



## Production Information

### **Theatre One**

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 Department 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 2019)*

## **Table of Contents**

General Information.....	page 3
Policies and Procedures.....	page 4
Delivery and Shipping Information.....	page 8
Staff Contact Information.....	page 9
Helpful Numbers.....	page 10
Parking .....	page 11
Taxi / Subway / Bus / Ferry.....	page 12
Load-In.....	page 13
Carpentry.....	page 14
House Draperies.....	page 16
Fly System Information.....	page 17
Dressing Rooms.....	page 18
Stage Lighting.....	page 19
Power.....	page 22
Sound.....	page 23
Media Services.....	page 27
Live Streaming / Internet Access.....	page 29
Stage Furnishings.....	page 30
Ticketing Services Information.....	page 31
Ticketing Services Ticket Printing Form.....	page 34
Ticketing Zone Maps.....	page 35
TriBeCa Neighborhood Information.....	page 41
Theatrical Vendors.....	page 44
Subway Map.....	page 45

## **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 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: (contracted 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 and under 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 and can only accommodate trucks less than 20 feet in total length (including the truck cab.) If you are arriving in a large truck please make the technical department aware of your vehicle size at least one month in advance in case street permits are required.**

### **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 Tribeca Performing Arts Center have a dry campus policy in regards to all alcohol. This policy applies to all areas of the theatre complex, including the dressing rooms and backstage. If you have questions regarding this policy email us at [worksheets@tribecapac.org](mailto:worksheets@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 ticketing staff at [ticketing@tribecapac.org](mailto:ticketing@tribecapac.org) and 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 BMCC Tribeca Performing Arts Center'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 and can be arranged through concessions.

**Flame Proof Certification:**

YOU MUST PROVIDE A VALID CERTIFICATE OF FLAMEPROOFING FOR SCENERY, DROPS, BANNERS, AND DRAPERIES. NO UNDOCUMENTED 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, BMCC 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 or switches or hubs to the college's network or internet connection. A switch or hub can be provided by the BMCC Computer center with advanced notice.** A member of the BMCC Tribeca PAC staff will be able to give you access to the Wifi for up to 25 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 BMCC Tribeca PAC 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. 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 BMCC Tribeca PAC Merchandise Manager. BMCC Tribeca PAC provides staff and handles all cash and credit card transactions. Merchandise sales are contracted separately; BMCC Tribeca PAC inventories, conducts sales, provides reports, and issues payment within three weeks 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:**

BMCC 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 Associate, or the Operations Director

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

We do not allow changes or cancellations to the crew scheduled for 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. The meal penalty policy should not be viewed as an acceptable alternative to a crew member receiving a break. The tech department is happy to work with you to suggest a schedule if needed. **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, 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.

## **SHIPPING AND DELIVERY INFORMATION**

Items arriving with the production must arrive at the start of your contracted time in the theatre to the loading dock located at 190 West Street. This dock is by appointment only and cannot accept delivery via USPS, FEDEX, UPS, or DHL.

Items that are being shipped to the center via a shipping company must be delivered a minimum of 96 hours before the start of your contracted time in the theatre. The college's shipping and receiving department is open Monday – Friday between 9am and 4pm only. If items arrive after that time they cannot be accessed for your event. Weekend event items should be shipped so that all shipments arrive no later than 4pm on the Wednesday before the event. You must inform the performing arts center staff of all items being shipped prior to the shipment so we may provide you the appropriate department you are shipping to. Additionally items arriving outside of your contracted time / use of the space may be subject to additional costs.

**If you have questions regarding shipments please call 212-220-1459 for further information .**

### **Theatre Mailing Address:**

BMCC Tribeca Performing Arts  
Center 199 Chambers Street  
Suite S115K  
New York, New York 10007  
(212)-220-1459



## **BMCC Tribeca PAC Operations Staff**

### **Operations Director**

Carol Cleveland  
212-220-1459 (press number 3)  
[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 (press number 3)  
[RShearin@tribecapac.org](mailto:RShearin@tribecapac.org)

### **Associate Technical Director**

Nick Pauly  
212-346-8552  
[NPauly@tribecapac.org](mailto:NPauly@tribecapac.org)  
[tech@tribecapac.org](mailto:tech@tribecapac.org)

### **Associate Ticketing Services Manager**

Joan Anderson  
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 (press number 3) 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.

## **HELPFUL NUMBERS**

### **Borough of Manhattan Community College**

Main Number

212-220-8000 – automated system. Press number Six (6) for the Tribeca Performing Arts Center.

### **MBJ Food Services (catering)**

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 NYCFD you must make the Technical Director aware of the use of any type of open flame)*

### **Emergencies:**

Security (College / Theatre)	212-220-8080	BMCC Public Safety
Fire Department	911	Engine 7, Ladder 1 - 100 Duane Street
Police Department	911	First Precinct
Hospital	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 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 8/22/19 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 8/22/19 - 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. All cabs are equipped with credit card readers, and you may use your credit / debit card whenever service is available.

