

## Cowell Theater Summary

This summary pulls out important information regarding your rental of the Cowell Theater at the Fort Mason Center for Arts and Culture (FMCAC). More detailed information and the Cowell Theater inventory are found after the summary. You should review the entire document.

- **REQUIRED SUBMISSIONS:**
  - **Contract/Deposit/Payment:** *Due no later than 60 days before rental.* Nothing is guaranteed at the Cowell Theater at FMCAC until a signed contract is in place and a deposit is received.
  - **Certificate of Insurance:** *Due no later than 10 days before rental.* Insurance is required. Fort Mason Center for Arts and Culture must be added as additionally insured using the following language: **FMCAC, FMCAC Pier 2 Sublessor, LLC, FMCAC Pier 2 Lessor, LP, the United States Department of Interior, National Park Service, and its officers, officials, employees, attorneys, contractors, and agents, and First Republic Bank.** FMCAC requires insurance of one million dollars aggregate and one million dollars per occurrence. Workers' Compensation insurance should be provided as determined by law.
  - **Cowell Theater Run Sheet:** *Due no later than 45 days before rental.* Not all items may apply to your event or you may not know the information requested, but it is important to return the form as early as possible. The form gives a sense of the scope of your event, how many union technicians you will require, the schedule, etc. Because you are required to use IATSE Union labor in the Cowell Theater (see Labor One-Sheet), your schedule and technical needs can have a substantial impact on your budget. *We strongly recommend that you speak to the Technical Director prior to finalizing your schedule as we may be able to help you alter your schedule to help you reduce these costs.*
  - **Lobby Floor Plan:** *Due no later than 30 days before rental.* Please use the provided lobby floor plan to indicate needed tables and chairs. FMCAC will set these up prior to your arrival. If you are planning to install significant furnishings or signage in the Cowell Lobby, please discuss in advance with the Patron Services Manager and/or Technical Director.
  - **Flame Certificates:** *Due no later than 30 days before rental (if applicable).* Certified flame certificates should be submitted with your floorplan for all tents, fabric, wood, or any combustible material being used at the facility.
  - **Health Permit, Caterers/Food Vendors:** *Due no later than 15 days before rental (if applicable).* Cow Hollow Catering is the Preferred Vendor for Cowell Theater concessions and catering and carries all necessary permits and insurance. Concessions may be provided at no additional charge to you depending on the nature of your event. All other vendors serving food at a public event must apply for a health permit and provide a list of onsite cooking equipment for the Federal Fire Marshal's approval. Refer to **Permits** and **Insurance** sections for details. A list of cooking equipment should be submitted with your floor plan.
  - **Alcohol Service Permit:** *Due no later than 21 days before rental (if applicable).* A permit is required to serve alcohol at your event. All alcohol must be served by licensed beverage caterers. Cow Hollow Catering is the Preferred Vendor for the Cowell Theater and holds all necessary permits and insurance. All other alcohol service vendors must provide an alcohol permit and a certificate of insurance including liquor liability with Fort Mason Center for Arts and Culture added as additionally insured. Ask the Patron Services Manager or Technical Director for a permit application. Refer to **Permits** and **Insurance** sections for details.
  - **Internet, Bandwidth, Telecom Needs:** *Due no later than 21 days before load-in (if applicable).* FMCAC offers shared wireless internet at a per user cost (pay-to-play). If you need hardline, additional bandwidth, dedicated wifi network, etc, speak with your FMCAC Representative.
- **LABOR:** The Cowell Theater is a union house (IATSE Local16). Your technical staff requirements will vary depending on the type of event you are producing; however, you are required to use union technicians at all key positions. Covered positions include, but are not limited to, Electrics, Audio, Projection, Videography, and Rigging. See Union Labor One-Sheet.
- **USHERS:** You are required to provide ushers for your event. General Seating requires a minimum of 4 ushers. Assigned Seating requires a minimum of 6 ushers. If you are unable to staff ushers from your organization, FMCAC can recommend local labor providers.
- **BROADCAST FEE:** Any live streaming or film made *with the intent to distribute for profit* is subject to an additional labor cost.
- **SIGNAGE:** FMCAC can hang a banner at the front of the pier and/or signage on the street at the Buchanan Gate if requested (free of charge) and depending on availability. Please refer to **Signage** for details. FMCAC does not allow a-frames or other signage anywhere other than within your event space.
- **SECURITY:** The Cowell Theater does not staff security. You may contract independently for unarmed security guards. Please discuss with your FMCAC representative and see **Security**.
- **COWELL THEATER INVENTORY:** Please see final section of this document for our technical equipment list. Drawings and photos are available.

## **Cowell Theater Rules & Regulations** (alphabetical)

### **Alcohol and Beverage Service**

See sections on Permits and Insurance

When ice is utilized for chilling beverages, absorbent bar mats are required on all floor surfaces.

Ice must be disposed of in specified locations. Please speak with your FMCAC Representative for more information.

### **Animals**

Federal law prohibits animals inside any of our buildings, except qualified service animals.

### **Atmospheric Theatrical Effects**

Atmospheric effects, such as fog, haze, and snow are permitted in the Cowell Theater. Licensee must provide equipment and any necessary cable. Please discuss with the Technical Director.

Confetti, confetti cannons, glitter, etc. are not allowed.

### **Audio Visual Services and Projection Presentation Technology**

FMCAC offers a range of projection presentation technology including projectors, microphones, sound systems, lecterns, etc. For equipment available in the Cowell Theater see **Inventory** list at the end of this document.

### **Capacity**

The maximum capacity of the Cowell Theater auditorium is 437.

Every patron must have a seat. There is no sitting or standing in the aisles permitted.

The maximum capacity of the Cowell Theater inner lobby is 100 standing, 50 seated.

