



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

(Updated December 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 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 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

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

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.

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. 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

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.

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. 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. 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

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Technical Director

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Associate Technical Director

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Ticketing Services Associate Manager

Carina Faz

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Ticketing@tribecapac.org

House Manager

James E. Riddick, Jr.

212-220-1459

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

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 170 William Street NY, NY 10038
Urgent Care / Walk In Clinic	212-785-0001	MedRite Urgent Care 139 Chambers Street 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 125th Street

Open 24 hours

Rates Poster

Please plan on 1 hour travel time back to Tribeca

Parking Lot Websites

ICON Parking – www.iconparkingsystems.com

East End Parking – www.nytruckparking.com

Wooster Parking – 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 18' 11" - Height
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:	3'8"
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 st Electric:	19’1”
2 nd Electric:	18’10”
3 rd Electric:	19’6”
4 th Electric:	19’6”
5 th Electric:	19’6”
6 th Electric:	20’
7 th Electric:	22’

Repertory Soft Good Dimensions:

Grand Drape Open:	39’
1 st Legs Opening:	34’
2 nd Legs Opening	32’
Traveler Open:	27’

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

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

Dressing Rooms, Greenroom, Laundry, Crossovers, and Storage

Dressing Rooms

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

2nd Catwalk: 3 - 49
1st Catwalk: 51 - 67
1st Electric: 82 - 111
2nd Electric: 112 - 127
3rd Electric: 128 - 145
4th Electric: 146 - 161
5th Electric: 162 - 179
6th Electric: 180 - 193
7th 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. 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. The venue has final say on acceptable audio volume levels.

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 . 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

Regular Hours

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

Summer Hours

June 20th to September 10th
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. 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 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)

Pricing Zone Maps (RESERVED SHOWS ONLY)

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

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

-If you would like a custom Pricing Zone Map it must be submitted to ticketingmanager@tribecapac.org 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: _____

