



Technical Information
High Point Theatre
220 E. Commerce Ave.
High Point, NC 27261
Main: 336-883-3401 Fax: 336-883-3533

Updated 1/23/07

Table of Contents

Page 2	Contact Information, General Information, Area Hotels, Emergency Numbers
Page 3	Management Information, Load In information
Page 4-5	Carpentry
Page 6-7	Lighting
Page 8	Sound
Page 9	Props, Wardrobe
Attachments	
	Seating Chart
	Line Schedule
	High Point Theatre Fly System and Rigging Policy
	Driving Directions
	House Policies
	Tech Info Questionnaire
	Facility Plan (NTS)
	Theatre Plan (1/4")

General Information

Contact Information

Louisa Hart Theatre Director 336-883-3627 louisa.hart@highpointnc.gov	James Richards Technical Director 336-883-8523 james.richards@highpointnc.gov	Todd Dupree Facility Manager 336-883-3628 todd.dupree@highpointnc.gov
Elizabeth Hinkle Business Manager 336-883-3401 elizabeth.hinkle@highpointnc.gov	Karen Loman House Manager 336-883-3625 karen.loman@highpointnc.gov	Kacy Woody Box Office Manager 336-883-3402 kacy.woody@highpointnc.gov

Street Address:	Mailing Address:
220 E. Commerce Ave.	PO Box 230
High Point, NC 27261	High Point, NC 27261

Fax Number: 336-883-3533

Time Zone: Eastern US

Area Hotels

Hotel High Point 135 S. Main St. High Point, NC 336-889-8888 1-800-333-3333	Atrium Inn 425 S. Main St. High Point, NC 336-884-8838	Courtyard Inn 1000 Mall Loop Rd High Point, NC 336-882-3600
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Emergency Information

ALL EMERGENCIES: 911

Police Non-Emergency: 336-883-3224

Hospital: High Point Regional Health Center, 601 N. Elm St., 336-884-8400

Emergency Room: 336-884-6009

Urgent Care Clinic: MedCentral, 1720 Westchester Dr., 336-883-9675

Chiropractor: High Point Chiropractic, 1220 Eastchester Dr., Ste. 107, 336-882-2434

Orthopedics: High Point Orthopedics & Sport Medicine, 624 Quaker Ln., Ste 200D, 336-841-6262

Optometrist: Jicha Eye Care Center, 3911 Fountain Grove Dr., 336-889-2225

CVS Pharmacy: 124 Montlieu Ave. 336-889-3711

Walgreen's Pharmacy (24 Hours): 2109 N. Main St., 336-885-7766

Parking:

Limited on-street parking is available on the Hamilton St. side of the building. There is a Freight Loading Zone between the Stage Door and the loading dock that may accommodate one 54' truck.

Management Information

Production Office/ Green Room: The Production Staff is welcome to use the Green Room for a Production Office. The Green Room is located on stage level, off Stage Right. It has one phone (local or toll-free calls only), a restroom, coffee station, makeup mirror, and seating for 6-8.

Stage Manager's Console: The Stage Manager may be located either in the Production Booth, or Backstage Right. The backstage position has ClearCom, dressing room paging, and available CCTV monitor. The Production Booth has an audio monitor for show feed, ClearCom, and dressing room paging. The Production Booth is located under the balcony, and is accessible via the freight elevator from backstage or through the lobby.

Stagehand Labor: The Theatre is a non-union house. The house crew is comprised of freelance technicians and students. Clients needing labor for their production will absorb the cost of that labor, as noted in the contract. Contact must be made with the Technical Director at least 6 weeks prior to the event to make crew arrangements. If IATSE labor is required, arrangements will be through Local 574 in Greensboro, NC.

Handicap Access: Handicap access to Front of House is through a wheelchair ramp and entrance near the front doors. Handicap access to the stage area is through the freight elevator, located at the loading dock on Hamilton St.

House Policies: Please see attachment. The High Point Theatre is a smoke-free and alcohol-free facility. Any use of live flame (including everything from lit cigarettes and candles to flash pots and smoke effects) in productions requires a permit from the High Point Fire Marshal. If your production uses any kind of smoke/haze or flame effects, please inform the Theatre Technical Director at least 6 weeks prior to your event to arrange for the permits.

Load In Information

The Loading Area is located at the rear of the Theatre on Hamilton St. There is a roll-up loading door at sidewalk level. This door is 7'9" wide x 14' tall and opens up onto a 5' x 8' hydraulic lift to take equipment down to stage level. (There is a 2000 lb weight limit.) The stage is 8' below street level.

There is a Loading Dock to the side of the roll-up door. It is 39" high and leads directly to the freight elevator. The freight elevator is 8'6" long x 6' wide x 7'tall. The doors to the elevator are 6'2" tall x 4'6" wide. The elevator has access to the Stage level as well as Dressing rooms, Front of House, and Balcony/Booth levels.

Carpentry

Seating: 959. 629 Orchestra, 330 Balcony. 6 wheelchair seats available at the rear of the orchestra.

Stage Dimensions:

Proscenium: 19'9" high. Width variable from 40' -52'. Usually set at 40'

Wing Space: Approximately 25' available on both sides. Height on SR is 19'; height on SL is 25'

Stage Depth: 32' from plaster line to back wall. 29'3" from plaster line to cyc.
6' from plaster line to front edge of apron at Center Line.

Grid Height: 59'9"

Orchestra Pit: 45' wide x 6'6" deep. The pit is on a hydraulic lift that runs from stage level to the trap room below stage. Accessible from trap room. Lift may only be operated by Theatre staff.

