

VENUE GUIDELINES FOR RENTERS

Production • Safety • Property

PLEASE refer to these guidelines and the LPAC technical specifications for current equipment supplied to the Main Stage and Black Box theatres before filling out the Rental Application (RA); following these guidelines with help facilitate your event and create a technically competent performance.

LPAC TD has the final decision regarding all safety concerns for cast, crews, patrons, equipment and building. LPAC crew will advise Renters when needed about any safety items needed to be addressed at any time Renters are in LPAC.

TECHNICAL ADVANCE MEETING (>30 DAYS OUT):

This meeting with the LPAC Technical Director (TD) or Assistant Technical Director (ATD) negotiates all technical details and determines crew labor hours.

CREW SCHEDULING:

LPAC Crews are scheduled either in a 4 hour or 5 hour shift with:

ONE 15 minute break for every 2 hours

AND one 60 minute break after 4 or 5 hours

Please allow enough labor hours when scheduling load in, rehearsal, performance and load out times for LPAC crew to complete all technical requirements with the assistance of the Renter crew, or the LPAC crew will prioritize the work that can be accomplished.

The daily work schedule must allow for fifteen to thirty minutes at the end of every call for clean up, equipment restore, venue walk-through and time for everyone to exit the LPAC.

STAFFING/DUTIES (10 to 30 DAYS OUT):

LPAC crew required for all calls is: Stage Manager (SM), Audio Engineer (A1), Master Electrician (E1) Master Fly/Grip (MF)

Stage Manager – Required for every production, the SM's primary function is liaison between the respective Renter and LPAC staffs. The SM can assist in coordinating scene changes and back stage operations.

Audio Engineer – Sets up all required LPAC sound equipment and operates playback and reinforcement from the equipment racks and audio desk for the production.

Master Electrician – Will set up the house plot, and assist with the hang and focus of specials, gel selection, recording cues and operation of the lighting desk.

Master Fly/Grip – Will safely rig or oversee the safe hanging of all scenic units, masking goods and operates the fly rails and traveler curtains for the production and can assist with back stage operations.

LPAC staff required for performance calls is: House Manager (HM), Theatre Assistants (TA), Security (SEC) and Ushers.

House Manager – Oversees customer service for every performance; coordinates Ushers, Concessions, Merchandise and Security. Coordinates with SM on lobby clear, curtain, intermission and end times.

Theatre Assistants – Provide customer service for Concession and Merchandise sales as required.

Security – Provides parking patrol and patron/staff security during scheduled hours, usually evening hours as needed. Additional hours can be requested by Renter and LPAC staff.

Ushers – Provide customer service to patrons from time lobby is open to end of performance. Ushers can direct patrons to seats, perform coat/bag check duties, take tickets, sell concessions/merchandise as required and help secure access between lobby and JPEFT/backstage areas.

NOTE: LPAC crew are not designers, and cannot guarantee artistic quality for any production. They are required to have operating knowledge of their respective equipment and any requirement for design beyond that requires the renter to provide outside designers.

The SM can add extra crew to accommodate the renter's needs if determined necessary, whether for safety or other specific conditions. The additional cost will be assessed and deducted from the final settlement.

The Rental Contract Signator must be on site to answer all technical and contractual questions for the entire Rental period. Renter staff to assist production labor can include: Producer, TD, SM, Lighting, Sound and Scenic Designers, and Deck Crew, including Wardrobe/Props Handlers and Scene Shift crew.

No Renter crews are to operate the sound, lighting or fly rail equipment unless arrangements are made with TD.

PROPERTY:

- The LPAC is open 8:00 am to Midnight daily, except for holidays
- Entry begins at the contracted start time
- All Renter personnel must enter and exit at the East glass doors at all times
- Rental staff/volunteers are required at the East doors:
 - to monitor everyone entering/exiting the LPAC through one point
 - to ensure all children are being dropped off/picked up by an authorized parent/guardian
- No doors are to be blocked open at the LPAC
- Smoking and alcoholic beverages are not allowed in the LPAC
- Gum is not allowed anywhere in the LPAC
- No rental personnel may sign any door or wall where Season Artists have signed or Renters will be charged \$75.00 per signature for removal.
- Outside food and beverages are only permitted:
 - In Black Box theatre
 - in Stage left hallway
 - in Green Room
 - in Trap room
- Guests are not allowed in the backstage areas
- Renter cast/crew/guests are not allowed in the lobby during rehearsals
- Renters should provide backstage passes for access through the lobby glass doors into the Black Box for performance days
- All LPAC crew breaks are observed by everyone

- No technical work can be done within the LPAC during these breaks
- Renter personnel must exit the building, unless:
 - An LPAC crew member is scheduled for watch duty, in which
 - Renters can remain inside without performing any technical rehearsals

GLITTER AND CONFETTI:

Glitter and confetti is only allowed into the LPAC by prior permission from LPAC TD, either on costumes, props, set pieces, packaged effect dispensers, in make up or in body/hair sprays or powders.

