

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

212-776-7216 – House Management Office

212-220-1460 – Ticketing Services Office

www.tribecapac.org

(updated April 2025)

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General Information

Theatre Entrance:

The primary audience entrance to the Tribeca Performing Arts Center is located at 199 Chambers Street. For GPS purposes, please enter 199 Chambers Street, NY, NY 10007. If you require barrier- free accessible seating, please contact Ticketing Services at 212-220-1460. They will provide you with the best entrance information for your arrival at the Performing Arts Center.

Barrier Free Access:

Wheel chair / disability seating positions are located in the lower seating area to the left and right of the stage. Additionally, please inform both Ticketing Services and the House Managers of any special seating needs you may have.

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.

Ticketing Services:

Ticketing Services can be reached by emailing ticketing@tribecapac.org or by calling 212-220-1460. Our ticketing personnel will be happy to assist with any Box Office related questions.

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Policies and Procedures

Alcohol Policy:

The Borough of Manhattan Community College and Tribeca Performing Arts Center have a case-by-case policy regarding alcohol. Approval from the college is required in advance if you are considering serving alcohol at your event. Our operations team can provide you with additional information on this matter. Please note that our policies apply to all areas of the theatre complex, including the dressing rooms and backstage. For further details, please email us at worksheets@tribecapac.org.

Assistive Listening Devices:

Theatre Two offers assistive listening devices for use during performances. Please direct your audience members to a House Manager or Ticketing Services staff member prior to the performance for assistance with 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, in accordance with fire code regulations regarding public assembly and egress requirements, equipment cannot be set up in the aisles, behind the seating area, in front of any exit areas, or in the row in front of the theatre. Our house staff will be happy to block off unsold seats to accommodate your photography and videography needs; however, we require this information *before* tickets go on sale. Please contact worksheets@tribecapac.org for further assistance.

Catering

Tribeca Performing Arts Center has an exclusive agreement with MBJ Food Services for all catering. For catering related questions, please email <u>worksheets@tribecapac.org</u>.

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 manage the sound for your event, please note that, due to the setup of Tribeca Performing Arts Center's sound systems, your engineer will be fully responsible for the live mix and any event recordings. While a Tribeca Performing Arts Center audio technician will be available to assist and answer any questions your engineer may have, the overall responsibility for 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 smoking a cigarette onstage, are prohibited at Tribeca Performing Arts Center. Smoking is strictly forbidden on the grounds of the theatre complex or the college, in accordance with City University of New York policies. If your production involves smoking onstage, please contact the technical department at tech@tribecapac.org. For events that require candles, we recommend considering **flameless LED** candles as a safe 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 CERTAIN 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, please be aware that no financial transactions may be conducted 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 are permitted to use ladders, scissor lifts, or work in the catwalks. In certain cases, catwalk access may be granted under the direct supervision of Tribeca Performing Arts Center technical staff.

Load In Procedures:

If you plan to bring in scenery, drops, or rigging, you must provide a detailed plan outlining how you intend to support, secure, or hang these items. We will not permit any installations deemed unsafe. During certain points of load-in, the Tribeca Performing Arts Center supervisor may require that the stage be cleared of all company members for safety reasons. Failure to adhere to this policy may result in a delay of load-in until the technical department supervisor deems it safe to proceed. Drilling, stapling, gluing, or nailing into the stage floor or walls of the theatre is strictly prohibited. The technical director will review these policies with you and may require the presence of a professional rigging company during the load-in and production process.

Merchandise sales

Approval from the Merchandise Manager is required in advance if you are considering selling merchandise at your event. Please contact our Merchandise Manager, Nancy LaLanne, at **merchandise@tribecapac.org** for prior approval.

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 with permission and advance notice.

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

Two Weeks before your show loads in:

At least two weeks prior to your event at Tribeca Performing Arts Center, you must provide the technical department with a complete list of all items you plan to bring into the venue. This includes, but is not limited to, scenery, soft goods, props, road cases, costumes, lighting and sound equipment, special effects, raw materials, musical instruments, live animals, large items intended for areas other than the stage, and any merchandise. This list must be confirmed at least two weeks before your event, with any changes communicated to the Technical Director as soon as possible. Please email the list to tech@tribecapac.org.

