



## 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 December 2017)*

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## General Information

### Building Entrance:

The main entrance for Tribeca Performing Arts Center is on Chambers Street between West Street (West Side Highway) and Greenwich Street. This is the main entrance and second floor 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 Tribeca Performing Arts Center's administrative office, located one floor down and in room S115K. Please have a government issued photo I.D. available for our public safety officers at the door.

### 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 hours. Ticketing Services hours are also available on our website [www.tribecapac.org](http://www.tribecapac.org)

### Theatre Entrance:

One of the main audience entrances for Theatre One is on Chambers Street between West Street (West Side Highway) and Greenwich Street. This is the main entrance for 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 One Loading Dock: (pre-arranged load in times only)

The loading dock for Theatre One is located at 190 West Street (West Side Highway.)

This is located just north of the white pedestrian bridge and is on the corner of Chambers Street and West Street. If the door is locked and you have arrived at your scheduled load in time, please ring the bell. A member of the theatre staff will meet you. Vehicles must leave the loading dock and be parked after load in and before setup. **Special Note: The loading dock is not at standard truck height.**

### Barrier Free Access:

Wheel chair / disability seating positions are located in both upper and lower areas of Theatre One and are accessible from the main entrance. Wheel chair access is also available to the stage but the Technical Office needs this information in advance. Also, inform both Ticketing Services and the House Managers of any special seating needs you may have.

## **Policies and Procedures**

### **Alcohol Policy:**

Borough of Manhattan Community College and BMCC Tribeca Performing Arts Center have a dry campus policy in regards to all forms of alcohol. This policy applies to all areas of the theatre complex, including the dressing rooms and backstage. If you have questions regarding this policy please email our house and tech departments at [house@tribecapac.org](mailto:house@tribecapac.org) and [tech@tribecapac.org](mailto:tech@tribecapac.org)

### **Assistive Listening Devices:**

Theatre One has assistive listening devices available. Please direct your audience members to a House Manager or a Ticketing Services staff person prior to the start of the performance for use of the system. A photo ID, such as a driver's license, will be required as a deposit for the equipment.

### **Cameras and Tripods:**

Please note that due to fire code regulations regarding places of public assembly, you will not be permitted to setup equipment in the aisles of the theatre, behind the seating area, or in the row in front of the stage. Our house staff will gladly block off unsold seats to accommodate your photography and videography needs. Please contact the house managers at [house@tribecapac.org](mailto:house@tribecapac.org) and CC the technical staff at [tech@tribecapac.org](mailto:tech@tribecapac.org)

### **Event Provided Sound Engineers:**

If you have your own engineer to mix your event, because of how Tribeca PAC's sound systems are setup, your engineer will be completely responsible for the live mix and any event recordings of your production. We will provide a TPAC audio technician to assist and answer any questions your engineer might have, but ultimately your event's audio needs will be the sole responsibility of your sound engineer.

### **Fire Effects / Candles / Smoking onstage:**

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. Smoking is strictly forbidden by City University of New York Policies anywhere on the grounds of the theatre complex or college. If your production involves smoking onstage please contact the tech department at [tech@tribecapac.org](mailto:tech@tribecapac.org). If your event requires candles we suggest that you look at flameless LED candles as an alternative.

### **Food and Drink:**

There is no eating or drinking permitted within the audience area of the theatre. Bottled water is allowed in the theatre.

### **Flame Proof Certification:**

YOU MUST PROVIDE A VALID CERTIFICATE OF FLAMEPROOFING FOR SCENERY, DROPS, BANNERS, AND DRAPERIES. NO UNFLAMEPROOFED MATERIALS WILL BE ALLOWED INSIDE THE BUILDING. MATERIALS MAY NOT BE FLAME-PROOFED OR TREATED AT THE PERFORMING ARTS CENTER. We prefer you send us your documentation a minimum of two weeks in advance of your load in date. If you have questions please email the technical department at [Tech@tribecapac.org](mailto:Tech@tribecapac.org)

*The Certificate must include the following:*

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

### **Helium Balloons:**

Helium Balloons are not permitted onstage, backstage or in the audience seating area.

