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| Theater Rental Guide 14 Street Y |
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| **8/14/2018** |

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**Physical Specs:**

1. The theater is 2700 square feet. 51’ X 53’
2. The theater has two chorus style dressing rooms available, each can fit about 6-8 people. There is also a private bathroom available backstage. One dressing room is only available from 4pm onwards on weekdays.

**Technical Equipment:**

1. Borrowing Items:
	1. You received an inventory with this packet. Some of these items are stored in areas to which renters do not have access.
	2. You must make arrangements with the Technical Coordinator **at least one week prior** to your load in. A list of items you are renting will be made. Any damaged or missing items will be charged to your security deposit.
2. The theater is fully equipped with:
	1. light board (ETC Element 250/40)
	2. sound board (Yamaha SL9-32 digital)
	3. speaker system (10.2)
	4. Wireless Com System (up to seven users)
	5. genie and A-frame ladder
	6. 80 new lighting fixtures.
	7. suspended lighting grid- Can hold a load of 35 pounds per linear foot. This does not apply to the extensions past the perimeter suspension points.
	8. Power is 150 amps disconnect box, designated 100% to the theater.
		1. 2 - ETC Sensor 24 channel dimmers, 2.4 k - 24 Stage pin and multi tie ins
		2. 100 amp PD
		3. Work lights
		4. Outlets in the theater floor level and loft

**Furniture, Props, Etc.:**

1. Basic theater props such as cabaret chairs, armless musician chairs, and stools are available. There is a box office table and space available for signage.
2. The theater has a piano available for an extra fee (which covers tuning and piano moving).

**Seating:**

1. The theater can seat 0 to 130, depending on seating configuration.
	1. 108 adjustable and retractable seating system
	2. capability to create side and in the round seating.
	3. *Seating configurations must be approved by the Technical Coordinator and/or Theater Manager* ***one month*** *before your first performance.*

**Marketing:**

1. All renters may have access to:
	1. one poster spot in theater lobby (24x36)
	2. one poster spot in entrance vestibule (24x36)
	3. a power point slide on our screen in the main lobby
	4. call board available in the theater lobby.
	5. Renter may also give theater manager postcards for distribution.
	6. No additional posters of different sizes may be hung in the building.

**Tools/Expendables:**

We are not able to lend expendables. You must bring this equipment. **This includes all tape and gel.** Arrangements for use of tools may be arrange with the Technical Director.

**Haze/Smoke Effects:**

Haze and smoke effects MUST be tested with the Technical Coordinator and Facilities Manger at least ONE WEEK prior to its use in the space. This is to confirm it will not set off the fire alarm system.

Water based effects only. Absolutely NO flame of any kind, including incense or spark effects. Electronic cigarettes and powder cigarettes are permitted, no test needed.

**Staffing:**

The Technical Director and/or Theater Manager is available any time before your production to review our technical equipment, hold a production meeting or walk through, and answer any questions about the space.

The Technical Coordinator will be present for load in to get your staff oriented and check out equipment, etc. you may need. If you make an appointment, the Technical Coordinator can also be available for a shift during tech week to assist you. We do not have full time theater staff and cannot always assist at a moment’s notice. Please plan accordingly.

The Technical Director and/or Box Office Manager will be available to give an orientation to your fireguard, stage manager, and house manager on space logistics. Please make an appointment for these orientations.

We will give our cell phone numbers to one designated person to call if questions arise during non-business hours.

**Cleaning:**

Included in your rental is the option of a once a day mop and sweep and trash removal by our staff. If you would like to take advantage of this service, please schedule with the Theater Manager **two weeks** prior.

Our staff will need an hour period in which they can work, and the theater must be free during this time.

If you would prefer, or if scheduling is too difficult for you, you are welcome to clean the space yourself, and you can request a clean mop and bucket anytime during regular business hours from the Theater Manager. We can also provide trash bags which can be left in the hallway for pick up after performances.

There is a slop sink that you can use, located next to the men’s bathroom on the 2nd floor. Please be courteous to other building patrons while using this sink.

**Greening Policy**:

Our goal is to recycle and reuse as many materials as possible. This has enabled many past productions to build the majority of their set with the materials we collect and inventory for reuse. Once a year, we do a major wood recycle as well.

We encourage you to leave behind set pieces, costumes, props, wood; etc that you feel may be useful to other groups coming in or that we can recycle later for you. However, these items **must** be approved by the Technical Coordinator.

