

CIPUTRA
ARTPRENEUR
THEATER

—
TECHNICAL &
PRODUCTION
GUIDE

April 2017

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1. WELCOME TO CIPUTRA ARTPRENEUR

Ciputra Artpreneur Theater offers Indonesia the first international standard theater to express and explore local and international performing arts.

Located on the thirteenth floor of a multifunction commercial block and designed by Benoy, an award winning international architect firm, the theater is a masterpiece in itself. With 1,194 seating capacity and enhanced with state of the art acoustic system, modular stage, orchestra pit and fly tower, CA Theater offers the best experience in theatrical performance to all its visitors.

Your satisfaction and the success of your show is the most important to us. If you need any assistance while in the venue, please find any member of staff for help.

For any technical enquiries please contact CA Technical Manager and for house enquiries please contact CA House Manager at +62 21 2988 9889.

2. SEATING

The seating capacity is 1,194 seats with 825 seats in the stall and 369 seats in the dress circle.

Please note that the following seats are reserved for Management under Founder's Seats:

Row A 11 to 16

They are not to be used under any circumstances without prior agreement from the Management.

3. LOAD IN AREA

Loading of the equipment is via CA Theater Loading Dock-B on level LG (entry from South Loading Entrance). There are three lifts that can be used, Lift A, B and C with dimensions as follows:

Lift A – Entrance via Drop off for access to Level 11,13 &14	Dimension: 2.6m (width) x 6m (depth) x 2.1m (height) Full-open door Maximum Load: 2000kg
Lift B – Entrance via Loading Dock B at LG floor for access to Level 9, 10, 11 & 13	Dimension: 2.05m (width) x 1.68m (depth) x 2.02m (height) Door opening: 1m (width) x 2m (height) Maximum Load: 1600kg
Lift C – Entrance via West Ramp for access to Level 11	Dimension: 2.8m (width) x 6.5m (depth) x 2.4m (height) Full-open door Maximum Load: 2000kg

4. ORCHESTRA PIT

The orchestra pit is 1440cm long by 360cm at its widest. It can accommodate up to thirty pieces of instrument.

5. STAGE

Stage Depth (plaster)	12.5 m
Stage Depth (apron to backwall)	15.8 m
Apron Depth (plaster line to apron edge)	90 cm
Stage Width (center line to SL wall)	19 m
Stage Width (center line to SR wall)	12.5 m
Stage Left	7.5m x 12m
Stage Right	5m x 10m
Floor to Grid	20 m
Apron to FOH	22 m
Apron to Balcony Rail	14.5 m
Under Stage Height	2.4 m
Orchestra Pit to Front Stall Height	1.8m
Front Stall to Stage Height	0.9m
Stage Floor Maximum Load	400kg/m ²
Stage Floor Color	Black Flat Masonite

- Heavy carpentry work on stage is not allowed
- Any paint work must use floor cover
- Any hard set on stage must be placed over a carpet or decking to be provided by Hirer
- Any props/sets on stage cannot be put under the fire curtain and block the fire curtain from fully closing
- Step stairs from stall to the stage are not allowed unless they are part of the event

6. PROSCENIUM

Proscenium Width	15.74 m
Proscenium Height	8 m

7. SOFT GOODS

CA Theater soft goods inventory is as follow:

Soft Goods	Fabric / Color	Size (H x W)
House Curtain	Burgundy Velour	9 m x 18 m (fixed position)
Front Masking	Burgundy Velour	9 m x 18 m (fixed position)
Legs (4 pair)	Black Velour	9 m x 3 m
Borders (6 sets)	Black Velour	2 m x 18 m
Split Black (2 pair)	Black Velour	9 m x 18 m
Cyclorama	White PVC	9 m x 18 m (fixed position)

