



Production Information

Theatre Two

262 Seats

199 Chambers Street Room S115K
New York, NY 10007

212-220-1459 – Administrative Office

212-346-8552 - 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 April 2024)

Table of Contents

General Information.....	page 3
Policies and Procedures.....	page 4
Staff Contact Information.....	page 9
Helpful Numbers.....	page 10
Parking	page 11
Taxi / Subway / Bus / Ferry.....	page 12
Load-In.....	page 13
Carpentry.....	page 14
House Draperies.....	page 16
Fly System Information.....	page 17
Line Set Schedule.....	page 18
Dressing Rooms.....	page 19
Stage Lighting.....	page 20
Power.....	page 22
Audio.....	page 23
Media Services.....	page 27
Internet.....	page 28
Stage Furnishings.....	page 29
Ticketing Services Information.....	page 30
Ticketing Zones Maps.....	page 33
Ticketing Printing Form.....	page 36
Tribeca Neighborhood Information.....	page 37
Theatrical Vendors.....	page 40
Subway Map.....	page 41

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.

Barrier Free Access:

Wheel chair / disability seating positions are located in the lower seating area to the left and right of the stage.

Ticketing Services

Ticketing Services is located inside the main lobby of Borough of Manhattan Community College. As you walk inside the main lobby glass doors, Ticketing Services is located to your right. Please note the posted hours. Ticketing Services hours are also available on our website www.tribecapac.org

Theatre Entrance:

The main audience entrance for Theatre Two is 199 Chambers Street. This is the main entrance for Borough of Manhattan Community College. Walk up the main ramp and inside the lobby glass doors. If you need access to the theatre for barrier free accessible seating, please contact Ticketing Services at 212-220-1460. They can inform you of the best entrance for your arrival at the performing arts center.

Theatre Two Loading Area: (contracted load in times only):

Theatre Two does not have a loading dock. Load In for theatre two is through the BMCC West Street Gate. There are no stairs but there is a long hallway to get to the stage. Everything is at stage height for the load in. Please contact the technical department with theatre two load in questions.

Policies and Procedures

Alcohol Policy:

Borough of Manhattan Community College and BMCC Tribeca Performing Arts Center have a dry campus policy in regards to all forms of alcohol. This policy applies to all areas of the theatre complex, including the dressing rooms and backstage. If you have questions regarding this policy please email us at worksheets@tribecapac.org

Assistive Listening Devices:

Theatre Two 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 BMCC Tribeca Performing Arts Center's sound systems are setup, your engineer will be completely responsible for the live mix and any event recordings of your production. We will provide a TPAC audio technician to assist and answer any questions your engineer might have, but ultimately your event's audio needs will be the sole responsibility of your sound engineer.

Fire Effects / Candles / Smoking onstage:

Fire effects of any kind, including the smoking of a cigarette onstage, must have special permission granted by Tribeca Performing Arts Center, Borough of Manhattan Community College, and the Fire Department of the City of New York. Extra time and permit costs must be planned for these types of effects. Smoking is strictly forbidden by City University of New York Policies anywhere on the grounds of the theatre complex or college. If your production involves smoking onstage please contact the tech department at tech@tribecapac.org. 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 WIFI connection. If internet access is crucial to the success of your event, we strongly advise that you opt to have a BMCC computer center technician assigned to your event. Should issues with the internet connection arise on the day of your event and a BMCC computer technician is not included with your event contract, BMCC Tribeca PAC cannot guarantee that a computer technician will be available to troubleshoot and resolve the issues. All internet services may incur an additional cost for setup and technician fees. **A request for wired internet access must be submitted no later than one month prior to the date of your event. If this is not possible, we cannot guarantee that internet access will be available on the day of your event. Because of network security concerns, the BMCC computer center department does not allow outside events to connect WiFi routers or switches or hubs to the college's network or internet connection. A switch or hub can be provided by the BMCC Computer center with advanced notice.** A member of the BMCC Tribeca PAC staff will be able to give you access to the Wifi for up to 25 persons on your arrival

