Technical Information & Rental Package

Photo by Chris van der Schyf

February 2018
Table of Contents

Audio:
Inventory 3

Lighting:
Inventory 4
Circuit Layout 5

Venue:
Drapery 6
Rental Guidelines 7
Contact Information 9
**Audio Inventory**  
Updated: May 2017

**Audio Console:**  
Allen and Heath ZED-12FX  
*12 Channel Mixer with FX functions*

**Equalizer:**  
Ashly GXQ 1502  
*15 Band Stereo EQ*

**Spare Audio Consoles:**  
Yorkville AP-812 Stereo Mixer  
*12 Channel Powered Desk Mixer*  
2x400W @ 4R DFX  
Mackie DFX-12  
*12 Channel Mixer*

**Main Speakers:**  
2 - Bose L1 Compact Speakers - *Installed at Grid Height for Configuration*

**Additional Speakers:**  
2 - Yorkville Pulse PL-10, *Passive*  
3 - Yorkville PM-10, *Passive Wedge Monitors*

**Amps:**  
1 - Yorkville SR 300  
*2 Channel Powered Amp*

**Microphones:**  
3 - Beyerdynamic TG-X48  
1 - SHURE SM-58

**Playback:**  
1 CD Player  
1 House MacBook Pro with QLab (programming time required - license not included)

**Accessories:**  
6 - Mic Stands with Booms  
5 - Black Manhasset Music Stands  
1 - White Manhasset Music Stand

February 2018
# Lighting Inventory
Updated: October 2017

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Total Qty</th>
<th>Notes</th>
<th>Lamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>2205 zooms</td>
<td>4</td>
<td>25-50 degree</td>
<td>500W EVR</td>
</tr>
<tr>
<td>2206 zooms</td>
<td>2</td>
<td>1 no shutters</td>
<td>FEL 1000W</td>
</tr>
<tr>
<td>Source 4 50</td>
<td>7</td>
<td></td>
<td>HPL 575</td>
</tr>
<tr>
<td>Source 4 36</td>
<td>6</td>
<td></td>
<td>HPL 575</td>
</tr>
<tr>
<td>6” Fresnels</td>
<td>30</td>
<td></td>
<td>BTL 500W</td>
</tr>
<tr>
<td>Strand SL</td>
<td>5</td>
<td>23-50 degree</td>
<td>GLC 575</td>
</tr>
<tr>
<td>Altman 6x12</td>
<td>2</td>
<td></td>
<td>HP 600</td>
</tr>
<tr>
<td>Altman 6x9</td>
<td>4</td>
<td></td>
<td>HP 600</td>
</tr>
<tr>
<td>Chauvet COLORado Tri-Tour</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Main Console:**
ETC Element 60

**Spare Consoles:** *(Available for Rental)*
ETC Express
Strand 200

**Dimmers:**
36 - 2.4K Dimmer Modules (72 Circuits)
4 - 2.4K Constant Current “Non-Dim” Modules (8 Circuits)

**House Lights:**
18 lights with even coverage of all seating orientations in theatre
Powered by Separate 4ch. Chauvet Dimmer Pack.

**Accessories:**
3 Source 4 Iris Kits
3 Rosco I-Cue Mirrors
4 Chauvet ChromaQ Scrollers
1 12-way DMX power supply (ChromaQ)
37 Fresnel Barn Doors
2 - DMX CAT6 to 5 Pin Nodes

**Gobos & Holders:**
All Gobos Size B.

February 2018
Booms/Floor Plates:
2 - 6’ Black Boom Pipes & Bases
6 - Black Floor Plates
4 - Threaded Boom bases
4 - 14’ threaded pipe

Scenic & Drape Inventory
Updated: November 2017

Spare Drape: *(Does not include drape in house hang)*

<table>
<thead>
<tr>
<th>Qty</th>
<th>Dimensions</th>
<th>Style/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4’-6” W x 13’-8” H</td>
<td>Grommet top, pocket at bottom</td>
</tr>
<tr>
<td>1</td>
<td>5’-0” W x 9’-0” H</td>
<td>Velcro top, chain in bottom pocket</td>
</tr>
<tr>
<td>2</td>
<td>6’-9” W x 6’0” H</td>
<td>Velcro top, chain in bottom pocket</td>
</tr>
<tr>
<td>2</td>
<td>9’-6” W x 14’-0” H</td>
<td>Grommet top, pocket at bottom</td>
</tr>
<tr>
<td>1</td>
<td>8’-6” H x 6’-0” W</td>
<td>Grommet top, chain bottom, rips</td>
</tr>
<tr>
<td>2</td>
<td>6’0” W x 5’-10” H</td>
<td>Velcro top, chain bottom</td>
</tr>
<tr>
<td>4</td>
<td>8’0” W x 4’-5” H</td>
<td>NEW Grommet Top, Chain Bottom</td>
</tr>
<tr>
<td>1</td>
<td>35’-0” W x 4’-9” H</td>
<td>Grommet top, OLD</td>
</tr>
<tr>
<td>2</td>
<td>8’-5” H x 12’-0” W</td>
<td>NEW Grommet Top</td>
</tr>
</tbody>
</table>

House Hang Drape: *(Hung from grid as part of standard house plot)*

- NEW Grommet Top

<table>
<thead>
<tr>
<th>Qty</th>
<th>Dimensions</th>
<th>Style/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>13’-5” H x 8’-0” W</td>
<td>NEW Grommet Top</td>
</tr>
<tr>
<td>3</td>
<td>9’-5” H x 8’-0” W</td>
<td>NEW Grommet Top</td>
</tr>
</tbody>
</table>