Vehicle Parking:

Tribeca Performing Arts Center does not offer on-site vehicle parking. Several parking garages in the area can accommodate cars and smaller vehicles; however, those that can accommodate large trucks and vans are not within walking distance of the venue. A list of nearby parking garages is available by emailing the technical department at tech@tribecapac.org. We can also assist with information on how to secure permits for parking production vehicles in traffic lanes around the center. Please plan ahead, as the permitting process can take several weeks to complete.

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

- o The technical director or crew supervisor is made aware of the request in advance
- o The crew and the theatre is available
- o The college and college staff are available

Call Cancellation and time change requests:

Changes or cancellations to the crew scheduled for a production are not permitted within one business week (Monday through Friday) 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 crew is responsible for running the shows, and their duties extend beyond those assigned to your production, as they also monitor the space. The crew's call does not end when your show concludes; they are required to remain until all audience members and performers have exited the theatre, your equipment has been loaded out, and the theatre has been returned to its repertory status.

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 4 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.

<u>Time over and beyond original contracted time:</u>

When arranging your schedule, please note that Tribeca Performing Arts Center staff cannot guarantee additional services beyond your original contracted time. You should plan for potential contingencies, such as a show running longer than expected or other factors that may delay your time in the space. Tribeca Performing Arts Center crewmembers are freelance technicians and may not be available to continue work beyond the originally scheduled call time

SHIPPING AND DELIVERY INFORMATION

Items arriving with 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 with 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 212-776-7216

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.

212-776-7216

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)Public SafetyRichard Halem212-220-8080

212-587-3330

RHalem@bmcc.cuny.edu

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 BMCC Tribeca Performing Arts Center. However, several convenient parking locations for cars are available within one or two blocks of the center. Please note that there is no truck parking in the immediate area. Be sure to check parking rates and closing hours, which are clearly posted at the entrance to each garage. Currently, there are no discounts available for patrons or audience members of the performing arts center.

ICON Patriot Parking - cars only

42 Harrison Street Open 24 hours Rates Posted

ICON Patriot Parking – cars only

35 Harrison Street Open 24 hours Rates Posted

MPG Parking – small vans / small trucks

515 W. 18 street Hours Posted Rates Posted Greenwich Street Parking LLC - cars only

561-565 Greenwich Street

Open 24 hours Rates Posted

ICON Patriot Parking - cars only

374 Greenwich Street Open 24 hours

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

MPG Parking – www.mpgparking.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. All parking permits must be applied for no later than 30 days prior to your load in.

NYC Taxi Cabs: as of 4/01/25 - 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
MTA Congestion Pricing Toll	\$0.75
Improvement Surcharge	\$1.00

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 \$2.90 per ride. You may pay for the NYC Subway fare by using a credit card directly at the turnstile entrance or obtaining a Metro card from a Metro card vending machine in the station.

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 service 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.

Load - In

<u>Loading Area</u> – The Theatre Two loading area is located just forward of 190 West Street. Load-In will be through a gate and then proceed 400 feet to the theatre. Please note the gate is at street level and your truck will need a lift gate to unload. Depending on the size of your vehicle, you may need a permit for loading and unloading of your production items. This loading area is a metered public parking zone and will likely not be clear at all times. You may need a permit depending on your production. Please contact the technical department if you have questions.

Dimensions of Loading Gate: 9'5"(w) x 10'0" (h)
Dimensions of Interior Glass Doors: 6'7"(w) x 6'7" (h)
Distance from Loading Area to Elevators: 800'
Distance from Loading Area to the Theatre: 300'

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

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

There is no freight elevator at BMCC or 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 1st Electric: 19'

Trim Height of 2nd 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: Nan Un 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'

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 4 Mirror Station 2 Sink 1 Toilet 1 Shower

Dimensions 150 sq ft

B (stage level) 8 Person Capacity 4 Mirror Station 2 Sink 1 Toilet 1 Shower

Dimensions 150 sq ft

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 department if you believe you need to use this area.

