

# **TRI-VALLEY THEATRE**

**Tri-Valley Central School District**

Facilities Reservation Request Packet

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Plan of stage including wings, apron, and orchestra pit (1/4-inch) - *available on request*

House Seating Chart - *available on request*

***Please read through packet in its entirety, sign where appropriate and send the Facilities Reservation Request to:***

***Tri-Valley Central School District***

***34 Moore Hill Road***

***Grahamsville, New York 12740***

You will be notified in writing of the approval and any applicable fees once all of the forms have been processed. Tri-Valley Central School District is not responsible or liable for any commitments made for use of the Tri-Valley Theatre by an organization or group without written approval of this request. Please do not advertise an event in the facility unless written approval has been granted.

# - TRI-VALLEY THEATRE -

## Tri-Valley Central School District Facilities Reservation Request



TV School Organization	<input type="checkbox"/>
Non-TVCS Organization	<input type="checkbox"/>

Today's date:

Applicant's name:	Event title and type:
Presenting Org. name & address, or department/building at Tri-Valley:	
Person(s) Responsible for Supervision and Payment of Fees:	Phone # Daytime: Evening:

Day	Date of event	Start time	Finish time	Set-up times	# of people	Admission Charge

### -Please check off the following resources needed

*Please note: Not all of the items listed below are available at the current time. Please note your needs and you will be informed in writing of what is available for your use upon confirmation of Theatre Reservation Request.*

Number of

<input type="checkbox"/> Soundboard	<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Teleconference	<input type="checkbox"/> Green Room	<input type="checkbox"/> Tables on Stage # of	<input type="checkbox"/>
<input type="checkbox"/> Podium	<input type="checkbox"/> TV	<input type="checkbox"/> Internet access	<input type="checkbox"/> Water Pitchers	<input type="checkbox"/> Chairs on Stage # of	<input type="checkbox"/>
<input type="checkbox"/> VCR	<input type="checkbox"/> 35mm Slide	<input type="checkbox"/> Grand Piano/Pit	<input type="checkbox"/> Lighting Plot	<input type="checkbox"/> Tablecloths # of	<input type="checkbox"/>
<input type="checkbox"/> DVD	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Dance Floor	<input type="checkbox"/> Ticket Booth	<input type="checkbox"/> Stand Lights #of	<input type="checkbox"/>
<input type="checkbox"/> CD player	<input type="checkbox"/> Head sets	<input type="checkbox"/> Chorus Risers	<input type="checkbox"/> Laptop Computer	<input type="checkbox"/> Music Stands # of	<input type="checkbox"/>
<input type="checkbox"/> Mini- Disc	<input type="checkbox"/> Satellite	<input type="checkbox"/> Flags or Banners	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Easels # of	<input type="checkbox"/>
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Power Point	<input type="checkbox"/> Dressing Room	<input type="checkbox"/> Stage Piano/Upright	<input type="checkbox"/> Microphones # of	<input type="checkbox"/>

Other \_\_\_\_\_

### -Required Pre-Approvals (for TVCS Office Use Only)

*Please send to each area in number order. Once all signatures are obtained, a confirmation will be sent by the Director of Music verifying request approval.*

- |                               |                                    |                         |
|-------------------------------|------------------------------------|-------------------------|
| _____ 1. Theatre Tech Advisor | _____ 2. Buildings & Grounds       | _____ 3. Custodial      |
| _____ 4. Security             | _____ 5. TVCS Business Office      | _____ 6. Superintendent |
| _____ 7. TVCS BOE             | _____ 8. Theatre Technical Advisor |                         |

*\* Special arrangements must be made at the time of reservation for the following: ushers, ticket booth personnel, lighting, sound operators, special handicapped access and the use of candles (please see attached). **Smoking, food and beverages of any kind are strictly prohibited in the Tri-Valley Theatre at all times.** A certificate of insurance must be submitted as per the attached guidelines. **By signing this, you certify that you obtained proper copyright permission to show slides, films, play music, do theatrical presentations or present any sort of media.** After completion, Please forward this application to:*

**Theatre Technical Advisor  
34 Moore Hill Road, Grahamsville, NY 12740 or Fax to: (845) 985-0310**

**Signature:**  **Date:**

**Approved by:**  **Date:**

**- TRI-VALLEY THEATRE -**  
**Tri-Valley Central School District**

**Tri-Valley Theatre Facilities Use Rules**

- 1. Duct tape or gaffers tape may not be used**
- 2. Tape approved for use includes theatrical spike tape, cable path tape and painters quick release masking tape.**
- 3. Any tape used on the deck must be removed after the performance.**
- 4. No tape may be used on the hardwood apron.**
- 5. Nothing may be taped, stapled, pinned etc. to any curtain, leg or border.**
- 6. Nothing may be screwed on nailed to the deck. Sandbags or stage weights may be used to hold scenery upright.**
- 7. Scenery may be flown on any of the theatres' system pipes providing it is hung with approved theatrical hardware that is correctly installed and that the wire rope or cotton line attaching it to the system pipes is the proper size and in good condition. All flown pieces must be counterweighted as necessary.**
- 8. If there is scenery that needs touch up paint; that work must be performed over a drop cloth on the concrete area stage right.**
- 9. Any spray paint touch up must be done on the driveway outside the stage-loading door.**