#### **Normal Rates.**

Base Fare:	\$2.50
Additional Fare:	\$0.50 per 1/5 mile
Stopped or Slow Traffic	\$0.50 per 60 seconds
Weekday Peak Surcharge 4pm – 8pm	\$1.00 additional upon entry to the cab
Night Surcharge 8pm – 6am	\$1.00 additional upon entry to the cab

### **UBER and LYFT are also widely available in the NYC Metro Area**

#### **NYC Subway and PANYNJ Path System**

BMCC Tribeca Performing Arts Center is conveniently located just blocks from several subway lines. The MTA NYC Subway system costs approx \$2.75 per ride. Metrocard vending machines are located at each subway station and are available from a single ride card to an unlimited daily, weekly, or monthly pass.

New metrocards cost \$1.00 plus any additional fare charges.

A Single ride card is \$2.75

Red Line 1, 2, 3 to Chambers Street Stop – walk 2 blocks west on Chambers Street

Line A or C to Chambers Street Stop – walk 3 blocks west on Chambers Street

Line 4, 5, 6 to Brooklyn Bridge Stop – walk 6 blocks west on Chambers Street

**Path Service** Hoboken to World Trade Center and Newark to World Trade Center. Please note services does not run on weekends through the end of 2019

#### **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 Dock –** The Theatre One loading dock is located at 190 West Street (West Side Highway). This is just north of Chambers Street. The loading dock will not accommodate a large semi-truck, it will accommodate box trucks under 20ft in length including the truck cab. If you are touring with a larger truck, arrangements can be made to accommodate this. **It is essential that you have two large ramps for a semi-truck.** One will be used to ramp down from the truck bed to the street, the other will be used to ramp up into the loading dock from the street. Load-In times will be scheduled within your contracted use of the space. The loading dock cannot be used to park trucks or vehicles. There is no overnight parking allowed at the loading dock.

**Dimensions of Bay:** from street: 18'

Curb cut width: 20'

Height of Dock from sidewalk: 3' 2"

Loading Dock Lift: 6'(w) x 3'2"(lowered) x 8'4" (raised)

*Please note the dock lift does not go to street level*

**Dimensions of Loading Door:** 10' 10" (h) x 9' 9" (w)

**Dimensions of Theatre Dock Door:** 7' 11" (h) x 5' 11" (w)

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

**Dimensions of Elevators:** 5'3"(w) x 8'3"(h) x 6'9" (depth)

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

## Carpentry

### Seating Capacity:

Seating: 913

Wheel Chair/Disability Seating: 14

### Stage Dimensions:

Proscenium:	46' - Width 18' 11" - Height
Height:	23' - Stage Deck to Fly Rail Out Position
Stage Depth:	32' 7" - Stage Depth from Plaster Line to CYC 42' 3" - Stage Depth from Apron Edge to CYC 12' 3" - Stage Depth from Apron Edge to Grand Drape 21' - Stage Depth from Plaster Line to U.S. Traveler (lightable area)
Apron Depth:	9' 8" at centerline
Orchestra Pit:	38' 8" x 6' 6" Maximum Depth Below Stage Level 6'
Stage From House Floor:	3' 5"

### Trim Dimensions: All Electrics are "dead hung"






1 <sup>st</sup> Electric:	19' 1"
2 <sup>nd</sup> Electric:	18' 10"
3 <sup>rd</sup> Electric:	19' 6"
4 <sup>th</sup> Electric:	19' 6"
5 <sup>th</sup> Electric:	19' 6"
6 <sup>th</sup> Electric:	20'
7 <sup>th</sup> Electric:	22'

### Repertory Soft Good Dimensions: All soft goods are "dead hung"






Grand Drape Open:	37'
1 <sup>st</sup> Legs:	36'
2 <sup>nd</sup> Legs	36'
3 <sup>rd</sup> Legs	28'
U.S. Traveler Open:	26' 6"

## **Stage Floor:**

**Surface:** Black Painted Duron Masonite over Northern White Pine Single Sprung over cement.

-  **No nailing, screwing, gluing, or stapling allowed.**
-  **Approved Tapes: Gaffers, Spike, Marley and Glow Tape**
-  **No Rosin Permitted**
-  **No products such as slip no more allowed**
-  **No soda/water combinations for mopping allowed**

**Dance Floor:** Rosco Black Marley Dance Floor – (Black side only available)

-  **Full Stage (does not include 3 section orchestra pit)**
-  **No Rosin Permitted**
-  **No soda / water combinations for mopping allowed**
-  **There is no folding or rolling under of the house Marley.**
-  **If performers are dancing barefoot, the Marley floor will be required unless special arrangements are made**

## **House Draperies:**

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

<b>Main Curtain:</b>	Velour, bottom weight, Color: Prestige Red 2 Piece – Split at center Height - 31' Width – 20' Full Open Dimensions: 37'
<b>Traveler:</b>	Velour, bottom weight, Color: Black 2 Piece – Split at center Height – 20' Width – 20'
<b>Legs: Sets 1 - 3</b>	6 Velour, Unlined, bottom weight, Color: Black 2 velour per line set Height – 20' Width - 6'
<b>Borders:</b>	
<b>First and only</b>	1 Velour, Unlined, bottom weight, Color: Black Height - 8' Width - 52' Rep Trim – 18'
<b>Cyc:</b>	1 Hard Cyc Wall, Curved, Color: White Height – 20'      Width – 36'



### **Fly System Information:**

**Due to upgrades and renovations of our fly and rigging equipment, if your production requires the flying or hanging of any scenic elements, including but not limited to; banners, signs, backdrops, lighting equipment, sound equipment, video elements etc... you must contact the Technical Department to discuss the requirement and see if we can accommodate your production at this time.**

