



Facilities & Procedures Manual

As of September 3, 2020

Chaminade College Preparatory School
425 South Lindbergh Boulevard
Saint Louis, Missouri 63131-2729

Mission Statement

The Skip Viragh Center for the Arts is dedicated to supporting Chaminade College Preparatory School in cultivating the inherent gifts, skills and talents of young men in grades 6-12 independently and through and affiliation with the community that includes but is not limited to engaging and enlightening programs exhibiting the educational power of the arts.

CORE VALUES

WE BELIEVE IN THE POWER OF THE ARTS

- We believe the arts are central to advancing education and they delight and enlighten.

WE BRING TOGETHER OUR SCHOOL AND OUR COMMUNITY

- We extend our outreach to the community and encourage them to share in our talents and passion for the arts.

WE ARE DEDICATED TO FINANCIAL STRENGTH

- We believe continued financial strength and fiscal responsibility brought about by internal and external events is paramount to the success of our mission.

Table of Contents

Staff & Contacts	4
Contact Information	4
Parcel Shipping Information	4
Emergency & Public Safety Contact Information	4
General Facility Information	5
Use of Facility	5
Facility Usage Policy.....	5
Reservation Requests	6
Event Estimates	6
Facility Rental	6
Event Labor	6
Marketing	8
Box Office & Ticket Sales	8
House Mangers & Ushers	8
Catering & Concessions	9
Loading Dock.....	9
Fr. Ralph Siefert Theatre	10
General Information	10
Stage Information & Dimensions	10
Stage Rigging & Curtains	10
Lighting Information & Inventory	12
Sound Information & Inventory	14
Audio Visual Information.....	15
Dressing Rooms & Wardrobe	15
Orchestra Shell & Inventory.....	16
The Little Theatre	17
General Information	17
Stage Information & Dimensions	17
Stage Rigging & Curtains	17
Lighting Information & Inventory	17
Sound Information & Inventory	19
Dressing Rooms & Wardrobe	19
Lobby & Rotunda	21
General Information	21

Staff & Contacts

Events are coordinated through the Operations Manager and Production Manager of the Skip Viragh Center for the Arts.

Contact Information

Below you will find general contact information for staff you may need to be in touch with. It is important that you make the SVCA staff aware of all correspondence you may have with these departments to help ensure your event is fully coordinated.

Maureen Berry	Operations Manager	mberry@chaminade-stl.org	314.993.4400 x1302
Ethan Dudenhoeffer	Production Manager	edudenhoeffer@chaminade-stl.org	314.993.4400 x1301
Mike Wingbermuehle	Facilities	mwingbermuehle@chaminade-stl.org	314.993.4400 x1136
Dan Hillberry	Campus Security	dhillberry@chaminade-stl.org	314.305.4675

Parcel Shipping Information

If you require Packages to be shipped for your event to the center, please use the following address and notify a SVCA staff member to ensure your package is delivered to you without any delays.

Chaminade College Preparatory School
Skip Viragh Center for the Arts
Attn: (Your Organization's Name or Contact)
425 South Lindbergh Boulevard
Saint Louis, Missouri 63131-2729

Emergency & Public Safety Contact Information

Below you will find contact information that you may need to use for various reasons. If there is an incident and it is not life threatening we ask that you notify a SCVA staff member or Chaminade Public Safety first for further direction.

Life Threatening	911 <i>then contact Chaminade Security and SVCA Staff immediately!</i>
Chaminade Campus Security	314.409.6233
St. John's Mercy Hospital (ER)	314.251.6000
<i>615 S New Ballas Rd Saint Louis, MO 63141</i>	
Missouri Baptist Hospital (ER)	314.996.5000
<i>3015 N Ballas Rd St Louis, MO 63131</i>	
Frontenac Police Department	314.993.3200
Creve Coeur Police Department	
Main Office	314.432.2000
Dispatch	314.737.4600
Creve Coeur Fire Safety District	314.432.5570
Creve Coeur EMS	636.394.2122

General Facility Information

Use of Facility

The primary mission of the arts center is to support the schools programming and education of our students. Because of this all school functions have priority use of the spaces. Additionally, while you are in the space the school may use the space for assemblies, masses, and meetings. The SVCA staff will work with you and let you know in advance of any such double use of the space and, if possible, find a way for both parties to use the space.

In addition to the performance venues, the facility is home to the Visual Arts, Music, and Drama programs. It is a possibility that they will be conducting classes during your rental. These areas are off limits while classes are in session. Availability when not in use is at the discretion of the Fine Arts Department. If you are interested in these areas contact the SVCA staff to make arrangements.

Facility Usage Policy

The following are the policies, rules and regulations pertaining to the rental and/or usage of the Skip Viragh Center for the Arts facilities.

