

Esplanade Performing Arts Facilities Manual

Esplanade – Theatres on the Bay

1 Esplanade Drive, Singapore 038981

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Table of Contents

1. [Facility Overview](#)
 2. [Theatre Technical Specifications](#)
 3. [Concert Hall Technical Specifications](#)
 4. [Sound & Lighting Restrictions](#)
 5. [Food & Beverage Policies](#)
 6. [Dress Codes & Event Guidelines](#)
 7. [Ticketing & Seating Rules](#)
 8. [Production Requirements](#)
 9. [Rental Rates & Terms](#)
 10. [Contact Information](#)
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1. Facility Overview

1.1 About Esplanade – Theatres on the Bay

Esplanade is Singapore's national performing arts centre, featuring world-class venues for theatre, music, dance, and multidisciplinary arts. The distinctive twin domes house two main performance venues alongside smaller studios and extensive support facilities.

Main Performance Venues:

- **Theatre (Lyric Theatre):** 1,948-seat venue for traditional and contemporary performing arts
- **Concert Hall:** 1,614-seat hall plus 197 gallery seats, renowned for exceptional acoustics
- **Recital Studio:** 245-seat intimate venue for chamber music and presentations
- **Theatre Studio:** 220-seat flexible space for experimental theatre and dance
- **Singtel Waterfront Theatre:** Mid-sized 550-seat venue (opened 2022)

1.2 Venue Hire Philosophy

Esplanade welcomes local and international arts companies, corporate clients, and event organizers seeking world-class performance facilities. All venue hire supports Esplanade's mission to be a multidisciplinary arts centre for everyone.

Venue Standards:

- Professional-grade technical systems
 - Experienced technical and production staff
 - Full support from planning to performance
 - Commitment to artistic excellence and safety
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2. Theatre Technical Specifications

2.1 Seating Capacity

Total Capacity: 1,948 seats (with Proscenium box seats held)

Capacity Reductions:

- Small pit/Thrust stage: **-21 seats**
- Medium pit/Thrust stage: **-74 seats**
- Large pit/Thrust stage: **-131 seats**
- Cockpit Sound console deployed: **-19 seats**

2.2 Stage Dimensions

Main Stage:

- **Width:** 38.8 meters
- **Depth:** 23.6 meters
- **Floor:** Black painted tempered Weathertex stage floor
- **Loading:** Information on trapped sections available upon request

Side Stage (available with prior arrangement)*:

- **Opening:** 17.1m
- **Width:** 19m
- **Depth:** 18.8m
- **Clear Height:** 10.4m

Rear Stage (available with prior arrangement)*:

- **Opening:** 19.9m

- **Width:** 23.9m
- **Depth:** 19.6m
- **Clear Height:** 9.5m

Resilient Floor (Ballet wagon): 19m × 19m

*Note: Side and Rear Stages house stock equipment. Removal and restoration at user's expense.

2.3 Proscenium Opening

Hard Proscenium:

- **Width:** 16.3m
- **Height:** 14m (at centre), 13.5m (at sides)

False Proscenium:

- **Adjustable width:** 13.1m – 18.6m

2.4 Forestage Elevators

Used as stage floor extension, auditorium seating area, or orchestra pit:

- **1 elevator (Small pit):** 18m (w) × 3m (d)
- **2 elevators (Medium pit):** 18m (w) × 5m (d)
- **3 elevators (Large pit):** 18m (w) × 7m (d)

2.5 Fly System

Rigging System Operation:

- **Control:** Waagner-Biro CAT System
- **Location:** Second Gallery Stage Left (Prompt Side)

Fly Linesets:

- **Quantity:** 103 overstage battens including House Curtain
- **Distribution:** 200mm centres (refer to Hanging Plot for specifics)
- **Description:** Prolyte Protrack battens with 48mm diameter bottom pipe
- **Length:** 21m
- **Maximum Capacity:** 750kg WLL (Uniformly Distributed Load)
- **Maximum SWL:** 500kg for battens programmed to move at full speed
- **Point Load:** 300kg maximum
- **Speed:** Variable, 50-1700mm/sec

- **Maximum Fly Height:** 28.5m

Additional Equipment (available on request):

- 250kg point hoists
- 1000kg Prolyft chain hoists
- Concert Truss Systems

Rear Stage Fly Bars:

- **Quantity:** 10 permanently mounted in Rear Stage ceiling
- **Distribution:** Fixed at 2m centres
- **Maximum Capacity:** 500kg (Uniformly Distributed Load)
- **Speed:** Fixed at 0.2m/sec
- **Maximum Fly Height:** 9.5m

2.6 House Curtain

- **Colour:** Red velour
 - **Operation:** Flies or Travels
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3. Concert Hall Technical Specifications

3.1 Seating Capacity

Main Hall: 1,614 seats

Gallery: 197 additional seats

Total Capacity: 1,811 seats

3.2 Stage and Performance Area

Orchestral Platform: Accommodates up to **120 musicians**

Stage Specifications:

- Professional concert stage with adjustable risers
- Multiple configuration options for different ensemble sizes
- Premium acoustic wood flooring
- Integrated music stand and chair storage

3.3 Acoustic Features

The Concert Hall is renowned as one of only **five halls worldwide** with similar state-of-the-art acoustic features:

Reverberation Chambers: Adjustable acoustic spaces that modify the hall's reverb time for optimal sound based on performance type

Acoustic Canopy: Deployable canopy system above the stage that adapts the hall for different musical performances, ensuring optimum sound for every concert

Acoustic Banners: Remotely deployable banners for amplified applications when needed

3.4 Pipe Organ

Klais Pipe Organ:

- **Pipes:** 4,740 pipes total
- **Stops:** 61 stops
- **Designer/Builder:** Johannes Klais Orgelbau (Germany)
- **Features:** Concert-grade instrument suitable for solo recitals and orchestral accompaniment

3.5 Piano Inventory

Available Pianos:

- **3× Steinway D (9'):** Concert Grand pianos
- **1× Steinway B (7'):** Grand piano
- **1× Steinway A (6'):** Grand piano
- **1× Yamaha S6 (6'):** Grand piano
- **7× Yamaha U5:** Upright pianos

Piano Services:

- Use subject to availability; prior arrangement essential
- Esplanade's resident piano technician must tune all pianos before every public performance
- Tuning rates available upon request

Piano Care Requirements:

- Professional handling required for all piano movements
- Climate control considerations for instrument stability
- Insurance coverage required for all piano usage

4. Sound & Lighting Restrictions

4.1 Theatre Lighting System

Control & Console:

- **Main System:** grandMA2 Full-Size Computerized Control System
- **Backup Systems:** grandMA2 Network Processor Unit (NPU), grandMA2 Replay Unit (RPU), MA onPC tracking backup
- **Parameters:** 4096 parameters across all systems
- **Protocol:** MA-Net2 Protocol over Ethernet System for DMX-512 distribution

Dimmers & Power:

- **400× 2.4kW dimmers**
- **100× 5kW dimmers**
- **100× 2.4kW non-dimmed outlets**
- **Connector Type:** 16 Amp CEE17

Standard Lighting Rig:

- **Front of House (FOH):** Standard pre-focused lighting rig
- **Overstage:** Bare rig - lighting must be set for each production
- **Setup/Strike:** All expenses for overstage lighting setup and strike borne by user

Equipment Inventory:

- Source 4 750W and SL 600W profile luminaires
- 2kW and 5kW fresnels
- 2.5kW PCs
- 1kW Iris 4 Cyc Floods
- Rainbow colour scrollers (selected fixtures)
- Martin Mac 2000 Washes, Profiles, and Performances
- **4× RJ Cyrano 2.5kW HMI** followspots (3°-8° zoom)

Power Supply:

- **Local Power:** 230V single phase, 50Hz
- **Additional Power:** 3-phase 600-Amp distribution Mid-Stage Left (Prompt side)
- **Connection:** Bus bars via 12mm bolt; hirer provides bare-end lugs
- **Safety Requirements:** Licensed Electrical Worker (LEW) inspection required; hirer must provide ELCB + overload protection

4.2 Sound System Specifications

Theatre Sound Mixers:

- **Control Room:** Stagetec Crescendo digital console
- **Cockpit:** Digico SD7 console

Cockpit Elevator Wagon (located at Rear Center stalls):

- **Front Width:** 3.6m
- **Rear Width:** 4.5m
- **Depth:** 2.2m

Default FOH Speakers: d&b audiotechnik C7 installed systems comprising Left, Centre, Right Main Clusters and Fill Systems

Microphones:

- Assortment of wired and wireless microphones available
- Radio-microphone systems with bodypack and handheld options
- Wireless miniature microphone capsules available on request (rental charges apply)
- Microphones shared across all venues; advance booking essential
- External microphones permitted if venue systems cannot accommodate requirements

4.3 Concert Hall Sound Policies

Acoustic Performances:

- No amplification permitted during acoustic classical performances
- Sound recording allowed with prior arrangement
- Professional recording services available through Esplanade

Amplified Performances:

- Sound levels monitored to protect hearing and venue acoustics
- Maximum levels set based on performance type and audience safety
- Acoustic banners deployed as needed for amplified shows

4.4 Communication Systems

Stage Management:

- Stage Manager's desk with full communication capabilities
 - Cuelights & accessories throughout venue
 - Intercom systems connecting all technical positions
 - Video cameras & monitors for backstage/front of house coordination
 - Assisted listening system for hearing-impaired patrons
 - Supertitles system for multiple language accessibility
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5. Food & Beverage Policies

5.1 Venue F&B Restrictions

Performance Venues:

- **No food or beverages** permitted in Theatre or Concert Hall auditoriums during performances
- **Pre-performance refreshments:** Available in lobbies and foyer areas
- **Interval service:** Bar service available during intermissions in designated areas

Rehearsal and Technical Spaces:

- **Bottled water only** permitted in rehearsal studios and backstage areas
- **No hot beverages** near technical equipment or musical instruments
- **Catering for rehearsals:** Must be consumed in designated break areas only

5.2 Catering Services

Approved Caterers:

- Esplanade maintains list of approved catering partners
- All catering must comply with venue specifications and health regulations
- **Halal options:** Available through certified caterers
- **Special dietary requirements:** Advance notice required for accommodation

Green Room & Hospitality:

- **Green Room** (Basement One): Equipped with vending machines for cast, crew, and Esplanade staff
- **Hospitality services:** Available for corporate events and special functions
- **Reception catering:** Can be arranged for foyer events and post-performance gatherings

5.3 Alcohol Service

Licensed Areas:

- Alcohol service permitted in designated licensed areas only
- **Event licensing:** Special event liquor licenses available for private functions
- **Responsible service:** All staff trained in responsible alcohol service protocols

Performance Venue Restrictions:

- **No alcohol** in performance spaces during shows

- **Foyer service:** Wine and champagne service available in lobby areas during intervals
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6. Dress Codes & Event Guidelines

6.1 Audience Dress Code

General Guidelines:

- **Smart casual to formal** attire recommended for most performances
- **Black tie events:** Specified for gala performances and special occasions
- **Cultural sensitivity:** Appropriate dress respecting venue's cultural significance

Specific Venue Recommendations:

- **Concert Hall:** Business casual to formal for classical performances
- **Theatre:** Smart casual to business attire
- **Recital Studio:** Business casual appropriate
- **Corporate events:** As specified by event organizer

6.2 Performer and Crew Guidelines

Stage Attire:

- **All black clothing** required for technical crew during performances
- **Soft-soled shoes** mandatory for all backstage personnel
- **Safety equipment:** Provided and must be worn when working at height or with technical equipment

Performer Requirements:

- **Costume specifications:** Must comply with fire safety regulations
- **Quick change facilities:** Available with advance arrangement
- **Makeup and wardrobe:** Professional facilities provided

6.3 Corporate Event Guidelines

Business Events:

- **Professional presentation standards** expected
- **Branding guidelines:** Corporate logos and branding subject to venue approval
- **Photography protocols:** Professional photography available; personal photography guidelines apply

Special Occasion Events:

- **Wedding ceremonies:** Formal attire required
 - **Award ceremonies:** Business formal to black tie as appropriate
 - **Cultural events:** Dress code respecting cultural traditions encouraged
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7. Ticketing & Seating Rules

7.1 Seating Allocation

Reserved Seating:

- All performance venues operate **reserved seating systems**
- **Accessibility seating:** Wheelchair-accessible spaces in all venues
- **Companion seating:** Available adjacent to accessibility spaces
- **Sight line considerations:** Seating charts indicate any restricted view seats

Special Seating Needs:

- **Aisle seats:** Available for patrons with mobility considerations
- **Front row accommodation:** For hearing or vision impaired patrons
- **Group bookings:** Special arrangements for large groups (10+ people)

7.2 Box Office Policies

Ticketing Services:

- **Advance booking:** Recommended for all performances
- **Box office hours:** Tuesday-Sunday, 12:00 PM – 8:30 PM
- **Online booking:** Available through Esplanade website
- **Phone booking:** +65 6828 8377

Ticket Exchange & Refunds:

- **48-hour policy:** Changes permitted up to 48 hours before performance
- **Medical circumstances:** Refunds considered for medical emergencies with documentation
- **Event cancellation:** Full refunds provided for venue-cancelled events

7.3 Late Arrival Policy

Performance Venues:

- **Theatre:** Late arrivals seated at suitable intervals as determined by house management
- **Concert Hall:** Late seating typically at first pause or movement break
- **No re-entry:** Some performances may not permit re-entry once started

House Management Authority:

- **Final decision:** House management has authority over all seating decisions
 - **Safety priority:** Patron and performer safety takes precedence over late seating
 - **Alternative viewing:** Video relay to foyer areas may be available for late arrivals
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8. Production Requirements

8.1 Technical Planning Process

Advance Planning Timeline:

- **Initial inquiry:** 6-12 months before event
- **Technical specifications:** Due 8 weeks before load-in
- **Detailed technical plans:** Due 4 weeks before load-in
- **Final confirmations:** Due 1 week before load-in

Required Documentation:

- **Plot plans:** Lighting, sound, and set design plots
- **Equipment lists:** Detailed specifications for all technical equipment
- **Cue sheets:** Lighting and sound cue sequences
- **Safety documentation:** Risk assessments and safety protocols

8.2 Load-In and Technical Rehearsal

Loading Dock Access:

- **Location:** Accessed from Raffles Avenue
- **Dock height:** 1.13m from floor
- **Clear height:** 4.2m entrance clearance
- **Bay openings:** 2× openings, 2.5m (w) × 3.5m (h)
- **Direct access:** To Rear and Side stages via scenery store

Door Specifications:

- **Scenery Store to Rear Stage:** 5.1m (w) × 9.1m (h)
- **Scenery Store to Side Stage:** 5.1m (w) × 9.1m (h)

Technical Rehearsal Scheduling:

- **Setup time:** Included in venue rental
- **Rehearsal time:** Scheduled based on production complexity
- **Crew coordination:** Esplanade technical staff supervise all load-ins

8.3 Backstage Facilities

Dressing Rooms (Stage Level - Level 1):

- **6× Single occupant dressing rooms:** Individual makeup stations with mirrors, sinks, toilets, showers
- **2× Large dressing rooms:** Accommodate up to 18 persons each, with 18 makeup stations

Under Stage Level (B1):

- **2× Musician changing rooms:** Accommodate up to 15 persons each, with 7 makeup stations

All Dressing Rooms Include:

- **Makeup mirrors and tables**
- **Full-length mirrors**
- **Telephones** for internal communication
- **Sinks with hot and cold running water**
- **Private toilets and showers**
- **Audio monitoring** of stage performance
- **Paging systems** for call announcements

Additional Facilities:

- **Green Room** (Basement One): Equipped with vending machines, available to cast, crew, and Esplanade staff
- **Wardrobe Department** (Basement One): Wardrobe maintenance room, wig maintenance room, laundry facilities with 2 washers and 2 dryers (operated by Esplanade staff only)
- **Visiting company offices:** Production offices available upon request subject to requirements

8.4 Production Support Services

Technical Staff Services:

- **Lighting designers:** Esplanade lighting staff available for consultation
- **Sound engineers:** Professional sound engineers for complex productions
- **Stage management:** Coordination with house stage management team
- **Security:** Backstage security and access control during performances

Equipment Rentals:

- **Additional lighting:** Specialized fixtures beyond house inventory
 - **Audio equipment:** Wireless microphones, special sound effects equipment
 - **Staging elements:** Risers, platforms, specialized staging (through approved suppliers)
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9. Rental Rates & Terms

9.1 Venue Rental Structure

Rental Calculations:

- **Continuous charging:** Venue rental accrues from start of any activity each day (including setup) until venue is vacated and returned to default state
- **Inclusive rental:** Covers set-up, rehearsal, bump-out time, and event/performance
- **Technical complexity:** Setup time duration depends on complexity of lighting, sound, and staging requirements

Peak Surcharges:

- **Peak times:** Friday, Saturday, and eve of public holidays
- **Peak rate:** Additional surcharge applies to base venue rental
- **Holiday periods:** Special rates for major holiday seasons

9.2 Production Costs

Technical Services:

- **Basic technical package:** Included in standard venue rental
- **Additional equipment:** Charged separately based on requirements
- **Technical crew:** Additional crew beyond standard package charged at hourly rates
- **Specialized services:** Piano tuning, additional security, cleaning charges

Event Packages:

- **Performance package:** Includes box office services if applicable
- **Corporate event package:** Includes basic AV and setup services
- **Rehearsal rates:** Reduced rates for rehearsal time

9.3 Payment Terms

Deposit and Payment Schedule:

- **Booking deposit:** Required upon contract signing
- **Balance payment:** Due according to contract terms (typically 30 days before event)
- **Additional charges:** Technical extras, equipment rentals invoiced separately
- **Government rates:** Special arrangements for government agencies

Cancellation Terms:

- **Advance cancellation:** Graduated cancellation fees based on notice period
- **Force majeure:** Special provisions for pandemic or government-mandated cancellations
- **Insurance recommendation:** Event cancellation insurance recommended for large productions

9.4 Terms and Conditions

Venue Responsibility:

- **Facility provision:** Venue and basic technical systems as specified
- **House management:** Professional house management for public performances
- **Safety compliance:** Venue meets all Singapore safety and building codes

Hirer Responsibility:

- **Public liability insurance:** Required for all hirers
 - **Content compliance:** All content must comply with Singapore media regulations
 - **Damage liability:** Hirer responsible for any damage to venue or equipment
 - **Restoration:** Venue must be returned to default configuration
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10. Contact Information

10.1 Venue Booking

Venue Hire Department

Email: venues@esplanade.com

Phone: +65 6828 8377

Operating Hours: Monday-Friday, 10:00 AM – 6:00 PM

Mailing Address:

Esplanade – Theatres on the Bay

1 Esplanade Drive

Singapore 038981

10.2 Technical Department

Production Manager

Phone: +65 6828 8377 ext. 1500

Email: technical@esplanade.com

Lighting Department

Phone: +65 6828 8377 ext. 1510

Email: lighting@esplanade.com

Sound Department

Phone: +65 6828 8377 ext. 1520

Email: sound@esplanade.com

10.3 Box Office

Public Box Office

Phone: +65 6828 8377

Email: boxoffice@esplanade.com

Operating Hours: Tuesday-Sunday, 12:00 PM – 8:30 PM

Group Bookings

Phone: +65 6828 8377 ext. 2000

Email: groupsales@esplanade.com

10.4 Support Services

Marketing & Communications

Phone: +65 6828 8377 ext. 3000

Email: marketing@esplanade.com

Development & Partnerships

Phone: +65 6828 8377 ext. 4000

Email: partnerships@esplanade.com

10.5 Visitor Information

General Information: +65 6828 8377

Accessibility Services: accessibility@esplanade.com

Lost & Found: Contact main reception

10.6 Emergency Contacts

House Management Emergency: +65 6828 8377 ext. 5000

Security: +65 6828 8377 ext. 5100

Medical Emergency: Call 995 or contact house management

Nearest Hospital:

Singapore General Hospital

Outram Road, Singapore 169608

Phone: +65 6222 3322

10.7 Transportation

Public Transport:

- **City Hall MRT** (NS25/EW13): 5-minute walk
- **Esplanade MRT** (CC3): Direct underground connection
- **Bus services:** Multiple routes serve Esplanade area

Parking:

- **Esplanade Mall:** Underground parking available
- **Marina Square:** Adjacent shopping mall parking
- **Street parking:** Limited; advance booking recommended

10.8 Additional Resources

Website: www.esplanade.com

Social Media: @EsplanadeSg (Instagram/Facebook/Twitter)

Virtual Tours: Available on Esplanade website

Educational Programs: education@esplanade.com

Document Control

Document Version: 2.0

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Classification: Public

Owner: Esplanade – Theatres on the Bay, Venue Hire Department

Important Notice: Technical specifications and policies are subject to change based on venue improvements and safety updates. Always confirm current specifications with Esplanade technical department during planning phase.

Disclaimer: This document compiles publicly available information and standard venue specifications. Production companies and event organizers should verify all technical requirements and policies directly with Esplanade venue hire department prior to finalizing contracts and technical plans.