

**CITY OF LONDON**

Performing Arts Centre  
*Design Criteria and Space/Function Program*

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# Introduction

## PURPOSE OF THE PROGRAM DOCUMENT

This document has been prepared as a resource and reference tool for proponents who may wish to collaborate with the City of London in creating a new live performance venue in the downtown.

This document identifies the basic form for a typical live performance venue with a 1,200 seat main auditorium and a 400 seat secondary hall including design criteria, key dimensions and relationships and a list of the functional program area typically found in a facility of this size and type. Two versions of the facility of are shown in this document: one is a lyric theatre (with stage house); the other is a concert hall (no stage house.)

## DEFINITION OF PERFORMING ARTS CENTRE

This document uses the term “Performing Arts Centre” (PAC) to identify the building whose main components are:

- Public lobbies and front of house
- Performance auditorium(s) and stage(s)
- Backstage support space
- Building services

## STATEMENT OF GOALS

This section establishes the broad conceptual framework for the PAC

### Role of the PAC in London

The completion of the Performing Arts Centre will:

- Enhance London’s status as one of Canada’s major regional cities
- Provide social, recreational and cultural opportunities that are not currently available to London’s citizens
- Enhance London’s destination appeal and visitor experience
- Contribute to the vitality of downtown London
- Generate ongoing economic activity in downtown London

# Facility Design Criteria

## PUBLIC POLICY CRITERIA

- The PAC will serve to advance cultural development in London
- The PAC will be welcoming to the broader community of London
- The PAC will be inclusive and respectful of the broad diversity of the city
- The PAC will be positioned as a draw which will help bring people downtown
- The PAC will be managed and operated for the benefit of all
- The PAC will have a recognizable identity which is achieved through a distinctive name and a strong visual and graphic presence

## SERVICE DELIVERY CRITERIA

- The PAC will be a centre of excellence in its operations and service
- The PAC may be a program provider itself and it will be a resource to all program providers on site
- The PAC will be positioned both as a performing arts centre and as an event centre
- The PAC will encourage a program mix which balances needs within the community with external market demands
- The PAC will be a destination in and of itself

## OPERATING CRITERIA

- The PAC will be managed in keeping with current industry standards for theatre management in Canada
- The PAC will be managed and promoted to ensure a high level of utilization
- The PAC will operate in a fiscally responsible manner
- The PAC will be fully capitalized and will not carry any capital debt load
- The PAC will be a separate business unit and will levy fees for its use
- The PAC will be a "rental" facility and may also be a program provider
- The PAC will accommodate touring attractions
- The PAC will have a tiered rate structure
- The PAC will be booked through a central booking office which balances the facility's resources with market demand
- The PAC will operate in collaboration with other event facilities and presenters in London
- The PAC will have operations and technical staff to support users

## FACILITY DESIGN CRITERIA

- The PAC will be designed to uphold the best traditions of this building type and to reflect the best current thinking in live performance design
- The PAC will be a high quality building in terms of finishes and appointments
- The PAC will be constructed to have a 100 year service life
- The PAC will have an exceptional listening environment for both speech and music
- The PAC will have flexibility in its seating/staging formats with superior sightlines throughout
- The PAC will have a full complement of spaces in its public areas and backstage
- The theatre will be designed and equipped to support all performing arts uses – drama, dance, music, musical theatre, opera
- The PAC will be designed and equipped to support film, video and digital media
- The PAC will be wired for broadcast, webcast and recording
- The PAC will be fully equipped to achieve maximal operating efficiencies and to appeal to the widest variety of users
- The PAC will support professional artists and community participants equally
- The PAC will have a spatial and functional relationship to other assembly facilities which may be located on site (practice rooms, classrooms, exhibit spaces, banquet facilities)
- The PAC will be seniors friendly and totally accessible

## OPERATING CONCEPTS AND MODELS

Planning for the PAC will also take into account the governance, administration, operations and programming of the PAC. This information will be developed in the context of a detailed Business Plan.

# Program of Spaces and Functions

## GENERAL NARRATIVE OF SPACES

### Public Spaces

The main entrance to the PAC will be easily identified from the exterior approach.

The entry into the PAC will be easily identified within the interior circulation scheme of the complex.

The PAC's public spaces will be secure from other spaces in the complex but contiguous with other spaces and major circulation in the complex.

The PAC's public spaces will be self-contained with dedicated crush space, washrooms, coat check and refreshment areas with related storage.

The PAC's public spaces will include a box office suite as well as front of house management and staff spaces.

The lobbies will be on two floors and will be internally connected.

### Main Stage and Auditorium

The PAC's main auditorium will have an orchestra level and a balcony level.

The design of the auditorium will reflect a "communities of seating" approach which allows larger and smaller audiences to be accommodated in the same space with equal comfort.

The stage will be designed to be large enough for a symphony orchestra (19th century repertoire), for lyric theatre (musicals, opera) and will be capable of being reduced for drama and dance and further reduced for lectures and media based presentations.

The stage will include a forestage zone with orchestra pit below. The main stage will have ample side stage areas to support dance presentations and presentations with movable scenery.

### Secondary Stage and Auditorium

The PAC's main auditorium will have an orchestra level and a balcony level.

The design of the auditorium will allow for flexibility in the seating formats in the zone which includes the fore-stage and the lower orchestra seating.

The stage will be sized to accommodate musical ensembles (pre-19th century repertoire and chamber works from all eras), modern dance, drama, lectures and media based presentations.

### Backstage and Support Spaces

The PAC's backstage spaces will be a secure zone.

The backstage spaces will be designed to support touring attractions with easy loading, generous storage and efficient flow of goods and materials.

Backstage spaces will be provided for technical support personnel and for minor repair and maintenance of the-atre equipment, scenery and costumes.