Keys:

The crew has access to a ring of keys to unlock all rooms within the theatre. Keys are not distributed to the visiting company at any time

Ladders, Lifts, and Catwalks:

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

Load In Procedures:

If you are bringing scenery, drops, or rigging into the space you must provide us with a detailed plan of how you intend to support, secure, or hang such items. We will not allow any installations that we believe to be unsafe. **During certain times of load in, the BMCC Tribeca PAC supervisor may require that the stage be completely cleared by all members of your company for safety. If this policy is not followed, it may become necessary to stop load in until the technical department supervisor feels it is safe to continue the load in process.** Drilling, stapling, gluing and nailing into the stage floor or walls of the theatre is strictly prohibited. The technical director will advise you on these policies and may require you to hire a professional rigging company at times to be present during the load in and production process.

Merchandise sales

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

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 set up 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 BMCC Tribeca Performing Arts Center. This includes the audience area, stage, dressing rooms, backstage, and lobby areas.

Two Weeks before your show loads in:

At minimum of two weeks before your show arrives at BMCC Tribeca PAC, you must provide the technical department office with a complete list of any and all items that you are planning on bringing in. This includes, but is not limited to, any scenery, soft goods, props, road cases, costumes, lighting or sound equipment, special effects, raw materials, musical instruments, live animals, large items intended for areas other than the stage, and any merchandise materials. This list should be confirmed a minimum of two weeks before the date of your event with changes being brought to the Technical Director's attention as soon as possible. Lists may be emailed to Tech@tribecapac.org

Vehicle Parking:

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

CREW POLICIES AND INFORMATION

Addition of time to original contract:

If the need for more time arises and the crew and space are available, then 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

Operations Director

Rokia Shearin
212-220-1459
RShearin@tribecapac.org

Technical Director

Mark Goodloe
212- 220-1461
MGoodloe@tribecapac.org
tech@tribecapac.org

Ticketing Services Manager

Joan Anderson
212-220-1460
Ticketing@tribecapac.org

Senior House Manager

Charles Davis
212-220-1459
house@tribecapac.org

Operations Associate

Sarah Scribner
212-220-1459
SScribner@tribecapac.org

Associate Technical Director

Nick Pauly
212-346-8552
NPauly@tribecapac.org
tech@tribecapac.org

Ticketing Services Associate Manager

Carina Faz
212-220-1460
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	212-335-0594	City MD 87 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:	\$3.00
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

NY Waterway Ferry Service

From Hoboken NJ (North and South) - take the World Financial Center Ferry – Walk North to Chambers Street

From Weehawken / Port Imperial – take the World Financial Center Ferry – Walk North to Chambers Street

From Colgate – take the World Financial Center Ferry – Walk North to Chambers Street

STATEN ISLAND Ferry Service

Take the Staten Island Ferry to South Street. Change to the Subway Red Line Number 1 Service going uptown.

Take subway to Chambers Street, walk 2 blocks west on Chambers Street

Load – In

Loading Area – The Theatre Two loading area is located just forward of 190 West Street. Load-In will be through a gate and then proceed 300 feet to the theatre. The loading area can accommodate a large semi-truck or large box truck. Trucks cannot back into this loading area. Load-In times will be scheduled within your contracted use of the space and are available by appointment only. The loading area cannot be used to park trucks or vehicles. Trucks or vehicles arriving earlier than a scheduled load in time are subject to be asked by the New York City Police Department or BMCC Public Safety officers to be removed until the scheduled load in time.