1. **School Functions:** In the event of a conflict between a CCP school function and a non-school related event, the SVCA staff will do everything possible to ensure that both events can be managed in the space needed. Relocating a non-school event to another space may be necessary. Contact the SVCA staff for more information.
2. **CCP Staff:** A SVCA staff person must be present at all times during an event.
3. **Food & Drink:** All services must be arranged through the CCP contracted vendor or written approval to use an outside service vendor. No food or drink is allowed in the Siefert Theatre or Little Theatre at any time.
4. **Smoking:** This is a smoke-free campus and smoking is strictly prohibited. A smoking fine of \$500.00 will be assessed against the organizer of the event for each violation.
5. **Parking:** Parking is limited to 455 parking spaces. Additional parking is the responsibility of the renter. These plans must be reviewed by SVCA prior to the event.
6. **Marketing:** Any marketing used for the Renter's event must be sent to the CCP Advancement Office for review and approval.
7. No pyrotechnics, smoke, haze or open flame may be used without written permission.
8. All items brought into the SVCA must meet all applicable OSHA, FPA, and NEC codes.
9. Renter will upon request present rights to all copyrighted materials such as, but not limited to music, scripts, images used in their event. SVCA is not responsible for making these arrangements.
10. All Skip Viragh Center technical equipment, facility systems, and any property of the Chaminade College Prep must be operated or handled by trained Skip Viragh technical staff.
10. **Preference for Usage:** SVCA reserves the right to give preferential treatment in scheduling of events and usage of the facility. The following Tier system will act as a guideline in determining preference, however, the CCP Administration may modify as it deems necessary.

Tier A

1. Preference given to those organizations affiliated with CCP.
2. Preference given to CCP faculty and staff personnel.

Tier B

1. Preference given to charitable organizations.
2. Preference given to an organization or institution that has the ability to reciprocate facility use.

Tier C

1. Outside group or organization with no affiliation to CCP.

Reservation Requests

Theatres and support rooms are reserved on a first come, first served basis. Contact SVCA staff to reserve a theatre or support room. All school related events receive priority and then non-school related events are available for scheduling. An event will receive a temporary hold date for ten days after a tentative agreement is made on the use of the space requested. A contract will be sent out for signature by the renting party. The space is not officially reserved until the signed contract is received.

A reservation may be cancelled at any time; however, the first payment is non-refundable, and the Renter owes any money for labor or materials used in preparation for the event prior to the date of cancellation. Additionally, if the event is cancelled less than 24 hours prior to the event the Renter will be charged a 4-hour minimum for all labor scheduled during that time period. If the event is cancelled by Chaminade for any reason all payments are refundable.

Event Estimates

The SVCA staff will send the Renter an estimate based on the information provided for your event. This is to ensure the Renter has an *approximation* of the event costs. It also acts as a tool for the Renter to ensure that their requests are within their expected expenses. A new estimate will be made anytime the Renter changes requirements or at their request.

Facility Rental

Renters pay a day rate for facility rental for a twelve hour maximum day. If additional hours are needed an hourly rate is then charged for additional hours. Dark Day Fee – During the course of your event if a dark day is needed a half day rate will be charged. Rental spaces include but are not limited to the Rotunda, lobby, Little Theatre and Siefert Theatre. Band rooms, practice rooms and upstairs lobby are also available for rental at a special rate.

The rental rate for use of the band rooms, classrooms, and the use of the Little Theater as dressing rooms or a greenroom are charged a daily rate. Classroom rental is a daily rate of \$150, band room rental is at a rate of \$200 per day, and the Little Theater will be billed at a daily rate of \$600.

A flat rate housekeeping, maintenance and security fee is paid for every publicly attended event. If your event requires special security needs or housekeeping a separate rate will be negotiated.

Event Labor

Renters pay for labor and services at an hourly rate with a 4-hour minimum charge. The number of personnel required will be dictated by the event's needs and size. Labor is included with your Event Estimate; however, this is a variable and the Renter will be charged for actual hours worked. On the last day of the rental any adjusted labor hours will be reflected on the invoice presented at settlement. The SVCA staff will make every effort to keep the renter informed of any deviation from the original estimate and the cost associated with it.

All events will be required to have a Stage Supervisor on staff at all times. This is paid for by the renter. A House Manager and Ushers (dependent on house size and decided upon by Chaminade Operations Manager) is also required when an event has an audience.