Backstage spaces will be provided for artists and production management staff. Dedicated dressing room accommodation will be provided for about 60 artists with capability of temporary expansion to chorus/warm-up room.

### Related Program Delivery Spaces

Any other related multiple-use spaces including rehearsal hall, dance, drama and music studios and lecture theatre will be contiguous with but separate from the backstage of the PAC.

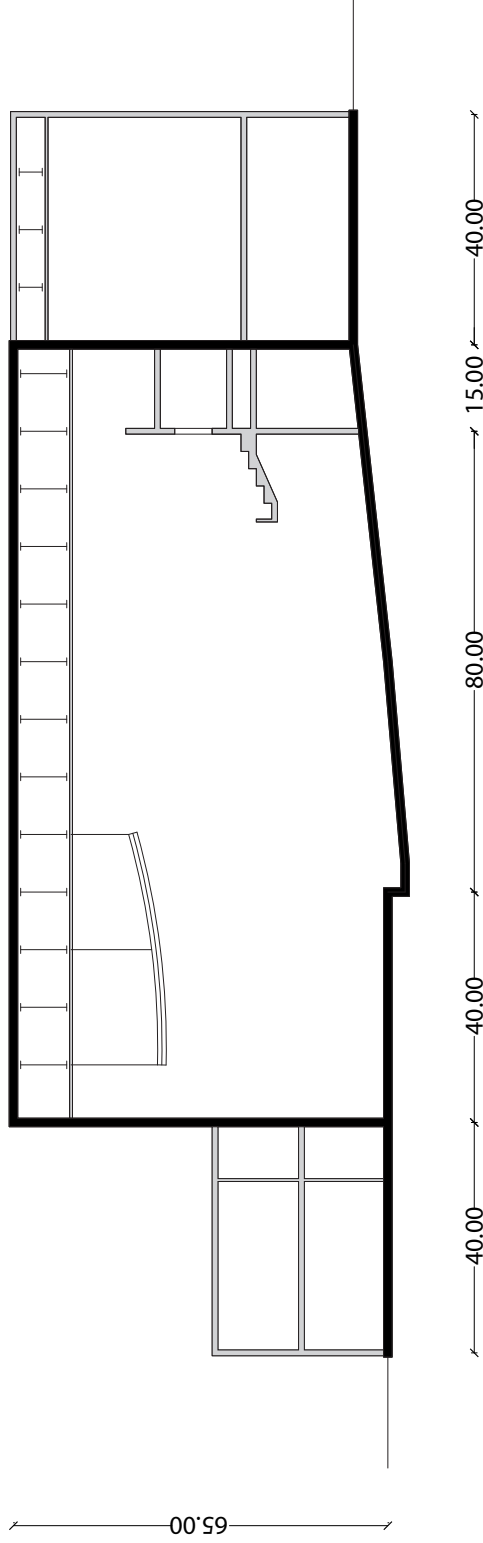
### Related Building Service Spaces

The PAC will have a dedicated main electrical room which will feed both the building and theatrical systems.

The PAC will have dedicated HVAC boiler, chiller and fan rooms which will provide low velocity heating and cooling in multiple zones. HVAC spaces will be constructed on separate foundations and structurally isolated from the performance halls.

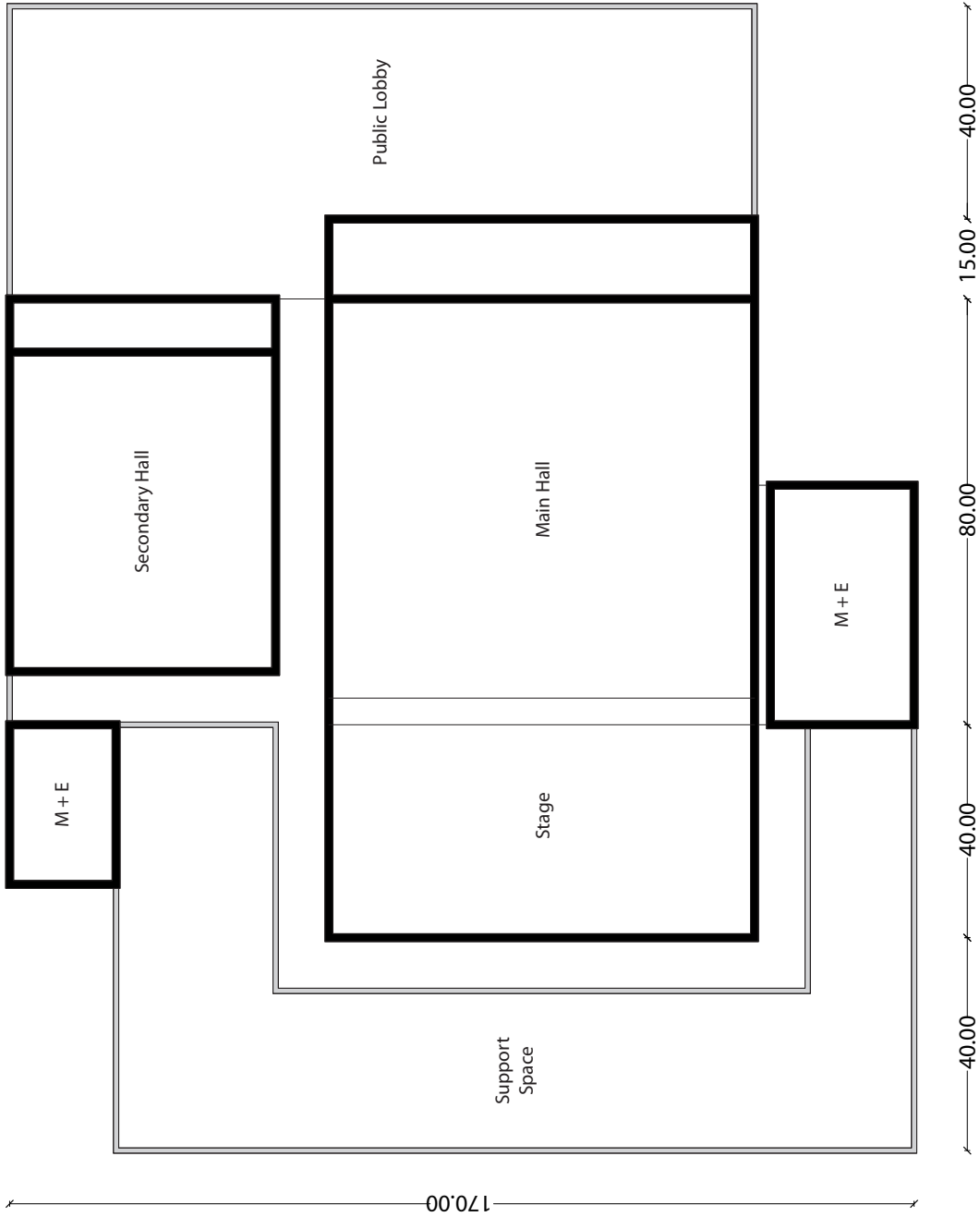
The PAC will have custodial rooms to service both the public and backstage areas.