## **Dressing Rooms, Greenroom, Laundry, Crossovers, and Storage**

### **Dressing Rooms**

<b>A (stage level)</b>	1 to 2 Person Capacity <b>Dimensions 4’ x 6’</b>	1 Mirror Station	1 Sink	1 Toilet	
<b>B (stage level)</b>	1 to 2 Person Capacity <b>Dimensions 4’ x 6’</b>	1 Mirror Station	1 Sink	1 Toilet	
<b>C (stage level)</b>	1 to 2 Person Capacity <b>Dimensions 4’ x 6’</b>	1 Mirror Station	1 Sink	1 Toilet	
<b>D (above stage level)</b>	10 Person Capacity <b>Dimensions: 15’ x 12’</b>	6 Mirror Stations	2 Sinks	1 Toilet	1 Shower
<b>E (above stage level)</b>	10 Person Capacity <b>Dimensions: 15’ x 12’</b>	6 Mirror Stations	2 Sinks	1 Toilet	1 Shower

For large groups it may be possible to use the lower lobby as a dressing room. Extra time is needed to prepare this room for this purpose. **Note: The headcount in the lower lobby is included in the overall capacity calculation for the theatre.**

### **Green Room**

Dimensions: 12' x 8'

Accommodates: up to 8 people

### **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 may result in the equipment not being available to your company the day of your event.

### **Irons / Ironing Boards: 1**

### **Steamers: 2**

### **Garment Racks: 4**

### **Cross Over:**

The main crossover is located in the dressing room hallway on stage level. On stage crossover upstage of the black traveler 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. The Rep includes 1 wash of front light, 2 washes of high side light, Down template wash, LED down wash (Colorsource Par), LED diagonal back wash (Colorsource Par), Wybron CXI IT Scroller diagonal front wash, 6 Martin Rush Profile LED Moving Lights, 2 Rosco I-cue Moving Lights, Chroma Q 12" Studio Force II work lights, and 16 dedicated specials (9 down, 7 front). 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 members are allowed in our catwalks and to operate our Genie lift and Skyjack.

***We typically 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.

**L520 TWIST LOCK – NUB IN - all units, all circuits.**

#### **Dimmers:**

255 – 2.4k ETC Sensor Dimmers

#### **Control Console:**

Control Console:	ION xe
Channels:	32,768
Addresses:	2,048(max number of controllable dimmers by ETC ION – the house has 255 Dimmers)
Cues:	10,000
Groups:	1,000
Macros:	99,999
Submasters:	999
Designer Node:	YES – (with advance notice)
DMX:	Control Booth Backstage Left

#### **House Lighting:**

House Lighting is operated from lighting control booth only.

Lighting is dimmable in specific sections or as a whole.

The ETC ION does not control the house lighting system

House Lights are supplemented with 4 Chroma Q 12 Studio Force II Fixtures (These are Controllable via Console)

The wall wash lighting must stay at a low glow (20%) throughout for safety.

The fluorescent floor lighting in the rear of the theatre remains on throughout for safety

#### **LED Aisle Lighting:**

The Aisle lights must remain on at all times for safety

The fluorescent floor lighting in the rear of the theatre remains on throughout for safety

**Circuits:**

2 <sup>nd</sup> Catwalk –	3 - 49
1 <sup>st</sup> Catwalk –	51 - 67
1 <sup>st</sup> Electric –	82 - 111
2 <sup>nd</sup> Electric –	112 - 127
3 <sup>rd</sup> Electric –	128 - 145
4 <sup>th</sup> Electric –	146 - 161
5 <sup>th</sup> Electric –	162 - 179
6 <sup>th</sup> Electric –	180 - 193
7 <sup>th</sup> Electric –	194 – 202
Stage Left Proscenium Wall	203 - 206
Stage Right Proscenium Wall	207 – 210
Stage Right Upstage Wall	211- 214
Stage Right Crossover	215 – 218
Stage Left Loading Gallery	219 - 222

**Rep Plot:**

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

**It is highly recommended that you ask for an updated copy of our lighting files. We have them available in PDF, Vectorworks, and Lightwright 6 extensions.**

**Rep Plot Equipment:**

All listed equipment currently part of house rep plot

Source Four 10deg.	2	Total
Source Four 14deg.	25	Total
Source Four 19deg.	7	Total
Source Four 26deg.	17	Total
Source Four 36deg.	44	Total
Source Four 50deg.	15	Total
ETC Colorsourc Par	21 WR	Total
ETC Lustr II 50deg.	4	Total
Wybron CXI 2 String Color Scrollers	6	Total (attached to Source Four 14deg. Units)
Martin Rush Profile Plus MH1 Movers	6	Total
Rosco I-Cue	2	Total (attached to Source Four 14deg. Units)
ETC Seldaor Vivid-R	8	Total
Chroma Q 12" Studio Force II	12	Total

**Follow spots**

(2) Robert Juliat Ivanhoe Follow spots – Located in the control booth

**Booms:**

(8) 10' Booms

(8) Boom Bases

**Spare Units/Barrels:**

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

<b><u>Source Four Top Hats:</u></b>	15	Total
-------------------------------------	----	-------

