. Lighting System

The lighting system in Ciputra Hall has been designed to fully support most performance types. The lighting system is a LED. Lighting facilities can be set to follow the performance concept to ensure the best experience for audiences.

Lighting specification	Remarks	Quantity
- LED Profile	Monon A-Class Ellipsoidal Lighting 50W/100W	33 unit
- LED Wash	Monon A-Class LEF0354A 162W	22 unit
- LED Moving beam	Centurion 3in1 CM-350	3 unit
- Strobe	LED Type 1500W	2 unit
- LED Follow spot	Luci Della Ribalta (LDR) Canto 1200 msd/msr	1 unit
- LED Fresnel	ATM Fresnel LED 200W	4 unit
- Digital mixer	Net.Do EXP4000	1 unit

Technical Supervisor of Ciputra Hall will assist and supervise the lighting operator to turn the mixer and the other equipment on/off. No one is allowed to turn the mixer on or off without supervision of the Technical Supervisor.

Any additional lighting equipment and rewiring must be approved by the Technical Supervisor before it is used or connected to the Ciputra Hall system. Any connectors, cables or transformers must be provided and prepared by the vendor/hirer.

For all rewiring activity, it must be done by a professional vendor and the original wiring system of Ciputra Hall must be returned after the event is finished.

K. Sound System

As a performance hall, Ciputra Hall was designed for optimal acoustics to ensure the best audio/voice outcomes in every performance. Ciputra Hall has a sound system with a maximum capacity of 25,000 Watts.

Installed systems include Left Right System consisting of line array speakers and delay speakers. Subwoofer speakers under the stage support bass audio. On the stage, there are side fill speakers as a monitor speaker for performers.

Equipment	Remarks	Quantity
- Hanging speaker main FOH	RCF-HDL20-A	8 unit
- Subwoofer main FOH	RCF-4 PRO8003-AS	4 unit
- Delay FOH speaker	RCF-HD12-A	2 unit
- FOH Control Room	Mackie MR5	2 unit
- Side fill monitor	RCF-ART	4 unit
- Digital mixer	I-Live Allen & Heath 48 channel	1 unit
- CD player	Tascam CD200i	1 unit
- Microphone Cable	Shure Beta 58-A	2 unit
- Microphone Wireless	Handheld Sennheiser	2 unit
- Standing for microphones	Superior	4 unit

Technical Supervisor of Ciputra Hall will assist and supervise the sound operator to turn the mixer and the other equipment on/off. No one is allowed to turn the mixer on or off without supervision the Technical Supervisor.

Any additional sound equipment and rewiring must be approved by the Technical Supervisor before it is used or connected to Ciputra Hall system. Any connectors, cables or transformers must be provided and prepared by the vendor/hirer.

For any rewiring activity, it must be done by a professional vendor and the original wiring system of Ciputra Hall must be returned after the event is finished.

L. Multimedia

Ciputra Hall is equipped LED videotron to support and accommodate performances or keynote speakers in seminar sessions with the dimension 8 (width) x 6 (height) meter.

Ciputra Hall has two (2) switchers at the control room, it can be used for maximum two (2) laptops or tablets in parallel. It can be connected with the sound mixer with a cable that is provided by Ciputra Hall. If the laptop or tablet is "Apple", then the vendor or hirer must provide the switcher. It can be operated from the stage or control room.

Details	Remarks
Screen resolution	2048x1536 pixels
Screen ratio	4:3 aspect ratio
Input	HDMI
Accepted file	Image file (JPG, JPEG, Gif) Video file (MP4, MTS, MOV) Windows file (word, PPT, excel)

M. Dance Vinyl

Ciputra Hall is equipped with the Harlequin Black Dance Vinyl. The Dance Vinyl dimension is 2x20 meters per roll; Ciputra Hall has 3 rolls. The Dance Vinyl is strictly only for ballet shoes, sneakers or barefoot. There is an additional fee for using this facility.

Only the Technical Supervisor and team responsible can put the vinyl on or off.
Any damage to the dance vinyl will be charged to the vendor or the hirer.