Stage Floor: Sprung pine floor, painted black. The front half of the stage is comprised of 28- 4' x 8' traps, which can be removed. If a trap needs to be removed for a production, please inform the Theatre Technical Director at least 4 weeks prior to event.

Dance Floor: Dance companies must use a marley dance floor for their productions. The Theatre does not have a dance floor for clients to rent.

Fasteners: The Theatre does allow clients to screw or lag scenery into the floor. Any holes made by fasteners must be filled during load out.

Crossover: There is a 3' crossover upstage of the cyc. Also a basement hallway.

Draperies:

Main Curtain: Crimson velour, 28' tall. Guillotine or travel. Located 1'4" upstage of the plaster line. Manual operation.

Calipers (Side Stages): Crimson velour to match Main. These curtains form the sides of the proscenium. They may travel open to allow performance space on the side stages.

Legs: 4 sets, black velour. 25' x 9', with sewn-in fullness.

Borders: 4 black velour borders. 9' x 56', with sewn-in fullness.

Travelers: Two full-stage travelers with sewn-in fullness. One at 14'3" upstage and one at 25'1" upstage of the plaster line. 28' x 56'. Travelers may not be relocated.

Scrim: The Theatre has a black scrim that is 27' x 54'.

Movie Screen: There is a 20' high x 30' wide olio projection screen located on line set 10. Please notify Theatre Technical Director in advance of Load In if the Movie Screen is to be moved.

Cyclorama: The Theatre has a seamless white muslin cyc. 28' x 58'.

Fire Curtain: There is a fire curtain located just downstage of the plaster line. Due to Fire code regulations, scenery may not break the line of the fire curtain. Please contact the Theatre Technical Director for more details.

Line Set Data:

Line Set Schedule: Please see attachment for line set schedule.

Battens: The Theatre has 31 line sets, 56' long. 6 are dedicated electrics. Please see attachment for distances from plaster line. The 6 dedicated electrics are single-purchase, the rest are double-purchase.

Working Height: Low trim is 5', High trim on electrics is 29', High trim on other lines is 55'4".

Arbor Capacity: 1300 pounds.

Fly Rail/ Loading Bridge: The fly rail is located approx 22' above Stage Right, up a spiral staircase. The Loading Bridge is up the same spiral staircase approx 30' above the fly rail.

The fly system may only be operated by authorized personnel. Please see attachment: High Point Theatre Fly System and Rigging Policy.

Additional Information:

Chain Hoists/Truss: The Theatre has 4- one ton CM chain hoists. They are in use at the sides of the stage with 6- 8' sections of 12" Medium Duty Box truss. The trusses hold 10 Altman 4-rung lighting ladders. These components may be used in other configurations, however, they must be restored back to their original configuration during load out. Please notify the Theatre Technical Director at least 4 weeks prior to your event if you wish to modify this system.

Access:

Front of House: There is access from Front of House to Backstage via a hallway Stage Right.

Dressing Rooms: There are two "star" dressing rooms (1-2 people each) located off Stage Right up one flight of stairs. There are two company dressing rooms (up to 25 people each) located off Stage Right down one flight of stairs. There are two medium dressing rooms (2-3 people each) located off Stage Left down one flight of stairs.

Green Room: The Green Room is located on stage level, Stage Right. It may be used as a dressing room for 1-3 people.

Production Booth: The Production Booth is accessed from Stage level via the freight elevator Stage Left, or through the lobby.

Storage: There is plenty of room backstage Left and Right for set and prop storage. Arrangements can be made to store empty road cases in the trap room during productions.

Ladders: The Theatre has several stepladders of varying heights. There is also a HiJacker rolling ladder that manually raises to 19', and an UpRight hydraulic personnel lift with a height of 25'.

Drum Riser platforms: There are 8- 4' x 8' drum riser platforms available. 4 are 8" tall, and 4 are 16" tall.

Orchestra Shell: The orchestra shell is a Wenger modular shell with 4 line sets of canopy pieces and 8 wall units. The canopy units are not stored in the fly loft. If an orchestra shell is needed for a production, please notify the Theatre Technical Director at least 6 weeks in advance of the event so that arrangements can be made to install the shell.

Piano: The Theatre owns a (6') Steinway Model O grand piano. The piano will be tuned prior to usage. Please notify Theatre Technical Director at least 6 weeks prior to event if piano is to be used.

Lighting

Power: There are two three-phase company boxes located off Stage Right. One is 120/208v 800A/leg, one is 120v, 125A/leg. Both have bare wire connectors.

Dimmers: 384 ETC Sensor dimmers/ dimmer per circuit. 2.4k each.

Control: The Theatre has 3 lighting consoles available. There is an ETC Express 72/144 200-channel console and an ETC Expression III 400-channel console for conventional lighting. If you need additional channel capacity, the Theatre has an Emphasis server that can be configured with the Expression III to offer 1000 control channels. There is also a JENS Whole Hog 1000 console for intelligent lighting control. If you need either the Emphasis server or the Whole Hog console, please notify the Theatre Technical Director at least 4 weeks prior to your event.

The Theatre has Distributed DMX throughout the facility. We also have a CAT5 lighting network with a limited number of ETC nodes available. If you require complex lighting control, please notify the Theatre Technical Director at least 4 weeks prior to your event.

Houselights: Can be controlled from Stage Manager's console SR, Unison Panel in Light booth, House Manager panel in lobby.