DIAGRAMMATIC SECTION OF GENERIC 1200 SEAT CONCERT HALL SHOWING KEY DIMENSIONS



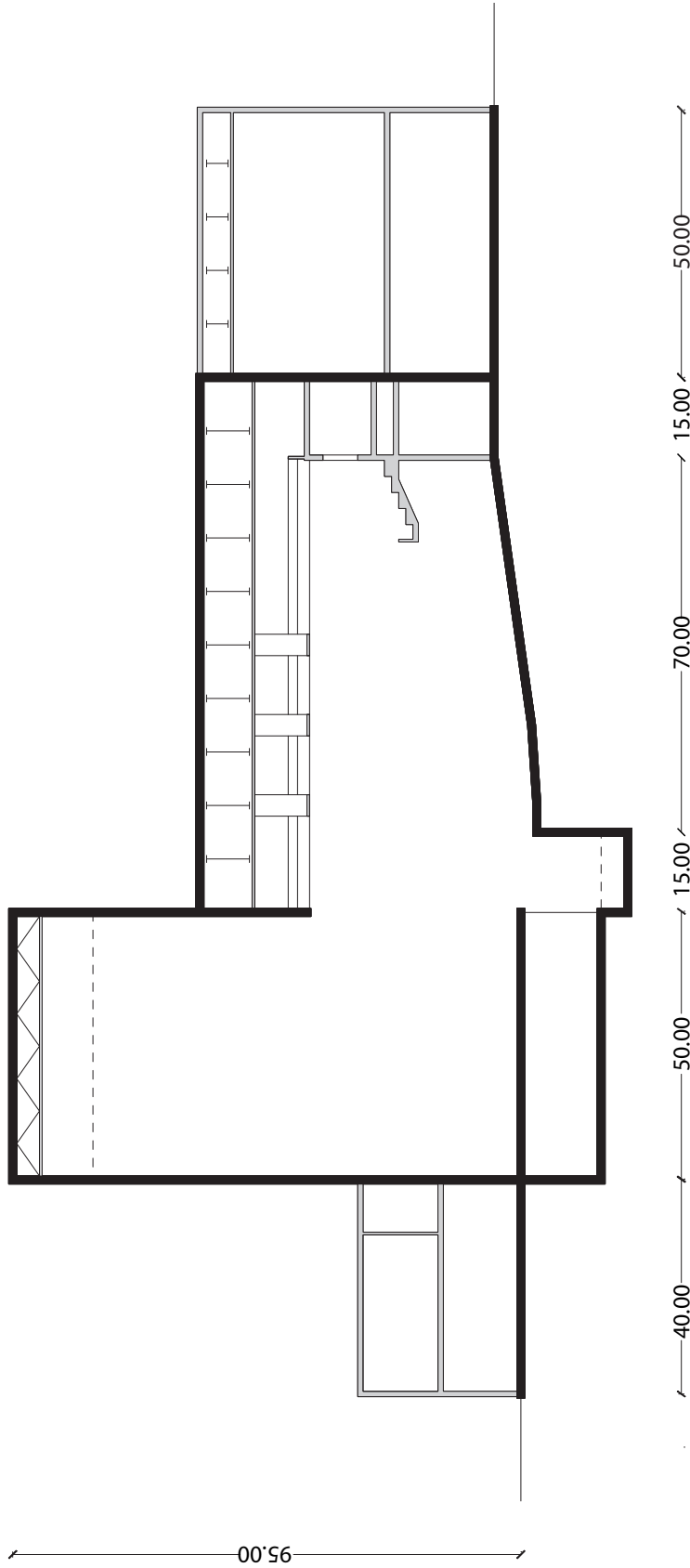
\*Dimension in feet

**DIAGRAMMATIC PLAN OF GENERIC 1200 SEAT CONCERT HALL SHOWING KEY DIMENSIONS**



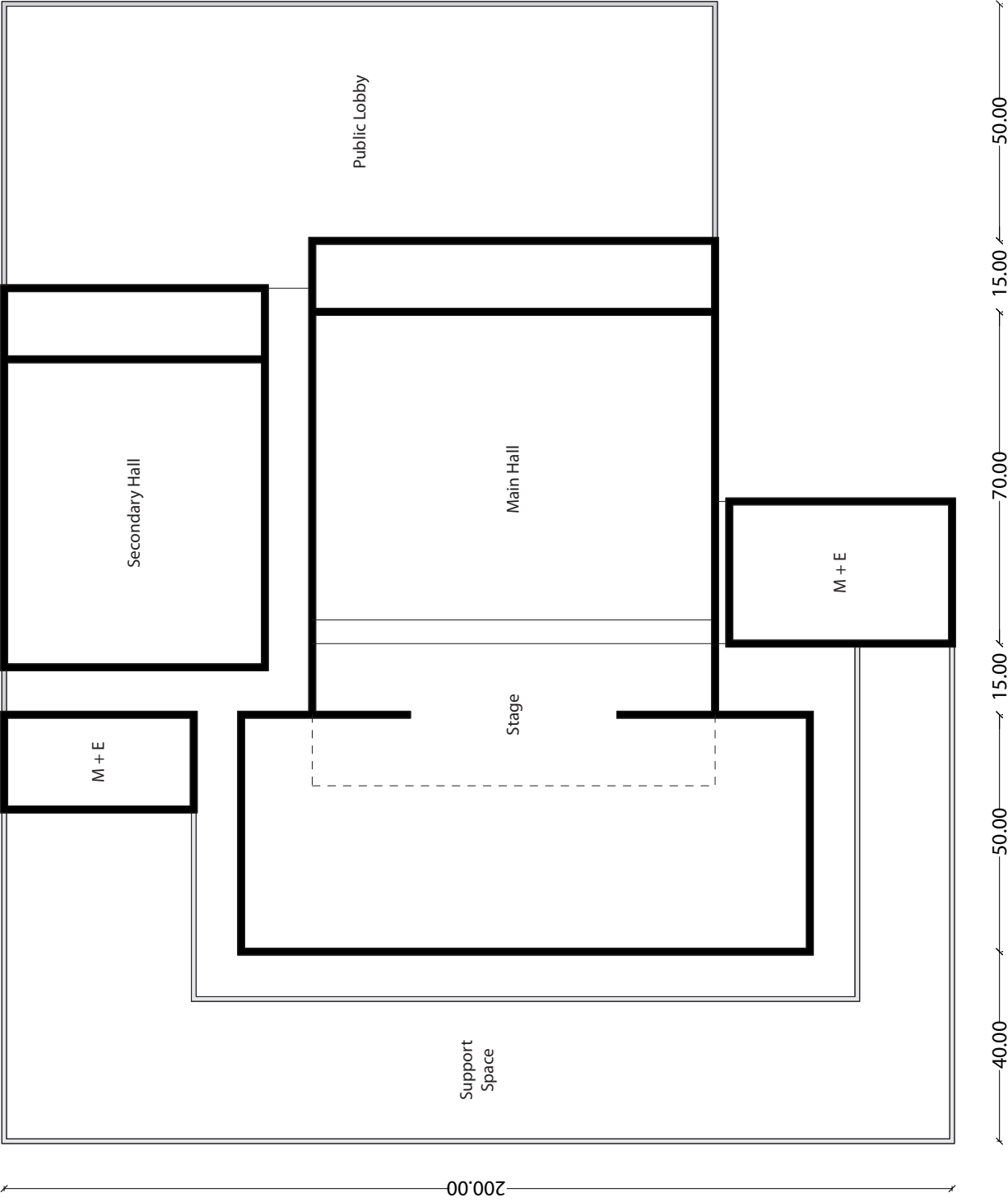
\*Dimension in feet

DIAGRAMMATIC SECTION OF GENERIC 1200 SEAT LYRIC THEATRE SHOWING KEY DIMENSIONS



\*Dimension in feet

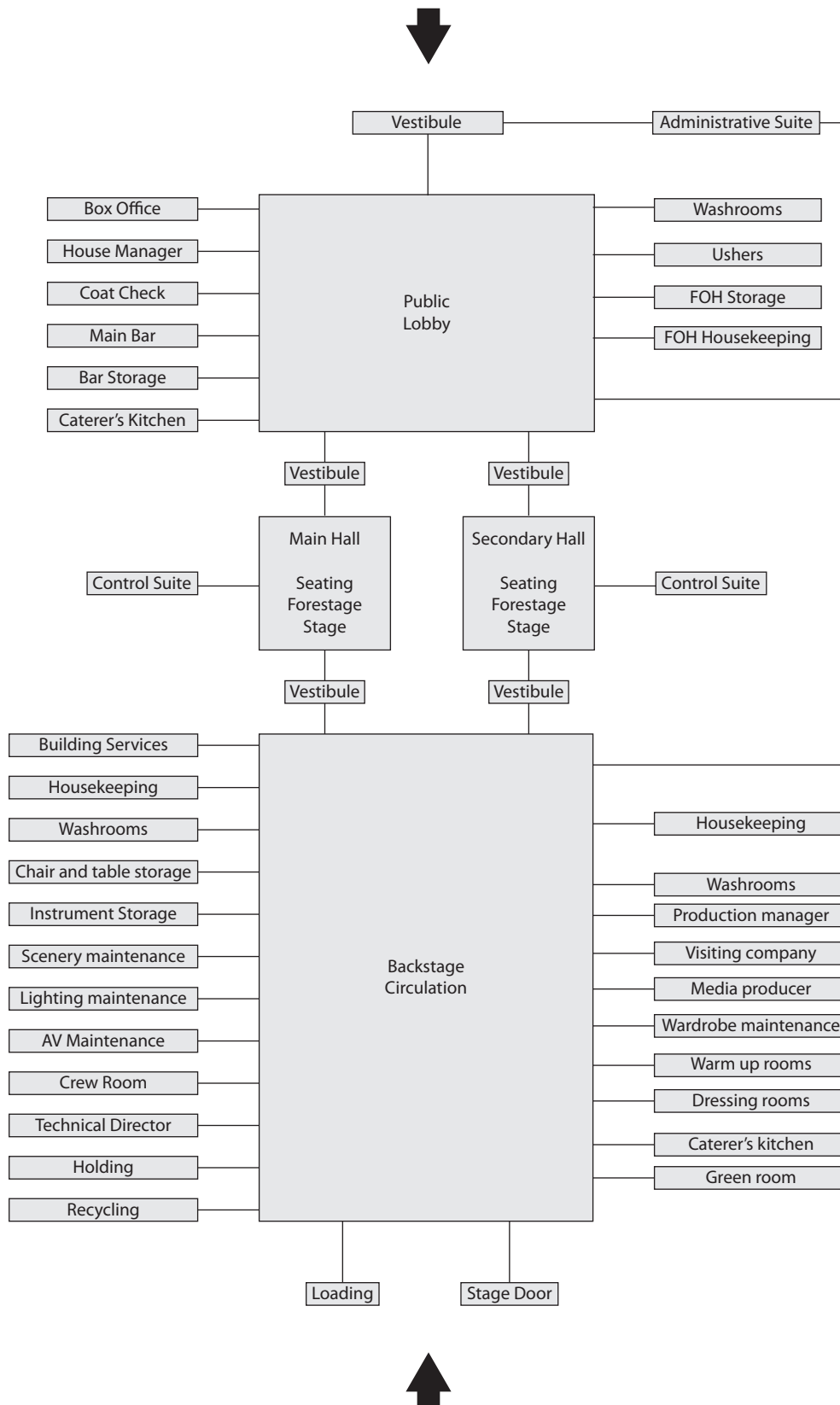
**DIAGRAMMATIC PLAN OF GENERIC 1200 SEAT LYRIC THEATRE SHOWING KEY DIMENSIONS**



\*Dimension in feet



# Relationship of Spaces and Functions



# Program of Spaces and Functions

## Notes to Readers

This list should be read as generic space and function accommodations for:

- Typical PAC with 1,200 seat main hall and 400 seat secondary hall
- Shared public spaces required serving maximum capacity of 1,600 patrons
- Shared backstage spaces serving a population of 150 artists and 50 staff

## 1.0 PUBLIC SPACE

#	Space / Function	Area (sq ft)
1.1	Main Vestibule	200
1.2	Public Lobby	5,500
1.3	Box Office Suite	500
1.4	House Manager Office + First Aid	100
1.5	Coat Check	750
1.6	Washrooms	3,400
1.7	Ushers' Room	150
1.8	Main Bar	400
1.9	Bar Storage	150
1.10	Caterer's Kitchen	300
1.11	FOH Storage	300
