

# Hall (stage) Guide of the use

2022/08/01

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Designated Administrator : Green facilities Seya co.

## 1. Hall (Stage) of the use

### <About the use>

- ◆ It includes from preparations to clean up in the use time.
- ◆ A user of the hall, please conduct the preparations, stage management, direction, lighting operation, sound operation and reception management of the use day. The hall staff explains usage.  
(When a user cannot operate them, please arrange a specialized supplier.)

### <Request about the public information>

- ◆ We place event information in the homepage and 『News of the event』 . A event information publication an applicant, please submit 『Publication application』 that we hand it a reception desk fill in necessary information until a designated date.
- ◆ We can post a flyer and poster in the public hall. (A4 size for 30pieces)  
(There is not it and may not post space.)
- ◆ In the case of the publication of the flyers, please warn the following.
  - ① Specification of the sponsor name : Please specify 【the sponsor name 】 【telephone number】 to a public information.
  - ② Inquiry : Specify sponsorship information, and, please do not list Seya public hall as an inquiry.
  - ③ Parking space : Please inform it to use the public transport to a guest.
  - ④ Place name : Please list correctly the place name, address and telephone number.

### <About one month ago stage meeting>

- ◆ When you use the hall, you make arrangements by about one month of the use day.  
Please inform a hope day of the meeting beforehand.
- ◆ If you fill in 『Hall use meeting list』 , and there is a different document, please bring it.  
(Program, Time schedule, Drawing)
- ◆ Meeting time is around 30minutes-1Hour.
- ◆ A sponsor or a stage person in charge, please participate to make arrangements.
- ◆ Carry in port space is usable for sponsor use at the time of the hall use.
- ◆ Please report the special event of the following contents. A user, please perform the procedure. In addition, please talk with the staff before giving a report.

Contents	Submit place	Address	Tel
Use of the fire	Yokohama city Fire department	Seya ward futatsubashicho 190	045-362-0119
Offer of the food	Yokohama city public health center	Yokohama city naka ward minatocho 1-1	045-671-4182
Copyright	JASRAC Yokohama branch office	Yokohama city naka ward honcho1-3	045-662-6551

## 2. Facility Summary

Hall summary					
Stage	Stage frontage: 10.8m Reverberation board frontage: 14.5m Depth: 9m				
Seats	506	Seats: 492(fixing: 434seats+shift: 58seats) wheel chair: 8seats parents and child: 6seats			
room name	capacity	chair	table	area	remarks
Dressing room1	12	12	1	About 24 m <sup>2</sup>	Dressing table, mirror,
Dressing room2	12	12	1	About 20 m <sup>2</sup>	

- ◆ You can remove 4 lines(58seats) of the seat front row.
- ◆ There is change of clothes space in the dressing room each.

## 3. Stage equipment charge list

- ◆ Equipment and facilities of the hall are available, but please talk with the staff before the use.
- ◆ Please pay the incidental facilities bill which you used in cash on a use day.  
(It does not take rate of the piano tuning time.)
- ◆ When tuning a piano, please use 440-445Hz.  
If the pitch has been changed significantly, please re-tune it within the usage time.

Equipment	1 class charge	Full day charge	Free range
Grand piano	1,500yen	4,500yen	Tuning time
Upright piano	1,000yen	3,000yen	
Lightning	1,500yen	4,000yen	Test time (The maximum test time is 30 minutes.)
Microphone	1,500yen	4,000yen	
Sound	1,000yen	3,000yen	
Projector	2,000yen	6,000yen	

### <The use of the operation equipment>

- ◆ A person operating stage facilities is necessary for the user side.  
We explain the operation than the staff. (There is each equipment manual.)

Operation equipment	Necessary number of people	Operation place	remarks
Curtain/baton	1	Left side of the stage	
Microphone	1	Left side of the stage	The normal use: wireless mic 4, wired mic 2
Sound	1	Left side of the stage	Cassette, CD, MD, drag-in equipment
Light	1	Left side of the stage / 3F lighting room	
Pin spotlight	1-2	3F pin spotlight room	
Projector	1	Left side of the stage	The use material : PC(windows) VHS, DVD, BD

※Picture may not appear depending on an drag-in equipment. Please confirm it in advance.

<Preparations and clear up time >

Contents	Necessary number of people	Preparation(clear up) time
Reverberation board	4-6 people	30-40 min
Chorus stand	2-4 people	10 min
Yama stand	4-10 people	15-30 min
Movable seat disassembly	4-10 people	15-30 min
Piano	3-4people	5-10 min
Gold-leaf folding screen	1-2people	5-10 min

#### 4. Request on using

<About the use of the day >

- ◆ Please bring a use permission on the use day. Show a use permission in the reception desk, and please get the confirmation of the staff.

<Former condition return >

- ◆ The equipment which you used when the use is over goes back up, Please get the confirmation of the staff.
- ◆ When there is damage loss to the equipment, please compensate it. Please report to the staff.

<Refuge instruction and member of disaster prevention cooperation >

- ◆ Please submit 『Refuge instruction and member of disaster prevention cooperation』for an earthquake, fire. Please select a number of cooperation per 100 visits. We hand a refuge course figure on a use day.
- ◆ The capacity must not exceed it, in the seat cannot stand to watch it.

<Lost property >

- ◆ We keep the lost property temporarily in the office, we send it to the police station regularly.

<Eating and drinking, smoking >

- ◆ Smoking is not permitted in the public hall. On the stage, seats, 1F corridor cannot eat and drink.
- ◆ When you use a tea set, please bring a dishcloth.

<Garbage >

- ◆ Please take the garbage home with you.