### **Cleaning**

Licensee agrees to pay cleaning fees associated with their event. This fee includes a Full Clean of the space after every performance day and a Partial Clean of the space following load-in or rehearsal-only days. Cleaning does not include large trash disposal. Licensee agrees to dispose of all trash in proper bins and in a manageable state.

### **Complimentary Tickets**

FMCAC has the right to ask for and be provided with up to four (4) complimentary tickets to each public performance. These tickets will be used in support of the marketing and strategic public outreach effort of FMCAC.

### **Concessions**

Cow Hollow Catering is the Preferred Vendor for Cowell Theater concessions and/or catering and holds all necessary permits. Please contact your FMCAC representative for details.

### **Contacting FMCAC**

FMCAC staff can be reached Monday to Friday, 9:00AM to 5:00PM, by calling the main office number at 415.345.7500.

After-hours assistance is available 7AM to 12:00Mid, 7 days a week, by calling the After-Hours Phone at 415.921.3663.

FMCAC is closed New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (Fourth Thursday in November), and Christmas Day (December 25).

The Cowell Theater is only open when staff is scheduled.

### **Damages**

Any damage to venue will be billed to Licensee, post event. It is important to leave the venue in the condition in which it was found to avoid additional charges.

### **Decorations**

Licensee is welcome to decorate the venue with the understanding that all decorations are to be removed without leaving damages. The only adhesive materials allowed on the walls are blue painters tape or 3M Command Strip products which will not damage surfaces (no duct tape or transparent tape allowed).

Use of low-tack vinyl on windows/glass is generally permissible. Use of low-tack vinyl on walls must be discussed in advance with your FMCAC representative. Please provide a test sample at least 6 weeks in advance.

Nothing can be hung from ceilings or pipes without prior approval.

**Glitter, confetti, silly string, etc. are not allowed in our venues.**

Candles in the lobby are permitted only when secured in glass housings that extend 2 inches past the height of the flame.

No flame is allowed onstage without prior approval and a dedicated crew member on fire watch. All decorations must meet current fire code regulations.

### **Deliveries**

**All deliveries must take place within the Licensee-contracted times.** FMCAC will not accept packages or vendor deliveries on behalf of Licensee. Trucks may not idle their engine for more than 30 seconds, per NPS policy.

### **Dressing Rooms**

There are 2 ADA accessible dressing rooms at stage level and 2 additional dressing rooms upstairs available to the Licensee. These are equipped with mirrors, lights, outlets, dressing tables, toilet, sink, and shower. Electrical wiring and service is old. If you plan to use multiple hair dryers, curling irons, irons, or anything that draws a lot of amperage, contact your FMCAC Representative. Additional power options may be available for an additional cost. Dressing room sinks may not be used for mixing paint or cleaning brushes.

### **Emergencies**

FMCAC is on federal property and under the jurisdiction of the U.S. Park Police (USPP). Park Police officers provide 24-hour, daily emergency response for FMCAC and are the only armed security force allowed on FMCAC grounds. In case of an emergency, call Emergency Dispatch, (415) 561-5656, or 9-1-1.

### **Emergency Announcements**

Per California code 13113.6, all Licensees must make an announcement of the availability of emergency exits in the Theater prior to the beginning of each performance or session. If Licensee does not have such an announcement, Cowell staff will play the house stock announcement.

### **Emergency Preparedness Guidelines**

Licensee agrees to become familiar with all fire exits, the location of fire extinguishers, and all paths of egress from the venue. Additionally, they agree to inform their staff, vendors, volunteers, and contractors of such locations. FMCAC House Manager will train Licensee ushers to aid in the event of an emergency. General seating events in the Cowell Theater require 4 ushers and assigned seating events require 6 ushers. See **Ushers** section.

### **Flyers/Souvenir Glasses**

FMCAC is on NPS property and therefore must be environmentally conscious at all times. Papering cars or passing out flyers is strictly prohibited due to the trash produced and sent into the San Francisco Bay. Souvenir glasses from wine and beer tastings are prohibited due to glass breakage in the parking lot and throughout the neighborhood. Exceptions are made if client bags the glasses upon exiting.

### **Food and Health Regulations**

Anyone selling or dispensing food to the general public must have a Temporary Food Event (TFE) permit from the National Park Service. Permit applications must be submitted to the National Park Health Specialist at least 2 weeks prior to the event. Ask for a permit application. See **Permits** section.

Food service must comply with all food handling guidelines laid out by NPS.

Cannabis and CBD use, marketing, sales, samples, and/or distribution are prohibited on federal property. No exceptions.

### **Food Trucks**

For private events, food trucks must work with Licensee and FMCAC representative to find an agreed upon location to cook and serve. For public events, food trucks must follow the Food and Health Regulations and apply for a Temporary Food Event permit. Location of service will be determined by Licensee and FMCAC.

### **Heating**

The Cowell Theater lobby areas are unheated. Heating in the auditorium, stage, and backstage areas can be adjusted by the Technical Director or House Manager upon request. The Cowell Theater has no cooling/air conditioning.

### **House Managers**

An FMCAC House Manager is required for all performances in the Cowell Theater. House Managers are responsible for the safety of patrons and the smooth operation of Front of House. Licensee agrees to pay all costs associated with staffing this position.

### **Insurance Requirements**

All Cowell Theater Licensees must submit a Certificate of Insurance (COI) for their event. Insurance must have general liability coverage with limits not less than One Million Dollars (\$1,000,000) per occurrence and annual aggregate for bodily injury, personal injury, and property damage.

If alcohol is being served in any venue, insurance is required with liquor liability or host liquor liability.

Workers' Compensation insurance should be provided as determined by law.

The Licensee is responsible for ensuring all their vendors and/or exhibitors are licensed and insured.