It is not allowed to put any kind of liquid upon the dance vinyl. Any properties that are used for a performance and need to be placed on the dance vinyl must be approved and supervised by the Technical Supervisor of Ciputra Hall.

N. Grand Piano

The Grand Piano Yamaha C2X is available for the music performance. It is already equipped with the wheeled platform to give flexibility in any performance. There is an additional fee for using this facility.

The grand piano is locked and will only be opened after approval from the Technical Supervisor. It is also equipped with an adjustable piano chair. It can be used for both adult or children.

Any adjustments to the grand piano need to be approved and supervised by the Technical Supervisor of Ciputra Hall. Any damage to the grand piano will be charged to the vendor or the hirer.

Dimensions	Width	59" (149.86 Cm)
	Height	40" (101.6 Cm)
	Depth	5'8" (172.72 Cm)
Weight	Weight	671 lbs (305 Kg)
Keyboard	Number of Keys	88

O. Choral Riser

The choral riser is available to support the choir performances. The 3 units of Wenger Signature 3-Step Model (098D053) are equipped with wheels for maximum stability and easy mobility. Signature steps are covered with grey carpet whilst the rails are black.

The 3 unit risers can be arranged differently for events by simply switching the position of the steps. It also has side rails (left and right) and also back rails for safety; simple set-up and unfold. While the riser is fold up, it is compact to store. There is an additional fee for using this facility.

Dimensions	Width	17'5" (530.86 Cm)
	Depth	6'3" (190.50 Cm)
Weight	Weight	150 lb/m ² (732 Kg/m ²)
Capacity	Persons	36-48 persons

Any adjustments to the choral risers need to be approved and supervised by the Technical Supervisor of Ciputra Hall. Any damage to the choral risers will be charged to the vendor or the hirer.

P. Music Chairs

The music chairs are provided for occasional music performances. They are black Verona chairs with the Ciputra Hall's logo embossed on the back. They are usually used for orchestra performances. Ciputra Hall has 60 chairs and are suited to use to play instruments. There is an additional fee for using this facility.

Any adjustments to the music chairs need to be approved and supervised by the Technical Supervisor of Ciputra Hall. Any damage to the music chairs will be charged to the vendor or the hirer.

Q. Supporting Room

Ciputra Hall's backstage area is approximately 3 meters deep behind the cyclorama. There are 2 dressing rooms in the backstage area and 1 meal room. The dressing room can be used as a preparation area for make-up, costume change and also as a rest area for performers.

The usage of the meal room must be communicated at the Technical Meeting (the schedule is stated in agreement). If it is not communicated at that time, then this room will be locked and cannot be used.

Rooms	Specification
Dressing Room 1	<ul style="list-style-type: none"> - 6x3 Meters - Air Conditioner available - Toilets available - Mirrors available - 2 Inside LED Monitor (show the stage)
Dressing Room 2	<ul style="list-style-type: none"> - 2.05x11.81 Meters - Air Conditioner available - Connected to emergency exit - 1 Outside LED Monitor (show the stage)

Any additional rooms that needed can be discussed later.

R. Billboard

Ciputra Hall has a 8x4 meter billboard in front of the building. It can be used as one of the signs or to promote the event at Ciputra Hall. The policy is free space usage on the D-Day of the event as long as it is not being used by the School. There is an additional fee for material printing, loading-unloading process, and any additional days for using this space.

The printing and loading-unloading process has to be done by the vendor that is appointed by Ciputra Hall; no other vendors are permitted.

The schedule and design of the billboard must be approved by the admin staff of Ciputra Hall. Ciputra Hall has a right to reject any billboard material that does not meet the requirement.

S. In-house Crews & Staffs

Ciputra Hall provides the crew and staff for each event. Any communication to the crew and staff must be known by the Technical Supervisor.

To ensure performance and a safe working environment, Ciputra Hall does not allow 24 hours booking or working service. The working hours policy is from 07:00 AM to 11:59 PM. No tips are allowed for in-house crew and staff.

