



Production Information

Theatre Two

199 Chambers Street Room S110C
New York, NY 10007

212-220-1459 – BMCC Tribeca PAC Administrative Office
212-220-1461 – BMCC Tribeca PAC Technical Director's Office
212-732-2482 – BMCC Tribeca PAC FAX

www.tribecapac.org

Table of Contents

General Information.....	page 3
Policies and Procedures.....	page 4
Staff Contact Information.....	page 6
Helpful Numbers.....	page 7
Parking	page 8
Taxi / Subway / Bus / Ferry.....	page 9
Load-In.....	page 10
Carpentry.....	page 11
House Draperies.....	page 12
Fly System Information.....	page 13
Line Set Schedule.....	page 14
Dressing Rooms.....	page 15
Stage Lighting.....	page 16
Power.....	page 18
Sound.....	page 19
Media Services.....	page 22
Stage Furnishings.....	page 23
Technical Questionnaire.....	page 24
House Management Questionnaire.....	page 28
Ticketing Services Information.....	page 30
Ticketing Services Ticket Printing Form.....	page 33
Tribeca Neighborhood Information.....	page 34
Theatrical Vendors.....	page 37
Maps / Seating Charts / Lighting System Information	

General Information

Theatre Mailing Address:

BMCC Tribeca Performing Arts Center
199 Chambers Street
Room: S110C
New York, New York 10007

Building Entrance:

The main entrance for BMCC Tribeca Performing Arts Center is on Chambers Street between West Street (West Side Highway) and Greenwich Street. This entrance is the main entrance and the second floor lobby of Borough of Manhattan Community College. Walk up the main ramp and inside the lobby glass doors. A member of the college's public safety department can direct you to the BMCC Tribeca Performing Arts Center's administrative office, located one floor down and in room S110C. Please have a photo I.D. available for our public safety staff

Ticketing Services

Ticketing Services is located inside the main lobby of Borough of Manhattan Community College. As you walk inside the main lobby glass doors, Ticketing Services is located to your right. Please note the posted Ticketing Services hours. Ticketing Services hours are also available on our website www.tribecapac.org

Theatre Entrance:

The main entrance for Theatre Two is on Chambers Street between West Street (West Side Highway) and Greenwich Street. This is the main entrance for the Borough of Manhattan Community College. Walk up the main ramp and inside the lobby glass doors. If you need access to the theatre for barrier free accessible seating, please contact Ticketing Services at 212-220-1460. They can inform you of the best entrance for your arrival at the performing arts center.

Theatre Two Load-in: (pre-arranged load in times only)

The loading area for Theatre Two is located at 77 Harrison Street. This is between West Side Highway and Greenwich Street. Approaching from the west side highway, Harrison street is located approx 1 block north from Chambers Street. There is no loading dock available for Theatre Two. Load-In will be about 200 feet from the theatre doors. Vehicles may be parked for active load in and load act activity only. Once loaded in, vehicles must be removed

Barrier Free Access:

Wheel chair / disability seating positions in Theatre Two are available from the main entrance and Harrison Street. Wheel chair access is also available to the stage but the technical office needs this information in advance. Also, inform both the Ticketing Services and the house managers of any special seating needs you may have.

Ticketing Services Phone: 212-220-1460

House Manager's Phone: 212-220-1459 ext 7216

Assistive Listening Devices:

Theatre Two has assistive listening devices available. Please see a House Manager or a Ticketing Services staff person for use of the system. A photo ID, such as a driver's license, will be required as a deposit for the equipment

Technical Policies and Procedures

BEFORE YOU LOAD IN, YOU MUST PROVIDE A VALID CERTIFICATE OF FLAMEPROOFING FOR ANY AND ALL SCENERY, DROPS, BANNERS, AND DRAPERIES. NO UNFLAMEPROOFED MATERIALS WILL BE ALLOWED INSIDE OF THE BUILDING. MATERIALS MAY NOT BE FLAME-PROOFED OR TREATED AT THE PERFORMING ARTS CENTER.

The Certificate must include the following:

1. *Be written in English*
2. *Have a number and expiration date*
3. *A signature of a Notary Public or licensed flame proofing company*

If you are bringing scenery, drops, or rigging into the space you must provide us with a detailed plan of how you intend to support, secure, or hang such items. We will not allow any installations that we believe to be unsafe. Drilling, stapling, gluing and nailing into the stage floor or walls of the theatre is strictly prohibited. If you must install new rigging points for your set, you will be held responsible for the restoring of any flame proofing materials removed in the install. The technical director will advise you on these policies.

At least one month before your show arrives at BMCC Tribeca PAC, you must provide the Technical Director with a complete list of any and all items that you are planning on bringing in. This includes, but is not limited to, any scenery, soft goods, props, costumes, lighting or sound equipment, special effects, raw materials, musical instruments, live animals, and any merchandise materials. This list should be confirmed a minimum of four weeks before the date of your event with changes being brought to the Technical Director's attention.

Fire effects of any kind, including the smoking of a cigarette onstage, must have special permission granted by Tribeca Performing Arts Center, Borough of Manhattan Community College, and the Fire Department of the City of New York. Extra time and permit costs must be planned for these types of effects.

Helium Balloons are not permitted within the Theatre.

There is no eating or drinking permitted within the audience area of the theatre.

Smoking is strictly forbidden anywhere in the building

Smoke Machines and Hazers are not allowed due to the sensitive nature of the fire detection/suppression systems installed in the theatres. Dry Ice Fog and Dry Ice Fog machines are allowed. At no time shall the fire detection/suppression system be disabled to allow for a smoke machine or hazer.

Due to insurance regulations only BMCC Tribeca PAC staff can use ladders and the genie lift. Our staff are also the only ones allowed to setup and move our tables.

No one shall be allowed within the theatre without a staff person present from BMCC Tribeca Performing Arts Center. This includes the audience area, stage, dressing rooms, backstage, and lobby areas.