If unapproved items are left behind, the removal of those items will be billed to your security deposit based on the Technical Coordinator’s hourly rate and cost of disposal. Please do not just leave a pile behind.

It is the renter’s responsibility to dispose of any item we don’t approve for our reuse and recycle station.

DO NOT LEAVE TRASH IN THE THEATER.

**Security:**

The 14th Street Y is a secure building. Please provide a security list to the Technical Coordinator one week before you arrive. This list will be left with the security guard, and your cast and crew on this list will be able to enter the building. All cast and crew members will receive a lanyard identifying you as a theater resident and it must be worn when in the building and not in the theater. This is for identification purposes.

**FACILITY RIDER**

1. Elevators:
	1. The elevator may **NOT** be used for load in from 8am to 10am on weekdays. Also be aware that the stairwell and elevator is in frequent use, and you must be cautious of other community center patrons.
2. Damage:
	1. If there is damage to any wall, floor, or door in the hallways leading to the theater the cost of labor and materials will be deducted from your security deposit. If you are transporting heavy items, please ask the Technical Coordinator to arrange for Masonite to be laid out in the hallway.
	2. DO NOT mount anything to the walls.
3. Floor procedures:
	1. You are welcome to paint the floor, but if you do so, it must be water based paint and you must plan for time to restore it.
	2. All soft goods **MUST** be tied up/back from floor during paint calls. If you are unsure of how to do this without damaging the soft goods please ask the Technical Coordinator to help you. Any repairs necessary to damaged soft goods will be deducted from your security deposit.
	3. The paint for the floor is *Rosco Tough Prime Black*. To restore, you have the following options:
		1. You may purchase paint yourself,.
		2. You can use our paint, and we will deduct the cost from your security deposit. Minimum charge for paint is $60. Five gallons is $300.
		3. We can do the restore for you at the cost of paint, plus $30/man hr worked.
	4. The Tech Coordinator must know the plan for the restoring of the floor on your load in day so we can plan accordingly.
		1. Screwing into the floor is only allowed directly underneath the lighting grid. When going into the floor with screws, Any fasteners CAN NOT exceed a depth of 1.25 inches into the existing floor.
	5. Movable pieces should use wheels or sliders with a diameter greater than 1.5 inches and round edges.
	6. **DO NOT** saw or use sharp tools directly on the floor. If you damage the floor, we will deduct the cost of the repair from your security deposit.
	7. If you need to paint in the space please notify the Technical Coordinator so they can get you drop cloths.
	8. If any touch up painting not on the floor needs to take place please see the Technical Coordinator.
4. Borrowing Items:
	1. You received a full inventory with this packet. Some of these items are stored in areas to which renters do not have access.
	2. You must make arrangements with the Technical Coordinator **at least one week prior** to your load in. A list of items you are renting will be made. Any damaged or missing items will be charged to your security deposit.

**HOUSE RULES- THE THEATER AT THE 14TH STREET Y**

1. Renters are responsible for properly shutting everything down and locking up the theater (training on procedure will be provided to designated individual at load-in
2. The dressing room can be padlocked. We highly recommend leaving valuables in the dressing room with a padlock. The 14th Street Y is not responsible or liable for items left in the theater, dressing room, backstage area, or loft area.
3. Renters are responsible for restoring the stage and grid (a clear stage and rep. lighting grid unless otherwise discussed) to the exact condition in which they found it.
4. All soft goods hung from the grid must have a valid fireproof certificate. The Theater Manager must have this certificate on hand before the goods are hung.
5. All genie and ladder use must be according to all suggested safety procedures outlined in our safety policy. Our genie is not safety certified to be rolled in the raised position; exact rolling procedures are outlined on the genie and must be obeyed. The genie may only be operated by skilled, experienced personnel.
6. Walking is not permitted on the catwalk as it has not been certified for walking upon, but a limited number of lights may be hung on the catwalk with the genie.
7. Renters are welcome to borrow props, etc from the loft and theater closet, but only if they sign out all borrowed items with the Technical Coordinator or Theater Manager. Any items not returned to the Technical Coordinator or Theater Manager at the end of your rental will be deducted from your security deposit.
8. The theater technical closet remains locked at all times and can only be opened by the Technical Coordinator or Theater Manager, or with their permission and supervision.
9. Content on any posters or other advertising within the Y must be appropriate for a community center audience. Any show containing adult content must be advertised as such, and before performances there must be signage warning of the adult content to ensure that audience members are aware.
10. The following marketing offerings are available to renters: All renters may have access to one poster spot in theater lobby, one poster spot in entrance vestibule, and a power point slide on our screen in the main lobby. Renter may also give theater manager postcards for distribution. Both poster spots are 24x36, and no additional posters of different sizes may be hung in the building. Renters also have a call board available in the theater lobby.
11. The theater should always be listed on all marketing materials as “The Theater at the 14th Street Y.” Please do not use the Y logo without the theater manager’s permission.