Circuits: 384 2.4k circuits distributed throughout the facility.

Front of House positions: Ceiling cove, Balcony rail, two Hollywood ladders and spot booths in the balcony, box booms on the calipers, Apron Grid. Please see attached blue line for positions.

Equipment Inventory:

- 10 ETC Source Four 10°, 575w
- 50 ETC Source Four 19°, 575w
- 50 ETC Source Four 26°, 575w
- 50 ETC Source Four 36°, 575w
- 4 ETC Source Four 50°, 575w
- 14 Altman 6" Fresnels, 1kw
- 50 ETC Source Four ParNels 575w
- 60 Altman Par 64, 1kw, variously NSP, MFL, WFL
- 8 CCT Minuette cyc floods, 500w
- 5 Colortran FarCyc 3-cell units, 1kw
- 2 High End StudioSpot 575 CYM w/ Zoom units, 575w
- 6 High End StudioSpot 575 CYM w/ Frost units, 575w
- 10 High End ColorMerge units, 5 installed on 19° units, 4 installed on 36° units
- 16 High End ColorCommand CYM flood units, 750w

FollowSpots: 2 Lycian Starklite II 1272 spotlights (1200wHMI), located in permanent booths in the balcony.

Hardware: 20 Source Four Tophats, 20 ParNel Barndoors, 8- 10" barndoors, 8- 7 ½" barndoors, 10- 7 ½" tophats, 40 Source Four template holders (20 size A, 20 size B), 16 Altman 360Q template holders, 10 boom stands

Cable: There is an ample supply of 3 pin lighting cables in lengths from 5' to 100'. There are approximately 40 two-fers and 12 edison to 3 pin adapters.

Film/ Video/ Projection: 1- 35mm film projector. 3 lenses: 1.33:1 (academy), 1.85:1 (widescreen), 2.33:1 (cinemascope)

- 1- Slide projector with a Xenon lamp source
- 1- EIKI 3500 lumen LCD Data Projector.
- 1- 5' & 8' tripod-style projection screens
- 1- 20' high x 30' wide olio projection screen located on line set 10
- 1- 12' x 16' fast-fold front & rear projection screen
- 2- Le Maitre Neutron XP Hazer
- 1- 27" SVGA Monitor/ Television on cart.
- 1- DVD Player

Film projector must be operated by authorized projectionist. Please contact Theatre Technical Director at least 6 weeks prior to event if projection equipment is needed.

Notes: Wired RFU Connection: Backstage- Stage Right.
Connection for lighting console or video monitor available at tech table.
Dressing Room Monitors are audio only.
Running lights available and located throughout backstage area.
CCTV stage monitor available Backstage Right at Stage Manager's podium.
Telephone-style paging/intercom available between backstage, tech booth areas, dressing rooms.

Sound

- Power:** There are two three-phase company boxes located off Stage Right. One is 120/208v 800A/leg, one is 120v, 125A/leg. Both are bare wire connectors.
- Inputs:** 24-channel x 3 send snake backstage left, 24 channel x 3 send snake backstage right. 8 hard-wired inputs in parallel backstage. Whirlwind Concert Series 40 x 16 snake w/ split box SL, 10' monitor fan, feed to house mix position, w/ 20' FOH fan.
- Control Locations:** Production booth located under the balcony. House mix position in back row House Right. (under balcony) Mix position is approximately 4' x 8'. Auditorium seats not removable. Mix position has ClearCom, 2- 20A outlets, snake inputs to backstage and patch bay. Length of snake needed to reach mix position from Backstage: 150' (in order to dress cable properly.)
- Hearing Assist:** Listen FM system. Run off shotgun mic in balcony. Approx 12 receivers.
- Monitor/ Paging System:** All production areas are covered by monitors & paging system. (Dressing rooms, production booth, green room, TD Office, Box Office) Monitors run off shotgun mic in balcony rail. Paging system able to call selected locations or whole system.
- Intercom:** ClearCom 2-channel base station in Production booth. Wired stations located in lighting, sound booth, projection booth, followspot alcoves, house mix position, center auditorium (tech table), backstage Left & Right, Fly rail, House Manager (in lobby).
- Equipment Inventory:**
- Mixing Consoles:** Midas Verona 48 channel (House Mix position)
Ramsa 840 40 channel (Monitor console)
Soundcraft Spirit LX-7, 32 channel (Production Booth)
 - House PA System:** JBL VerTec Line Array System (stereo). Each side has 4 flown VerTec 4887 speakers and 2 ground-stacked VerTec 4889 subwoofers. This system is powered by Crown 2402 and 5002 power amplifiers. Signal processing consists of a BSS Driverack controller and an Ashley GQX3102 Stereo 31-band equalizer. This system has been tuned to the facility and only minor adjustments to the EQ are permitted.
 - Portable Speakers:** 8 EAW 2-way 15" monitors
6 JBL 2-way 15" monitors
2 JBL Side fill cabinets. 15" woofer, 90 deg x 40 deg horn
 - Microphones:**