CREW POLICIES AND INFORMATION

- ∞ BMCC Tribeca Performing Arts Center equipment, such as but not limited to, follow spots, lighting and audio consoles, LCD projectors & media equipment, the fly system, and draperies may only be operated by Tribeca personnel. Questions regarding this policy should be made in advance to the Technical Director.
- ∞ Crew members are not union. Many crew members are skilled in more than one area of production and may be on more than one type of work during the course of the day.
- ∞ When arranging your schedule in the space, be aware that BMCC Tribeca Staff cannot guarantee additional services beyond your original contracted time. You should plan for contingencies of a show running later than planned or other factors that may delay your day in the space. BMCC Tribeca Performing Arts Center crew members are freelance technicians who may not be available to continue to work past the originally scheduled call time.
- ∞ The Technical Director's schedule is designed to provide a one hour walk away break for crew members every 5 hours. In the event that a crew member is required to work for longer than five hours without a full break, he / she will be compensated with an extra hour of pay. This extra hour will be billed to your producer and may be at an overtime rate.
- ∞ In the event that you need to add time to a schedule , or increase the number of crew persons on the schedule, be aware this will only be possible if the following conditions are in place
 - The technical director or crew supervisor is made aware of the request in advance
 - The space is available
 - The crew is available
 - The college and college staff are available
 - Your producer has approved and paid for the additional Tribeca and BMCC cost directly to the Operations Director
- ∞ If the need for more time arises and the crew and space are available, then BMCC Tribeca PAC will not refuse reasonable requests for additional time. Crew hours that are requested after the original contract may be billed at an overtime rate.
- ∞ We do not allow changes or cancelations to the crew schedule or the number of crew assigned to a production within one week (business days Monday – Friday only) of your scheduled contract in the space.
- ∞ The theatre's crew runs the shows. During your show, their responsibilities go beyond the duties that they are assigned for your show, because they monitor the space as well. The crew's call is not over when your show is finished, they are required to stay until all audience and performers have left the theatre and its equipment has been restored to its original state.
- ∞ The crew has access to a ring of keys to unlock all rooms within the theatre. Keys are not distributed to the visiting company.
- ∞ While your event is in the theatre, crew members work for BMCC Tribeca PAC. Please direct your comments to the supervisor and not to the individual crew members unless otherwise established.

BMCC Tribeca PAC Operations Staff

Operations Director

Carol Cleveland
212-220-1459
CCleveland@bmcc.cuny.edu

Technical Director

Mark Goodloe
212-220-1461
MGoodloe@bmcc.cuny.edu

Ticketing Services Manager

Gabe Johnson
212-220-1460
Ticketing@tribecapac.org

Senior House Manager

Tom Mulhare
212-220-1459 ext 7216
TMulhare@bmcc.cuny.edu

House Manager

Jody Christopherson
212-220-1459 ext 7216
JChristopherson@bmcc.cuny.edu

Operations Associate

Marilyn Stout
212-220-1459
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Associate Technical Director

Collin Costa
212-220-1459 ext 7012
CCosta@bmcc.cuny.edu

Associate Ticketing Services Manager

Rokia Shearin
212-220-1460
Ticketing@tribecapac.org

House Manager

Gina Cimmelli
212-220-1459 ext 7216
GCimmelli@bmcc.cuny.edu

House Manager

Charles Davis
212-220-1459 ext 7216
CDavis@bmcc.cuny.edu

PLEASE NOTE: The administrative office (212)-220-1459 is open Monday through Friday from 9:00am to 6:00pm. Telephone messages left at that number after 6:00pm are not received until the next business day. Messages left Friday evening will be received the following Monday. Messages concerning load in details or technical information should be left on the Technical Director's phone (212)-220-1461.

**On behalf of all the staff at BMCC Tribeca Performing Arts Center,
we wish you a successful event**

OTHER HELPFUL NUMBERS

Borough of Manhattan Community College

Main Number
212-220-8000

MBJ Food Services

Richard Halem
212-587-3330
RHalem@bmcc.cuny.edu

Public Safety

212-220-8075

New York City Fire Department – (special effects and open flame permits)

(Before calling the NYCFD you must make the Technical Director aware of the use of any type of open flame)

Mark Cahill
718-999-1591
cahillm@fdny.nyc.gov

Emergencies:

Security (College / Theatre)	212-220-8080
Fire Department	911
Police Department	911
Hospitals	(212) 312-5255 (212) 604-7000

BMCC Public Safety
Engine 7, Ladder 1 - 100 Duane Street
First Precinct
NYU Downtown Medical Center,
St. Vincent's Hospital

Parking

Parking is not provided at Borough of Manhattan Community College or BMCC Tribeca Performing Arts Center. There are several convenient parking locations within one or two blocks of the center. Please double check rates and closing hours which are clearly posted as you enter the garage. There are no discounts available at this time for patrons using the performing arts center, or their audience members.

ICON Patriot Parking

42 Harrison Street
Open 24 hours
Rates Posted

Greenwich Street Parking LLC

561-565 Greenwich Street
Open 24 hours
Rates Posted

ICON Patriot Parking

35 Harrison Street
Open 24 hours
Rates Posted

ICON Patriot Parking

374 Greenwich Street
Open 24 hours
Rates Posted

ICON Patriot Parking

350 Greenwich Street
Open 24 hours
Rates Posted

Standard Parking / Parking at Pier 40

West Street at Houston Street (20 blocks from the PAC)
Open 24 hours
Rate Posted
This is one of the only lots for large trucks and vans

Parking Lot Websites

ICON Parking – www.iconparkingsystems.com

STANDARD Parking – www.pier40parking.com

In addition to the above listed parking facilities, there is limited street and meter parking around the area. Please pay close attention to all signage if you plan on parking your car or truck on the street. Most areas have very specific hours for when you can park legally. Note that NYC has a system of alternate side of the street parking.

Special requests for street parking in the Tribeca neighborhood should be directed to the community affairs office at the 1st Precinct of the New York City Police Department. Requests must be submitted with more than one month's notice for consideration and are not guaranteed.

1st Precinct

**16 Ericcson Place
212-334-0611**

Note: You do not want to have your vehicle towed. It is a remarkably expensive experience.

BMCC Tribeca PAC and Borough of Manhattan Community College is not responsible for any parking violations you may receive while at the theatre.

NYC Taxi Cabs: as of 11/2/09 - rates are subject to chance

Cabs can be hailed from the street. Look for the white on duty light on top of the cab. Taxi rates are labeled on the door of the cab. A meter is mounted on the front dash of the car. You may request a printed receipt. Most cabs are equipped with credit card readers, and you may use your credit / debit card whenever service is available. Tipping is customary.

Normal Rates.