The crew and staff consist of:

- 1 or 2 technical staff whose mobile to all area
- 2 cleaning staffs
- 2 securities for bag checking
- 1 security to distribute parking ticket
- 2 security at the exit parking lot
- 8 security at parking area

T. Health & Safety Regulation

- Health Regulation
 - The hirer or vendors must provide their own paramedics and drugs as needed.
 - In an emergency situation, Ciputra Hall provides 1 room as a medical room.
 - Ciputra Hall has a First Aid Kit (P3K box) for any emergency cases.
- Safety Regulation
 - Any property that is loaded in to Ciputra Hall must be coated by fabric or other equipment that will not cause any damage.
 - All cables must be covered by electricity tape or use the cable tray.
 - All workers must ensure the equipment can work properly beforehand.
 - Safety glasses must be used when an activity or work is related with power tools.
 - Breathing filters must be used when an activity or work is related with hazardous chemical or fumes.
 - For some occasions that require work done at height, safety equipment must be used, such as straps, safety helmet, correct footwear, adequate lighting, etc. This activity must be known to, allowed, and supervised by the Technical Supervisor of Ciputra Hall. There must be a Technical Supervisor as well from the vendors (if it is from external vendors) that is experienced with this type of work.
 - In case of a lack of structural barriers, fall restraint must be prepared and used appropriately.
 - The precaution measures must be available. If there are no precautions, any risk that might be occur will be considered as a personal injury. Precaution measures must be taken to ensure the welfare of the workers as well as their team. Any welfare statement must be provided by the vendors themselves.
- Fire Emergency
 - In case of a fire emergency, all the persons in charge at Ciputra Hall area must assemble everyone to the assembly point provided. The direction to the assembly point is displayed throughout the Hall.
 - Fire extinguishers are available around the Ciputra Hall area. Only the Technical Supervisor, their assignee or other appointed staff/crew will access the fire extinguisher.
 - Only a certified firefighter may handle and discard the fire caused by devices or equipment.

U. Catering & Booth/ Stand

- Catering Catering

In order to ensure the quality of the events, only approved vendors can provide catering services for the booths at the foyer area. Vendors or hirers must provide information details about the layout and concept of the catering.

All the vendors need to obey the regulations at Ciputra Hall, including the restriction to use gas stoves. Any damage caused by the catering vendors will be charged to the hirer.

- Booth/Stand

As the part of the event, booth/stands are allowed at the foyer area with a maximum of 8 booths/stands. The stand details need to be confirmed at the Technical Meeting.

All the vendors need to obey the regulations at Ciputra Hall, including the restriction to use gas stoves. Any damage caused by the catering vendors will be charged to the hirer.

Booths/stands are strictly prohibited:

- Alcoholic drinks
- Any cigarettes
- Any vapors
- Firecrackers

V. Additional Equipment

Ciputra Hall supports events with this type of equipment at no additional charge/cost:

- 20 black chairs
- 10 tables (120x60 cm)
- 20 pools rail stand
- 1 digital signage (1080x1920 px)

W. Technical Provider

In order to ensure the quality of the performances, only approved vendors can supply and operate the technical equipment and instruments. Vendors must do the survey before the Technical Meeting to ensure the ability to use the equipment and instruments.

Ciputra Hall does not restrict or appoint specified vendors; the hirer can communicate with their own usual vendor as long as the vendors undertake to operate the Ciputra Hall's technical equipment and be approved by the Technical Supervisor of Ciputra Hall.

If the vendors cannot undertake to operate it, then Ciputra Hall will recommend the certain providers/vendors. The charges from these providers or vendors depend on the agreement between the hirer and the providers/vendors.

Any damage of these technical equipment and instruments will be charged to the hirer.

X. Emergency Exits

Ciputra Hall has two (2) emergency exits that are located inside the Hall for any occasion of an emergency. The two (2) entrance doors (doors A and doors B) also are used as emergency exits. Due to the emergency cases only, these emergency exits can only opened from inside to outside, except for the entrance doors.

Y. Parking Facilities

The parking lot of Ciputra Hall is located in the Sekolah Ciputra area and near the drop off area. It is free with a parking ticket for every event. The parking facilities are assisted by the Ciputra Hall and Sekolah Ciputra's security.