In all cases, Fort Mason Center for Arts and Culture must be added as additional insured using the following language:

**FMCAC, FMCAC Gateway Pavilion Sublessor, LLC, FMCAC Gateway Pavilion Lessor, LP, the United States, Department of Interior, National Park Service, and its officers, officials, employees, attorneys, contractors, and agents, and First Republic Bank.**

### **Internet**

FMCAC offers shared wireless internet at a per-user cost (pay-to-play). FMCAC can provide additional internet services. If you need hardline, additional bandwidth, dedicated wifi network, etc, speak with your FMCAC Representative.

### **Keys and Locks**

FMCAC does not give venue keys to our Licensees. Only FMCAC technicians, Event Managers, Event Supervisors, and House Managers have keys to the venues.

### **Labor**

In the Cowell Theater and lobby, technicians from IATSE Local16 are required for all technical rehearsals and performances. IATSE labor rules include minimum calls, required breaks, and penalties for missing those breaks.

Licensee is encouraged to discuss their schedule with FMCAC **as soon as possible** in the planning process in order to avoid financial surprises. Please review language in the Cowell Special Event License and Use Agreement for contractual requirements relating to Labor.

If a problem regarding safe and/or proper use of facilities or equipment by your production and/or technical staff arises during your run, FMCAC retains the right to hire additional union technical staff at your expense.

Any person found to be working in an unsafe manner, misusing equipment, under the influence of alcohol or other controlled substance, or posing a threat to the safety of others or the facility may be immediately barred from the use of the facility and/or equipment.

### **Laundry**

The Cowell Theater has a washer, dryer, steamer, and iron available for use by Licensee. Licensee must provide all detergent and other consumables.

### **Lifts and Ladders**

The Cowell Theater has 2 personnel lifts (Genie AWP 30S) and several ladders. These may only be used by trained FMCAC employees. A forklift may be made available for truck loading; please discuss in advance.

### **Loading Zones**

Vendor and Licensee vehicles, vans, and trucks are allowed to park on the Pier 2 apron during load-in and load-out with prior approval. Events scheduled in the Gateway Pavilion spaces may impact loading zone availability.

**All vehicles must be moved once loading or unloading is complete.**

The loading zone is approximately four hundred feet (400') from the entrance of the theater and all goods must be walked/rolled down the outside of the building from the loading zone to the entrance. The Cowell Theater has carts to assist with moving goods from the loading zone to the stage door.

Trucks may not idle their engine for more than 30 seconds, per NPS policy.

### **Lost and Found**

All lost and found should be turned in to the House Manager who will keep it at the Theater for the duration of Licensees' event. Following the event, items will be moved to FMCAC's Lost and Found, located at the Main Office in Building C, Room 260. Lost items will be held for thirty days after which they will be disposed of or donated.

### **Noise Restrictions and Music**

Amplified music, entertainment, and public address are permitted inside the venue only. FMCAC reserves the right to request a demonstration of volume levels prior to the event and enforce or request changes to volume levels in its sole discretion. Outdoor music, entertainment, or public address is prohibited unless approved by FMCAC.

### **Non-event guests on FMCAC Campus**

FMCAC is part of the Golden Gate National Recreation Area and the grounds must be open to the public at all times. You will encounter non-event guests walking around and utilizing the campus in multiple ways. Please see section on **Security** if you wish to hire unarmed guards for your event.

### **Opening and Closing of Venues**

FMCAC staff will unlock and lock the Cowell Theater as indicated in your contract. Any changes or special requests must be authorized by your FMCAC representative. Licensee should plan for setup, breakdown, and cleanup within the contracted times. IATSE rules require a stage technician to be present for any activity (blocking, rehearsing, warm-ups, etc.). Any changes to the contracted access times must be approved in advance and may result in additional expenses. The facility must be completely cleared of people and/or any materials brought into the venues by the end time listed on your contract. FMCAC staff does site inspection of venues after each event.

### **Parking Policies and Procedures**

FMCAC does not guarantee parking availability for events on campus. Guests are required to pay for parking at one of the parking stations on campus using the parking space number indicated. Current Parking Rates are available at [www.fortmason.org/visit](http://www.fortmason.org/visit).

- **Prepayment of Parking Spaces**
  - Pre-paid parking for yourself or your guests can be coordinated with 48-hour notice. Please ask your FMCAC representative for details.
- **Reserved Parking Spaces**
  - Licensee can request reserved parking spaces for an additional fee. Requests must be approved in advance and are subject to approval based on the potential campus impact. Spaces reserved should be limited to encourage public transit as a first strategy.
  - FMCAC will barricade and post the spaces as reserved but cannot guarantee compliance with these notices. A parking attendant is required when ten or more spaces are reserved.
  - Vehicles parked in reserved spaces are required to pay for parking at one of the parking stations on campus.
  - The general public may park in the reserved area before and after the posted reserved times (1 hour before event start time through event end time). “No Parking” signs will be posted.
  - Limited truck and equipment parking may be reserved. Overnight truck parking is not permitted unless otherwise approved.
  - Reserved parking for valet requires for hours to be posted and an attendant to be on duty prior to the event. The general public may park in the reserved area provided they agree to remove their vehicles by the posted times and park where instructed by the attendant.
  - Licensee must pay fee for reserving spaces and for any required parking staff in advance.
- **Shuttles/Buses**
  - FMCAC has the right to require Licensee to arrange and pay for shuttles as deemed necessary.
  - Charter and school buses must pay to park on the FMCAC campus.

### **Permits**

It is the responsibility of the Licensee, in advance of the event, to furnish all requested materials so that FMCAC may obtain proper permits. If Licensee's event is cancelled due to lack of, or failure to comply with, any permit, any portion of the facility rental charges received by FMCAC will be retained by FMCAC, and any remaining balance of the facility rental charge will remain payable regardless of such cancellation. Licensee and its vendors will make no claim whatsoever against FMCAC for any consequences that may result from the failure to obtain or comply with such permits.