2 Shure 58 Beta	8 Shure 58
4 Shure 57	2 Shure 545-SD with switches
2 Sennheiser MD 431	1 AKG D-224E Bi-element
2 Crown PZM	4 Crown PCC
4 Shure ULX wireless handheld	4 Shure SC Wireless lavalier
2 AT Freeway VHF Wireless Handheld	
2 AT Pro 37	2 Marshall MXL 990
1 AKG D112 kick mic	4 AKG D440 horn/drum mics
8 passive DI boxes	
 - Playback:**
1 Denon DN 1000F CD player
1 Tascam 122 MKIII cassette player/recorder
Marantz CDR 500 CD Player/ recorder
 - Signal processing:**
2- TC Electronics M350 Effects Processors
3- dbx 166 Compressor/limiters
1- PreSonus ACP88 8 channel Compressor/Limiter with Gates
5- Ashley GQX3102 31 band Equalizers. (1 at FOH mix, 4 for Monitors)
 - Amplifiers:**
1- Crown 5002 & 1- Crown 2402 per side for line arrays.
4- QSC RMX 850 dual 200-watt power amps. (Monitors)
 - Cable:** The Theatre has an ample supply of 3-pin XLR mic cable. We have sufficient monitor cable with Neutrik Speakon connectors. There is also a 100' 24 x 3 snake.
 - Notes:** The Theatre has 10 tall and 6 short black whirlwind boom stands, and 10 chrome atlas straight mic stands. We also have 2 Ultimate guitar stands.

Props

Orchestra Pit: 45' wide x 6'6" deep. The pit is on a hydraulic lift that runs from stage level to the trap room below stage. Accessible from trap room. Lift may only be operated by Theatre staff.

Music Stands: 14 Black Manhasset stands. Lights available.

Chairs: 100+ stacking chairs. Metal frame, straight back, vinyl upholstered.

Conductor podium: 42" square, 6" high.

Orchestra Shell: The orchestra shell is a Wenger modular shell with 4 line sets of canopy pieces and 8 wall units. The canopy units are not stored in the fly loft. If an orchestra shell is needed for a production, please notify the Theatre Technical Director at least 6 weeks in advance of the event so that arrangements can be made to install the shell.

Platforms: There are 8- 4' x 8' drum riser platforms available. 4 are 8" tall, and 4 are 16" tall.

Dance Floor: The Theatre does not currently have a dance floor.

Lecterns: 1 large podium with light and mic inputs. (no speakers) 1 small lectern. Both wood.

Wardrobe

Dressing Rooms: 2 small ("Star") dressing rooms located off Stage Right, up one flight of stairs. Will hold 1-2 adults.

2 medium dressing rooms located off Stage Left, down one flight of stairs. Will hold 2-4 adults.

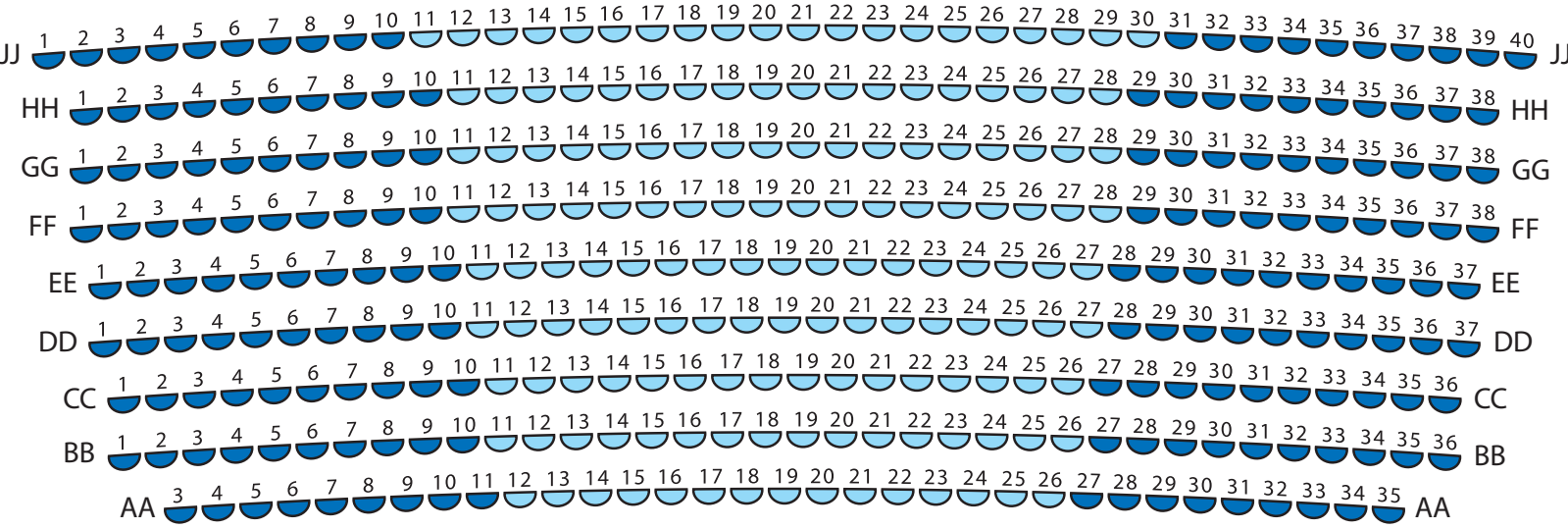
2 Company dressing rooms located off Stage Right, down one flight of stairs. Will hold approximately 20 adults.

All dressing rooms have tables & chairs, lighted makeup mirrors, wardrobe racks, hot & cold running water, restroom facilities, and showers.