### **Internet Access:**

All internet access is provided by BMCC's computer department via a wired Ethernet or wireless WIFI connection. If internet access is crucial to the success of your event, we strongly advise that you opt to have a BMCC computer center 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 with 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 wired 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 center department does not allow outside events to connect WiFi routers to the college's network or internet connection.** A member of the Tribeca PAC staff will be able to give you access to the Wifi for up to 50 persons on your arrival

### **Keys:**

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

### **Ladders, Lifts, and Catwalks:**

Due to insurance regulations only BMCC Tribeca PAC staff can use ladders, lifts, and work in the catwalks.

### **Load In 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.

### **Merchandise sales**

All merchandise must be approved by the Tribeca PAC merchandise manager. Tribeca PAC provides staff and handles all cash and credit card transactions. Merchandise sales are contracted separately; Tribeca PAC inventories, conducts sales, provides reports, and issues payment within three weeks of the completion of your event. There is a 25% commission on this service but there is not a charge for the staff. Please email the merchandise manager at [Merchandise@tribecapac.org](mailto:Merchandise@tribecapac.org)

### **Multi Track Recordings:**

TPAC's multi track recording system consists of Avid FWx audio interfaces, Apple IMAC computers, and Pro Tools 10 recording software. These recordings setups can only record a total of 32 channels. If you anticipate that your recording needs will exceed 32 channels of input you will need to rent a different multi-track recording system from an outside vendor. We are happy to provide you with the contact information for local businesses that can rent you the equipment you require. A separate waiver may be required along with your contract for all multi-track recordings.

### **Smoke Machines and Haze Machines:**

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

### **Smoking Policy:**

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

### **Table and Chair setups:**

Advance notice is required for all table and chair setups. Please note that our staff are also the only ones allowed to setup and move tables.

### **Theatre access time:**

Your access time to the theatre is the time printed within your facility use agreement and / or contracted use of the space. 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.

### **Two Weeks before your show loads in:**

At minimum of two weeks 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, road cases, costumes, lighting or sound equipment, special effects, raw materials, musical instruments, live animals, large items intended for areas other than the stage, and any merchandise materials. This list should be confirmed a minimum of two weeks before the date of your event with changes being brought to the Technical Director's attention as soon as possible. Lists may be emailed to [Tech@tribecapac.org](mailto:Tech@tribecapac.org)

### **Vehicle Parking:**

Tribeca PAC does not have on-site vehicle parking. There are several parking garages in the neighborhood that will accept cars and other small vehicles, but unfortunately all of the lots that can accommodate large trucks and large vans are not located within walking distance of our venue. A list of parking garages is available by emailing the technical department at [tech@tribecapac.org](mailto:tech@tribecapac.org). We can also assist you with information on how to permit traffic lanes around the performing arts center

## **CREW POLICIES AND INFORMATION**

### **Addition of time to original contract:**

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. 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 crew and the theatre 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

### **Call Cancellation and time change requests:**

We do not allow changes or cancellations 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.

### **Crew Representation:**

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.

### **Crew responsibilities:**

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.

### **Equipment use and operation:**

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 are normally only operated by Tribeca personnel. If you have your own technician or engineer who you want to operate performing arts center equipment, please discuss this with the technical department by emailing us at [tech@tribecapac.org](mailto:tech@tribecapac.org). In all cases Tribeca PAC crew members will be assigned to assist and provide answers to any questions your technician may have.

### **Schedule of meal breaks:**

Your schedule needs to 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.**

### **Time over and beyond original contracted time:**

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.

## **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**

Carina Faz  
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**

Shykia Fields  
212-220-1460  
[Ticketing@tribecapac.org](mailto:Ticketing@tribecapac.org)

### **House Management Office**

James E. Riddick, Jr.  
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

Hospitals 212-312-5110

Urgent Care / Walk In Clinic 212-962-6600

BMCC Public Safety

Engine 7, Ladder 1 - 100 Duane Street

First Precinct

New York Downtown Hospital

170 William Street

NY, NY 10038

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 within one or two blocks of the center for cars. There is no truck parking in the immediate area. The only known location as of 8/1/12 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 Poster  
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.

