



Production Information

## Theatre One

199 Chambers Street Room S110C  
New York, NY 10007

212-220-1459 – BMCC Tribeca PAC Administrative Office  
212-220-1461 – BMCC Tribeca PAC Technical Director's Office  
212-732-2482 – BMCC Tribeca PAC FAX

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

*(updated July 2010)*

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## **General Information**

### **Theatre Mailing Address:**

BMCC Tribeca Performing Arts Center  
199 Chambers Street  
Room: S110C  
New York, New York 10007

### **Building Entrance:**

The main entrance for Tribeca Performing Arts Center is on Chambers Street between West Street (West Side Highway) and Greenwich Street. This is the main entrance and second floor of Borough of Manhattan Community College. Walk up the main ramp and inside the lobby glass doors. A member of the college's public safety department can direct you to Tribeca Performing Arts Center's administrative office, located one floor down and in room S110C. Please have a photo I.D. available for our public safety officers at the door.

### **Ticketing Services**

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

### **Theatre Entrance:**

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

### **Theatre One Loading Dock: (pre-arranged load in times only)**

The loading dock for Theatre One is located at 190 West Street (West Side Highway.)

This is located just north of the white pedestrian bridge and is on the corner of Chambers Street and West Street. If the door is locked and you have arrived at your scheduled load in time, please ring the bell. A member of the theatre staff will meet you. Vehicles must leave the loading dock and be parked after load in and before setup.

**Special Note: The loading dock is not at standard truck height.**

### **Barrier Free Access:**

Wheel chair / disability seating positions are located in both upper and lower areas of Theatre One and are accessible from the main entrance. Wheel chair access is also available to the stage but the Technical Office needs this information in advance. Also, inform both Ticketing Services and the House Managers of any special seating needs you may have.

Ticketing Services Phone: 212-220-1460

House Manager's Phone: 212-220-1459 ext 7216

Technical Director's Phone: 212-220-1461

### **Assistive Listening Devices:**

Theatre One has assistive listening devices available. Please direct your audience members to a House Manager or a Ticketing Services staff person prior to the start of the performance for use of the system. A photo ID, such as a driver's license, will be required as a deposit for the equipment.

## **Technical Policies and Procedures**

BEFORE YOU LOAD IN, YOU MUST PROVIDE A VALID CERTIFICATE OF FLAMEPROOFING FOR ANY AND ALL SCENERY, DROPS, BANNERS, AND DRAPERIES. NO UNFLAMEPROOFED MATERIALS WILL BE ALLOWED INSIDE OF THE BUILDING. MATERIALS MAY NOT BE FLAME-PROOFED OR TREATED AT THE PERFORMING ARTS CENTER.

*The Certificate must include the following:*

1. *Be written in English*
2. *Have a number and expiration date*
3. *A signature of a Notary Public or licensed flame proofing company*

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. Drilling, stapling, gluing and nailing into the stage floor or walls of the theatre is strictly prohibited. If you must install new rigging points for your set, you will be held responsible for the restoring of any flame proofing materials removed in the install. The technical director will advise you on these policies.

At least one month before your show arrives at BMCC Tribeca PAC, you must provide the Technical Director 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, costumes, lighting or sound equipment, special effects, raw materials, musical instruments, live animals, and any merchandise materials. This list should be confirmed a minimum of four weeks before the date of your event with changes being brought to the Technical Director's attention.

**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.**

**Helium Balloons are not permitted within the Theatre.**

**There is no eating or drinking permitted within the audience area of the theatre.**

**Smoking is strictly forbidden anywhere in the building**

**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.**

**Due to insurance regulations only BMCC Tribeca PAC staff can use ladders and the genie lift. Our staff are also the only ones allowed to setup and move our tables.**

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.

## CREW POLICIES AND INFORMATION

- ⌘ BMCC Tribeca Performing Arts Center equipment, such as but not limited to, follow spots, lighting and audio consoles, LCD projectors & media equipment, the fly system, and draperies may only be operated by Tribeca personnel. Questions regarding this policy should be made in advance to the Technical Director.
- ⌘ Crew members are not 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.
- ⌘ When arranging your schedule in the space, be aware that BMCC Tribeca Staff cannot guarantee additional services beyond your original contracted time. You should plan for contingencies of a show running later than planned or other factors that may delay your day in the space. BMCC Tribeca Performing Arts Center crew members are freelance technicians who may not be available to continue to work past the originally scheduled call time.
- ⌘ The Technical Director's schedule is designed to provide a one hour walk away break for crew members every 5 hours. In the event that a crew member is required to work for longer than five hours without a full break, he / she will be compensated with an extra hour of pay. This extra hour will be billed to your producer and may be 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 space is available
  - The crew is available
  - The college and college staff are available
  - Your producer has approved and paid for the additional Tribeca and BMCC cost directly to the Operations Director
- ⌘ If the need for more time arises and the crew and space are available, then BMCC Tribeca PAC will not refuse reasonable requests for additional time. Crew hours that are requested after the original contract may be billed at an overtime rate.
- ⌘ We do not allow changes or cancelations to the crew schedule or the number of crew assigned to a production within one week (business days Monday – Friday only) of your scheduled contract in the space.
- ⌘ The theatre's crew runs the shows. During your show, their responsibilities go beyond the duties that they are assigned for your show, because they monitor the space as well. The crew's call is not over when your show is finished, they are required to stay until all audience and performers have left the theatre and its equipment has been restored to its original state.
- ⌘ The crew has access to a ring of keys to unlock all rooms within the theatre. Keys are not distributed to the visiting company.
- ⌘ While your event is in the theatre, crew members work for BMCC Tribeca PAC. Please direct your comments to the supervisor and not to the individual crew members unless otherwise established.

