

# Queen Elizabeth Theatre - Salons

## Technical Specifications – August 2025

### **Address:**

Vancouver Civic Theatres  
649 Cambie St.  
Vancouver B.C.  
V6B 2P1  
<http://vancouvercivictheatres.com/>

Total Capacity: 220

Stage Door: (604) 665-2193  
Fax: (604) 665-3001

**Salons Entrance:** The Salons can either be entered through the QET Lobby at 630 Hamilton St. or the Playhouse Lobby at 600 Hamilton St. It is also possible to access the salons directly from outside between the venues.

### **Staff Contacts:**

Paul McManus - Sr. Manager, Production	604-665-3024	<a href="mailto:paul.mcmanus@vancouver.ca">paul.mcmanus@vancouver.ca</a>
Brendan Keith - Technical Director	604-665-3043	<a href="mailto:brendan.keith@vancouver.ca">brendan.keith@vancouver.ca</a>
Lucas Hall - Relief Stage Carpenter	604-829-9451	<a href="mailto:lucas.hall@vancouver.ca">lucas.hall@vancouver.ca</a>
General Booking Enquiries:		<a href="mailto:vctbooking@vancouver.ca">vctbooking@vancouver.ca</a>

### **Loading Access:**

- The easiest loading option is via the driveway drop-off zone in front of the venue. This will allow you to load directly into the room.
- Loading Bays: None – Should you require a loading dock, special arrangements would need to be made to utilize the dock for the stage located at 649 Cambie Street. You would then need to bring your items around to the Salons.

### **Parking Information:**

On site parking: Normally the Salons would not have a parking option unless both the QET and Playhouse are not in use. For private vehicles there is a pay parking lot below the venue.

**\*\* Street parking is controlled by City of Vancouver. For street parking permit information, please visit the following links:**

**Information** about hosting events in Vancouver on public property – i.e.: streets and sidewalks. City is required to review/process any work requests for on street production parking.

Web form for [inquiries](#) to Film and Special Event office. Note: They deal with activity on COV streets and sidewalks only.

## **ROOM INFO**

### **Venue Floor:**

- Maple, natural stain colour
- Screwing and drilling into the floor is not permitted.

### **Room Dimensions:**

- Salon A – 45m<sup>2</sup> (484.4ft<sup>2</sup>)
- Salon B – 70m<sup>2</sup> (753.5ft<sup>2</sup>)
- Salon C – 50m<sup>2</sup> (538.2ft<sup>2</sup>)
- Salon A + B – 115m<sup>2</sup> (1213.9ft<sup>2</sup>)
- Salon B + C – 120m<sup>2</sup> (1291.7ft<sup>2</sup>)
- Salon A + B + C – 165m<sup>2</sup> (1776.1ft<sup>2</sup>)

### **Rigging Points (Installed):**

- There are several unistrut tracks built into the outter ceilings that can be used to hang some theatrical lighting, if needed.

### **Draperies:**

- None
- There are blinds that can be lowered to block the light and viewing through the windows from the street.

# USE OF HAZARDOUS MATERIALS IN THE VANCOUVER CIVIC THEATRES

Government of Canada legislation requires that the use of "controlled" products in our theatres shall comply with the rules under WHMIS (Workplace Hazardous Materials Information System). Controlled products include:

- (1) Compressed Gas
- (2) Flammable and Combustible Material
- (3) Oxidizing Material
- (4) Poisonous and Infectious Material
- (5) Corrosive Material
- (6) Dangerously Reactive Material

WHMIS regulations require that:

- (a) Anyone using controlled products in the workplace must be informed as to its safe storage, handling, use, and disposal.
- (b) All containers of controlled products must have warning labels attached that meet regulation requirements.
- (c) A MSDS (Material Safety Data Sheet) for any controlled product must be available and be maintained in the immediate work area.

Some substances such as explosives, radioactive materials, and tobacco are covered under separate regulations. The use of propane powered devices and the storage of propane tanks within the theatre premises is not permitted

**Smoking and/or Vaping in our venues is strictly prohibited under our Civic Bylaws. This includes outside the venue within 20 feet (6 meters) of any doorway, window, loading bay, and/or air intake.**

## Flame / Pyro:

Use of any product or device that involves flame shall need to be discussed and approved by the Civic Theatres in advance. The proper approval / permits by the Licensee from the Vancouver Fire & Rescue Services shall also be required.

## Firearms:

Use of any firearms shall need to be discussed and approved in advance by the Civic Theatres. All proper permits, licenses, storage/handling procedures will be required by the Licensee.

## Haze and Fog:

Haze and Fog are normally not permitted to be used. Therefore, please check with the venue before energizing any of this type of FX equipment.

# DELIVERIES IN ADVANCE

Due to limited space, the venue can only accept merch shipments and/or large stage deliveries on a day your event is in the venue (unless special permission has been arranged in advance with the venue). Should deliveries arrive without prior approval, they will likely be rejected/refused.