**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.**

**Special requests for street permitting / parking in the Tribeca neighborhood should be directed to the Street Activities Permit Office (SAPO). Online applications are preferred. You may visit the SAPO website - <http://www.nyc.gov/html/cecm/html/office/office.shtml>.**

**A free account will need to be completed in order to E-Apply for a permit.**

**The SAPO office is located at 100 Gold Street, 2<sup>nd</sup> floor, New York, NY 10038. Ph: 212-788-7567**

**NYC Taxi Cabs: as of 1/29/16 - 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.

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 – 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

- 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'  
**(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
Martin Rush Profile Plus MH1 Movers	4	Total
ETC Seldaor Vivid-R	4	Total

**Booms:**

- (6) 10' Booms
- (6) 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 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
- 02 – Sound Associates SA-611 Emitters
- 02 – Sound Associates SA-612 Emitters
- 40 – Sound Associates SA-650HX 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 Speaker System:

- 2 JBL AM7212 – 700 watts program level – audience mains
- 8 JBL JBL AC16 – 300 watts program level – audience delays
- 2 JBL SRX818S – 1200 watts program level – subwoofers
- 2 EV 1505 – 200 watts program level – stage fills

#### System Processors:

- 1 DBX DriveRack 4820 digital speaker processor – mains, delays, & subwoofers processor
- 1 Ashley Protea digital 4-channel equalizer – stage fills processor

#### System Amplifiers:

- 2 Crown XLi 3500 – 1350 watts at 4 ohms, 1000 watts at 8 ohms, 2700 watts bridged
- 2 Crown XLi 2500 – 750 watts at 4 ohms, 500 watts at 8 ohms, 1500 watts bridged

**Portable Speakers:**

**May not always be available. Make arrangements if you have a specific stage monitor request.**

8 – Yamaha SM12V – 700 watts – stage 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 – 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  
12 Shure SM58  
1 Shure 14a  
3 Shure Beta 87a  
3 Shure Beta 57a  
8 Shure SM57  
4 Shure SM 81  
1 Shure SM 91  
1 Shure 55SH Classic  
1 Shure MX391  
2 Sennheiser MD421  
2 Audio-Technica P45  
3 Crown CM 700  
5 Crown PCC-160  
1 M88  
2 Electro-Voice RE20  
1 PG 56  
2 AKG C1000  
1 AKG D112  
1 Sony ECM-66B  
2 Neumann KM-184  
4 E/V N/D408  
1 Audix D6  
2 IsoMax Lectern Mic  
1 E906  
2 AKG C414  
2 DPA 4099  
2 MKH-416 Shotgun mics

**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
- 2 Radial USB
- 1 Countryman Type 85

**Wireless System:**

Available at an **additional fee per microphone.**

- 8 Sennheiser ew500 G3 wireless microphone receiver system
- 8 Sennheiser SKM 500-935 G3 handheld microphone
- 8 Sennheiser SKM 500-935 G3 lavalier microphone
- 8 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 – Protools – up to 32 channels. (may require additional costs and personnel)

**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:**

**May not always be available. Make arrangements if you have a specific mic stand request.**

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

### Tables:

TBD BMCC Tribeca PAC can provide six foot folding banquet style tables. Please discuss The number of tables you need for your event with the tech department.

### Chairs:

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" (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:

2 Da-lite concord lectern 98065 (Black Carpeted)

### 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**

BMCC Tribeca PAC has the ability to provide Wired and Wireless WiFi internet access.

All internet access is provided by BMCC's computer department. 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. An extra charge for this staffing will be included in your overall contract costs as part of the BMCC Service Fees. 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 two weeks 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..

A wifi username and password will be created for your event and available to you on your event load in day.