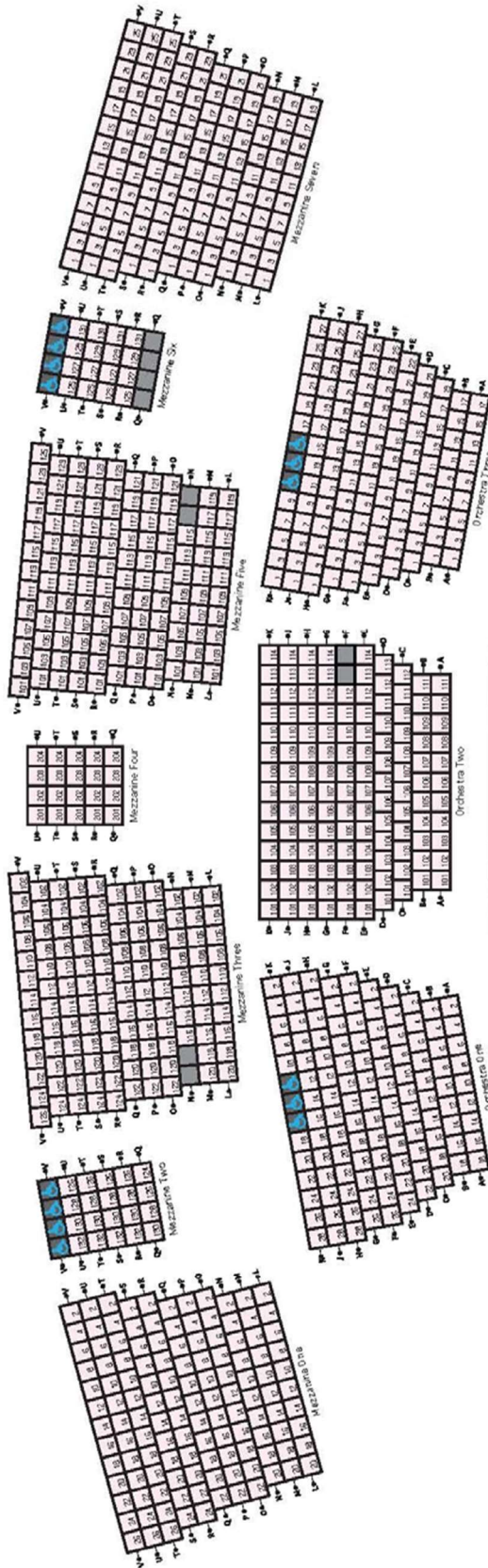
Producer Signature: _____

Date: _____




THEATRE ONE

ONE PRICE ZONES

PERFORMING ARTS CENTER

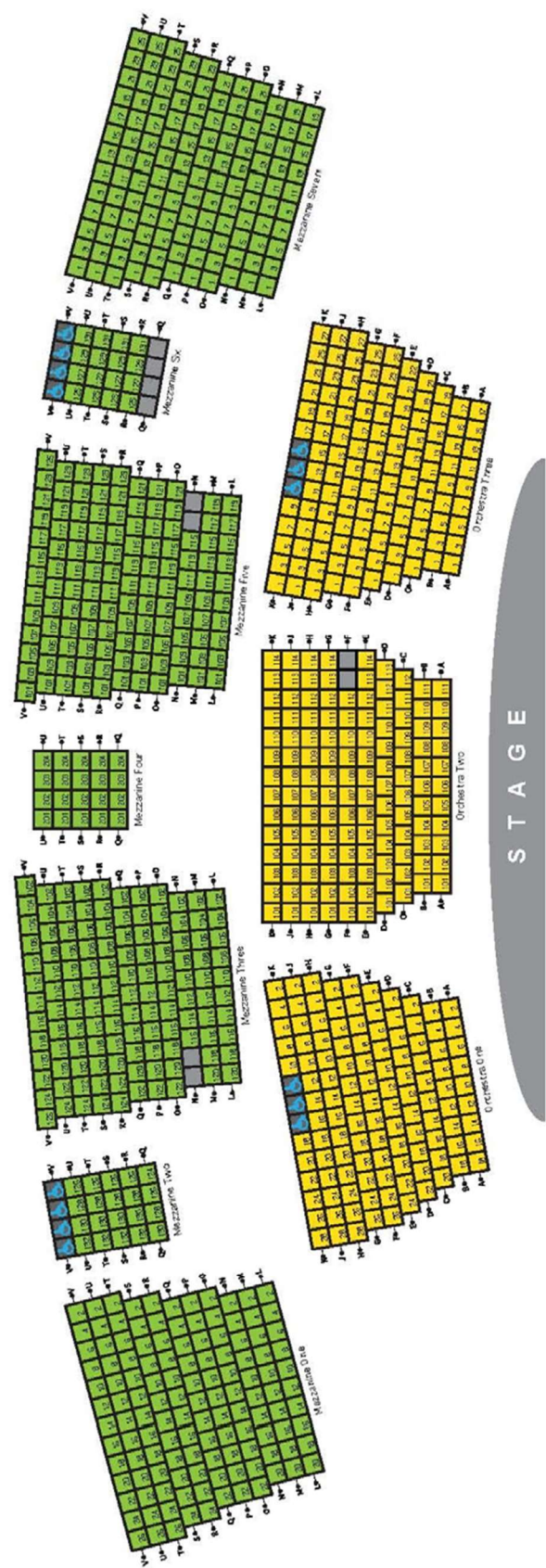


STAGE

-  Price One
-  House Seat
-  Wheel Chair Seat

THEATRE ONE

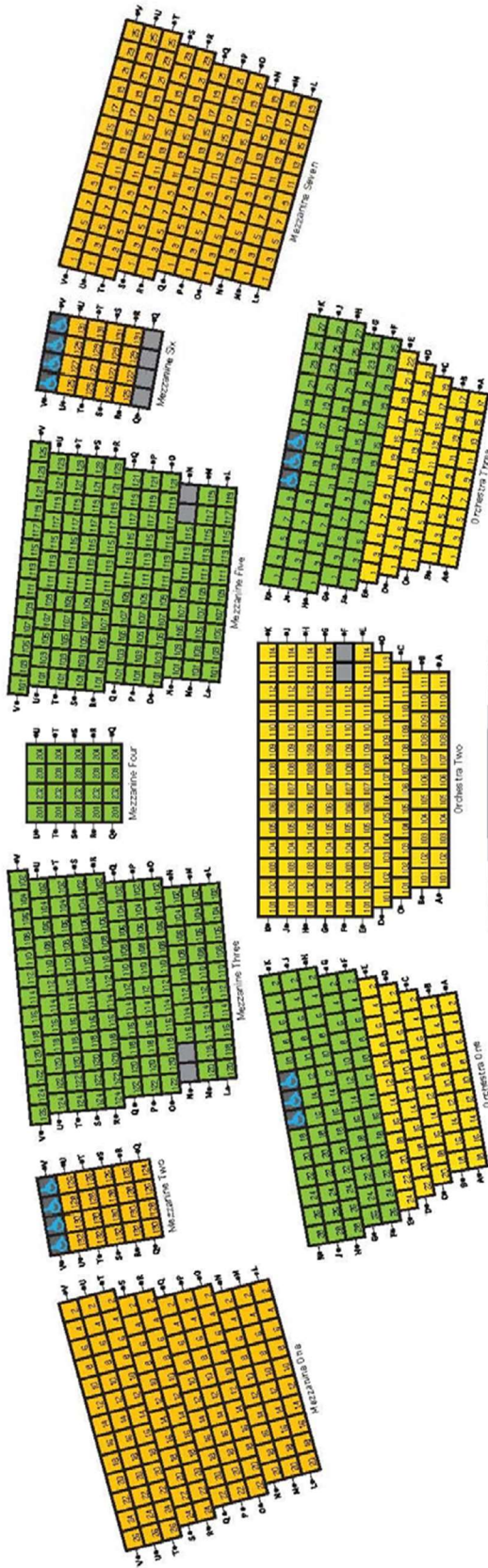
TWO PRICE ZONES



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

THEATRE ONE

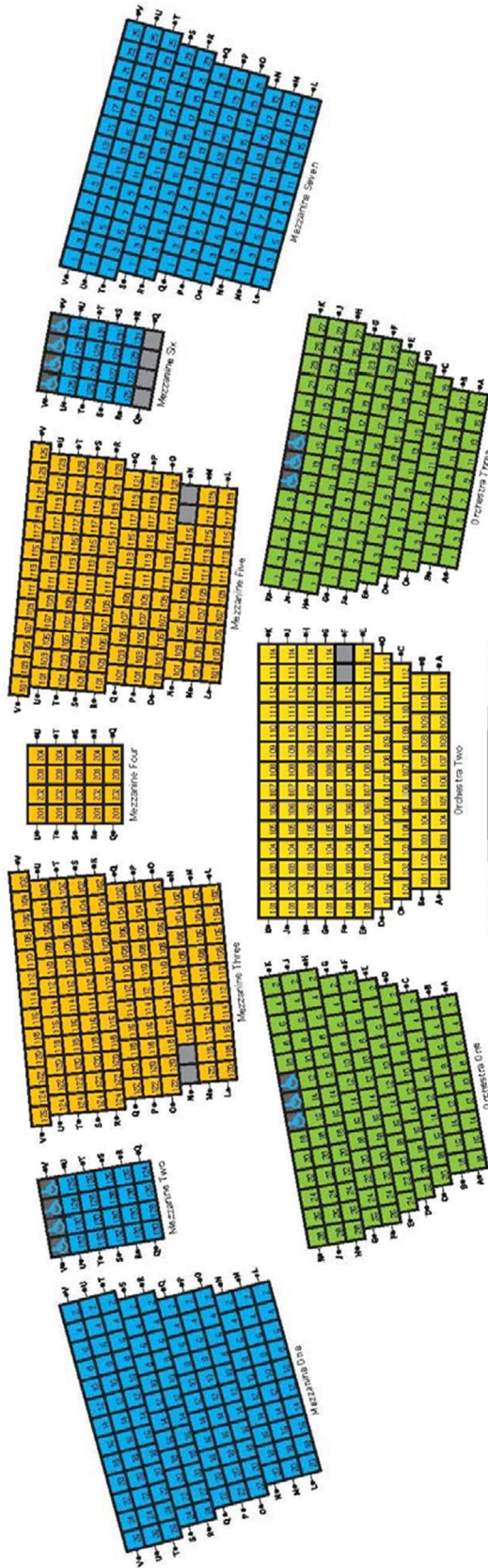
THREE PRICE ZONES



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

THEATRE ONE

FOUR PRICE ZONES

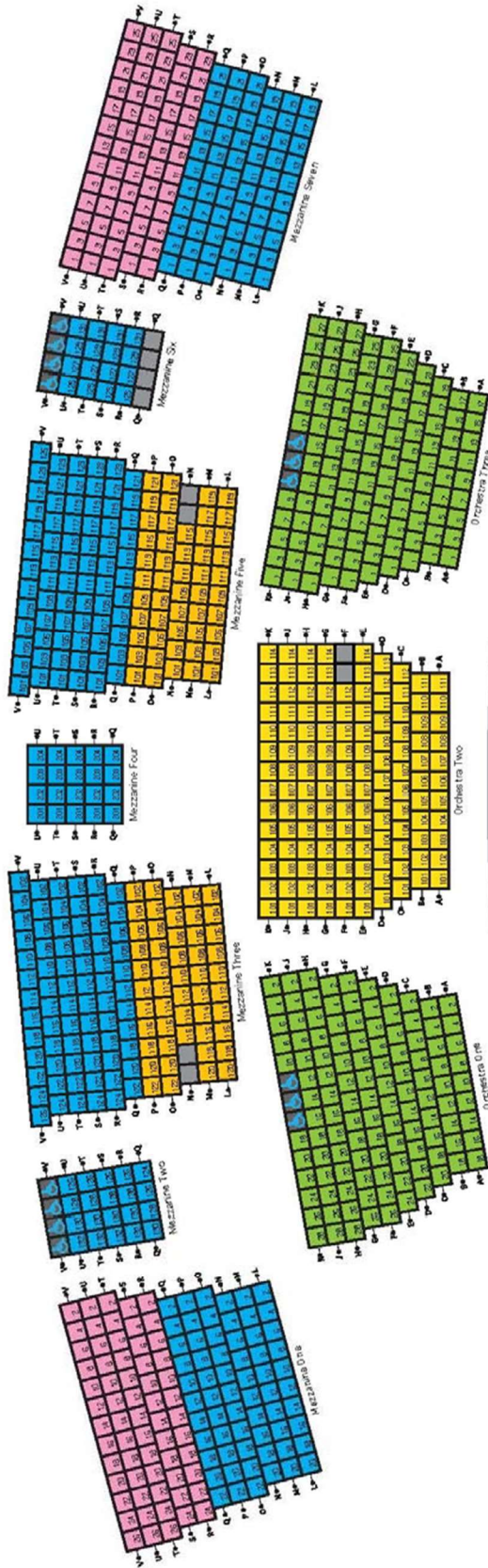


STAGE

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

THEATRE ONE

FIVE PRICE ZONES



-  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

Greenwich Cleaners

331 Greenwich Street
212-966-4881

West Broadway Cleaners

81 West Broadway
212-732-4534

Executive Cleaners

310 Greenwich Street
646-399-9357

General Stores:

Target

255 Greenwich Street
917-438-2214

Lot Less Closeouts

97 Chambers Street
212-233-0607

Bed Bath and Beyond

97 Warren Street
212-233-8450

Apple World Trade Center

185 Greenwich Street
646-802-3800

Hardware Stores

Tribeca Paint

217 West Broadway
212-925-4800

Home Depot

40 W 23rd 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

The Palm

206 West Street
646-395-6393

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 45th 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 5th Avenue
800-590-5530

Instrument Rentals

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

Studio Instrument Rentals (SIR)
501 West 36th Street
212-627-4900

Lighting Equipment Rentals

4 Wall Lighting
75 State Street
201-329-9878

Tribeca Lighting
145 6th 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 36th Street
212-629-8383

LED Walls

LED Wall Systems / Encorex
109 45th Street
646-229-2995