1.12	FOH Housekeeping	150
Subtotal		11,900

## 2.0 ADMINISTRATION SUITE

#	Space / Function	Area (sq ft)
2.1	Reception	100
2.2	General Manager	300
2.3	Assistant General Manager	200
2.4	Financial Officer	150
2.5	Marketing and Communications	150
2.6	Sales and Customer Service	150
2.7	Assistants (2)	200
2.8	Printing and Documents Room	150
2.9	Galley	100
2.10	Small Meeting Room	200
2.11	Board Room	350
2.12	Staff Washrooms (2)	200
Subtotal		2,250

## 3.0 PERFORMANCE SPACE (MAIN HALL)

#	Space / Function	Area (sq ft)
3.1	Public vestibules (6)	450
3.2	Backstage vestibules (6)	300
3.3	Audience seating	10,000
3.4	Forestage	1,500
3.5	Orchestra pit	3,000
3.6	Stage deck	6,500
3.7	Surround Corridor	2000
3.8	Counterweight pit	incl.
3.9	Control suite and follow spot booths	750
3.10	Dimmer Rack Room	125
3.11	Amplifier Rack Room	100
Subtotal		24,725

## 4.0 PERFORMANCE SPACE (SECONDARY HALL)

#	Space / Function	Area (sq ft)
4.1	Public vestibules (4)	300
4.2	Backstage vestibules (4)	200
4.3	Audience seating	3,400
4.4	Forestage	500
4.5	Stage deck	1,500
4.6	Surround Corridor	1,000
4.7	Control suite	500
4.8	Dimmer Rack Room	125
Subtotal		7,525

## 5.0 PRODUCTION SUPPORT SPACE

#	Space / Function	Area (sq ft)
5.1	Loading Dock	500
