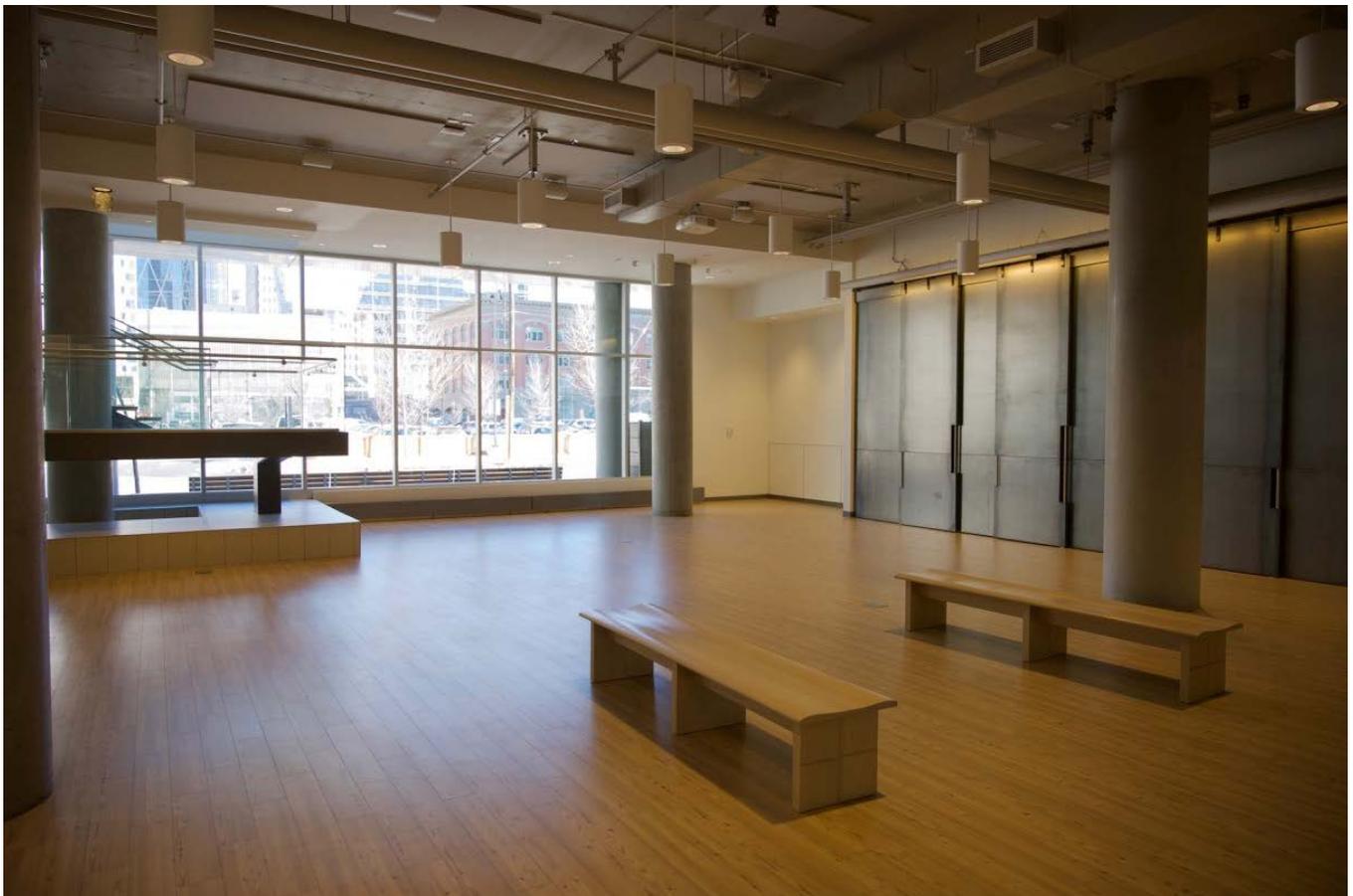




DECIDEDLY JAZZ DANCEWORKS



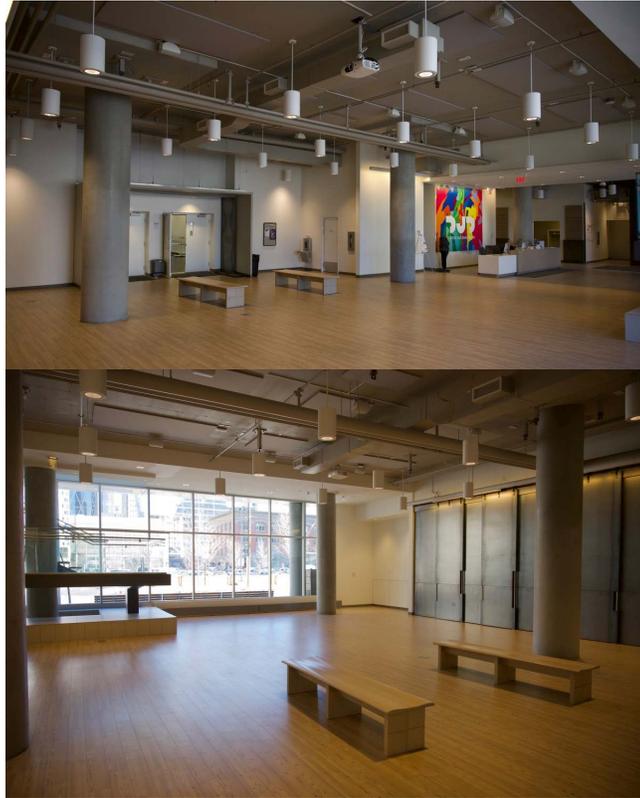
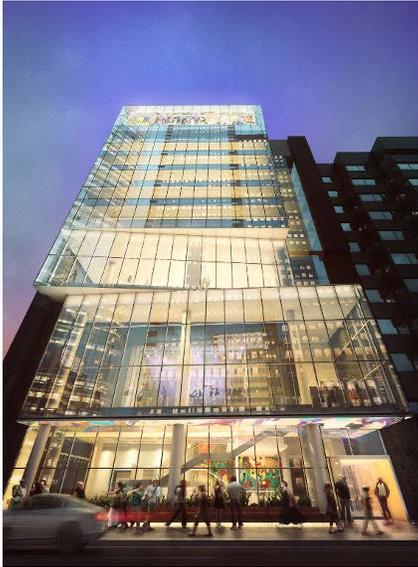
COMMUNITY LIVING ROOM TECHNICAL SPECIFICATIONS

UPDATED: APRIL 19, 2022

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General Information



Contact Information

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Contacts

Main Reception		403-245-3533	djd@decidedlyjazz.com
Executive Director	Kathi Sundstrom	403-228-8178	ksundstrom@decidedlyjazz.com
Interim Production Manager	Jackson Buchanan	403-228-8119	jbuchanan@decidedlyjazz.com
House Technician	Arielle Bergeron	403-228-8120	housetech@decidedlyjazz.com
Facility Rentals Manager	Meredith Blackburn	403-228-8175	mblackburn@decidedlyjazz.com
Dance Centre Manager	Kirstin Anderson	403-228-8177	kanderson@decidedlyjazz.com

About the Community Living Room & DJD Dance Centre

The Community Living Room is located on the Main Floor of the DJD Dance Centre. The ‘CLR’ is a large multi-purpose space that can host events such as ceremonies, lectures, presentations, concerts, and post show receptions. The DJD Dance Centre is also home to the Studio Theatre, which is located on the 2nd Floor. It is purpose-built as a dance performance space and rehearsal studio, with the capability to host to a wide range of events. The Studio Theatre has a retractable, raked seating bank with 239 seats. The DJD Dance Centre has 7 dance studios total, with the Studio Theatre being the largest. For the Studio Theatre Technical Specifications, visit www.decidedlyjazz.com.

Occupancy & Seating Capacity

Per fire code regulations, the Community Living Room can host up to **200 people**. This number may vary, depending on staging, décor, and equipment requirements. Please check with Production Management regarding the latest COVID-19 related capacity rules.