<b><u>Source Four Color Extenders:</u></b>	30	Total
--	----	-------

<b><u>Source Four Gobo Holders Size A &amp;B:</u></b>	30	Total
---	----	-------

<b><u>7.5" Barn Doors:</u></b>	6	Total
--------------------------------	---	-------

**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.

**Cable / Hardware:**

Large supply of 5', 10', 25', 50' L520 Twist Lock Nub In  
Cables Limited Supply of Two-Fers, Side Arms, Adapters

### **Power:**

- (1) - 60 amp 3-phase cam lock. You must bring cam lock turn around adapters with you if you plan on using this equipment.
- (1) – 200 amp 3-phase tie-in – additional fee for electricians. – you must provide bare wire to cam lock for this.
- (6) – 20amp Quad Box Edison circuits backstage locations

House Dimmer Racks are permanently installed on the loading rail in the dimmer room

### **ELECTRICAL TIE-IN / 60 AMP 3 PHASE SERVICE**

If you plan to bring your own sound system it may be possible for you to use the 60 AMP 3 PHASE SERVICE to CAM LOCK TAILS. A detailed conversation between the sound rental provider and the BMCC Tribeca PAC technical director will be needed in order to determine if this is adequate to meet your needs. Should you require more power than this can provide, you will need to use the 200 AMP Service that is described below. If using the 60 AMP 3 PHASE you must provide CAM LOCK turnarounds. This service is offered at no additional cost to you. This service can only provide power to a sound system.

### **ELECTRICAL TIE – IN / 200 AMP SERVICE**

If you plan to bring your own lighting system, there is a high possibility you will need to “tie in” to the center’s 200amp 3 phase service. This can be determined only after the sound or lighting representative contacts the technical office. If you do need to use the tie in this is billed at an additional fee. The service requires a Local 3 college services electrician and an electrician’s assistant billed at a possible overtime rate. In the event you are bringing in an outside sound or lighting system and elect to not use this service, BMCC Tribeca PAC cannot guarantee there will be enough in house power to run your outside system. Please contact the technical director if you have any doubts or questions about this service. This service can provide power to either a lighting system or a sound system but not both.

## **Sound**

### **Audio Volume Limitations**

In accordance with OSHA guidelines and general health considerations, BMCC Tribeca PAC is required to control the maximum sound pressure levels generated within our venues. The BMCC 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)
- 1 – Follow spot (Booth)

#### **Mixing Console:**

Avid Venue Profile - 48 channels from stage. 16 Auxes. 8 Groups. 8 VCAs. VenuePack 3.4 Plugin pack. Venue Software 3.0.0.315

#### **Fixed Speakers: - House Main**

- 3 – Apogee AE-5 – Center Cluster Speakers
- 5 – Renkus Heinz SGX-41 – Front Fill Speakers
- 4 – Apogee AE-2 – Delay Fill Speakers
- 2 – Electro-Voice 1503 – Stage Fill Speakers
- 2 – JBL SRX 718S – Sub Woofers

#### **Portable Speakers:**

- 8 – Yamaha SM12V – Monitor Wedge Speakers

#### **Keyboard Amplifier:**

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

**Guitar Amplifier:**

1 – Roland JC 120 – guitar amp

**Bass Amplifier:**

1 – David Eden World Tour – bass head

1 – David Eden DII5XLT – bass cabinet

1 – Gallien-Krueger 1001RB-II – compact bass head

1 – Gallien-Krueger Neo 212-II – bass cabinet

**Microphones:**

(may not always be available, please make arrangements if you have a specific microphone request)

10	Shure SM58
8	Shure SM57
8	Shure Beta 58a
4	Shure Beta 57a
2	Shure Beta 87a
1	Shure 55SH Classic
2	Shure SM81
1	Sennheiser E906
1	Audio-Technica P45
5	Crown PCC160
2	Electro-Voice RE20
2	Electro-Voice RE320
2	Shure SM7B
2	Sennheiser MD421
2	Heil PR30
2	Heil PR40
2	Audio-Technica BP40
1	Sennheiser MD441U
4	Electro-Voice N/D 408
4	Sennheiser E604
1	Audix D6
1	AKG D112
1	Beyerdynamic M88
1	Shure Beta 52A
2	AKG C414
2	Shure KSM32
2	Shure SM27
2	Neumann KM184
2	Shure KSM137
2	DPA 4099
2	Sennheiser MKH416
2	Isomax Lectern Mics



**Direct Boxes:**

(may not always be available, please make arrangements if you have a specific Direct Box request)

- 1 Whirlwind PCDI
- 1 Radial USB Pro
- 1 Radial JDI
- 1 Radial J48
- 1 Radial ProAV2
- 1 Radial ProD2

**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 MKE2-Gold lavalier microphone
- 8 Countryman E6 head worn microphone

**Playback:**

- 1 Tascam MD CD 1 Compact Disc/MiniDisc Player
- 1 Qlab

**Recording:**

- 1 Tascam SSR200 two track recorder
- 1 Avid Pro Tools up to 32 channels

**Signal Processors:**

- 1 Ashley Protea – 24 Bit Digital 4 Channel Equalizer – computer locked – no changes allowed

**System Amplifiers:**

- 3 Crown CE2000 – 600 Watt 2 ch
- 6 Crown XLS 8-2 1000W 2 ch
- 1 Ashley NE-8250 - 250W/8 ch (this amp's settings are computer locked and will not be changed)

**Press Box:**

- 1 24 Channel Microphone Level
- 1 12 Channel Microphone Level

**Cable:**

**Mult:** 4 – 12 Channel 15 foot Mini Snakes

**NL4:**

10'	3
15'	4
25'	10
50'	5
100'	3

**XLR:**

05'	10
10'	20
25'	30
50'	20
100'	2

**1/4":** 10' 9

**Microphone Stands:**

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

## **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 4000 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.**

We currently have two projectors available for an additional costs.