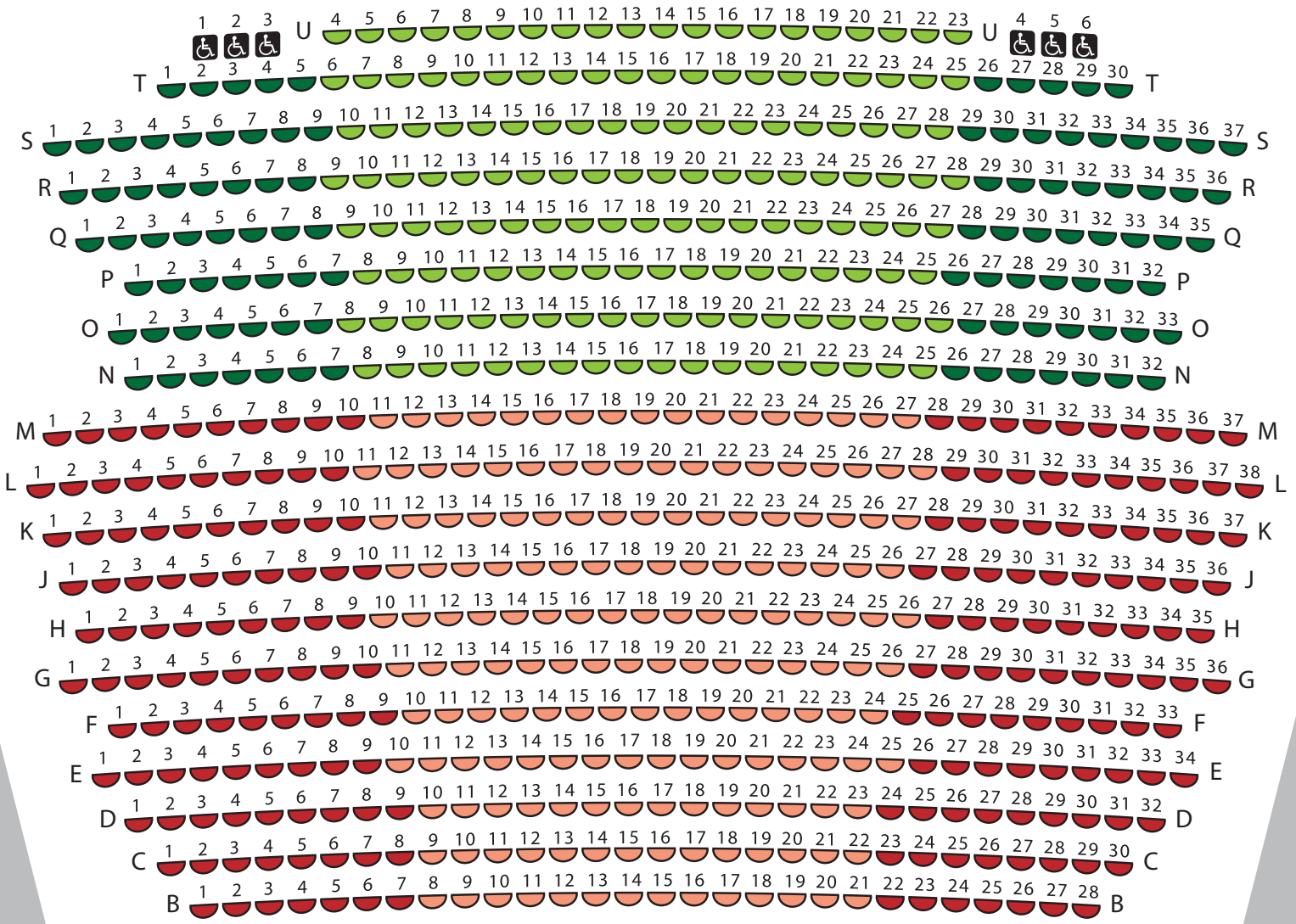
If necessary, Green Room, located on Stage Level, Backstage Right, may be used as a dressing room. It will accommodate 1-3 adults. Green room has restroom facility, hot & cold running water, couch, lighted mirror, small wardrobe rack. No shower.

Equipment: 2 Irons, 1 ironing board, 1 steamer. 3- 8' rolling costume racks. There is no washer/dryer on premises.

BALCONY



ORCHESTRA LEVEL



STAGE

Line Schedule

<u>Line</u>	<u>House Fly Schedule</u>	<u>Distance From Fireline</u>	<u>New Goods</u>	<u>Weight</u>	<u>Transfer from</u>	<u>notes</u>
1	Border / legs	0'8"				
2	Main Curtain	1'4"				Cannot move
3	#1 LX	2'8"				Single purchase
4		4'1"				
5		4'9"				
6	Border	5'7"				
7	Legs	6'4"				
8	#2 LX	7'4"				Single purchase
9		8'4"				
10	Movie Screen	9'0"				
11		9'8"				
12	Border	10'6"				
13	Legs	11'4"				
14	#3 LX	12'0"				Single purchase
15		12'11"				
16		13'7"				
17	Midstage Traveller	14'3"				Cannot move
18	Legs	15'0"				
19	#4 LX	16'0"				Single purchase
20		16'7"				
21	Black Scrim	17'3"				
22		17'9"				
23	Border	18'5"				
24	Legs	19'0"				
25	#5 LX	20'3"				Single purchase
26	#6 LX	23'0"				Single purchase
27		24'7"				
28	Upstage Traveller	25'1"				Cannot move
29		25'9"				
30		26'9"				
31	Cyc	29'3"				
	Back Wall	32'0"				

High Point Theatre Fly System and Rigging Policy

The High Point Theatre strives to provide its users with a technically sound and well-running fly system and its visitors a safe environment. Professional and city/state/federal safety guidelines mandate such a policy. The Theatre technical staff is committed to working with clients to ensure this policy is followed.

