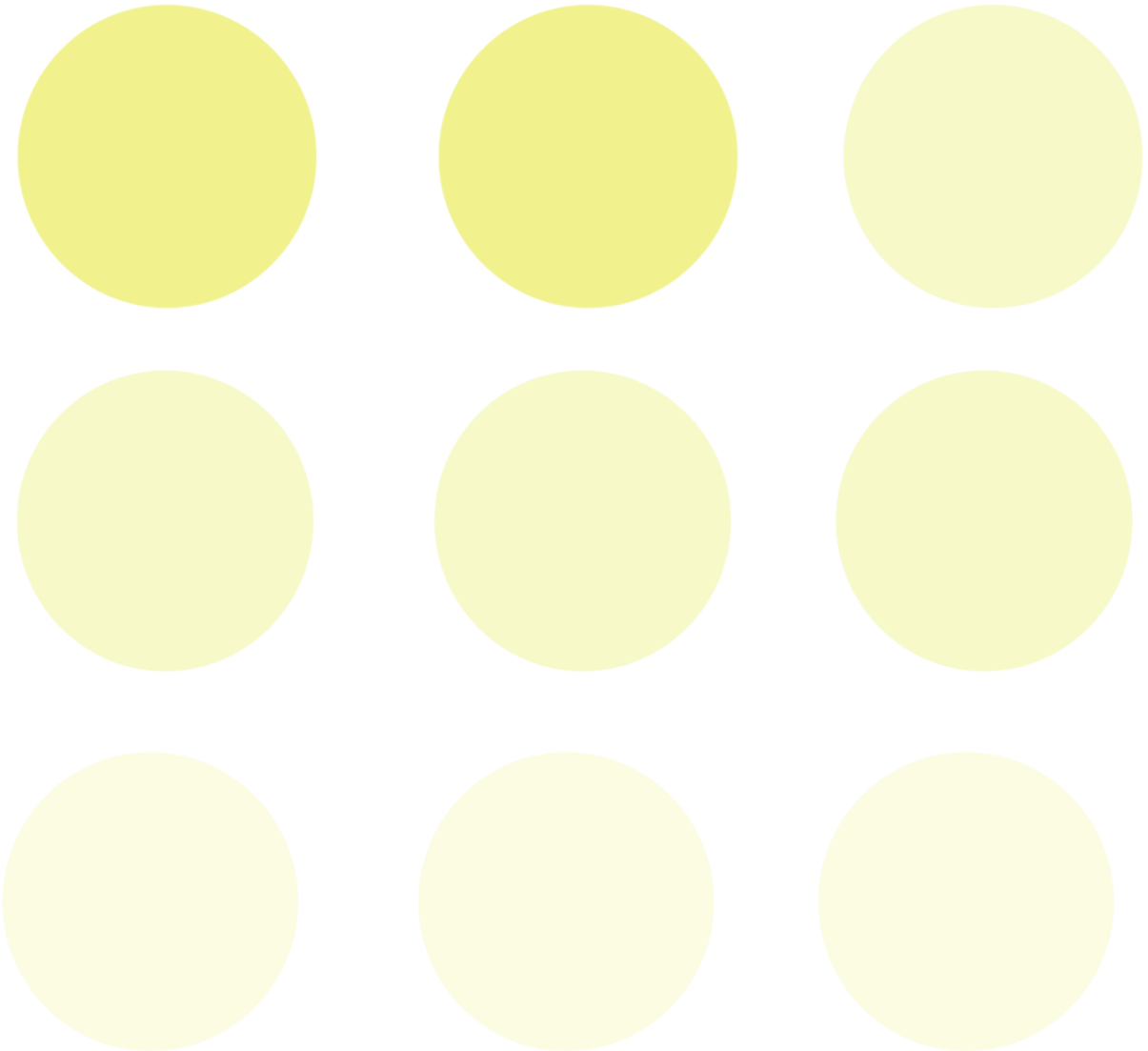




venue tech specs



CFPA Spaces

CFPA is unique in providing multiple spaces for events and gatherings, as well as private work studios and short-term housing.