8. HARLEQUIN DANCE VINYL

- Strictly only ballet shoes or barefoot when Harlequin dance vinyl are used. There is an additional fee of IDR 5.000.000 (Five Million Indonesian Rupiah) for each use of the Harlequin dance vinyl. Any damage to Harlequin dance vinyl will be charged to the venue hirer at the end of the Event
- Floor mats for cleaning of ballet shoes or feet should be used on each side of the stage when using the Harlequin dance vinyl
- Non-performers with regular walking shoes are not allowed to go on the Harlequin dance vinyl

9. LIGHTING

- Technical Manager will assign one House Lighting Operator for each event. No one is allowed to operate the lighting desk or related equipment without the presence of this Operator.
- All lighting instruments must use safety chain/cable, at all time
- It is mandatory to connect the grounding cable to each lighting instrument
- All detachable items, such as hoods, gel frames, gobos, need to be secured to the instrument's yoke or housing
- Lighting rewiring can only be done with prior written approval of wiring plan from Technical Manager and/or General Manager/Director. Only certified electricians may perform rewiring on the system. The wiring system needs to be returned to its original condition immediately after the closing of the event
- To ensure quality, only our pre-appointed vendors can supply additional lighting equipment
- Appropriate hand protection must be worn when handling hot instruments
- The CA Theater main power supply is 220V/50Hz. All lighting instrument electrical outlet is 2P+E 16A Ceeform Connectors. Any other connectors or transformers must be provided by the Hirer

Equipment	Brand	Quantity	Remarks
Palette VL-16 Lighting Controller	Strand	1	
PL3 LED Fresnel	Strand	15	1 unit is under repair
PAR64 LED	Strand	9	1 unit is under repair
PLPROFILE4 LED Profile	Strand	8	Fixed position on bridge 3
PLCYC Upper Row	Strand	9	
PLCYC Ground Row	Strand	7	
MSR 1200 Follow Spot	Griven	3	Hirer provide the operators

10. AUDIO SYSTEM

- Technical Manager will assign one Sound Operator for each event. No one is allowed to operate the sound desk or related equipment without supervision by the Operator
- Rewiring can only be done with prior written approval of wiring plan from Technical Manager and/or General Manager/Director and only certified electricians may perform rewiring on the system. The wiring system needs to be returned to its original condition immediately after the closing of the event
- All loudspeakers settings are tuned according to house requirement. No alteration on the settings in any circumstances
- The main PA system is able to perform maximum 130 dB(C). The house preference is 80 dB. Maximum Power Output of the main PA is 20 kW.

- To ensure quality, only our pre-appointed vendors can supply additional sound and audio equipment.

Console 1 set Digico SD8-24 with 48in-24out MADI Rack	Microphones 4 sets Shure SLX-SM58 Wireless Handheld 4 pieces Shure SM58 4 pieces Shure SM57 4 pieces Shure KSM141 4 pieces Shure MX418 Gooseneck Mic 2 pieces Shure VP89M Shotgun Mic 2 pieces Audio Technica AT4050
Main PA System 10 Meyer MICA per side 6 Meyer 700HP Sub (set as cardioid) 1 Meyer CQ1 Center Fill 2 Meyer UP-J Out Fills 4 Meyer UP-J Under Balcony	
Stage Monitor 4 Meyer MJF-212 Floor Monitor	Accessories 4 pieces Radial JDI 2 pieces Radial ProAV2

11. LED SURTITLE

- LED Surttitle Screen size 1.9m (L) x 1.5m (H)
- Screen Resolution 360 x 256 pixel
- Accepted file format is JPG and PPT
- Content for the screen must be tested minimum 2 hours before House Doors open and in the presence of a House Theater staff
- Any content different from the surtitle must be approved by CA Director

12. RIGGING & FLY SYSTEM

In line with Motorised Rigging

Line set #	Distance (mm)	Description
1	0	House Teaser (<i>Fixed</i>)
2	970	House Curtain (<i>Fixed</i>)
3	1200	Top Masking 2
4	1560	
	2200	LX 1 (Bar Light 1)
5	2500	
6	2660	
7	2960	
8	3620	Leg Curtain 1
9	3800	Top Masking 3
10	3950	
	4090	LX 2 (Bar Light 2)

