



## Production Information

### Theatre Two

199 Chambers Street Room S115K  
New York, NY 10007

212-220-1459 (press number 3)– BMCC Tribeca PAC Administrative Office

212-346-8552 – BMCC Tribeca PAC Technical Director's Office

212-220-1459 (press number 5) – BMCC Tribeca PAC House Management Office

212-732-2482 – BMCC Tribeca PAC FAX

[www.tribecapac.org](http://www.tribecapac.org)

*(updated September 2013)*

## **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
Audio.....	page 19
Media Services.....	page 23
Stage Furnishings.....	page 24
Internet Access Information.....	page 25
Ticketing Services Information.....	page 26
Ticketing Services Ticket Printing Form.....	page 29
Tribeca Neighborhood Information.....	page 31
Theatrical Vendors.....	page 34
Subway Map.....	page 35
Seating Chart.....	page 37
Lighting Plot, Channel Hookup, and Instrument Schedule.....	page 39

## **General Information**

### **Theatre Mailing Address:**

BMCC Tribeca Performing Arts Center  
199 Chambers Street  
Room: S115K  
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 S115K. 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](http://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 just north of 190 West Street. All loading is done through the West Side Courtyard entrance. 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**

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. **During certain times of load in, the TPAC supervisor may require that the stage be completely cleared by all members of your company for safety. If this policy is not followed, it may become necessary to stop load in until the technical department supervisor feels it is safe to continue the load in process.** 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 and may require you to hire a professional rigging company at times to be present during the load in and production process.

At least one month before your show arrives at BMCC Tribeca PAC, you must provide the technical department office 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 as soon as possible.

**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 onstage, backstage or in the audience seating area.**

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

**Smoking is strictly forbidden by City University of New York Policies anywhere on the grounds of the theatre complex or college.**

**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 lifts. Performing Arts Center 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.
- ⌘ Crew members are non 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.
- ⌘ Your schedule should be 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. During the meal break all work stops for the duration of the break and in most cases the theatre must be completely empty.
- ⌘ 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 services are available
  - Your producer has approved and paid for the additional cost directly to the Operations Director or Operations Associate.
- ⌘ 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 as other work calls may exist in the same week.
- ⌘ 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 repertory 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 at any time.
- ⌘ 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](mailto:CCleveland@bmcc.cuny.edu)

### **Technical Director**

Mark Goodloe  
212-220-1461  
[MGoodloe@tribecapac.org](mailto:MGoodloe@tribecapac.org)  
[tech@tribecapac.org](mailto:tech@tribecapac.org)

### **Ticketing Services Manager**

Gina Molina  
212-220-1460  
[Ticketing@tribecapac.org](mailto:Ticketing@tribecapac.org)

### **Senior House Manager**

Charles Davis  
212-220-1459 (press number 5)  
[House@tribecapac.org](mailto:House@tribecapac.org)

### **Operations Associate**

Rokia Shearin  
212-220-1459  
[RShearin@tribecapac.org](mailto:RShearin@tribecapac.org)

### **Associate Technical Director**

Nick Pauly  
212-220-1459 ext. 7012  
[NPauly@tribecapac.org](mailto:NPauly@tribecapac.org)  
[tech@tribecapac.org](mailto:tech@tribecapac.org)

### **Associate Ticketing Services Manager**

Emily Madison  
212-220-1460  
[Ticketing@tribecapac.org](mailto:Ticketing@tribecapac.org)

### **House Manager**

212-220-1459 (press number 5)  
[House@tribecapac.org](mailto:House@tribecapac.org)

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 office direct line at 212-346-8552.

**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 – automated system. Press number Five (5) for the Tribeca Performing Arts Center.