CFPA invites people to work at our facility who share broader community and artistic development goals. Refer to CFPA's mission/vision/values on [our website](#). It is within this energized and exciting context that we welcome you!

These tech specs are for informational purposes only. They are meant merely to aid in your use of CFPA space 105w. Note that this document undergoes regular revision and nothing in this document should be construed as a promise by the CFPA or as a condition of your lease obligation with the CFPA. You are responsible for adhering to the rules, conditions, and agreements detailed in your lease.

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Renting Space

First, [submit a space request](#). CFPA staff will be in touch with you regarding your request. We then email a contract and invoice. Review the rules of the space, then make payments electronically as confirmation. If you must pay another way, please [contact us](#).

Your agreement will outline in detail the space and building rules, and any requirements you may have if you want to host a public-facing event in one of our spaces.

Key Contacts

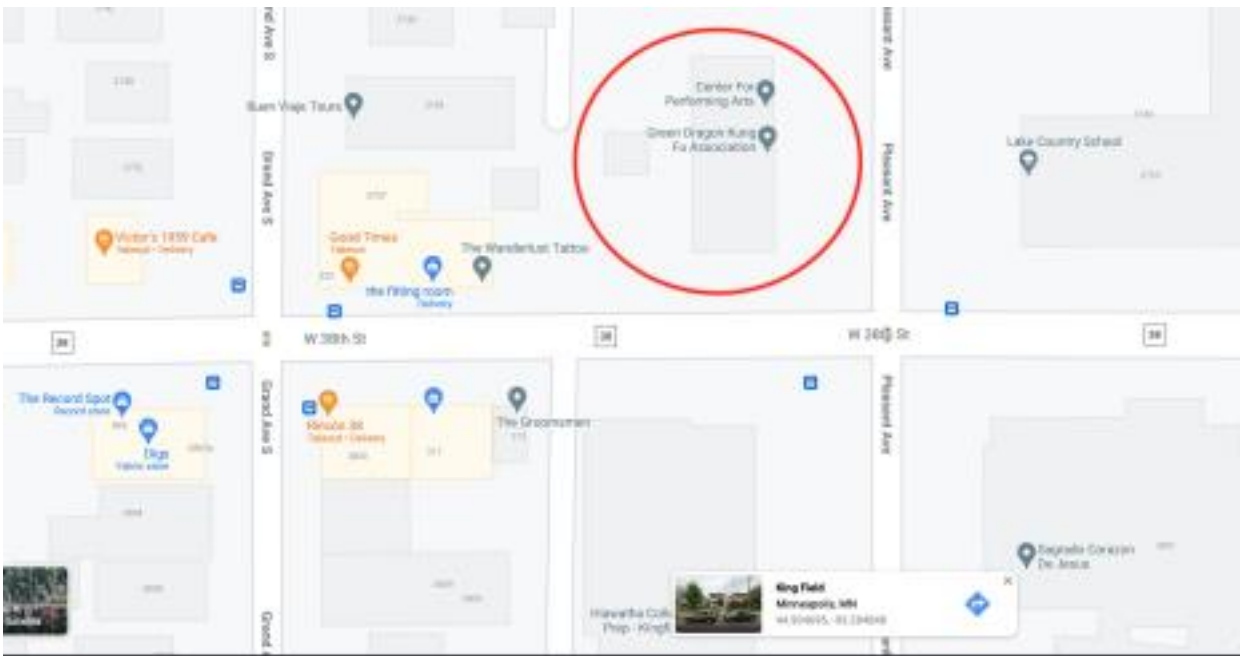
Jackie Hayes
Executive Director
jackie@cfpampls.com

Luis Ruiz
Production and Scheduling Manager
luis@cfpampls.com

Abrecia B. "Abe" Haillasellise-Mankelklote
Production and Event Associate
abe@cfpampls.com

Local Map & Directions

[The Center for Performing Arts](#)



For complete directions and tips, read CFPA's [Transportation, Accessibility and Safety Rider](#)

General Policies

CFPA is committed to increasing access by providing shared-use resources. In order to protect this community asset, we have asserted several key policies:

- CFPA Staff oversees all activities relating to Tenant and CFPA recommended stagehands and other personnel.
- CFPA new West Wing features an ADA accessible elevator and chair lift in the lobby, ADA compliant restrooms on all floors, access to the east building via skyway-style links on each floor, and ADA accessible life safety features.
- This building and grounds are a smoke and vape free environment.
- First aid kits are situated in easily accessible locations throughout the building. See the building map for further location information.
- No bare feet or open-toed shoes will be permitted on the stage or in the immediate off stage and technical areas unless it is part of the performance and appropriate safety precautions have been agreed to in advance.
- Pyrotechnics and bubble machines are not permitted. Foggers and hazers may be used only with fire safety permits and CFPA-approved safety protocols.
- A designated adult must supervise minors at all times.
- CFPA has emergency/safety lighting throughout the facility. This lighting cannot be turned off under any circumstances. Our primary concern is for the safety of all persons in the building.

See your Lease Agreement or Rental Agreement for complete facility policies.

Front of House

Lobby

The Lobby is a shared space for all of the Tenants of CFPA, their clients, as well as artist and audience members attending events in the performance spaces and other locations throughout CFPA. If you require presence in the lobby for your ticketing, coordination with Production Staff is required. All minors must be supervised by a designated adult at all times.

Concessions

CFPA provides snacks for sale evenings and weekends. Additional concessions or catering may take place with approval by CFPA. All alcohol must be provided by a licensed concessionaire. Seller must be approved by CFPA.

Catering Kitchen

There is a catering kitchen located off the main lobby available for rental, subject to availability.

Merchandise

Merchandising may be sold on CFPA premises, provided that **CFPA staff receive a request 2 weeks prior to your intended date of sale, and an additional merchandise agreement is executed**. Merchandisers are responsible for furnishing PCI compliance documentation no later than the on-sale date of the merchandise. If you are unsure what documentation appropriately verifies PCI compliance, please do not hesitate to ask for assistance. CFPA reserves the right to refuse the sale of harmful materials on the premises. It is the Tenant's responsibility to work their own merchandise table. If the Tenant cannot provide their own labor, then CFPA can engage local contractors at an additional cost. CFPA may provide tables and chairs for use as a merchandise station but it is the Tenant's responsibility to furnish any merchandise displays, table coverings, or other items related to this activity and to restore any impacted spaces.

Ushers

It is the Tenant's responsibility to engage and train ushers for their event. CFPA recommends a minimum of 1 usher to staff the doors and 1 usher in the house to assist patrons with seating as needed. CFPA staff will do their best to engage volunteer ushers for events, upon request. If the Tenant cannot find their own ushers and CFPA is unable to recruit volunteers, then CFPA can engage local contractors at an additional cost. Ticketing must be set up and ready to interface with the audience 45 minutes before show time.

Seating

Seating is flexible, chairs are provided free of charge. Some risers are available for an extra charge from the available stock of 3' x 6' SC90 platforms and legs for audience seating risers. Tenants are responsible for assembling and disassembling all 3rd party seating platforms and risers. Seating must adhere to fire code and ADA requirements.

The maximum seating capacity is 100.

Audience Accessibility

In addition to providing ADA compliant seating in our spaces and the ADA accessibility features of the buildings that comprise CFPA, we are committed to encouraging all Tenants who create classes, workshops, and performances of all sorts to include ASL interpreters, spoken language interpreters, audio describers, captioning, and other features that enhance and make content accessible to all patrons. If a Tenant wishes to include/hire accessibility providers or use technology such as assisted listening devices or live captioning but have never engaged a provider of this type before, please contact CFPA. We would be happy to connect you with local providers and experts in this field.

Lobby and Video Monitors

CFPA does not have audio or video monitors to pipe in the programming into the lobby or other common areas of the facilities. CFPA does not have any video monitoring at this time.

First Aid and Safety

First aid kits are situated in easily accessible locations throughout the building. See the building map for further location information. CFPA has an AED located on second floor of West wing outside CFPA's office – 220w.

Front of House/Backstage Communication

CFPA has a walkie talkie system that may be used by a Tenant's staff for communication between front of house workers and Tenant's staff that may be running the show from backstage, for an additional rental fee. Check with CFPA's Production staff for availability and pricing.