Chaminade Theatre Technical Staff Break Policies/Procedures Below:

- All Chaminade theater staff are called in 4 hour minimums.
- Meals: ½ hour paid or 1 hour unpaid (must clock in & out for 1 hour). Meal breaks are to be taken at no more than 5 hours from the start time of the call. If this is not possible, a meal penalty of 1.5 times the hourly rate of the technician will be paid by the renter to the technicians on the call.
- Holiday Pay: The crew rate increases to a double hourly rate if crew are working on a Holiday. Holidays are; New Year's Day, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- A 15-min break at 2- 2 ½ hours from the start of the call or continuation of a call (2-2 ½ hours after they get back from a meal break, etc.)
- 15-min break will happen at rehearsal – or during the natural progression of the day (if they can get away for their 15, they will) so as not to disrupt the flow... no formal 15 will be called.
- All breaks will be called by the Stage Supervisor.
- Breaks should be scheduled or discussed with the Stage Supervisor before the call begins.
- A turn around penalty of \$150.00/ technician will be paid out to the technicians, when their next call is four (4) hours or less from the end of a previous call.
- The Stage Supervisor will be called one hour before all other crew and is expected to stay one hour afterward to lock/unlock doors and do all required paperwork.

DESCRIPTION OF Technical Staff Roles:

- **Operations Manager:** This position is in charge of staffing every event and will work with the Production Manager to generate the estimate, invoice, and contract for the client. This person works with the client to advance their event and make sure everything that the client needs for their event is onsite and prepped for load in. They are directly in charge of the facility and all of its technical equipment. Any equipment or gear that is used for an event must be coordinated through this person. When the Operations Manager is present, all Chaminade theater staff will report to this person.
- **Production Manager:** This person is responsible for ensuring all Drama Department shows and technical rehearsals are managed and staffed appropriately. This position will also work with the Operations Manager to generate the estimate, invoice, and contract for each event. When the Production Manager is present, all Chaminade theater staff will report to this person.
- **Stage Supervisor:** A Stage Supervisor is always on every external rental call and serves as Crew Chief. Anything that is on stage is his or her responsibility. This person shall coordinate all meal breaks and rest periods for the call with rental clients. This person will be called one hour before all other crew and is expected to stay one hour afterward (in most circumstances) to lock/unlock doors and do all required paperwork.
- **Head Lighting:** The Head Lighting Engineer runs the light board, hangs lights, and troubleshoots any problems with lighting equipment. They are often expected to design lighting cues for many rental clients.
- **Head Rigger/Flyman:** The Head Rigger/Flyman rigs and runs fly cues. This can include banners, drops, and curtains.

- **Head Audio:** The Head Audio Engineer runs the sound equipment from the sound pit. They troubleshoot any problems with sound equipment and set up all sound needs. Equipment including microphones and speakers are the responsibility of the head sound engineer.
- **Head Video:** The Head Video Technician may be employed during a show utilizing projection or video equipment.
- **Stagehand:** This position is available to assist any department in the case that it is needed. They are also the back stage run crew for any production on stage.
- **House Manager:** The House Manager is in charge of all audience spaces including: Lobbies, seating area of Auditorium, vestibules, the Rotunda, and box office. They will manage ushers if the event requires them. This position will communicate when the lobby is empty, and the show is ready to start or resume.
- **Box Office Staff:** The Box Office Staff works the box office window, selling tickets and seeing to the needs of patrons for all ticketed in-house events. This person is trained in the ticketing software. This position reports to the House Manager.
- **Usher:** This person is responsible for seating and the safety of all patrons in all performance venues. They are responsible for maintaining the theatre, customer service, audience experience, pre-show prep, post-show teardown, and guest safety/emergency response/ and security. This position reports to the House Manager.
- **Carpenter:** This person is responsible for aiding in the scenic build of the Drama Department shows. This person reports directly to the Production Manager.

Marketing

The Renter is responsible for all marketing related to their event. Additionally, all advertisements with the Chaminade College Preparatory School and/or SKIP VIRAGH CENTER FOR THE ARTS logos or mention must be approved by a Chaminade marketing representative before public release to ensure current information is used.

Box Office & Ticket Sales

Ticket sales must be handled by the Renter through an outside system.

House Managers & Ushers

House Managers and Ushers are required for all events in either theatre that have an audience. House Managers and Ushers are SVCA staff and Renter will be charged labor cost for the House Manager and Ushers. The SVCA Operations Manager will coordinate with the Renter. **Two SVCA Ushers are required for every door that the public will use during your event and must remain posted until the conclusion of the event.**

Ushering duties will include but are not limited to:

- Greeting patrons attending entertainment events.
- Collecting admission tickets.
- Handing out programs, when applicable.

- Assisting in finding seats.
- Keeping food and drink out of the theatre.
- Provide assistance with patrons' special needs, such as helping those with wheelchairs.
- Locating such facilities as restrooms and concession stands.
- Maintain order and ensure adherence to safety rules.
- Guide patrons to exits or provide other instructions or assistance in the case of an emergency.
- Serve as liaison between patrons and facility management.
- Help pick up programs and look for lost items in the house after each performance.