### **MBJ Food Services**

Richard Halem

212-587-3330

[RHalem@bmcc.cuny.edu](mailto:RHalem@bmcc.cuny.edu)

### **Public Safety**

212-220-8075

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

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

### **Emergencies:**

Security (College / Theatre) 212-220-8080

Fire Department 911

Police Department 911

BMCC Public Safety

Engine 7, Ladder 1 - 100 Duane Street

First Precinct

Hospitals 212-312-5110

New York Downtown Hospital

170 William Street

NY, NY 10038

Urgent Care / Walk In Clinic 212-962-6600

Emergency Medical Care

200 Chambers Street

NY, NY 10007

## **Parking**

Parking is not provided at Borough of Manhattan Community College or BMCC Tribeca Performing Arts Center. There are several convenient parking locations for cars within one or two blocks of the center. There is no truck parking in the immediate area. The only known location as of 1/29/13 for truck or large van parking is in Harlem. 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 – cars only**

42 Harrison Street  
Open 24 hours  
Rates Posted

### **Greenwich Street Parking LLC – cars only**

561-565 Greenwich Street  
Open 24 hours  
Rates Posted

### **ICON Patriot Parking – cars only**

35 Harrison Street  
Open 24 hours  
Rates Posted

### **ICON Patriot Parking – cars only**

374 Greenwich Street  
Open 24 hours  
Rates Posted

### **Wooster Parking – small vans / small trucks**

6 Wooster Street  
Hours Posted  
Rates Posted

### **East End Parking – Large Vans and Trucks**

227 East 125<sup>th</sup> Street  
Open 24 hours  
Rates Posted  
Please plan on 1 hour travel time back to Tribeca

## **Parking Lot Websites**

ICON Parking – [www.iconparkingsystems.com](http://www.iconparkingsystems.com)

East End Parking – [www.nytruckparking.com](http://www.nytruckparking.com)

Wooster Parking – [www.woosterparking.com](http://www.woosterparking.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 permitting in the Tribeca neighborhood should be directed to the community affairs office at the 1<sup>st</sup> 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.

1<sup>st</sup> Precinct – Community Affairs office  
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 are not responsible for any parking violations you may receive while at the theatre.**



**NYC Taxi Cabs: as of 1/29/13 - rates are subject to change**

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.

New metrocards cost \$1.00 plus any additional fare

A single ride card costs \$2.75

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](http://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 can accommodate a large semi-truck or large box truck. Trucks cannot back into this loading area. 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. Trucks or vehicles arriving earlier than a scheduled load in time are subject to be asked by the New York City Police Department or BMCC Public Safety officers to be removed until the scheduled load in time.

**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 two. 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:** 260

**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 <sup>st</sup> Electric:	19'
Trim Height of 2 <sup>nd</sup> Electric:	18' 6"

### Stage Floor:

<b>Surface:</b>	Black Painted Masonite - Non-Sprung Floor <ul style="list-style-type: none"><li>⌘ No nailing, screwing, or stapling allowed.</li><li>⌘ Approved Tapes: Gaffers, Spike, and Glow</li></ul>
<b>Dance Floor:</b>	Rosco Black Marley Dance Floor <ul style="list-style-type: none"><li>⌘ Full Stage</li><li>⌘ No Rosin Permitted</li></ul>

## **House Draperies:**

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

<b>Main Curtain:</b>	1 Velour, bottom weight, Color: Prestige Blue 2 Piece – Split at center Height - 20' Width – 20'
<b>Upstage Traveler:</b>	1 Velour, bottom weight, Color: Black 2 Piece – Split at center Height – 20' Width – 20'
<b>Legs:</b>	1 Velour Set, Unlined, bottom weight, Color: Black 2 velour per line set Height – 18' Width - 9'
<b>Border:</b>	1 Velour, Unlined, bottom weight, Color: Black Height - 8' Width - 36'
<b>Cyc:</b>	1 Cyc, Color: White Height – 20" Width – 36' (please note the CYC requires additional setup time of 1 hour for lighting)

## **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 or tower at BMCC Tribeca PAC. It is not possible to fly items and make them completely disappear from the audience.**

## **Theatre Two Line Set Schedule**

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

## Dressing Rooms, Laundry, Crossovers, and Storage

### Dressing Rooms

A (stage level)	10 Person Capacity <b>Dimensions 150 sq ft</b>	4 Mirror Station	1 Sink 1 Toilet 1 Shower
B (stage level)	10 Person Capacity <b>Dimensions 150 sq ft</b>	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: 2**

**Racks: 4**

### 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:**

### **Repertory Lighting Plot**

Our repertory lighting plot has been designed and focused to meet the needs of a typical rental client. Included are 2 washes of front light, 2 washes of high side light, a down blue wash, a Wybron CXI IT scroller back wash and 12 dedicated special units. Inventory consists of ETC Source 4 lekos (lens sizes 14-50 degree) and ETC Source 4 PARS (full lens kits available). These units are lamped at 575w. There are limited additional units, cable, iron and booms available in stock.