**- TRI-VALLEY THEATRE -**  
**Tri-Valley Central School District**

**Tri-Valley Theatre Use Information**

1. **Restrooms** - There is a Men's and Woman's public restroom facility just off the main entrance of the Theatre.
2. **Dressing Rooms** – There are no “formal dressing rooms” for the Tri-Valley Theatre. Should you require the use of dressing room(s) and/or Green Room, classrooms just off the stage right exit area will be assigned for usage (based on availability.) There is a Men's and Women's Restroom in the same hallway as the classroom that can be used for the performers. The Rules associated with this contract must be abided by regarding the use of the assigned areas. Request for usage of this space must be made at the time of request. Otherwise, these areas are closed off for usage.
3. **Food and Beverages** - Food and/or beverages of any kind are strictly prohibited in the Tri-Valley Theatre at all times. Should you wish to provide food and/or beverage items during your event, you must make arrangements at the time of request. Food and/or beverages may be served in the outer lobby where appropriate trash receptacles will be placed for your usage. You will also need to indicate on your request if you are planning to sell food and/or beverages. Alcoholic products of any kind are prohibited on school property.
4. **Handicapped Accessibility** – The Tri-Valley Theatre is in full compliance with the Americans with Disabilities Act. The Theatre, Entrances/Exits and Restrooms are all structured to assist those with special needs. In addition, the Theatre is equipped with Hearing Assistance devices. In order to meet the needs of those with special needs, please indicate the needs and set-up of these modifications at the time of your request. (A \$10.00 deposit for the use of Hearing Assistance Headsets will be collected per headset requested.) Handicapped available seating is also available upon request.

**TRI-VALLEY CENTRAL SCHOOL DISTRICT THEATRE**

Updated 9/18/09

**Stage Information**

<b>Stage Dimensions</b>		
<i>Depth</i>	Plaster line to back wall	31' 8"
	Plaster line to front of apron at center	8' 2"
	Plaster line to Cyc (last line set)	26' 10"
<i>Width</i>	Proscenium opening	42'
	Stage right wing ( pros arch to locking rail)	24' 5"
	Stage left wing (pros arch to wall)	25' 8"
<i>Height</i>	Proscenium opening	16'
	Maximum Pipe height	47'
	Pit floor to stage	3' 7"

<b>Curtains</b>		
House Curtain and Main Valence	36 oz. blue velour	50% Fullness 8' Deep
Borders	Black 22 oz. velour	Flat 53' long X 8' high
Legs	Black 22. oz velour	Flat 22' high X 8' wide
Note: Borders may be struck or moved.		
Legs may be struck off their traveler tracks		
Hampers or skins must be provided for struck soft goods		
Travelers may not be moved. (black 22 oz. velour flat 53' long X 22' high		

<b>Lighting</b>		
	Circuit #s	Distance (from Plaster line)
1 <sup>st</sup> stage elec.	41>70	2' 6"
2 <sup>nd</sup> stage elec.	71>100	11' 6"
3 <sup>rd</sup> stage elec.	101>130	20'
Floor Pockets	131>154	Four pockets each side 2', 11' 6", 20' 24"
Front of house	1>40	22' from edge of apron
House lights	155>170	
Work Lights	1+30+185>190	

### ***Control***

ETC ION console running 190 2.0 KW Strand SLD dimmers. The system utilizes a soft patch.

### ***Instruments***

12 ETC 19 degree ellipsoidals	F.O.H. only
12 Strand 19 degree ellipsoidals	F.O.H. only
12 ETC 26 degree ellipsoidals	F.O.H. only
15 Strand 26 degree ellipsoidals	hang and focus as needed
25 Strand 36 degree ellipsoidals	hang and focus as needed
20 Altman Star Pars with medium flood lens and barn doors	10 each on 1 <sup>st</sup> @2 <sup>nd</sup> elec.