Catering & Concessions

All catering and concessions may be provided by CCP's contracted catering company. An external caterer may be used by the renter. Please contact a SVCA staff member for more information.

Loading Dock

The center's loading dock is located on the west side of the building. It also acts as the main entrance for the backstage talent and crew. This dock is shared by the entire center so you will need to schedule the times that you will require its use. Dock plate and pallet jack are available. **The Parking of cars in the loading dock for extended periods of time is strictly prohibited and you will be towed.**

Exterior Roll-up Door	10' High x 8' Wide
Interior Roll-up Door	9'-3" High x 7'-10" Wide
Dock Height	4'-1/2"
Spaces	Two 25' trucks can park side by side OR One 25' truck and a 52' semi-truck

Fr. Ralph Siefert Theatre

General Information

	<u>Orchestra</u>	<u>Balcony</u>	<u>Total</u>
Seating Occupancy	788	211	999
Maximum Wheelchairs	8	4	12
Seating w/ Max Wheelchairs	784	209	993

Stage Information & Dimensions

Proscenium Opening

Plaster Line 50'-0" wide x 23'-0" high

Stage Height

House floor to top of Deck 4'

Stage Depth

Plaster Line to last working Lineset 36'-8"

Plaster Line to Up Stage wall..... 48'-6"

Stage Width

Center Line to Stage Left 47'-6" (Fly rail located Stage Left)

Center Line to Stage Right 51'-0"

Apron Depth

Pit down, Plaster Line to Downstage 5'-0"

Pit up, Plaster Line to Extreme Downstage 16'-6" (Elliptical in shape, consult ground plan)

Batten Lengths

General Purpose Lineset 70'-0" (Schedule 40)

Electrics 70'-0" (Schedule 40 truss w/ non-removable raceway)

Orchestra Shell 50'-0" (Schedule 40 truss w/ non-removable shell)

**Consult current Lineset Schedule*

Max Trim Heights

General Purpose Lineset 44'-6"

Electrics 34'-0"

Orchestra Shell 39'-0"

Deck to Bottom of I-Beam..... max height 47'

**Consult current Cross Section*

Stage Rigging & Curtains

Overview

There are 34 single purchase linesets, 9 of those are winch driven. All are operated from the floor stage left. Spot blocks are available and pin rails are located on the mid-rail (stage right) and the loading rail (stage left). All loft blocks are under hung. **Rigging over stage area is only accessed by 40' personnel lift.** All temporary rigging over stage must be done from a personnel lift. If your event requires additional rigging needs that the existing system is unable to accommodate contact the SVCA staff.

SKIP VIRAGH CENTER FOR THE ARTS
BASIC FACILITIES & PROCEDURES MANUAL

Renters bringing in scenic units to be rigged are subject to inspection for safety. The SVCA staff reserves the right to refuse rigging scenic units that are deemed unsafe. Additionally, the Renter must submit a Flame Proof certificate for any curtains brought into the center for use.

Lineset Schedule

Below is the typical house lineset schedule for your reference. It is important that you contact the SVCA staff two weeks prior to your event for an updated lineset schedule as this is a flexible system. The Renter is free to adjust the hang to their event's needs. After the event, the Renter must restore the hang to a schedule designated by the SVCA staff at the Renter's expense.

Lineset #	Distance from PL	Lineset Capacity	Purpose	Notes
1	1'-6"	1800#	Main Valence	
2	2'-0"	1800#	Main Curtain (Traveler)	
3	2'-8"	1800#	#1 Legs	
4	3'-4"	2000#	Large Projection Screen (Non-removable)	Winch
5	6'-0"	2400#	Small Projection Screen (non-removable)	Winch
6	6'-8"	1800#	#1 Border	
7	7'-4"	1800#	#2 Legs	
8	8'-0"	1800#	Open	
9	9'-4"	3000#	Orchestra Shell Ceiling #1 (Non-removable)	Winch
10	10'-8"	2000#	2 nd Electric with Raceway (Non-removable)	Winch
11	12'-0"	1800#	Open	
12	12'-8"	1800#	Open	
13	13'-4"	1800#	Open	
14	14'-0"	1800#	#3 Legs	
15	14'-8"	1800#	Mid-Stage Traveler	
16	15'-4"	1800#	Open	
17	16'-8"	2000#	3 rd Electric with Raceway (Non-removable)	Winch
18	18'-0"	1800#	Open	
19	19'-4"	1800#	#2 Border	
20	20'-0"	1800#	#4 Legs	
21	20'-8"	3000#	Orchestra Shell #2 (Non-removable)	Winch
22	22'-8"	1800#	Open	
23	23'-4"	2000#	4 th Electric with Raceway (Non-removable)	Winch
24	24'-8"	1800#	#5 Legs	
25	25'-4"	1800#	Open	
26	26'-0"	1800#	Open	
27	26'-8"	1800#	Open	
28	28'-0"	1800#	#3 Border	
29	29'-4"	2400#	5 th Electric / CYC Lights (No Raceway)	Winch
30	30'-8"	1800#	White CYC	
31	32'-0"	1800#	Full Stage Black	
32	33'-4"	3000#	Orchestra Shell #3 (Non-removable)	Winch
33	35'-4"	1800#	Open	