## **BMCC Tribeca PAC Operations Staff**

### **Operations Director**

Carol Cleveland  
212-220-1459  
[CCleveland@bmcc.cuny.edu](mailto:CCleveland@bmcc.cuny.edu)

### **Technical Director**

Mark Goodloe  
212- 220-1461  
[MGoodloe@bmcc.cuny.edu](mailto:MGoodloe@bmcc.cuny.edu)

### **Ticketing Services Manager**

Gabe Johnson  
212-220-1460  
[Ticketing@tribecapac.org](mailto:Ticketing@tribecapac.org)

### **Senior House Manager**

Tom Mulhare  
212-220-1459 ext. 7216  
[TMulhare@bmcc.cuny.edu](mailto:TMulhare@bmcc.cuny.edu)

### **House Manager**

Charles Davis  
212-220-1459 ext. 7216  
[CDavis@bmcc.cuny.edu](mailto:CDavis@bmcc.cuny.edu)

### **Operations Associate**

Marilyn Stout  
212-220-1459  
[MStout@bmcc.cuny.edu](mailto:MStout@bmcc.cuny.edu)

### **Associate Technical Director**

Nick Pauly  
212-220-1459 ext. 7012  
[NPauly@bmcc.cuny.edu](mailto:NPauly@bmcc.cuny.edu)

### **Associate Ticketing Services Manager**

Rokia Shearin  
212-220-1460  
[Ticketing@tribecapac.org](mailto:Ticketing@tribecapac.org)

### **House Manager**

Gina Cimmelli  
212-220-1459 ext. 7216  
[GCimmelli@bmcc.cuny.edu](mailto:GCimmelli@bmcc.cuny.edu)

PLEASE NOTE: The administrative office (212)-220-1459 is open Monday through Friday from 9:00am to 6:00pm. Telephone messages left at that number after 6:00pm are not received until the next business day. Messages left Friday evening will be received the following Monday. Messages concerning load in details or technical information should be left on the Technical Director's phone (212)-220-1461.

**On behalf of all the staff at BMCC Tribeca Performing Arts Center,  
we wish you a successful event**

## OTHER HELPFUL NUMBERS

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

Main Number  
212-220-8000

### **MBJ Food Services**

Richard Halem  
212-587-3330

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

### **Public Safety**

212-220-8075

### **New York City Fire Department – (special effects and open flame permits)**

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

Mark Cahill

718-999-1591

[cahillm@fdny.nyc.gov](mailto:cahillm@fdny.nyc.gov)

### **Emergencies:**

Security (College / Theatre)

212-220-8080

Fire Department

911

Police Department

911

Hospitals

(212) 312-5255

(212) 604-7000

BMCC Public Safety

Engine 7, Ladder 1 - 100 Duane Street

First Precinct

NYU Downtown Medical Center,

St. Vincent's Hospital

## **Parking**

Parking is not provided at Borough of Manhattan Community College or BMCC Tribeca Performing Arts Center. There are several convenient parking locations within one or two blocks of the center. 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**

42 Harrison Street  
Open 24 hours  
Rates Posted

### **Greenwich Street Parking LLC**

561-565 Greenwich Street  
Open 24 hours  
Rates Posted

### **ICON Patriot Parking**

35 Harrison Street  
Open 24 hours  
Rates Posted

### **ICON Patriot Parking**

374 Greenwich Street  
Open 24 hours  
Rates Posted

### **ICON Patriot Parking**

350 Greenwich Street  
Open 24 hours  
Rates Posted

### **Standard Parking / Parking at Pier 40**

West Street at Houston Street (20 blocks from the PAC)  
Open 24 hours  
Rate Posted  
**This is one of the only lots for large trucks and vans**

## **Parking Lot Websites**

ICON Parking – [www.iconparkingsystems.com](http://www.iconparkingsystems.com)

STANDARD Parking – [www.pier40parking.com](http://www.pier40parking.com)

**In addition to the above listed parking facilities, there is limited street and meter parking around the area. Please pay close attention to all signage if you plan on parking your car or truck on the street. Most areas have very specific hours for when you can park legally. Note that NYC has a system of alternate side of the street parking.**

**Special requests for street parking in the Tribeca neighborhood should be directed to the community affairs office at the 1<sup>st</sup> Precinct of the New York City Police Department. Requests must be submitted with more than one month's notice for consideration and are not guaranteed.**

**1<sup>st</sup> Precinct  
16 Ericcson Place  
212-334-0611**

**Note: You do not want to have your vehicle towed. It is a remarkably expensive experience.**

**BMCC Tribeca PAC and Borough of Manhattan Community College is not responsible for any parking violations you may receive while at the theatre.**

**NYC Taxi Cabs: as of 11/02/09 - rates are subject to chance**

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. Most cabs are equipped with credit card readers, and you may use your credit / debit card whenever service is available. Tipping is customary.

**Normal Rates.**

Base Fare:	\$3.00
Additional Fare:	\$0.40 per 1/5 mile
Stopped or Slow Traffic	\$0.40 per 60 seconds
Weekday Peak Surcharge 4pm – 8pm	\$1.00 additional upon entry to the cab
Night Surcharge 8pm – 6am	\$0.50 additional upon entry to the cab

**NYC Subway:**

BMCC Tribeca Performing Arts Center is conveniently located just blocks from several subway lines. The MTA NYC Subway system costs approx \$2.25 per ride. Metrocard vending machines are located at each subway station and are available for a single ride card to an unlimited daily, weekly, or monthly pass.

- 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

Service on subways is subject to change – you can visit [www.hopstop.com](http://www.hopstop.com) or call the MTA information hotline at 718-330-1234 to double check scheduled service

**NYC Bus Service**

- M1 to Chambers Street - walk west on Chambers Street
- M6 to Chambers Street - walk west on Chambers Street
- M10 to Chambers Street - walk west on Chambers Street
- M22 (Crosstown on Chambers) – walk west on Chambers Street

**NY Waterway Ferry Service**

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

**STATEN ISLAND Ferry Service**

Take the Staten Island Ferry to South Street. Change to the Subway Red Line Number 1 Service going uptown. Take subway to Chambers Street, walk 2 blocks west on Chambers Street

## **Load – In**

**Loading Dock** – The Theatre One loading dock is located at 190 West Street (West Side Highway). This is located just north of Chambers Street. The loading dock will not accommodate a large semi-truck, it will accommodate a large box truck. If you are touring with a semi truck, arrangements can be made to accommodate this. It is essential that you have two large ramps for the truck. One will be used to ramp down from the truck bed to the street, the other will be used to ramp up into the loading dock from the street. Load-In times will be scheduled within your contracted use of the space. The loading dock cannot be used to park trucks or vehicles without special arrangements with the Borough of Manhattan Community College and the Police Department of NYC. There is no overnight parking allowed at the loading dock.