Dimensions of Loading Gate: 9’5”(w) x 10’0” (h)

Dimensions of Interior Glass Doors: 6’7”(w) x 6’7” (h)

Distance from Loading Area to Elevators: 800’

Distance from Loading Area to the Theatre: 300’

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

Dimensions of Elevators: 5’3”(w) x 8’3”(h) x 6’9” (depth)

Weight Restriction 3000lbs

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

Carpentry

Seating Capacity:

Seating: 262

Wheel Chair/Disability Seating: 4

Stage Dimensions:

Proscenium Width at Plaster Line:	31'
Proscenium Height:	18' 5"
Thrust Depth to Plaster Line:	19'
Thrust Depth to Traveler:	28'
Plaster Line to Traveler:	9'
Thrust Width:	39' 6"
Light Booth to Projection Screen:	50'
Top of Center Aisle to Projection Screen:	42'
Stage Floor to Catwalk:	19'
Trim Height of 1 st Electric:	19'
Trim Height of 2 nd Electric:	18' 6"

Stage Floor:

Surface:

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



No nailing, screwing, gluing, or stapling allowed.



Approved Tapes: Gaffers, Spike, Marley and Glow Tape



No Rosin Permitted



No products such as slip no more allowed



No soda/water combinations for mopping allowed

Dance Floor:

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



Full Stage (does not include 3 section orchestra pit)



No Rosin Permitted



No soda / water combinations for mopping allowed



There is no folding or rolling under of the house Marley.



If performers are dancing barefoot, the Marley floor will be required unless special arrangements are made

House Draperies:

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

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

Fly System Information:

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, Laundry, Crossovers, and Storage

Dressing Rooms

A (stage level)	8 Person Capacity Dimensions 150 sq ft	4 Mirror Station 2 Sink 1 Toilet 1 Shower
B (stage level)	8 Person Capacity Dimensions 150 sq ft	4 Mirror Station 2 Sink 1 Toilet 1 Shower

For large groups it may be possible to use upstage of theatre two / “theatre three” as a dressing room. Extra time is needed to prepare this room for this purpose. Please contact the technical director to arrange for use of this room.

Laundry:

BMCC Tribeca Performing Arts Center has one washer and one dryer located within the complex. Special arrangements must be made if you will need to do laundry while at the performing arts center. Please discuss your needs well in advance of your event. Failure to arrange for the use of this equipment in advance will result in the equipment not being available to your company the day of your event.

Irons: 1

Ironing Boards: 1

Steamers: 1

Garment Racks: 4

Cross Over:

On stage crossover upstage of the black traveler only when closed.

Storage:

Storage space is extremely limited and only available during your contracted time in the space. Please discuss your storage needs well in advance of your event. **Please note that extra costs may be incurred for the storage of any materials related to your event outside of your contracted time. Unless arranged for well in advance storage of items will not be allowed.**

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 2 washes of front light, 2 washes of high side light, A down template wash, LED down wash (ETC Color source Par Deep Blue), 4 Martin Rush Profile LED Moving Lights, 2 Rosco I-cue Moving Lights, 5 ETC Selador Vivid-R Cyc lights, Chroma Q 12” Studio Force II work lights, and 9 dedicated specials. Inventory consists of ETC Source 4 lekos (lens sizes 19-50 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:	Available
DMX:	Control Booth Backstage Left

DMX Control / ETC NET 2

Universe 1:	In Use
Universe 2:	In Use
Universe 3:	Available
Universe 4:	Available

House Lighting:

Unison Control System

Programmable Faders and Preset Controls

House Lighting is dimmable from control booth and other select locations via Unison

Lighting is dimmable in specific sections or as a whole.

*Special Note: House Lighting is compact fluorescent lighting. There is a dimmer curve at 10% for both the house lighting fading out and in. This will cause the house lights to slightly bump in and out as they dim.

House Lights are also supplemented by LED Chroma Q 12” Studio Force II fixtures.

LED Aisle Lighting:

The LED aisle lights must remain on at all times for safety. They cannot be dimmed.
The fluorescent lights in the rear of the theatre remain on throughout for safety.