# GLITTER / CONFETTI / STREAMERS

Glitter is no longer permitted in the venue. When it comes to Confetti and/or Streamers, only paper products may be approved. We can no longer accept Mylar as it is a single use plastic product. Please note: Confetti and/or Streamers require advanced venue approval prior to event. If approved, there will be a cleaning fee charged for their use.

## ROOM CAPACITY

Each room in the venue has a capacity limit that needs to be followed. To comply with our evac procedures, large groups of people (over 20) may require a dedicated crew person assigned to the location. If the number of people exceeds (100), this may also trigger added security.

## BACKSTAGE CATERING

The VCT will be implementing Authorized Caterers for both FOH and Backstage. Once this begins, productions will no longer be able to contract their own companies not on the list to provide food. This will not apply to artist hospitality or simple things such as pizzas or sandwich platters. Please check with the venue during your advance to determine current requirements.

## COOKING

The VCT does not permit physical cooking in the venue that would normally require proper venting. This includes but is not limited to” stovetops, ovens, burners, woks, and/or deep fryers. Warming pots for soup and chafing dish fuel are acceptable. Please check with the venue in advance if you have any questions.

## PLAYING MUSIC FILES

The VCT can directly play songs/tracks that are provided on USB, or as files emailed to the technical department. Due to licensing, we are not able to take things such as Spotify playlists and play them from our equipment. Should you need to play tracks from a playlist, the production will need to provide the playback device (such as a laptop or tablet).

## HOUSE HARLEQUIN DANCE FLOOR

To avoid the risk of potential damage If utilizing the house dance floor, it shall be understood that no sharp objects or tap dancing should take place on the surface. If you have any concerns, please discuss in advance. \*\*\*Please note, that the Orpheum does not have a dance floor in inventory.

## EXTRA STAGE EQUIPMENT

**Note:** Supplementary equipment - SUBJECT TO PRIOR RESERVATION as this equipment is shared between the two theatres

**Risers:**

- 4x @ 4' X 8' X 8" high (Code: A8)
- 4x @ 4' X 8' X 16" high (Code: A16)
- 4x @ 4' X 8' X 24" high (Code: A24)
- 2x @ 4' X 7'-2" X 8" high with angled right side to 8' (Code: BR8)
- 2x @ 4' X 7'-2" X 8" high with angled left side to 8' (Code: BL8)
- 2x @ 4' X 7'-2" X 16" high with angled right side to 8' (Code: BR16)
- 2x @ 4' X 7'-2" X 16" high with angled left side to 8' (Code: BL16)
- 2x @ 4' X 7'-2" X 24" high with angled right side to 8' (Code: BR24)
- 2x @ 4' X 7'-2" X 24" high with angled left side to 8' (Code: BL24)
- 1x @ 4' X 6' X 8" high with angled right side (Code: CR8)
- 1x @ 4' X 6' X 8" high with angled left side (Code: CL8)
- 1x @ 4' X 6' X 16" high with angled right side (Code: CR16)
- 1x @ 4' X 6' X 16" high with angled left side (Code: CL16)
- 5x @ 2' X 8' X 8" high (Code: G8)
- 3x @ 2' X 8' X 24" high (Code: G24)
- 3x each @ 2' X 7'-7" X 8" high with angled side to 8' (Code: HR8 & HL8)
- 2x each @ 2' X 7'-7" X 24" high with angled side to 8' (Code: HR24 & HL24)

We also have 1x @ 4'x4'x8" (E8), 1x @ 3'x4'x16" (F16), 1x @ 4'x4'-10"x8" angled (DR8 & DL8)

Steps and Skirts are available

**Speakers Lectern:** 1x basic lectern with a wood top and metal pedestal

**Conductor's podium:** 1 @ 32" X 48" X 16"

**Music Stands:** 2x Manhasset model, available with LED stand lights. There are over 100x stands and lights available between the venues, if more are required.

**Chairs:** 180x black chairs with metal frame

**Tables:** Various Table options available

**Personnel Lifts:** Ladders and personnel lifts are available upon request.

## STAGE CREW

- If required, stage crew are supplied through agreement with IATSE Local 118. The total number of stage crew needed to staff an event will be determined by the Theatre's Technical Department, in consultation with the Licensee. Meetings and presentations in this venue normally do not require crew.
- At all times, theatrical activity must be supervised by the applicable house technicians.
- Meal breaks must be given every 4 hours, except that once in a day, stage crew may work a 5 hour block before a meal break is required. If stage crew are required to work beyond these times without a meal break, they will be paid a premium rate until such time as they are able to take their break.
- Meal breaks can be either a 1-hour unpaid break or a ½ hour paid break. A 15 minute coffee break is usually taken at the mid-way point of a 4 or 5 hour block.
- The minimum crew call is 4 hours. A break of greater than 1.5 hours between calls will constitute a new "minimum call"

## FACILITIES

- The Salons are split into A, B, and C.
- Dividers can be utilized to divide the room into one, two or all three of the sections.
- The bar splits between sections A and B. Meaning, Salon A could be used for the Playhouse with a small bar and Salon B and C could be used for the QET with a small bar.
- In Salon A, behind the projection screen is a whiteboard that can be folded open/closed.