**Dimensions of Bay:** from street: 18'  
Curb cut width: 20'  
Height of Dock from sidewalk: 3' 2"  
Loading Dock Lift: 6'(w) x 3'2"(lowered) x 8'4" (raised)  
*Please note the dock lift does not go to street level*

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

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

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

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

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

## Carpentry

### Seating Capacity:

**Seating:** 913

**Wheel Chair/Disability Seating:** 14

### Stage Dimensions:

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

### Trim Dimensions:

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

### Repertory Soft Good Trim Dimensions:

Grand Drape Open:	39'
1 <sup>st</sup> Legs:	36'
2 <sup>nd</sup> Legs / Mid-Stage Traveler:	36'
3 <sup>rd</sup> Legs	32'
U.S. Traveler Open:	27' 6"

## Stage Floor:

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

- ⌘ **No nailing, screwing, gluing, or stapling allowed.**
- ⌘ **Approved Tapes: Gaffers, Spike, 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 products such as slip no more allowed**
- ⌘ **No soda/ water combinations for mopping allowed**
- ⌘ **There is no folding or rolling under of the house Marley.**

## House Draperies:

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

**Main Curtain:** Velour, bottom weight, Color: Prestige Red  
2 Piece – Split at center  
Height - 31'  
Width – 20'  
Full Open Dimensions: 39'

**Mid Stage Traveler:** Velour, bottom weight, Color: Black  
2 Piece – Split at center  
Height – 20'  
Width – 20'  
Full Open Dimensions: 36'

**Upstage Traveler:** Velour, bottom weight, Color: Black  
2 Piece – Split at center  
Height – 20'  
Width – 20'  
Full Open Dimensions: 27' 6"

**Legs:** 6 Velour, Unlined, bottom weight, Color: Black  
**Sets 1 - 3** 2 velour per line set  
Height – 20'  
Width - 6'  
Open Dimensions: 36' sets 1 and 2    32' set 3

**Legs:**  
**Set 4** 2 Velour, Unlined, bottom weight, Color: Black  
2 velour per line set  
Height - 20'  
Width - 4'  
Open Dimension: 27' 6"

**Borders:**

**Set 1 – 2**                      2 Velour, Unlined, bottom weight, Color: Black  
Height - 8'  
Width - 52'  
Rep Trim – 18'

**Set 3 – 4**                      2 Velour, Unlined, bottom weight, Color: Black  
Height - 8'  
Width - 36'  
Rep Trim – 18'

**Cyc:**                              1 Hard Cyc Wall, Curved, Color: White  
Height – 20'      Width – 36'

**Fly System Information:**

**Total Number of Linesets:** 30

**Working Height of Battens:** 5' 4"

**Batten Dimensions:** 11 at 52'    5 at 44'    6 at 36'    6 at 28'    2 at 21'

**Type:** Clancy Double Purchase

**Arbor Capacity:** 1000lbs max

**Pipe Capacity:** 500 lbs max

**Available Weight:** 45.5 lb bricks and 23 lb bricks

**Loading Gallery:** 1 Elevated Level for Arbor Loading

**Maximum Load:** 20lbs per foot of pipe

**Maximum Concentrated Load:** 160 lbs

**Locking Rail:** Located Stage Left on Stage Level

**Pipe Travel Distance – 5'4" to max 24' 11"**

**BMCC Tribeca PAC does not have a full fly house. Fly capabilities are very restricted by this limitation. If your production does make use of any type of scenic flying elements make sure to speak to the technical office immediately to make sure we can accommodate your production within our venue**

**BMCC Tribeca PAC stage technicians are the only technicians allowed to operate the Theatre One Fly System**

## Theatre One Line Set Schedule

Line Set	Distance to Proscenium	Pipe Load	Length	Number of Weights / Notes		
1	0' 9"	Grand Drape	52'	31 - DEAD HUNG		
2	2' 9"	1 <sup>st</sup> Border	52'	8.5	(8 full 1 half)	P.W. = 5
3	3' 9"	1 <sup>st</sup> Electric	52'	31		P.W. = 7
4	4' 6"	1 <sup>st</sup> Legs	52'	6		P.W. = 5
5	5' 2"	2 <sup>nd</sup> Electrical	52'	20.5		P.W. = 7
6	5' 10"	EMPTY	52'	5		P.W. = 5
7	6' 6"	EMPTY	52'	5		P.W. = 5
8	7' 2"	2 <sup>nd</sup> Border	52'	10		P.W. = 5
9	8' 0"	Mid Traveler / 2 <sup>nd</sup> Legs	52'	24		P.W. = 5
10	8' 9"	EMPTY	52'	5		P.W. = 5
11	9' 6"	3 <sup>rd</sup> Electric	52'	27		P.W. = 7
12	10' 3"	EMPTY	44'	4.5	(4 full 1 half)	P.W. = 4.5
13*	11' 0"	EMPTY	44'	4	(2 full 2 half)	P.W. = 4
14	11' 8"	4 <sup>th</sup> Electric	44'	33.5	(33 full 1 half)	P.W. = 7
15	12' 4"	3 <sup>rd</sup> Legs	44'	6.5	(6 full 1 half)	P.W. = 4
16	13' 0"	EMPTY	44'	4		P.W. = 4
17	13' 8"	3 <sup>rd</sup> Border	36'	7		P.W. = 3
18	14' 4"	EMPTY	36'	4	(3 full 2 half)	P.W. = 4
19	15' 0"	EMPTY	36'	3	(2 full 2 half)	P.W. = 3
20	15' 8"	EMPTY	36'	3.5	(3 full 1 half)	P.W. = 3.5
21	16' 6"	4 <sup>th</sup> Legs	36'	6		P.W. = 3
22	17' 3"	5 <sup>th</sup> Electric	36'	22		P.W. = 3
23	18' 0"	US Traveler	28'	18		P.W. = 2
24	18' 9"	6 <sup>th</sup> Electric	28'	20		P.W. = 3
25*	19' 6"	EMPTY	28'	2		P.W. = 2
26	20' 3"	EMPTY	28'	2.5	(2 full 1 half)	P.W. = 2.5
27	21' 0"	EMPTY	28'	2		P.W. = 2
28	21' 8"	7 <sup>th</sup> Electric	28'	16	- DEAD HUNG	P.W. = 2
29*	22' 4"	EMPTY	21'	2		P.W. = 2
30	23' 0"	EMPTY	21'	2.5	(2 full 1 half)	P.W. = 2.5

**Please note that a line set number followed by an \* indicates a pipe that cannot be flown at this time.**

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

### Dressing Rooms

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

**For large groups it may be possible to use the lower lobby as a dressing room. Extra time is needed to prepare this room for this purpose. Contact the house manager to arrange for use of this room.**

### Green Room

Located off stage right

Dimensions: 12' x 8'

Accommodates: 8 to 10 people

### Laundry:

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

### Irons / Ironing Boards: 1

Steamers: 1

Racks: 2

### Cross Over:

The main crossover is located in the dressing room hallway on stage level. On stage crossover upstage of the black traveler when closed.

