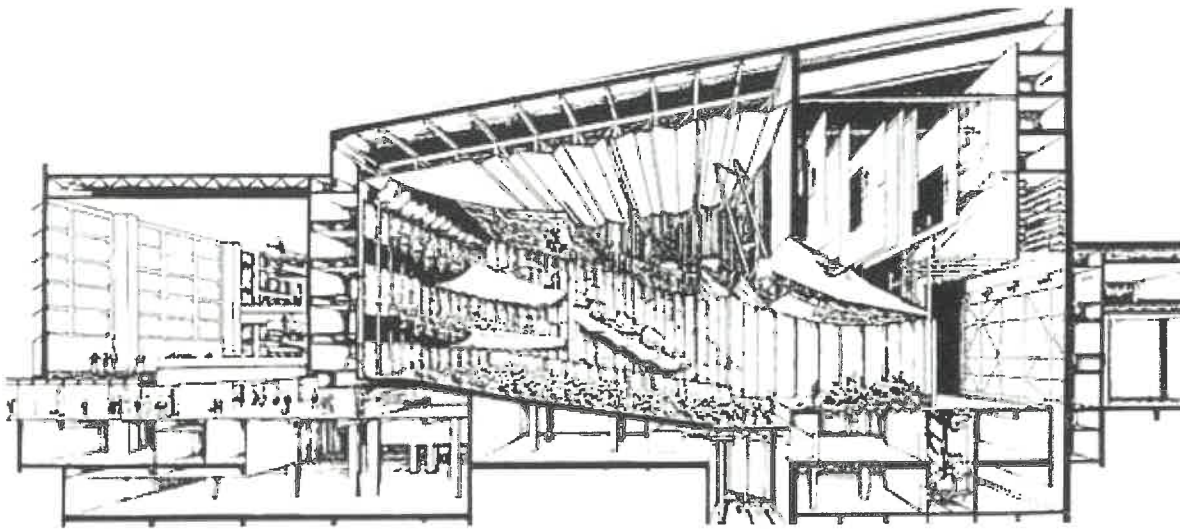


Manitoba Centennial Concert Hall

Venue Orientation



**CENTENNIAL
CONCERT HALL**

Welcome to the Centennial Concert Hall Venue Orientation Tour!

In the next two hours, we will explore important areas of the venue, including the stage, backstage facilities, technical storage, and various working areas. We will also review essential operational procedures.

Throughout this orientation, we will address critical topics such as health and safety protocols, necessary toolkit specifications, and on-site working procedures.

Our aim is to equip you with the knowledge and resources needed to ensure a safe and efficient experience at the Centennial Concert Hall.

Please don't hesitate to ask questions at any time; your participation is key to making this tour both informative and valuable for everyone.

Let's begin!

Introduction

The Centennial Concert Hall is a vibrant performing arts centre located at 555 Main Street in the heart of downtown Winnipeg. With a seating capacity of 2,305, this impressive venue opened its doors on March 25, 1968, as part of the Manitoba Centennial Centre. It proudly serves as the home stage for the Winnipeg Symphony Orchestra (WSO), the Royal Winnipeg Ballet, and the Manitoba Opera, making it a cornerstone of the city's cultural scene.

The Centennial Concert Hall is part of the Manitoba Centennial Centre Corporation whose mission statement is: "Manitoba Centennial Centre Corporation is an effective and responsible steward of physical, human, financial and technological resources to advance arts, culture and heritage for the benefit of all Manitobans."

About Manitoba Centennial Centre Corporation:

The Manitoba Centennial Centre formed in 1960 to commemorate Canada's centenary and establish an arts and cultural district in the East exchange, as part of a broader scheme of urban renewal in Winnipeg's Point Douglas area. Governance of the Manitoba Centennial Centre Corporation (MCCC) is through the Manitoba Centennial Centre Corporation Board. The head office for the Manitoba Centennial Centre is 555 Main Street. MCCC manages several important arts and cultural buildings as well as revenue generating parkades.

