



Production Information

## **Theatre One**

**913 Seats**

199 Chambers Street Room S115K  
New York, NY 10007

212-220-1459 – Administrative Office

212-348-8552 - Technical Department Office

212-220-1459 – House Management Office

212-220-1460 ext. 3 – Ticketing Services Office

212-732-2482 – FAX

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

*(Updated November 2022)*

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## **General Information**

### **Covid-19 Protocols:**

As the Covid-19 situation is fluid and changes can occur suddenly to the procedures and rules concerning the Covid-19 protocols for both performers and audience – please check our website – [www.tribecapac.org](http://www.tribecapac.org) for the most up to date Covid-19 protocol information.

### **Audience Entrance:**

As of September 2022 the audience entrance for Tribeca Performing Arts Center is on West Street between Chambers Street and Harrison Street. For GPS purposes please enter 190 West Street NY, NY 10007. The audience entrance is located 200 feet north of 190 West Street (A.K.A The West Street Gate). 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.

### **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 audience 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.

### **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.

### **Ticketing Services**

Ticketing Services may be contacted by emailing [ticketing@tribecapac.org](mailto:ticketing@tribecapac.org) or calling 212-220-1460 extension 3. As of November 2021, in person advance ticket sales have been suspended due to the Covid-19 pandemic. All ticketing questions can be answered by our ticketing services personnel.

## **Policies and Procedures**

### **Alcohol Policy:**

Borough of Manhattan Community College and Tribeca Performing Arts Center have a case by case policy concerning alcohol. Our operations team can provide you with information if you are considering having any type of alcohol during your event. Our policies apply to all areas of the theatre complex, including the dressing rooms and backstage. For more information regarding these policies please 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 and egress requirements, you will not be permitted to setup equipment in the aisles of the theatre, behind the seating area, in front of any exit areas, or in the row in front of the theatre. Our house staff will gladly block off unsold seats to accommodate your photography and videography needs but we require this information before tickets go on sale. Please contact [worksheets@tribecapac.org](mailto:worksheets@tribecapac.org)

### **Catering**

Tribeca Performing Arts Center has an exclusive agreement with MJB Food Services for all catering. For catering related questions please email [worksheets@tribecapac.org](mailto:worksheets@tribecapac.org).

### **Disposal of Items:**

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

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

If you have your own engineer to mix your event, because of how 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 Tribeca Performing Arts Center 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 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 Wi-Fi 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 Performing Arts Center 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 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 center does not allow outside events to connect Wi-Fi 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. Additionally any type of financial transaction cannot be made over the BMCC internet whether wired or wireless.

**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 Tribeca Performing Arts Center staff can use ladders, scissor lifts, and work in the catwalks. In some instances catwalk access may be granted with direct supervision of Tribeca Performing Arts Center technical staff.

**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 Tribeca Performing Arts Center 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**

We are not servicing merchandise sales at this time. Should you wish to sell merchandise, there is a \$200 Tabling fee, all sales must be cashless transactions, and all merchandise must be pre-approved by Tribeca Performing Arts Center.

### **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.

### **Use of THC products:**

While legal in NYC, the use of any product on campus containing THC is strictly prohibited.

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

Advance notice is required for all table and chair setups. In many cases once a setup is in place it cannot be changed. BMCC union labor staff are the only ones allowed to setup and move tables outside of the immediate stage and house seating areas.

### **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 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 Tribeca Performing Arts Center, 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 Performing Arts Center 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 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 for parking production vehicles. Plan ahead! The permitting process can take several weeks to complete and receive a permit.

## **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 Tribeca Performing Arts Center 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

### **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, your equipment is loaded out, and the repertory status of the theatre is restored.

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

Tribeca Performing Arts Center equipment, such as but not limited to, follow spots, lighting and audio consoles, 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 Performing Arts Center 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, they will be compensated with an extra hour of pay. The meal penalty policy cannot be viewed as an acceptable alternative to a crew member receiving a break. In no case will crew members be required to work beyond 7 hours without a one hour break and this would be a rare exception. 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 certain cases the theatre must be completely empty.

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

When arranging your schedule, be aware that Tribeca Performing Arts Center 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. 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, DHL, AMAZON, or other shipping services.

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. Please refer to the out of access form you will receive with your contractual agreement.

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

### **Theatre Mailing Address:**

Tribeca Performing Arts Center  
199 Chambers Street  
Suite S115K

New York, New York 10007  
(212)-220-1459

## **Tribeca Performing Arts Center Operations Staff**

### **Interim Operations Director**

Rokia Shearin

212-220-1459

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

### **Technical Director**

Mark Goodloe

212- 220-1461

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

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

### **Ticketing Services Manager**

Joan Anderson

212-220-1460

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

### **Senior House Manager**

Charles Davis

212-220-1459

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

### **Operations Associate**

Sarah Scribner

212-220-1459

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

### **Associate Technical Director**

Nick Pauly

212-346-8552

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

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

### **Ticketing Services Associate Manager**

Carina Faz

212-220-1460

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

### **House Manager**

James E. Riddick, Jr.

