

**Festival Hall**  
***Technical Specifications***

Below are the Technical Specifications (Specifications) for the rental and use of Festival Hall (Venue). **Please read carefully as these Specifications contain information concerning possible expenses pending your event plans.** The terms of these Specifications are incorporated into every Agreement signed by the CLIENT and Licensor/Manager. CLIENT is responsible for reading, understanding, and adhering to these Specifications for themselves, their managers, producers, vendors, and participants. Festival Hall is managed by Spoleto Festival USA, Inc. (Licensor/Manager).

**TABLE OF CONTENTS**

TABLE OF CONTENTS.....	1
VENUE OVERVIEW.....	3
AUDIO.....	6
DRESSING ROOMS AND WARDROBE .....	7
FIRE PREVENTION.....	8
GENERAL SAFETY REQUIREMENTS .....	8
LIGHTING .....	9
LOAD-IN AND LOAD-OUT.....	10
SPECIAL EFFECTS AND DECORATIONS .....	11
STRUCTUAL.....	11
VIDEO.....	11
WIFI .....	11

## GENERAL INFORMATION



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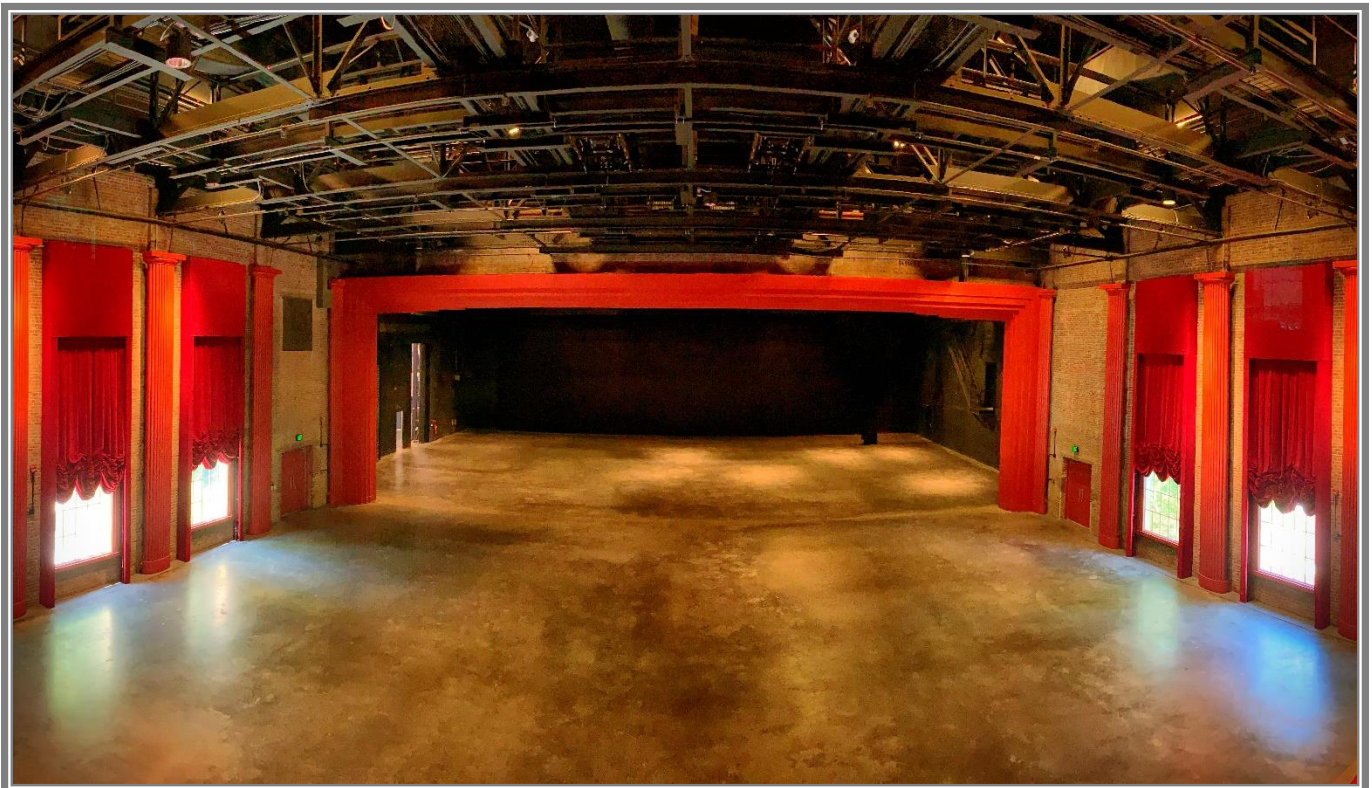
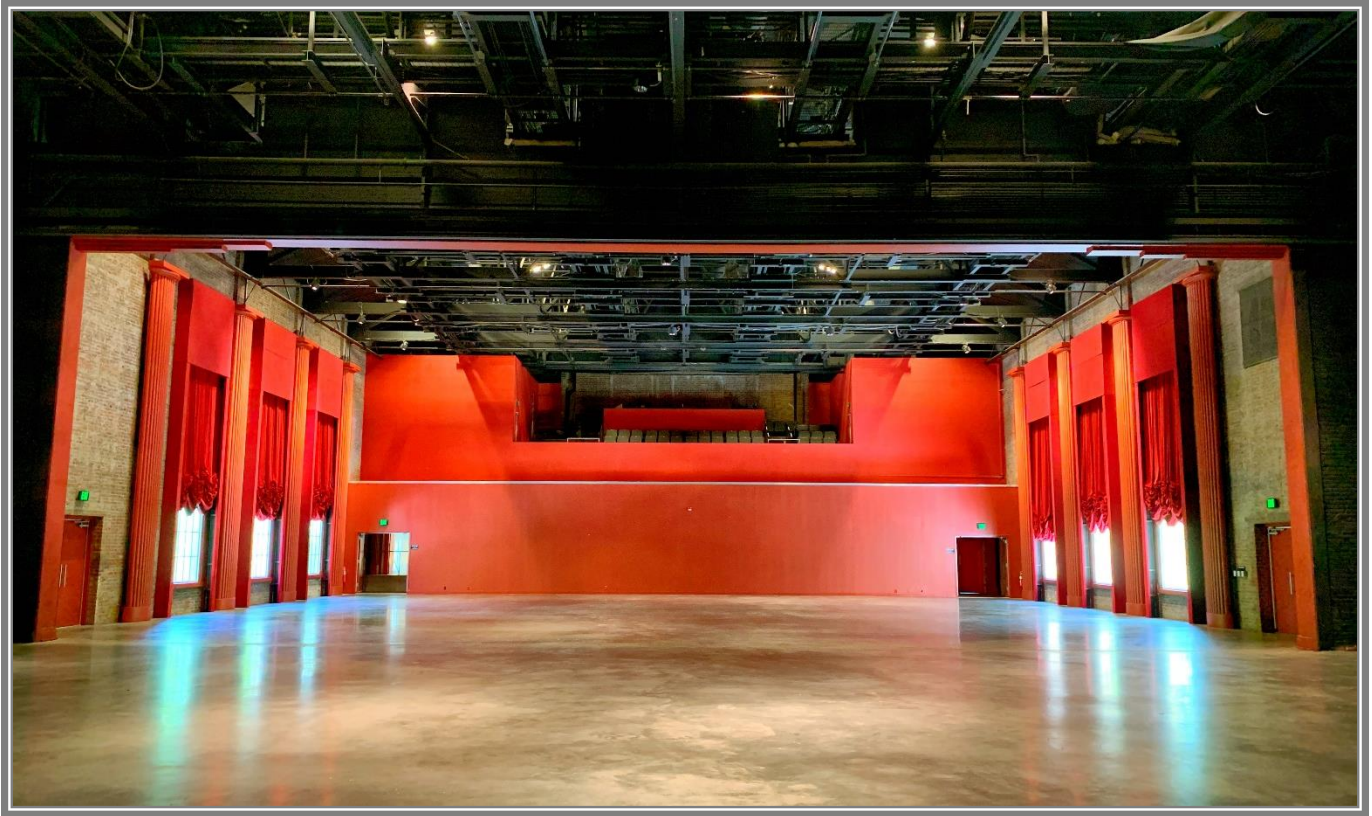
P: 843.724.1196

With stately columns framing its doors, Festival Hall makes a striking first impression within the historic Charleston landscape. Nestled in downtown's Harleston Village neighborhood—easily walkable from some of the city's premier hotels and restaurants—its white exterior contrasts with its lush adjoining Alicia's Garden courtyard and the Southern blue skies above. Step inside, however, and the stark façade gives way to a warm and welcoming industrial-style hall with glass paneling, exposed brick, and modern fixtures.

