CENTRE DES ARTS DE BANFF
CENTRE FOR ARTS AND CREATIVITY

Rolston Recital Hall

Venue & Technical Information

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General Information

Contact and location information:

Campus switchboard:	(403) 762-6100
Box office:	(403) 762-6301 Toll-free: 1-800-413-8368
Mailing address:	Banff Centre for Arts and Creativity 107 Tunnel Mountain Drive Box 1020 Banff, Alberta T1L 1H5 Canada
Lobby entrance and box office:	NE side of Music and Sound Building, off St. Julien Way
Stage door and loading location:	NE side of Music and Sound Building, off St. Julien Road
Website:	https://www.banffcentre.ca/

Theatre administration:

Executive Director, Arts:	Josephine Ridge	(403) 762-6129	Josephine_Ridge@banffcentre.ca
Director, Theatre Arts:	Amiel Gladstone	(403) 762-6124	Amiel_Gladstone@banffcentre.ca
Production Manager:	Andrew G. Smith	(403) 497-6239	Andrew_Smith@banffcentre.ca
Interim Technical Director:	Andrew G. Smith	(403) 497-6239	Andrew_Smith@banffcentre.ca
Audio and Music Technician:	Henry Ng	(403) 762-6413	Henry_Ng@banffcentre.ca
Director, Banff Centre Presents:	Josh Dalledonne	(403) 762-6120	Josh_Dalledonne@banffcentre.ca
Audience Sales & Service Manager (FOH/Box Office):	Kay Astop	(403) 763-6714	Kay_Astop@banffcentre.ca

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Front of House

Audience capacity:

Retractable Risers	117	By advance arrangement only
Floor Centre	53	
Floor Sides	58	
Wheelchairs:	2+	Included in Floor Seating Count
Typical capacity:	228	

Configuration:

Recital Hall, retractable riser seating with stepped aisles on either side, plus adaptable floor seating
Floor Seating in up to 3 sections (C,R,L), additional 2 floor sections (SR,SL)
Wheelchair seating is within the 'Floor' sections, near the rear, on either side of the auditorium.

Seating holds:

Holds for video camera positions, etc. must be arranged well in advance.

Production position:

Can be setup within flexible floor seating area

Box office:

In-person box office service is open from 45 minutes prior to showtime.
Phone service is open from noon to 4:00 p.m. (Mountain Time) Tuesday through Thursday.

Normal length of intermission:

20 minutes.

Related equipment:

A-V equipment, chairs, tables, displays, booths, etc. for lobby use are shared across campus.
Contact theatre well in advance for details and availability.

Stage

Typical Stage dimensions:

Stage Area – width:	22’ SR/SL	
Stage Area – depth	18’ US/DS	

****Stage Area can be expanded/contracted depending on seating configuration. Please contact Technical Director if arrangements are to be requested.****

Stage floor:

Oak Parquet

Trap doors:

None.

Elevators:

None

Stage cross-over:

None

Upstage storage area:

Location: Behind Sound Baffles – can be reconfigured as needed

Stage Equipment

Acoustic Treatments:

Sound Baffles	22-24	6' Tall @rear of stage area Can be reconfigured as needed	Wood, mobile on wheels
Overhead Hanging Baffles		Not adjustable	
Adjustable Curtains	3	@rear of auditorium on windows and on upper HL./HR walls	Black velour, flat

Risers: SHOWSDT "El Presidente". Stock is shared across all venues.
Additional shared risers may be available – contact Technical Director.

17 22	4' x 8' (1.22 x 2.44 m) 4' x 8' (1.22 x 2.44 m)	Black Grey
4	2' x 8' (0.61 x 2.44 m)	Black
1	2' x 4' (0.61 x 1.22 m)	
	Assorted chair rails, skirting NO HANDRAILS	
	Assorted leg-sets	Heights from 6" through 36"

Chairs: 76– [black, wooden, armless]. See under "Orchestra" for specialty chairs.
Stools: 10 –high backless plain wooden bar stools, black.
5 – short backless plain wooden bar stools, black.

Lecterns: 1 – blonde oak finish. Shared across venues – contact Technical Director to arrange usage.
2 – blonde oak finish, matched. Shared across venues – contact Technical Director to arrange usage.

Tables: 2 – 4' x 2'-0" (1.22 x 0.61 m) - black
10+ – 6' x 2'-6" (1.83 x 0.76 m) - banquet tables
1 – 20" x 24" black
5 – 20" x 36" black
1 – 7' x 31" Folding

Dance floors: 'marley' floor, by advance arrangement.
Additional marley floors may be available – contact Technical Director for details.

Personnel lifts: 1 – MEC Handy Herman 24D, platform height 24' (7.3 m), capacity 300 lb (136 kg).
MEC is shared with Margaret Greenham Theatre – contact Technical Director for availability.