5.2	Holding Room	500
5.3	Stage Door	150
5.4	Media Production	250
5.5	Wardrobe Maintenance	400
5.6	Scenery Maintenance	200
5.7	Lighting Maintenance and Storage	300
5.8	AV Maintenance Storage	200
5.9	Instrument Storage	350
5.10	Chair, Table and Riser Storage	350
5.11	Production Manager Suite	400
5.12	Technical Director	100
5.13	Visiting Company Office	150
5.14	Crew Room Suite	350
5.15	Orchestra Warm-up Room (sized for 40)	600
5.16	Chorus Dressing Rooms (2)	600
5.17	8 person Dressing Rooms (4)	1,800
5.18	4 person Dressing Rooms (6)	1,800
5.19	Star Dressing Room (2)	400
5.20	Green Room/Lounge	1,000
5.21	Caterer's Kitchen	300
5.22	Backstage WCs (4)	200
5.23	Backstage Housekeeping (2)	100
5.24	Re-cycling Room	200
Subtotal		11,200

## 6.0 BUILDING SERVICES

#	Space / Function	Area (sq ft)
6.1	Building Supervisor Office	150
6.2	Building Staff Room	250
6.3	Main Electrical Room	500
6.4	Boilers, Chillers and Fan Rooms (allowance)	5,000
Subtotal		5,900

## TOTAL NET AREA

#	Space / Function	Area (sq ft)
1.0	Public Space	11,900
2.0	Administration Suite	2,250
3.0	Performance Space (Main Hall)	24,725
4.0	Performance Space (Secondary Hall)	7,525
5.0	Production Support Space	11,200
6.0	Building Services	5,900
Subtotal		63,500