This includes:

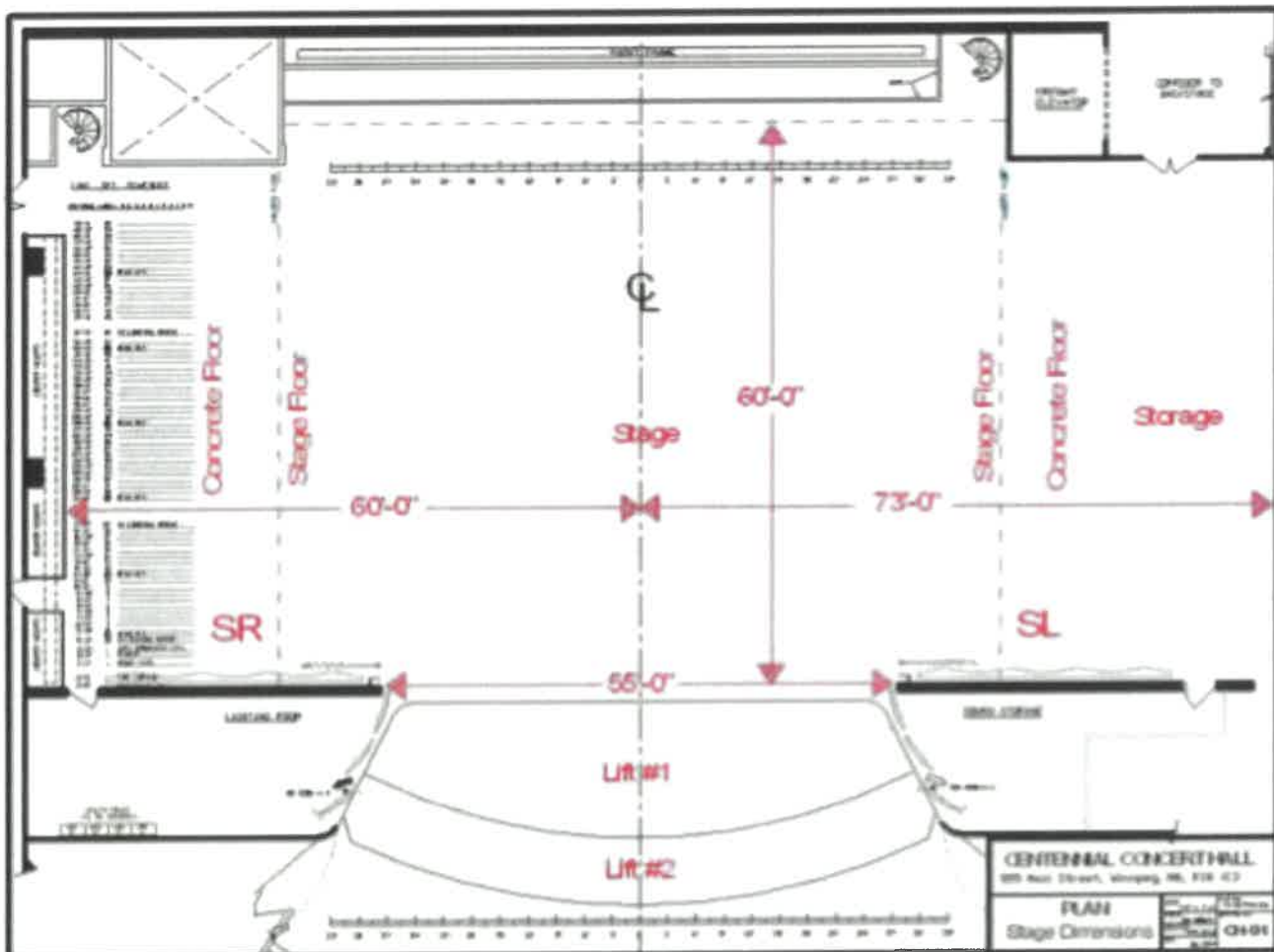
- Centennial Concert Hall
- Manitoba Museum
- The Planetarium and Science Gallery
- Royal Manitoba Theatre Centre (John Hirsch Mainstage)
- Tom Hendry Warehouse Theatre
- Manitoba Production Centre
- Artspace (The Gault building)
- three surface parking lots
- an underground parkade and
- 11 Lily Street