212-220-1459

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

PLEASE NOTE: The administrative office is working on a hybrid schedule and is open Monday through Friday from 9:00am to 5:00pm. Telephone messages left at that number after 5:00pm 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, please follow prompts as needed

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

Richard Halem

212-587-3330

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

### **Public Safety**

212-220-8080

### **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 – 1 Erickson Place                                |
| Hospital                     | 212-312-5110 | New York Downtown Hospital<br>170 William Street<br>NY, NY 10038 |
| Urgent Care / Walk In Clinic | 212-785-0001 | MedRite Urgent Care<br>139 Chambers Street<br>NY, NY 10007       |

## **Parking**

Parking is not provided at Borough of Manhattan Community College or 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 on 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.**

**Tribeca Performing Arts Center 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 technical department who can assist you with the correct city offices to contact for the permit needed. Permits can take several weeks to complete and they are not guaranteed to be issued even after paying the application fee.**

**NYC Taxi Cabs: as of 11/01/22 - 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                                  |
| MTA State Surcharge              | \$0.50                                  |
| Improvement Surcharge            | \$0.30                                  |
| 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 |
| NYS Congestion Charge            | \$2.50 (Yellow) \$2.75 (Green)          |

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

**NYC Subway and PANYNJ Path System**

Tribeca Performing Arts Center is conveniently located just blocks from several subway lines. The MTA NYC Subway system costs approximately \$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 MetroCard’s cost \$1.00 plus any additional fare charges.

- 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

**Path Service**

Hoboken to World Trade Center and Newark to World Trade Center. Please note services does not run on weekends from Hoboken to World Trade Center

**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 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 Performing Arts Center 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 or Tribeca Performing Arts Center**

## Carpentry

### Seating Capacity:

Seating: 913

Wheel Chair/Disability Seating: 14

### Main Stage Dimensions:

|                               |  |
|-------------------------------|--|
| Proscenium:                   | 46' - Width<br>18' 11" - Height  |
| Stage Depth:                  | 32' 7" - Stage Depth from Plaster Line to CYC<br>42' 3" - Stage Depth from Apron Edge to CYC<br>12' 3" - Stage Depth from Apron Edge to Grand Drape<br>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"<br>Maximum Depth Below Stage Level 6'   |
| Stage From House Floor:       | 3' 8"  |
| Traveler Position to CYC wall | 14'  |
| Plaster to Traveler           | 16'  |
| Plaster to CYC wall           | 30'  |
| Stage Edge at Center to CYC   | 41'  |

**Electric Trim Dimensions: All Electrics except the 5th 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:**

|                               |     |
|-------------------------------|-----|
| Grand Drape Open:             | 39’ |
| 1 <sup>st</sup> Legs Opening: | 34’ |
| 2 <sup>nd</sup> Legs Opening  | 32’ |
| Traveler Open:                | 27’ |

**Stage Floor:**

|                     |   |
|---------------------|---|
| <b>Surface:</b>     | Black Painted Duron Masonite over Northern White Pine Single Sprung over cement.<br><b>No nailing, screwing, gluing, or stapling allowed.</b><br><b>Approved Tapes: Gaffers, Spike, Marley and Glow Tape</b><br><b>No Rosin Permitted</b><br><b>No products such as slip no more allowed</b><br><b>No soda/water combinations for mopping allowed</b>   |
| <b>Dance Floor:</b> | Rosco Black Marley Dance Floor – (Black side only available)<br><b>Full Stage (does not include 3 section orchestra pit)</b><br><b>No Rosin Permitted</b><br><b>No soda / water combinations for mopping allowed</b><br><b>There is no folding or rolling under of the house Marley.</b><br><b>If performers are dancing barefoot, the Marley floor will be required unless special arrangements are made</b> |

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

## **Fly System Information:**

**There is no fly tower / fly loft at Tribeca Performing Arts Center making the ability to fly any type of backdrop or scenic element virtually impossible. Due to system limitation on flyable battens a strict limit of 100 lbs is in place. If you need to hang anything over the stage, you must consult in detail with the technical office at 212-346-8552 or preferably via email at [Tech@tribecapac.org](mailto:Tech@tribecapac.org).**

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

### Dressing Rooms

|                              |  |                   |         |          |          |
|------------------------------|--|-------------------|---------|----------|----------|
| <b>A (stage level)</b>       | 1 to 2 Person Capacity<br>Dimensions 4' x 6' | 1 Mirror Station  | 1 Sink  | 1 Toilet |          |
| <b>B (stage level)</b>       | 1 to 2 Person Capacity<br>Dimensions 4' x 6' | 1 Mirror Station  | 1 Sink  | 1 Toilet |          |
| <b>C (stage level)</b>       | 1 to 2 Person Capacity<br>Dimensions 4' x 6' | 1 Mirror Station  | 1 Sink  | 1 Toilet |          |
| <b>D (above stage level)</b> | 10 Person Capacity<br>Dimensions: 15' x 12'  | 6 Mirror Stations | 2 Sinks | 1 Toilet | 1 Shower |
| <b>E (above stage level)</b> | 10 Person Capacity<br>Dimensions: 15' x 12'  | 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 and is limited to no more than 74 persons

### Green Room

Dimensions: 12' x 8'

Accommodates: up to 8 people

### Laundry:

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: 1

### Garment Racks: 6

### 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.

## 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, A down template wash, LED down wash (Color source Par Deep Blue), LED diagonal back wash (Color source Par Deep Blue), 6 Martin Rush Profile LED Moving Lights, 2 Rosco I-cue Moving Lights, 8 ETC Selador Vivid-R Cyc 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 LED Color source Deep Blue Pars. All conventional 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 Tribeca Performing Arts Center 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.