34 36'-8" 1800# Open

Curtain Inventory

Please contact the SVCA staff if you would like to use any type of curtain or drop not listed in our inventory.

Type	Dimensions	Quantity
Red Main Border, 50% Fullness	6'-0"x69'-0"	1
Red Main Curtain, 50% Fullness	24'-0"x36'-0"	2
Black Legs, Sewn Flat	24'-0"x16'-0"	10
Black Border, Sewn Flat	8'-0"x69'-0"	3
Black Curtain, 50% Fullness	24'-0"x36'-0"	2
Black Curtain, Sewn Flat	23'-0"x69'-0"	1
Black Sharktooth Scrim,	24'-0"x69'-0"	1
White Muslin Cyc, Seamless	24'-0"x69'-0"	1
Black Legs, Sewn Flat	24'-0"x8'-0"	8
Heat Resistant Borders	2'-0"x20'-0"	6

Lighting Information & Inventory

Overview

The Auditorium is equipped with an ETC lighting control package consisting of an ION control board with designer remote interface and 193 Sensor+ dimmers. The system is connected via ETCnet and has two universes of DMX512. House lights may be controlled through stations located on stage right or the lighting booth. Additionally, you can patch the house lights for use in the light board.

Circuit Locations

Location (Dim Circs)	Circuits/Dimmers	Notes
Apron Pipe (12)	143-154	Dead hung raceway with 1'-6" pigtailed
1 st Electric (22)	50-80 and W218	Raceway with 3' pigtailed
2 nd Electric (20)	81-100	Raceway with 3' pigtailed
3 rd Electric (22)	101-122 and W219	Raceway with 3' pigtailed
4 th Electric (20)	123-142	Raceway with 3' pigtailed
Pin-rail DS (6)	39-44	6-Circuit Multi panel receptacle
Pin-rail MS (6)	45-50	2P&G and 6-Circ Multi panel receptacle
Pin-rail US (6)	51-56	6-Circuit Multi panel receptacle
Orchestra Pit SL (4)	1-4*	
Orchestra Pit SR (4)	5-8*	
Stage DSL (4)	1-4*	Circuits repeat at Orchestra Pit SL
Stage DSR (4)	5-8*	Circuits repeat at Orchestra Pit SR
Stage USL (6)	9-14	2P&G and 6-Circ Multi panel receptacle
Stage USR (6)	15-20	2P&G and 6-Circ Multi panel receptacle
SL Box Boom #1 (6)	37-42*	39-42 Repeat at Pin-rail
SL Box Boom #2 (5)	43-47*	Circuits repeat at Pin-rail
SR Box Boom #1 (6)	48-53*	Circuits repeat at Pin-rail
SR Box Boom #2 (5)	54-58*	54-56 repeat at Pin-rail
Balcony Rail SL (2)	21-22*	
Balcony Rail Center (12)	23-34*	
Balcony Rail SR (2)	35-36*	
Catwalk #1 (18)	155-172	6' pigtailed
Catwalk #2 SL (7)	173-179 and W217	6' pigtailed
Catwalk #2 CS (6)	180-185 and W217	6' pigtailed
Catwalk #2 SR (7)	186-192 and W217	6' pigtailed

Catwalk #3 SL (6)	21-26*	Circuits repeat at Balcony Rail
Catwalk #3 SR (6)	31-36*	Circuits repeat at Balcony Rail

**Repeating Circuits*

Lighting Rep Plot

A drafting of the Lighting Rep Plot and associated paperwork is available upon request. All Siefert Theatre inventory below is in the rep plot and in the air. Should the client want to make changes to the rep plot, the changes must be approved by the Theatre Operations Manager. Shared inventory may or may not be available for changes. The renter will be charged for the space as well as labor for the hang, focus, and restore of all lighting. The number of crew needed for these calls will be decided by the SCVA management. The proposed Lighting Plot is due to the Theatre Operations Manager three weeks in advance or changes will be denied.

Lighting Instruments

Standard instrument connector is 2P&G. All units have clamp, safety and color frame. Additional lighting instruments may be available at an additional cost. Please consult with the SVCA staff for pricing and current inventory.