Much of this policy centers on personnel competencies and training. Anyone involved with the flying of lighting, sound, and scenery must have the appropriate skills. The following is a list of guidelines regarding these requirements:

- The Head Flyman for all Theatre clients must be trained in theatrical counterweight rigging, have professional experience as a flyman, and/or is a practicing flyman/rigger with the IATSE labor union.
 - This individual is responsible for the safe loading of equipment and scenery, counterweights, and the operation of the system during loadin, performance(s), and loadout.
 - The Head Flyman is responsible for the direction of any additional flyman on the rail, technicians loading/unloading counterweight, and technicians securing lighting instruments, sound equipment, and scenery to battens and overhead rigging.
- Any additional flyman needed for technical calls and performances must be accompanied by the Head Flyman while on the rail. These additional flyman must, at a minimum, be instructed by Theatre technical staff on the proper usage of the system.
- Technicians responsible for loading and unloading counterweight must be instructed by Theatre technical staff on the proper methodology and Theatre procedures.

It is the client's responsibility to inform Theatre technical staff of their upcoming fly system/rigging needs and related personnel requirements at least 30 days prior to the event. At this time, any candidates the client wishes the Theatre to consider as *qualified* must be identified. If these individuals meet the requirements, the client may use them. If the candidates can meet these requirements through training by the Theatre's staff, it is the client's responsibility to arrange such training in a timely manner.

If the client fails to obtain qualified technicians, the Theatre will either be forced to 1) ban fly operations for the performance, or 2) hire IATSE flyman/riggers at the client's expense.

The Theatre reserves the right to oversee and inspect client operations and rigging at all times. Any situations the Theatre deems unsafe or inappropriate must be remedied immediately or the facility will be subject to closure and performance cancellation.

Directions to the High Point Theatre

The theatre is located in the International Home Furnishings Center on the corner of Commerce Avenue and Hamilton Street. The public entrance is on Commerce. The loading dock and stage entrance for the theatre are on Hamilton, which runs one way through downtown.

From Winston-Salem & Parts West: Take I-40 East to exit 196. (Hwy 311 South to High Point.) Take Hwy 311 South to High Point. Take the Kivett Dr. exit. Turn Left at the bottom of the ramp. Turn Left on Centennial. For the Main Entrance, turn right on Commerce. Theatre will be on the left just past the next light (Hamilton St.).

From Greensboro: Take Wendover West to Hwy 68 South (Eastchester Dr.). Turn Left. Take this road into town. Turn left on Centennial. For the Main Entrance, turn right on Commerce. Theatre will be on the left just past the next light (Hamilton St.).

From I-40/I-85 & Parts East: Take Business 85 South to High Point. Take the Highway 311/ Main St. Exit. Turn right at the bottom of the ramp. (Toward downtown) For the Main Entrance, turn right on Commerce. Theatre will be in the second block on the right.

From Charlotte and points South: Take I-85 to exit 111. Turn left at the top of the ramp. This puts you on Hwy 311 North. Take this road into town. (It becomes Main St. when you get into High Point.) For the Main Entrance, turn right on Commerce. Theatre will be in the second block on the right.

To get to the Loading Dock

From Centennial, go one block past Commerce and turn right on Green. Turn right again on Hamilton. The loading dock will be on the left just before you reach Commerce.

From South Main St., turn right on Russell (one way). Turn Left on Hamilton. The loading dock will be on the left just before you get to Commerce.



HOUSE POLICIES

1. **LEGAL REGULATIONS:** The renting organization, in conducting any performance or event, shall comply with the theatre's written contractual agreement, and abide by all applicable federal, state, and municipal regulations.
2. **CONDUCT:** The renting organization is responsible for the conduct of its representatives, casts and workers while in the theatre.
3. **BACKSTAGE ACCESS:** Members of the renting organization involved in the production **must** enter the theatre via the stage entrance door located on the Hamilton Street side of the facility. A unique renter combination code will be assigned to each lessee to provide to their members.
4. **FRONT OF HOUSE ACCESS:** During a performance, performers and technicians should not enter the auditorium from the stage or go backstage directly from the auditorium.
5. **BOX OFFICE:** No one is allowed in the box office, without the prior consent of the High Point Theatre management.
6. **SMOKING:** Smoking is strictly prohibited anywhere in the theatre.
7. **FOOD AND BEVERAGES-** Food and beverages are not permitted in the auditorium, on the stage or in the lobby. All food and beverages must be properly disposed of following each period of facility use.
8. **ALCOHOLIC BEVERAGES-** Alcoholic beverages are not allowed in the facility without the prior consent of the High Point Theatre management.
9. **LOBBY DISPLAYS-** All lobby displays must have the advance approval of the High Point Theatre management. The use of nails, screws and tacks in attaching items to the theatre or lobby walls is prohibited.
10. **LOBBY SALES-** All rights to concessions and lobby sales are reserved for the High Point Theatre. Should the renting organization or their agents desire to conduct such sales, the renting organization must make prior arrangements with the theatre management. Upon written agreement, the High Point Theatre will allow the renting organization to conduct lobby sales. This agreement will be contingent on:
 - (A) The High Point Theatre shall receive 20% of the gross sales.
 - (B) The sale of goods is appropriate for the event held in the theatre.
 - (C) The organization shall be responsible for all applicable licenses, taxes, and permits.
11. **ANIMALS-** Animals are not permitted in the facility unless they are an essential part of a production or required as a service animal by individuals with disabilities.
12. **CLEANLINESS-** General cleanliness is expected of everyone that uses the facility. The theatre maintenance staff will empty trash receptacles as needed. It is the responsibility of the renting organization to leave the facility in the same state of cleanliness and order as it was when they arrived.
13. **PAINTING, CONSTRUCTION-** Scenery painting and construction are not allowed. In the event of an emergency, the Facility Manager may permit minor painting and construction in designated areas. At no time will painting or construction be permitted on the sidewalk, on the loading dock, or in any other public access area. Painting materials such as brushes, rollers, buckets, etc. must be cleaned in the basement mop room's slop sink. The mop room is located in the basement hallway stage left.
14. **TICKETING** – Each individual patron of a theatre event must hold a ticket. Tickets and/or box office services are provided by the High Point Theatre Box Office. For information call Jeffrey Carlson, Box Office Manager, at (336) 883-3402.