### Storage:

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

### Disposal of Items:

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

## Stage Lighting:

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

### Dimmers:

255 – 2.4k ETC Sensor Dimmers

### Control Console:

Control Console	ETC ION
Channels:	10,000
Dimmers:	2,048(max number of controllable dimmers by ETC ION – the house has 255 Dimmers)
Cues:	10,000
Groups:	1,000
Macros:	1,000
Submasters:	300
Designer Node:	YES
DMX:	Control Booth Backstage Left

### House Lighting:

House Lighting is operated from lighting control booth only.

Lighting is dimmable in specific sections or as a whole.

The ETC ION does not control the house lighting system

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

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

### LED Aisle Lighting:

The Aisle lights must remain on at all times for safety

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

### Circuits:

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

**Rep Plot:**

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

**It is highly recommended that you ask for an updated copy of our lighting files. We have them available in .PDF, Vectorworks, and Lightwright 4 extensions.**

**Rep Plot Equipment:**

All listed equipment currently part of house rep plot

Source Four 14deg.	15	Total
Source Four 19deg.	3	Total
Source Four 26deg.	23	Total
Source Four 36deg.	33	Total
Source Four 50deg.	29	Total
Source Four PAR	15 WFL	Total
Colotran Far Cyc Single	36	Total
Wybron CXI 2 String Color Scrollers	15	Total (attached to Source Four Par Units above)

**Follow spots**

(2) Robert Juliet Ivanhoe Follow spots – Located in the control booth. – requires 220v power

**Booms:**

(8) 10’ Booms

(8) 4’ Boom Bases

**Spare Units:**

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

**Spare Barrel Sizes:**

Varied selection available.

**Source Four Top Hats:** 15 Total

**Source Four Color Extenders:** 32 Total

**Source Four Gobo Holders Size A &B:** 15 Total

**7.5” Barn Doors:** 6 Total

**Color Media Information:**

BMCC Tribeca PAC only stocks repertory lighting plot color gel in Rosco and Lee. We have a very limited supply of extra gel colors available. It is imperative if you have exact color requests that you bring all lighting gel media with you at the time of your load in. We do not provide gel even if it is provided to us in advance on a lighting plot. It will save an immense amount of time if you have this gel cut to either ETC Source 4 or ETC Source 4 PAR size. If changing gel in our Colotran units for the CYC wall please contact to Technical Director.

**Cable / Hardware:**

Large supply of 5’, 10’, 25’, 50’ Twist Lock Nub In Cables

Limited Supply of Two-Fers, Side Arms, Adapters

**Power:**

(1) - 60 amp 3-phase cam lock . You must bring cam lock turn around adapters with you if you plan on using this equipment.

(1) – 200 amp 3-phase tie-in – additional fee for electricians. – you must provide bare wire to cam lock for this.

(6) – 20amp Quad Box Edison circuits backstage locations

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

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

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

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

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

## Sound

### Monitor / Paging:

Stage Manager's paging microphone located off stage right. Pages to dressing rooms only

### Infrared Listening:

- 01 – Sound Associates SA-1422 Transmitters with DSP Processor
- 02 – Sound Associates SA-611 Emitters
- 02 – Sound Associates SA-612 Emitters
- 40 – Sound Associates SA-650HX Headset Receivers

### ClearCom:

- 10 - ClearCom 501 – Belt Packs
- 10 – ClearCom CC95 Head Phones

Standard House Locations Are As Follows:

- 1 – Stage Right
- 1 – Stage Left
- 1 – Sound Mixing Area
- 1 – Lighting Console (Booth)
- 1 – Follow spot (Booth)

### Mixing Console:

Yamaha 3000M – 40 Channel / 16 Aux / 4 Stereo Channels / 20 x 8 Matrix / 8 VCA Groups

### Fixed Speakers: - House Main

- 3 – Apogee AE-5 – Center Speaker Clusters – L / C / R
- 3 – Apogee AE-2 – Delay Speaker Fills – L / C / C / R
- 2 – Yamaha SM12V – 700 Watt Monitor Speakers – Stage Left / Stage Right
- 2 – JBL SRX 718S – Sub Woofers – Stage Left and Stage Right
- 5 – Renkus Heinz – SGX-41 Front Fill 2 Way Passive Speakers

### Portable Speakers:

- 8 – Yamaha SM12V 700 Watt Max 8 ohms Wedge Monitor
- 3 – DAS ST32 – 300 watts 8 ohms Wedge Monitors
- 2 – EV FM1202 ER – 300 watts 8 ohms Wedge Monitors

### Keyboard Amplifier:

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

### Guitar Amplifier:

- 1 – Roland JC 120 – 120 watt (60w + 60w) Guitar Amp

### Bass Amplifier:

- 1 – David Eden World Tour 800 head
- 1 – David Eden DII5XLT 400 W 8 Ohm Speaker

**Microphones: - may not always be available. Make arrangements if you have a specific microphone request.**

10	Shure Beta 58A
8	Shure SM58
1	Shure 14a
2	Shure SM 91
1	Shure MX 391
3	Shure Beta 87a
8	Shure SM57
2	Shure SM 81
1	Shure 55SH Classic
3	Sennheiser MKH 416T
1	Sennheiser MD421
2	Audio-Technica PRO 45
3	Audio Technica AT853a
5	Crown CM 700
5	Crown PCC-160
2	Anchor M618
3	Beyer Dynamic GM
1	Beyer Dynamic M88
1	Electro-Voice RE15
1	PG 56
2	AKG 1000's
1	AKG D112
1	Sony ECM-66B

**Wireless System: Available at an additional fee per microphone**

4	MiPro 2 Channel ACT-82 Digital Wireless Receivers
8	MiPro ACT-8H Digital Wireless Handheld Microphones
8	MiPro ACT-8T Digital Wireless Bodypack Transmitters
8	MiPro MU-55L Lavalier Microphones
8	Avlex HS-09 Headset Microphones

**Playback:**

1	Denon DN-C630 – CD Player
1	Sony MDS-E11 – Mini Disc Player
1	Tascam 202 MK III – Recorder / Dual Cassette Player

**Signal Processors:**

1	Ashley Protea – 24 Bit Digital 4 Channel Equalizer
1	Behringer GE93102 – Ultra Pro Graphic Equalizer
1	Stageworks E231X – Dual 31 Band Graphic Equalizer
1	T.C. Electronic – M-One Dual Effects Processor
1	Pro CO I.T.-4 – 4 Channel Isolation Transformer

**System Amplifiers:**

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

**Cable:**

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

**NL2:**

10'	2
25'	8
50'	5
100'	4

**XLR:**

10'	10
25'	25
50'	25
100'	6

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

**Microphone Stands:**

<b>Standard Upright</b>	<b>20</b>
<b>Boom Arms</b>	<b>22</b>
<b>Tripod Stands</b>	<b>22</b>

## Audio – Visual

BMCC Tribeca Performing Arts Center does not provide equipment such as LCD Projectors, DVD Players, VHS Players, and Laptop Computers. 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. Note that you will receive a bill from Tribeca PAC to cover these additional BMCC auxiliary services. You may also need to have additional discussions with the director of the media services office.

