

# Hall (stage) Guide of the use

2018/05/8

## 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.

<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

<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.

## 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 .

Please inform the office of other question and consultation.

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## Contact information

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Designated manager: Green facilities SEYA Co.