Circuits:

3 rd Catwalk –	1 - 27
2 nd Catwalk –	28 – 46
1 st Catwalk –	59 – 82
Side Cat Right –	47 – 52
Side Cat Left –	53 – 58
1 st Electric -	83 – 112
2 nd Electric -	113 – 132
3 rd Electric -	133 – 144
Stage Left -	149 – 156
Stage Right -	157 – 171

Rep Plot:

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

Rep Plot Equipment:

All listed equipment currently part of house rep plot (subject to change – please ask for our current lighting files)

Source Four 10 deg.	02
Source Four 19 deg.	05
Source Four 26 deg.	23
Source Four 36 deg.	47
Source Four 50 deg.	17
ETC Colorsource Par.	17
ETC Selador Vivid-R	04
Martin Rush Profile Plus MH1 Mover	04
Rosco I-Cue (attached to 19 deg, units)	02
Chroma Q 12” Studio Force II	12

Booms:

(6) 8’ 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 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.

Cable / Hardware:

Supply of 5’, 10’, 25’, 50’ L520 Twist Lock Nub in Cables
Supply of Two-Fers, Side Arms, Adapters

Power:

(6) – 20amp Edison circuits backstage locations

House Dimmer Racks are permanently installed one flight above the stage in the dimmer room

Please contact the technical director for more details. A tie-in is not available.

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-612 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
- 1 – Sound Console
- 1 – Lighting Console (Booth)
- 1 – Projections (Booth)

Additional Belt packs and Headsets available up to system max.

Audio Console:

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

Fixed Speaker System:

- 2 JBL AM7212 – 700 watts program level – audience mains
- 8 JBL AC16 – 300 watts program level – audience delays
- 2 JBL SRX818S – 1200 watts program level – subwoofers
- 4 JBL AC28 – 700 watt program level – stage fills

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

2 – C414s

1 – D112

Audio Technica

2 – ATM350

2 – BP40

12 – U853R

Audix

1 – OM2

1 – D6

Crown

4 – PCC160

3 – 700

DPA

4 – 4099

Electro-Voice

2 – RE20

2 – 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
- 2 – 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 (set and tuned for system, changes not allowed)

System Amplifiers:

- 6 Crown XLI-3500

Press Box:

- 1 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 Office. Please let us know of your specific needs so that we may advise you about the type of media equipment we have available.

While BMCC Tribeca Performing Arts Center is the premiere venue of the Tribeca Film Festival, we do not have film projectors permanently installed in the theatre. All of the film projectors and audio systems for the Tribeca Film Festival are specialized gear brought in for that event only. That gear is provided by outside rental vendors. If you are planning on showing a film and a standard 6000 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.

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 is one projection surface in Theatre Two

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

Screen Dimensions: 17' (w) x 17' (h)

Travel Time: Full In Position – 1 min

Full Out Position – 1 min

Screen control switch located in the control booth.

Due to size & weight, the screen can only cycle in and out one time in a period of fifteen minutes.

Distance from the control booth to the front screen – 50'

A 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:

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

Chairs:

- 150 Black Padded folding

Stands:

- 40 Manhasset Black

Stand Lights:

- 20 Wireless LED music stand lights

Conductor's Podium:

- 1 Measures 4' x 4' Carpeted
1 Double width conductors stand available

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

- 10 4' x 8' decking with adjustable from 4" (platform top only) 8" 16" (platform w/ legs).

Dance Floor:

Black Rosco Marley Dance Floor



Full Stage



No Rosin Permitted



No Folding or Rolling Under



No Slip no more products allowed

Lectern:

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) |
| -Juneteenth | |

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.