We do not have any film projectors installed within the theatre. If you are planning on showing a film and a standard 3000 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.

There are two projection surfaces in Theatre One.

- 1 – Automated Roll Down Screen just downstage of the main drape. – **FRONT projection only**  
**Screen Dimensions: 24' (w) x 17' (h)**  
**Travel Time: Full In Position – 1 min**  
**Full Out Position – 1 min**

Screen control switch located in the control booth.

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

- 1 – Hard Curved CYC Wall – most upstage position in the theatre. – **FRONT projection only**  
**CYC Wall Dimensions: 36' (w) x 20' (h)**

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

- Distance from the control booth to the front screen - 80' approx**
- Distance from the control booth to the CYC – 100'**
- Distance from house projection point to the front screen – 60' approx**
- Distance from house projection point to the CYC – 80'**

Rear projection screens and portable free standing screens are available from media services and may be billed at an additional fee.

Internet Services are available and may be billed at an additional fee. This also requires a planning session with member of BMCC Tribeca PAC's staff and the computer center offices of the Borough of Manhattan Community College

Satellite Uplink and Downlink service is available and may be billed at an additional fee.

## Stage Furnishings

### Chairs:

- 100 Blue Plastic - available only by advance request of 1 week
- 60 Black Padded folding
- 30 Tan Padded folding

### Stands:

- 40 Manhasset Black

### Stand Lights:

- 10 Universal Klip-Light

### Conductor's Podium:

- 1 Measures 4' x 4' Carpeted - available with railing or without
- 1 Double Width Conductors Stand available as well

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

- 10 4' x 8' decking adjustable from 4" (platform top only, no legs) 16" to 24" (platform w/ legs)

### Rolling Drum Riser:

- 1 8' x 8' x 8"

### Dance Floor:

Black Rosco Marley Dance Floor

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

### Lectern:

Dimensions: Height – 4'  
Width – 2'

Note: The BMCC logo affixed on the lectern may not be covered at any time. Event signage may be placed below the affixed BMCC logo.

### Piano: (Tuning arranged by Tribeca PAC at a cost of \$125.00 per tuning)

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

**BMCC Tribeca Performing Arts Center  
Technical Data Worksheet for Theatre Rental Clients**

Mark Goodloe – Technical Director – 212-220-1461 [mgoodloe@bmcc.cuny.edu](mailto:mgoodloe@bmcc.cuny.edu)  
Nick Pauly – Associate Technical Director – 212-220-1459 [NPauly@bmcc.cuny.edu](mailto:NPauly@bmcc.cuny.edu)

**Which theatre have you requested to use:**                      ONE (913 seats)                      TWO (260 seats)

**Name of your company:** \_\_\_\_\_

**Details of the event:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Name #1** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Contact Name #2** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Style of Event:** Theatre    Dance    Concert    Lecture    Workshop    Film    Other: \_\_\_\_\_

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

**Time you wish to arrive for setup:** \_\_\_\_\_

**Anticipated length of setup:** \_\_\_\_\_

**House open for audience:** \_\_\_\_\_

**Performance Time:** \_\_\_\_\_

**Length of performance:** \_\_\_\_\_

**Intermission:** YES    NO    **If yes for how long:** \_\_\_\_\_

**Restore Time:** \_\_\_\_\_

**Number of crew persons you feel you need:** \_\_\_\_\_

*(this will be ultimately set by the BMCC Tribeca PAC technical director)*

**Load In Needs:** \_\_\_\_\_

**Transportation to the theatre:** Semi    Box Truck    Van    Car    Taxi    Other: \_\_\_\_\_

**STAGE SETUP INFORMATION**

Do you have a set or any scenery? YES NO

If yes - list each piece of scenery you are bringing with you \_\_\_\_\_

How do you plan to anchor the set to the stage floor: \_\_\_\_\_  
(you are not permitted to screw, nail, or glue onto the floors)

Are you using any backdrops or banners? YES NO

If yes - list each one and its dimensions: \_\_\_\_\_

Does your backdrop or banners have? Grommets Pipe Pockets Other: \_\_\_\_\_

Do you have any scenery that must be flown? YES NO

**You must have a certificate of flameproofing for all backdrops, banners, and scenery brought into the theatre. Please contact the technical office for further information regarding this policy. Your certificate of flameproofing must arrive before your load in can happen. Any items that do not have this certificate are subject to being removed from the theatre.**

Do you have a ground plan of your set or stage setup? YES NO  
(please fax or email a copy of this groundplan to us. BMCC Tribeca PAC fax number is 212-732-2482)

How far upstage will you be using? CYC U.S. TRAV D.S. TRAV (theatre one only) HOUSE DRAPE

Do you need a lectern? YES NO If yes where do you want it placed on stage: \_\_\_\_\_

Do you need a Marley Dance Floor? YES NO (If yes note it takes 4 technicians 1.5 hours to install this)

Tables and Chairs? YES NO If yes how many of each? \_\_\_\_\_  
To be placed where onstage? \_\_\_\_\_

Other items you are bringing in? \_\_\_\_\_

**Other Staging Needs**

Do you need an LCD Projector? YES NO

Do you need a DVD / VHS Player? YES NO

Do you need a Laptop Computer? YES NO

Will you need an Internet Connection? YES NO

What is your intended purpose of an internet connection? Web Surfing? Live Streaming?

## **STAGE LIGHTING**

BMCC Tribeca PAC's rep lighting plot consists of ETC source four units with various barrel sizes. We do not have automated fixtures at this time. Please note that our rep lighting plot has been designed to meet most needs of the average rental. You can re-focus the rep plot and make changes to it based on your needs but this may add additional crew and time to your overall event cost. BMCC Tribeca PAC does no pre-hang or pre-focus work on the plot for your event. All focusing or changing of the rep lighting plot must be done within your contracted time in the theatre. We do have a limited number of additional lighting units and booms that can be used. Please contact the technical office for more information on our repertory lighting plot.