Inventory Siefert Theatre:

ETC S4 50° HPL 575w	16	ETC S4 PAR HPL 575w	36
ETC S4 36° HPL 575w	52	ColorForce 12	28
ETC S4 26° HPL 575w	35	ColorForce72 (striplights)	10
ETC S4 19° HPL 575w	34	VL 1000 Moving light	4
ETC S4 10° HPL 575w	6	Lycian SuperArc 400-1266	2

Shared Lighting Inventory Siefert & Little Theatre:

Must be approved by Production Manager, Operations Manager, or House Electrician before use.

ETC S4 50° Barrel	6
ETC S4 36° Barrel	3
ETC S4 26° Barrel	7
ETC S4 19° Barrel	5
ETC S4 10° Barrel	0
ETC S4 Body HPL575w	11
ETC S4 JR 26°	7
ETC S4 PAR HPL 575w	22
Fresnels	5

Instrument Accessories

Extra gel frames, template holders, drop-in iris, top hats, donuts, barn doors and side arms are available. Please consult with the SVCA staff for updated inventory and availability.

Stage Lighting Cable

All lighting power cable is 12/3 SO. Size of cables run from 5' to 100' extensions in 2P&G as well as Edison connectors. Additionally, 6 circuit and 12 circuit multi cable with brake-ins and outs in 2P&G and Edison are available.

Twofers and various adapters with PowerCon, 2P&G, L5-20 and nonNEMA 20A Twist connectors are available as well. Please consult with the SVCA staff for an updated cable inventory prior to your event.

Data/DMX Cable

Various lengths of 5-pin XLR, 4-pin XLR, 3-pin XLR, and Cat5e cables are available for control signal runs. Gender changers are available for 5-pin and 3-pin XLR cables. Please consult with the SVCA staff for an updated cable inventory prior to your event.

Ladders & Personnel Lifts

All ladders used in the center must meet OSHA and ANSI codes. They will also be used in accordance to their design. Only employees or designated contractors are authorized to use ladders or lifts in the Center.

Flooring

The Siefert Theatre is equipped with Stagelam flooring on the stage. This flooring cannot be drilled into, painted on, or stained by any other deliberate and damaging substance. Renter will be financially responsible for any damage done to this flooring.

Sound Information & Inventory

Overview

The sound system is comprised of a BSS Soundweb Digital Signal Processing and an Allen & Heath T112 Digital Mixer with 64 in-puts and up to 4 monitor channels. House PA system consists of a left, center, right clusters with sub. Additionally, there are balcony and under balcony fill speakers.

Microphone Inventory

Additional microphones and wireless microphones may be available at an additional cost. Please contact the Skip Viragh Center's Production Manager for a complete list of wireless microphones and to discuss availability. A frequency list is available upon request.

Type	Quantity
Sennheiser E912	5
Sennheiser E835	6
Shure BETA 52A	1
Shure SM94	6
Shure SM57	5
R0DE M5	1
AKG C414B-XL II/ST	2

Loudspeaker Inventory

Additional loudspeakers may be available at an additional cost. Please consult with the SVCA staff for pricing and availability.

Type	Quantity
EV SX100+, 200w 8ohm, Two-way full range speaker	4
EV SX300E, 300w 8ohm, Two-way full range speaker	2
Yamaha S215IV, 1000w 4ohm, Two-way full range speaker	2

Sound Cables

Various lengths of black 3-pin XLR microphone cables are available in 15', 25', 50', and 100'. Additionally, a number of various adapters are available.

Speakon NL4 is the standard speaker cable connector used at the SVCA. Cables are available in 15', 25' and 50'. A number of ¼" speaker cables are available as well.

Please check with the SVCA staff prior to your event for availability and an updated inventory of sound cables.

AV Information & Inventory

Video Projector

Type

1 Panasonic PT-RZ12KU Shine Laser Projector

Brightness 12,000 Lumens

Inputs HDMI

Video Screens:

Type

1 Da-Ilte Truss Frame Screen 108" x 192"

1 Da-Ilte Truss Frame Screen 180" x 318"

Internet Livestreaming and Archival Recording:

The Seifert Theater is equipped with a pan, tilt, and zoom camera in the rear of the orchestra level of the auditorium and is connected to a livestream hardware controller that is available for daily rental. This device can provide an archival recording of events in digital format for storage on a flash drive or computer hard drive. Use of this equipment requires a Head Video Engineer to monitor the recorder.

Dressing Rooms & Wardrobe

Overview

The Siefert Theatre and the Little Theatre share the same dressing and wardrobe rooms. The traditional dressing rooms can hold a total of 30 performers including two stars and one chorus dressing rooms. The chorus dressing room has a common mirror area with separate female and male dressing areas and bathrooms. All dressing rooms have bathrooms with showers attached. If your event requires dressing rooms for more performers contact the SVCA staff.