Step Units:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Rise/Run</th>
<th>Width</th>
<th>Height</th>
<th>Style/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9 ½” / 10 ¾”</td>
<td>2’-3 ½”</td>
<td>2’-3 ¾”</td>
<td>2x4 legs at back</td>
</tr>
<tr>
<td>3</td>
<td>1’0” / 1’0”</td>
<td>3’-0”</td>
<td>1’-0”</td>
<td>Open at bottom</td>
</tr>
</tbody>
</table>

Flats:

February 2018
### Qty	Dimensions	Style/Notes

<table>
<thead>
<tr>
<th>Qty</th>
<th>Dimensions</th>
<th>Style/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>8’-0” H x 4’-0” W x 3 5/8” D</td>
<td>Theatre Flats</td>
</tr>
<tr>
<td>2</td>
<td>8’-0” H x 4’0” W x 7/8” D</td>
<td>TV Flats</td>
</tr>
</tbody>
</table>

### Cyc:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Dimensions</th>
<th>Style/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14’-0” H x 24’-0” W</td>
<td>Muslin fabric cyc</td>
</tr>
</tbody>
</table>

### Misc:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linoleum Floor</td>
<td>3 rolls</td>
<td>Full Stage</td>
</tr>
</tbody>
</table>

### Seating:
Standard Configuration - End Stage Configuration  
House Count: 150

Our seating is reconfigurable for a variety of shows.  
For other seating options please contact tech@phtheatre.org

February 2018
Theatre Rental Guidelines

• Performance day ($400.00) plus GST
• Dark/Tech day ($300) plus GST
• Additional Charges: Venue Technician Fees at $25/hr are not included in the Basic Rent.
• Any use of the photocopier will be charged back at the rate of $0.15/ page.
• PHT will provide a Front of House Manager, Concession staff and one volunteer usher for each public performance.
• PHT will provide the Venue Technician to assist with technical set up and strike and to operate sound and/or lighting equipment during the production at the rates outlined above. The PHT Venue Technician will have keys and security access during the rental period. The keys and security code will not be given to anyone else without the permission of PHT. If permission is given to be in the theatre without the Venue Technician, access to the premises must be arranged with the PHT Production Manager. THE VENUE TECHNICIAN MUST BE PRESENT AT ALL TIMES and will be responsible for opening, closing and securing the building. Technician fees are based on a minimum 4-hour call. Technician hours will be billed at $25/hr up to 8 hrs. Overtime will be charged at Time & 1/2 ($37.50/hr) after 8 hours and at Double-Time ($50/hr) after 12 hours. If the Technician is required for more than 5 hours they must receive a half hour lunch break.
• The Producer will return the booth, theatre and dressing rooms to their original condition at the end of the rental period.
• The Producer must return the stage to its original condition at the end of the rental period, including removing nails and screws, painting everything back to black and providing the paint (which must be to the TD’s specifications). Failure to do so will result in a charge of $40.00 per hour for the PHT Technical Director’s time to do it.
• The Producer will be charged a rubbish removal fee of $50.00 should an excessive amount of materials be left behind for disposal (in excess of 3 green garbage bags full). No cardboard.
• The Producer agrees to start all performances at the scheduled time and to release the theatre to the Front of House volunteers 30 minutes before curtain, unless other arrangements are made with PHT.
• Tickets: If box office services are required there will be a $2.00 ticket surcharge on every ticket sold for all performances at Presentation House Theatre. We require you to include the $ 2.00 surcharge in your advertised ticket prices.
• PHT reserves the right to sell or distribute materials in the Theatre Lobby.
• PHT reserves the exclusive right to operate the Theatre Bar and retain 100% of the proceeds.
• The Producer will provide PHT with a completed technical information form.
• The Producer is responsible for all publicity associated with the production/event.
• The Producer is responsible for all physical properties, cast and crew and any other expenses associated with the production/event including all royalties, any Union and/or Equity arrangements and remitting taxes on ticket sales, as required.
• The Producer will not use or permit to be used any liquid or solid substance of an explosive or highly flammable nature without the written consent of PHT.

February 2018
• The **Producer** will not bring into or keep in the Theatre any animals without the written consent of **PHT**.
• The **Producer** must abide by the City of North Vancouver ordinance of No Smoking in the building.
• The **Producer** shall not carry on or do anything, or suffer or permit the carrying on or doing of anything in or upon the Theatre which may render any increase of extra premium payable for the insurance of the Theatre or which may make void or voidable any policy of such insurance.
• The **Producer** will indemnify and save harmless **PHT** against any and all claims for injury to person or damage to property including claims of employees, agents, patrons, guests, representatives, contractors or subcontractors of the **Producer**, arising out of the activities conducted by the **Producer**, its agents, employees, patrons, or guests.
• **CANCELLATION POLICY:** The **Producer** will forfeit HALF THE BASIC RENT should termination of this Letter of Agreement occur less than 30 days prior to the rental period OR $100 DEPOSIT if the termination occurs more than 30 days prior to the rental period.
Contact Information
Updated: February 2018

Office Staff Phone: 604-990-3473
Request staff member by name.
See below for Box Office Contact Information.

Artistic Director
Kim Selody
Email: kimselody@phtheatre.org

Interim Managing Director
Ben Shockley
Email: gm@phtheatre.org

Production Coordinator
Giselle Clarke-Trenaman
Email: tech@phtheatre.org

Marketing Manager
Doris Pfister Murphy
Email: marketing@phtheatre.org

Development & Communications Associate
Johnny Trinh
Email: outreach@phtheatre.org

Head Technician/Technical Director
Liz Kraft
Email: headtech@phtheatre.org

Box Office
Phone: 604-990-3474
Email: boxoffice@phtheatre.org