**Do you have a copy of our current lighting paperwork?** YES NO

*(note we have updated our lighting plot, copies prior to September 2009 should be discarded and replaced)*

**Do you have a lighting designer?** YES NO **Name & Contact Info?** \_\_\_\_\_

**Do you have a lighting plot of your own you wish to use?** YES NO

**Do you want to use our rep plot with our house lighting person creating looks for your show?** YES NO

**Will you be using side lights, booms, or additional lighting fixtures?** YES NO

**Special Effects Lighting that you may be bringing with you?** YES NO

If you answered yes, please list what you are bringing \_\_\_\_\_

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**Are you using an outside lighting company?** (available to theatre one clients only) YES NO

If yes: **Company Name?** \_\_\_\_\_ **Contact Person?** \_\_\_\_\_

**Any additional lighting needs?** \_\_\_\_\_

**Are you using a follow spot?** (available to theatre one clients only) ONE TWO NONE

*Note: If you are planning on using colored gel media other than that in BMCC Tribeca PAC's repertory lighting plot, you must bring that color media with you. We have a very limited supply of spare color that is different from our repertory lighting plot*

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

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

## SOUND

Are you using our in house sound system? YES NO

(please note the house sound system has certain decibel level restrictions) you must speak with the Technical Director to discuss the limitations of our in house system

Are you bringing in a sound system of your own? YES NO

If Yes – Company Name? \_\_\_\_\_ Contact? \_\_\_\_\_

(see electrical tie in / 60amp or 200amp service note)

What type of playback device are you using? CD MINI DISC CASSETTE OTHER? \_\_\_\_\_

Are you in need of a piano? GRAND UPRIGHT

(tunings are arranged solely by BMCC Tribeca PAC at a cost of \$125.00 per tuning)

Do you need wireless microphones? YES NO

If Yes - Number of handhelds? \_\_\_\_\_ Number of body mics? \_\_\_\_\_

(Wireless microphones are an additional fee per microphone)

Do you have a band? YES NO What is the instrumentation? \_\_\_\_\_

Do you need any additional amplifiers? GUITAR BASS KEYBOARD

Do you have any specific microphone requests? \_\_\_\_\_

Do you wish to have the event recorded to CD? YES NO

BMCC Tribeca PAC provides no backline equipment for live bands or orchestras. All amplifiers must be provided by you at your own rental arrangements and costs. BMCC Tribeca PAC does not rent backline equipment for you or your company members. We are happy to provide you with local rental house information at no charge to you if you need assistance. We provide no musical instrument rentals or musical equipment on site with the exception of pianos. We do have a limited number of music stands and music stand lights.

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

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

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

**BMCC Tribeca Performing Arts Center**  
**House Data Worksheet for Theatre Rental Clients**  
**Thomas Mulhare – Senior House Manager x7216 – Tmulhare@bmcc.cuny.edu**  
**Gina Cimmelli – Associate House Manager x7472 – Gcimmelli@bmcc.cuny.edu**

Theatre:        ONE (913 seats)        \_\_\_\_\_ TWO (260 seats) \_\_\_\_\_  
Name of Company: \_\_\_\_\_ Event Title: \_\_\_\_\_  
Brief Description of the Event:  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name #1 \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Contact Name #2 \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Nature of the Event: Theatre \_\_\_\_\_ Dance \_\_\_\_\_ Concert \_\_\_\_\_ Lecture \_\_\_\_\_  
                                 Workshop \_\_\_\_\_ Film \_\_\_\_\_ Graduation \_\_\_\_\_ # of Graduates \_\_\_\_\_  
                                 Other (explain) \_\_\_\_\_

Event Date: \_\_\_\_\_  
House Doors Open for Audience Seating: \_\_\_\_\_  
Performance Time Start: \_\_\_\_\_  
Performance Time End: \_\_\_\_\_  
Length of Performance: \_\_\_\_\_  
Intermissions: YES \_\_\_ (If yes, how many \_\_\_) NO \_\_\_ Intermission Length: \_\_\_\_\_  
Anticipated Audience Size: \_\_\_\_\_

Will you be having a reception? \_\_\_\_\_  
Are you planning on having food or drink at that reception? \_\_\_\_\_

**Please note that BMCC Tribeca PAC does not permit outside food or drink (including donations.) Food is provided by MBJ Food Service on Campus.**

**DURING HOUSE STAFF SUPERVISED HOURS OF AN EVENT IN THEATRE 1, ACCESS AND USE OF THE FOLLOWING DESIGNATED AREAS MAY BE ALLOWED:**

***The Breezeway:*** Located to the left of the main entrance of BMCC, across the lobby from the BMCC Tribeca PAC Ticketing Services.

***The Icarus Lobby:*** Located behind Mezzanine Sections 6 & 7 of Theatre 1 – area connects to exit/entrance doors at ramp level of BMCC Main entrance as well as connecting upper Mezzanine Level to the Lower Lobby area with spiral staircase.

***The Lower Lobby:*** Large space with room for receptions, galas, or break out space for up to 125. Equipped with restrooms, concession area, coat check and access to outdoor courtyard.

***Theatre 1 Greenroom:*** Located behind stage right. Space for seating area and hospitality set-up for 8-10 people.

***Five Dressing Rooms:*** Located behind stage right at stage level (Three - 2 person dressing rooms) and upstairs (Two -10 person dressing rooms). Equipped with bathrooms, mirrors, tables, chairs and showers upstairs

Are you in need of tables? \_\_\_\_\_

At what time? \_\_\_\_\_

**We can supply 6 foot tables. White table cloths with blue skirts cost \$30/table. (Check for availability)**

Specific audience entrance/exit needs:

\_\_\_\_\_  
Anticipated Special Needs of Audience: (i.e. wheelchair, hearing impaired, etc.)

Will you be selling merchandise? If so, what: \_\_\_\_\_

**All merchandise must be approved by House Managers 212-220-7216. 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. There is a 25% commission on this service.**

Will there be any autograph sessions? If so, by who, when and where? \_\_\_\_\_

**FOR THE PROTECTION AND SAFETY OF ALL PARTIES INVOLVED IN A PRODUCTION - THE HOUSE MANAGER WILL DETERMINE AND APPROVE ALL SCHEDULING AND STAFFING TO BE USED DURING A PRODUCTION. THE NUMBER OF STAFF (INCLUDING BOTH HOUSE MANAGER AND USHER POSITIONS) WILL BE DETERMIND BASED ON THE EVENT PRIOR TO THE CONTRACTING OF THE EVENT.**

Seating (Reserved or General): \_\_\_\_\_

If General, are there any special reserved seating areas? \_\_\_\_\_

Is there any audience participation? Will the audience ever go on stage or the artist into the House? If so, when? \_\_\_\_\_

Video/Media Equipment Usage:

\_\_\_\_\_  
Please note that due to strict fire code rules and regulations regarding places of public assembly and theatres, you will not be allowed to setup projectors or visual media equipment in the aisles of the theatre, behind the seating area, or in the row in front of the stage. Our staff will gladly block off selected sections to accommodate your media needs. Prior to your event going on sale with BMCC Tribeca PAC Ticketing Services

These flat floor areas are recommended for video set-up; but because they are designated as Barrier Free seating for wheelchair, if ticket holders require these seats they take precedence.