Base Fare:	\$3.00
Additional Fare:	\$0.40 per 1/5 mile
Stopped or Slow Traffic	\$0.40 per 60 seconds
Weekday Peak Surcharge 4pm – 8pm	\$1.00 additional upon entry to the cab
Night Surcharge 8pm – 6am	\$0.50 additional upon entry to the cab

NYC Subway:

BMCC Tribeca Performing Arts Center is conveniently located just blocks from several subway lines. The MTA NYC Subway system costs approx \$2.25 per ride. Metrocard vending machines are located at each subway station and are available for a single ride card to an unlimited daily, weekly, or monthly pass.

Red Line	1, 2, 3 to Chambers Street Stop – walk 2 blocks west on Chambers Street
Blue Line	A or C to Chambers Street Stop – walk 3 blocks west on Chambers Street
Green Line	4, 5, 6 to Brooklyn Bridge Stop – walk 6 blocks west on Chambers Street

Service on subways is subject to change – you can visit www.hopstop.com or call the MTA information hotline at 718-330-1234 to double check scheduled service

NYC Bus Service

M1 to Chambers Street	- walk west on Chambers Street
M6 to Chambers Street	- walk west on Chambers Street
M10 to Chambers Street	- walk west on Chambers Street
M22 (Crosstown on Chambers)	– walk west on Chambers Street

NY Waterway Ferry Service

From Hoboken NJ (North and South) - take the World Financial Center Ferry – Walk North to Chambers Street

From Weehawken / Port Imperial – take the World Financial Center Ferry – Walk North to Chambers Street

From Colgate – take the World Financial Center Ferry – Walk North to Chambers Street

STATEN ISLAND Ferry Service

Take the Staten Island Ferry to South Street. Change to the Subway Red Line Number 1 Service going uptown. Take subway to Chambers Street, walk 2 blocks west on Chambers Street

Load – In

Loading Area – The Theatre Two loading area is located just forward of 190 West Street. Load-In will be through a gate and then proceed 300 feet to the theatre. The loading area will not accommodate a large semi-truck, but will accommodate a large box truck. Trucks cannot back into this loading area. If you are touring with a semi, arrangements can be made to accommodate such a truck. Load-In times will be scheduled within your contracted use of the space and are available by appointment only. The loading area cannot be used to park trucks or vehicles.

Dimensions of Loading Gate: 9’5”(w) x 10’0” (h)

Dimensions of Interior Glass Doors: 6’7”(w) x 6’7” (h)

Distance from Loading Area to Elevators: 800’

Distance from Loading Area to the Theatre: 300’

Load-In of Front of House Equipment - In some instances it will be easier to load in equipment going to the front of house positions in theatre two by using the BMCC / Tribeca PAC elevators. Equipment must be loaded in at the West Street Gate entrance. The West Street Gate entrance is located just north of the Theatre One Loading Dock and is available by appointment only. The elevators are the only means of elevator travel to the upper house section of theatre one. Please contact the technical director if you feel you may need to use this as a load in location. You must have a Tribeca PAC staff member with you while using the elevators within the college. During peak hours of class time and events within the college, it is a good idea to allow extra time if planning to use these elevators.

Dimensions of Elevators: 5’3”(w) x 8’3”(h) x 6’9” (depth)

There is no freight elevator at the BMCC / Tribeca Performing Arts Center

Carpentry

Seating Capacity:

Seating: 264

Wheel Chair/Disability Seating: 4

Stage Dimensions:

Proscenium Width at Plaster Line:	31'
Proscenium Height:	18' 5"
Thrust Depth to Plaster Line:	19'
Thrust Depth to Traveler:	28'
Plaster Line to Traveler:	9'
Thrust Width:	39' 6"
Light Booth to Projection Screen:	50'
Top of Center Aisle to Projection Screen:	42'
Stage Floor to Catwalk:	19'
Trim Height of 1 st Electric:	19'
Trim Height of 2 nd Electric:	18' 6"

Stage Floor:

Surface: Black Painted Masonite Non-Sprung Floor
 ⌘ No nailing, screwing, or stapling allowed.
 ⌘ Approved Tapes: Gaffers, Spike, and Glow

Dance Floor: Rosco Black Marley Dance Floor
 ⌘ Full Stage
 ⌘ No Rosin Permitted

House Draperies:

Panels sewn of 100% Trevira Polyester: 26oz Prestige Velour; Nap Up 50% Fullness

- Main Curtain:** 1 Velour, bottom weight, Color: Prestige Blue
2 Piece – Split at center
Height - 20'
Width – 20'
- Upstage Traveler:** 1 Velour, bottom weight, Color: Black
2 Piece – Split at center
Height – 20'
Width – 20'
- Legs:** 1 Velour Set, Unlined, bottom weight, Color: Black
2 velour per line set
Height – 18'
Width - 9'
- Border:** 1 Velour, Unlined, bottom weight, Color: Black
Height - 8'
Width - 36'
- Cyc:** 1 Cyc, Color: White
Height – 20"
Width – 36'

Fly System Information:

Total Number of Linesets: 8

Working Height of Battens: 4' 11"

Batten Dimensions: 8 at 36'

Type: Clancy Double Purchase

Arbor Capacity: 1000lbs max

Pipe Capacity: 500 lbs max

Available Weight: 42.5lb bricks and 23lb bricks

Loading Gallery: 1 Elevated Level for Arbor Loading

Maximum Load: 20lbs per foot of pipe

Maximum Concentrated Load: 160 lbs

Locking Rail: Located Stage Right on Stage Level

Pipe Travel Distance – 4'11" to max 23'

Special Note: Distance from the FLOOR to the GRID – 24'

Tribeca PAC stage technicians are the only technicians allowed to operate the Theatre Two Fly System

Please note that there is no fly house at BMCC Tribeca PAC. It is not possible to fly large items and make them completely disappear from the audience.

Theatre Two Line Set Schedule

Line Set	Distance to Proscenium	Pipe Load	Length	
X	0'6"	Grand Drape	36'	DEAD HUNG
1	2' 0"	1 st Electric	36'	
2	2' 9"	EMPTY	36'	
3	3' 6"	EMPTY	36'	
4	4'3"	2 nd Electric	36'	
5	5' 0"	1 st Border	36'	
6	5' 9"	Legs	36'	
7	6'6"	EMPTY	36'	
8	7'3"	3 rd Electric	36'	
X	9'0"	Black Traveler	36'	DEAD HUNG

Dressing Rooms, Laundry, Crossovers, and Storage

Dressing Rooms

A (stage level)	10 Person Capacity Dimensions 150 sq ft	4 Mirror Station	1 Sink 1 Toilet 1 Shower
B (stage level)	10 Person Capacity Dimensions 150 sq ft	4 Mirror Station	1 Sink 1 Toilet 1 Shower

For large groups it may be possible to use theatre three as a dressing room. Extra time is needed to prepare this room for this purpose. Please contact the technical director to arrange for use of this room.