Note: all ellipsoidals and star pars lamped 575 Watts

5 Altman 3 cell cyc lights lamped 1000Watts	3 <sup>rd</sup> . elec only
7 Altman 3 cell ground cyc lights lamped 1000 Watts	place as needed
2 Altman Explorer 1200Watt HMI follow spots	
4 Desisti Leonardo Eco 10" Fresnels 2000Watts	F.O.H. only
4 50lb. bases with 18 ft. boom	
6 side arms with double Tees	

Note: All instruments equipped with 2P@G 20 amp stage pin connectors.

There is an assortment of jumpers and two-fers available.

The Theatre has some stock color media available.

Specific color and patterns must be provided by the user.

There is a basic four color wash from F.O.H. available.

On stage electrics and special focus from F.O.H. must be planned in advance.

### **SEATING**

Capacity 1012

Wheel chair positions 12 (advance notice required to remove seats to accommodate wheel chairs)

Designated handicap parking and elevator available.

## Special Effects / Fire

**No open flame of any kind is allowed anywhere in the Tri-Valley Theatre** without prior arrangements being made. Arrangements will be in accordance with current School Board Policy. Open flame includes candles, cigarettes, incense, and any type of pyrotechnical device. Also, due to the nature of the Theatre's air handling and fire suppression systems, **only dry ice fog may be used. No other type of fog, haze, or smoke will be permitted**

<i>Sound</i>	
Mixer	Yamaha LS9/32
EQ	On mixing console
Playback	Tascam CD-RW75Q
Amps Delay System	Crown 3 CE2000
Amps Main	Crown 4 CT3000
Amps Main	Crown 2 CT2000
Amps Monitor	Crown 1 CE1000
Processor	Crown IQ Prosys PS 8810 (system)
Speakers Delay System	3 JBL VS3115
Speakers Main	EAW 5 KF850
Microphones	10 Sure Wireless Lavalier * 2 Sure Wireless Handheld * 10 Sure SM 58 Handheld 5 Crown CM 200A Handheld 8 Sure MX200 Hanging Mics
ADA Hearing Assist Headsets are available upon request.	

**\* 2 AA batteries per wireless unit NOT supplied by the Theatre**

There are 8 microphone lines running from the pit knee wall to the control booth. There are 10 microphone lines running from the stage to the control booth.

There are 6 microphone lines running from the loading bridge to the control booth.

## *Stage Managers Desk*

Plugs Stage Right

Equipped with Clear Com MS-1232 Master Station

Fleenor Opto-splitter for DMX distribution

### **LOADING**

Stage is level with street

Loading through a 12' wide by 12' high door located up stage right

Vehicles must be moved to the parking lot after unloading. No vehicle may be left parked at the loading door. Trucks should have a ramp or hydraulic tail gate for convenience.

### **CREW**

Tri-Valley is not affiliated with any performing or technical union(s). Outside organizations are encouraged to supply crew personnel for their events. Tri-Valley will have a technical supervisor present for all planning sessions if deemed necessary. Tri-Valley will supply operators for the sound, lighting and rigging systems.

### **Choral Risers**

5 Wenger Signature Series 3 step units 8", 16", 24"

### **Genie**

- 1 40" Working Height
- 2 Super Straddle Unit for focusing F.O.H.
- 3 Genie must be used in accordance with all OSHA rules

### **Ladders**

- 1 16' heavy duty
- 1 12' heavy duty
- 1 8' medium duty

### **Band Risers**

- All are 4 feet by 8 feet
- 3 24" high
  - 6 16" high
  - 7 8" high

### **Chairs**

105 - Wenger 17 ½ inch Posture Chairs

### **Stands/Podiums/Lecterns**

- 60 Manhasset Stands  
1 Wenger Conductors Podium and Stand  
1 Standard Oak Lectern

### **Tables**

6 - 30"x 6' (Royal Blue clothes available upon request)



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## Stock Hanging Schedule

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### *TRI-VALLEY THEATRE*

<i>Pipe</i>	<b>Distance</b>	<b>Item</b>	<b>Pipe</b>	<b>Distance</b>	<b>Item</b>
1	6"	Main Valence	16	12' 6"	Hanging mics
2	1'	House Curtain	17	13"	spare
3	2' 6"	Electric #1	18	13' 6"	Border # 3
4	3' 6"	Hanging mics	19	14'	U.S. leg
5	4'	spare	20	14' 6"	spare
6	4' 6"	spare	21	15'	Spare
7	5' 6"	Border #1	22	16' 6"	spare
8	6'	Down stage leg	23	17'	spare
9	6' 6"	screen	24	17' 6"	spare
10	8'	spare	25	18'	Border # 4
11	8' 6"	spare	26	18' 6"	U.S. Traveler
12	9'	spare	27	19'	spare
13	10'	Border #2	28	20'	Electric # 3
14	10' 6"	D.S. traveler	29	21'	spare
15	11' 6"	Electric # 2	30	26' 10"	Cyclorama

**Notes:**

1. All measurements from plaster line.
2. Main drape flies and travels.
3. All pipes high trim 47'
4. A 22'x48' sharks tooth white scrim is available

### *Stage Floor*

The apron is hard wood.