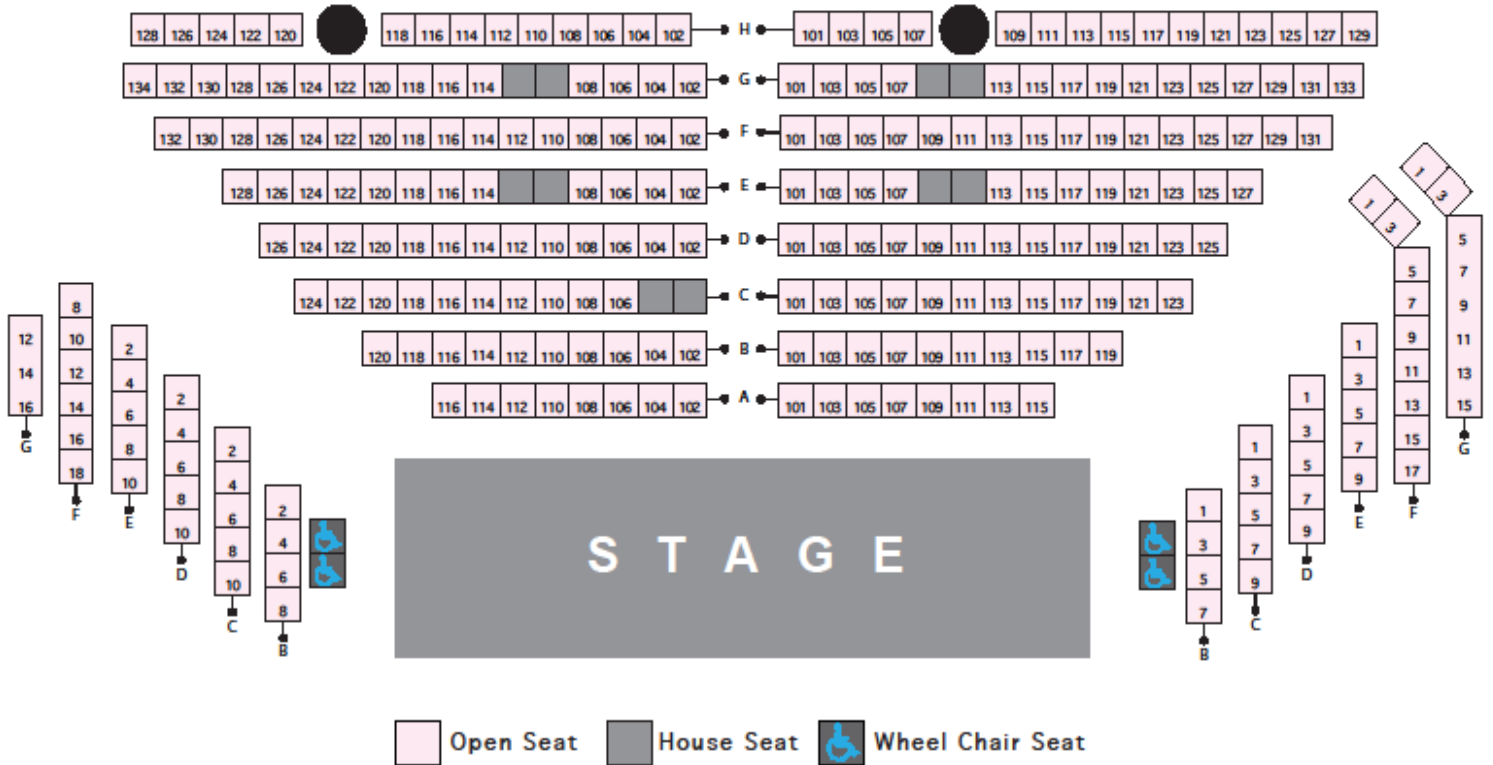
Selecting a Pricing Map

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

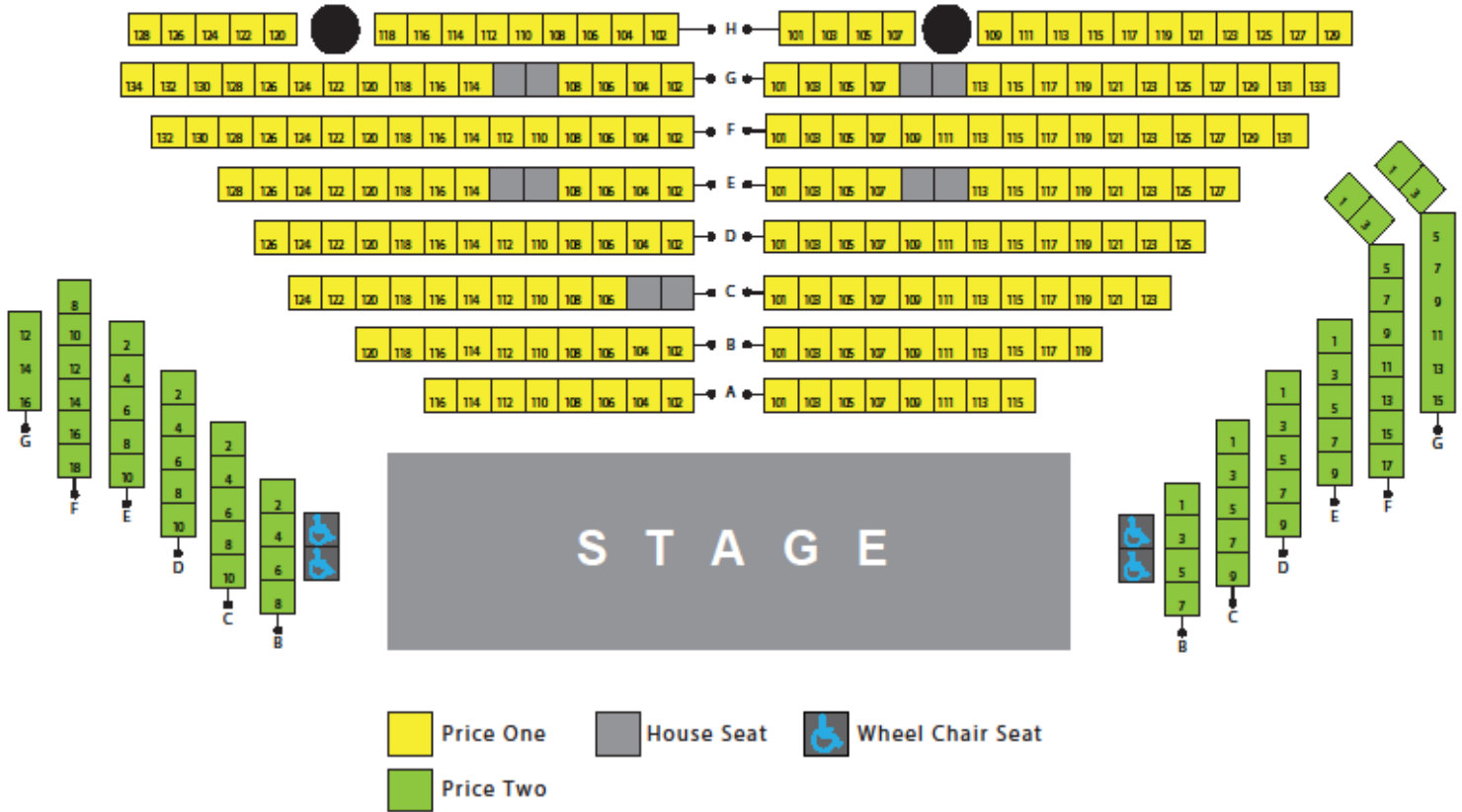
Please visit our website, www.tribecapac.org to see them online, or you may request that Ticketing Services e-mail them to you in a PDF format.