Laundry:

BMCC Tribeca Performing Arts Center has one washer and one dryer located within the complex. Special arrangements must be made if you will need to do laundry while at the performing arts center. Please discuss your needs well in advance of your event. Failure to arrange for the use of this equipment in advance will result in the equipment not being available to your company the day of your event.

Irons: 1

Ironing Boards: 1

Steamers: 1

Racks: 2

Cross Over:

On stage crossover upstage of the black traveler only when closed.

Storage:

Storage space is extremely limited and only available during your contracted time in the space. Please discuss your storage needs well in advance of your event. **Please note that extra costs may be incurred for the storage of any materials related to your event outside of your contracted time. Unless arranged for well in advance storage of items will not be allowed.**

Disposal of Items:

We are not able to dispose of large set pieces, props, furniture, costumes or other related items to your event. Anything brought into the theatre must be taken with you when loading-out.

Stage Lighting:

House is twist lock nub in

Dimmers:

286 ETC Sensor CEM+

Control Console:

Control Console: ETC ION
Channels: 10,000
Dimmers: 2,048
Cues: 10,000
Groups: 1,000
Macros: 1,000
Submasters: 300
Designer Node: YES
ETC NET / DMX: Control Booth, House Seating, Backstage

House Lighting:

Unison Control System

Programmable Faders and Preset Controls

House Lighting is dimmable from control booth and other select locations throughout the theatre

Lighting is dimmable in specific sections or as a whole.

*Special Note: House Lighting is compact fluorescent lighting. There is a dimmer curve at 10% for both the house lighting fading out and in. This will cause the house lights to slightly bump in and out as they dim.

LED Aisle Lighting:

The LED aisle lights must remain on at all times for safety

The fluorescent lights in the rear of the theatre remain on throughout for safety.

Circuits:

3 rd Catwalk –	1 - 27
2 nd Catwalk –	28 – 46
1 st Catwalk –	59 – 82
Side Cat Right –	47 – 52
Side Cat Left –	53 – 58
1 st Electric -	83 – 112
2 nd Electric -	113 – 132
3 rd Electric -	133 – 144
Stage Left -	149 – 156
Stage Right -	157 – 171

Rep Plot:

House repertory lighting plot pre-hung. *Please refer to complete plot and paperwork*

Rep Plot Equipment:

All listed equipment currently part of house rep plot

Source Four 10deg.	00	Total
Source Four 19deg.	07	Total
Source Four 26deg.	29	Total
Source Four 36deg.	54	Total
Source Four 50deg.	06	Total
Source Four PAR WFL	15	Total
Source Four PAR WFL	20	Total (with CXI Color Scroller Attached)
CXI Color Scroller	20	Total
Cyc Single	00	Total

Booms:

(8) 10' Booms

(8) 4' Boom Bases

Spare Units:

Varied selection available. Due to the fact spare inventory can change daily, please contact the technical office for a complete listing of available lighting equipment for your production

Spare Barrel Sizes:

Due to the fact spare inventory can change daily, please contact the technical office for a complete listing of available lighting equipment for your production

Source Four Top Hats: 14 Total

Source Four Color Extenders: 14 Total

Source Four Gobo Holders: 30 Total

Cable / Hardware:

Large supply of 5', 10', 25', 50' Twist Lock Nub In Cables

Limited Supply of Two-Fers, Side Arms, Adapters

Color Media Information:

BMCC Tribeca PAC only stocks repertory lighting plot color gel in Rosco and Lee. We have a very limited supply of extra gel colors available. It is imperative if you have exact color requests that you bring all lighting gel media with you at the time of your load in. We do not provide gel even if it is provided to us in advance on a lighting plot. It will save an immense amount of time if you have this gel cut to either ETC Source 4 or ETC Source 4 PAR size.

Power:

(4) – 20amp Quad Box Edison circuits backstage locations

House Dimmer Racks are permanently installed one flight above the stage in the dimmer room

The house does not own cam locks, feeder cable, or pin and sleeve 4 prong cables.

Currently there is no 220 amp tie-in service available in Theatre Two. Please contact the technical director for more details. A tie-in is not available.

Sound

Monitor / Paging:

Stage Manager's paging microphone located in control booth. Pages to dressing room only – please request in advance

Infrared Listening:

- 01 – Sound Associates SA-1422 Transmitters with DSP Processor
- 04 – Sound Associates SA-612 Emitters
- 20 – Sound Associates SA-650 HX Headset Receivers

ClearCom:

- 10 - ClearCom 501 – Belt Packs
- 10 – ClearCom CC95 Head Phones

Standard House Locations Are As Follows:

- 1 – Stage Right
- 1 – Stage Left
- 1 – Sound Mixing Area
- 1 – Lighting Console (Booth)

Mixing Console:

Soundcraft MH3 – 32 Channel / 16 Aux / 4 Stereo Channels / 20 x 8 Matrix / 8 VCA Groups

Fixed Speakers: - House Main

- 2 – Apogee AE3S2 – 300 watts
- 2 – Apogee SSM – 150 watts
- 2 – Apogee AE-SB – 600 watt SUBS
- 2 – EV-1505 – 200 watts

Portable Speakers:

- 8 – Yamaha SM 12V 700 Watt 8 Ohm Wedges
- 2 – EV FM1202 ER – 300 watts 8 ohms Wedge Monitors

Keyboard Amplifier:

- 1 – Roland KC 350 – 120 watt 3 band EQ-Keyboards Amp

Guitar Amplifier:

- 1 – Roland JC 120 – 120 watt (60w + 60w) Guitar Amp

Bass Amplifier:

- 1 – David Eden World Tour – 800 Head
- 1 – David Eden DII 5xlt 400 Watt – 8 ohm Speaker

Microphones: - may not always be available. Make arrangements if you have a specific microphone request.