Venue Rules & Regulation

No Smoking Policy

In accordance with the [City of Calgary Bylaw 23M2018](#), smoking is not permitted anywhere on the DJD Dance Centre or public property, or within 5 meters of building entrances and exits. This includes any form of e-cigarettes, vaporizer, or prop cigarettes. Fines start at \$500 per incident. Any fines incurred will be the responsibility of the client / renter.

Fire Code

In accordance with the [Alberta Fire Code](#), all exits, stairwells, and egresses must be kept clear of obstructions.

As per the fire code, the maximum capacity for the CLR is 200 persons (dining and beverage rating).

Pyrotechnics, Open Flame, and Firearms

Any rental who wants to use pyrotechnics special effects must obtain authorization from the Production Manager and a permit from the City of Calgary Fire Chief. Details on the type of effects, sequence of firing and a stage layout will be requested. Fees will apply. In addition, the operator will have to hold the proper level of certification from the Explosive Regulatory Division of Natural Resources Canada.

Any licensee who wants to use open flame must obtain authorization from the Production Manager and a permit from the City of Calgary Fire Chief. Detailed information on the device will be requested and on-site testing may be required. Fees may apply.

Without valid permits and certification, the DJD Dance Centre will not authorize the use of any pyrotechnics or flame effects.

All firearms, including replica firearms used at the DJD Dance Centre must be handled in accordance with Federal legislation.

Harassment Policy

DJD is an inclusive organization. As such, any event whose purpose, organizer, and/or organization, is deemed to harass, denigrate the existence or quality of life of, or seeks to segregate any persons or organizations based on issues of race, ethnicity, nationality, skin colour, gender, sexual orientation, gender identification, and religious affiliation or lack thereof, will not be allowed to take place in the DJD Dance Centre. Should any such discrimination be discovered following the signing of the contract, then the rental client shall be in default hereof, DJD shall terminate the contract at no penalty to DJD, and the rental client will be obligated to pay DJD the amounts set out in the contract, in addition to any other amount payable pursuant to the contract or to any other remedy.

Health & Safety Policy

The DJD Dance Centre is committed to following and promoting industry related safety guidelines in accordance with the Alberta Occupational Health and Safety Act, Alberta's COVID-19 response, and Theatre Alberta's Safe Stages guidelines.

- **Alberta COVID-19 Information:** <https://www.alberta.ca/covid19>
- **Alberta OHS Act:** <https://www.alberta.ca/ohs-act-regulation-code.aspx>
- **Safe Stages:** <https://www.theatrealberta.com/safe-stages/>

Per the Occupational Health and Safety Act, any person who performs work or supplies services for monetary compensation is deemed to be a worker and is required by law to comply with the provisions of the Occupational Health and Safety Act and its regulations.

During all load-ins, set-ups, lighting hangs, lighting focus sessions, load-outs and strikes, the following personal protective equipment must be worn when required by anyone working in the DJD Dance Centre.

- **CSA Approved Type I or II Hard Hat**
- **CSA Approved Grade 1 (Green Triangle) Protective Footwear**
- **Medical or cloth face mask**

All workers performing work at height must be trained and certified in the province of Alberta and carry proof of such valid certification on their person at all times.

All workers operating DJD's Genie Lift must be trained and certified in Elevating Work Platforms in the province of Alberta and carry proof of such valid certification on their person at all times.

It is expected that all touring / visiting workers comply with these regulations and supply their own Personal Protective Equipment.

Failure to comply with these rules and regulations may result in an eviction from the stage.

DJD Production Staff

DJD Technical Staff are paid an hourly rate based on position. Below are the defined positions and rules regarding Stage and FOH Labour.

Stage, Head: A Stage Head is responsible for all the technical equipment in the venue and directs the Stage Casuals. Depending on the technical requirements of the event in the CLR, a Stage Head may be required.