Line set #	Distance (mm)	Description
20	6800	
21	6990	Leg Curtain 3
22	7200	Top Masking 5
23	7470	
	7690	LX 4 (Bar Light 4)
24	7950	
25	8160	
26	8360	
27	8560	
28	8790	Leg Curtain 4
29	9030	Top Masking 6
30	9500	Up Stage Traveler (<i>Fixed</i>)

11	4500	
12	4700	
13	4920	
14	5120	
15	5350	Leg Curtain 2
16	5600	Top Masking 4
17	5750	
	5950	LX 3 (Bar Light 3)
18	6285	Mid Stage Traveler <i>(Fixed)</i>
19	6530	

	9900	LX 5 (Bar Light 5)
31	10130	
32	10330	
33	10550	
34	10730	
35	10930	Leg Curtain 5
36	11150	Top Masking 7
37	11300	
	11700	LX 6 (Bar Light 6)
38	13550	Cyclorama <i>(Fixed)</i>

**Items can be changed without prior notice.*

- Technical Manager will assign one Operator for the fly system for each event. No one else may operate the system
- The Flyman must give clear area warning calls anytime a fly-bar is in motion, except as appropriate during a performance
- Only certified riggers may oversee the flying of scenery and equipment
- Flybar length 15.4 meter
- Flybar maximum Uniform Distributed Load is 500kg per bar
- LX bar maximum Uniform Distributed Load is 700kg per bar
- Flybar maximum speed is 5 seconds per meter
- House Curtain speed is approximately 45 seconds from closed to full opening
- House Curtain, M/S Traveler and U/S Traveler use triangular truss with motor on the bar

13. BACKUP GENERATOR

CA Theater provides a backup generator with 1,000 KVA power.

14. PRODUCTION AND DRESSING ROOMS

- CA Theater has 10 rooms on the same level of the stage
- One Production Room
- Two double-dressing rooms with ensuite
- Three quadruple-dressing rooms with ensuite
- Four group-dressing rooms that can accommodate 20 persons per room. Each room has its own showers and toilets
- Each dressing room is equipped with limited number of personal lockers and clothes hanging racks
- Do not place any clothes or other flammable items too close to the dressing lights as they may catch fire
- Any items left in the rooms will be the responsibility of the Hirer

15. WASHING MACHINE AND TUMBLE DRYER

CA Theater provides two 10kg load-capacity washing machines and two 7kg load-capacity tumble driers. Hirer to provide own Wardrobe assistants to do the washing. CA Housekeeping staff will monitor.

16. HOUSE CREW AND STAFFING

- For every event, CA Theater will provide a Technical Manager, a House Lighting Officer, a House Sound Officer and a House Fly-man. In addition to the assigned House Crew, if needed, the Hirer needs to provide and pay for its own backstage crew
- The House Crew will arrive at latest one hour before general call to open the theater and set up
- Only House Crew is allowed to operate the house systems without prior consent of the Technical Manager
- To ensure a safe working environment, **24hours working is not allowed**. Under exceptional cases, to be negotiated with CA Management, additional charges will apply. Hirer must inform CA at least two weeks prior to the show call. The charges will be pegged at the rate charged by the crew agency, plus an Administration Fee of IDR 100.000 per person
- No on-stage activities before and after the House Crew's call
- The Stage must be cleared one hour before show opens
- The Stage Manager must play CA Standard House Announcements and Safety Instructions before the show opens

17. REHEARSALS

- All performers/actors/artists are forbidden to go backstage through Door-A-F access stairs during rehearsals
- Access from 11th floor to 13th floor is by the escalator. The lift is strictly for special needs people.

18. EATING, DRINKING AND SMOKING

- It is strictly **No Food and Drinks inside the Theater** (on Stage and in Auditorium) unless they are part of the show with prior notice to Theater Manager
- This is a **NON-SMOKING Venue**. Smoking area is provided at Level 11 behind Avenue Elevator. A fine of IDR 1.000.000 (One Million Rupiah) will be deducted from the security deposit for each violation.