You may provide your own light plot, however any re-focus or re-hang must be fully restored within your contracted time in the theatre. Additional crew may be added to meet your needs. Due to insurance, only TPAC staff is allowed in our catwalks and to operate our Genie lift and Skyjack.

We do not pre-hang or pre-focus forwarded plots. Additionally, we do not provide, pre-order or pre-cut perishables such as gel or templates that are outside of our repertory plot.

**L5 - TWIST LOCK – NUB IN - all units, all circuits.**

#### **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. They cannot be dimmed.  
The fluorescent lights in the rear of the theatre remain on throughout for safety.



**Circuits:**

3 <sup>rd</sup> Catwalk –	1 – 27
2 <sup>nd</sup> Catwalk –	28 – 46
1 <sup>st</sup> Catwalk –	59 – 82
Side Cat Right –	47 – 52
Side Cat Left –	53 – 58
1 <sup>st</sup> Electric -	83 – 112
2 <sup>nd</sup> Electric -	113 – 132
3 <sup>rd</sup> 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

<b><u>Source Four Top Hats:</u></b>	14	Total
-------------------------------------	----	-------

<b><u>Source Four Color Extenders:</u></b>	14	Total
--	----	-------

<b><u>Source Four Gobo Holders:</u></b>	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 gel or color requests that you bring all lighting gel media with you at the time of your load in. 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.**

## **Audio**

### Audio Volume Limitations

In accordance with OSHA guidelines and general health considerations, Tribeca PAC is required to control the maximum sound pressure levels generated within our venues. The Tribeca PAC Technical Supervisors and Theater Technicians will insure that the system does not produce sustained sound pressure levels in excess of 115 dB (A weighted) at a distance of 15 feet in front of any speaker cluster. It is expected that safe sound pressure levels which will satisfy both the Artist's aesthetic considerations as well as the TPAC's commitment to protecting patrons' hearing, can be mutually agreed upon during rehearsal or sound check and will not be exceeded for the duration of the event.

#### **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)

#### **Audio Console:**

Avid Venue Profile - 48 channels from stage. 16 Auxes. 8 Groups. 8 VCAs. VenuePack 3.1 Plugin pack. Venue Software 3.0.

#### **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 SM12V 700 Watt Max 8 ohms Wedge Monitor

#### **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
- 1 – Fender Blues Junior 180 watt Guitar Amp
- 1 – Fishman Loudbox Performer Acoustic Guitar Amp

**Bass Amplifier:**

- 1 – David Eden World Tour 800 head
- 1 – David Eden DII5XLT 400 W 8 Ohm Speaker

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

- 9 Shure Beta 58a
- 6 Shure SM58
- 1 Shure 14a
- 1 Shure MX 391
- 3 Shure Beta 87a
- 3 Shure Beta 57a
- 9 Shure SM57
- 4 Shure SM 81
- 1 Shure 55SH Classic
- 1 Shure MX391
- 1 Sennheiser MD421
- 2 Audio-Technica PRO 45
- 3 Audio Technica AT853a
- 4 Crown CM 700
- 6 Crown PCC-160
- 2 Beyer Dynamic GM
- 1 M88
- 1 Beyer Dynamic M88
- 1 Electro-Voice RE20
- 1 PG 56
- 2 AKG C1000
- 1 AKG D112
- 1 MD 421
- 1 Sony ECM-66B
- 2 Neumann KM-184
- 4 E/V N/D408
- 1 Audix D6
- 2 IsoMax Lectern Mic

**Direct Boxes: - may not always be available. Make arrangements if you have a specific Direct Box request.**

- 1 PC DI
- 2 Radial JDI
- 1 Radial J48
- 1 Radial ProAV2
- 2 Radial ProD2
- 1 Countryman Type 85
- 1 Whirlwind 4Ch