Stage, Casual: Based on the proposed production schedule and technical requirements, DJD reserves the right to schedule the amount of Stage Casuals required to setup, execute, and strike the event, including the duration of their worked hours.

Front of House Manager: All events require a FOH Manager.

Building Information

Loading Dock

The Loading Dock is located off of Centre St S. and is accessible from 12 Ave SE or 13 Ave SE. It shares the same driveway as an underground parkade. Vehicles longer than 26' must be taken into special consideration as they will block the parkade entrance when parked at the loading dock. Load in/load out time is ideally 30min and must be booked in advance. Long term parking is not permitted in the loading dock. No shore power is available.

The loading dock is completely level and has a hydraulic dock lift. Furniture dollies, hand truck, and a pallet jack is available upon request.

Access to the CLR is through a garage door and around 2 corners past the main reception desk. **All items must be able to fit through a standard set of double doors.**

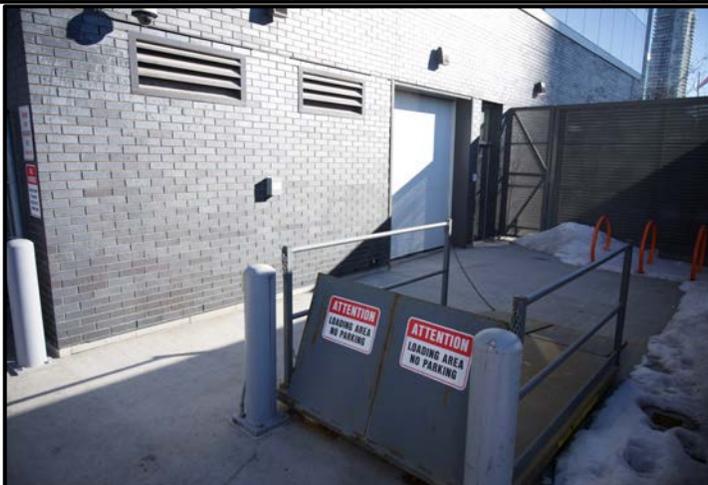
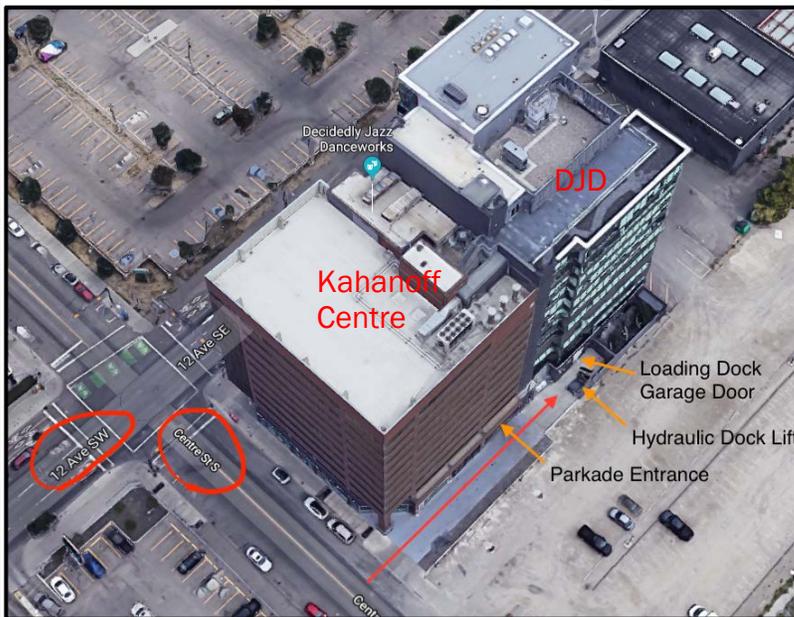
Elevator Dimensions & Capacity (for events requiring the 2nd floor lobby/Studio Theatre)

Door: 4'6" x 7'

Inside: 9'L x 5'9"W x 9'3"H (52'² / 479'³)

Capacity: 31 people / 5000lbs.

Renters must notify DJD staff of any loading dock / load in requirements 2 weeks prior to load in.