Built in 1939 and renovated in 2008, the structure was redesigned with versatility in mind. Festival Hall has the infrastructure of a classic theater, making it a uniquely accessible and transformative space for any occasion. The main room, equipped with an extensive catwalk system, and theatrical lighting, features movable air walls, providing the opportunity to create various spaces within. An attached back-of-house area can be easily outfitted by diverse food-and-beverage operations, and six side rooms can be utilized as dressing rooms, green rooms, safe-storage, or behind-the-scenes sites for stylists and designers alike.



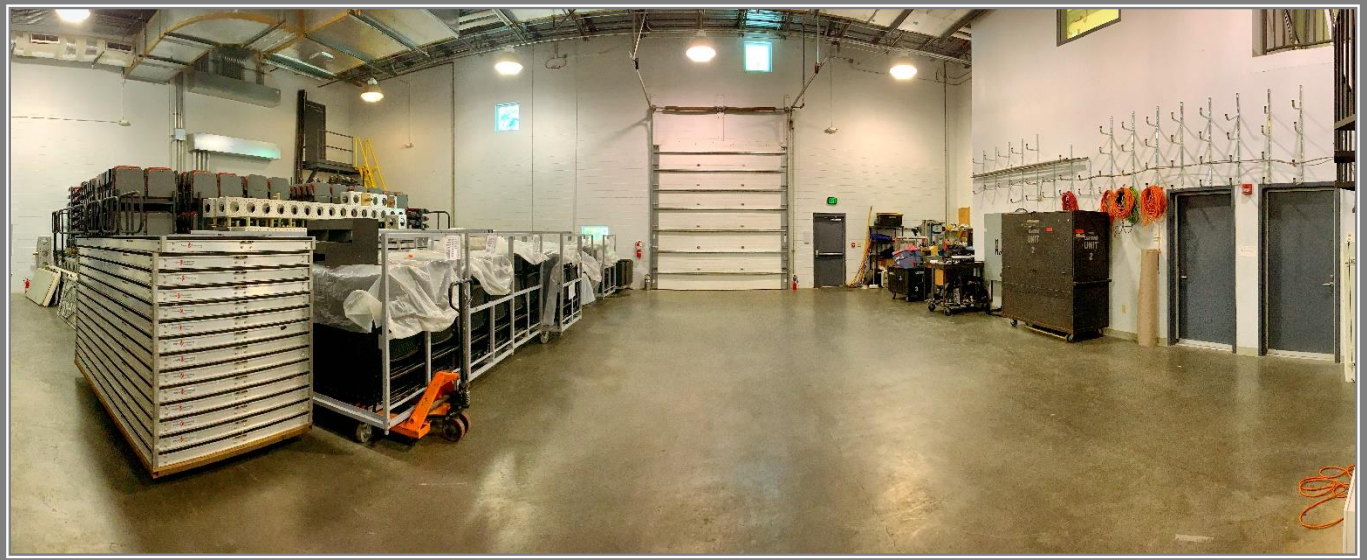
## VENUE OVERVIEW





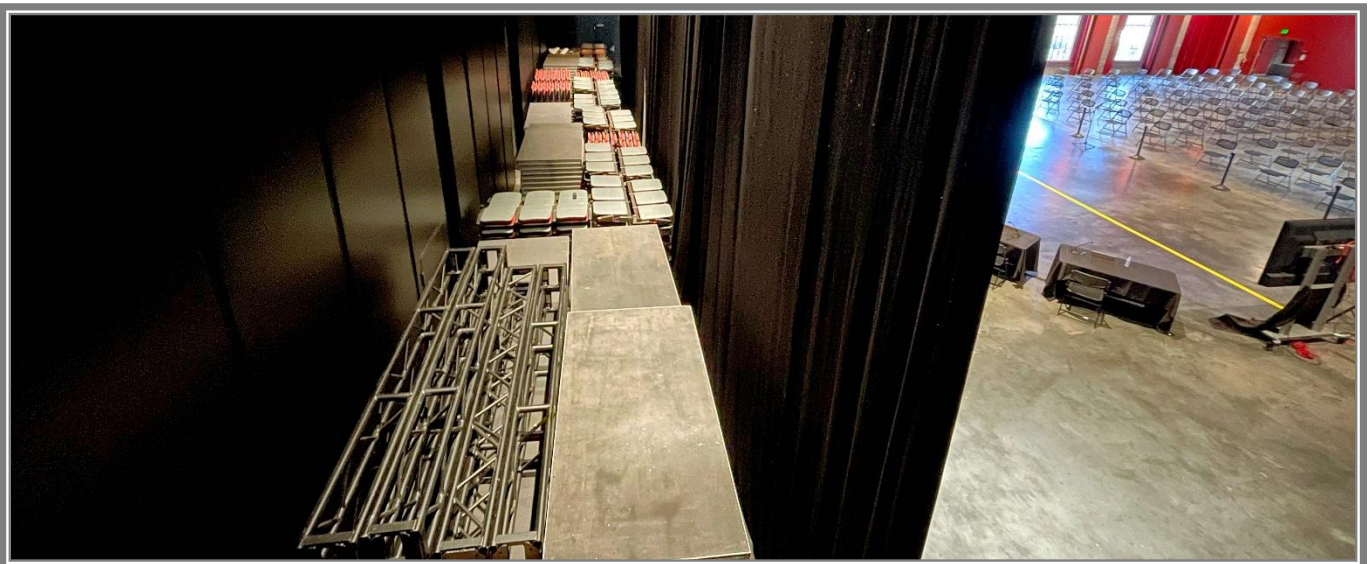
## Backstage Storage – Scene Bay

1. **Location:** There is a scene bay offstage right from the north end of the Venue. This is mostly open space, but also houses an office for Venue staff, electrical and pump rooms, and often serves as the green room for shows.