We are an 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   |
| Sub masters:     | 999  |
| Designer Node:   | Currently Unavailable  |
| DMX:             | Control Booth<br>Backstage Left  |

#### DMX Control

|             |  |
|-------------|--|
| Universe 1: | In Use   |
| Universe 2: | In Use   |
| Universe 3: | Available (addresses 1 – 512) *Connection located backstage at stage left proscenium |
| Universe 4: | Available (addresses 1 – 512) *Cable must be setup between control booth and stage   |

#### House Lighting:

House Lighting is operated from the 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:**

For a detailed list of available circuits by location please contact the technical department by emailing [tech@tribecapac.org](mailto:tech@tribecapac.org)

- 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 at CYC: 219 – 222
- Stage Left Loading Rail: 223 - 226

**Rep Plot:**

House repertory lighting plot pre-hung. Please contact the technical office for the most updated lighting paperwork.

**Rep Plot Equipment:**

All listed equipment currently part of house rep plot

- Source Four 10 deg. 02
- Source Four 14 deg. 25
- Source Four 19 deg. 07
- Source Four 26 deg. 17
- Source Four 36 deg. 44
- Source Four 50 deg. 15
- ETC Colorsource Par. 21
- ETC Lustr II 50 deg. 04 (Ceiling Wash Units)
- ETC Selador Vivid-R 08
- Martin Rush Profile Plus MH1 Mover 06
- Rosco I-Cue (attached to 14 deg, units) 02
- Chroma Q 12” Studio Force II 12

**Follow spots**

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

**Booms:**

(6) 10' Booms

(6) Boom Bases

**Spare Units/Barrels/Top Hats/Color Extenders/Gobo Holders/Barn Doors**

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

**Color Media Information:**

Tribeca Performing Arts Center 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 ETC Source 4 size

**Cable / Hardware:**

Supply of 5', 10', 25', 50' L520 Twist Lock Nub in Cables

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
- (1) – 100 amp 3-phase Shore Power (only available for bus power at the loading dock with permit)
- (10) – 20amp Edison circuits backstage left by the loading dock

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 Tribeca Performing Arts Center 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.

## **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 and requires one months’ notice. 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, Tribeca Performing Arts Center 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, Tribeca Performing Arts Center is required to control the maximum sound pressure levels generated within our venues. The Tribeca Performing Arts Center 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 Tribeca Performing Arts Center'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
- 15 – Sound Associates SA-650HX Headset Receivers

#### ClearCom: System Maximum is 10 total headsets

Standard House Locations Are As Follows:

- 1 – Stage Right
  - 1 – Stage Left
  - 2 – Sound Console
  - 1 – Lighting Console (Booth)
  - 1 – Projections (Booth)
  - 2 – Follow spots (Booth)
- Additional Belt packs and Headsets available up to system max.

#### Sound Console:

Avid Venue Profile – 48 channels from stage. 16 Auxes. 8 Groups. 8 VCAs. Venue 3.4 Plugin Pack. Venue Software 3.0.0.315

#### Fixed Speakers: - House Main

- 2 – JBL AM7212-95 – Center Cluster Speakers
- 2 – JBL SRX812 – Stage Left & Stage Right Orchestra Fill Speakers
- 5 – Renkus Heinz SGX-41 – Front Fill Speakers
- 4 – JBL AC28/26 – Delay Fill Speakers
- 2 - JBL - AC 28/95 - Down Stage / over stage Monitor speakers
- 2 - JBL - AC 28/95 Up Stage / over stage Monitor speakers
- 2 – JBL SRX 718S – Sub Woofers

#### Portable Speakers:

- 6 – Yamaha SM12V – Monitor Wedge Speakers

**Microphones:**

Listed By Manufacturer – Microphones are shared by both theatres – Please make specific mic requests if you have them at the point of contract otherwise our professional sound technicians will select appropriate microphones for your event as needed

**AKG**

2 – C1000s

1 – C414s

1 – D112

**Audio Technica**

2 – ATM350

2 – BP40

12 – U853R

**Audix**

1 – OM2

1 – D6

**Crown**

6 – PCC160

3 – 700

**DPA**

2 – 4099

**Electro-Voice**

2 – RE20

3 – RE320

2 – N/D 468

**Heil**

2 – PR30

2 – PR40

**Neumann**

2 – KM184

**Sennheiser**

6 – E604

1 – E609

1 – E835

1- E901

2- MD421

2 – MD441U

2 – MKH-416

## **Shure**

- 2 – SM7B
- 1 – SM27-SC
- 3 – SM57A
- 3 – SM57
- 10 – SM58A
- 9 – SM58
- 4 – SM58 (Switchable)
- 3 – SM81
- 1 – SM91
- 2 – BETA 27
- 1 – BETA 52A
- 8 – BETA 56A
- 3 – BETA 87A
- 6 – BETA 98A
- 2 – KSM 32
- 1 – KSM 137
- 1 – MX-391
- 1 – PG56
- 1 – 55SH-II Classic
- 1 – 14A

