

Ashurst Hall



ASHURST HALL

TECHNICAL SPECIFICATIONS

Our goal at Ashurst Hall is to provide the best in entertainment production in Northern Arizona. Ashurst Hall is located inside the Old Main building on the campus of Northern Arizona University. This historic, century-old recital stage and banquet hall has been a focal point of the NAU and a prominent feature of Flagstaff since it opened in 1918. This smaller hall has a maximum capacity of 300 and plays host to many student and university functions as well as corporate events, state functions and even weddings. Perfect for banquets, corporate meetings, or chamber performances, this venue adds a bit of history to whatever event you are planning to hold.

Listed in this packet are the technical specifications for Ashurst Hall.

GENERAL MANAGER

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EVENT COORDINATOR, SENIOR

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TECHNICAL DIRECTOR

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TECHNICAL DIRECTOR

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SHIPPING/MAILING ADDRESS

Ardrey Memorial Auditorium
1115 S. Knoles Dr. RM 290A #6040
Flagstaff, AZ 86011

STAGE

Stage Dimensions:

- Proscenium: 16' 4" wide, 27' 9" high

Wing Space:

- Minimal Wing space is available as most is used for storage

HOUSE

Dimensions:

- Width: 60' 6"
- Depth: 66' 4"

Seating:

Ashurst Hall has an open floor and is equipped for multiple seating configurations

- Recital/Lecture: 300
- Banquet: 200

LIGHTING

Dimmers:

- Colortran Dimension 192 Rack
- 96 Dimmers

Control:

- ETC Expression 3 located in enclosed control booth

Color/Gobos:

- Ashurst Hall has a selection of gel from Rosco and Lee. Please contact the Technical Director 2 weeks in advance to make sure that we have the color you need in our inventory.
- Ashurst Hall has an assortment of metal gobos. Please contact the Technical Director 2 weeks in advance to make sure that we have the gobo you need in our inventory.

Equipment Inventory:

Light Fixtures	Quantity
15° ERS	2
20° ERS	16
30° ERS	14
6" Fresnel	9
1 cell cyc box	1
4 cell cyc box	4
PAR 64	10
Clip lights	2

Desk light	1
Blue Ghost light floor lamps	2
Floor lamp	1

Accessories	In Use	Available	Total
Colortran "A" Gobo holder		27	27
L5-20 Cable Available upon request			

AUDIO

Mixing Console:

- Allen & Heath GL2400
- Mix position is located in closed booth at the rear center of house

PA System:

- Two (2) Bag End full range loudspeakers
- Crown Macro-tech amplification

Stage Monitors:

- Two (2) Wedges available
- Crown Macro-tech amplification

Recording:

- AKG C426 B Mic hanging over downstage
- Stereo recording only. No multi-track capabilities
- Recording quality is limited. For archival purposes only

Wiring:

- 16x4 Whirlwind audio snake located downstage left

Microphones:

- Three (3) Wireless handheld microphones
- Four (4) Wireless belt pack clip-on microphones
- Two (2) ElectroVoice 357B

HANGING DRAPERY

- Ashurst Hall does not have a fly rail system

MISCELLANEOUS EQUIPMENT

Chairs:

- Red Chairs – 267
- Purple Chairs – 31
- Black chairs – 8
- Grey chairs – 4

Music Stands:

- Twenty (20) black music stands

Podium/Pedestals:

- One (1) speaking podium
- Specialty podiums can be rented from ASNAU
- Two (2) water/flower pedestals

Ladders:

- One (1) 12' fiberglass ladder

Projection Equipment:

- Hitachi CP-X 10000
- Projection Screen
- One (1) Perfect Cue Micro Clicker for remote control of PowerPoint presentations

Acoustical Shells:

- Legacy® Classic Acoustical Shells – Portable mid-sized acoustical shells painted white.

Tables:

- Twelve (12) 6' folding table
- Twenty-five (25) 6' round tables
- Seven (7) hi-top tables

Piano:

- Steinway Model B that is kept onstage

PRODUCTION

Loading Dock:

- Heading North on S. Knoles Dr. take a right turn onto Tormey Dr. – the loading dock is on the left behind Ashurst Hall.

Dressing Rooms/Wardrobe:

- There are no dressing rooms or wardrobe area available
- The wing space can be used as a dressing room

Crew:

- Ashurst Hall requires that there be a minimum of one Ashurst crew member present and on the clock for all set ups, rehearsals, and performances. Necessary house and stage crew numbers will be determined by auditorium management as needed for the smooth operation of the event.
- Although we will do our best to accommodate if requested, Ashurst cannot guarantee the same crew from shift to shift as most of our crew are students with intensive class schedules.
- Ashurst Hall is a non-union house. Production crews consist of trained NAU students and community members supervised by the full time Events Coordinator and Technical Director. There is no Yellow Card Union available in Flagstaff. The closest IATSE chapter is the Local 336 in Phoenix 145 miles away.
- All equipment owned by NAU will be operated by Ashurst employees unless permission is given by the Technical Director

Accessibility Access:

- Elevator and wheelchair accessible seating available (see seating)

POLICIES

Opening of House:

- No later than one half (1/2) hour prior to curtain.