- 10 Shure Beta 58A
- 8 Shure SM58
- 1 Shure 14a
- 2 Shure SM 91
- 1 Shure MX 391
- 3 Shure Beta 87a
- 8 Shure SM57
- 2 Shure SM 81
- 1 Shure 55SH Classic
- 3 Sennheiser MKH 416T
- 1 Sennheiser MD421
- 2 Audio-Technica PRO 45
- 3 Audio Technica AT853a
- 5 Crown CM 700
- 5 Crown PCC-160
- 2 Anchor M618
- 3 Beyer Dynamic GM
- 1 Beyer Dynamic M88
- 1 Electro-Voice RE15
- 1 PG 56
- 2 AKG 1000's
- 1 AKG D112
- 1 Sony ECM-66B

Wireless System: Available at an additional charge

- 4 MiPro 2 Channel ACT-82 Digital Wireless Receivers
- 8 MiPro ACT-8H Digital Wireless Handheld Microphones
- 8 MiPro ACT-8T Digital Wireless Bodypack Transmitters
- 8 MiPro MU-55L Lavalier Microphones
- 8 Avlex HS-09 Headset Microphones

Playback:

- 1 Denon DN-C630 – CD Player
- 1 Sony MDS-E11 – Mini Disc Player / Recorder
- 1 Tascam 202 MK III – Dual Cassette Player
- 1 NuMark HDCD1 MP3 Player

Recorder:

- 1 Alesis Masterlink ML-9600 Harddisk Recorder / CD Burner
- 1 Sony DCC85 - DAT Recorder / Player (you must provide blank DAT's
- 1 Sony MDS-E11 – Mini Disc Player / Recorder

Signal Processors:

- 1 Ashley Protea 24 Bit Digital 4- channel Equalizer
- 4 Stage Works Dual 31 Band Graphic Equalizer
- 1 Pro Co I.T4 4 Channel Isolation Transformer
- 1 Rack Rider RR-15 – Power Conditioner with Lights
- 1 APOGEE P-500 RVT
- 1 APOGEE P-2 RV

System Amplifiers:

- 5 Crown CE2000 – 600 Watt per channel Amplifier

Cable:

Mult: 4 – 12 Channel 15 foot Mini Snakes

Wide Supply of various NL2, XLR, ¼” and other audio cables

Microphone Stands:

Standard Upright	20
Boom Arms	22
Tripod Stands	22

Audio – Visual

BMCC Tribeca Performing Arts Center does not provide equipment such as LCD Projectors, DVD Players, VHS Players, and Laptop Computers. For most Audio/Visual needs we have equipment available from the BMCC Media Services Office. Please let us know of your specific needs so that we may advise you about the type of media equipment we have available. Note that you will receive a bill from Tribeca PAC to cover these additional BMCC auxiliary services. You may also need to have additional discussions with the director of the media services office.

We do not have any film projectors installed within the theatre. If you are planning on showing a film and a standard 3000 lumens projector will not meet your needs, you will have to rent in all necessary equipment from an outside company. We have suggested two companies that have provided this service to our clients before. Please note you must contract the equipment and staffing from the outside company in addition to the theatre's technical staffing. You may also require the services of the BMCC Electricians in order to provide enough power for the rented projector and equipment.

There is one projection surface in Theatre Two

- 1 – Automated Roll Down Screen downstage of the main drape. – **FRONT projection only**
 - Screen Dimensions:** 17' (w) x 17' (h)
 - Travel Time:** Full In Position – 1 min
 - Full Out Position – 1 min

Screen control switch located in the control booth.

Due to size & weight, the screen can only cycle in and out one time in a period of fifteen minutes.

Distance from the control booth to the front screen – 50'

Rear projection screens and portable free standing screens are available from media services and may be billed at an additional fee.

Internet Services are available and may be billed at an additional fee. This also requires a planning session with member of BMCC Tribeca PAC's staff and the computer center offices of the Borough of Manhattan Community College

Satellite Uplink and Downlink service is available and may be billed at an additional fee.

Stage Furnishings

Chairs:

- 100 Blue Plastic - available only by advance request of 1 week
- 60 Black Padded folding
- 30 Tan Padded folding
- 20 Black Plastic

Stands:

- 40 Manhasset Black

Stand Lights:

- 15 40 watt

Conductor's Podium:

- 1 Measures 4' x 4' Carpeted – available with or without railing
- 1 Double width conductors stand available

Platforming: Wenger Adjustable Height – (available by advance request only)

- 10 4' x 8' decking with adjustable from 4" (platform top only no legs) 16" & 24" (platform w/ legs).

Dance Floor:

Black Rosco Marley Dance Floor

∞ Full Stage

∞ No Rosin Permitted

Lectern:

Dimensions: Height – 4'
Width – 2'

Note: The BMCC logo affixed on the lectern may not be covered at any time. Event signage may be placed below the affixed BMCC logo.

Piano: *(Tunings arranged by Tribeca PAC at a cost of \$125.00 per tuning)*

- 1 - Grand: Steinway Size B 7' x 5'
- 2 - Upright: Steinway

**BMCC Tribeca Performing Arts Center
Technical Data Worksheet for Theatre Rental Clients**

Mark Goodloe – Technical Director – 212-220-1461 mgoodloe@bmcc.cuny.edu
Collin Costa – Associate Technical Director – 212-220-1459 CCosta@bmcc.cuny.edu

Which theatre have you requested to use: ONE (913 seats) TWO (264 seats)

Name of your company: _____

Details of the event: _____

Contact Name #1 _____ **Phone #** _____ **Email** _____

Contact Name #2 _____ **Phone #** _____ **Email** _____

Style of Event: Theatre Dance Concert Lecture Workshop Film Other: _____

Event Date: _____

Time you wish to arrive for setup: _____

Anticipated length of setup: _____

House open for audience: _____

Performance Time: _____

Length of performance: _____

Intermission: YES NO **If yes for how long:** _____

Restore Time: _____

Number of crew persons you feel you need: _____
(this will be ultimately set by the BMCC Tribeca PAC technical director)

Load In Needs: _____

Transportation to the theatre: Semi Box Truck Van Car Taxi Other: _____

STAGE SETUP INFORMATION

Do you have a set or any scenery? YES NO

If yes - list each piece of scenery you are bringing with you _____

How do you plan to anchor the set to the stage floor: _____
(you are not permitted to screw, nail, or glue onto the floors)

Are you using any backdrops or banners? YES NO

If yes - list each one and its dimensions: _____

Does your backdrop or banners have? Grommets Pipe Pockets Other: _____

Do you have any scenery that must be flown? YES NO

You must have a certificate of flameproofing for all backdrops, banners, and scenery brought into the theatre. Please contact the technical office for further information regarding this policy. Your certificate of flameproofing must arrive before your load in can happen. Any items that do not have this certificate are subject to being removed from the theatre.