## **Direct Boxes**

(Please make arrangements if you have a specific Direct Box request)

- 1 Behringer Ultra
- 1 Countryman 85FET
- 3 Radial JDI Passive
- 2 Radial J48 Active
- 2 Radial Pro AV2
- 2 Radial Pro D2
- 5 Radial Pro DI
- 2 Radial USB Pro
- 2 Whirlwind IMP2
- 2 Whirlwind ISO2
- 5 Whirlwind PCDI
- 4 Whirlwind PS USB

## **Wireless System:** (available at an additional fee per microphone) **SYSTEM TOTAL 8 MICS**

- 2 Shure Axient AD4Q Receivers (470-636 MHz)
- 1 Shure Axient UA845UWB Antenna Power / Distribution system
- 8 Shure Axient AD1 Body pack Transmitters
- 8 Shure Axient AD2 Handheld Microphones

**Wireless System Body pack Available Microphones**

- 8 4088 head worn Microphones – Beige
- 8 4088 head worn Microphones – Brown
- 4 4088 head worn Microphones – Black
- 4 4066 head worn Microphones – Brown
- 4 4066 head worn Microphones – Black
- 8 Core 4066-OC-F00L – Beige
- 8 Core 4060-OC-C-B00 – Black
- 8 Core 4080-DC-D-B00 - Black

**Playback:**

- 1 Q-lab

**Recording:**

- 1 Tascam SSR200 two track recorder

**Signal Processors:**

- 3 DBX Drive Rack Venue 360's

**System Amplifiers:**

- 4 Crown XLI-3500
- 1 Ashley NE-8250 - 250W/8 channel (this amp's settings are computer locked)

**Press Box:**

- 4 Whirlwind Active PRESSMITE – 12 mic line and 2 line level channels.

**Cable:**

Wide variety of XLR, NL4, RCA and 1/4 inch cables available.

**Microphone Stands:**

A variety of boom and straight stands are available.

## Audio – Visual and Film Screenings

For most Audio/Visual needs we have equipment available from the BMCC Media Services Department. Please let us know of your specific needs so that we may advise you about the type of media equipment we have available.

While 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 – requires advance time and additional staffing**

|                          |  |
|--------------------------|--|
| 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 no more than 3 times in a period of thirty 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. Additionally most of the side seating in all areas of the theatre will have a limited view of the projection.

Distance from the control booth to the front screen - 90'

Distance from the control booth to the CYC – 130'

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

Distance from house projection point to the CYC – 90'

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

## **Live Streaming Services**

Tribeca Performing Arts Center 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**

Tribeca Performing Arts Center has the ability to provide Wired and Wireless Wi-Fi 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 Performing Arts Center 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 Wi-Fi 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. Additionally financial transactions are not allowed over the wired or wireless internet.

A guest Wi-Fi username and password will be available for your event and available to you on your event load in. Any device needing Wi-Fi must be able to access a splash screen for credential information. Wi-Fi is provided in 4 hour increments

Guests may also self-register on the system by following the on screen instructions. Wi-Fi is provided in 4 hour increments

## Stage Furnishings

### Tables:

- 20 Tribeca Performing Arts Center can provide six foot folding banquet style tables. Please discuss the number of tables you need for your event with [worksheets@tribecapac.org](mailto:worksheets@tribecapac.org) . There are union regulations with table and chair setups in areas outside of the stage.

### 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 with BMCC name plate  
Dimensions 48'x25'x22'

### Piano:

*(Tuning arranged by Tribeca Performing Arts Center 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 extension 3  
[ticketingmanager@tribecapac.org](mailto:ticketingmanager@tribecapac.org)

### **Regular Hours**

Tuesday – Saturday 12pm-5pm  
Sunday & Monday – Closed

### **Summer Hours**

June 20<sup>th</sup> to September 10<sup>th</sup>  
Monday – Thursday 12pm – 5pm

### **Hybrid Office**

Please note ticketing services is currently working on a hybrid schedule. Communication with our clients is of the highest priority and we will respond to inquiries as soon as possible, within our hours of operation. Email continues to be the best form of communication, but if you prefer contact by phone and we are not available at the time of your call, please leave a message and a representative will be in touch directly.

### **Event Hours**

Ticketing Services will be open at least one hour prior to all ticketed events; and will remain open a half hour 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.

### **Holidays**

**In observance of the following holidays, Ticketing Services will be closed:**

- |                   |                             |
|-------------------|-----------------------------|
| -Labor Day        | -Indigenous Peoples 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 - Sun) |

### **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.

### **BMCC Student Discount**

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.

### **Promotional Information**

Any promotional information such as fliers or posters must be reviewed and approved by the Marketing Director.

# **Ticket Printing**

## **In House Printing**

Currently there is no in house printing. E-Tickets are the only available form of ticket available to patrons.

## **Will Call**

There is no will call. E-Tickets only.