Start of Performance/Event:

- Performances always begin on time. Normal curtain time is 7:30pm for evening performances. Attendees arriving late will be seated at the discretion of the management.
- The Technical Director or Stage Manager will notify production personnel should there be a hold on performances.
- The production will not begin without the knowledge of the Technical Director or Stage Manager.
- Ashurst Hall fire code announcements are to be made before ALL events.

Building Access:

- Access to the facility is limited to the time arranged with the Technical Director.
- A complete list of all persons allowed backstage by the user will be provided to the Technical Director upon arrival.
- Ashurst Hall reserves the right to limit backstage access.
- Performers and crew are encouraged to use the loading dock entrance.

- No animals are allowed in the facility except service animals and animals needed in connection with performances. The Technical Director must be notified that performance animals are with the show.

Equipment:

- Only staff approved by the Technical Director may operate Ashurst equipment.
- No tapes, adhesives, screws, or nails are to be used on the stage, equipment, seats, walls, curtains, etc. without approval of the Technical Director.
- Operation of the fly system is to be done only under supervision and with prior approval of the Technical Director.
- All lighting or light board changes, including gel color, require the approval of the Technical Director.
- No changes are to be made to the sound system without prior approval of the Technical Director.
- The management reserves the right to control volume for all events in the building.
- No tables will be set up in the building without permission of the management.

Fire Code:

- Fire Code must be observed at all times. There are no exceptions.
- There must be a clear unobstructed pathway to all exits.
- No smoke machines, hazers, etc. shall be allowed without approval from the Technical Director.
- Use of pyrotechnics at Ashurst Hall must be requested to the Technical Director one month prior to load-in. **The Auditoria follow the Arizona Fire Code/International Fire Code 2012 Edition** – a fire marshal operational permit will be needed for the use of pyro items at Ashurst Hall. Time must be set to allow for an inspection and test-firing of pyro equipment prior to the performance by the fire marshal, and Technical Director. Ashurst Hall reserves the right to refuse usage of said items if it seems that a danger is present during inspection.
- There will be no open flame on the stage or in the building without a written waiver from Northern Arizona University, a fire marshal open flame permit and prior arrangement with the Technical Director.

NAU Policies:

- Smoking is prohibited inside all areas of Ashurst Hall. Smoking is also prohibited within 50' of any building entrance.
- Possession of firearms on campus, licensed or not, is a direct violation of University policy. Ashurst Hall will notify NAUPD of a firearm found on campus.
- Notice of firing of blanks on stage must be requested to the Technical Director one month prior to load-in and cleared with fire specialist and NAUPD. The firearm must be a closed-barrel type of firing device. NAUPD must inspect the firing unit and give approval before use at Ashurst Hall. NAUPD and the Technical Director reserve the right to refuse usage at Ashurst Hall.
- During setup and strike, only the artist and staff (in-house and road) are allowed on stage. All photographer passes will be issued with the approval of the company management. The company manager or road manager must alert the Ashurst Hall management to any press or special visitors. No guests are allowed back stage before, during, or after a performance. All guests must meet performers at the stage door.
- Food and drinks are prohibited on the stage and in the House and Lobby. Water is allowed on stage if contained in a bottle with a lid.
- Sodexo Food Service has the catering contract for the University. All food and drink catering must be handled by this firm.
- Program displays, souvenir programs, tapes, disk, shirts, books, etc. are to be sold from tables in the lobby only. The position of tables must be approved by Ashurst management. House does take a percentage of any sales within Ashurst. Contact Ashurst management concerning percentages of sales of merchandise.
- NAU is a dry campus. No alcohol is allowed on stage, in the hall, or in the catering room.

INFORMATION

Music/Sound Rentals:

Arizona Music Pro
122 Historic US 66
Flagstaff, AZ 86001
928-556-9054

Rentals:

Sound Image
1545 W University Dr.
Tempe, AZ 85281
480-483-6422

Clearwing Productions
5640 S. 40th Street
Phoenix, AZ 85040
602-850-6333

Peaks Audio
1881 E Huntington Dr
Flagstaff, AZ 86004
928-864-5889

Emergency Numbers:

On Campus Emergencies	3-3000
City of Flagstaff	911
NAU Police Department	928-523-3611
NAU Fire Marshall	928-523-1873
Flagstaff Police Department	928-779-3646
Flagstaff Fire Department	928-213-2500
Coconino County Sherriff	928-774-4523
Flagstaff Medical Center	928-779-3366

Elevation and Climate:

Flagstaff has an elevation of 7,000 ft. Performers (especially dancers) may need extra oxygen. If needed, please contact the Auditoria Technical Director prior to arrival. In the summer temperature ranges from highs of 70-80s degrees to lows of 35 to 50 degrees. Heavy rain storms are common July - September. In the winter, snow may accumulate to three (3) or four (4) feet and the temperature can drop below zero. During heavy snow and ice, chains or studded tires are required.

Food Service/Catering:

- Northern Arizona Sodexo Food Service has an exclusive contract for food service on the Flagstaff campus. Planners of events held on campus where food will be served must contract with NAU Campus Dining to provide the food.