Do you have a ground plan of your set or stage setup? YES NO
(please fax or email a copy of this groundplan to us. BMCC Tribeca PAC fax number is 212-732-2482)

How far upstage will you be using? CYC U.S. TRAV D.S. TRAV (theatre one only) HOUSE DRAPE

Do you need a lectern? YES NO If yes where do you want it placed on stage: _____

Do you need a Marley Dance Floor? YES NO (If yes note it takes 4 technicians 1.5 hours to install this)

Tables and Chairs? YES NO If yes how many of each? _____
To be placed where onstage? _____

Other items you are bringing in? _____

Other Staging Needs

Do you need an LCD Projector?	YES	NO
Do you need a DVD / VHS Player?	YES	NO
Do you need a Laptop Computer?	YES	NO
Will you need an Internet Connection?	YES	NO

What is your intended purpose of an internet connection? Web Surfing? Live Streaming?

STAGE LIGHTING

BMCC Tribeca PAC's rep lighting plot consists of ETC source four units with various barrel sizes. We do not have automated fixtures at this time. Please note that our rep lighting plot has been designed to meet most needs of the average rental. You can re-focus the rep plot and make changes to it based on your needs but this may add additional crew and time to your overall event cost. BMCC Tribeca PAC does no pre-hang or pre-focus work on the plot for your event. All focusing or changing of the rep lighting plot must be done within your contracted time in the theatre. We do have a limited number of additional lighting units and booms that can be used. Please contact the technical office for more information on our repertory lighting plot.

Do you have a copy of our current lighting paperwork? YES NO

(note we have updated our lighting plot, copies prior to September 2009 should be discarded and replaced)

Do you have a lighting designer? YES NO **Name & Contact Info?** _____

Do you have a lighting plot of your own you wish to use? YES NO

Do you want to use our rep plot with our house lighting person creating looks for your show? YES NO

Will you be using side lights, booms, or additional lighting fixtures? YES NO

Special Effects Lighting that you may be bringing with you? YES NO

If you answered yes, please list what you are bringing _____

Are you using an outside lighting company? (available to theatre one clients only) YES NO

If yes: **Company Name?** _____ **Contact Person?** _____

Any additional lighting needs? _____

Are you using a follow spot? (available to theatre one clients only) ONE TWO NONE

Note: If you are planning on using colored gel media other than that in BMCC Tribeca PAC's repertory lighting plot, you must bring that color media with you. We have a very limited supply of spare color that is different from our repertory lighting plot

There is no power tie in available for theatre two at this time

SOUND

Are you using our in house sound system? YES NO

(please note the house sound system has certain decibel level restrictions) you must speak with the Technical Director to discuss the limitations of our in house system

Are you bringing in a sound system of your own? YES NO

If Yes – Company Name? _____ **Contact?** _____

(see electrical tie in / 60amp or 200amp service note)

What type of playback device are you using? CD MINI DISC CASSETTE OTHER? _____

Are you in need of a piano? GRAND UPRIGHT

(tunings are arranged solely by BMCC Tribeca PAC at a cost of \$125.00 per tuning)

Do you need wireless microphones? YES NO

If Yes - Number of handhelds? _____ **Number of body mics?** _____

(Wireless microphones are an additional fee per microphone)

Do you have a band? YES NO **What is the instrumentation?** _____

Do you need any additional amplifiers? GUITAR BASS KEYBOARD

Do you have any specific microphone requests? _____

Do you wish to have the event recorded to CD? YES NO

BMCC Tribeca PAC provides no backline equipment for live bands or orchestras. All amplifiers must be provided by you at your own rental arrangements and costs. BMCC Tribeca PAC does not rent backline equipment for you or your company members. We are happy to provide you with local rental house information at no charge to you if you need assistance. We provide no musical instrument rentals or musical equipment on site with the exception of pianos. We do have a limited number of music stands and music stand lights.

BMCC Tribeca Performing Arts Center
House Data Worksheet for Theatre Rental Clients
Thomas Mulhare – Senior House Manager x7216 – Tmulhare@bmcc.cuny.edu
Gina Cimmelli – Associate House Manager x7472 – Gcimmelli@bmcc.cuny.edu

Theatre: ONE (913 seats) _____ TWO (264 seats) _____
Name of Company: _____ Event Title: _____
Brief Description of the Event:

Contact Name #1 _____ Phone # _____ Email _____
Contact Name #2 _____ Phone # _____ Email _____
Nature of the Event: Theatre ___ Dance ___ Concert ___ Lecture ___ Workshop ___ Film ___ Graduation ___
Other (explain) _____ # of Graduates _____
Event Date: _____
House Doors Open for Audience Seating: _____
Performance Time Start: _____
Performance Time End: _____
Length of Performance: _____
Intermissions: YES ___ (If yes, how many ___) NO ___ Intermission Length: _____
Anticipated Audience Size: _____
Will you be having a reception? _____
Are you planning on having food or drink at that reception? _____

Please note that BMCC Tribeca PAC does not permit outside food or drink (including donations.) Food is provided by MBJ Food Service on Campus.

DURING CONTRACTED RENTAL HOURS OF AN EVENT IN THEATRE 2, ACCESS AND USE OF THE FOLLOWING DESIGNATED AREAS MAY BE ALLOWED:

Two Dressing Rooms: Located stage right and left at stage level. Equipped with bathroom, showers, mirrors, tables and chairs

Are you in need of tables? _____
At what time? _____

We can supply 6 foot tables. White table cloths with blue skirts cost \$30/table. (Check for availability)

Specific audience entrance/exit needs: _____
Anticipated Special Needs of Audience: (i.e. wheelchair, hearing impaired, etc.) _____

Do you have merchandise to be sold? _____
If yes, someone will contact you about the agreement.