2. **Access:** A large opening leads to the scenery bay with a large, tracked door to cover it. The opening is 17'3" wide x 18'3" tall.
3. **Dimensions:** The scene bay is approximately 44'-0" (east to west) x 57'0" (north to south.)



## Backstage Storage – Behind Traveler Curtain

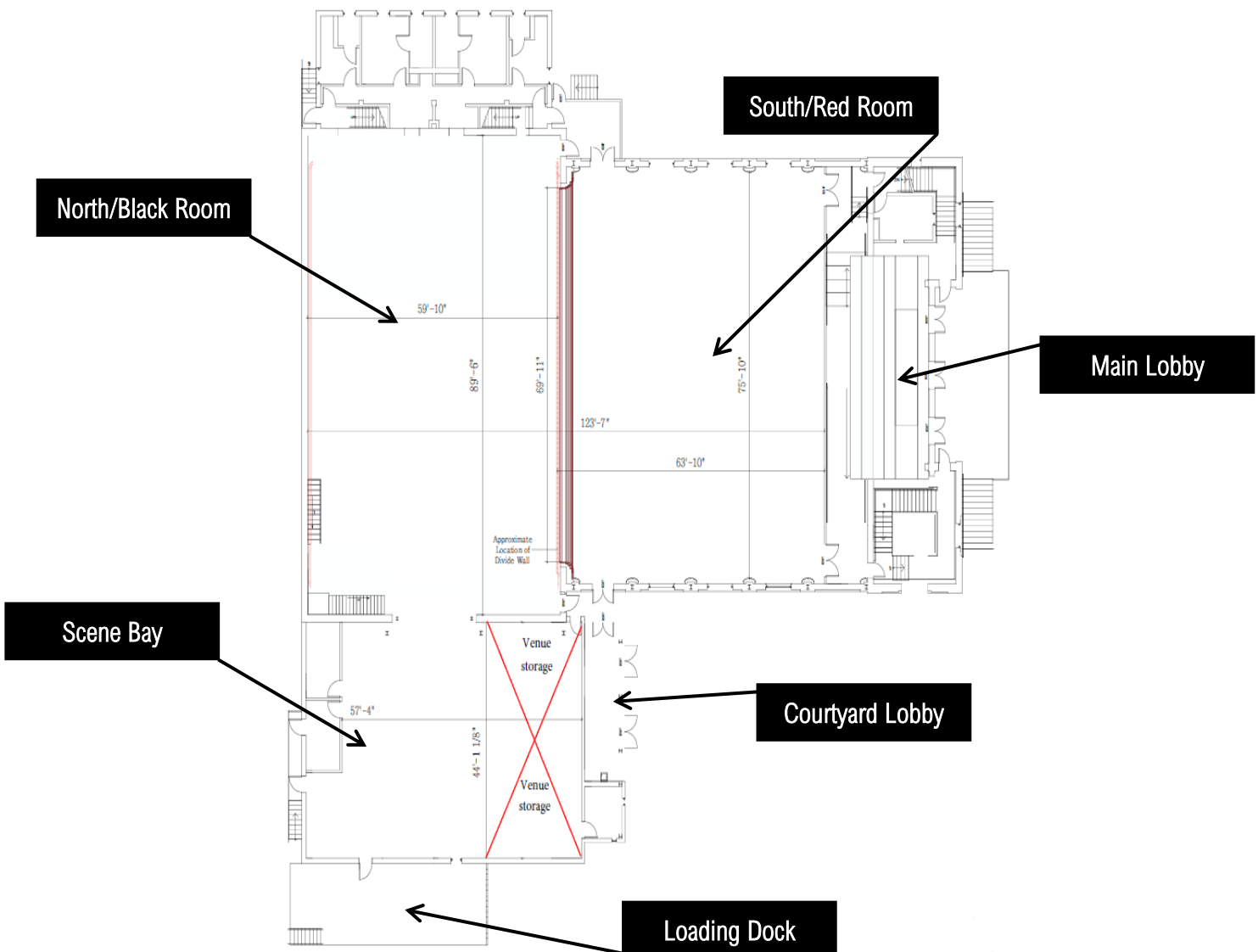
1. **Location:** Located behind the traveler curtain in the North/Black room is storage for the Venue. With advance notice, some items may be able to be relocated to the scene bay however, CLIENT may incur costs associated with moving and storing these items.
2. **Access:** Due to storage, there is generally no access behind the traveler curtain, nor can additional items be stored in this location. For access options, please contact your Venue contact.
3. **Dimensions:** The traveler curtain sits approximately 12 feet off the back wall and is not captured in Venue dimensions or floorplans.