Venue Info

Total Seats: 2305

Stage Dimensions

- **Proscenium:** 55 ft. wide x 30 ft. high
- **Center Line to Stage Right (SR):** 60 ft. to counterweights
- **Center Line to Stage Left (SL):** 73 ft. to storage wall
- **Stage Depth:** 60 ft. from proscenium to upstage curb
- **Apron:** 22 inches deep x 55 ft. wide
- **Typical Trims:** Legs: 44 ft. high, Borders: 18 ft. high



Stage Dimensions

STAGE LIFTS (PIT)

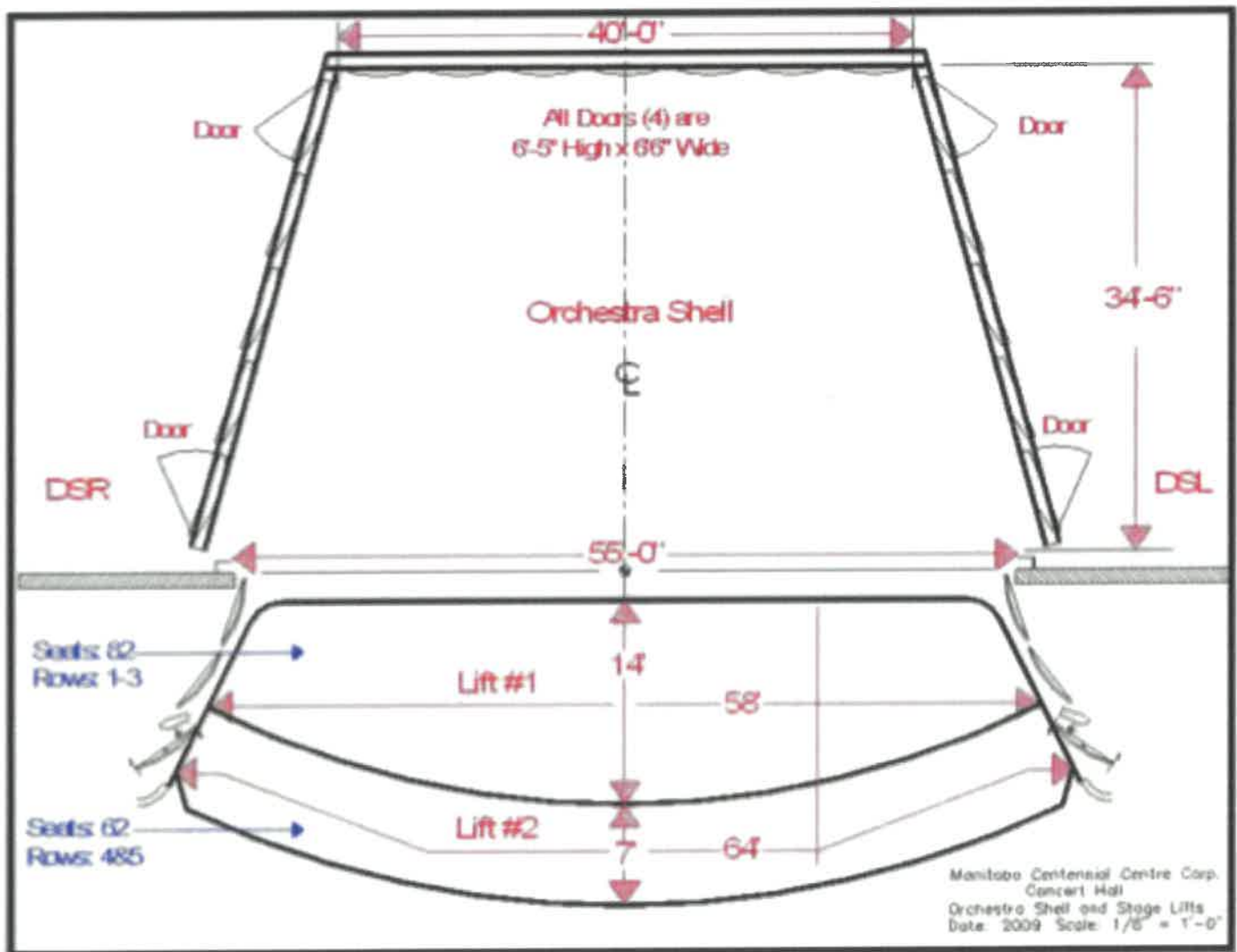
There are 2 hydraulic lifts in front of the stage.