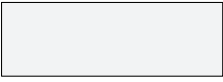
### Note on Net-to-Gross Conversion

- Vertical circulation is not included
- Circulation in lobby is included
- Circulation within auditoriums is included
- Partial circulation in backstage (surround corridor) is included
- Plan area for duct risers is not included
- Technical level catwalks typically not included as floor area

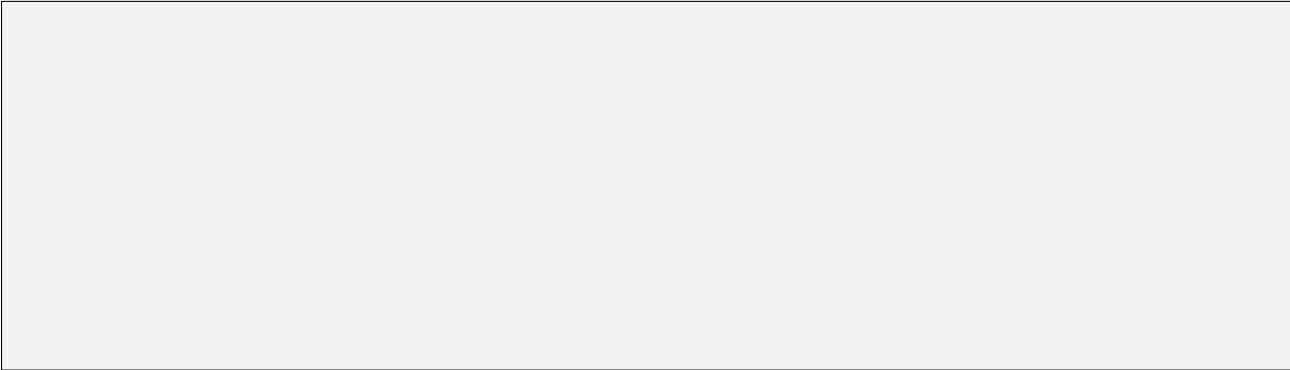
## 1.0 PUBLIC SPACE

Subtotal 11,900 sq ft

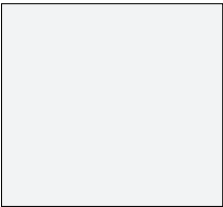
### 1.1 Main Vestibule (200 sq ft)



### 1.2 Public Lobby (5,500 sq ft)



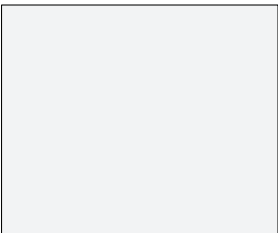
### 1.3 Box Office Suite (500 sq ft)



### 1.4 House Manager Office + First Aid (100 sq ft)

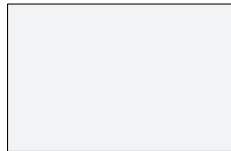


### 1.5 Coat Check (750 sq ft)

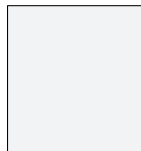


### 1.6 Washrooms (3,400 sq ft)

Women's



Men's



### 1.7 Ushers' Room (150 sq ft)



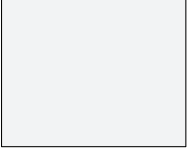
### 1.8 Main Bar (400 sq ft)



**1.9 Bar Storage** (150 sq ft)



**1.10 Caterer's Kitchen** (300 sq ft)



**1.11 FOH Storage** (300 sq ft)

Printed programs, chairs and tables



**1.12 FOH Housekeeping** (150 sq ft)



## 2.0 ADMINISTRATION SUITE

**Subtotal 2,250 sq ft**

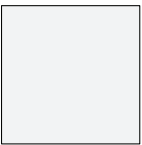
**2.1 Reception** (100 sq ft)



**2.2 General Manager** (300 sq ft)



**2.3 Assistant General Manager** (200 sq ft)



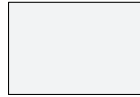
**2.4 Financial Officer** (150 sq ft)



**2.5 Marketing and Communications** (150 sq ft)



**2.6 Sales and Customer Service** (150 sq ft)



**2.7 Assistants (2)** (200 sq ft)



**2.8 Printing and Documents Room** (150 sq ft)



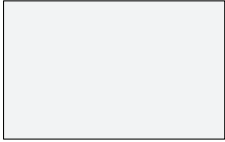
**2.9 Galley** (100 sq ft)