## Space Dimensions

Proscenium width	69'-10"	(10.26m)
Proscenium height	22'-10"	(5.28m)
South Room width (east-west)	77'-0"	(15.18m)
South Room length (north-south)	70'-0"	(7.77m)
North Room width (east-west)	89'-0"	(10.84m)
North Room length (north-south)*	60'-0"	(12.14m)
Height to bottom of catwalks	28'-6"	(12.31m)
Height to mid pipe	32'-0"	(12.14m)
Height to high pipe	33'-0"	(2.79m)
Storage Room Width (east-west)	44'-0"	(16.45W x 5.18D x 2.31H); (1.27m)
Storage Room Length (north-south)	57'-0"	(19.83m)

\*Please note, the traveler curtain sits approximately 12 feet off the back wall in the North/Black room and is not captured in Venue dimensions and floorplans. Located behind the traveler curtain is storage for the Venue. There is generally no access behind the traveler curtain, nor can additional items be stored in this location. For access options, please contact your Venue contact.



## Stage Floor Construction

The stage floor is a solid poured concrete slab. No forklifts or large motorized lifts are allowed in the building. Small capacity scissor lifts are possible but must be approved by the Licensor/Manager prior to delivery and use.

## Soft Goods and Staging Gear

1. **Air Wall:** This banquet-room-style partition wall is available to subdivide the two halves of the Venue space. The wall is equipped with two personnel doors and can be broken into sections and used in various configurations around the perimeter of the North/Black room. Please note, while each panel is moveable, the wall panels are operated manually, and each panel is independent therefore the wall does not move as one complete unit. Please communicate any use of the air wall to your Venue contact prior to your event load-in.
2. **Traveler Curtain:** The North/Black room is equipped with a black traveler curtain on a horizontal track that sits 12 feet off the back wall. It is a walk-along curtain and cannot be opened and closed with any rope segments. The curtain is in four sections that can be drawn across the track to appear as one unit, divided in half, or spaced in four sections along the track. Located behind this curtain is venue storage and therefore, the curtain generally remains drawn and in a down position. For access options, please contact your Venue contact.
3. **Stage Decks:** 4'x8' stage decks are available for an additional cost to CLIENT. An approved vendor must be hired by the CLIENT to set-up and strike these decks as the Venue does not provide labor to set and strike these decks. If CLIENT is using an A/V company from our preferred vendor List, then additional labor may not be required, and the CLIENT should work directly with the preferred A/V company to coordinate the set-up and strike of any rented stage decks.

## AUDIO

The Venue does not have any in-house PA or effects system components (i.e., microphones, speakers, monitors, playback device, etc.) Any anticipated needs in these areas must be provided by the CLIENT. Please contact one of our preferred vendors to consult on the sound for the room.

The Venue does provide a separate electric service for audio system power. Audio power is separated from all other building power by an isolation transformer. There is a 60A distribution panel in the balcony light lock/tech room area and there are four (4) 20A Edison circuits at stage level (two (2) each in the north and south stage areas). There is elevator access to the balcony from both street and loading dock levels. However, access to the light lock/tech room requires the climb of a short series of steps. The area can accommodate a small number of audio racks.