Laundry:

The Tribeca Performing Arts Center has one washer and one dryer available within the complex. If you require access to these facilities, special arrangements must be made in advance. Please communicate your laundry needs well ahead of your event. Failure to secure prior approval may result in the unavailability of the equipment on 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.

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 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 3

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

House Lighting:

Unison Control System for DMX universe one fixtures only.

Programmable Faders and Preset Controls for DMX universe one fixtures only

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

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

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

LED Aisle Lighting:

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

Circuits:

1 - 27
28 - 46
59 - 82
47 - 52
53 - 58
83 - 112
113 - 132
133 - 144
149 - 156
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:

The Tribeca Performing Arts Center stocks repertory lighting plot color gels in Rosco and Lee brands only. We have a very limited supply of additional gel colors available. If you require specific gel colors, it is essential that you bring all necessary lighting gel media with you at the time of your load-in. To save time, please ensure that the gel is pre-cut to ETC Source 4 size.

Cable / Hardware:

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

Power:

 $\overline{(6)}$ – 20amp Edison circuits backstage locations

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

Please contact the technical department 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:

- 1 Yamaha DM7 120 Channel with control expansion
- 2 RIO 3224-D2 Dante Stage Boxes

Fixed Speaker System:

- 2 JBL AM7212 700 watts program level audience mains
- 8 JBL JBL AC16 300 watts program level audience delays
- 2 JBL SRX818S 1200 watts program level subwoofers
- 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 DI2 Radial USB Pro
- 2 Whirlwind IMP2
- Whirlwind ISO2
- 5 Whirlwind PCDI
- 4 Whirlwind PS USB

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

- 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:

Q-lab 4

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 offer equipment through the BMCC Media Services Department. Please provide us with your specific requirements, and we will assist you in determining the appropriate media equipment available.

While Tribeca Performing Arts Center is the premier venue for the Tribeca Film Festival, we do not have film projectors permanently installed in the theater. The film projectors and audio systems used for the Festival are specialized equipment brought in specifically for that event and are provided by external rental vendors. If you are planning to screen a film and a standard 4000-lumen projector does not meet your needs, you will be required to rent the necessary equipment from an outside vendor. We have recommended two companies that have previously provided this service to our clients. Please note that you will need to contract both the equipment and staffing from the external vendor in addition to the theater's technical staff. You may also need to arrange for the services of BMCC Electricians to ensure sufficient power for the rented projector and equipment.

We currently have two projectors available for an additional fee.

Sony VPL-FH300L

Image Brightness 6000 ANSI lumens

Image Contrast1300:1Resolution2048x1080

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.

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

Live Streaming Services

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 offers both wired and wireless Wi-Fi internet access.

All internet services are provided by BMCC's I.T. Department. If internet access is essential for the success of your event, we strongly recommend that you request a BMCC computer technician to be assigned to your event. An additional charge for this service will be included in your overall contract costs as part of the BMCC Service Fees. If any internet connection issues arise on the day of your event and a BMCC computer technician is not included in your contract, Tribeca Performing Arts Center cannot guarantee the availability of a technician to troubleshoot or resolve the issues. Please note that all internet services may incur additional setup and technician fees.

Requests for wired internet access must be submitted no later than two weeks prior to your event. If submitted later, we cannot guarantee that internet access will be available on the day of your event.

Due to network security concerns, the BMCC Computer Department does not permit 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 technician, and additional fees may apply. Please contact the technical department with any questions. Please also note that financial transactions are not allowed over the wired or wireless internet.

A guest Wi-Fi username and password will be provided to you on your event load-in. Any device requiring Wi-Fi must be able to access a splash screen for credential information. Wi-Fi access is provided in 4-hour increments. Guests may also self-register on the system by following the on-screen instructions.

Stage Furnishings

Tables:

BMCC Tribeca PAC 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. Additional tables upon request are available.