**Wireless System:**     **Available at an additional fee per microphone**

- 4     Sennheiser ew500 G3 wireless microphone receiver system
- 4     Sennheiser SKM 500-935 G3 handheld microphone
- 4     Sennheiser SKM 500-935 G3 lavalier microphone
- 4     Countryman E6 head worn microphone

Note – Wireless System operates in the G Band  
(G Band frequencies range from 556-608)

**Playback:**

- 2     Tascam – MD-CD1 MKIII
- 1     Qlab

**Recording:**

- 1     Tascam – SSR-200 – 2 Track Recorder
- 1     Avid – Pro Tools – up to 32 channels. (may require additional costs and personnel)

**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

**NL4:**

- 10'     3
- 15'     4
- 25'     14
- 50'     7
- 100'    3

**XLR:**

- 05'     10
- 10'     20
- 25'     45
- 50'     20
- 100'    2

- 1/4":** 10'     9

**Microphone Stands:**

Upright Tall	20
Upright Shorth	7
Boom Arms	32
Tripod Stands	16
Tabletop Stands	10
Goosenecks	2

**Press Box:**

1	24 Channel Microphone Level
1	12 Channel Microphone Level

## **Audio – Visual and Film Screenings**

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.

While BMCC Tribeca Performing Arts Center is the premiere venue of the Tribeca Film Festival, we do not have film projectors permanently installed in the theatre. All of the film projectors and audio systems for the Tribeca Film Festival are specialized gear brought in for that event only. That gear is provided by outside rental vendors. 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.

A Sony VPL-FH300L 6,000 lumen projector is permanently installed inside of theatre two. The projector accepts RCA, VGA, and HDMI inputs. There are additional fees for this projector plus the cost of a projector media technician.

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**.

Wired Internet Services are available and may be billed at an **additional fee**.

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

### **Stands:**

- 40 Manhasset Black

### **Stand Lights:**

- 20 Wireless LED music stand lights

### **Conductor's Podium:**

- 1 Measures 4' x 4' Carpeted
- 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) 8" 16" & 24" (platform w/ legs).

### **Dance Floor:**

Black Rosco Marley Dance Floor

- ∞ **Full Stage**
- ∞ **No Rosin Permitted**
- ∞ **No Folding or Rolling Under**
- ∞ **No Slip no more products allowed**

### **Lectern:**

. Oklahoma Sound: The Vision Series

- 2 – Standard Lecterns
- 1 - Standard Lectern with 19" LCD Screen capable of projecting Logo in JPEG format

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

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



## **Internet Access Information**

Tribeca PAC does not have the ability to provide WiFi internet access.

All internet access is provided by BMCC's computer department via a wired Ethernet connection. If internet access is crucial to the success of your event, we strongly advise that you opt to have a BMCC computer technician assigned to your event. Should issues with the internet connection arise on the day of your event and a BMCC computer technician is not included in your event contract, Tribeca PAC cannot guarantee that a computer technician will be available to troubleshoot and resolve the issues. All internet services may incur an additional cost for setup and technician fees.

A request for internet access must be submitted no later than one month prior to the date of your event. If this is not possible, we cannot guarantee that internet access will be available on the day of your event.

Because of network security concerns the BMCC computer department does not allow outside events to connect WiFi routers to the college's network or internet connection..

# **Ticketing Services**

## **Rental Information & Policies**

### **Contact Info**

Ticketing Services (212) 220-1460 (ticket sales)  
Main Office (212) 220-1459  
[ticketing@tribecapac.org](mailto:ticketing@tribecapac.org)  
[www.tribecapac.org](http://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 1<sup>st</sup> 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**
- **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 or during contracted show hours.

**Any tickets that you wish to have sold on the BMCC campus the day of the Event must be returned to Ticketing Services two (2) 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 Thursday. 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 your 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 2 business day prior to your event.

## **Website Listing**

We are more than happy to add your event to the calendar on [www.tribecapac.org](http://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.