# **Ticketing Services**

## Rental Info & Policies

### **Contact Info**

Box Office (212) 220-1460

220-1459

[ticketingmanager@tribecapac.org](mailto:ticketingmanager@tribecapac.org)

### **Location**

199 Chambers Street, New York, NY 10007 Administrative Office (212)

Between Greenwich St & West St (West Side Highway)

Inside the lobby of the BMCC building

### **Regular Hours**

Tuesday – Saturday 12pm-6pm

Sunday & Monday – Closed

### **Summer Hours**

June 20<sup>th</sup> to September 10th

Monday – Thursday 12pm – 6pm

### **Event Hours**

Ticketing Services will be open one (1) hour prior to all ticketed events; and will remain open a half hour (30 minutes) into the start of a performance. During this time Ticketing Services will only sell tickets for your event. There will be no advance sells for other events.

For Sunday & Monday events, please see the Ticketing Services Manager for hours.

### **Ticketing Services will be closed on these days:**

- |                   |                             |
|-------------------|-----------------------------|
| -Labor Day        | -Columbus Day               |
| -Christmas Eve    | -Christmas Day              |
| -New Year's Eve   | -New Year's Day             |
| -MLK Jr. Day      | -Lincoln's Birthday         |
| -President's Day  | -Memorial Day               |
| -Independence Day | -Thanksgiving (Thurs & Fri) |

### **Sales Policies**

- We accept all major credit cards and cash
- Personal checks are not accepted by Ticketing Services
- All sales are final. There are no refunds or exchanges.

# **Ticket Printing**

## **In House Printing**

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 ticket proof for your approval.

## **Ticket Sign-Out**

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

Please let us know of any holds, kill seats, tech, or etc. From the remainder amount of the tickets you may sign out 40% of the available tickets.

**Any tickets that you wish to have sold on the BMCC campus the day of the event must be returned to the Box Office two (2) business day prior.**

## **Outside Ticket Vendors**

If you are using an outside ticket vendor to sell your tickets you must obtain Will Call or any unsold tickets and have them returned to Ticketing Services at least 48 hours to the performance date.

Please provide a list of any outside vendors you are using to sell your tickets. Have them provide a list of all tickets sold for the Ticketing Services Manger to use as a reference at the Box Office on the day of the event. This helps us provide better customer service to your patrons.

## **Will Call**

If you have a small volume of Will Call, Ticketing Services can handle your Will Call at no additional cost. A high volume Will Call will require an additional staff member to be added to your labor cost.

**TICKETS MAY NOT BE SOLD ON THE BMCC CAMPUS OUTSIDE OF THE BOX OFFICE**

**\*\*\*NO EXCEPTIONS\*\*\***

## **Discounts / 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 the Ticketing Services staff before the sale is made. This discount will not be available by phone or internet sales.

### **Additional Discounts**

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

If you are looking to sell tickets on a discounted third party website such as TDF, Living Social, Groupon, Etc., please make sure that the Ticketing Services Manager is notified prior to setting up promotion. We will need to hold seats to ensure no double or over selling.

### **Promotional Information**

Any promotional information such as fliers or posters must go through the Marketing Director.

## **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 two (2) business days 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 the Ticketing Services Manager when you submit your ticketing request form.

### **Wheelchair Seats**

All Wheelchair seats are held by the Center's Box Office. Patrons in need of a Wheelchair seat can contact us directly during Regular Ticketing Services Hours.

## **Selecting a Pricing Map**

We have created a set of Standard Pricing Maps for each theatre.

Please visit our website, [www.tribecapac.org](http://www.tribecapac.org) to see them online, or you may request that Ticketing Services e-mail them to you in a PDF format.

- There are 5 separate Standard Pricing Maps for **Theatre 1**. They range from 1 Pricing Zone/General Admission to 5 Pricing Zones/Reserved Seating .

*If none of these Standard Pricing Maps works for your event we can create a custom map for no additional charge.*



Show Code: \_\_\_\_\_

**TICKETING INFORMATION FORM**

This form should be completed by the producer or other authorized personnel and returned to BMCC Tribeca PAC as soon as possible ( at least 4 weeks prior to the event ). Please feel free to call or meet with the Ticketing Manager for assistance or clarification in completing this form.