Parking

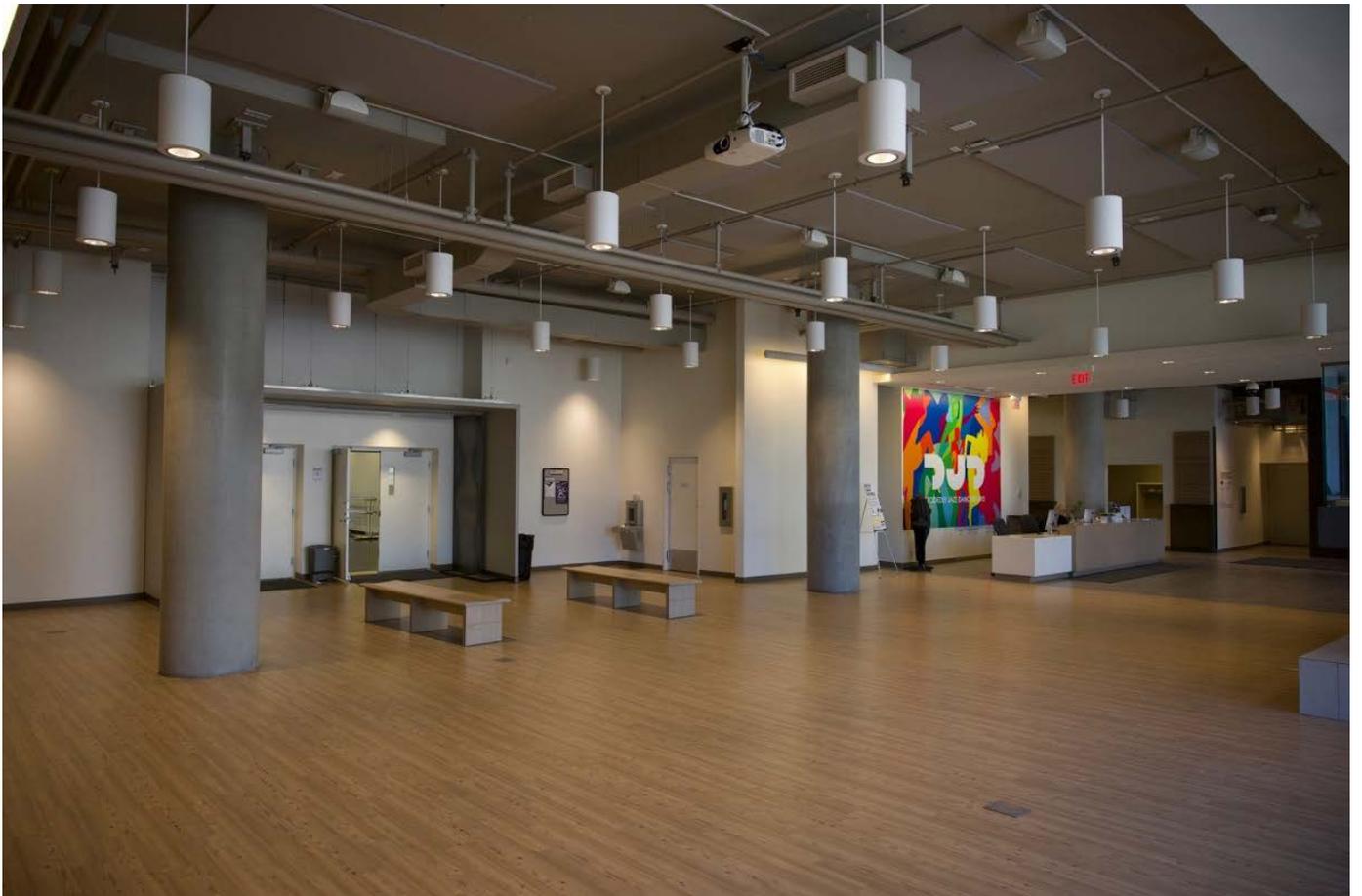
The DJD/Kahanoff Centre underground parking is 100% private/reserved with no public access Monday to Friday 7 am – 5 pm. At DJD’s discretion, renters and their patrons may be given access to the underground parking, at no charge, after 5 pm and on weekends. There is numerous street and private lots in close vicinity to DJD.