All merchandise must be approved by House Managers 212-220-7216. BMCC Tribeca PAC provides staff and handles all cash and credit card transactions. Merchandise sales are contracted separately, BMCC Tribeca PAC inventories, conducts sales, provides reports, and issues payment within three weeks. There is a 25% commission on this service.

Will there be any autograph sessions? If so, by who, when and where? _____

FOR THE PROTECTION AND SAFETY OF ALL PARTIES INVOLVED IN A PRODUCTION - THE HOUSE MANAGER WILL DETERMINE AND APPROVE ALL SCHEDULING AND STAFFING TO BE USED DURING A PRODUCTION. THE NUMBER OF STAFF (INCLUDING BOTH HOUSE MANAGER AND USHER POSITIONS) WILL BE DETERMIND BASED ON THE EVENT PRIOR TO THE CONTRACTING OF THE EVENT.

Seating (Reserved or General): _____

If General, are there any special reserved seating areas? _____

Is there any audience participation? Will the audience ever go on stage or the artist into the House? If so, when? _____

Video/Media Equipment Usage: _____

Please note that due to strict fire code rules and regulations regarding places of public assembly and theatres, you will not be allowed to setup projectors or visual media equipment in the aisles of the theatre, behind the seating area, or in the row in front of the stage. Our staff will gladly block off selected sections to accommodate your media needs. Prior to your event going on sale with BMCC Tribeca PAC Ticketing Services

These flat floor areas are recommended for video set-up; but because they are designated as Barrier Free seating for wheelchair, if ticket holders require these seats they take precedence.

THEATRE 2: MUST RESERVE SEATS.

BEST RECOMMENDATION: H 101 – H107

Latecomer Accommodations: _____

Programs: _____

Ticketing Services

Rental Information & Policies

Contact Info

Ticketing Services (212) 220-1460(ticket sales)
Main Office (212) 220-1459
ticketing@tribecapac.org
www.tribecapac.org

Location

199 Chambers Street
New York, NY 10007-1044
Between Greenwich and West Street
Inside the main lobby of the BMCC building

Regular Hours:

Tuesday through Saturday - 12pm – 6pm
Sunday & Monday – Closed

Summer Schedule:

July 1st through Labor Day
Friday, Saturday & Sunday – Closed

Event Hours

Ticketing Services will be open 2 hours prior to all ticketed events and ½ hour after the event begins. During this time Ticketing Services will only sell tickets for your event. There will be no advanced ticket sales for other events.

Ticketing Services is closed on the following holidays:

- **Labor Day**
- **Columbus Day**
- **Veteran's Day**
- **Thanksgiving Day (Thursday and Friday)**
- **Christmas Eve**
- **Christmas Day**
- **New Years Eve**
- **New Years Day**
- **Martin Luther King Jr. Day**
- **Lincoln's Birthday**
- **President's Day**
- **Memorial Day**
- **Independence Day**

Sales Policies:

- **We accept VISA, MasterCard, Discover, and American Express for all events.**
- **Cash and Travelers Checks will be accepted at the Ticketing Services Window only.**
- **There is an ATM located within the building near Ticketing Services.**
- **Personal Checks are not accepted by Ticketing Services.**
- **All sales are final; there are no refunds or exchanges**

TICKET PRINTING

In House Printing

BMCC Tribeca PAC is equipped to handle most ticketing situations. Please fill out the Ticket Printing Form that was provided to you and return it to the Ticketing Services Manager. Once we have received your Ticket Printing Form we will build your Event in our database. We will then print a Test Ticket for you to proof

Outside Printing

Is not permitted.

Wristbands / Badges

Your production team working your event at BMCC Tribeca PAC will not be admitted without BMCC Tribeca PAC generated badges or wristbands. Please contact the Ticketing Services Manager to arrange these for your staff. Remember that these badges or wristbands will not permit your production staff to sit within the theatre during the performance. We can also supply wristbands and badges, at an additional charge, for all day events that allow patrons re-entry.

Ticket Sign-Out

You are allowed as the producer to sign-out tickets for each performance. These tickets are yours to sell or distribute outside of the BMCC campus in any way that you see fit.

In order to better serve the BMCC community, events that are open to the public are required to leave a minimum of 50% of the seating capacity of the theatre (Theatre 1 – 457 seats, Theatre 2 – 130 seats) with Ticketing Services. These tickets will be available at Ticketing Services for any patrons to purchase during regular Ticketing Services hours.

Any tickets that you wish to have sold on the BMCC campus the day of the Event must be returned to Ticketing Services one (1) business day prior.

TICKETS MAY NOT BE SOLD ON THE BMCC CAMPUS OUTSIDE OF TICKETING SERVICES
- NO EXCEPTIONS

For example, your performance takes place Saturday night at 7pm, unsold tickets should be returned to Ticketing Services no later than 6pm on Friday. If your event takes place on a Monday evening you would need to return your tickets by 6pm on Saturday.

SELECTING A PRICING MAP

We have created a set of Standard Pricing Maps for Theatre 1. These maps are already in the ticketing software and are the most efficient for your event.

There are 6 separate Standard Pricing Maps for Theatre 1. They range from 1 Pricing Zone / General Admission to 5 Pricing zones

There are 3 separate Standard Pricing Maps for Theatre 2. They range from 1 Pricing Zone / General Admission to 3 Pricing zones.

If none of the Standard Pricing Maps work for you event, we can create a custom map for a fee of \$250.00

DISCOUNT / PROMOTIONS

BMCC Student / Staff

There is a minimum 20% discount for BMCC Students, Faculty, and Staff. This discount will require the patron to show their BMCC identification card to Ticketing Services before the sale is made. This discount will not be available by phone or internet sales

Other Discounts / Promotions

Please discuss and Promotions / Discounts with the Ticketing Services Manager before you advertise it. We want to be prepared to serve your customers as best we can.

Special Considerations

Complimentary/Press Tickets

It is in your best interest to reserve complimentary tickets as you become aware that you need them. This will allow us to provide you with the best selection of seats to choose from. Please provide Ticketing Services with a preliminary list with Patron Names and Number (#) of Seats no less than 1 business day prior to your event.

Website Listing

We are more than happy to add your event to the calendar on www.tribecapac.org. If you would like to participate in this, please email a descriptive paragraph about your event along with a graphic to Ticketing Services Manager when you submit your ticketing request form. If you would not like your event listed on the website, please contact the Ticketing Services Manager.