19. CONFETTI, GLITTERS AND STREAMERS

- Use of Glitters is not allowed in the Theater.
- Confetti and streamers can be used with prior written approval from CA Director.
- Additional **cleaning charge of IDR 5,000,000 per show** will apply when using the confetti and streamers. The cleaning charge must be paid immediately upon the written approval.

20. CONSUMABLE ITEMS

CA Theater is not responsible for the cost or procurement of consumables that may be necessary for the Hirer's event, including but not limited to: sticky tape, tie line, lighting gel, lumber, hardware, batteries or other theatrical paraphernalia.

21. HEALTH AND SAFETY

To provide the best experience to our Hirer and guests and to avoid any serious injury or death when working in the Theater, CA requires all visiting artists and crew to practice health and safety procedure as follows:

Clothing

- No sandals/slippers or open-toe shoes. Safety shoes are highly recommended.
- CA Theater reserves the right to refuse entry to any member of Hirer team when the above is not observed

Personal Protection Equipment (PPE)

- Weight-lifting or leather gauntlets must be used when handling heavy loads
- Safety glasses must be used when using power tools
- Hearing protection must be used when using power tools or when working in close proximity to amplified sound systems
- Breathing filters and apparatus must be used when using chemicals with hazardous fumes
- Work at Height means work in any place where, if there were no precautions in place, a person could fall at a distance liable to cause personal injury, which in our case is to fall from more than 1.8 meters high. Precautionary measures must be taken to ensure the welfare of the crew as well as those working below them. In the absence of structural barriers, fall restraint or arrest equipment must be used as appropriate. Adequate lighting shall be used while working at height

Flammables

- All flammables and explosives must be stored in the flammables cabinet
- Only Technical Manager or his assignee will have access to the flammable cabinet
- Only certified pyrotechnic technicians may handle and discharge explosives or flame-producing devices
- All sets, props, and draperies must be fire retardant

Paramedics

Hirer must engage its own Paramedics support as required in the Surat Ijin Keramaian. Hirer must show to CA Management proof that this has been arranged.

Others

- All cables and other trip hazard must use cable tray or a full carpet with tape masking
- Risk assessment is mandatory two (2) hours before a full run rehearsal with CA Technical Manager, the Hirer’s Technical Manager, and Stage Manager

22. TECHNICAL RENTAL PROVIDER LIST

To ensure the quality of the performance in CA, only our pre-appointed vendors can supply additional equipment and instruments. This is a list of appointed rental vendors that must be used in the CA Theater. Any use of contractors different from those below must first be approved by CA Director. There is also a loading charge of IDR 2.500.000 for each contractor used.

	Vendor	Contact	Handphone
Audio	Sumber Ria	Pak Resa	+62 812 882 8831
	Indigo Production	Pak Marjiyanto Kadir	+62 813 8165 2421

Lighting	Lelco	Pak Achan	+62 816 723 666
	Focus	Pak Defry	+62 813 3879 7777
Multimedia & LED	V2	Pak Teo	+62 813 1639 2618
	Caiyida	Pak Ahad	+62 816 965 031

23. USHERS

- Sufficient ushers must be engaged by Hirers during show times. Please discuss with the House Manager on each event's requirements
- CA Security Staff are not ushers
- Hirers must provide its own ushers for each Door of the Theater. There are a total of 6 Doors: A, B, C, D, E and F. Ushers must also be provided on Levels 11, 12 and 13 as guides for Hirer's guests
- CA strongly recommends the use of CA Theater trained ushers. CA can provide the contacts for the vendors
- When using ushers without prior experience with the Theater, there will be a compulsory two hour orientation training conducted by CA House Manager or his counterpart, in the morning of the opening day
- In the event that Hirer does not engage any ushers, CA Theater will engage these ushers during show times and will charge Hirer for them. The charges will be at a rate quoted by the vendors plus an Administration Fee of IDR 500.000 for each event

24. CATERING

To ensure the quality of service in CA, only our pre-appointed vendors can provide catering service for receptions in public premises in CA. This is a list of appointed caterers that must be used. Any use of caterers different from those below must first be approved by CA Director. There is also a loading charge of IDR 25.000.000 for each contractor used, in addition to the commission of 20% of the total catering charge.