**USAGE CODE:**

**PRODUCER** (One Line, Forty Characters. This will print on the ticket. PLEASE PRINT NEATLY)

[illegible][illegible]

**Custom Print (Logo/Language)**

Check One Map for the Appropriate Theatre.

Theatre 1 (913 seats)	Theatre 2 (260 seats)
<input type="checkbox"/> General Admission ↓ Reserved Seating ↓ <input type="checkbox"/> 1 Zone <input type="checkbox"/> 3 Zone Alt <input type="checkbox"/> 2 Zone <input type="checkbox"/> 4 Zone <input type="checkbox"/> 3 Zone <input type="checkbox"/> 5 Zone	<input type="checkbox"/> General Admission ↓ Reserved Seating ↓ <input type="checkbox"/> 1 Zone <input type="checkbox"/> 2 Zone <input type="checkbox"/> 3 Zone

Enter all Performance Dates/Times and Appropriate Ticket Price for Each Zone.

Pricing Zone	Event Date	Ex: 7/4/08							
	Event Time	7:00pm							
	PL 1 (\$\$\$\$)	\$55							
	PL 2 (\$\$\$\$)	\$40							
	PL3 (\$\$\$)	\$25							
	PL4 (\$\$)	\$10							
	PL5 (\$)	\$5							

**DESCRIPTION:** \_\_\_\_\_

**SELL TICKETS ON THE BMCC TRIBECA PAC WEBSITE:**      **YES**      **NO**

**EMAIL ADDRESS**

**DATE:** \_\_\_\_\_

This page left  
intentionally blank

## **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

**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

**New York Marriott Downtown**

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

**Dirty Bird \$\$**

155 Chambers Street  
212-964-3284

**Whole Foods \$\$\$**

270 Greenwich Street  
212-349-6555

**Mary Anne's Mexican \$\$**

125 Greenwich Street  
212-571-1100

**2 Rivers \$\$\$**

10 Murray Street  
212-556-6915

**Deans\$\$**

349 Greenwich Street  
212-2966-3200

**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

**Zucker's Bagels \$**

146 Chambers Street  
212-608-5844

**Subway \$**

153 Chambers Street

**Shake Shack \$\$**

215 Murray Street  
646-545-4600

**Blue Smoke BBQ \$\$**

255 Vesey Street  
212-889-2005

**Benvenuto Café \$\$**

369 Greenwich Street  
212-219-2373

**BMCC 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

**Duane Reade**

352 Greenwich Street  
212-406-3700

**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 23<sup>rd</sup> Street  
212-929-9571

**Copy Centers:****Fed-Ex Office**

105 Duane Street  
212-406-1220

**Mailing Centers**

United States Post Office  
90 Church Street  
212-330-5313

## Theatrical Vendors

### Lighting Equipment Rentals

#### **World Stage / Scharff Weisberg**

259 West 30<sup>th</sup> Street  
New York, New York  
212-582-2345

#### **4 Wall Lighting**

*Jim Schoenfelder*

75 State Street  
Moonachie, NJ  
201-329-9878

### Sound Equipment Rentals

#### **Audio Incorporated**

170 Westfield Ave West  
Roselle Park, NJ 07204  
908-620-1007

#### **Masque Sound**

21 East Union Avenue  
East Rutherford, NJ 07073  
201-939-8666

#### **Carroll Music Rentals**

625 West 55<sup>th</sup> Street  
6<sup>th</sup> Floor  
New York, New York  
212-868-4120

### Video Equipment Rentals

#### **Michael Andrews Audio Visual Services**

615 West 55<sup>th</sup> Street  
New York, New York  
Attn: Bill Magod  
212-710-1430 [Bmagod@maavs.com](mailto:Bmagod@maavs.com)

#### **Visual Word Systems**

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

### Dry Ice

#### **United City Ice Company**

503 West 45<sup>th</sup> Street  
New York, New York  
212-563-0819

#### **Diamond Ice Cube Company**

324 W 16<sup>th</sup> 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 55<sup>th</sup> Street 6<sup>th</sup> floor  
New York, New York  
212-868-4120