### Power for Sound

1. 60A distribution panel in balcony light lock
2. Four (4) 20A Edison circuits are located in the Venue (two (2) in north side, two (2) in south side)

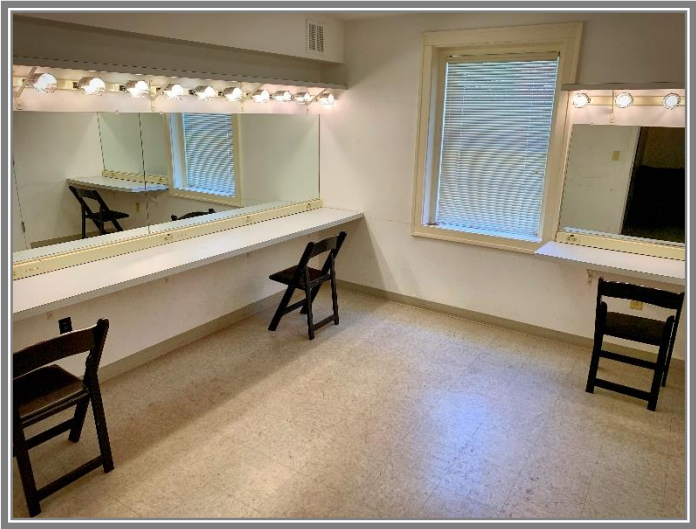
# DRESSING ROOMS AND WARDROBE

The Venue has a total of six (6) dressing rooms.

The dressing rooms are outfitted with adequate counter-tops, mirrors, shelving, make-up lights, chairs, and trash cans. There are very limited costume hanging fixtures in the dressing rooms. Two costume racks are available. Costumes may not be hung from sprinkler heads, shower heads, etc.

There is one (1) washer, one (1) dryer and one (1) utility sink located on the 1<sup>st</sup> floor of the dressing room area.

First Floor Dressing Rooms	
Dressing Room # 104	Size: Approx. 8' x 11' – 61 Sq. Ft Private Toilet & Sink; Shower w/ Curtain Only Capacity: 1-2 People
Dressing Room # 106	Size: Approx. 13' x 11' – 137 Sq. Ft Private Toilet, Sink & Shower Handicapped Accessible Capacity: 6-8 People
Dressing Room # 109	Size: Approx. 13' x 11' – 137 Sq. Ft Private Toilet, Sink & Shower Handicapped Accessible Capacity: 6-8 People
Dressing Room # 110	Size: Approx. 8' x 11' – 77 Sq. Ft Private Toilet & Sink; Shower w/ Curtain Only Capacity: 1-2 People





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## Second Floor Dressing Rooms (only accessible by stairs)

### Dressing Room # 202

Size: Approx. 10' x 18' – 295 Sq. Ft  
2 Toilets & 2 Sinks in Separate Bathroom, 2 Sinks in Common Area  
Capacity: 15-20 People

### Dressing Room # 205

Size: Approx. 10' x 18' – 295 Sq. Ft  
2 Toilets & 2 Sinks in Separate Bathroom, 2 Sinks in Common Area  
Capacity: 15-20 People

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## FIRE PREVENTION

CLIENT, Event Manager, and vendors are expected to take any/all necessary precautions with fire prevention. For expanded fire prevention Venue policies, please see the Fire Prevention section of the Venue Policies and Event Guidelines document.

The use of candles, pyrotechnics, sparklers, haze, smoke, dust, or other flammable special effects inside or outside of the Venue require advance notification to the venue office as they may activate the fire alarm system. In some cases, approval by the City of Charleston Chief Fire Marshal will be required and could also include required posted permits, on-site demonstrations to a fire marshal, or a manned fire watch. All fees for permits or personnel will be the responsibility of the CLIENT. Please consult the Licensor/Manager prior to the use of these effects.

NOTE: ANY ISSUE OR CONDITION WHICH IS DEEMED "HAZARDOUS" BY VENUE STAFF WILL RESULT IN IMMEDIATE CORRECTIVE/COMPLIANCE ACTION. FAILURE TO DO SO WILL RESULT IN REMOVAL FROM THE GROUNDS.

## GENERAL SAFETY REQUIREMENTS

CLIENT, their managers, producers, vendors, participants, and all others working in or entering the Premises shall at all-times adhere to all Federal, State, and Local Laws, regulations, and standards related to safe working conditions and practices. Work being performed shall be done so in accordance with all applicable OSHA (federal) and SC OSHA (state) standards and guidelines, local fire regulations, any applicable consensus standards, industry recommended practices and Department and Division safety policies and requirements. Equipment shall only be operated in accordance with the manufacturer's written recommendations.