Main stage floor is Masonite which transitions to concrete 8' off stage of the proscenium arch on stage right.

**NO SCREWS OR NAILS MAY BE USED ON THE DECK**

### **Musical Instruments**

Wurlitzer Omni 4000 (2 manual and 1 Octave Pedal Board)

Yamaha Upright

Kawai 6ft Grand (In Pit Only)

(Tunings for Instruments will be done based upon request and charged back to the Organization/Agency/Group. The District tunes these instruments regularly a minimum of 3 times per school year.)

## **Tri-Valley Theatre Outside Usage Fee Schedule Options**

### **District Open Menu Option**

Tri-Valley Central School District may use a single or combination of any of the plan options listed below based on circumstance. The Tri-Valley Central School District will set the fees determined upon the information filled out on the Theatre Usage Request Form Application.

Once Application for Usage is received, the district will establish a fee. The Director of Music will contact the Applicant in writing to confirm fees. It is the obligation of the Group/Organization/Agency to respond in writing to the Director of Music accepting the terms in full to secure the Tri-Valley Theatre Facility as per the negotiated contract. Verbal responses will not be considered to fulfill the requirements to reserve and use the space.

Any fees to the district must be paid prior to the event. Payment should be made directly to the Tri-Valley Central School Business Office, 34 Moore Hill Road, Grahamsville, New York 12740. Cancellation of event with less than 48 hours written notice will result in a forfeit of part or full fees at the discretion of the district.

Due to unforeseen and very rare circumstances, the Tri-Valley Central School District may need to cancel the use of the Tri-Valley Theatre. Tri-Valley Central School District is not liable for any costs involved with cancellation due to weather, natural disaster and/or facility issues that may result in the inability to fulfill this contract. Notification of such cancellation, if necessary, will be made to the Organization/Agency/Group as quickly as is possible based on the individual issue. In this case, only, fees paid to the Tri-Valley Central School District will be fully refunded.

### **Option 1 – Flat Fee**

Group/Organization/Agency would be required to pay a flat fee set by the Board. The fee structure is based on group size and needs from the district based on application information.

### **Option 2 – Percentage of House**

If tickets are sold, Tri-Valley Central School receives a portion of the ticket price.

### **Option 3 – Pay Based on Cost**

Actual & Estimated costs of event for district staff needed (as noted in application) and/or space usage (ie: electric, air-conditioning, heating, etc...) are charged back to Organization/Group/Agency.

## **GENERAL RULES FOR USE OF FACILITY**

The following is a list of the general district rules that must be enforced by groups using school facilities. Although the group is expected to adhere to all rules and regulations, the following gives a general list of rules:

1. No vehicles will be permitted to go over 10 mph on school property.
2. All activities must have adult supervision.
3. Conduct on school grounds will be appropriate to the nature of the event. Anyone creating excessive noise or a disturbance will be ejected from school property.
4. Smoking is prohibited anywhere on school grounds.
5. Fire regulations shall be enforced at all times. The following fire safety notification is to be read at all public gatherings of more than 20 persons. If it is not read publicly, you are urged to call this toll free number: 1-800-342-3000: "Fire exits are located in the places I am now indicating. (Specify exit facilities) In the event of a fire you will be notified in the following manner. (Advised specific instruction – example – fire alarm, announcement, etc.) If notified, please move in a calm and orderly fashion to the nearest exit. Thank you." (The Theatre has a pre-recorded Theatre Welcome that can be used).
6. No person shall bring onto school property any weapons, alcoholic beverages, fireworks, drugs or anything that is inherently dangerous or any item or material disallowed by District personnel.
7. No person shall harm another person or property or physically detain or harass another person.
8. All persons must leave the building and campus within 15-30 minutes after the event has concluded.
9. The Tri-Valley Central School complies with the Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, national origin; Title IX of the Education Amendment of 1972 which prohibits discrimination on the basis of sex; Section 504 of Rehabilitation Act of 1973 and Title II of the basis of disability; and the Age Discrimination Act which prohibits discrimination on the basis of age, in the admission of students, in its programs or activities and in its employment practices. Inquiries concerning the application of this policy on nondiscrimination, or complaints of discrimination on the basis of sex, disability or age may be directed to Superintendent, Tri Valley Central School, 34 Moore Hill Road, Grahamsville, New York 12740, who is the individual designated to coordinate the TriValley Central School's efforts to comply with and carry out its responsibilities under Title IX, Section 504/ADA and the Age Discrimination Act.