THEATRE 1:

SECTION: ORCHESTRA 1 ROW: K SEATS: 12, 14, 16

SECTION: ORCHESTRA 3 ROW: K SEATS: 11, 13, 15

SECTION: MEZZANINE 2 ROW: V SEATS: 128, 130, 132, 134

SECTION: MEZZANINE 6 ROW: V SEATS: 127, 129, 131, 133

Latecomer Accommodations: \_\_\_\_\_

Programs: \_\_\_\_\_

# **Ticketing Services**

## **Rental Information & Policies**

### **Contact Info**

Ticketing Services (212) 220-1460(ticket sales)  
Main Office (212) 220-1459  
[ticketing@tribecapac.org](mailto:ticketing@tribecapac.org)  
[www.tribecapac.org](http://www.tribecapac.org)

### **Location**

199 Chambers Street  
New York, NY 10007-1044  
Between Greenwich and West Street  
Inside the main lobby of the BMCC building

### **Regular Hours:**

Tuesday through Saturday - 12pm – 6pm  
Sunday & Monday – Closed

### **Summer Schedule:**

July 1<sup>st</sup> through Labor Day  
Friday, Saturday & Sunday – Closed

### **Event Hours**

Ticketing Services will be open 2 hours prior to all ticketed events and ½ hour after the event begins. During this time Ticketing Services will only sell tickets for your event. There will be no advanced ticket sales for other events.

### **Ticketing Services is closed on the following holidays:**

- **Labor Day**
- **Columbus Day**
- **Veteran's Day**
- **Thanksgiving Day (Thursday and Friday)**
- **Christmas Eve**
- **Christmas Day**
- **New Years Eve**
- **New Years Day**
- **Martin Luther King Jr. Day**
- **Lincoln's Birthday**
- **President's Day**
- **Memorial Day**
- **Independence Day**

### **Sales Policies:**

- **We accept VISA, MasterCard, Discover, and American Express for all events.**
- **Cash and Travelers Checks will be accepted at the Ticketing Services Window only.**
- **There is an ATM located within the building near Ticketing Services.**
- **Personal Checks are not accepted by Ticketing Services.**
- **All sales are final; there are no refunds or exchanges**

# **TICKET PRINTING**

## **In House Printing**

BMCC Tribeca PAC is equipped to handle most ticketing situations. Please fill out the Ticket Printing Form that was provided to you and return it to the Ticketing Services Manager. Once we have received your Ticket Printing Form we will build your Event in our database. We will then print a Test Ticket for you to proof

## **Outside Printing**

Is not permitted.

## **Wristbands / Badges**

Your production team working your event at BMCC Tribeca PAC will not be admitted without BMCC Tribeca PAC generated badges or wristbands. Please contact the Ticketing Services Manager to arrange these for your staff. Remember that these badges or wristbands will not permit your production staff to sit within the theatre during the performance. We can also supply wristbands and badges, at an additional charge, for all day events that allow patrons re-entry.

## **Ticket Sign-Out**

You are allowed as the producer to sign-out tickets for each performance. These tickets are yours to sell or distribute outside of the BMCC campus in any way that you see fit.

In order to better serve the BMCC community, events that are open to the public are required to leave a minimum of 50% of the seating capacity of the theatre (Theatre 1 – 457 seats, Theatre 2 – 130 seats) with Ticketing Services. These tickets will be available at Ticketing Services for any patrons to purchase during regular Ticketing Services hours.

**Any tickets that you wish to have sold on the BMCC campus the day of the Event must be returned to Ticketing Services one (1) business day prior.**

**TICKETS MAY NOT BE SOLD ON THE BMCC CAMPUS OUTSIDE OF TICKETING SERVICES**  
**- NO EXCEPTIONS**

For example, your performance takes place Saturday night at 7pm, unsold tickets should be returned to Ticketing Services no later than 6pm on Friday. If your event takes place on a Monday evening you would need to return your tickets by 6pm on Saturday.

## **SELECTING A PRICING MAP**

We have created a set of Standard Pricing Maps for Theatre 1. These maps are already in the ticketing software and are the most efficient for your event.

There are 6 separate Standard Pricing Maps for Theatre 1. They range from 1 Pricing Zone / General Admission to 5 Pricing zones

There are 3 separate Standard Pricing Maps for Theatre 2. They range from 1 Pricing Zone / General Admission to 3 Pricing zones.

If none of the Standard Pricing Maps work for you event, we can create a custom map for a fee of \$250.00

# **DISCOUNT / PROMOTIONS**

## **BMCC Student / Staff**

There is a minimum 20% discount for BMCC Students, Faculty, and Staff. This discount will require the patron to show their BMCC identification card to Ticketing Services before the sale is made. This discount will not be available by phone or internet sales

## **Other Discounts / Promotions**

Please discuss and Promotions / Discounts with the Ticketing Services Manager before you advertise it. We want to be prepared to serve your customers as best we can.

## **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 1 business day prior to your event.

### **Website Listing**

We are more than happy to add your event to the calendar on [www.tribecapac.org](http://www.tribecapac.org). If you would like to participate in this, please email a descriptive paragraph about your event along with a graphic to Ticketing Services Manager when you submit your ticketing request form. If you would not like your event listed on the website, please contact the Ticketing Services Manager.

### **Internet Sales**

We are able to provide internet ticket sales through SmartTix.com. If you are interested in this service, please indicate this on the ticket request form. All tickets sold via SmartTix will be subject to the contracted credit card fee rate.

### **Wheelchair Seats**

All Wheelchair seats are held by Ticketing Services. Patrons in need of a Wheelchair seat can contact us directly during Regular Ticketing Services Hours.

### **Will Call**

There are a couple of ways to handle Will Call tickets.