## **Ticket Sign Out**

Consignment of tickets is not permitted without specific pre-approval of Tribeca Performing Arts Center's Ticketing Services Manager and Operations Director. Full ticket pricing information must be submitted by licensee prior to approval. There is a 20% charge on the value of tickets consigned which will be reflected in the contract for pre-payment. Licensee must provide access to ticket sales or weekly sales reports sent via email to the Ticketing Services Manager. Licensee may not conduct onsite ticket sales or the onsite collection of money for any purpose. Returned tickets for day-of event sales require notice of 48 business hours in the event additional staffing is required. Any tickets sold on the day of the event will be subject to the settlement policy and can take up to 30 days after your event to process.

## **Payments for Consignment**

Consigned tickets will only be released after full payment of the consignment fee has been made. Payment may be in the form of an electronic fund transfer (EFT).

**Tickets may not be sold on the BMCC campus  
outside Ticketing Services. There Will Be No Exceptions**

## **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)**

—1 Price Zone

—2 Price Zones

—3 Price Zones

—4 Price Zones

—5 Price Zones

**Theatre Two (262 Seats)**

—1 Price Zone

—2 Price Zones

—3 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):** \_\_\_\_\_

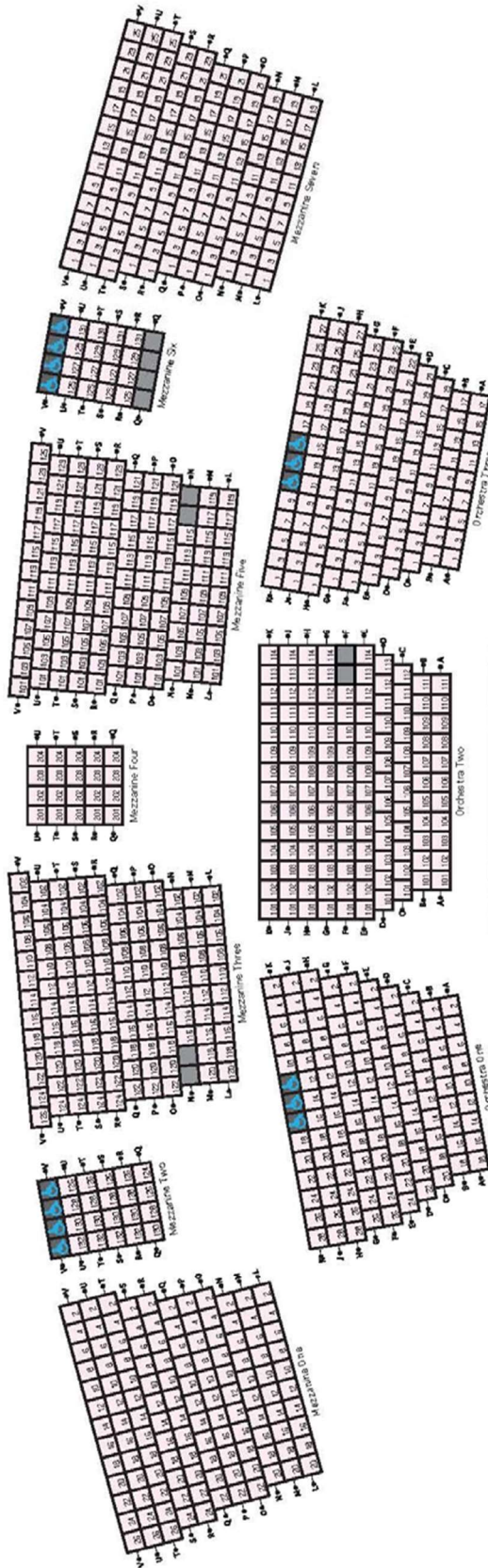
**Intermission Length (mins):** \_\_\_\_\_