Caterer:

Raffles Hotel
Culture Royal
The Nonja
Bali Indah

25. ACCESS AND OTHER CONDITIONS

- Hirer must provide event details including show concept, technical rider/requirements, schedule and any peculiarities for the production before the Production Meeting
- Production Meeting must be scheduled minimum two weeks before the load-in date
- Hirer is responsible to get Surat Ijin Keramaian and Show Permit/Ijin Impresariat (for international productions). A copy of this document must be given to CA three days before the opening show. Failure to produce a copy of the document/s may result in cancellation of the Event. The Cancellation Clause of the Venue Rental Agreement will then be taken into action
- Hirer must submit data of every person required to be backstage for the production, minimum two days before loading-in process. This includes organiser, vendors, cast and crew
- All Hirer's vendors must sign-in at the lobby located in Level 11. House Manager/Technical Manager will issue approved passes with the exchange of KTPs or any legal identification cards. The passes must be worn at all times while in the venue. The passes need to be returned every end of the day

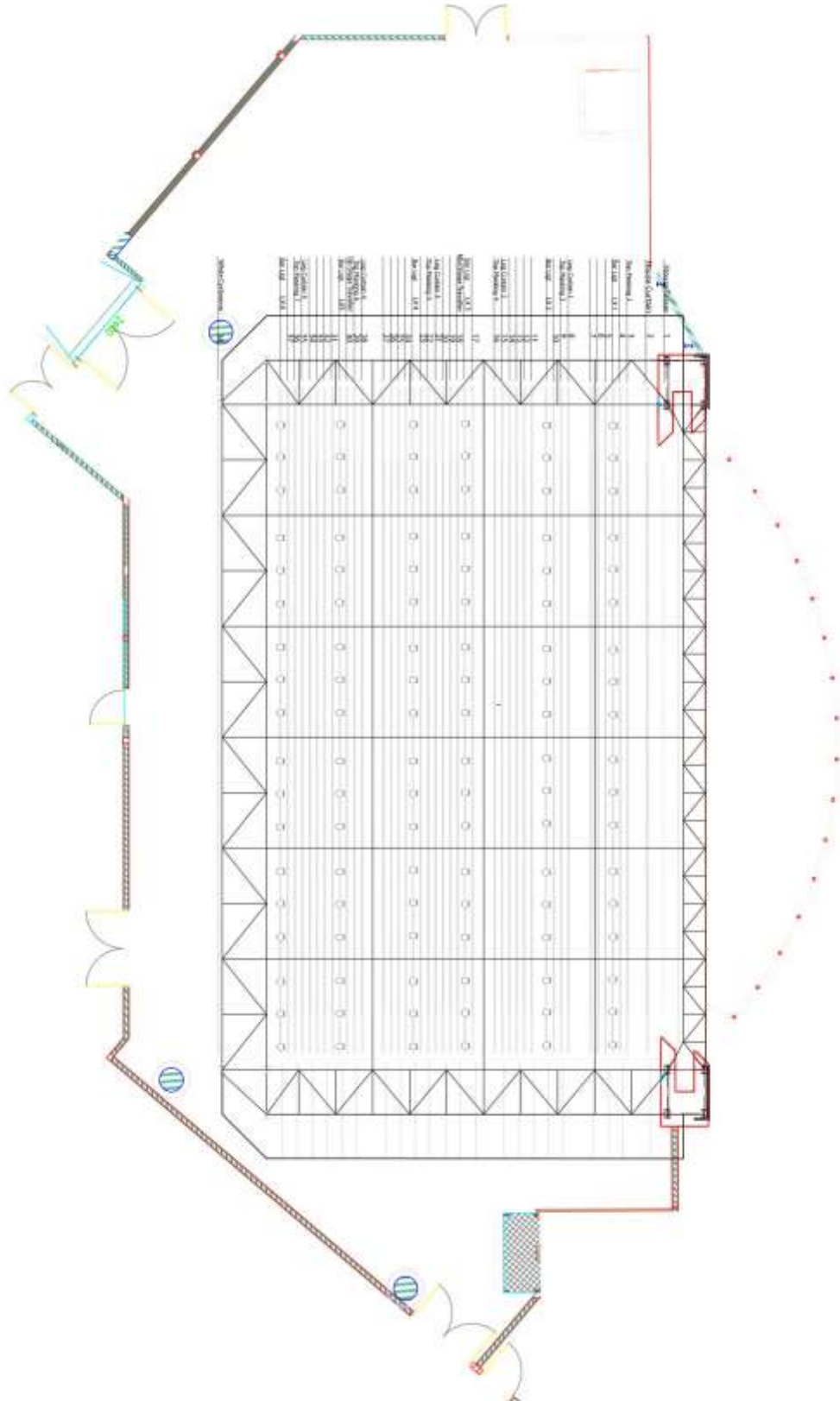
- Hirer is responsible for making its own identity passes for its artists and any management required to go backstage. These passes must be worn visibly at all times from the beginning of load-in to load-out, except when in costume
- Hirer should keep their areas of use (especially dressing rooms) clean, tidy and secure
- Please do not leave any valuable belongings unattended. CA is not responsible for any lost of personal belongings in its premises
- Strictly no cooking or heating of food in dressing rooms or other back of house areas
- All external crew are expected to strictly follow these guidelines and instructions from House Crew, failing which, CA reserves the right to remove the crew from CA premises
- The Hirer is responsible for ensuring these guidelines are communicated to its crew, including any external contractors/vendors it has engaged for the production. The Hirer will be responsible for any injuries or damages caused by violations of these rules
- CA reserves the right to charge the Hirer for damages to any equipment and electronic systems caused by unsafe practices
- Hirer is not permitted to work in the venue without the presence of CA Theater staff
- CA security staff will do a random inspection of the rented venue spaces during the event
- Hirer is responsible for the clearing of all its sets and props and other rubbish from CA Theater at the end of the production. Anything left behind will be subject to a rubbish disposal fee of IDR 1.500.000 per day. This fee will be deducted from the security deposit