15. STAGE FLOOR-

- (A) Theatre approved dance floors are required for all events involving tap dancing or clogging. Dance floors are required for all dance performances.
- (B) The removal and replacement of stage traps is the responsibility of the renting organization, and may only be performed with Theatre Staff supervision.
- (C) If the floor is damaged during the course of an event (for example spilled paint, holes, gashes, etc.), then the Theatre Staff will determine whether the renting organization will be responsible for the repairing and/or re-painting of the floor.
- (D) All tape on the floor is to be removed by the renting organization at the conclusion of an event
- (E) The scenic painting of the floor is permitted using water based paint only. It is the responsibility of the renting organization to re-paint the floor following the event using a theatre approved flat black latex paint. The theatre can supply paint and painting materials for this purpose at an additional cost with two weeks prior notice.
- (F) It is the responsibility of the renting organization to sweep and mop the stage and wings at the conclusion of an event. The final condition of the floor must be approved by the Theatre Staff; in the event the condition of the floor is deemed unsatisfactory, it will be re-done by a theatre supervised crew at an additional hourly expense.
- (G) Failure to comply with any of the previous stage floor regulations may result in a minimum damage charge of \$200 which will be added to the final rental billing statement. Damage charges in excess of this minimum will be assessed based on the degree of damage and cost of repair.

16. LABOR - The High Point Theatre provides **technicians, backstage workers and ushers**. The Theatre Technical Director and/or House Manager will determine how many technicians and ushers are needed for an event. Labor for technicians and ushers will be charged to the renting organization. See miscellaneous charge sheet for rates. See tech packet regarding crew requirements for operation of the rigging system.

17. PYROTECHNICS, SMOKE EFFECTS- All flash powder, explosives, fire or other dangerous devices or activities must meet all applicable safety and fire regulations. The Theatre Staff **must** be notified, upon signing of the lease, if the renting organization intends to use any potentially dangerous effects, pyrotechnics, open flames, stage fog, or smoke!

18. PRE-SHOW ANNOUNCEMENT – All performances will be preceded by an announcement that contains emergency exit information.

PROPERTY REMOVAL, STRIKE- It is the responsibility of the renting organization to remove all their property including scenery, props, costumes, etc., from the facility at the conclusion of the event. The theatre is not responsible for items left in the theatre following the departure of the renting organization. Scenery, props, etc., that the renting organization intends to throw away cannot be left in the loading dock area following the event.

20. PHOTOGRAPHY- Flash photography during a performance is not allowed. Non-flash photography during a performance may be allowed with the prior consent of the rental organization and the theatre management. Videotaping during a performance is restricted to one camera in the booth area and must be approved by the rental organization and the theatre management. Photography and videotaping of any kind during rehearsals may be allowed with the prior consent of the rental organization and the theatre management.

I have read and agree to adhere to Theatre Policies:

Lessee sign name here

Date

THANK YOU FOR YOUR COOPERATION!

High Point Theatre TECHNICAL QUESTIONARE

Please complete and return the following technical checklist. Please try to complete and return with your contract and must be returned no later than 30 days prior to your event. This will help us to better prepare for your event; by understanding your needs, we can make things go smoothly. Here are some hints to help you out:

- **Any** information will help . . . don't worry about things that information is not yet available on (i.e. arrival times, etc.)
- There is a sketch plan of the stage on the last page. Feel free to scribble on it to show us (for instance: where the piano goes, where you need special lights, etc.) your plans. Make as many copies as you want.
- This list is general, for many different users. Feel free to add things in the margins or attach extra pages.
- If you have a technical or production rider to your contract with the artist, **please, please** attach a copy of it and return to us.
- If you need any help completing this checklist, please call:

Kacy Woody, Technical Director (336)883-8523

Or

Todd Dupree, Technical Director (336)883-3628

- **MOST IMPORTANT!** If you cannot give any other information, we **MUST** have the name and phone number of someone who can answer questions about technical, crew, and scheduling requirements.
- **Feedback** is important to us. Any comments or suggestions for the Technical Information list or this checklist should be sent to:

Todd Dupree
High Point Theatre
220 East Commerce Ave
Box 230
High Point, NC 27261

voice: (336) 883-3628

fax: (336)883-3533

email: todd.dupree@highpointnc.gov

**High Point Theatre
TECHNICAL CHECKLIST**

Renting Organization: _____

Business/Management Contact: _____

Name of event: _____

Date(s): _____

Type of event

- Theater Concert Dance Seminar Meeting Reception Graduation Recording Session Other _____