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




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

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

# THEATRE ONE ONE PRICE ZONES

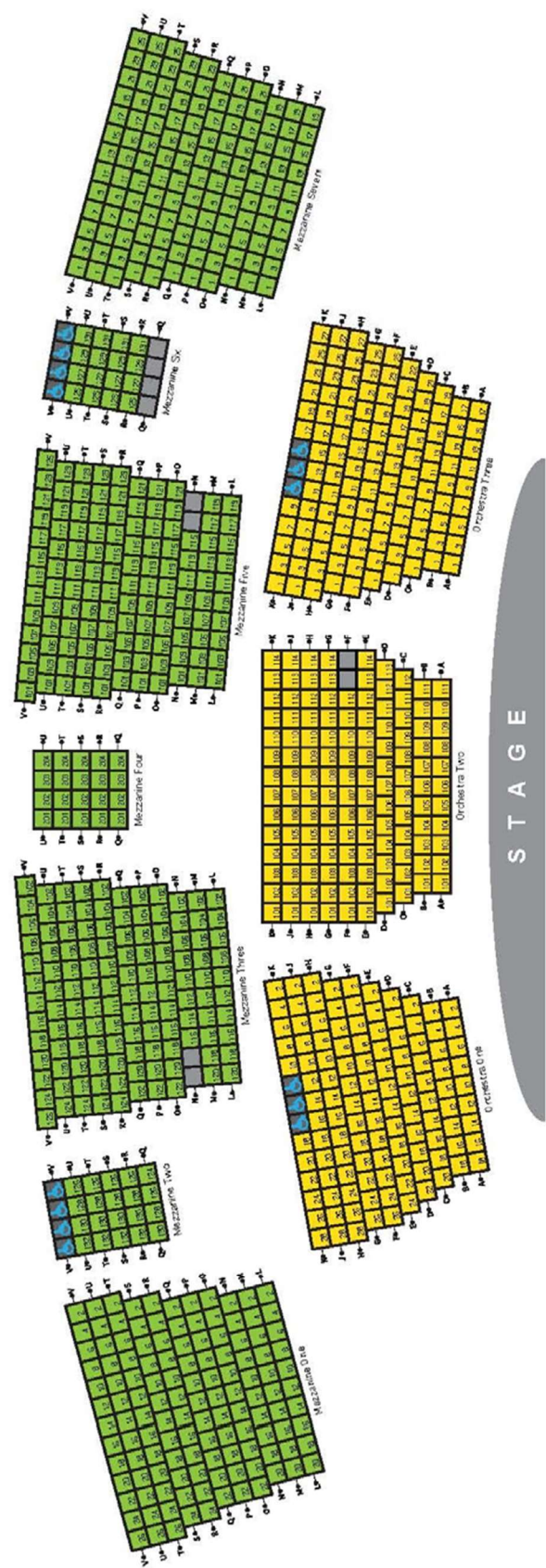


STAGE

-  Price One
-  House Seat
-  Wheel Chair Seat

# THEATRE ONE

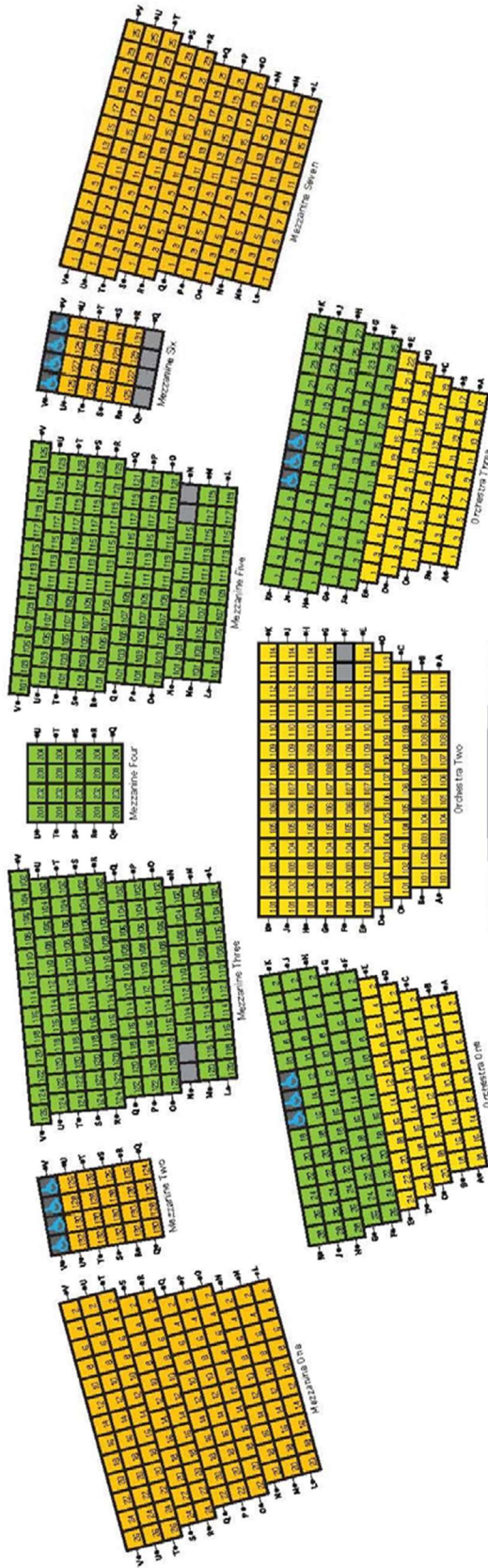
## TWO PRICE ZONES



-  Price One
-  Price Two
-  House Seat
-  Wheel Chair Seat

