



### Hall Specifications

The Centre for the Arts is a multi-use facility with exhibition halls on 3 levels

All halls are carpeted with the exception of hallways

	Dimensions	Square Footage	Ceiling Height	Elevator Access
<u>Fourth Floor</u>				
International Ballroom	33'X125"	4016	12"	Service
<u>Second Floor</u>				
Skyline Ballroom	90'X153'	13667	14'6"	Freight/Service
<u>First Floor</u>				
Dieppe Ballroom	35'X110'	3850	9'6"	Freight/Service
Service Elevator	Cab Size	7'10"x5'4"		
	Cab Height	6'10"		
	Weight limit	4300 LBS		
Freight Elevator	Cab Size	8'6"x21'		
	Cab Height	8'11"		
	Weight limit	10,000 LBS		



## Electrical Availability per Function Room

### Fourth Floor

International Ballroom    1 - 30 amp (middle of the room)  
   2 - 15 amp duplexes (each room)  
   4 Microphone Outlets (each room)

Terrace                            4 -15 amp duplexes  
   Water Outlet

Port of Windsor                2 -15 amp

### Second Floor

Skyline Ballroom              21 Floor Ports (20 feet apart)  
   30 amp and 15 amp in each floor port

North Wall                      3 - 30amp  
   5 - 15 amp duplexes

East Wall                        1 -15 amp duplex

South Wall                      Unlimited

Pre Function B Side         1 -30 amp  
   1 -15 amp duplex

### First Floor

Dieppe Ballroom              12 - 30 amp Floor Ports  
   16 - 15 amp Duplex Outlets  
   8 Microphone Outlets

South Wall                      60 amp service available

Main Lobby                     30 amp  
   20 amp  
   15 amp

Loading Dock                 15 amp service

Gallery                         2 -15 amp service at each end of the Gallery

Theatre Lobby Second  
Floor                              30 amp service



## Loading Dock and Security

### Loading Dock

There are 2 loading docks to expedite the move in of exhibitor equipment which are accessed from Pitt Street (one way, east bound) located directly behind the complex.

Loading Dock 1 will accommodate two cube vans

Loading Dock 2 is ramped to accommodate one tractor trailer.

### Loading Dock Equipment

Hand Carts

Flat Beds

1 Electric Walkie Pallet Cart

### Guidelines:

The front drive of the building is not to be used for loading in or out. This area is for handicap drop off only and all violators will be towed.

All vehicles parked in the loading dock must report to Security upon arrival to the dock.

Vehicles must be moved out once load in is completed and no vehicles are permitted to stay parked on site unless approved through Security

### Security

Security is located in the Main Lobby which is found on the west side of the ground level. Security is situated in a Front Office that is accessible across from the guest elevators. Security Hours of operation are dependant upon the Academic Schedules and Event Bookings. Security can be reached from any landline at extension 4909.