● You must sign this form before submitting it to Tribeca PAC. ●

**Producer Name:** \_\_\_\_\_

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

**Title of Show:** \_\_\_\_\_

(One Line, Sixty Characters. This will print on the ticket. PRINT NEATLY)

**Type of Seating:**    Reserved Admission        General Admission        (Check only one)

Please request Price Zone Maps from Ticketing Manager. Custom Price Zone Maps can be discussed with Ticketing Manager ( [ticketingmanager@tribecapac.org](mailto:ticketingmanager@tribecapac.org) )

**Pricing Zone Maps (RESERVED SHOWS ONLY)**

<p><b>Theatre One (913 Seats)</b></p> <p><input type="checkbox"/> —1 Price Zone</p> <p><input type="checkbox"/> —2 Price Zones</p> <p><input type="checkbox"/> —3 Price Zones</p> <p><input type="checkbox"/> —4 Price Zones</p> <p><input type="checkbox"/> —5 Price Zones</p>	<p><b>Theatre Two (262 Seats)</b></p> <p><input type="checkbox"/> —1 Price Zone</p> <p><input type="checkbox"/> —2 Price Zones</p> <p><input type="checkbox"/> —3 Price Zones</p>
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**Zone Prices Per Show**

Event Date					7/4/08
Event Time					7:00 pm
1 - Yellow					\$55
2 - Green					\$40
3 - Orange					\$25
4 - Blue					\$10
5 - Pink					\$5

-If you would like a custom Pricing Zone Map it must be submitted to [ticketingmanager@tribecapac.org](mailto:ticketingmanager@tribecapac.org) and approved by the Ticketing Manager.

-Any Discounts or Promotions must be approved by the Ticketing Manager in advance of advertisement.

\*Example Only

**Description of Show:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed On Sale Date:** \_\_\_\_\_  
*(Must be approved by Ticketing Manager)*