### **Sony SRX-T110 4K SXRD Projector**

Image Brightness	11000 ANSI lumens
Image Contrast	2500:1
Resolution Type	4K
Resolution	4096×2160
Total Pixels	8847360
Widescreen	Yes
Digital TV Video Formats	480i, 480p, 576i, 576p, 720p, 1080i, 1080p
Analog Video Formats	PAL, SECAM, NTSC
Interfaces	DVI, RS-232, Ethernet

### **Sony VPL-FH300L**

Image Brightness	6000 ANSI lumens
Image Contrast	1300:1
Resolution	2048x1080
Widescreen	Yes
Video Modes	1080p/60, 1080p/24, 1080p/30, 1080p/50, 575i, 575p, 480p, 480i
Analog Video Formats	VGA, RCA
Interfaces	HDMI

There are two projection surfaces in Theatre One.

1 – Automated Roll Down Screen just downstage of the main drape. – **FRONT projection only**

**Screen Dimensions: 24' (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.

1 – Hard Curved CYC Wall – most upstage position in the theatre. – **FRONT projection only**

**CYC Wall Dimensions: 36' (w) x 20' (h)**

**Please note the CYC Wall should not be used for projections when setups or your performers may be on the stage. The setup and the human body will block the image to this location.**

**Distance from the control booth to the front screen - 80'**

**Distance from the control booth to the CYC – 100'**

**Distance from house projection point to the front screen – 60'**

**Distance from house projection point to the CYC – 80'**

**A Rear projection screen is available. Please inquire to the use of this screen with the tech department.**

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

## Live Streaming Services

BMCC Tribeca PAC has the ability to provide live streaming services of your event.

Currently we offer both single camera and multi camera live stream packages.

Due to the wide range of live streaming services available, if you are interested in one of the above packages or would like to provide your own live streaming crew, please inquire about your specific need with the technical department and we will be happy to assist you.

## 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 or switches to the college's network or internet connection. A switch can be configured for your event by a BMCC computer center technician. An additional fee may apply. Please contact the technical department with any questions.

If requested in advance, A WiFi username and password will be created for your event and available to you on your event load in day.

## **Stage Furnishings**

### **Tables:**

- 20 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:**

- 150 Black Padded Folding Chairs

### **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

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

- 10 4' x 8' decking adjustable from 4" (platform top only, no legs) 8" to 16" (platform w/ legs)

### **Dance Floor:**

Black Rosco Marley Dance Floor

-  **Full Stage (except orchestra pit)**  
 **No Rosin Permitted**  
 **No Folding or Rolling under.**  
 **No Soda/Water Combinations Allowed**

### **Lectern:**

Concord Black Carpeted Lectern  
Dimensions 48'x25'x22'

### **Piano:** *(Tuning arranged by Tribeca PAC at a cost of \$160.00 per tuning)*

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

# **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 25% 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**

We prefer that all ticketing be done in-house, but if you prefer using an outside ticket vendor, approval must be obtained from the Ticketing Services Manager, as well as, a consignment fee must be paid. Will call or any unsold tickets must be 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 Manager to use a reference at the Box Office on the day of the event. This helps us provide better customer service to your patrons. Failure to provide a ticket manifest before your event, voids the Box Office of any responsibility in assisting with lost, stolen or forgotten tickets

### **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.

### **Admittance**

No member of the audience will be allowed to enter the theatre without a ticket. You are strongly advised to bring all VIP or special seating tickets with you to the theatre.