Back of House

Wardrobe/Laundry Room

CFPA does not have an onsite wardrobe/laundry room. There are two cleaners and laundry services within walking distance to CFPA as well as a laundromat within a reasonable driving distance.

Production Office

Although there is no dedicated production office for Tenant's production staff, CFPA has many shared-use spaces available to be added to your rental agreement for an additional fee. Please check with CFPA's Production Coordinator prior to first rehearsal and/or load-in to the space to determine the best location for production needs.

Rehearsal Rooms

CFPA has six shared use rooms that can be used for rehearsals or meetings, subject to availability. Please see the [CFPA Spaces page](#) on our website for details.

General Technical Information

Load-In

- Load-In for Studio 105w is at street level on the south side though the front doors of the building along 38th street.
- On-street parking is available, and some dedicated parking lot access around CFPA for load in only. A permit from CFPA office is required.
- A limited number of equipment carts may be made available to assist in getting items into/out of the building. Please contact CFPA's Production staff in advance to arrange for use of these items during occupancy of the performance spaces.
- Any major construction of scenic elements, staging, prep work, power requirements, or altering of the repertory lighting plots in either space must be approved and coordinated with CFPA's Production staff prior to the Tenant's occupancy of the building.
- It is the Tenant's responsibility to remove any trash generated by the Tenant daily while they occupy any space in the building they have rented. The dumpster is located on the north side of the West Wing of CFPA. Key access can be arranged with the Production staff.

Strike/Restore

It is the responsibility of the Tenant to restore the spaces they have rented to a default/repertory environment according to the documentation and guidelines provided by CFPA. This must be completed before vacating the premises at the end of the rental term. Should CFPA staff be required to undertake extended time and effort to clean and restore the facility, then the Tenant will be billed at settlement for the additional service at the CFPA staff rate listed in the fee schedule included in the facility use agreement.

If your facility use agreement does not provide exclusive use of the space(s) for rental terms over multiple days, you are expected to strike and restore facilities after each use.

Examples of a strike restore checklist could include items such as:

Onstage/Tech. Booth Area

- Strike all scenery items
- Restore the house repertory light plot
- Strike and store CFPA sound and/or video equipment
- Strike and store all CFPA intercom and/or walkie talkie equipment
- Strike and store all chairs and seating risers
- Pull all production spike tape and signage
- Sweep and mop
- Take trash out to dumpster

Off Stage/Dressing Rooms/Green Rooms

- Remove all costumes and related props
- Clear all counters, mirrors, cast signage, schedules and related support equipment
- Clean off any make-up residue from all counters, mirrors, etc.
- Clear out all cast personal items
- Take out all garbage from dressing room(s) and green room
- Remove everything that belongs to you. CFPA staff cannot guarantee storage and/or security of items left behind without specific written arrangements prior to load-in or other written arrangements made during the course of production.

INTRODUCTION TO CFPA's Studio 105w

Studio 105w - Technical Specifications

Stage Floor

The flooring at CFPA is one of our key assets for the community of artists we serve. Please read the following policy carefully, in order to help us protect this community resource:

Sprung maple hardwood floor. [Harlequin Activity Sprung Floor System](#)

No rosin is permitted to be used on this floor.

The floor in this space may not be painted by Tenants.

No lagging, anchoring or screwing into the floor is allowed.

Gaff, spike, 'marley' and vinyl electrical-type tape are the only tapes allowed to be used on this floor. Blue or Green painter's tape is the only tape allowed to be used on the walls. If you have tape at your disposal and aren't exactly sure what type it is or whether it falls into the above categories, please ask before you use it on any CFPA surface. **Please do not use duct tape, packing tape, or masking tape on any surface to avoid residue and other potential damage.**

Floor Space

Dimensions are approximately 41'3" x 41'6" (~1624 sq. ft. accounting for piano storage space)

Shoe Policy is as follows:

Hard-soled shoes, metal furniture footing, sidewalk salt, and other elements can cause serious damage to the floors. CFPA provides carpeting, boot bins and other items in order to encourage our guests and yours to avoid exposing the floors to harmful elements. **Please reach out to CFPA staff to plan how best to welcome your audience and collaborators into the studio, with respect to this valuable community asset.**

Many professional dance shoes are safe for the floors, especially character shoes and other shoes with rubberized soles. It is important to note that **TAP OR OTHER PERCUSSIVE DANCE SHOES** will damage the floors, and so we cannot permit their use on 105W. However, the Tenant can furnish their own tap floor and an appropriate barrier between the tap floor and the sprung maple floor. Please contact CFPA's Production staff for details on this policy.