**The Theater at the 14th Street Y- Theater Rental Time Policy**

1. Renters paying an hourly rehearsal rate must check out no later than 10:30pm
2. When paying performance rates, on performance nights, renters must check out with security no later than 11:30pm. Renters going past 11:30pm will be penalized (see below).
3. **Each renter will have one “late night” included in their rental PER WEEK for the purposes of load ins, load outs, or tech rehearsals/dress rehearsals. The latest check out time available is 1:00am\*. This night must be scheduled at least 2 weeks prior to engagement.**
4. We ask renters to avoid load ins/outs between 8am and 10am due to high traffic.

The following conditions apply:

1. Renters must confirm an exact schedule for room reservations when they go to contract. Time changes will be accommodated to the best of our availability, pending on staff availability. Advance notice of schedule changes must be given with as much notice as possible.
2. Renters are required to provide the Theater Manager with their exact schedule and security list no later than 2 weeks before their rental.
3. Renters breaking from their confirmed schedules will need to cover security overtime. The charge for checking out after the appointed time will be $50.

\*Renters may stay past this time if they agree to pay the actual cost of security and keeping the building open.

**DEADLINES & PROCEDURES:**

**Pre Load In**

The Theater at the 14th Street Y is a convertible black box theater. Therefore, every renter requires a different set up. We request that you inform us of your needs before you arrive so we can make sure the theater is ready for you.

We require the following at least **1 month** prior to load in:

1. Your Seating arrangement including deviation from the rep seating arrangement
2. Security Deposit
3. Production Calendar/detailed Schedule

We require the following at least **1 week** prior to the Monday of your load in week:

1. A list of props, platforms, costumes, etc you intend to borrow
2. Your Audio need including the use of our speakers
3. A plot and/or ground plan before building and hanging begins in order for us to best prepare for your load-in
4. The location of where to pre-hang our soft goods
5. The Theater Manager will be available to give an orientation to your fireguard, stage manager, and house manager on space logistics. This orientation **must** occur before **any** performances take place in the space. Please make an appointment with the Theater Manager directly.
6. Full list of all personnel in your production who will be coming to the theater for our security desk.

We require on your **Load in** day:

1. A member of your senior staff (usually the producer or director) to sign out any equipment being borrowed
2. Agreed plan for any restoration that will be necessary on your strike to restore the floor and borrowed items to rep condition.
3. Your finalized Load-out Schedule.

**Load Out**:

The Technical Coordinator or a representative of our technical staff will be present until the end of load out. Please inform us of your specific load out schedule at least one week prior so we can arrange staff.

Be sure to leave time for the following:

1. Floor restoration (notes above)

2. Return and Check in and borrowed or rented items.

3. Restore the Lighting Grid to the Rep Plot

1. Hard Patch
2. Board Patch
3. Any added cabling
4. Rep Gels must be restored
5. Rep Focus must be restored

4. Restore sound board and speaker hard patch and clear any adjusted settings from the board.

5. The stage area must be clear at the conclusion of your rental.

6. The dressing room must be cleared out before returning keys.

*\*Please note: The Theater is sold out for the coming year. All rentals are back to back with other rentals. We request that you remove everything from the theater by the end of your load out time. If this is not possible, you must let us know so we can coordinate with the group loading in. We may not be able to accommodate last minute requests to come back and pick up items after load out.*

**Procedure for turning on and off Sound and Lighting Systems:**

Turning on System:

**Turn on disconnect switch located in Dimmer room off of the Theater lobby, key on theater paddle.**

**Lights:**

Lightboard may be powered whether or not the dimmers are on.

**Sound:**

1. Turn on Sound Board (switch is labeled 1)
2. If you are using any auxiliary items (wireless mics, passive speakers, wireless coms, CDs, Assisted listening devices) Turn on power of the audio rack.
3. Turn on Power Conditioner for speaker power.