-You may pass the Will Call tickets to Ticketing Services. You will need to include a complete list of all the tickets including Patron's Name, Phone Number, Section/Row/Seat, and any Notes/Special Accommodations. Ticketing Services must receive this information at least one (1) business day prior to the event, unless alternate arrangements are made.

-You can request that House Management set up a table for your representative to handle Will Call. The table will generally be just to the side of Ticketing Services in front of Theatre 2. This table would only be for Will Call Tickets, not sales – **no money may be exchanged at this table under any circumstances.**

### **Reservations**

Ticketing Services does not take Reservations or Hold Seats for patrons. The only way for a patron to guarantee themselves a seat is to purchase a ticket.



## **TriBeCa Neighborhood Information**

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

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

85 West Broadway  
212-566-1900  
Average nightly rate: \$189.00

**Tribeca Grand Hotel**

2 Avenue of the Americas  
212-519-6600  
Average nightly rate: \$350.00

**Embassy Suites**

192 North End Ave  
212-945-0100  
Average nightly rate: \$249.00

**Millennium Hilton**

55 Church Street  
212-872-7372  
Average nightly rate: \$249.00

**New York Marriott Downtown**

85 West Street  
212-385-4900  
Average nightly rate: \$300.00

**Howard Johnson's Express Inn**

135 East Houston Street  
212-358-8844  
Average nightly rate: \$175 - \$200

**Holiday Inn Manhattan – Downtown**

138 Lafayette Street  
212-966-8898  
Average nightly rate: \$250

## Restaurants

### **Duane Park Café \$\$\$**

157 Duane Street  
212-732-5555

### **Bazzini \$\$**

339 Greenwich Street  
212-334-1280

### **The Soda Shop \$\$**

125 Chambers Street  
212-571-1100

### **2 Rivers \$\$\$**

10 Murray Street  
212-556-6915

### **Deans\$\$**

349 Greenwich Street  
212-2966-3200

### **Reade Street Pub \$\$**

135 Reade Street  
212-227-2295

### **Gee Whiz Diner \$\$\$**

295 Greenwich Street  
212-608-7200

### **Baluchis \$\$**

275 Greenwich Street  
212-571-5350

### **Mudville 9 \$\$**

126 Chambers Street  
212-964-9464

### **McDonalds \$**

167 Chambers Street

### **Taco Bell \$**

155 Chambers Street

### **Subway \$**

153 Chambers Street

### **Applebee's \$\$**

101 N. End Ave  
212-945-3277

### **Chevy's Fresh Mex \$\$**

101 N End Ave  
212-786-1111

### **Tribeca Grill \$\$\$**

375 Greenwich Street  
212-941-3900

### **BMCC Dining Room / Cafeteria \$**

199 Chambers Street  
212-220-8000

*The area has some of the most diverse eating establishments in NYC. From unique restaurants you will find only in Tribeca, to fast food places you know well. We invite you to explore our neighborhood while you are here and enjoy the many wonderful dining opportunities that it offers. All of the restaurants are well within walking distance from the steps of the performing arts center, with many of them just a couple of blocks away.*

## **General Stores**

### **Century 21 Department Stores**

22 Cortlandt Street  
212-227-9092

### **K-Mart**

770 Broadway  
212-673-1540

## **Drug Store / Pharmacy:**

### **Duane Reade**

250 Broadway  
212-571-4511

### **Independence Pharmacy**

352 ½ Greenwich Street  
212-406-3700

### **Eve Pharmacy**

295 Greenwich Street  
212-566-5858

### **The Food Emporium**

316 Greenwich Street  
212-766-4598

### **CVS Pharmacy**

129 Fulton Street  
212-233-5023

### **King Tribeca Pharmacy**

5 Hudson Street  
212-791-3100

## **Dry Cleaners / Laundromats**

### **Tribeca Cleaners**

95 Reade Street Ste 1  
212-385-9090

### **Greenwich Cleaners**

331 Greenwich Street  
212-966-4881

### **West Broadway Cleaners**

81 West Broadway  
212-732-4534

## **Hardware Stores**

### **Tribeca Hardware**

154 Chambers Street  
212-240-9792

### **Home Depot**

28-40 West 23<sup>rd</sup> Street  
212-929-9571

## **Copy Centers:**

### **Fed-Ex Kinkos**

105 Duane Street  
212-406-1220

## **Mailing Centers**

### **Mail Boxes ETC**

295 Greenwich Street  
212-964-5528

### **United States Post Office**

90 Church Street  
212-330-5313

## Theatrical Vendors

### Lighting Equipment Rentals

#### **PRG**

*Kara O'Grady*  
7777 West Side Avenue  
North Bergen, NJ 07047  
201-758-4000

#### **4 Wall Lighting**

*Jim Schoenfelder*  
75 State Steet  
Moonachie, NJ  
201-329-9878

### Sound Equipment Rentals

#### **One Dream Sound**

36-15 48<sup>th</sup> Ave  
Long Island City, NY  
718-433-3030

#### **Masque Sound**

21 East Union Avenue  
East Rutherford, NJ 07073  
201-939-8666

#### **Carroll Music Rentals**

625 West 55<sup>th</sup> Street  
6<sup>th</sup> Floor  
New York, New York  
212-868-4120

### Video Equipment Rentals

#### **Michael Andrews Audio Visual Services**

615 West 55<sup>th</sup> Street  
New York, New York  
Attn: Bill Magod  
212-710-1430 [Bmagod@maavs.com](mailto:Bmagod@maavs.com)  
[www.maavs.com](http://www.maavs.com)

#### **Visual Word Systems (large media needs only)**

35 West 36<sup>th</sup> Street  
New York, New York  
212-629-8383  
Attn: Ike Echstein

### Dry Ice

#### **United City Ice Company**

503 West 45<sup>th</sup> Street  
New York, New York  
212-563-0819

#### **Diamond Ice Cube Company**

324 W 16<sup>th</sup> Street  
New York, New York  
212-675-4115

### Flame Proofing Services

#### **Turning Star Flame Proofing, Inc.**

229 Bond Street  
Brooklyn, NY 11217  
718.254.0534

#### **NY Fire Shield**

P.O. Box 7305  
Auburn, NY 13021  
315-255-2765

### Instrument Rentals

#### **Carroll Music Rentals**

625 West 55<sup>th</sup> Street 6<sup>th</sup> floor  
New York, New York  
212-868-4120

### Soft Good Rentals

#### **Rose Brand Theatricals**

4 Emerson Lane  
Secaucus, NJ 07094  
1-800-223-1624

#### **J.C.Hansen**

629 Grove Street, Lot #26  
Jersey City, NJ 07310  
1-866-988-8055