Orchestra and Related Equipment

Music stands: 100 – all-metal (various Manhasset and Wenger models).

Music stand lights: 34 – Aria Diva Model D1 4W LED.
50 – Manhasset Model #1000, 40W incandescent.

Conductor's rostrum and music stand:

1 – Wenger 32” x 38” x 6” H (0.81 x 0.97 x 0.15 m) grey carpet, detachable railing.
1 – Wenger 43” x 38” x 6” H grey carpet, no rail.
2 – Melhart Modern Curved Conductor’s Stand (One with shelf).

Orchestra chairs: 97 – Wenger Nota Standard fixed-height chair.
6 – Adjustable wood chairs.
4 – Piano Benches (Assorted).
Some assorted specialty chairs available – (please contact Henry Ng in Music for details)

Pianos: 2 – Steinway Model D (Hamburg) - 9’ concert grand.

Note: Use of pianos and all other orchestra equipment must be arranged well in advance. Contact Henry Ng in Music.
Additional instruments(harpsicords, percussion, keyboards, strings etc.) and gear are housed in the music facility – contact Henry Ng in Music for details and availability.

Loading, logistics & shore power

Location:

Centre front entrance of Music and Sound Building
Parkade is underneath Music and Sound Building

Loading dock:

No Loading Dock
Loading is at ground level
If bringing a truck, a liftgate is recommended
contact Technical Director for details

Loading doors:

Exterior: 5'-5" W x 6'-11" H
Interior midway: 5'-4" W x 6'-11" H

Related equipment:

2	Solid top dolly 2' x 3' (0.61 x 1.22 m)	

Shore power:

2 – 50 A 120/208 V, NEMA 14-50R connector, located inside near loading dock of theatre building. May also serve as auxiliary power for Margaret Greenham Theatre.
1 – 15 A 120 V, NEMA 5-15R connector (convenience outlet), located near edge of loading dock of theatre building.

Lighting

Location:

Mid house Left along the side behind the HL floor seating section

Control consoles:

Main: ETC Ion Classic – 24,576 outputs

Dimmers:

DMX Relays: ETC Echo 24 x 20-amp relay panel.
Relays 1 through 22 are patchable to the grid via a twistlock patch panel.
Relays 23 and 24 are direct-wired to the worklights.
DMX Dimmers: ETC SmartPack 12 x 1.2kw switchable dimmer panel.
Dimmers 49 through 52 are patchable to the grid via a twistlock patch panel.
Dimmers 53 through 56 are direct-wired to the grid.
Dimmers 57 and 58 are direct-wired to the houselights.
Dimmers 59 and 60 are not connected.
Note – DMX addresses 25 through 48 are unused.
Portable Equipment Power: - none.

Lighting circuits:

System is dimmer-per-circuit. Connectors are NEMA L5-20 – 20 Amp twist-lock ground

Houselights:

Operation is from the console
Auxiliary houselight control is located on wall panels USR and in SM room

Lighting positions: (Please Refer to Lighting Plot)

3x Electrics	Onstage, overhead	No additional weight allowed
3x FOH	Auditorium, overhead	No Additional weight allowed

Lighting instruments: See Lighting Plot for Venue Inventory
(see note below for information on our shared inventory)

Color stock: Roscolux: wide assortment, in cardboard frames and roll stock. Lee: limited stock.

Sound

Location:

Mid house Right along the side behind the HR floor seating section

Front-of-house mixing console:

Yamaha CL3, 48 inputs, 16 outputs, 24 faders.

Installed PA system:

2	Mackie SRM-450	Centre voice cluster
2	Mackie SRM-450	One per side, permanently ceiling mounted for extreme HL and HR voice only
2	L'Acoustic 112P	One per side, pole mounted as the Main PA, Positioned DSL and DSR on floor
2	JBL EON 18" Subs	One per side, On Floor as the Main PA, Positioned DSL and DSR on floor
2	EAW NS800	One per side, mounted above rear audience doors BOHL and BOHR

Playback and recording:

1	Figure 53 QLab Version 4/5	Show control software (shared inventory)

Monitors:

1	SM 200	Monitor amp rack; 6 mix, 6 box (passive full range)

Microphone Kit

COUNT	MAKE/MODEL	ITEM
6	Shure SM58	Dynamic – cardioid
4	Shure SM57	Dynamic – cardioid
2	Shure SM81	Condenser – cardioid
1	Shure Beta 52	Dynamic – modified supercardioid
6	Radial JDI DI	Passive DI
1	Radial JDI PC	Passive DI
1	Radial USB DI	Passive DI

Microphone stands and cables: Subject to availability. See note below regarding shared inventory

SHARED	MAKE/MODEL	ITEM
18	K & M	Tall microphone stands with telescoping booms
4	K & M	Short microphone stands with telescoping booms
40		25’ (7.62 m) XLR microphone cables

Note: Microphones, DIs, mic stands, etc. are shared across multiple venues.
Contact Technical Director well in advance regarding availability of items in the “SHARED” columns.