**2.10 Small Meeting Room** (200 sq ft)



**2.11 Board Room** (350 sq ft)



**2.12 Staff Washrooms (2)** (200 sq ft)



**3.0 PERFORMANCE SPACE (MAIN HALL)**

**Subtotal 24,725 sq ft**

**3.1 Public Vestibules (6)** (450 sq ft)

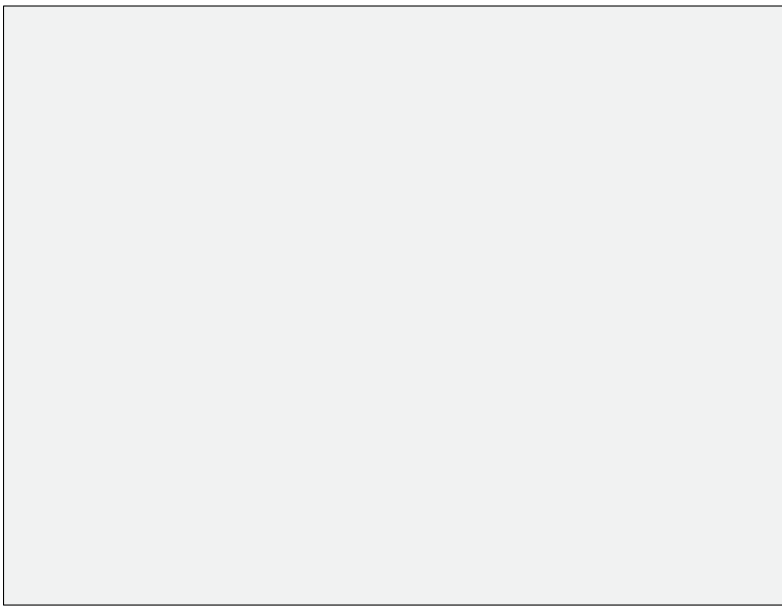


**3.2 Backstage Vestibules (6)** (300 sq ft)

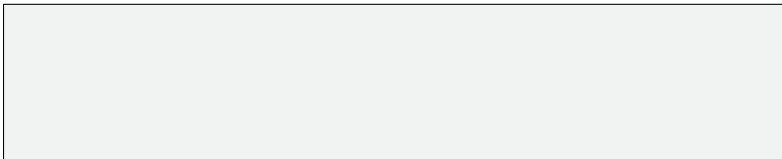


**3.3 Audience Seating** (7,000 sq ft)

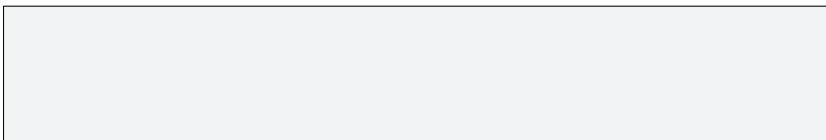
Main



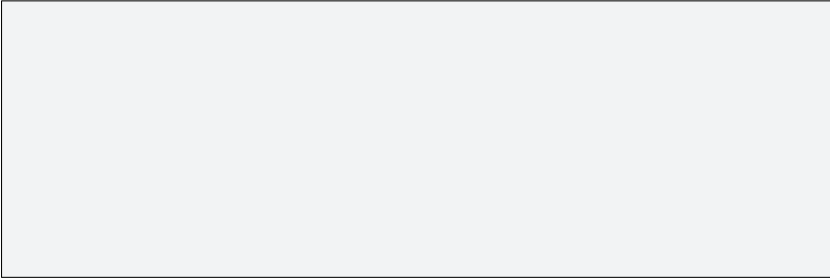
Balcony



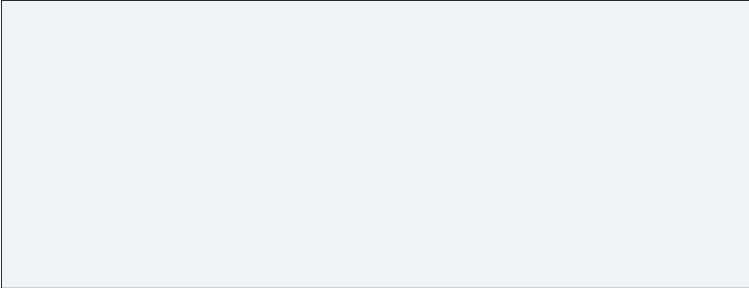
**3.4 Forestage** (1,500 sq ft)



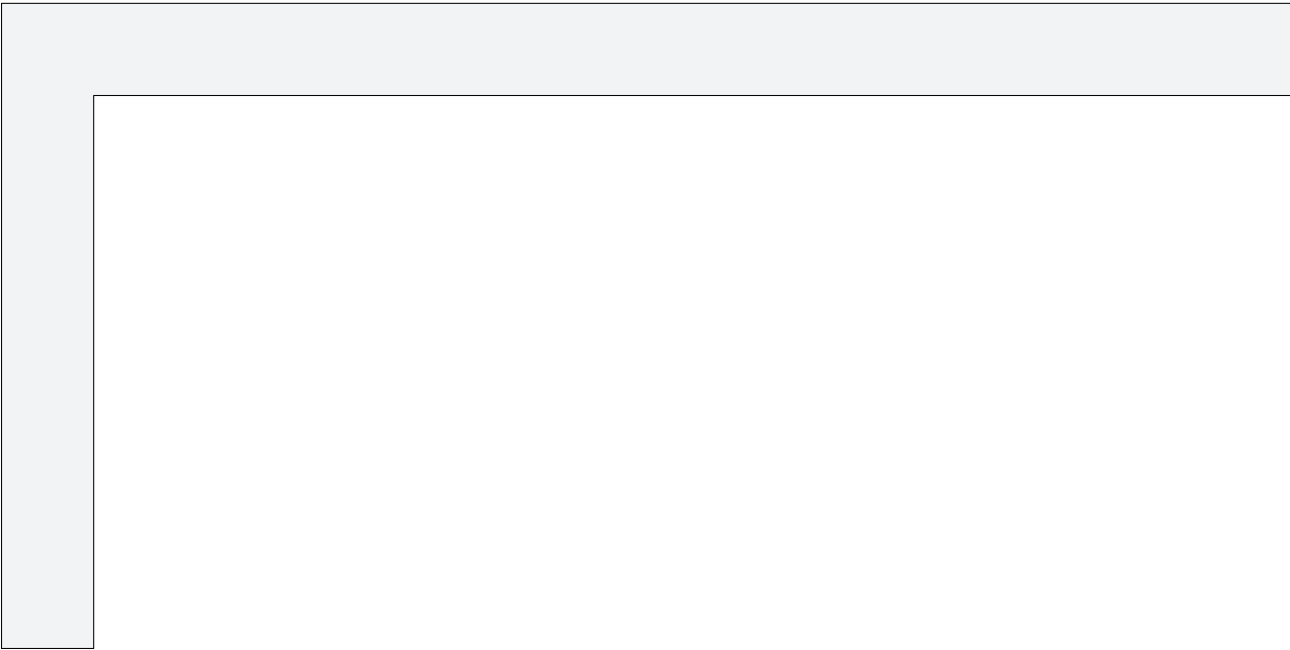
**3.5 Orchestra Pit** (3,000 sq ft)



**3.6 Stage Deck** (6,500 sq ft)



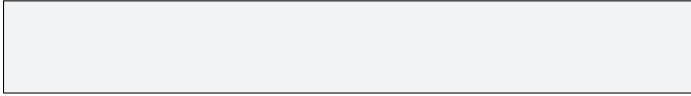
**3.7 Surround Corridor** (2,000 sq ft)



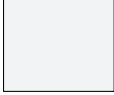
**3.8 Counterweight Pit** (incl.)