They can be used for the following:

- Seating, (at auditorium level)
- Apron, (at stage level)
- Orchestra Pit, (below auditorium floor)

Lift #1: 58' wide x 14' deep - Rows 1 - 3 - (82 seats)

Lift #2: 64' wide x 7' deep - Rows 4 & 5 - (62 seats) Orchestra Pit: (using Lift #1 and #2) – accommodates approximately 96 musicians plus piano & full percussion. Remove rows 1-5 (144 seats). Note: seats store under the stage.



Health and Safety Protocols

First Aid on stage

Staff and crew with First Aid training are identified at the start of each call. Any crew member who is injured can access First Aid supplies from Security, the Stage Manager console, or in the Lighting Patch room. Additionally, those with First Aid training can provide assistance.

We have Automated External Defibrillators (AEDs) located in the lobby, on the lighting bridges, and backstage near Security. Please don't hesitate to use them if necessary; they come with audio instructions for easy operation.

For safety, wearing fall arrest harnesses is mandatory when using Mobile Elevated Work Platforms (MEWPs), both on stage and on the loading floor. If you need guidance on their proper fitting or location, consult your Department Head or Head Carpenter.

Safety Protocols

At the Concert Hall, we have a two-stage warning system in place for your safety.

- **Stage One Alarm:** If you hear this alarm, the Security personnel or the Concert Hall Stage Manager will notify everyone on stage. In this situation, all crew members should gather at Stage Right while we confirm whether it's a false alarm or if we need to escalate to a Stage Two alarm.
- **Stage Two Alarm:** This alarm features a klaxon bell and flashing strobe lights. When this occurs, everyone must exit the building immediately and using the nearest exit and gather in the parking loop. If the parking loop is unavailable, please muster across the street in the parking lot to the east.

Tool kits

Personal Protection Gear (Ground)

Steel Toe Boots

Hard Hat

Work Gloves

Face-mask (as required by client)

Basic Stagehand tool kit

Hard Hat [for head protection]

Emergency Vest [for high visibility]

Steel Toed Boots [to protect your toes]

Flashlight [can be very useful in cramped quarters]

Leatherman [versatile multi-tool]

Crescent Wrench [6" or 8" C-Wrench]

Hammer [there's different pins, screws, etc. you'll occasionally need to bang]

Gloves

General AV Technician (Basic)

Work Gloves

Crescent Wrench

Black Sharpie

Electrical Tape

Multitool

Screwdriver, Flat Head

Screwdriver, Phillips Head

Allen (Hex) Wrench

Measuring Tape

Scenic Carpenter (Basic)

Work Gloves
Crescent Wrench
Black Sharpie
Electrical Tape
Multitool
Measuring Tape
Staple Gun
Screwdriver, Flat Head
Screwdriver, Phillips Head
Allen (Hex) Wrench
Screw Gun, 18V
Impact Gun, 18V
Assorted Bits (Flat, Philips, Hex, Torx, Drill, etc)
Claw Hammer
Bubble Level, Bullet

Lighting Tech (Basic)

Work Gloves
Crescent Wrench
Black Sharpie
Electrical Tape
Multitool
Multimeter
Screwdriver, Flat Head
Screwdriver, Phillips Head
Hex Wrench
Measuring Tape
Truss Tools (see below)