Classrooms, band rooms, and the Little Theater are available for overflow dressing room spaces. The rental rate for use of for band rooms, classrooms, and the use of the Little Theater as a dressing room or greenroom are charged on a daily charge. Classroom rental is a daily charge of \$150, band rooms are charged at \$200 per day, and the Little Theater will be billed at a daily rate of \$600.

A washer and dryer along with basic sewing repair items are on site in our costume shop.

Room	Dressing Stations	Bathroom & Shower	TV & Audio Monitor
1	5	Yes	Yes
2	5	Yes	Yes
3	20	Yes	Yes

Orchestra Shell & Inventory

Overview

The orchestra shell can be configured into an apron, small, medium, or large configuration to meet the needs of the musical performance. The renter will pay a flat rate of \$500 to cover labor install/ removal and maintenance costs of shell usage.

Orchestra Inventory

Type	Quantity
Wenger Musician Chairs	80
Wenger Bassist Stool	1
Wenger Music Stands	50
Wenger Conductor Music Stand	1
Wenger Conductor Platform	2
Wenger Three Tier choral risers	4
9' Black Grand Piano w/ bench	1

Please check with SVCA staff prior to your event to confirm current inventory.

The Little Theatre

General Information

Overview

The Little Theatre is a black box theatre with the capacity to seat up to 150. Various riser configurations are possible to create stage or audience areas. The default set-up for the space is with no risers or seating. You must communicate the desired configuration 4 weeks prior to your event to ensure availability of equipment and to address any safety concerns.

Stage Information & Dimensions

Stage North to South

Without Seating47'-0"

Stage East to West

Without Seating52'-3"

Batten Lengths

General Purpose Lineset40'-0" (Schedule 40, Dead hung)

**Consult current Cross Section*

Max Heights

Deck to East, West and North Catwalks 15'-3"

Deck to Lighting Catwalks 20'-3"

Deck to Bottom of I-Beam.....28'-0"

**Consult current Cross Section*

Stage Rigging & Curtains

Overview

There are tracking side tabs on the East, North, and West walls of the theatre to create backstage space. A black traveler is dead hung on the South Wall. A six line pin rail and spot blocks provide limited capabilities to fly scenic elements.

Curtain Inventory

<u>Type</u>	<u>Dimensions</u>	<u>Quantity</u>
Black Curtain, 50% Fullness	24'-3"x24'-0"	2
White Muslin Cyc, Seamless	24'-3"x40'-0"	1
Light Blue Muslin Cyc, Seamless	24'-3"x40'-0"	1
Black Legs, Sewn Flat	15'-2"x8'-0"	15

Lighting Information & Inventory

Overview

The theatre is equipped with an ETC lighting control package consisting of an Element control board and 89 usable Sensor+ dimmers. The system is connected via ETCnet and has one universe of DMX512. House lights may be controlled in the light booth and can be patched into the lighting control board.

Circuit Locations

<u>Location (Dim Circs)</u>	<u>Circuits/Dimmers</u>	<u>Notes</u>
-----------------------------	-------------------------	--------------

SKIP VIRAGH CENTER FOR THE ARTS
BASIC FACILITIES & PROCEDURES MANUAL

Catwalk#1 (21)	69-89 and H94-H95	10' Pigtails
Catwalk#2 (22)	47-68 and H94-H95	10' Pigtails
Catwalk#3 (22)	25-46 and H94-H95	10' Pigtails
West Gallery (6)	19-24	2P&G and 6-Circ Multi panel receptacle
North Gallery SR (3)	13-15	
North Gallery SL (3)	16-18	
East Gallery (6)	7-12	2P&G and 6-Circ Multi panel receptacle
West Floor (3)	4-6*	Circuit repeats East Floor
North Floor (3)	1-3*	Circuit repeats South Floor
East Floor (3)	4-6*	Circuit repeats East Floor
South Floor (3)	1-3*	Circuit repeats North Floor

*Repeating Circuits

Lighting Rep Plot

A drafting of the Lighting Rep Plot and associated paperwork is available upon request. All Little Theatre inventory below is in the rep plot and in the air. Should the client want to make changes to the rep plot, the changes must be approved by the Theatre Operations Manager. Shared inventory may or may not be available for changes. The renter will be charged for the space as well as labor for the hang, focus, and restore of all lighting. The number of crew needed for these calls will be decided by the SCVA management. The proposed Lighting Plot is due to the Theatre Operations Manager three weeks in advance or changes will be denied.

Lighting Instruments

Stand house connector is 2P&G. All units have clamp, safety and color frame. Additional lighting instruments may be available at an additional cost. Please consult with SVCA staff for pricing and availability.