Internet Sales

We are able to provide internet ticket sales through SmartTix.com. If you are interested in this service, please indicate this on the ticket request form. All tickets sold via SmartTix will be subject to the contracted credit card fee rate.

Wheelchair Seats

All Wheelchair seats are held by Ticketing Services. Patrons in need of a Wheelchair seat can contact us directly during Regular Ticketing Services Hours.

Will Call

There are a couple of ways to handle Will Call tickets.

-You may pass the Will Call tickets to Ticketing Services. You will need to include a complete list of all the tickets including Patron's Name, Phone Number, Section/Row/Seat, and any Notes/Special Accommodations. Ticketing Services must receive this information at least one (1) business day prior to the event, unless alternate arrangements are made.

-You can request that House Management set up a table for your representative to handle Will Call. The table will generally be just to the side of Ticketing Services in front of Theatre 2. This table would only be for Will Call Tickets, not sales – **no money may be exchanged at this table under any circumstances.**

Reservations

Ticketing Services does not take Reservations or Hold Seats for patrons. The only way for a patron to guarantee themselves a seat is to purchase a ticket.

TriBeCa Neighborhood Information

Hotels: (is it recommended you check on pricing as part of your selection process)

Cosmopolitan Hotel (closest to performing arts center)

85 West Broadway
212-566-1900
Average nightly rate: \$189.00

Smyth Hotel

85 West Broadway
212-587-7000
Average nightly rate: \$200.00

Tribeca Grand Hotel

2 Avenue of the Americas
212-519-6600
Average nightly rate: \$350.00

Embassy Suites

192 North End Ave
212-945-0100
Average nightly rate: \$249.00

Millennium Hilton

55 Church Street
212-872-7372
Average nightly rate: \$249.00

Marriott Financial Center

85 West Street
212-385-4900
Average nightly rate: \$300.00

Howard Johnson's Express Inn

135 East Houston Street
212-358-8844
Average nightly rate: \$175 - \$200

Holiday Inn Manhattan – Downtown

138 Lafayette Street
212-966-8898
Average nightly rate: \$250

Restaurants

Duane Park Café \$\$\$

157 Duane Street
212-732-5555

Bazzini \$\$

339 Greenwich Street
212-334-1280

The Soda Shop \$\$

125 Chambers Street
212-571-1100

2 Rivers \$\$\$

10 Murray Street
212-556-6915

Deans\$\$

349 Greenwich Street
212-966-3200

Reade Street Pub \$\$

135 Reade Street
212-227-2295

Gee Whiz Diner \$\$\$

295 Greenwich Street
212-608-7200

Baluchis \$\$

275 Greenwich Street
212-571-5350

Mudville 9 \$\$

126 Chambers Street
212-964-9464

McDonalds \$

167 Chambers Street

Taco Bell \$

155 Chambers Street

Subway \$

153 Chambers Street

Applebee's \$\$

101 N. End Ave
212-945-3277

Chevy's Fresh Mex \$\$

101 N End Ave
212-786-1111

Tribeca Grill \$\$\$

375 Greenwich Street
212-941-3900

BMCC Dining Room / Cafeteria \$

199 Chambers Street
212-220-8000

The area has some of the most diverse eating establishments in NYC. From unique restaurants you will find only in Tribeca, to fast food places you know well. We invite you to explore our neighborhood while you are here and enjoy the many wonderful dining opportunities that it offers. All of the restaurants are well within walking distance from the steps of the performing arts center, with many of them just a couple of blocks away.

General Stores

Century 21 Department Stores

22 Cortlandt Street
212-227-9092

K-Mart

770 Broadway
212-673-1540

Drug Store / Pharmacy:

Duane Reade

250 Broadway
212-571-4511

Independence Pharmacy

352 ½ Greenwich Street
212-406-3700

Eve Pharmacy

295 Greenwich Street
212-566-5858

The Food Emporium

316 Greenwich Street
212-766-4598

CVS Pharmacy

129 Fulton Street
212-233-5023

King Tribeca Pharmacy

5 Hudson Street
212-791-3100

Dry Cleaners / Laundromats

Tribeca Cleaners

95 Reade Street Ste 1
212-385-9090

Greenwich Cleaners

331 Greenwich Street
212-966-4881

West Broadway Cleaners

81 West Broadway
212-732-4534

Hardware Stores

Tribeca Hardware

154 Chambers Street
212-240-9792

Home Depot

28-40 West 23rd Street
212-929-9571

Copy Centers:

Jean Paul Duplicating

275 Greenwich Street
212-587-0579

Fed-Ex Kinkos

105 Duane Street
212-406-1220

Mailing Centers

Mail Boxes ETC

295 Greenwich Street
212-964-5528

United States Post Office

90 Church Street
212-330-5313

Theatrical Vendors

Lighting Equipment Rentals

PRG

Kara O'Grady
7777 West Side Avenue
North Bergen, NJ 07047
201-758-4000

4 Wall Lighting

Jim Schoenfelder
75 State Street
Moonachie, NJ
201-329-9878

Sound Equipment Rentals

One Dream Sound

36-15 48th Ave
Long Island City, NY
718-433-3030

Audio Incorporated

72 West Westfield Ave
Roselle Park, NJ
908-620-1007

Carroll Music Rentals

625 West 55th Street
6th Floor
New York, New York
212-868-4120

Video Equipment Rentals

Michael Andrews Audio Visual Services

615 West 55th Street
New York, New York
Attn: Bill Magod
212-710-1430 Bmagod@maavs.com
www.maavs.com

Visual Word Systems (large media needs only)

35 West 36th Street
New York, New York
212-629-8383
Attn: Ike Echstein

Dry Ice

United City Ice Company

503 West 45th Street
New York, New York
212-563-0819

Diamond Ice Cube Company

324 W 16th Street
New York, New York
212-675-4115

Flame Proofing Services

Turning Star Flame Proofing, Inc.

229 Bond Street
Brooklyn, NY 11217
718.254.0534

NY Fire Shield

P.O. Box 7305
Auburn, NY 13021
315-255-2765

Instrument Rentals

Carroll Music Rentals

625 West 55th Street 6th floor
New York, New York
212-868-4120

Soft Good Rentals

Rose Brand Theatricals

4 Emerson Lane
Secaucus, NJ 07094
1-800-223-1624

J.C.Hansen

629 Grove Street, Lot #26
Jersey City, NJ 07310
1-866-988-8055