1. All equipment is to be operated by trained, qualified personnel.
2. Suitable fall protection equipment shall be used whenever a fall hazard exists.
3. Hard hats shall be worn any time work is being performed in grid areas or when working below a lift.



# LIGHTING

The Venue provides an immensely flexible lighting system ready to accommodate all of your needs. A general light wash is permanently hung in the Venue as both house light and room wash. Light locks throughout the venue are controlled via the lighting system to accommodate various set-ups. The Venue also has a small inventory that can be hung as needed by an approved A/V vendor. The A/V vendor must restore the lighting system at the end of each engagement. Please contact one of the vendors on our preferred vendor list to consult on the lighting for the room.

## Equipment Inventory

QUANTITY	UNIT TYPE
30	Source 4 26deg @ 575w

## Dimmers

The Venue has 384 hard-wired Strand CD-80 dimmers. The Strand dimmer racks are located on the second-floor south side of the scene bay. The dimmer rack addresses are 1-384.

All dimmers terminate in one of four locations on the catwalk area at the center of the building (approximately plaster line). Each of the four locations (circuit panels) consists of 16 female 6 circuit multi-ports. All dimmers terminate as female 6 circuit Socapex. Dimmers do not repeat between circuit panels.

All dimmers need to be accessed via 6 circuit Socapex breakouts and multi-cable.

The Venue has 24 hardwired ETC Unison dimmers used solely for house lights located beneath the catwalk floor. House lights can be controlled by either the ETC ION or the ETC Unison Control System in the building.

Light locks throughout the Venue are also controlled via the ETC Unison dimmers. The dimmer address is 385-408. These dimmers can be re-patched to accommodate various set-ups.

## Additional Power

1. 100A/3 phase 110v/208v located in dimmer room, accessible to catwalk via crawl space from dimmer room. No tie-in tails provided.
2. 200A/3 phase 110v/208v on north wall of storage bay w/ CAM LOCK tie-in tails
3. 60A/3 phase 110v/208v (knife switch, NO tie-in tails) located outside on southwest wall near loading dock
4. 60A/3 phase 110v/208v (knife switch, NO tie-in tails) located in sprinkler room below box office

# LOAD-IN AND LOAD-OUT

## Elevator

Small road cases may be ferried up the elevator to the balcony or lobby levels. However, heavy cases must be emptied, and the contents carried up by hand. Elevator pads supplied the Venue must be used at all times during load-in and load-out.

## Loading Dock

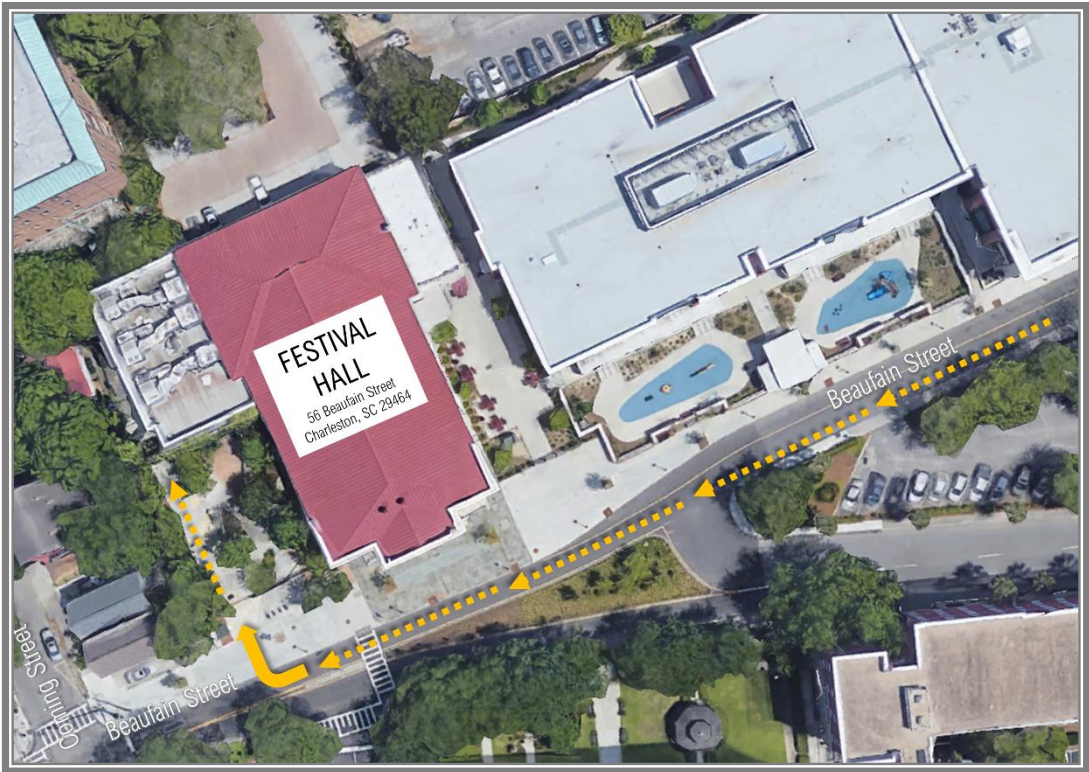
- 1. The dock has one (1) truck position available.
- 2. Dock is located on the west side of building.
- 3. Entrance through iron gate from Beaufain Street.
- 4. Trucks must back through Alicia's Garden courtyard.
- 5. There is no shore power available.