LED Technician (Basic)

Work Gloves
Crescent Wrench
Black Sharpie
Electrical Tape
Multitool

Screwdriver, Flat Head
Screwdriver, Phillips Head
Allen Wrench Set
Measuring Tape
Multimeter
Cable Tester
Cat 5 Crimper
Cat 5 Wire Strippers
Bubble Level, 1 Meter
Tennis Ball
Mallet

Truss Tools

Socket Wrench, 1/2"
Socket Breaker Bar, 1/2"
15/16" Deep Socket
15/16" Open End Wrench
Tapered End Spud Wrench

Personal Protection Gear (Aerial)

Work Gloves
Face-mask (as required by client)
Steel Toe Boots
High-Visibility Safety Vest
Fall-Arrest Harness & Lanyard
Climbing Helmet

Minimum tool kit for any call

Work Gloves
Crescent Wrench
Multitool
Black Sharpie
Steel Toe Boots
Hard Hat
Flashlight or Headlamp

Working Procedures

Stage Department Heads

- **Stage Manager:** Dave Martin
- **Head of Lighting:** Brian Mann
- **Head of Audio:** Kevin Davis

Stage Union Affiliation: I.A.T.S.E. Local 63

When local crew members arrive for a call, they should report to the Stage Manager. If the show has department heads from IATSE Local 63, crew members will check in with their respective department heads for work assignments and breaks. In cases where there are no IATSE 63 department heads, the Stage Manager will provide guidance on assignments and breaks. For calls involving the Winnipeg Symphony Orchestra (WSO), stagehands should consult the WSO Stage Supervisor regarding work assignments and breaks.

During larger calls, stagehands are encouraged to report directly to their department heads. It's important to confirm with your department head before taking any breaks.

Local I.A.T.S.E. 63 provides a crew room for storing personal belongings during calls. This room features a fridge, tables, chairs, and a coat rack for your convenience.

Please note that cell phone use is prohibited on stage during a call. If you need to make a phone call, consult your department head first. Unauthorized cell phone use on stage may lead to removal from the call.

Lobby

Lobby calls can be separate from stage calls during the setup, operation, or teardown of shows and events that take place primarily in the lobby.

Pit Seating Changeover

Pit and Seating Dolly Removal Procedure

1. Preparation

- Confirm that the stage safety rope is deployed along the downstage edge.
- Visually inspect the seating dollies in Pit 1 and Pit 2 for any debris or equipment.
- Install "PIT DOWN" signs at Portal 1 and Portal 2.
- Close the portal doors at Portal 1 and Portal 2.
- Remove the metal plates from Pit 2 and place them on the seating dolly floor.
- Remove the center-left and center-right wood panels from Pit 1.
- Lean the panels at a low angle to ensure they clear the storage roof during dolly removal; the panels should be at the same level as the seat backs.
- Notify all crew members that the pits will be in motion.
- Crew members should only push on the seating dolly during removal; do not use the seats for bracing, as they can break.

2. Pit 2 Seating Dolly Removal (Trap Level)

- Lower Pit 2 to trap level; crew will sit in the back row seats of Pit 2.
- Lower Pit 1 to storage level to provide a safety barrier for the crew.
- Wait for Pit 1 to reach storage level before proceeding.
- Remove the seating dollies to trap level using the following sequence:
 - **a.** HL (House Left) dolly: Pull pins and push the dolly completely off the pit onto the trap level.
 - **b.** Center dolly: Follow the same procedure as the HL dolly.
 - **c.** HR (House Right) dolly: Follow the same procedure as the previous dollies.

3. Pit 1 HL and HR Dolly Removal

- Raise Pit 2 to storage level; the crew rides up with Pit 2.
- Crew relocates to Pit 1.
- **HL dolly removal:** Pull both pins and push the dolly off the pit from the outside.
- **HR dolly removal:** Follow the same procedure as the HL dolly.