**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)

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

### 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:

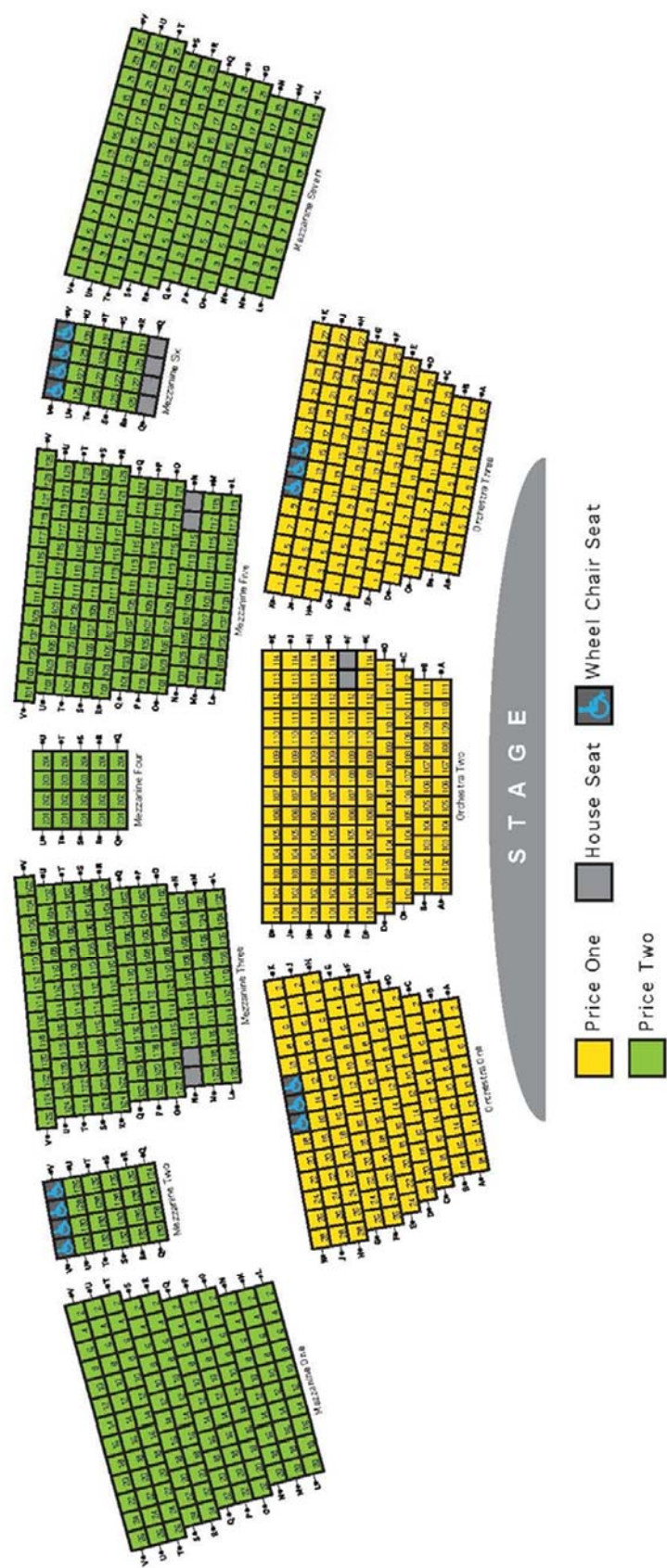
#### Date:





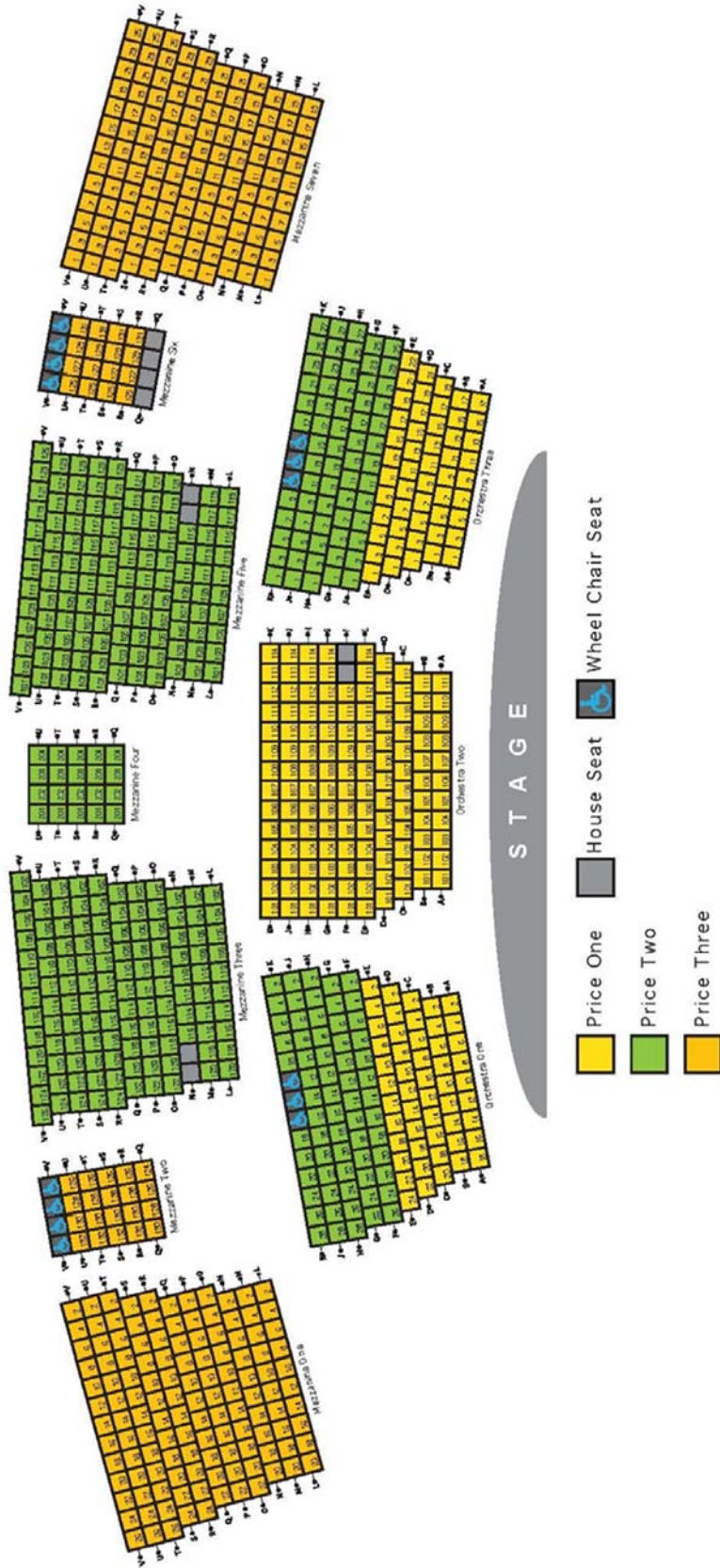
# THEATRE ONE

## TWO PRICE ZONES



# THEATRE ONE

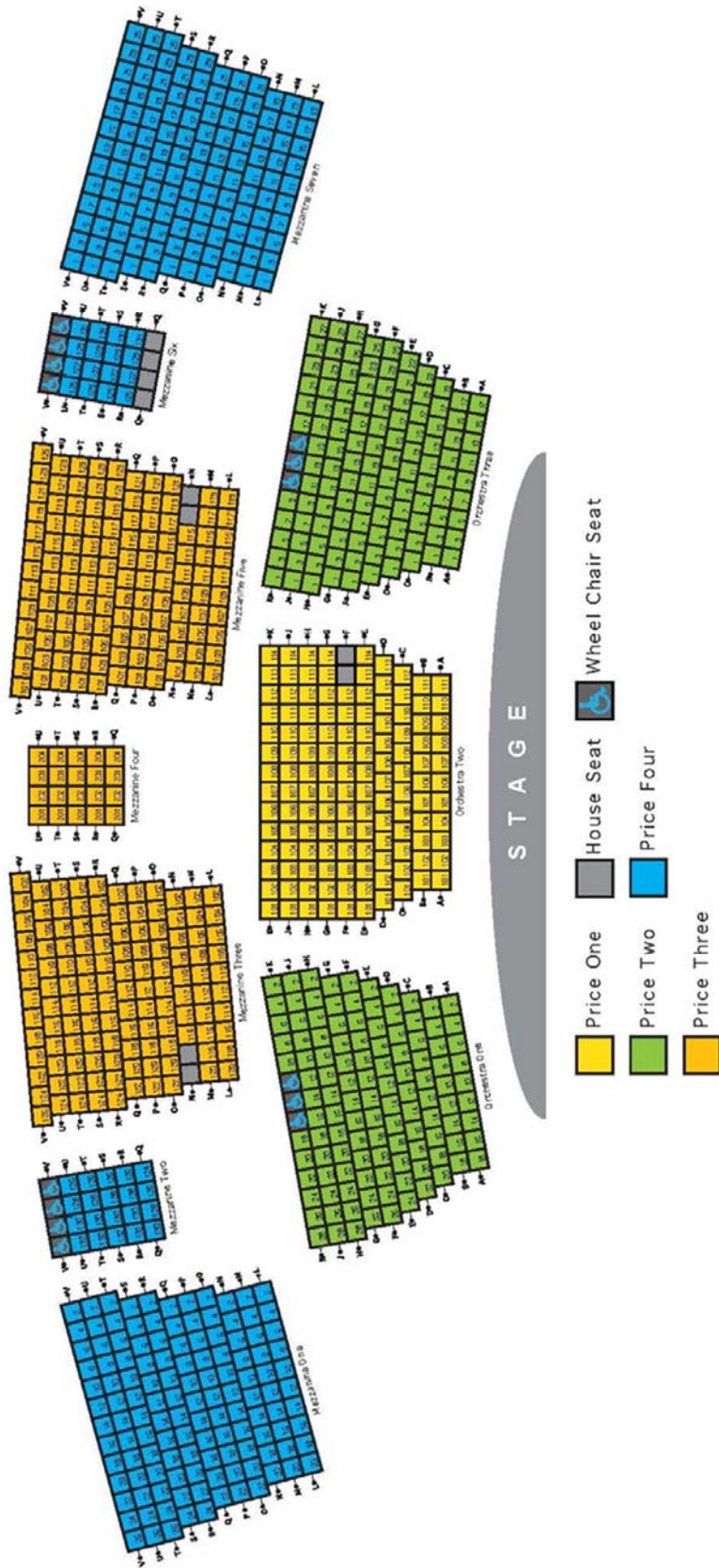
## THREE PRICE ZONES





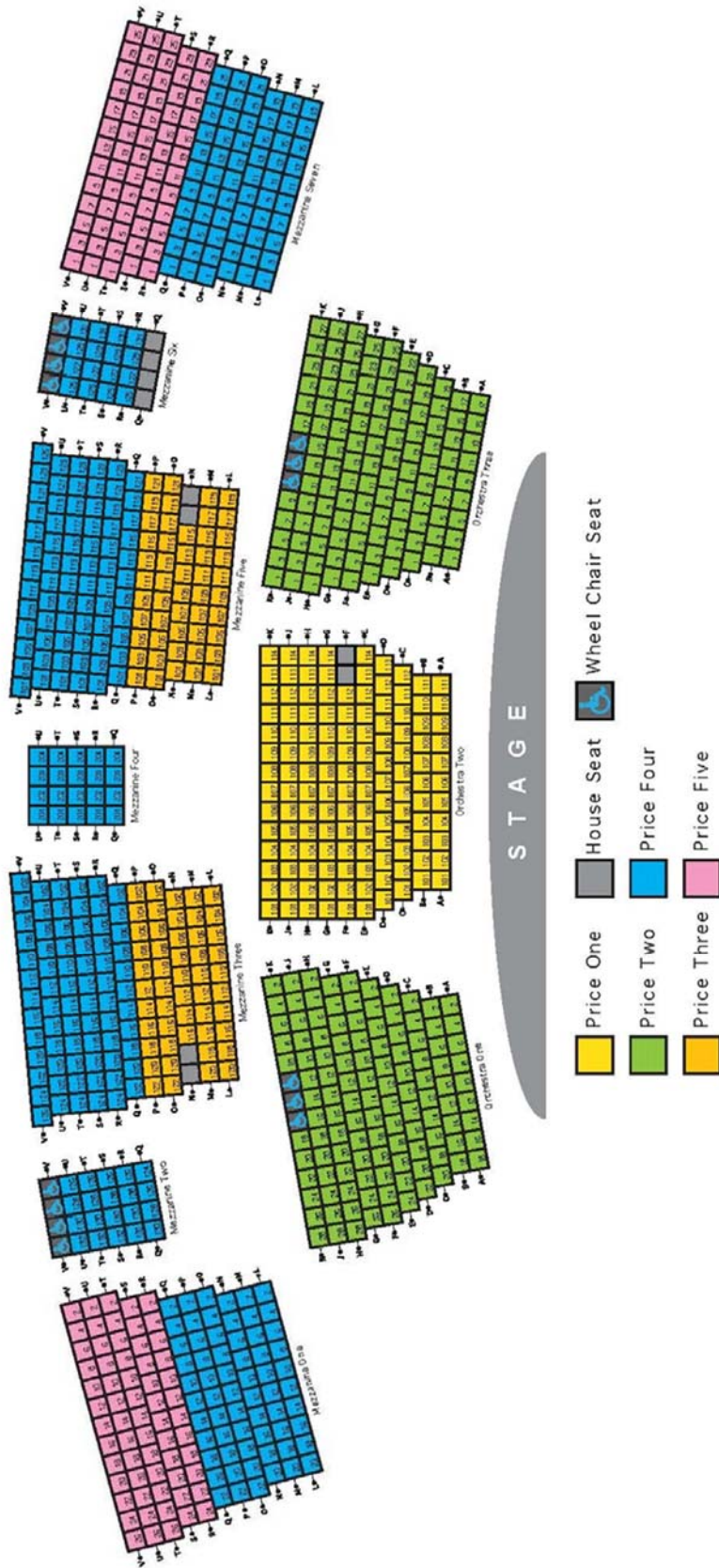
# THEATRE ONE

## FOUR PRICE ZONES



# THEATRE ONE

## FIVE PRICE ZONES



*This page left intentionally blank*



## **TriBeCa Neighborhood Information**

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

BMCC Tribeca PAC has no affiliation with any of the listed hotels, there are many other properties in the neighborhood to choose from. The listing below are hotels we have had clients stay before

**Cosmopolitan Hotel (closest to performing arts center)**

85 West Broadway  
212-566-1900

**The Roxy Hotel**

2 Avenue of the Americas  
212-519-6600

**Millenium Hilton**

55 Church Street  
212-872-7372

**New York Marriott Downtown**

85 West Street  
212-385-4900

**The Greenwich Hotel**

377 Greenwich Street  
212-941-8900

**Duane Street Hotel**

130 Duane Street  
212-964-4600

## Restaurants

BMCC Tribeca PAC has no affiliation with any of the listed restaurants. Those listed are some of the places our staff enjoys eating.

**Dirty Bird \$\$**

155 Chambers Street  
212-964-3284

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

167 Chambers Street  
212-349-6555

**Zona Tribeca Mexican \$\$**

125 Greenwich Street  
212-571-1100

**Gigino Trattoria \$\$\$**

323 Greenwich Street  