Inventory Little Theatre:

ETC S4 50° HPL 575w	4	ETC S4 JR 26°	2
ETC S4 36° HPL 575w	13	Colorblast 12-TR-1	20
ETC S4 26° HPL 575w	7	Colorforce 72 Cyclight	5
ETC S4 PAR HPL 575w	20	Altman Comet Followspot	2
ETC S4 PAR HPL 575w	3		

Shared Lighting Inventory Siefert & Little Theatre:

Must be approved by Production Manager, Operations Manager, or House Electrician before use.

ETC S4 50° Barrel	6
ETC S4 36° Barrel	3
ETC S4 26° Barrel	7
ETC S4 19° Barrel	5
ETC S4 10° Barrel	0
ETC S4 Body HPL575w	11
ETC S4 JR 26°	7
ETC S4 PAR HPL 575w	22
Fresnels	5

Instrument Accessories

Extra Gel Frames, template holders, drop-in iris, top hats, donuts, barn doors and side arms are available. Please consult with the SVCA staff updated inventory and availability.

Stage Lighting Cable

All lighting power cable is 12/3 SO. Cable sizes run from 5' to 100' extensions in 2P&G as well as Edison connectors. Additionally, 6 circuit and 12 circuit multi cable with brake-ins and outs in 2P&G and Edison are available.

Twofers and various adapters with PowerCon, 2P&G, L5-20 and nonNEMA 20A Twist connectors are stocked as well. Please consult with the SVCA staff for an updated cable inventory prior to your event.

Data/DMX Cable

Various lengths of 5-pin XLR, 4-pin XLR, 3-pin XLR, and Cat5e cables are available for control signal runs. Gender changers are available for 5-pin and 3-pin XLR cables. Please consult with the SVCA staff for an updated cable inventory prior to your event.

Ladders & Personnel Lifts

All ladders used in the center must meet OSHA and ANSI codes. They will be used in accordance to their design. Only employees or designated contractors are authorized to use ladders or lifts in the Center.

Flooring

The Little Theatre flooring is painted black Masonite. The stagefloor may be painted by renter upon agreement but must be returned to black after event(s).

Sound Information & Inventory

Overview

The sound system comprises of a Behringer X32 mixing station in the Southwest corner of the catwalks. The system uses two snakes to provide input locations on the stage; one of which is a traditional multi-channel XLR snake, and the second is a networked digital snake stored on the Western wall of the theater on the stage floor.

Microphone Inventory

The Little Theater is home to four (4) Sennheiser handheld microphones, as well as eight (8) Sennheiser wireless body pack microphones. The receivers for these microphones are in the same location as the mixing station and easily accessed by an audio professional. Please contact the Skip Viragh Center's Production Manager for a complete list of wireless and wired microphones and to discuss availability. A frequency list is available upon request.

Sound Cables

Black 3-pin XLR microphone cables are available in lengths of 15', 25', 50' and 100'. Additionally, a number of various adapters are available.

Speakon NL4 series is the standard speaker cable connector used at the SVCA. Cables are available in 15', 25', 50,' and 100'. A number of ¼" speaker cables are available as well.

Please check with SVCA staff prior to your event for availability and an updated inventory of sound cables.

Dressing Rooms & Wardrobe

Overview

The Siefert Theatre and the Little Theatre share the same dressing and wardrobe rooms. The traditional dressing rooms can hold a total of 30 performers including two star and one chorus dressing rooms. The chorus dressing room has a common mirror area with separate female and male dressing areas and bathrooms. All dressing rooms have bathrooms with showers attached. If your event requires dressing rooms for more performers contact the SVCA staff.

SKIP VIRAGH CENTER FOR THE ARTS
BASIC FACILITIES & PROCEDURES MANUAL

The rental rate for use of for band rooms, classrooms, and the use of the Little Theater as a dressing room or greenroom are charged on a daily charge. Classroom rental is a daily charge of \$150 and band rooms are charged at \$200 per day.

A washer and dryer along with basic sewing repair items are on site in our costume shop.

Room	Dressing Stations	Bathroom & Shower	TV & Audio Monitor
1	5	Yes	Yes
2	5	Yes	Yes
3	20	Yes	Yes

Lobby & Rotunda

General Information

Overview

The lobby and rotunda are available for receptions, meetings and small gatherings. These areas may be configured in many ways, can seat up to 120 and have full a/v support available. Banquet and cocktail tables are available for set up. All Rotunda events will be subject to a space rental cost, labor costs (setup/teardown and supervision), and cleaning fees. Please note that this is a public space that serves as an entrance way for the theatres and classrooms. Contact a SVCA staff member to discuss availability and details of your event.