### Soft Good Rentals

#### **Rose Brand Theatricals**

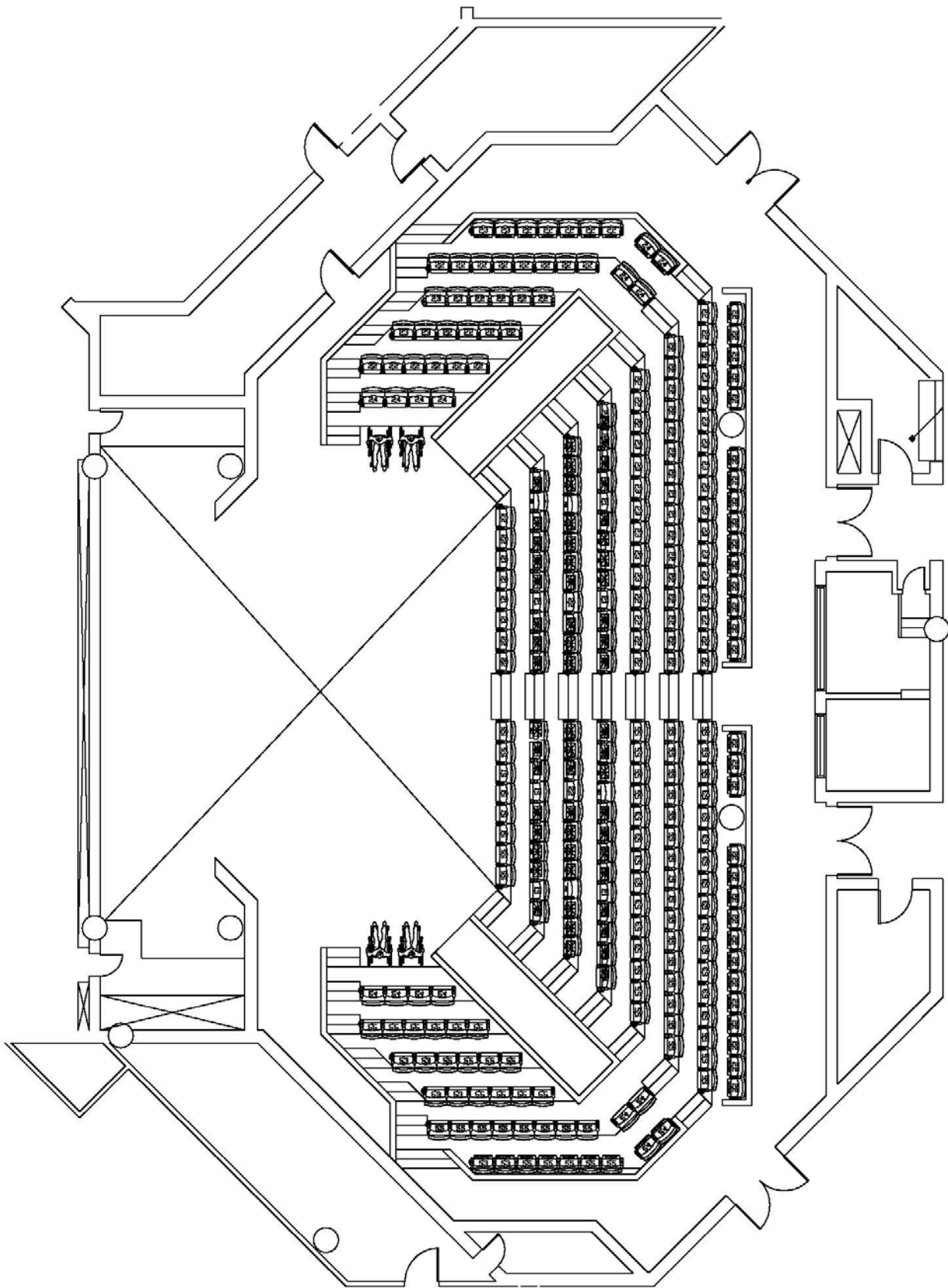
4 Emerson Lane  
Secaucus, NJ 07094  
1-800-223-1624

#### **J.C.Hansen**

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



This page left  
intentionally blank



This page left  
intentionally blank