- **Alcohol Permit:** An Alcohol Permit Request must be filled out by Licensee for all events serving alcohol. United States Park Police (USPP) issues all alcohol permits through FMCAC. The Licensee will abide by all the permit conditions laid out in the permit request. ABC permits are not required to operate on Federal property.
- **Fire Permit:** Fire permits are required for all events with cooking equipment or open flame and are submitted to the National Park Service by FMCAC on Licensee's behalf.
- **Temporary Food Event (TFE) Permit:** All caterers, food vendors, concessionaires, and food truck vendors selling or dispensing food to the general public must obtain a permit from the National Park Service. See **Food and Health Regulations**.

### **Publicity and Advertising:**

The Licensee is responsible for all advertising and publicity regarding its use of the venue and agrees to the following:

- Licensee agrees to refer to the location of its event as “Fort Mason Center for Arts and Culture,” followed by the name of the venue, on all advertising, publicity, and content.
- Licensee agrees to adhere to all city, state, and federal signage codes and will not post signs or any



advertisement on FMCAC or the National Park Service property without the express prior written consent of FMCAC.

- Upon request to do so, Licensee will include in its promotional materials an acknowledgement of FMCAC, FMCAC logo, or other statements regarding the location of Licensee's event and access to the event by public transportation.
- FMCAC retains the right to publicize the activities of Licensee in the Center's regular calendar of events, on FMCAC website, or other publicity materials without liability for omissions or errors.
- See **Signage** section for more information.

### Rigging

Safety is the primary concern of FMCAC regarding hanging and rigging in the venue. Hanging and rigging carry a significant liability for the responsible party. It is FMCAC's goal to eliminate any potential hazards in advance.

It is the responsibility of the Licensee to inform all rigging personnel of facility rigging policies.

These rules and regulations are applicable, without exception, to everyone using the facilities for hanging and rigging.

Failure to follow these rules and regulations will result in the immediate requirement to correct or remove all items which do not comply with facility rigging policies.

Qualified and trained riggers must perform all rigging. Rigging must meet O.S.H.A. and A.N.S.I. regulations and conform to the manufacturer specifications. All rigging is subject to inspection by FMCAC or their designee.

FMCAC assumes no liability for rigging and hanging performed in the facility.

Rigging Regulations:

- All rigging in the Cowell Theater must be discussed with and approved by the Technical Director at least 30 days in advance of load-in. Plan review does not guarantee the safety of the actual rigged item. Failure to provide plans may result in the on-site denial or removal of said rigging.
- Rigging will be conducted under the supervision of a qualified IATSE Local16 rigger. Only contractors specifically approved to rig may perform this work within the facilities.
- All hanging and rigging hardware fasteners and gear must be Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) approved.

### Security/United States Park Police/SFPD

The Cowell Theater does not provide security for rentals. FMCAC will work cooperatively with the Licensee to determine any and all security requirements for their events. Licensee may contract independently for unarmed security. Any security company hired by Licensee must be approved by FMCAC to provide services on campus. The U.S. Park Police has the right to staff the event at the expense of the Licensee. A written security plan is required by all Licensees using these services.

### Signage

FMCAC is a multi-venue campus with many events occurring daily. As such, we do not allow any signage to be displayed in our parking lot, including notices on cars. There is also an ordinance which prohibits posting in the Marina District Neighborhood.

- **Wayfinding signs**--FMCAC maintains portable, freestanding sidewalk sign holders for Cowell Theater wayfinding. FMCAC staff will print and install signs in advance of your event with the event name as given on your booking contract. You are welcome to provide your own signs instead if desired.
  - 11 x 17 inches in a horizontal format or 17 x 24 inches in a vertical format.
  - Leave one-inch space at the top to hang the sign.
  - Use paper no heavier than card stock with a weight of 0.014.
  - The bottom windows have standard Cowell Theater directions and arrows permanently installed. It is not necessary to include arrows on your signs.
- **Pier 2 Banner**--You may hang a banner at the front of the building below the "Cowell Theater" building identification.
  - The banner size can be either 12' horizontal by 2'8" vertical or 12' horizontal by 5'4" vertical.
  - The banner must be constructed from canvas, Tyvek, or vinyl.
  - The banner must have a grommet in each corner with grommets every 2 feet on top.
  - At the point of the grommet, the banner must be folded for double thickness to prevent tearing in heavy winds.
  - Unless other arrangements have been made, banners will be disposed of after seventy-two hours.
- **Cowell Lobby Entrance Windows**—Lobby entrance doors and windows are available for vinyl or other signage. Dimensions available on request.
- **Buchanan Gate Sign**--All Licensees have the potential to place a sign at the Buchanan Street sign on Marina



Blvd. Space is reserved on a first-come-first-serve basis and placement is made at FMCAC's sole discretion. Advertising of large events as well as events that meet our arts and cultural mission are prioritized. Signage will be placed according to the calendar of events and will go up no earlier than the Monday prior to an event.

- Designing and producing all signage is the responsibility of the Licensee. **All designs must be approved by FMCAC staff in advance.** All designs must be submitted to FMCAC no less than four weeks before event commencement. Please allow three business days for FMCAC staff to review all signage designs. FMCAC staff will hang the sign free of charge. Signs will be disposed of the week after the event unless prior arrangements have been made. All sign inquiries and design files should be sent to [marketing@fortmason.org](mailto:marketing@fortmason.org)
- In order to assure quality, all signs must be produced by an FMCAC approved vendor. Please contact your FMCAC Representative for our current approved vendor list.
- Each slot is approximately 57" wide by 16" high with visible space 57" wide by 14" high. Cowell Theater Licensee's may have access to up to 4 slots, totaling 57" wide by 64 1/4" high (57" x 62" visible).
- Signs must be made out of vinyl on di-bond metal, minimum 1/16" thick.
- Signs must list the event name and specific venue.
- Messaging: The Buchanan Gate signage is intended to convey information to vehicles and other passersby. Accordingly, all text should be in a font readily legible to passersby (at least 3" in height) and information should be limited to the following: name of event, brief event tagline, dates, times, FMCAC venue. Signage can also have a limited number of sponsor logos as well as event images.
- Annual Events: If planning to reuse the sign in the future, keep the sign generic by not using specific dates. Use a phrase such as "This weekend" or "Friday – Sunday". No signs will be displayed which have been altered in any way.