Chairs:

100 Black Padded folding

Stands:

30 Manhasset Black

Stand Lights:

Wireless LED music stand lights

Conductor's Podium:

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

<u>Platforming:</u> Wenger Adjustable Height – (available by advance request only)

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 <u>cost</u> of \$160.00 per tuning)

1 - Grand: Steinway Size B 7'

Ticketing Services Rental Info & Policies

Contact Info

Email: Ticketingmanager@tribecapac.org
Ticketing Services (212) 220-1460 ext.3
Please leave a message and someone will respond accordingly

Available Hours

(except Federal Holidays) Tuesday-Friday 12pm-5pm

Summer Hours Starting July

Monday-Thursday 12pm-5pm

Event Hours

If assigned, Ticketing Services will be open one (1) hour prior to all ticketed curtain times and will remain open a half hour (30 minutes) into the start of a performance. During this time, Ticketing Services will only sell tickets for your event.

Sales Policies

A Tribeca PAC ticket is required for entry We accept cash and major credit cards only Checks are not accepted by Ticketing Services All sales are final. There are no refunds or exchanges

Ticket Printing

In House Printing

In an effort to be more environmentally conscious, Tribeca PAC suggests the use of e-tickets. E-tickets are the fastest and most convenient way for patrons to receive tickets and the most common source of delivery. We do also offer WILL CALL as an option to ticket pickup.

Seating Capacity

Though the initial seating capacity is 913/260 respectively, the final capacity will be confirmed upon receiving your estimate, as this is a crucial aspect of successful event planning. It is essential to communicate with the Ticketing Department promptly upon making your reservation. The Ticketing team will evaluate factors such as the number of attendees, staff, activities, and equipment in the venue to implement an effective capacity protocol that ensures a safe experience. This approach not only complies with safety regulations but also optimizes the use of venue space, enhancing the overall guest experience. By carefully assessing on-site attendance, we can accurately determine the number of seats available for sale, thereby managing capacity effectively while ensuring a comfortable environment for all attendees.

Ticket Sign Out

Consignment

Consignment of tickets is not permitted without written approval by Tribeca Performing Arts Center. Consignment is NON-REFUNDABLE. Selling tickets prior to the full authorization and confirmation from our department is in violation of your contractual agreement. Full ticket pricing information must be submitted by licensee prior to approval. There is a 20% charge on the value of the tickets consigned which will be reflected in the contract for pre-payment. Licensee must provide access to ticket sales or provide weekly ticket sales reports, via email to the Ticketing Services Manager. Licensee may not conduct onsite ticket sales or collect money for any purpose while on the premises. Please note that returned tickets for day-of event sales must be submitted with a minimum notice of 48 business hours to accommodate any necessary staffing arrangements. Any tickets sold on the day of the event will be accounted for in Settlement and may take up to 30 days post-event, to process. Any tickets that require a re-print may incur additional fees. Additional consignment guidelines stipulate that ticket sales must not exceed the authorized amount, and General Admission tickets cannot be reprinted without the accompanying barcode information.

Payment For Consignment

Consigned tickets will only be released after full payment of the consignment fee has been made.

**TICKETS MAY NOT BE SOLD AND

CASH MAY NOT BE EXCHANGED BY THE PRODUCER

OR PRODUCTION AFFILIATES ON THE BMCC CAMPUS.

THERE ARE NO EXCEPTIONS**

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 can request a PDF version via email.

THEATRE 1 (913 seats):

There are five (5) Standard Pricing Maps, ranging from one (1) price, General Admission, to five (5) price zones as Reserved Seating.

THEATRE 2 (260 seats):

There are three (3) Standard Pricing Maps, ranging from one (1) price, General Admission, to three (3) price zones as Reserved Seating. Custom maps may also be created for an additional \$25 fee.

Discounts and Promotions

BMCC Students/Staff

A discount is available to BMCC Staff and Students for all events at our venue. You have the choice to either offer 20% off or \$10 off the face value of the ticket. This discount will require the patron to show their BMCC ID card to the Ticketing Services staff before the sale is made. This discount is not available by phone or internet sales.

The requirement for these tickets is no less than 20, but can be at the max amount and location of your choosing.

Additional Discounts

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

Promotional Information such as fliers or posters must go through the Marketing Director for approval prior to distribution.

Special Considerations

Complimentary/Press Tickets

Please reserve complimentary tickets as you become aware of them. This will allow us to provide you with the best selection of seats. 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 happy to add your event to our website www.tribecapac.org. You will need to provide a description about your event and event photo 420 x 420 jpeg image when you submit your Ticket Form.