26. OTHER EQUIPMENT AND ACCESSORIES

Equipment	Specification	Remark
Platform (20 pieces) IDR200. 000 per piece	Grey Carpeted	1 m (L) x 1 m (W) x 0.4 m (H)
Safety Helmet	White	8 pcs
Genie Lift	Up to 10 meters	1 unit
Stage Module for Jimmy Jip	6 modules	1 m x 1 m
Podium	Wood	1,2 m (H)

27. DRAWINGS

Stage Plan



Stall Seating Plan (825 seats)

ROW	HOUSE LEFT STALL	CENTER STALL	HOUSE RIGHT STALL
A	N/A	*23	N/A
B	N/A	26	N/A
C	3	27	2
D	3	29	3
E	7	31	7
F	8	33	7
G	7	34	6
H	7	37	6
J	8	38	6
K	4	40	3
L	4	42	2
M	3	44	2
N	N/A	45	1
O	N/A	48	1
P	N/A	48	N/A
Q	N/A	44	N/A
R	N/A	39	N/A
S	N/A	36	N/A
T	N/A	32	N/A
U	N/A	23	N/A
Total	54	719	46

**Management Seats Row A 11-16*

Dress Circle Seating Plan (369 seats)

ROW	CENTER DRESS CIRCLE
BA	48
BB	49
BC	46
BD	43
BE	40
BF	37
BG	32
BH	27
BJ	24
BK	23
Total	369

Above rules and conditions will be revised periodically. Any revisions will become part of this Ciputra Artpreneu Theater Handbook.

By

Ciputra Artpreneu Management