Wireless microphones:

Wireless microphone systems are in a separate campus-wide inventory and must be reserved well in advance. Contact Technical Director for details.

Intercom system: (Note: Booth and FOH wired only)

1	Clear-Com PS-20	1 Channel Power Supply
4	Clear-Com FS II-BP	Wireless beltpack / headset combination
5	Clear-Com, various models	Wired beltpack / headset combination – (5 Locations)

Program sound and paging:

No Paging
Program Sound to Lobby Only
Program Video with integrated sound available in Green Room

Projection

Location: Screen Setup requires Banff Centre Technical Services Department
Please contact Technical Director well in advanced to make arrangements

Projectors: (Please Note that All projectors are shared inventory and may be in use in other Spaces. Please Contact Technical Director in advance for availability)

1	Christie Roadster HD14K-M	14,000 Lumens Laser - Stack and Carry Frame - Currently 1920*1080 Resolution
2	Panasonic PT-RZ14KU	14,000 Lumens Laser - Stack and Carry Frame - Currently 1920*1080 Resolution
4	Christie Mirage HD20K-J	20,000 lumen 3DLP (1920x1080) projector
4	Christie Captiva DHD400S UST 0.25:1 lens	3,500 lumen 1DLP HD (1920x1080) projector
2	Christie DS+300W 1:1 lens	3,300 lumen 1DLP (1400x1050) projector
1	NEC MT1065 1.35:1 lens	3,200 lumen 3LCD (1042x768) projector

Lenses: Please See Projection Inventory Document for Lens Inventory (Also Shared inventory).

Screens: Various 'Fast-Fold' screens available – contact Technical Director.

Converters and switcher:

4	Theatrixx HDMI-SDI	Input: 1 x HDMI 1.2 type A locking Output: 2 x 3G/HD/SD SDI BNC
5	Theatrixx SDI-HDMI	Input: 1 x 3G/HD/SD SDI BNC Output: 1 x HDMI 1.2 type A locking 2 x 3G/HD/SD SDI BNC
1	Theatrixx HDMI-HDBaseT	Input: 1 x HDMI 1.4 locking Output: 1 x HDBaseT 1.0 shielded EtherCON
1	Theatrixx HDBaseT-HDMI	Input: 1 x HDBaseT 1.0 shielded EtherCON Output: 1 x HDMI 1.4 locking
1	Theatrixx SDI distribution amplifier	Input: 1 x 3G/HD/SD SDI BNC Output: 4 x 3G/HD/SD SDI BNC
1	Roland V-160HD	8-input / 3-output switcher

Computers:

1	Mac Studio M3 Ultra 96 GB memory (2025), by special arrangement only
1	MacBook Pro M3 Max (2024) 36 GB memory
1	MacBook Pro Intel i7 (2017) 16 GB memory
1	HP ZBook G2 (2014)

Note: Projection equipment is shared across multiple venues. Contact Technical Director well in advance to confirm availability. Venue has extensive audio-visual distribution.

Wardrobe

Please contact Technical Director if there are wardrobe needs

Dressing Rooms

No Dressing Rooms at Rolston
Greenroom is adjacent to performance space
Please contact Technical Director if dressing rooms are required

Visiting Production Information

Directions to theatre:

Maps and directions are available online at: https://www.banffcentre.ca/maps-directions

Accommodation, transportation, services:

Contact theatre. Campus FAQs are available online at: https://www.banffcentre.ca/devo/faq

Internet access:

Wireless internet is available throughout the venue and campus. No password required.

Event security and backstage hospitality/catering:

Provided in-house. Contact theatre well in advance to arrange.

Climate and surroundings:

The Banff Centre campus is within a National Park in the Rocky Mountains.
Altitude is approximately 4700' (1430 m) above sea level.
Climate is sub-arctic (Köppen classification Dfc).
Wildlife may be encountered.
Additional information is available online at:

https://parks.canada.ca/pn-np/ab/banff/securite-safety/meteo-weather
https://parks.canada.ca/pn-np/ab/banff/securite-safety/faunesecurite-wildlifesafety

Union

All theatre staff are employed The Banff Centre for Arts and Creativity, under a collective agreement with The Canadian Union of Public Employees (CUPE) Local 4318

Theatre management determines all staffing levels.

Policies and Procedures

Venue policies and procedures:

Smoking is prohibited in all indoor spaces and within 16’ (5 m) of any building. For the locations of approved outdoor smoking areas, contact reception or call the campus switchboard at (403) 762-6100.

Contact Technical Director for full-venue policies and procedures.

Campus policies and procedures:

Banff Centre policies and procedures are available online at:

https://www.banffcentre.ca/policies-procedures