**3.9 Control Suite and Follow Spot Booths (750 sq ft)**



**3.10 Dimmer Rack Room (125 sq ft)**



**3.11 Amplifier Rack Room (100 sq ft)**



**4.0 PERFORMANCE SPACE (SECONDARY HALL)**

Subtotal 7,525 sq ft

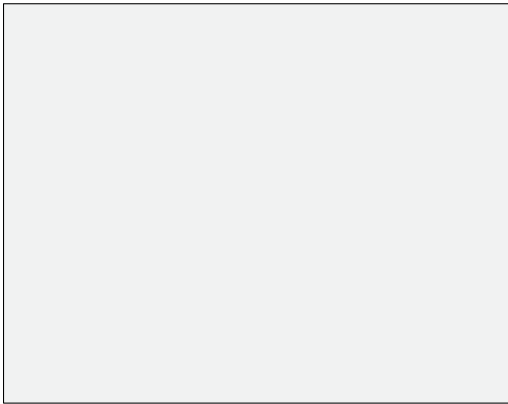
**4.1 Public vestibules (4) (300 sq ft)**



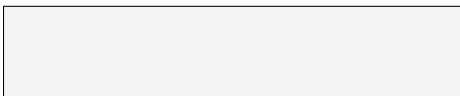
**4.2 Backstage vestibules (4) (200 sq ft)**



**4.3 Audience seating (3,400 sq ft)**



**4.4 Forestage (500 sq ft)**



**4.5 Stage Deck (1,500 sq ft)**



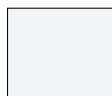
**4.6 Surround Corridor (1,000 sq ft)**



**4.7 Control Suite (500 sq ft)**



**4.8 Dimmer Rack Room (125 sq ft)**

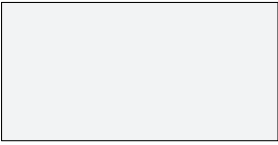




## 5.0 PRODUCTION SUPPORT SPACE

Subtotal 11,200 sq ft

**5.1 Loading Dock** (500 sq ft)



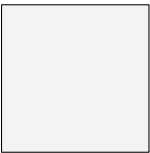
**5.2 Holding Room** (500 sq ft)



**5.3 Stage Door** (150 sq ft)



**5.4 Media Production** (250 sq ft)



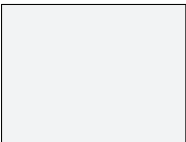
**5.5 Wardrobe Maintenance** (400 sq ft)



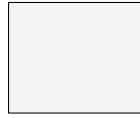
**5.6 Scenery Maintenance** (200 sq ft)



**5.7 Lighting Maintenance and Storage** (300 sq ft)



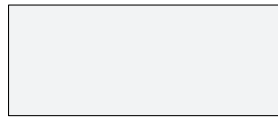
**5.8 AV Maintenance Storage** (200 sq ft)



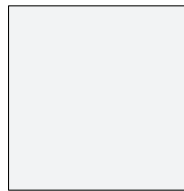
**5.9 Instrument Storage** (350 sq ft)



**5.10 Chair, Table and Riser Storage** (350 sq ft)



**5.11 Production Manager Suite** (400 sq ft)



**5.12 Technical Director** (100 sq ft)



**5.13 Visiting Company Office** (150 sq ft)



**5.14 Crew Room Suite** (350 sq ft)



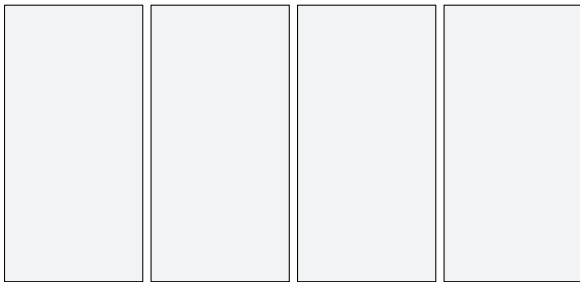
**5.15 Orchestra Warm-up Room** (600 sq ft)  
(sized for 40)



**5.16 Chorus Dressing Rooms (2)** (600 sq ft)



**5.17 8 Person Dressing Rooms (4)** (1,800 sq ft)



**5.18 4 Person Dressing Rooms (6)** (1,800 sq ft)



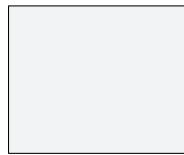
**5.19 Star Dressing Room (2)** (400 sq ft)



**5.20 Green Room/Lounge** (1,000 sq ft)



**5.21 Caterer's Kitchen** (300 sq ft)



**5.22 Backstage WCs (4)** (200 sq ft)



**5.23 Backstage Housekeeping (2)** (100 sq ft)



**5.24 Re-cycling Room** (200 sq ft)



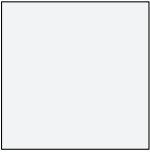
## 6.0 BUILDING SERVICES

Subtotal 5,900 sq ft

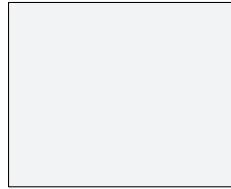
**6.1 Building Supervisor Office** (150 sq ft)



**6.2 Building Staff Room** (250 sq ft)



**6.3 Main Electrical Room** (500 sq ft)



**6.4 Boilers, Chillers and Fan Rooms** (5,000 sq ft)  
Allowance