### Smoking

Licensee can designate an exterior smoking area and must provide ashcans. Location must be pre-approved by your FMCAC Representative and the NPS Fire Marshal.

### Stage Configuration

The standard stage configuration in the Cowell Theater is a L'Air sprung wood overlay floor with Rosco dance floor covering, drapes in house configuration, a focused house lighting plot with house color, and an auditorium PA with stage side fills. At the end of your event, the standard stage configuration **must be restored** at the direction of the Technical Director at your expense.

### Stage Rules

- **The Cowell Theater does not have a scene shop.** Sets, props, drops, and platforms are to be installed, not constructed, on site, and must be removed and disposed of by Licensee. FMCAC dumpsters **are not** available for scenery disposal.
- There is no fly system in the theater and because of load limits of the stage grid, any scenery, props, drops, or constructions that require flying must be approved in advance. See **Rigging**.
- No spray painting.
- No use of any toxic materials.
- No attaching screws, nails, or other fasteners to the stage floor.
- **Glitter is not allowed in the theater, house, or lobby.** Any on-site painting or messy substances need to be approved by a Cowell Theater staff member. An additional fee may apply.
- Painting the stage floor is not allowed without prior written approval. The additional costs, including restoration, must be paid in advance.
- Before using tape on any items in the theater you must check with a Cowell Theater staff member.
- Masking tape may not be used on any surface or equipment, in the theater or backstage.
- Soft goods (drapes, scrim, cyc) will be in position as indicated on ground plan unless otherwise arranged. With prior approval, soft goods and their hanging hardware may be repositioned with the understanding that they must be restored to their original positions at the end of the production. Soft goods may not be taped, pinned, or otherwise altered.
- Safety cables must be used on all lighting instruments.
- Nothing may be left on the catwalks that is not attached to the structure. The Technical Director must approve any items placed on the catwalks.
- Heatstop borders or other protection must be used if instruments are hung near drapes or flammable materials.
- FMCAC strongly suggests that you provide your production staff with appropriate safety equipment (ear plugs, goggles, gloves, respirators, etc.).

### **Tape**

**Lobby**--Double-stick, gaff, or duct tape may not be adhered directly to any surface at FMCAC without express consent from an FMCAC Representative. A layer of blue painters tape must be laid first to protect the surface and prevent damage. 3M Command Strips, or comparable product, are also acceptable for hanging on the wall.

**Theater**--Before using tape on any items in the theater you must check with a Cowell Theater staff member. Masking tape may not be used on any surface or equipment, in the theater or backstage.

### **Trip Hazards**

All cords and cables in public areas must be covered with cord holder such as a yellow jacket, rubber matting, or ramp. Carpet or tape alone are not sufficient in public areas. Tape is not to be used directly on electric cords.

### **Truck Parking**

Limited truck and equipment parking may be reserved. Overnight truck parking is not permitted unless otherwise approved.

Vendor vehicles, vans, and trucks are allowed to park on the Gateway Pavilion apron during load in and load out with prior approval. Events scheduled in the Gateway Pavilion spaces may impact loading zone availability. All vehicles must be moved once loading or unloading is complete.

### **Ushers**

Licensee must supply a sufficient number of ushers for each performance/event. If you cannot provide ushers from within your organization, please request a list of approved labor vendors from your FMCAC representative.

- 4 ushers for General Seating.
- 6 ushers for Reserved Seating.

Ushers should arrive no later than 90 minutes prior to the event start time. The arrival time accommodates opening the lobby 60 minutes before the event and gives the ushers sufficient time to learn their roles and help prep prior to the lobby opening. Ushers will be trained by the FMCAC House Manager.

### **Waste Management**

FMCAC will supply basic trash (landfill), recycling, and compost bins in the Cowell Theater. For waste in larger volume than typical custodial amounts, FMCAC may require Licensee to contract with Green Mary, our exclusive vendor for greening services.



## Fire Prevention Policies

All exits, hallways, and aisles are to be kept clear and unobstructed at all times from items such as furniture, trash cans, displays, charts, easels, etc. Fire pull stations must be clearly visible and unobstructed.

Two illuminated exit signs must be visible from any location within the building. If a curtain or object obstructs the line of sight of an existing exit sign, an illuminated exit sign must be hung in a viewable location. All exit signs should have emergency lighting/bug eyes and be A/C powered with battery backup.

Pyrotechnic devices are not permitted.

Candles in the lobby are permitted only when secured in glass housings that extend 2 inches past the height of the flame. Battery-operated candles are strongly preferred. No flame is allowed onstage without prior approval and a dedicated crew member on fire watch.

Fabric Certification and Labeling for drape and decorative fabric shall have a permanently affixed label stating that it complies with CPAI-84, NFPA 701 or a label by a California State Fire Marshal licensed applicator or manufacturer bearing the following information:

- The Seal of Registration (as shown to the right).
- If treated fabric, the name and registration number of the approved application concern and approved chemical used, and the date of treatment.
- If registered fabric, the trade name and registration number of the approved fabric, and the date of production.



Non-essential equipment should be turned off when unsupervised (e.g., stage lighting, clothes irons, etc.).