Floor Plan & Photos

Below are the dimensions for the CLR. For scale drawings, please contact the Production Manager.

Area	Imperial	Metric
Approximate floor space	53' x 50' (2650'²)	16.15m x 15.24m (246.13m²)
Floor to ceiling	16'	4.88m
Floor to rigging points	14' - 5"	4.39m
Floor to hanging pot lights	11' - 10"	3.61m





Bar & Catering

DJD will provide Bar Services and has a list of preferred caterers.

Servery

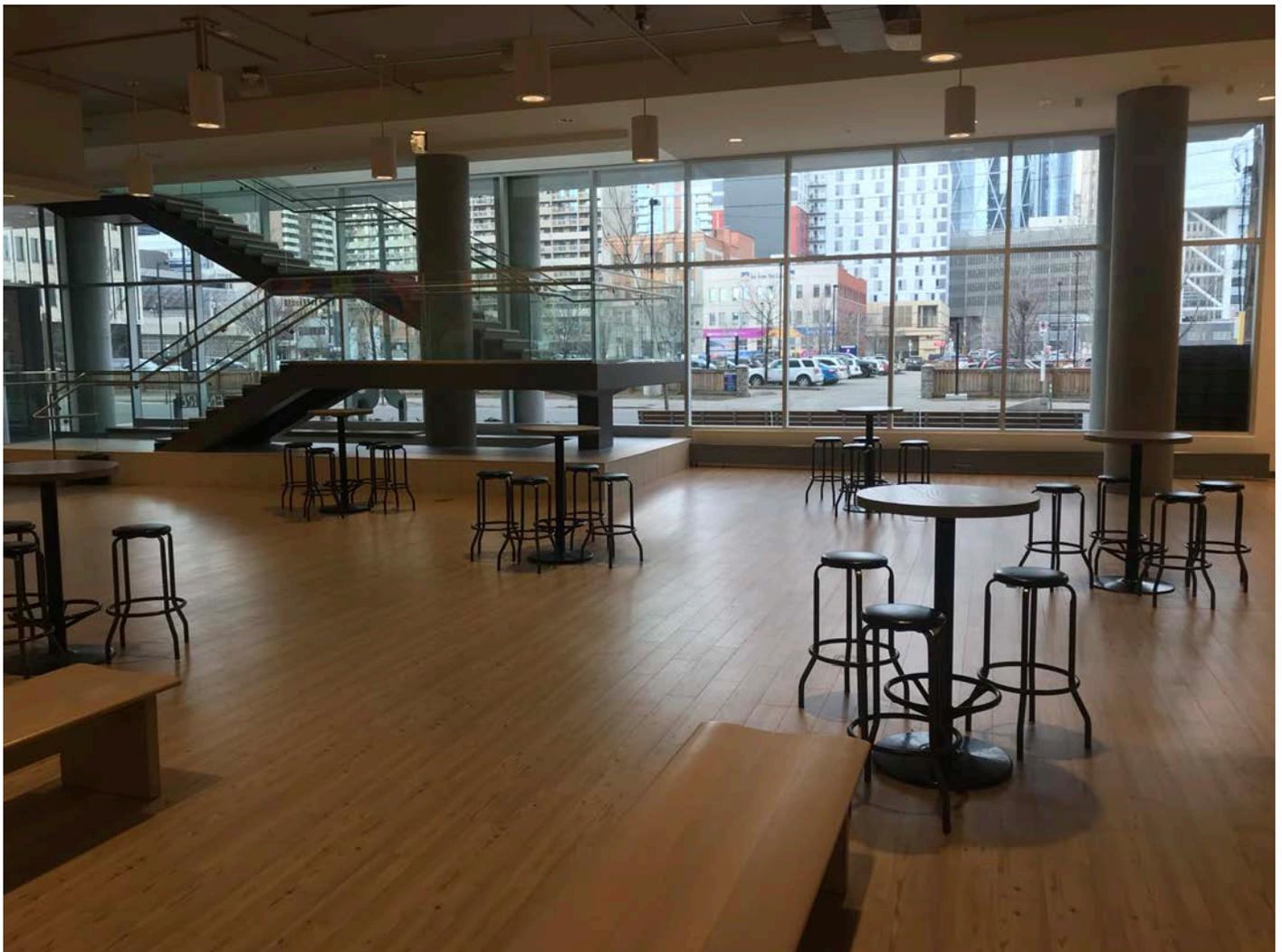
There is a servery with 1 full-size fridge with a drawer freezer, a dishwasher, and ample counter space located to the left of the main reception desk. Pipe and Drape can be setup to create a larger prep area for caterers.

