



Technical Information & Rental Package



February 2018

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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

Lighting Inventory

Updated: October 2017

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

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.

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S4 Holders:

Strand SL Holders

22-5 Holders:

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)*

Qty	Dimensions	Style/Notes
3	4'-6" W x 13'-8" H	Grommet top, pocket at bottom
1	5'-0" W x 9'-0" H	Velcro top, chain in bottom pocket
2	6'-9" W x 6'0" H	Velcro top, chain in bottom pocket
2	9'-6" W x 14'-0" H	Grommet top, pocket at bottom
1	8'-6" H x 6'-0" W	Grommet top, chain bottom, rips
2	6'0" W x 5'-10" H	Velcro top, chain bottom
4	8'0" W x 4'-5" H	NEW Grommet Top, Chain Bottom
1	35'-0" W x 4'-9" H	Grommet top, OLD
2	8'-5" H x 12'-0" W	NEW Grommet Top

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

Qty	Dimensions	Style/Notes
12	13'-5" H x 8'-0" W	NEW Grommet Top
3	9'-5" H x 8'-0" W	NEW Grommet Top

Step Units:

Qty	Rise/Run	Width	Height	Style/Notes
1	9 ½" / 10 ¾"	2'-3 ½"	2'-3 ¾"	2x4 legs at back
3	1'0" / 1'0"	3'-0"	1'-0"	Open at bottom

Flats:

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Qty	Dimensions	Style/Notes
2	8'-0" H x 4'-0" W x 3 5/8" D	Theatre Flats
2	8'-0" H x 4'-0" W x 7/8" D	TV Flats

Cyc:

Qty	Dimensions	Style/Notes
1	14'-0" H x 24'-0" W	Muslin fabric cyc

Misc:

Item	Qty	Dimensions
Linoleum Floor	3 rolls	Full Stage

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

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**.

- 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