THEATRE TWO

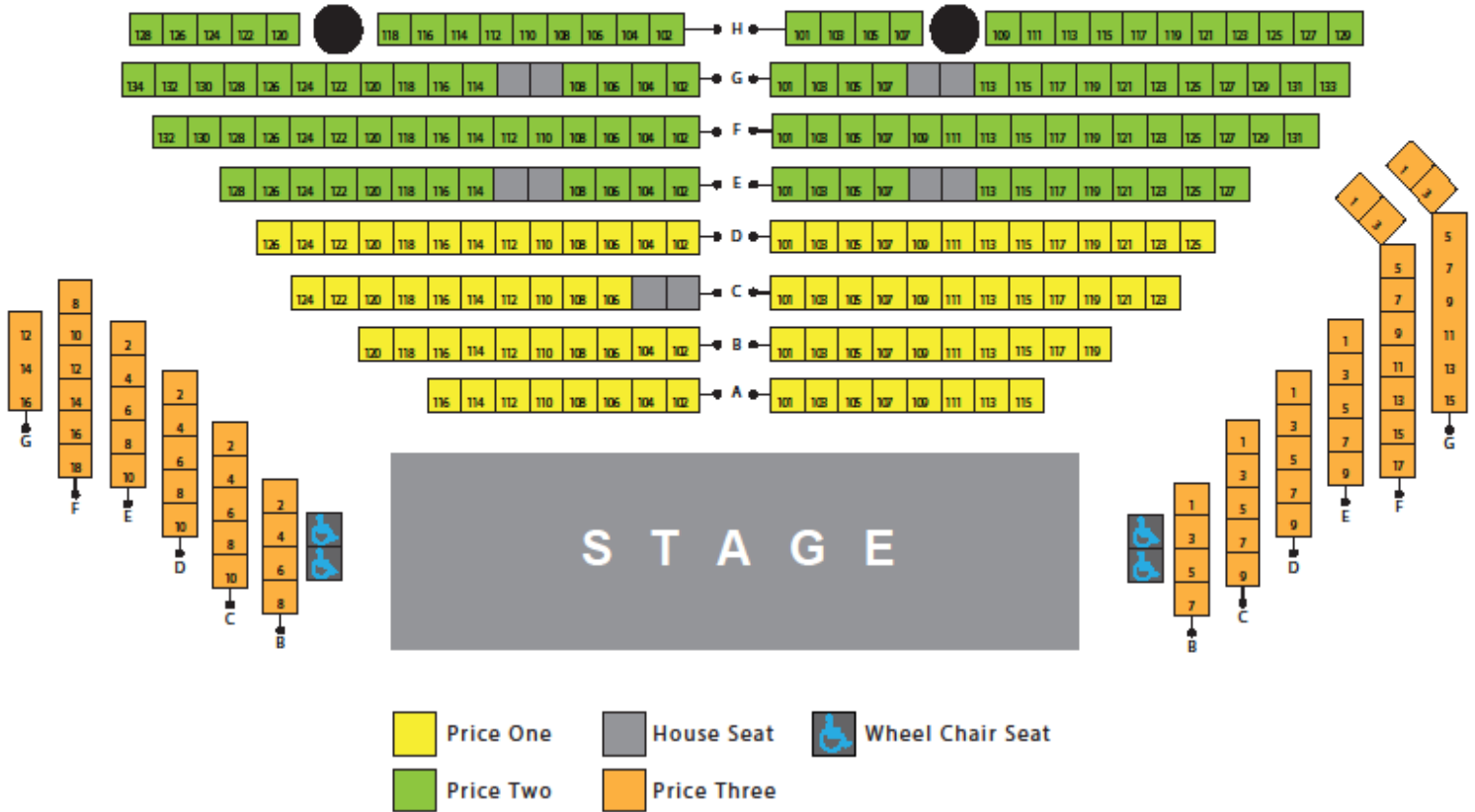
ONE PRICE ZONES



THEATRE TWO
TWO PRICE ZONES



**THEATRE TWO
THREE PRICE ZONES**





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)

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 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: _____

Tribeca Neighborhood Information

Drug Stores / Pharmacies:

Duane Reade

352 Greenwich Street
212-406-3700

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

Apple Store at 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

Los Tacos Number 1

136 Church Street
No Phone Orders accepted

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

Rebrand

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

Boulevard Carroll

1275 Valley Brook
201-262-7740

Video Projection Rentals

Michael Andrews Audio Visual

134 Myer Street
212-265-2660

One Dream Sound

66 Grand Street
212-279-8881

Visual Word Systems

35 West 36th Street
212-629-8383

LED Walls

LED Wall Systems / Encorex

109 45th Street
646-229-2995