## Washrooms Rooms:

- There are 2x wheelchair accessible washrooms that can be accessed from the hallway behind the bar from either Salon A or B.

## Galley:

- There is a small prep kitchen that can be accessed from Salon C or through the back hallway behind the bar from Salon A and B.



## Communication and Internet:

**Note:** Phone and WIFI information: Production Access only, not for use by general public

### FOH:

- |                    |      |
|--------------------|------|
| • Salons:          | WIFI |
| • Main Lobby:      | WIFI |
| • Orchestra level: | WIFI |

**Note:** WIFI Upload / Download speed is normally 40Mbps (6G). Wired internet speed is normally 100 Mbps

# POWER

## Temporary Power – Lighting / Video / General:

### Salon A:

- 1x 30 amps 3 Ø 120/208V 60 cycles - L21-30 Twist Connector
- 2x 15 amps 1 Ø 125V 60 cycles – Standard Outlet

### Salon B:

- 1x 30 amps 3 Ø 120/208V 60 cycles - L21-30 Twist Connector
- 3x 15 amps 1 Ø 125V 60 cycles – Standard Outlet

### Salon C:

- 1x 30 amps 3 Ø 120/208V 60 cycles - L21-30 Twist Connector
- 2x 15 amps 1 Ø 125V 60 cycles – Standard Outlet

### Galley:

- 1x 20 amps 1 Ø 125/250V 60 cycles - L14-20 Twist Connector
- 1x 30 amps 1 Ø 125/250V 60 cycles - L14-30 Twist Connector
- 2x 15 amps 1 Ø 250V 60 cycles – Straight Blade Outlet
- 5x 15 amps 1 Ø 125V 60 cycles – Standard Outlet



# LIGHTING

## **Lighting Consoles:**

- None

## **Dimmers/Circuits:**

- None

## **Control:**

- Each Salon can be controlled individually from the wall controller. It is possible to dim some of the room lighting

## **Portable Equipment:**

- 2x – M.C. Lights Par 38, 250w that can be attached to the ceiling's unistrut track
- 2x – MR 16 Mini Pars that can be attached to the ceilings unistrut track
- 6x – White basic LED pars. The venue's Marketing Department may have these available to use. (Please check in advance).

## **Atmospheric:**

- None

# AUDIO

## Sound System:

- Salon A has a speaker mounted left and right of the projection surface
- There are basic 70V ceiling speakers mounted in all three Salons.
- London Soundweb BLU-120 and BLU-800 controls the system with volume selects on the east wall in each Salon

**NOTE:** the system is designed so when the air-wall divider between Salons is closed, the audio will be split into individual Salons. Meaning, if you are speaking in Salon A, the audio from A will not be broadcast to B or C.

## Portable Speakers:

- 2x JBL Eon 615 Portable Powered Speakers – These are normally part of the inventory for our plaza, but with advanced notice, it may be possible to have these added to the room.

## Wireless Mics:

- 3x Shure ULXD4 single receivers with Shure ULXD2 / SM58 Handheld transmitters

**NOTE:** ideally the system was designed to have 1x wireless mic per Salon



## **Connections:**

- Each Salon has a Line and Mic – XLR input
- Salon A under the screen also has input for video



**NOTE:** the composite video input would not be the recommend option in the age of HDMI

## **Bluetooth:**

- 1x Denon DN-300BR unit. This allows you to connect Bluetooth devices to the audio speakers in the room.

## **Cables & Stands:**

- Assortment of stands (K&M 210/9 tall / K&M 259 Short)
- 1x Radial JDI

# VIDEO

## Cameras:

- This room does not have any cameras. Should you require a camera, it may be possible to utilize equipment from one of the theatres, for a fee. Please check in advance.

## Projectors:

- 1x Epson PowerLite WXGA, 4200 Lumens – mounted on the ceiling in Salon A, (to project on the screen)

## Projection Screen:

- 1x Da-Lite Tensioned screen - 8'w x 6'h. The screen is motorized and can be rolled up.

## Connections:

- Salon A under the projection screen has the following inputs for audio/video



**NOTE:** the composite video input would not be the recommend option in the age of HDMI

**NOTE:** the screen and projector are included in the rental of the room. However, the venue does not normally provide laptops, connection cables, or clicker. Newer PC laptops may not have a VGA port. In this case, please use the HDMI port (bring HDMI cable). If using a mac laptop, please bring the appropriate adaptors/cables (e.g. Thunderbolt to HDMI). Examples below:



VGA Cable (PC)



HDMI Cable (PC & Mac)



USB – C to HDMI (Mac)



RCA Cable for Audio



AUX Cable for Audio