# THEATRE ONE

## THREE PRICE ZONES

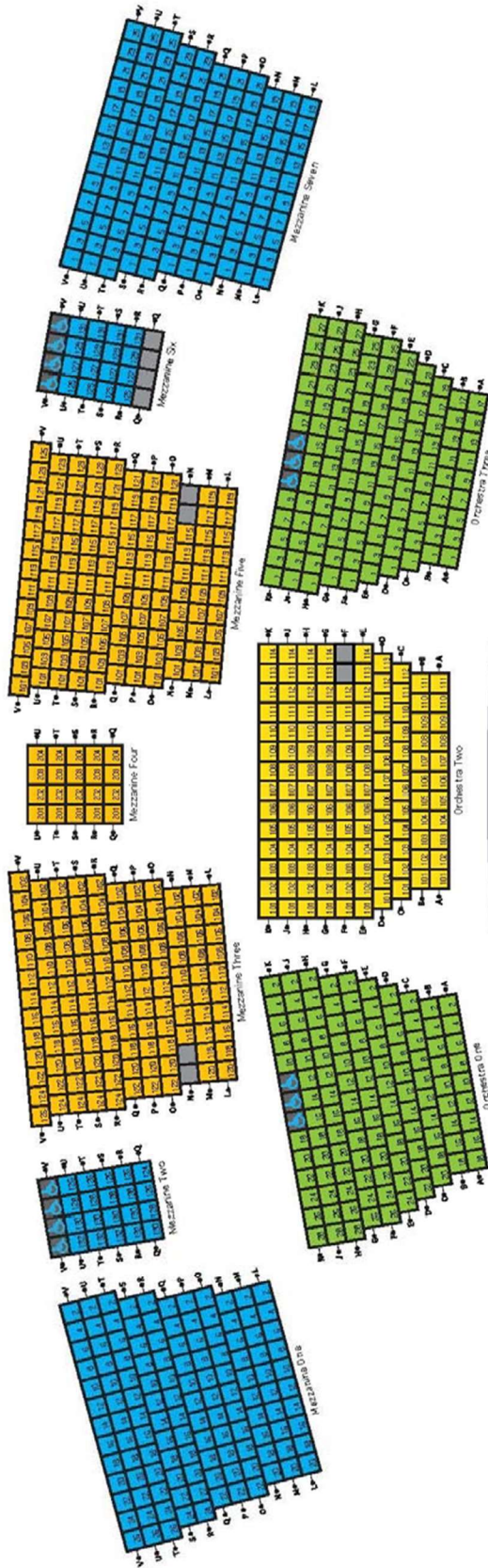


STAGE

- Price One
- Price Two
- Price Three
- House Seat
- Wheel Chair Seat

# THEATRE ONE

## FOUR PRICE ZONES

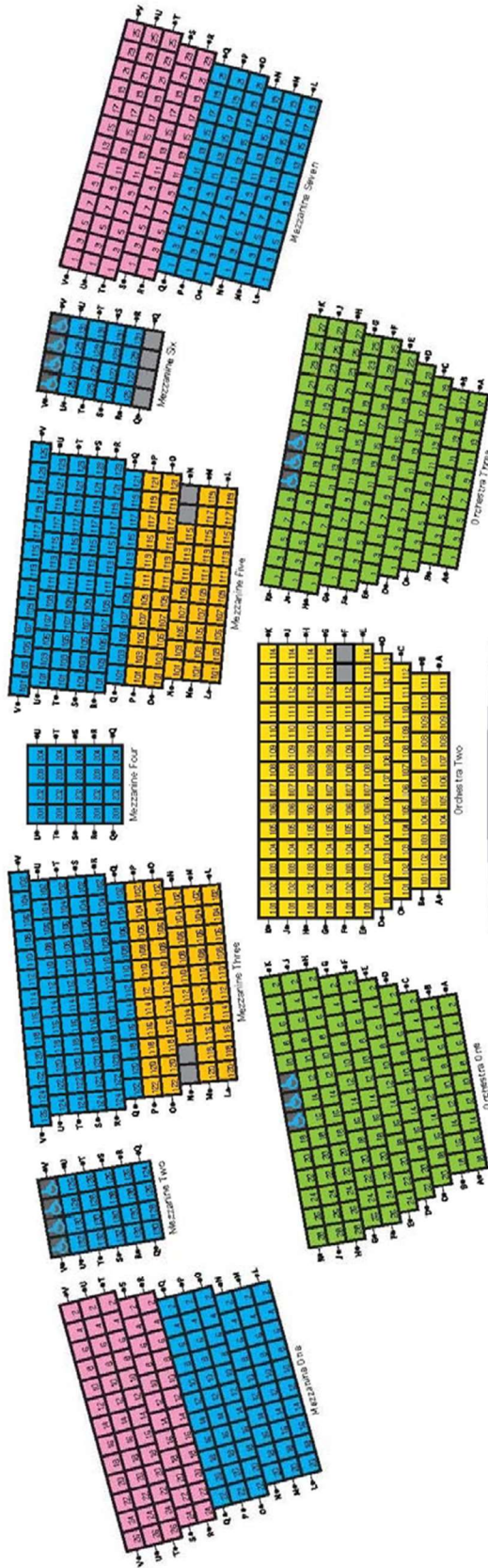


STAGE

-  Price One
-  Price Two
-  Price Three
-  House Seat
-  Price Four
-  Wheel Chair Seat

# THEATRE ONE

## FIVE PRICE ZONES



STAGE

-  Price One
-  Price Two
-  Price Three
-  House Seat
-  Price Four
-  Price Five
-  Wheel Chair Seat