HOUSEKEEPING:

It is the Renter's responsibility in leaving LPAC the same clean condition in which they entered the venue. An upright vacuum and shop vacuum are available for their use in cleaning dressing areas and stage as needed. Due to high volume usage of both venues and short turn around times, it is important in cleaning at strike to be ready for LPAC crew to receive the next group. Groups who leave LPAC in need of extra cleaning will be charged accordingly on their contracts.

LOBBY/BLACK BOX DECORATIONS:

- Decorations used in any part of the LPAC must meet Fire Safety and ADA requirements for clearance.
- Nothing may be taped, fastened or attached to any window, door, painted wall or wood paneling throughout the entire theatre.
- Backstage signage may be posted on the message boards in both stage left and stage right hallways.
- Easels for poster and picture displays are on an as-available basis and cannot block the donor plaque wall or any existing LPAC poster displays.
- 2 merchandise tables are available for sales or display in the window area next to the lobby elevator.

TECHNICAL SCRIPT:

- Crew scripts are needed before rehearsals begin; the SM cannot call a show without a complete script and full run through
- A Stage Manager prompt script will have completed all:
 - lighting cues
 - Sound cues
 - fly rail cues
 - scene shifts
 - follow spot cues
- The minimum script body will list:
 - Show order
 - scene length
 - all entrances and exits
 - intermission

AUDIO PLAYBACK:

- Playback cues can be on:
 - Compact Disc (CD/CD-R)
 - Mini Disk
 - Digital Audio Tape (DAT)
- All tracks should be recorded in show order with case labels
- Cue sheets need:
 - Sound Cue letter

- track title
- running length
- LPAC crew will not re-record discs or tapes

SOUND REINFORCEMENT:

- Area microphones add reinforcement within a limited range. Renters need to stress vocal projection over electronic reinforcement
- Renters supplying wireless mics can refer to the LPAC tech specs for open frequencies
- Microphone charts are needed for
 - Actors sharing body mics
 - Listing mic usage by scene breakdown
 - Listing all actors using each mic pack
- Sound check requires additional time for set up and adjustment with every new mic added to avoid feedback

HOUSE LIGHTING:

- The LPAC house plot and focus is available to all Renters, Lighting Designers are required beyond the scope this plot.
- The standard light cue is written in 2 minutes; designs requiring more changes or effects need to plan time accordingly
- All lighting and effect units outside of house plot require time to hang, focus and restore within scheduled contract time
- Altered house plots that go beyond contract hours to restore will billed at 16 labor hours
- Renters can use any cut gel color in LPAC files. New sheets are cut at \$8.00 per sheet on request
- Cue sheets need:
 - cue number
 - a brief description of the look
 - fade times

AUDIO/VIDEO TAPING:

- Video companies or personal video gear must be:
 - battery powered during rehearsals
 - set up in Row O, center seats for performances.
- Camera tripods and power cords are not allowed in any isles or other seating rows
- Live recording to CD-R be done by LPAC
 - Renters provide all recording media
 - Artistic quality is not guaranteed
 - LPAC needs prior notice to patch the systems

SCENIC CONSTRUCTION/SAFETY GUIDELINES

8 WEEKS PRIOR TO LOAD IN:

- All working drawings for scenery, sets, light plot and stage layout are due to TD for review and/or safety changes as necessary. These drawings shall include:
- Full material lists
- All fastening/rigging hardware used

- Paint finish or Flame retardant
- Any open flame effects
- Changes to Lighting plot, including:
 - Rental lighting and truss with hanging positions
- All LPAC equipment needed
- Orchestra pit requirements, including:
 - Seating chart
 - Sound set up chart
 - Safety netting, as required by TD
- All rental equipment
- Scenic elevations

WITHOUT VERIFICATION OF SAFE CONSTRUCTION STANDARDS FOLLOWED THE LOAD IN WILL NOT TAKE PLACE.