**Performance Length (mins):** \_\_\_\_\_

**Intermission Length (mins):** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Producer Signature:** \_\_\_\_\_

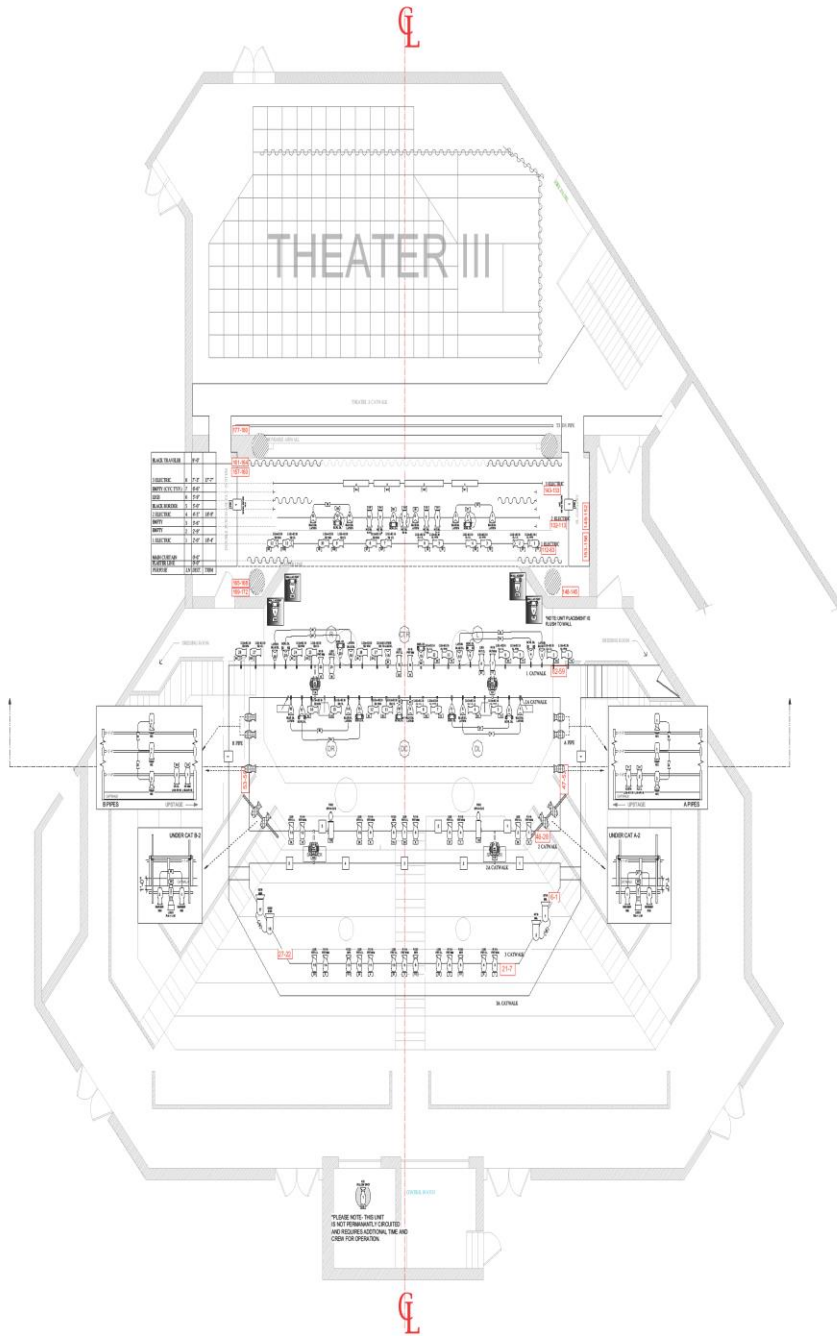
**Date:** \_\_\_\_\_

Lower Manhattan Subway Map (as of 9/24/13)









**KEY**

**ETC**

- Source 14log (575w)
- Source 18log (575w)
- Source 20log (575w)
- Source 30log (575w)
- Source 50log (575w)
- MFL Source PAR (575w)
- Selector Vivid R 42" (500w)
- Selector Vivid R 62" (500w)

**MARTIN**

- RUSH MH PROFILE + LED (100w)

**ALTMAN**

- T3 CYC 1-CELL (11w)
- PAR 64 MFL (11w)

**ACCESSORIES**

- SIDER ARM 2
- WYRON CAT 7.5'
- ROSCO HOUE
- DMX RIS
- ROPE LIGHT WORKS

**TYPICAL**

REF - COLOR  
 REF - PURPOSE  
 REF - COLOR  
 REF - PURPOSE

**NOTES**

- ALL MOVERS HUNG BELOW CAT 1
- ELECTRIC TRIMS TAKEN TO PIPE
- BORDERS ARE 8" 4"W; PIPES AT MAX OUT
- LESS ARE 18" H x 9"W; PIPES AT MAX OUT
- ALL COLOR AND TRIMS BEYOND REF TO BE PROVIDED BY INCOMING PRODUCTION
- ALL REF FRONT AND SIDE LIGHTS INCLUDE R115 FIRST IN COLOR, R118-PP
- THEATER 3 REP AVAILABLE UPON REQUEST
- TPAC MAINTAINS A STOCK OF ADDITIONAL SOURCE 4 ERS AND PARS AS WELL AS SPARE BARRELS AND SINGLE CELL CYC UNITS. PLEASE CONTACT LIGHTING SUPERVISOR FOR SPECIFICS

**DISCLAIMER**

THIS DRAWING REPRESENTS VISUAL CONCEPTS AND CONSTRUCTION SUGGESTIONS ONLY. IT DOES NOT REPLACE THE KNOWLEDGE AND ADVICE OF A LICENSED STRUCTURAL ENGINEER. THE DESIGNER IS UNQUALIFIED TO DETERMINE THE STRUCTURAL APPROPRIATENESS OF THIS DESIGN AND WILL NOT ASSUME RESPONSIBILITY FOR IMPROPER ENGINEERING OR USE.

DRAWN BY: S.L.R.      DRAWING: 1 OF 2  
 DATE: 5/24/2013  
 REVISED: 02/01/2017  
 SCALE: 1/4" = 1'-0"

**TRIBECA**  
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 tech@tribecapac.org 212-346-6552  
 THEATRE II LIGHTING REPERTORY PLOT