4. Pit 1 Center Dolly Removal

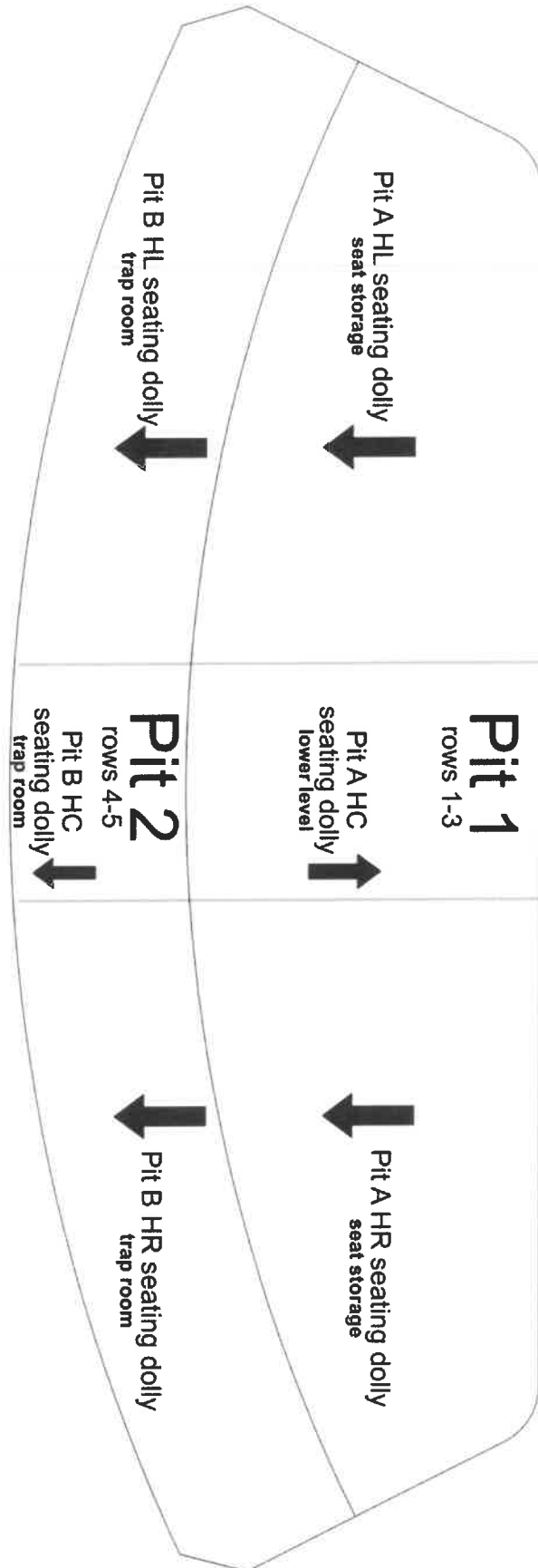
- Crew remains on Pit 1.
- Push all seat backs forward in the back row of the center seating dolly.
- Lower Pit 1 to trap level.
- Remove the large exterior wooden support and lean it over on the HL side of Pit 1.
- Remove the small interior wooden support and place it on the inside wall (HR side).
- Open the doors to the lower-level storage and turn on the lights.
- Pull the pin from the Pit 1 center seating dolly.
- Slowly move the center seating dolly along the track into lower-level storage.
- Close the storage doors once the dolly is positioned.
- Restore both wooden supports (confirm that the base of the large exterior support clears Pit 1).

5. Completion

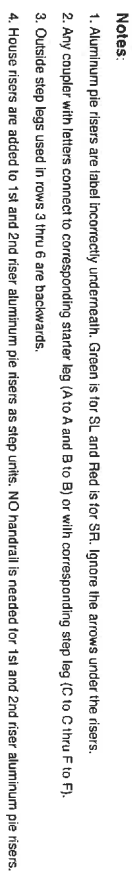
- Raise Pit 1 followed by Pit 2 to the required operating levels.
- Remove the "PIT DOWN" signs from Portal 1 and Portal 2 and return them to storage.
- Open the portal doors.