Any and all electrical equipment must comply with all local, state and federal requirements for public assembly occupancy. Extension cords shall be 3-wire (grounded) and #14 or larger AWG copper wire. Connectors must not be supported by cords. GFI's should be used in any location where water may come into contact with electrical equipment.

### Scenic and Prop Materials

- All Materials and Furnishings shall either be made from non-combustible materials or treated and maintained in a flame retardant condition by an approved flame retardant solution process.
- All fabrics should be comply with CPAI-84 and be labeled or certified as such or be flame treated.
- All upholstered furniture should comply with TB 133 and be labeled or certified as such.
- Flame retardant treatments shall be renewed as necessary or after each cleaning. Identification showing the date, type of treatment, the firm that treated the material, and Seal of the State of California Fire Marshal shall be located on or affixed to all treated materials.
- Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTM E 84 (Tunnel Test), and certified as such, comply with the NFPA codes listed below.
- Please reference NFPA 701 and 101-10.3.1, 10.3.5, and 12.7.5 (all) for more information.
- Acceptable Materials for Construction and Furnishings must meet regulations as stated above.
- Unacceptable Materials for Construction and Furnishings include but are not limited to:
  - Cardboard.
  - Plywood of less than ¼" thickness.
  - Oil Paper.
  - Tarpaper.
  - Nylon.
  - Materials that cannot be flame treated.
  - Untreated material.

### Cooking Regulations

- Sterno, hot boxes, and electric hotplates are allowed, but all cooking and heat source arrangements must be pre-approved.
- Properly inspected and tagged fire extinguishers must be provided by the caterer or Licensee. Fire extinguishers must be 2A:10B:C fire extinguishers bearing a current California State Fire Marshal service tag and be fully charged.
- Propane tanks, fryers, charcoal grills, and wood fires are prohibited inside the buildings.

## Equipment Inventory

The equipment listed may change without notice. Please consult with the Technical Director while planning your event.

### Lobby Default Setup--Ask for lobby layout drawing as needed

- 10 rectangular metal and wood benches
- 6 round metal and wood coffee tables
- **Optional items available**
  - 6' x 30" folding tables. Linens available (\$20/linen)
  - 8' x 30" folding tables. Linens available (\$20 /linen)
  - 8 @ 32" diameter x 43" high bar-height tables. Linens available (\$20/linen)
  - 8 @ LED uplights (\$25/day)
  - 12 @ LED downlights (\$25/day)
  - Sign holders
  - Tensaband stantions

### Stage Default Setup--Ask for stage drawing as needed

- 40'w X 25'h proscenium opening, 30' plaster line to upstage wall, 5' apron, and 20' wings.
- Wood floor with flat black Masonite surface.
- L'Air sprung wood overlay floor.
- Harlequin Reversible Pro Black/Grey dance floor covering entire playing area (Black side up). Premium Harlequin dance floor available for additional charge.
- Lighting cross grid, 64' x 28' schedule40 pipe grid in 4' x 4' sections, dead hung, 24' above stage.
- House curtain, borders, legs, scrim, cyc (see **Soft Goods**)
- Lighting repertory plot.
- Auditorium PA with side fills.
- Stage manager station down stage right

### Backstage

- Loading ramp to stage right area.
- Green Room with audio monitor from stage and page from booth or stage right.
  - Refrigerator, microwave, electric kettle
- 4 chorus dressing rooms: Shower, sink, toilet, stage monitor, mirrors, makeup tables with lights.
  - 2 of the four are wheelchair accessible (stage level) dressing rooms.
- 1 wardrobe room/solo dressing room/laundry room. Washer and dryer, iron and ironing board, steamer.
- Dressing room capacity for approximately 30. Additional space may be available in Pier 2 for additional charge.

### Lighting--Ask for paperwork and plot drawing as needed.

- ETC Element 60/500 console, software v2.9.1.17.
- Tech table available in house.
- 2 display monitors for booth and 1 display monitor for tech table.
- WiFi remote focus tablet.
- 186 @ ETC Sensor 2.4 kW dimmers (dimmer per circuit, raceway and stagepin pigtail distribution).
- 3 @ ETC Sensor 6.0 kW dimmers (catwalk circuits 187, 188, 189).
- 6 @ ETC Unison 2.4 kW dimmers for house lights (wall panel and console control).
- Second universe (addresses 513 thru 1024) distribution catwalks and over stage.
- Repertory plot hung, focused, colored.
- **Lighting Inventory**
  - 88 @ ETC Source 4 ellipsoidal (575w) in use in repertory plot. 39 @ 26-degree, 39 @ 36-degree, 10 @ 50-degree.
  - 12 @ ETC Source 4 ellipsoidal spare units.
  - 4 @ Source 4 19-degree spare barrels.
  - 7 @ Source 4 26-degree spare barrels.
  - 3 @ Source 4 36-degree 3 spare barrels.
  - 6 @ Source 4 50-degree spare barrels.
  - 8 @ Source 4 PARs. 6 in use in plot (MFL), 2 spare. VN5P, NSP, MFL, WFL lenses available.
  - 36 @ Altman 65Q 6" Fresnels, (1000 watt). 22 in use in plot, 14 spare.
  - 14 @ Altman PAR 64 medium flood, (1000 watt). 2 in use in plot, 12 spare. NSP, MFL, WFL lamps available.
  - 10 @ Chauvet Colorado Pro 1-Quad Zoom LED back/down light in use in plot.
  - 6 @ Altman SpectraCyc LED cyc top lights in use in plot.
  - 10 @ Chauvet Colorado Pro Batten 72 Tour LED cyc light ground row in use in plot.