Shut Down Procedure:

**Lights:**

1. Make sure all lights are off on the board
2. Turn off Screen and board
3. Cover the board

**Sound:**

1. Turn off speaker power
2. Turn off audio rack
3. Turn off and cover board.

**Turn off disconnect in the Dimmer room**

**Seating Options:**

Our seating system is designed to accommodate multiple configurations. The seating configuration must be approved by the Theater Manager prior to load in. Any alterations to the seating arrangement must be approved by the Theater Manager. The retractable riser system is to be moved only under the supervision of the Technical Coordinator. Additional moves of the retractable riser system will be billed at $100 per additional move.

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Most items in our inventory are available at no additional cost. There is an additional cost for use of our 32’x19’ marley floor, upright piano, video projector, and other pieces of equipment where expected wear and tear must be covered. Contact the Technical Coordinator for details of costs.

**Full Inventory:**

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| **Theatrical Dimming & Cabling** |  |
| **24 Channel Portable Dimmer Pack with pass thru camlock** | **2** |
| **Console Uninterruptable Power Supply**  | **1** |
| **Camlock extension to existing rack - 5'** | **1** |
| **2P&G Extension Cable - 5'** | **17** |
| **2P&G Extension Cable - 10'** | **36** |
| **2P&G Extension Cable - 15'** | **11** |
| **2P&G Extension Cable - 25'** | **12** |
| **2P&G Extension Cable - 50'** | **10** |
| **2P&G Extension Cable - 75'** | **10** |
| **2P&G Molded Two-Fer** | **24** |
| **12 Awg multipin extension - 100'** | **12** |
| **Multipin Breakout to Stage Pin Female** | **8** |
| **Multipin Breakin to Stage Pin Male** | **4** |
| **4 pin DMX cable** |  |
| **5'** | **14** |
| **10'** | **6** |
| **25'** | **6** |
| **50'** | **4** |
|  |  |
| **Theatrical Lighting Fixtures** |  |
| **19 Degree Ellipsoidal** | **16** |
| **26 Degree Ellipsoidal** | **20** |
| **36 Degree Ellipsoidal** | **30** |
| **50 Degree Ellipsoidal** | **11** |
| **S4 Jr. Barrels** |  |
| **26˚** | **2** |
| **36˚** | **1** |
| **50˚** | **3** |
| **Source-4 PAR 575w** | **29** |
| **Follow Spot, 360w** | **1** |
| **Altman Spectra Cyc RGBA** | **6** |
|  |  |
| **Theatrical Lighting Accessories** |  |
| **Pattern holders for Ellipsoidals** | **12A 7B** |
| **S4 Ellipsoidal Drop In Iris** | **5** |
| **S4 PAR egg crate louver** | **10** |
| **S4 PAR Top Hat** | **10** |
| **S4 Top Hat** | **20** |
| **S4 PAR Barn Door** | **10** |
| **Color scrollers** | **9** |
| **I-Cue/Scroller Power Supply** | **3** |
| **DMX Splitter** | **1** |
|  |  |
| **Pipe and Base** |  |
| **Schedule 40 1-1/2"** |  |
| **2'- no threads** |  |
| **3' - double thread** | **1** |
| **3'6" - single thread** | **1** |
| **5' - double thread** | **7** |
| **10'- double thread** | **9** |
| **8'6"- 1" pipe - single thread** | **2** |
| **1/2" extending pipe 5'-8'6"** | **1** |
|  |  |
| **Bases** |  |
| **Base 50lbs 1-1/2"** | **8** |
| **Base 50lbs 1"** | **2** |
| **Base - 25lbs 1/2"** | **2** |
| **couplers** | **10** |
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| **Side Arms** |  |
| **10"** | **2** |
| **2'** | **20** |

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| **Set** |  |  |  |  |  |
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| **Fabric** |  |  |  |  |  |
| **Black Scrim- 40' w x 20' h** | **1** | **\*extra cost for use of Scrim** |  |
| **Black Scrim- 47' w x 20' h** | **1** |  |  |  |  |
| **Grey Scrim - 47'w x20'h** | **1** |  |  |  |  |
|  |  |  |  |  |  |
| **Legs 21'x8'** | **6** |  |  |  |  |
| **Legs 21'x4'** | **4** |  |  |  |  |
|  |  |  |  |  |  |
| **Platforms** |  |  |  |  |  |
| **6'x3'** | **4** |  |  |  |  |
| **8'x3'** | **8** |  |  |  |  |
|  |  |  |  |  |  |
| **8" Legs** | **24** |  |  |  |  |
| **16" Legs** | **24** |  |  |  |  |
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|
| **Walls** |  |  |  |  |  |
| **2’x8’** | **1** |  |  |  |  |
| **4'x8'** | **4** |  |  |  |  |
| **5’x8’** | **2** |  |  |  |  |