Scene Assembly/Storage Area

CFPA does not have a scenic assembly area nor room to store large scenic items. Costumes and small props may be stored in the green room or potentially the dressing room area during the term of the space rental provided that use of the dressing room(s) has been included in the terms of a Tenant's rental, subject to availability. CFPA is not responsible for lost, stolen, or damaged items.

Scenic Construction & Painting

CFPA does not provide any tools or hardware for construction or painting. If your show has scenic elements, they must be constructed and painted elsewhere and brought in. No painting or spray paint can be permitted inside Studio 105w.

Marley Floor Covering

CFPA has a black/gray [Harlequin Reversible Pro](#) vinyl dance floor that may be installed for additional labor and rental fees. The additional labor fee attached to installing the marley may be waived if the Tenant has a trained person(s) on their own staff who can accomplish the installation. Use of marley floor covering is subject to availability. When Marley floor is installed in Studio 105w the following policy must be followed when working with the Marley: Marley can only be installed when all overhead work in the grid is complete. Large or heavy scenic items may not be built or staged on top of the marley. Any furniture or prop items that may be used on the marley must be shown to have no chance of

damaging the marley under repeated use. Specifications of large props and furniture that may be staged on the Marley floor must be submitted to CFPA prior to load-in.

Cross Over

Studio 105w does not have any crossover space. Existing pipe can be used for this purpose with CFPA permission. In this case, the Tenant must provide any additional pipe and drape.

Audience Seating: Up to 100 chairs for audience seating. Tenant is responsible for designing a seating plan and submitting to CFPA for approval. As available, CFPA can rent Eighteen (18) 3' x 6' SC90 Audience Platforms for a total footprint of 12' x 24'. One section of 4 tiers can be set up in a variety of configurations using this stock of platforms. The heights of platform legs available are (36) 7" legs, (20) 14" legs, (12) adjustable 14" / 12" legs, (24) 21" legs, and (16) 28" legs. Safety railings also come with platforms. Tenant is responsible for prevention and protection of the dance floor when installing platforms.

Soft Goods

Studio 105w has one (1) 30' straight track with a black curtain on the west wall of the space and one (1) 54' curved track with black curtain around the perimeter of the south and east walls of the space that can be used to block ambient light from the street.

B3 - Second Dressing Room

CFPA has a second dressing room with private bathroom available to rent on a daily or weekly basis Wed-Sundays. The dressing room has a private dressing area with closed door, and a second area which can be used as an additional dressing area or a common room.

Green Room (Studio 105w)

Studio 105w has one small dedicated green room area (6' x 8') off the north wall. Rental of Studio 105w green room is part of the standard package and will be for the exclusive use of Studio 105w occupant for the full term of the Tenant's rental. Small items such as costumes or small props may be stored in the green room during the term of the Tenant's rental period. CFPA is not responsible for lost, stolen, or damaged items.

Lighting Grid (Studio 105w)

Grid Height (floor to pipe)	11' 3"
Ceiling Height	14' 4"
Spacing between grid pipes	4'
Diameter of pipes	1-1/2" sch. 40
Grid Load Capacity**	20 lbs. per linear foot of pipe

****Please check with CFPA's Production Coordinator prior to load-in if you need to tie any items to the grid.**

Grid Access

Studio 105w lighting grid is accessed via a Little Giant cage-adjustable safety ladder. [Mfr. Model # 18503-817](#)

Basic Lighting Package (Studio 105w)

The repertory lighting package consists of:

7	LED four-color 25*-50* zoom	Etc ColorSource Spot JR
9	LED PAR zooms 6.5*-50*	Altman Hydra Series AIP200 RGBL

Repertory Light Plot available upon request.

The house lighting console for Studio 105w is a [ColorSource 40 AV](#).