SCHEDULE

Load-In (Setup): from _____ to _____

Rehearsal/sound check: from _____ to _____

Performance: from _____ to _____

Intermissions(Y/N): from _____ to _____

 from _____ to _____

Load-Out (Strike): from _____ to _____

Renter Representative for Load-In _____ Arrival Time: _____

Number of Artists/Performers _____ Arrival Time: _____

TECHNICAL CONTACTS

Tech rider attached

Please list the names, e-mail addresses, and phone/fax numbers of persons who can be contacted regarding technical requirements, crew requirements and scheduling:

CREW

Please fill in the number of stagehands required, by department, for each time period shown in the following chart:

	Load-in & Set-up	Rehearsal/ Sound check	Performance	Strike & Load-out
Call Times (Start/End)				
Loaders				
Fly loaders (counterweight)				
Flymen				
Deck				
Lighting				
Sound				
Spots				
Wardrobe				
Props				
Other				

FLIES

- Fly/Rigging Personnel To Be Provided by High Point Theatre:
 - Head Flyman
 - Other _____

Note:

If you wish to bring your own flymen, your Head Flyman, must be an industry professional approved by High Point Theatre. Additional flymen needed will be briefed by Theatre staff and must be overseen by your Head Flyman at all times.

- Main curtain
- Mid-stage black traveller
- Upstage black traveller
- Cyclorama (white backdrop approximately 4' from Upstage wall)
- Black scrim
- Movie Screen
- Other (please list below)
& indicate line set #, if known

LIGHTING

- Lighting Personnel To Be Provided by High Point Theatre:
 - Board Operator
 - Deck Electricians - #____
- other _____

- Electrical Tie-In required YES NO Details: _____
- Road lighting system
- Lighting Console
 - ETC Express 72/144 console (standard)
 - ETC Expression III-400 console (additional charge)
 - JENS Whole Hog 1000 console (additional charge)
- Lighting Plot
 - High Point Theatre House Rep plot
 - Custom Lighting Plot – Prehung
 - Custom Lighting Plot – Client Hung
- Followspots: (additional fees)
 - one
 - two
- Intelligent Lighting: (additional fees)
 - HES ColorCommand – 12 units + power supply
 - HES Studio Spot 575 CYM Zoom
- Dance booms Details: _____

Note: High Point Theatre's standard house Rep lighting plot includes:

FOH: 3 color washes, downstage (Blue, Amber, Lt Pink)

3 color washes, upstage (Blue, Amber, Lt Pink)

TOP: 2 color washes (Blue, Amber)

SIDE: 3 colors (Blue, Amber, Red)

CYC: 3 color (Red, Green, Blue)

Specials Required and/or Additional Requirements:

SOUND

- Sound Personnel Provided by High Point Theatre:
 - Engineer – Front Of House
 - Engineer – Monitors
 - other _____

- Electrical tie-in required YES NO Details: _____
- Road sound system
- High Point Theatre sound system:
 - Midas Verona 48-channel console (house)
 - Soundcraft Spirit LX-7 32-channel console (Production Booth)
 - Ramsa 840 40-channel console (monitors)
 - House amplifiers
 - House speakers
 - CD player
 - Cassette player
 - Other _____
- House Mix Position:
 - From sound control booth
 - In-house rear orchestra position
- Monitor Mix Position:
 - From main console
 - Separate monitor console
- Audio feed required for media coverage
 - Location and number of feed(s): _____

Description of microphones, microphone stands/booms and direct boxes requirements:

Stage Monitor mixes and monitor speaker(s) requirements:

EQUIPMENT – *subject to additional rental or setup charges*

- Podium
- Orchestra shell
 - Full shell
 - Half shell
- 6' Grand piano
- Hazer "Fog Machine"
- Music stands: Number : _____
- Musician's chairs: Number : _____
- Stage Risers
- Orchestra pit
 - Stage level
 - House level
 - Basement level
 - other _____

Please detail any particular needs or setup instructions:

MISCELLANEOUS

Introduction:

- None required
- Voice over introduction only
- High Point Theatre to introduce artist
- MC will introduce artist(s)

Name of MC: _____

MC will arrive at theatre at (time): _____

Stage manager:

- Your Stage manager will call show
- High Point Theatre Stage Manager will call show (Additional Cost)
- other _____

Stage door Personnel [for rehearsal]:

Note: All dance companies are required to have Stage Door Person.

- No stage door person required (performers will enter with access code)
- Rental Client will provide stage door person for rehearsal
- High Point Theatre to hire stage door person for rehearsal

Stage door Personnel [for performance]:

Note: All dance companies are required to have Stage Door Person.

- No stage door person required (performers will enter with access code)
- Rental Client will provide stage door person for rehearsal
- High Point Theatre to provide stage door person

Dressing Rooms:

- A – Room #1 – Space for two people – 1 flight upstairs from stage
- B – Room #2 – Space for two people – 1 flight upstairs from stage
- C – Room #3 – Space for four people – 1 flight downstairs from stage
- D – Room #4 – Space for four people – 1 flight downstairs from stage
- Company Mens Room – Space for 20 people – 1 flight downstairs from stage
- Company Womens Room – Space for 20 people – 1 flight downstairs from stage
- Green Room – Space for 4 people – Off Stage Right

Are there any unusual requirements, such as entrances from the lobby, telephone service, extra rooms needed, etc.? Please list details:

Stage Layout – Please attach your stage plan or sketch on using the following symbols:

- ⊗ Performers
- △ Microphones
- ◇ Direct Inputs (D/I)
- ▽ Monitor Wedges