- Colortran 30-degree axial ellipse, 40-degree axial ellipse, 15/35-degree zoom axial ellipse. (1000w)
- 4 @ Source 4 iris. 2 in use in plot, 2 spare.
- Pattern Holders for all ellipsoidals.
- Color frames, safety cable, and pipe clamps for all units.
- 36 @ 7.5" barn doors.
- 4 @ 10" barn doors.
- **Lighting Positions**
  - Overstage: Schedule40 pipe grid with 114 dimmers @ 20 amp.
  - Catwalks:
    - 1st Catwalk: 18" downstage of proscenium with 16 dimmers @ 20 amp (additional 8 circuits from 3rd catwalk available via multi) and 1 dimmer @ 50 amp.
    - 2nd Catwalk: 21' downstage of proscenium with 20 dimmers @ 20 amp and 1 dimmer @ 50 amp.
    - 3rd Catwalk: 39' downstage of proscenium with 8 dimmers @ 20 amp and 1 dimmer @ 50 amp.
  - House Truss, Left and Right
    - Truss 1: 12" downstage of proscenium with 4 dimmers @ 20 amp (2 repeat in 1st catwalk).
    - Truss 2: 10'6" downstage of proscenium. No dimmers.
    - Truss 3: 21' downstage of proscenium with 4 dimmers @ 20 amp (2 repeat in 2nd catwalk).
    - Truss 4: 31'6" downstage of proscenium. No dimmers.
- **Cable Inventory**
  - Spare stagepin cable: 34 @ 5', 35 @ 10', 13 @ 15', 9 @ 25', 7 @ 50'
  - 40 @ stagepin two-fer
  - 5 @ socket stagepin to pin edison adaptors, 15 @ pin stagepin to socket edison adaptors.
  - Spare 5-pin XLR DMX cable: 7 @ 5', 10 @ 10', 1 @ 25', 1 @ 100'
- **Accessories**
  - 5 @ 65 lb boom bases
  - 2 @ roving boom bases on casters
  - Schedule40 pipe.
  - Chavet Hurricane Haze D2 Hazer with DMX or manual control.

## Sound

- **Audio Playback Guidelines:**
  - Audio file should be .wav or .aiff format delivered via email or USB hard drive. CDs, phones, and tablets are not accepted and music purchased via iTunes/Apple Music will not work due to licensing restrictions. We cannot stream your files from the internet.
  - Please label each file clearly. File titles should include group name, title, choreographer. File label should be consistent with language you will be using during rehearsal/performances.
  - If using multiple tracks, number each file in show order.
  - While we are happy to program basic Qlab files to play your audio, we do not provide audio editing or sound design services onsite. If you need these services let us know and we can refer you to local sound designers.
- **Wired ClearCom** communication to 18 locations. 8 headsets, 6 wired belt packs.
- **Main House System**
  - Midas M32 digital mixing console with 40 input channels, 16 output channels, 32 microphone preamplifiers, and 25 mix buses.
  - Behringer X32 Producer digital monitor mixing console with 40 input channels, 8 output channels, 32 microphone preamplifiers and 16 mix buses.
  - 2 @ Meyer UPA-1A self-powered loudspeakers powered by Crest Audio 3001 amplifier with Meyer M1A processor hung center at proscenium.
  - 4 @ Meyer UPA-1A self-powered speakers processed through DBX DriveRack 4800, 2 each side, left and right of proscenium.
  - 2 @ QSC KSub submaster speakers on the floor, 1 each side, left and right of proscenium.
  - Stage sidefill/monitor system consisting of 2 @ 1100 Watt 15" IQ TurboSound speakers (upstage) and 2 @ Meyer UP-4slim (downstage).
  - 2 @ Harbinger 1202 12" 2-way powered speakers, with stands. (lobby speakers or stage monitors)
  - 2 @ Harbinger 1502 15" 2-way powered speakers, with stands. (lobby speakers or stage monitors)
  - 2 @ Mackie Thump 15" powered speakers
  - 3 @ Mackie SRM 150 hot spot monitors, 1 stage right at stage manager stations, 2 in booth.
  - Speakers in lobby for stage programming feed to lobby.
  - Control room monitor consisting of 2 JBL 4406 speakers powered by 1 Crest Audio 1001A amplifier.
  - 1 @ Furman power conditioner.

- 3 @ Midas DL-16 Digital Snakes (2 rack mounted stage left, 1 floating).
- 1 @ Behringer SD8 Digital Stage Box in booth.
- 1 @ 100' Audiophile EWI 24-XLR x 8-XLR analog snake
- 1 @ 50' ProCo 12-XLR x 4 TRS analog snake
- **Playback**
  - QLab5 (free version)
  - 1 @ Focusrite Scarlett 2i2 audio interface
  - 2 USB new generation interface
  - 1 Numark CDN77 dual drive + USB/MP3 playback deck
- **EQ and Signal Processing**
  - 1 Behringer Ultra Curve Pro.
  - 2 Rane 1/3-octave GE27 EQs.
  - 1 Dolby DBX1066 2 channel compressor / limiter.
  - 1 Yamaha SPX2000 multi-effect processor.
- **Microphones, Stands, DIs**
  - 4 @ Shure Wireless Handhelds QLXD258-G50 (*\$25/each per day or \$75 each per week*).
  - 4 @ Shure Wireless Lavalieres QLXD1-G50 (L185 element) (*\$50/each per day or \$150 each per week*).
  - 6 @ Shure Wireless Receivers QLXD4-50.
  - 2 @ Shure BETA 58a
  - 6 @ Shure SM58.
  - 8 @ Shure SM57.
  - 4 @ AKG Crown PCC160.
  - 2 @ AKG C451B (small diaphragm condenser).
  - 1 @ AudioTechnica Pro4L with switch (VOG).
  - 2 @ AudioTechnica AE3000.
  - 1 @ AudioTechnica AE2500.
  - 2 @ MSL 603S
  - 1 @ Digital Reference 7-piece drumkit mic set
  - 7 @ LiveWire mono passive DI
  - 4 @ Countrymen type 85 mono active DI.
  - 1 @ Rolls DB24 stereo passive DI
  - 1 @ Rolls DB14b AV presenter
  - Microphone stands: 14 tall boom, 11 short boom, 5 straight, and 8 tabletop stands.
  - XLR microphone cable and snakes.
- **Other**
  - 4 orchestral-style chairs, 1 cello chair (Wenger).
  - 6 music stands. No stand lights available