Additional lighting fixtures from the house inventory can be rented for an additional fee, subject to availability.

Please contact the Production Coordinator for **Instrument Schedule, Channel Hookup and Lighting Rep Plot**.

For operation of the lighting system in Studio 105w, if the Tenant does not provide their own trained staff for load-in/strike, tech, and performances, CFPA can provide that labor at additional labor fees subject to availability.

Sound Package (Studio 105w)

Monitor (speaker)	2 EKX-12P 12" loudspeaker	Powered, Bluetooth enabled speakers mounted in grid
Playback	Qsys Core Flex DSP	64x64 networked audio channels, controlled by touchscreen unit
Bluetooth	Dante™ Networked Audio Wall Plate (Attero Tech by QSC)	Mounted next to the EchoTouch light panel.

CFPA does not provide additional backline equipment except for equipment already mentioned in this document. Any other equipment would need to be rented from a third-party provider at the Tenant's expense, approved by CFPA's Production staff. Please note that use of sound equipment is subject to availability.

For operation of the sound system in Studio 105w, if the Tenant does not provide their own trained staff for load in/strike, tech, and performances, CFPA can provide labor at additional labor fees and subject to availability.

Adjusting the Lighting and Operating the Lighting System

CFPA provides creative working and event space to dozens of rentals each year, as part of its vision for sharing its resources as widely as possible. We have created organizational systems in order to best serve as many artists as possible, centering the values of partnership and generosity.

In order to help us achieve the best scenario for our wide community, please adhere to the following policy: Any adjustments, additions, or changes to the CFPA repertory plot must be approved two weeks prior to the first electric work call. All work related to altering or operating the Studio 105w lighting system must be done by CFPA staff, trained staff provided by the Tenant, or local stagehands engaged by CFPA's Production staff on behalf of the Tenant. All stagehand work calls staffed by the Tenant must be submitted to CFPA's Production staff no later than two weeks prior to the first call.

Fly System, Dynamic Rigging, Rigging Hardware

There is no fly system in Studio 105w. The lighting grid consists of standard schedule 40 pipes fastened to a concrete ceiling. The lighting grid in Studio 105w is not rated for dynamic loads, such as performers and moving

lights. CFPA keeps a very limited amount of hardware items related to rigging and that supply is for maintaining the repertory fixtures and soft goods already hung in the space. Any rigging hardware that the Tenant needs to execute the hanging of any item not already provided by CFPA should always be purchased with the recommendation from certified riggers and approved by CFPA Production staff.

Pyrotechnics/Smoking/Candles/Bubble Machines/Atmospheric Effects

Pyrotechnics of any kind are not permitted in Studio 105w, nor real smoking or vaping.

No lit candles or other combustibles of any kind, including candles, incense, or ritual smoke are allowed in Studio 105w.

We understand that fire is sacred to many culture bearers and a key element for many ritual events. Please reach out to CFPA staff if you wish to discuss accommodation or creative solutions. However, at this time Studio 105w is not a suitable venue for combustibles of any kind.

No bubble machines of any kind are allowed in Studio 105w.

Foggers and hazers may be used with fire safety permits and protocols in place.

Additional Equipment

The following inventory of additional equipment may be requested as part of your rental agreement. Items may come at an additional cost and are subject to availability. Further information [IS HERE](#).

Yamaha Baby Grand Piano	1983 HG1 5'3 baby grand black glossy with padded bench <u>Stays in studio 105w</u>
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CFPA DOES NOT PROVIDE:

Scene Assembly/Storage Area

CFPA does not have a scenic assembly area nor room to store large scenic items. Costumes and small props may be stored in the green room or potentially the B3 dressing room area during the term of the space rental provided that use of the dressing room(s) has been included in the Tenant's rental. CFPA is not responsible for lost, stolen, or damaged items.

Scenic Construction & Painting

CFPA does not provide any tools or hardware for construction or painting. If your show has scenic elements, they must be constructed and painted elsewhere and brought in. No painting or spray paint can be permitted inside Studio 105w.

Ground Plan

Studio 105w

Dimensions: 41'3" x 41'6"
~1624 ft.² accounting for piano storage + control hub