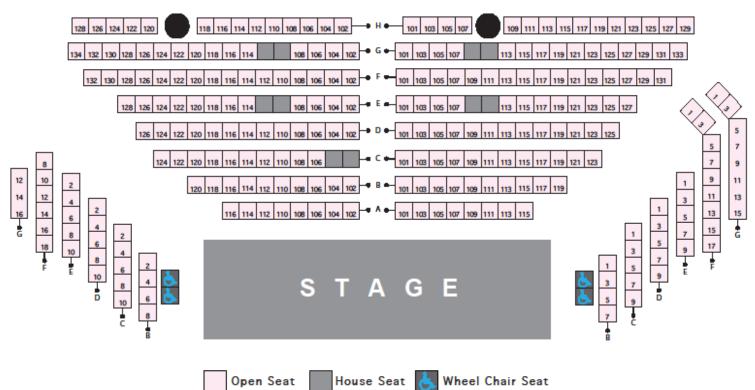
Wheelchair Seats

All Wheelchair seats are available via the Center's Ticketing Services. Patrons in need of a wheelchair seat can contact us directly during regular Ticketing Services hours.



THEATRE TWO

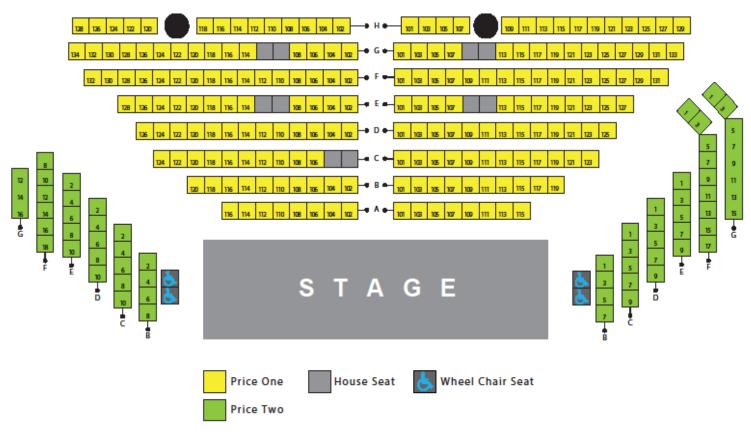
ONE PRICE ZONES





THEATRE TWO

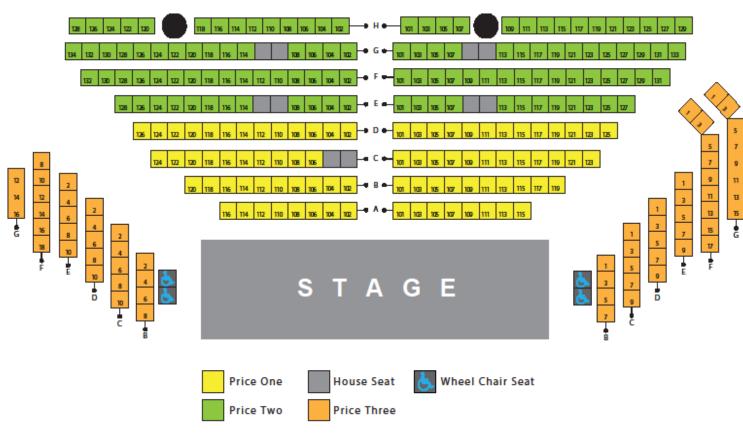
TWO PRICE ZONES





THEATRE TWO

THREE PRICE ZONES





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	ı must sign this form befo	re submitting it to Tri	beca PAC. 🛑	
Producer Name:				
(One Line, Forty Characters. This	s will print on the ticket. PRINT N	IEATLY)		
Title of Show:				
(One Line, Sixty Characters. This	will print on the ticket. PRINT N	EATLY)		
Type of Seating: <u>Res</u>	erved Admission	General Admis	sion (Check only one)
Please request Price Zone Ma	ps from Ticketing Manager.	Custom Price Zone Maps		Ticketing Manager er@tribecapac.org)
Pricing Zone Maps (RESEI	RVED SHOWS ONLY)	Zone Prices Per Sh		<u> =r@tribecapac.org</u>)
Theatre One (913 Seats)	Theatre Two (262 Seats)	Event Date		7/4/08
		Event Time		7:00 pm
—1 Price Zone	—1 Price Zone	1 - Yellow		\$ 55
—2 Price Zones		2 - Green		÷40
—3 Price Zones	—2 Price Zones	3- Orange		÷25
—4 Price Zones	—3 Price Zones	4 - Blue		\$10
—5 Price Zones		5 - Pink		\$ 5
-If you would like a custom Pricing and approved by the Ticketing -Any Discounts or Promotions m	Manager.			*Example Only
Description of Show:				
Proposed On Sale Date:				
(Must be approved by Ticketing Manager)		Producer		
Performance Length (mins): _		Signature:		
Intermission Length (mins):		Date:		
Website:				

Tribeca Neighborhood Information

Drug Stores / Pharmacys:

Duane Reade

352 Greenwich Street 212-406-3700

Tribeca Apothecary

138 W Broadway 212-971-1380

Dry Cleaners:

Tribeca Cleaners

95 Reade Street 212-385-9090

West Broadway Cleaners

81 West Broadway 212-732-4534

General Stores:

Target

255 Greenwich Street 917-438-2214

Apple Store at World Trade Center

185 Greenwich Street 646-802-3800

Hardware Stores

Tribeca Paint217 West Broadway
212-925-4800

CVS Pharmacy (24 hours)

129 Fulton Street 212-233-5021

Greenwich Cleaners

331 Greenwich Street 212-966-4881

Executive Cleaners

310 Greenwich Street

646-399-9357

Lot Less Closeouts

97 Chambers Street 212-233-0607

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 The Roxy Hotel

95 West Broadway 2 Avenue of the Americas

212-566-1900 212-519-6600