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| **Mixing and Processing** |  |  |  |  |
| **Yamaha LS9-32 32Ch. Digital board** | **1** |  |  |  |
| **Uninterruptable Power Supply**  | **1** |  |  |  |
|  **Dual CD Player** | **1** |  |  |  |
| **A/V equipment power conditioning** | **2** |  |  |  |
| **Second Board Set up** |  |  |  |  |
| **Mix Wizard 16 input Mixer with dual digital** | **1** |  |  |  |
| **Rane ME-60 Dual Channel 30-Band MicroGraphic Equalizer**  | **1** |  |  |  |
| **Alesis akira Fx module - Stereo** | **1** |  |  |  |
| **Loudspeakers** |  |  |  |  |
| **Main Playback Loudspeaker - 12"** | **2** |  |  |  |
| **Portable Playback Loudspeaker - 12"** | **1** |  |  |  |
| **Surround Loudspeaker - 8"** | **4** |  |  |  |
| **Subwoofer - 2x12"** | **2** |  |  |  |
| **Stage Monitor speakers- two way** | **2** |  |  |  |
| **Loudspeaker power & signal cabling** | **10** |  |  |  |
|  **DI Box** | **3** |  |  |  |
| **Speakers- each speaker is patched individually**  |  |  |  |  |
| **JBL Eon Power 15 w/ stand** | **3** | **\* 2 sitting in loft L and R aimed to general audience area** |
| **JBL Eon Power 10** | **2** |  |  |  |
| **JBL PRX-612M Speaker** | **2** | **\* hanging from beam SL an SR just upstage of 5th LX** |
| **JBL EON 510 Speaker** | **4** | **\*hanging from beams US of 2nd LX** |
| **JBL 18" Radialing Powered Sub Woofer** | **2** | **\* sitting on floor Mid SR and SL**  |  |  |
| **JBL JRX\_112M 2-Way** | **2** | **\*not self powered run by amp in booth** |
| **QSC K8** | **1****4** | **\* Sitting on floor Mid SL** |  |  |
| **Audio Cabling** |  |  |  |  |
| **Stage Snake 150' - 24x8** | **1** |  |  |  |
| **Pipe Grid Snake 100' - 12 Channel** | **1** |  |  |  |
| **Mixer breakout cable - DB25 to XLR**  | **1** |  |  |  |
| **Mixer breakout cable - 8 chan XLR to XLR** | **2** |  |  |  |
| **Mixer breakout cable - 8 chan XLRM to 1/4" TRS** | **1** |  |  |  |
| **Mixer breakout cable - 8 chan XLRF to 1/4" TRS** | **1** |  |  |  |
| **Standard Mic / IC cable, 10'** | **10** |  |  |  |
| **Standard Mic / IC cable, 25'** | **10** |  |  |  |
| **Standard Mic / IC cable, 50'** | **5** |  |  |  |
| **Dual RCA to TS cable - 10'** | **4** |  |  |  |
| **1/8" Stereo to TS cable - 5'** | **4** |  |  |  |
| **2 Channel Clear-com cable - 150'** | **1** |  |  |  |
| **2 Channel Clear-com cable - 25'** | **8** |  |  |  |
| **2 Channel Clear-com cable - 50'** | **4** |  |  |  |
| **XLR 2-Channel Y Split** | **8** |  |  |  |
| **Intercom line splitter** | **4** |  |  |  |
| **Audio Adapter Kit** | **1** |  |  |  |
| **Stereo RCA to RCA cable - 6'** | **8** |  |  |  |
| **1/4" TRS cable - 10'** | **6** |  |  |  |
| **Production Intercom Equipment** |  |  |  |  |
| **2-Channel Powered Master Station** | **1** |  |  |  |
| **2-Channel Beltpack** | **8** |  |  |  |
| **Headset Standard****Ultra-light** | **4****4** |  |  |  |
| **Handset** | **1** |  |  |  |
| **Portable Microphone Equipment** |  |  |  |  |
| **XLR Shure 58s handheld**  | **9** |  |  |  |
| **Shure Mini- Condenser Over head** | **2** |  |  |  |
| **Shure SM- 57LC Cardio Dynamic Mic**  | **4** |  |  |  |
| **Shure Beta 58A** | **4** |  |  |  |
| **Miniature Cardioid Condenser** | **2** |  |  |  |
| **Crown Pcc-160 floor mics** | **4** |  |  |  |
| **Shure ULXP124/85 Combination Handheld/Lavalier Wireless** | **2** |  |  |  |
| **Portable Wireless Microphone System\** |  |  |  |  |
| **UHF Wireless Dual Channel Combination System** | **2** |  |  |  |
| **Antenna Splitter\** | **1** |  |  |  |
| **6-channel XLR to XLR snake, 25'** | **1** |  |  |  |
| **Rack Mounted Light/Power unit** | **1** |  |  |  |
| **Portable Stands / Accessories:** |  |  |  |  |
| **Straight stand** | **1** |  |  |  |
| **Boom Arm** | **4** |  |  |  |
| **Music stands** | **6** |  |  |  |
| **Service Distribution and Feeder Cables** | **10** |  |  |  |
| **10 Awg Edison extension cable - 25'** | **10** |  |  |  |
| **10 Awg Edison extension cable - 50'** | **5** |  |  |  |
| **10 Awg Edison extension cable - 100'** |  |  |  |  |