## Projection/Video

- **Projection Equipment**
  - Epson G7905U WUXGA 3LCD Video Projector. 7,000 lumens. Native Resolution 1920 x 1200 (16:9 aspect ratio). (*\$450/day or \$1,350/week*).
    - Epson ELPLM08 1:44:1–2:32:1 zoom lens for booth to proscenium or to cyc front projection.
    - Epson ELPLU03 0.65:1–0.78:1 short-throw zoom lens for rear projection.
  - Panasonic PT-DZ13K DLP Video Projector. 12,000 lumens. Native Resolution 1920 x 1200 (16:9 aspect ratio). (*\$750/day or \$2,250 / week*).
    - 2.40 – 4.67:1 lens for booth to proscenium or to cyc front projection.
    - Custom 0.70:1 fixed focal length lens for rear projection.
  - Motorized non-glare matte white front projection screen, 18'w x 13'6"h (4:3 aspect ratio) at proscenium just downstage of house curtain. Control from offstage right or booth. Can be stopped mid-travel for 16:9 aspect ratio. Booth-to-screen measurement is 63'.
  - Da-Lite Fast Fold rear projection screen, 18'w x 13'6"h (4:3 aspect ratio) with dress kit and storage cases. Can be dressed to 16:9 aspect ratio. Screen is typically placed 10' upstage of proscenium, leaving 15' performance space in front of screen. (*\$100/day or \$175/week*).
- **Signal Control and Playback**
  - Video signal runs via AV Access HD BaseT HDMI/CAT 5 for distribution Booth to 1st Catwalk, Booth to upstage right, Booth to downstage right.
  - Apple MacBook Pro 16 Production computer with Playback Pro, PowerPoint, KeyNote.

- Atem Production Studio 4K 10-input video switcher and Atem 1 M/E Advanced Video production desk (\$40 charge)
- 2 @ 22" Monitor for preview/multiview
- Oppo BDP-105D Blu Ray Player capable of 5:1 and 7:1.
- **Other**
  - D-San Perfect Cue Mini remote (\$10/day or \$25/week).
  - 32" Confidence Monitor (\$25/day)
  - App based speaker timer with onstage monitor. (\$5/day or \$10/week).

#### Power

- 100 amp 240 volt 3-phase hardwire power tie in stage right (Series 15 camlock connection, *neutral not reversed*).
- 2 @ 240v 30a, L6-30 circuits down stage right or in control booth. Licensee must provide cable if using onstage.
- Edison power cables, powerstrips, cube-taps.

#### Soft Goods

- All soft goods are flameproof to conform to all applicable codes.
- House Curtain: 2-panel, center bi-part action, motorized with speed control off-stage right. 32 oz. velour, vermilion color, box pleats, fully lined. May not be taken down.
- Travelers: 2 @ 2-panel, center bi-part action, manual control offstage right, black velour. Midstage traveler acts as leg 2. Upstage traveler acts as leg 4.
- Traveler: 1 spare curtain. 2 panels @ 19'10" x 21'10". No track or control.
- Legs: 8 flat finished black velour 8'w x 24'h as leg 1 and leg 3 (2 panels per leg).
- Legs: 2 flat finished black velour 8'w x 22'h. Spare.
- Borders: 6 flat finished black velour 64'w x 3'h. 5 in house hang, 1 spare.
- Heatstop Borders: 12 black heatstop 1824, 16' x 2'6" h. 9 in house hang, 3 in inventory.
- Scrim: 1 black sharktooth scrim, seamless, 22'h x 46'w, hook and eye pipe pocket, on "shower curtain" track. Manually tracks/strikes to stage left when not in use.
- Cyclorama: 1 white lino cyc, seamless, 22' h" x 55' w, hook and eye pipe pocket.
- Portal Panels: 2 sliding panels at proscenium plaster line, vermilion covered with black commando, 4'w x 24'h, each extending 3'9" onstage and retrace 6' offstage. **Not usable with L'Air dance floor in place.**

#### Furniture

- Lecterns: 3 styles available:
  - 27" W x 24" D x 48" H. Medium wood finish. Angled top. Enclosed body. Microphone flanges. Front signage dimensions: 18" x 20" w x 24" h.
  - 25" W x 15" D x 44" H. Dark brown finish. Angled top. Single pedestal body. FMCAC logo. No front signage space.
  - 30" W x 30" D x 42" H. Black finish. Flat top. Pedestal base. Typically used as demo pedestal. No front signage space. Black or white tablecloth as requested.
- Presentation chairs, grey. 4 available
- Black stacking chairs.
- Grey stacking chairs.
- Upright Yamaha piano. Tuning available at extra charge.
- 4 @ 4x8 wooden platforms (various leg heights available)
- 1 @ 4x4 wooden platform (various leg heights available)
- 6' x 30" folding tables. Linens available (\$20/linen)
- 8' x 30" folding tables. Linens available (\$20/linen)

#### Other

- 2 @ Genie AWP 30S. May only be used by trained FMCAC employees.
- 1 @ 20' Extension Ladder, aluminum. Torm Access. Projector platform for rear projection.
- 1 @ 15' A-Frame ladder, fiberglass
- 2 @ 8' A-frame ladder, aluminum
- 1 @ 3' A-frame ladder, fiberglass
- Forklift. Must request in advance. Availability determined by FMCAC campus needs.
- Golf carts (4-seater and 2-seater flatbed). Must request in advance. Availability determined by FMCAC campus needs.