Loading dock height	3'-7"
Loading door size at dock	11'-10" W x 13'-2" H
Loading door size into Venue	17'-4" W x 18'-2" H



The loading dock is available for active loading and unloading only. Once equipment is delivered to or loaded at the loading dock or driveway, all trucks and vehicles must be moved from the premises. There is no parking at any time in Alicia's Garden courtyard or the front sidewalk of the Venue. Any non-compliance will be subject to tickets and/or towing at the owner's expense.

CLIENT is advised to coordinate and communicate a dock schedule for all deliveries and pick-up to ensure the dock is accessible and manageable for your vendors. For events with multiple deliveries and vendors, we suggest a dock coordinator be provided and staged at the loading dock driveway to assist with access and day of coordination. The Venue does not provide staff support for dock management, however, please consult with Licensor/Manager for best practices for any trucks over 26' in length prior to arrival and load-in.



## SPECIAL EFFECTS AND DECORATIONS

Lasers or other potentially harmful projection or scenic devices must be pre-approved. Appropriate signage must be provided by the CLIENT and posted for audiences and attendees.

The use of candles, pyrotechnics, sparklers, haze, smoke, dust, or other flammable special effects inside or outside of the Venue require advance notification to the venue office as they may activate the fire alarm system. In some cases, approval by the City of Charleston Chief Fire Marshal will be required and could also include required posted permits, on-site demonstrations to a fire marshal, or a manned fire watch. All fees for permits or personnel will be the responsibility of the CLIENT. Please consult with the Licensor/Manager prior to the use of these effects.

Fabrics and films used for decorative purposes, draperies, curtains, and/or other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by passing both the small and large-scale tests of NFPA 701, STANDARD METHODS OF FIRE TESTS FOR FLAME RESISTANT TEXTILES AND FILMS. Any material attached to drapes or table skirts must be noncombustible or possess a minimum flame spread rating.

The use of glitter, rice, or birdseed is strictly prohibited inside or outside of the Venue. Use of confetti requires prior approval from the Venue office and may result in additional cleaning and labor costs to be covered by the CLIENT.

## STRUCTURAL

Licensor/Manager reserves the right to review and approve all rigging and structural loads from the building's infrastructure or catwalks. However, this approval does not constitute any responsibility or liability by Licensor/Manager for any rigging or loading. Licensor/Manager recommends that rigging and loading of any kind be reviewed and certified by a professional engineer.

All rigging in the Venue is achieved from the catwalk system. Structural I-Beams run along the bottom of the catwalk system and can be used to hang motors. A one-ton point load may be hung from any of the main I-beams (W8 x 13s). Only one point may be hung on any given section of I-beam before it connects with truss or another section of catwalk.

No equipment or scenery may be hung from the rafters in the scene bay.

No forklifts or large motorized lifts are allowed in the building. Small capacity scissor lifts are possible but must be approved by Licensor/Manager prior to delivery and use.

All seating configurations must be approved by Licensor/Manager. Any configurations using seating risers must be drawn and stamped by an architect and approved by the City Chief Building & Fire Official.

## VIDEO

The Venue does not own screens, projectors, or any other video equipment. Any anticipated needs in these areas must be provided by the CLIENT. Please contact one of our preferred vendors to consult on video for the Venue.

## WIFI

The Venue is equipped with a password protected guest network.

1. Downstream bandwidth: ~150mbps
2. Upstream bandwidth: ~20mbps