Millennium HiltonNew York Marriott Downtown55 Church Street85 West Street at Albany Street

212-693-2001 212-385-4900

The Greenwich Hotel Sonder Duane Street

377 Greenwich Street 130 Duane Street 212-941-8900 617-300-0956

Smyth TribecaSheraton Tribeca85 W Broadway370 Canal Street

917-997-2700 212-966-3400

Mailing Centers

United State Post OfficeUPS Store90 Church Street33 Park Place212-330-5001212-810-0834

FedEx OfficeDHL Service Point6 Barclay Street130 Church Street

212-406-1860 800-225-5345

Restaurants

Tribeca is home to some of the most diverse dining options in NYC, ranging from unique, locally-owned restaurants exclusive to Tribeca, to familiar fast food chains. We encourage you to explore our vibrant neighborhood and take advantage of the many exceptional dining opportunities it offers. All of the recommended restaurants are within walking distance of the Performing Arts Center, with many just a few blocks away. Below are some establishments frequently visited by our staff, who highly recommend them.

Mudville 9

126 Chambers Street 212-964-9464

Zona Tribeca

353 Greenwich Street 212-766-0911

Gigino Trattoria

323 Greenwich Street 212-431-1112

JR Sushi

119 Chambers Street 212-233-8338

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

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 previous experience working in our venue. They are familiar with the theater's design and limitations and have successfully supported numerous events for various clients over the years. While Tribeca Performing Arts Center has no formal affiliation with these vendors, we highly recommend them for your event. Please inform them that we referred you. Any external equipment, whether sourced from one of these vendors or your own, must be approved by the Tribeca Performing Arts Center technical department.

Flame Proofing Services

Turning Star Flame Proofing Certified Flame Proofing

229 Bond Street 244 5th Avenue 718-254-0534 800-590-5530

Instrument Rentals

Carroll Music Rentals Studio Instrument Rentals (SIR)

1275 Valley Brook Ave 501 West 36th Street 201-262-7740 212-627-4900

Lighting Equipment Rentals

4 Wall LightingTribeca Lighting75 State Street145 6th Avenue201-329-9878212-226-0064

Soft Good Rentals

RoseBrandDrape Kings4 Emerson Lane3200 Liberty Ave800-223-1624888-372-7363

Sound Equipment Rentals

Audio IncorporatedOne Dream Sound170 Westfield Ave66 Grand Street908-620-1007212-279-8881

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