AT LOAD IN:

- All sets must be constructed and completely painted on all sides prior to load in

FLAME RETARDANT REQUIREMENTS:

- Theatrical Certified Flame Retardant is required for all:
 - combustible scenery, drops, flats, platforms and fabrics
 - raw wood
 - dry vegetation
 - plastics
 - or painted with latex paint with a certified flame resistant additive
- Sets/scenery/props are to be painted or treated on all insides and outsides

SPECIAL EFFECTS:

- All open flame or smoking effects need approval by both LA County Fire Safety Officer and LPAC TD prior to first rehearsal
- Haze/Smoke/Fog generators must:
 - qualify under ESTA standards for specific usage under performance conditions
 - their liquids purchased through a Theatrical Supply Agent

PLATFORMS (NON LPAC):

- Temporary platform staging is to be used for no more than 30 consecutive days
- Minimum safe construction of:
 - 2' X 4' framing with bracing and 3/4" plywood decking, OR
 - 1' X 6' framing with bracing and 3/4" plywood decking,
- Space between the stage and platforms shall only be used for running shielded cabling
- All platforms higher than 8" from themselves and stage and/or another platform need step unit(s)
- All platforms over 24" must have:
 - upstage guard rail
 - escape step units with hand rails

HAND RAILS/GUARD RAILS:

All Rails shall be:

- minimum 1" X 4" construction with steel fasteners
- between 30" – 34" in height
- extend 1'-0" beyond the top and bottom of ramp/step units
- support 400 lbs

STEP UNITS:

Minimum safe construction allows:

- Stringer, cleat or ¾" plywood framing
- 8" of rise for 10" tread , OR
- 6" rise for 12" tread, AND
- Secure hand rails when height from stage > 24"

RAMPS (Riser/Platform < 6' wide):

- Ramps can be raked between 5° to 10°
- All ramps will need TD approval to determine hand rail requirements

RAKED STAGE (Riser/Platform ≥ 6' wide):

- Raked stages cannot exceed 5° slope

RIGGING/SCENIC:

- Theatrical grade steel rigging is required for all flying pieces
- Steel hardware is required for attaching all scenic/set pieces to each other including:
 - Handrails for stair units
 - Securing risers and wagons together
 - Securing flats to risers/wagons
- Glitter used on any sets, flats, platforms, props or costumes needs prior permission from LPAC TD

LIGHTING:

- All lighting units must be secured with safety cables
- Follow Spot units must rest on rigid platforms or flooring
- All wiring must be in accordance with the National Electrical Code
- All personnel working on ladders and lifts must have:
 - tools attached with safety leashes
 - received training in safety procedures before operating equipment

EQUIPMENT/TOOLS:

- All trash must be put in non-combustible containers at the end of every day
- Power/cordless tools must be used outside unless prior arrangements are made with TD
- Painting may be done outside:
 - with drop cloths/tarps
 - spills must be cleaned immediately with soap and water

- All trash, paint, extra lumber and construction items must be out of LPAC before first attended performance
- All LPAC tools are stored at end of every work day

FIRE SAFETY - ADA REQUIREMENTS:

- All isles, fire lanes, hallways must have 48” minimum clearance kept clear at all times
- Nothing is to block any rolling doors or yellow fire lanes at any time

TEMPORARY SEATING:

- Maximum seating is set for 16 chairs per row in Black Box, and 18 chairs per row for Main Stage apron.
- 32” minimum space between rows, measured from chair back to chair back, is required

CATWALKS:

- All personnel are to wear LPAC safety harnesses while working in Main Stage catwalks

HANGING TRUSS:

Truss hung from the Main Stage catwalks need approval from TD and City Safety Office with point limitations of:

- First Front of House - Two pick points total, 850 lbs. per point maximum load
- Second Front of House – Five pick points total, 480 lbs. per point maximum load

ORCHESTRA PIT:

A safety net capable of supporting a minimum of 20 lbs. is required for any performance where a possibility of items dropping into the open pit may occur.

ROOM CAPACITIES:

Capacity restrictions are posted in all rooms and stage areas, to include all audience, cast, crew and staff
Please check with TD for rooms without posted capacity signs

Questions regarding any technical aspects can be directed to LPAC TD for further details, Building rental questions can be answered by Rental Coordinator. The LPAC staff appreciates your cooperation in following these guidelines.

6/17/10