Information about what furniture or lumber may be available can be requested from the Technical Director.

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| **Projectors:** | **\*Extra cost for use of Projectors or screens** |  |
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| **Panasonic DW830** |  |  |  | **1.7-2.4 and 1.3-1.9 lens available** |  |
| **http://www.panasonic.com/my/business/professional-av/projectors/large-venue-projector/pt-dw8300\_dw90x.html** |
| **Hiatachi Projector** | **CP-X206/CP-X306** |  |  | **1** |
| **http://www.aboutprojectors.com/pdf/hitachi-cp-x206-manual.pdf** |
| **Video switcher** | **1** | **4x1** |  |  |  |
|  |  |  |  |  |  |
| **VGA** |  |  |
|  |  |  |  |  |  |
| **5'** | **4** |  |  |  |  |
| **10'** | **2** |  |  |  |  |
| **25'** | **1** |  |  |  |  |
| **50'** | **1** |  |  |  |  |
| **100'** | **1** |  |  |  |  |
| **HDMI** |  |  |  |  |  |
| **5’****25’****4x1 switcher****Baylon Set** | **5****2****1****1** |  |  |  |  |
| **Da-Lite 88703 Fast-Fold Deluxe Screen System (9 x 12')** |  |
| **\* can be hung from screen or on stands** |  |  |  |

**FOH Policies:**

**FRONT OF HOUSE**

The 2018-19 Theater Season is booked with a wide range of performances, workshops, presentations, and events. Each ticketed and reservation based event or production will be handled through the 14th Street Y Box Office. Each ticketed and free event will have a Front of House Manager present to handle the box office, guest/patron relations and be a certified fire guard.

Front of House Managers are the representatives of the Theater at the 14th Street Y to all theater production patrons, ticket buyers, guests, performers and Theater rental staff. The Theater at the 14th Street Y is a Downtown destination for indie and cutting-edge theater, dance, and the home of LABA: A Laboratory for Jewish Culture.

**FRONT OF HOUSE MANAGERS**

A highly trained Front of House Manager is provided, free of charge for each event and production in the Theater at the 14th Street Y. An additional volunteer or Front of House staff member needs to be provided by all renters to help manage ticket-taking, seating, and concessions. If needed, the Theater at the 14th Street Y can provide additional Front of House Staff members at the rate of $15/hour.

***The Front of House Manager’s responsibilities include:***

-Run the Box Office for all Theater productions and events.

-On-site ticket sales dealing with cash, check, and credit card ticket purchases.

-Guest and patron relations.

-Efficiently check in patrons and guests to theater productions and events with physical, print-at-home, or will-call tickets.

-Have knowledge of the overall Theater calendar and current productions.

-Manage part-time, volunteer, or rental production FOH staff at performances and events.

-Maintain fire safety and security as a certified Fire Guard and communication with Security.

-Maintain the appearance of the Front of House and Seating with appropriate cleaning and communication with Facilities.

Our Front of House will be given one of the eight available headsets in order to communicate with your Stage Manager the opening and closing of the house.

**You will receive a One Sheet to fill out that will provide our Box Office with information on late seating, length of the event, adult content, and any other issues that FOH needs to be aware of.** This is to be returned to the Box Office Manager, who will also handle all comp request.

**Important Contact Info:**

Theater Manager and Event Producer-

David Stallings

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Technical Director-

Kryssy Wright

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Office-646.395.4320

Box Office Manager-

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Administrative Coordinator

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