Safety Note: Ensure all crew communication protocols are followed throughout this procedure, particularly during pit movement operations.

Pit 1 and 2 Plan



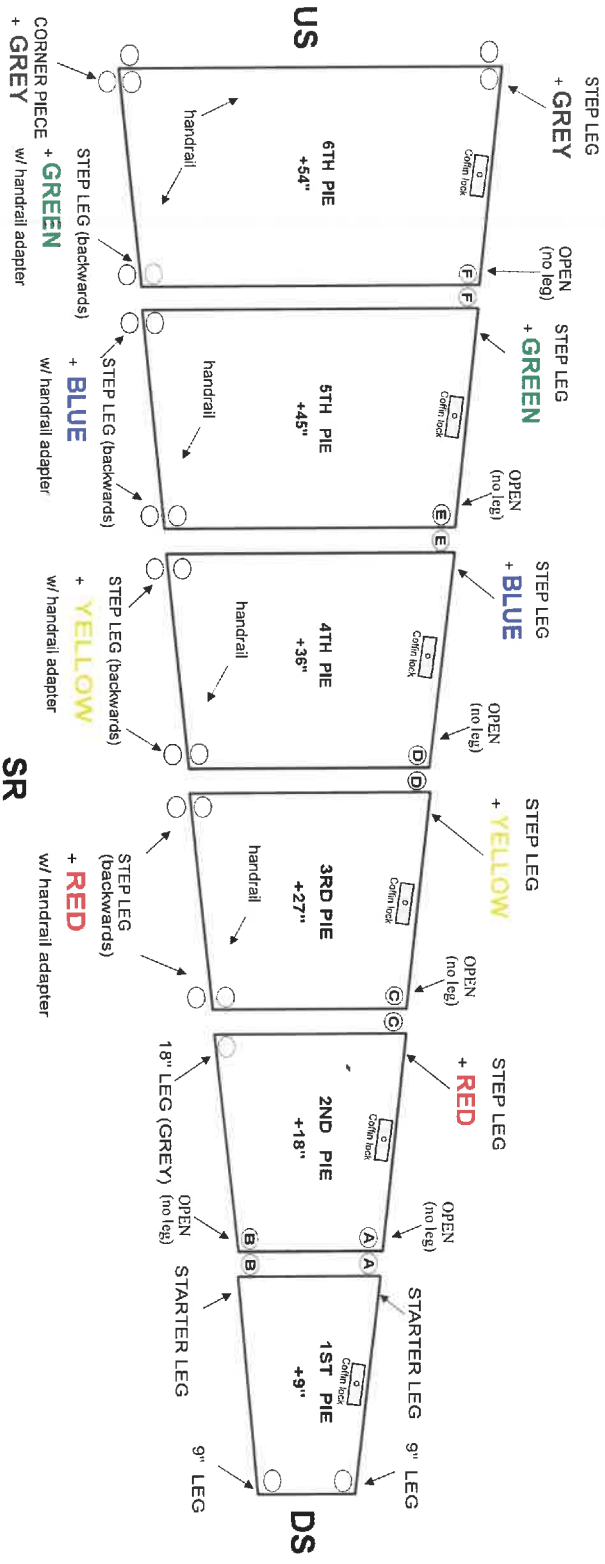
Aluminum pie risers SL (GREEN)



Aluminum Risers Setup and Teardown Drawings – Stage Right

Aluminum pie risers SR (RED)

SL



Notes:

1. Aluminum pie risers are label incorrectly underneath. Green is for SL and Red is for SR. Ignore the arrows under the risers.
2. Any coupler with letters connect to corresponding starter leg (A to A and B to B) or with corresponding step leg (C to C thru F to F).
3. Outside step legs used in rows 3 thru 6 are backwards.
4. House risers are added to 1st and 2nd riser aluminum pie risers as step units. NO handrail is needed for 1st and 2nd riser aluminum pie risers.