## **Tribeca Neighborhood Information**

### **Drug Stores / Pharmacies:**

**Duane Reade**  
352 Greenwich Street  
212-406-3700

**King Pharmacy**  
5 Hudson Street  
212-791-3100

**CVS Pharmacy (24 hours)**  
129 Fulton Street  
212-233-5021

**Tribeca Apothecary**  
138 W Broadway  
212-971-1380

### **Dry Cleaners:**

**Tribeca Cleaners**  
95 Reade Street  
212-385-9090

**West Broadway Cleaners**  
81 West Broadway  
212-732-4534

**Greenwich Cleaners**  
331 Greenwich Street  
212-966-4881

**Executive Cleaners**  
310 Greenwich Street  
646-399-9357

### **General Stores:**

**Target**  
255 Greenwich Street  
917-438-2214

**Bed Bath and Beyond**  
97 Warren Street  
212-233-8450

**Lot Less Closeouts**  
97 Chambers Street  
212-233-0607

**Apple World Trade Center**  
185 Greenwich Street  
646-802-3800

### **Hardware Stores**

**Tribeca Paint**  
217 West Broadway  
212-925-4800

**Home Depot**  
40 W 23<sup>rd</sup> Street  
212-888-1512

## **Hotels:**

Tribeca Performing Arts Center has no affiliation with any of the listed hotels, there are many other properties in the neighborhood to choose from. The listings below are hotels we have had clients stay at before and rate highly.

### **The Frederick Hotel**

95 West Broadway  
212-566-1900

### **Millennium Hilton**

55 Church Street  
212-693-2001

### **The Greenwich Hotel**

377 Greenwich Street  
212-941-8900

### **Smyth Tribeca**

85 W Broadway  
917-997-2700

### **The Roxy Hotel**

2 Avenue of the Americas  
212-519-6600

### **New York Marriott Downtown**

85 West Street at Albany Street  
212-385-4900

### **Sonder Duane Street**

130 Duane Street  
617-300-0956

### **Sheraton Tribeca**

370 Canal Street  
212-966-3400

## **Mailing Centers**

### **United State Post Office**

90 Church Street  
212-330-5001

### **FedEx Office**

6 Barclay Street  
212-406-1860

### **UPS Store**

33 Park Place  
212-810-0834

### **DHL Service Point**

130 Church Street  
800-225-5345

## **Restaurants**

*The area has some of the most diverse eating establishments in NYC. From unique restaurants you will find only in Tribeca, to the 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 listed are well within walking distance from the steps of the performing arts center, with many of them just a few blocks away. The listed restaurants are those that are staff frequents often and highly recommend.*

### **Mudville 9**

126 Chambers Street  
212-964-9464

### **Zona Tribeca**

353 Greenwich Street  
212-766-0911

### **Gigino Trattoria**

323 Greenwich Street  
212-431-1112

### **Blue Smoke**

255 Vesey Street  
212-889-2005

### **Gee Whiz Diner**

295 Greenwich Street  
212-608-7200

### **Walker's**

16 N Moore  
212-941-0142

### **Bubby's**

120 Hudson Street  
212-219-0666

### **Whole Foods Market**

270 Greenwich Street  
212-349-6555

### **The Odeon**

145 W Broadway  
212-233-0507

### **Terroir**

24 Harrison Street  
212-625-9463

### **Benevento Café (24 hours)**

369 Greenwich Street  
212-219-2373

### **Tribeca Kitchen**

200 Church Street  
212-227-5100

### **Anejo Tribeca**

301 Church Street  
212-920-6270

### **Shake Shack**

215 Murray Street  
646-545-4600

## **Recommended Theatrical Vendors**

The Theatrical vendors listed here have worked in our venue before. They are familiar with the theatre and its design and limitations. They have successfully done multiple events for many clients over the years and can be trusted with your event. While Tribeca Performing Arts Center has no affiliation please tell them we sent you. Any outside gear coming from one of these vendors or your own MUST have approval of the Tribeca Performing Arts Center technical department.

### **Dry Ice**

**United City Ice Company**  
503 West 45<sup>th</sup> Street  
212-563-0819

**Diamond Ice Cube Company**  
1232 Randall Ave  
212-675-4155

### **Flame Proofing Services**

**Turning Star Flame Proofing**  
229 Bond Street  
718-254-0534

**Certified Flame Proofing**  
244 5<sup>th</sup> Avenue  
800-590-5530

### **Instrument Rentals**

**Carroll Music Rentals**  
1275 Valley Brook Ave  
201-262-7740

**Studio Instrument Rentals (SIR)**  
501 West 36<sup>th</sup> Street  
212-627-4900

### **Lighting Equipment Rentals**

**4 Wall Lighting**  
75 State Street  
201-329-9878

**Tribeca Lighting**  
145 6<sup>th</sup> Avenue  
212-226-0064

### **Soft Good Rentals**

**RoseBrand**  
4 Emerson Lane  
800-223-1624

**Drape Kings**  
3200 Liberty Ave  
888-372-7363

### **Sound Equipment Rentals**

**Audio Incorporated**  
170 Westfield Ave  
908-620-1007

**One Dream Sound**  
66 Grand Street  
212-279-8881

**Boulevard Carroll**  
1275 Valley Brook  
201-262-7740

## **Video Projection Rentals**

**Michael Andrews Audio Visual**  
134 Myer Street  
212-265-2660

**Visual Word Systems**  
35 West 36<sup>th</sup> Street  
212-629-8383

## **LED Walls**

**LED Wall Systems / Encorex**  
109 45<sup>th</sup> Street  
646-229-2995