212-431-1112

**China Blue \$\$**

135 Watts Street  
212-431-0111

**Reade Street Pub \$\$**

135 Reade Street  
212-227-2295

**Gee Whiz Diner \$\$**

295 Greenwich Street  
212-608-7200

**Mudville 9 \$\$**

126 Chambers Street  
212-964-9464

**The Odeon \$\$**

145 W Broadway  
212-233-0507

**Zucker's Bagels \$**

146 Chambers Street  
212-608-5844

**Terrior Tribeca \$\$**

24 Harrison St  
212-625-9463

**Shake Shack \$\$**

215 Murray St  
646-545-4600

**Blue Smoke \$\$\$**

255 Vesey Street  
212-889-2005

**Benvenuto Café \$\$**

369 Greenwich Street  
212-219-2373

*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

### **Best Market**

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

## **Mailing Centers:**

### **United State Post Office**

90 Church Street  
212-330-5313

## **Theatrical Vendors**

### **Lighting Equipment Rentals**

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

259 West 30<sup>th</sup>  
New York, NY 10001  
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

#### **One Dream Sound**

66 Grand Street  
Moonachie, NJ 07074  
212-279-8881

#### **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: Rentals Department  
212-710-1430

[www.maavs.com](http://www.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**

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

Lower Manhattan Subway Map (as of 8/22/19)