Washrooms

There are men's' and women's' washrooms on the main floor across from the elevator.

Furniture

DJD has folding tables and chairs that can be setup in the CLR. Additionally, there are high top tables and stools available for rent. Please confirm inventory and availability, with the Facility Rentals Manager.



2nd Floor Lobby

The lobby for the Studio Theatre is located on the 2nd floor. Guests enter on the main floor and get to the theatre via the grand staircase or elevator. The lobby has men's and women's washrooms, and a servery room. This space can be used to host receptions and other functions. The north end of the lobby has rigging points for lighting, as well as DMX and power outlets (tied back to booth). There is a lighting fixture for a gobo in the lobby. Please inform the Production Manager if a lobby gobo is required.



Technical Information

Audio

The CLR has a permanent PA sound system which can be used for music playback. There are two XLR inputs and an Aux input located in the AV rack behind the sliding metal doors. There is a touchscreen control mixer at the main reception desk. Larger sound setups require a separate portable PA system to be installed. Please contact Production Management for with all audio needs.

Video

There is a permanent 5'6" x 8'6" motorized screen and a Panasonic PT-RZ370U HD projector installed on the east side of the room. A computer can be connected to the projector via VGA or HDMI.

Power

There is a 50Amp range receptacle on the east wall behind the sliding metal doors. There are 15 Amp U-ground receptacles distributed throughout the room via wall outlets and floor pockets. There are also several in the ceiling for theatrical lighting.

Rigging

The CLR has 15 non-dynamic rigging points, some of which are used for 3 semi-permanent 20ft lighting pipes. All points are all rated at 1000lbs. Contact the Production Manager with any rigging requirements.

Lighting

There are dimmable LED pot lights throughout the Living Room. There is also small theatrical lighting rig which uses the extra inventory from the Studio Theatre. Contact the Production Manager with any lighting requirements.

DJD's lighting rig is entirely LED. This means that there is no conventional dimming system in the venue. There are 5pin DMX ports near most of the rigging points, which are tied back to the permanent AV rack, located behind the large sliding metal doors. Here, a lighting console can be connected to the system via 5pin DMX or Ethernet (sACN). A portable Colorsource 20 lighting console can be rented for a fee.

Pipe & Drape Inventory

Qty	Item	Notes
4	Pipe and Drape	8' x 14'
2	Pipe and Drape	6' x 14'
9	Bases/Spigots	
8	Uprights	Max height 14'
1	Upright	Max height 12'
4	Crossbars	8'+
2	Crossbars	6'+

Riser Inventory

Qty	Make	Model	Notes
10	Staging Canadell	Executive Stage Top	4ft x 8ft decks
60	Staging Canadell	12" Legs	6 legs per deck
60	Staging Canadell	32" Legs	6 legs per deck
5	Staging Canadell	8' Chair Stop	
2	Staging Canadell	3-Step Stairway	For 32" riser height
4	Staging Canadell	Removable Railings	For 3-steps
6	Staging Canadell	32" Skirting - Velcro	50% fullness - poly fabric

Drawings

For detailed drawings of the CLR layout, including floor plans and lighting plots. please contact the Production Manager. Drawings are available in PDF, Vectorworks, and AutoCAD formats.