

**THE CAPITOL CIVIC CENTRE
MANITOWOC, WISCONSIN
RENTAL RIDER and SPECIFICATIONS
As of September 2015**

CONTACTS Matt Schliesman, Executive Director 913 South 8th Street Email: matts@cccshows.org
Peggy A. Krey, Operations Director PO Box 399 Email: peggyk@cccshows.org
Chad Schwalbe, Technical Director Manitowoc, WI 54221-0399 Email: chads@cccshows.org
Phone: 920-683-1937
Fax: 920-683-0272

LOCATION:

The Capitol Civic Centre, a completely restored, vintage 1921 variety/vaudeville House, is located at 913 South 8th Street, in the center of downtown Manitowoc.

CAPACITY:

GOLD CIRCLE LEVEL	(all rated "A")	264
ORCHESTRA LEVEL	(all rated "A")	489
BOX SEATS	("A")	16
MEZZANINE LEVEL	(all rated ("B"))	86
BALCONY LEVEL	("C")	<u>299</u>

TOTAL CAPACITY 1,150

There are eleven spaces for wheelchairs included in this number

LOADING:

The loading dock is accessed from 7th Street, between Jay and Franklin Streets. Address is 914 South 7th Street. There are two (2) loading doors – each 43" above street level, **Door #1 has an opening measuring 8' wide by 9' tall, Door #2 has an opening measuring 6' wide by 8' tall**; both doors load onto a 32' x 24' loading dock, which loads directly onto the stage left wing via a ramp. The narrowest doorway between the loading dock and the stage has a width of 5'4". **The stage door is located at the same location as the loading dock and to the South of the loading bays.**

Stage Door:

The Stage Door is located to the South of the loading dock overhead doors. This door will be unlocked 1 hour before rehearsals and 2 hours before performances unless other arrangements have been made.

STAGE DIMENSIONS:

PROSCENIUM OPENING: 49' 1½"
Proscenium height: approximately 32'
Stage: 25' 10 ½" from the plaster line to the rear wall.
Apron: 32" from the orchestra pit edge to the plaster line
Edge of apron to first row of seats at center line: approximately 10'
Wing space – stage right: 7' 10" from proscenium arch to pin rail
stage left: 16' 1" from proscenium arch to wall
Normal trim height: 22' to 25'
Stage Floor to grid: 53' 6"
Stage Floor to House Floor: 3' 5"

ORCHESTRA PIT:

The orchestra pit is a 40' wide half oval shape that is 3' 5" deep on the ends and 6' 1" deep at center stage. The floor is 5' 5" below stage level and is not carpeted. The pit can seat 12 musicians comfortably. The orchestra pit has a cover which is

normally in place. **It can be removed when arranged in advance.** There are also 4' x 9' stage extension platforms that fit over the stairs leading to the house. **These must also be requested in advance.**

STAGE TO AUDIENCE ACCESS:

There is a step unit on each side of the orchestra pit to allow for access to the auditorium from the stage. There are no handrails on these step units. When the additional stage extension is in place there are no stairs that lead directly to the audience.

CROSSOVER:

With the cyclorama in, there is no space for an upstage crossover. With the upstage curtain in, there is approximately a 3' crossover space upstage of it. The dressing room hallway that is located directly under the stage and has stairs on SL and SR ends is also available as a crossover.

FLY SYSTEM:

20 counterweight lines, 2 sandbag lines - all single purchase; and 3 electric winch lines.

Updated 1/7/2015

Line Set Number	Type	Approximate Distance From Plaster Line	Currently Used For	Removable Yes / No	Capacity lbs.
S1	Sandbag	1' 4"	Grand Border	No	
S2	Sandbag	1' 10"	Grand Legs	No	
1	Counterweight	2' 1"	Grand Drapes	No	1,500
2	Counterweight	2' 9"	Border	Yes	1,500
3**	Counterweight	4' 0"	Open		1,500
4	Electric Winch	5' 3"	1st Electric	No	2,000
5	Counterweight	6' 9"	Open		1,500
6	Counterweight	8' 3"	1st Legs	Yes	1,500
7	Electric Winch	9' 6"	2nd Electric	No	2,000
8	Counterweight	10' 10"	Open		1,500
9	Counterweight	11' 9"	Open		1,500
10	Counterweight	12' 6"	Mid-Traveler	No	1,500
11	Counterweight	13' 3"	Open		1,500
12	Counterweight	14' 0"	Open		1,500
13	Counterweight	14' 10"	Border	Yes	1,500
14	Counterweight	16' 0"	3rd Legs	Yes	1,500
15	Electric Winch	17' 9"	3rd Electric	No	2,000
16	Counterweight	18' 6"	Open		1,500
17	Counterweight	19' 3"	4th Legs	Yes	1,500
18	Counterweight	20' 0"	Open		1,500
19	Counterweight	20' 9"	Cyc Electric	No	1,500
20	Counterweight	22' 9"	Upstage Traveler	No	1,500
21	Counterweight	23' 8"	Open		1,500
22	Counterweight	24' 4"	Sky Blue Flat Cyc	Yes	1,500
23	Counterweight	25' 0"	Open		1,500

**** Line Set 3 Stops Approximatly 84" Off of the Stage Floor**

NOTES:

All line sets will fly out to 53' above the stage floor and all but one will fly in to 36'' above the stage floor.

Line Set 3 stops at approximately 84'' off the stage floor.

Items on line sets s1, s2, 1, 10, and 20 are not removable. These are our grand drapes and travelers.

Items on lines 4, 7, and 15 are permanent electrics (See Lighting for circuit information).

Line Set 19 is a standard pipe with (3) 4-circuit removable drop boxes, and can be used as either an electric or a standard pipe.

DRAPERIES:

The act curtain will guillotine or travel. The act curtain, grand legs, and valance are all constructed of 28 oz. deep red velour. The valance and grand legs are not moveable.

Remaining borders and legs are constructed of 28 oz. black velour.

2 sets of legs are 25' high by 7' wide

1 set of legs is 25' high by 10' wide

3 borders are 6' high by 50' wide

1 additional border is 12' high by 50' wide

The mid curtain is black and will guillotine or travel. It normally doubles as another set of legs.

The upstage curtain is black and will guillotine or travel

The upstage drop is a sky blue flat cyclorama, 25' high by 50' wide

DRESSING ROOMS:

There are nine dressing rooms located as follows: seven in the basement under the stage, 1 of which holds 3 persons, 3 of which hold 4 persons, 2 of which hold 6 persons, and 1 of which holds 12 persons. There are also two star dressing rooms with a shared bath/shower in the stage left loft, each dressing room holding 2 – 3 persons. Access to the stage is available on both stage left and stage right from the basement dressing rooms, and from stage left only from the loft dressing rooms. All dressing rooms are equipped with mirrors, make-up lights, and wardrobe racks many have sinks with hot and cold running water. There are two rest rooms, each with shower, located beneath the stage. Dressing rooms are not equipped with paging or stage monitor systems, however there is a visual monitor in the common area. There is no water fountain backstage.

LIGHTING:

The house lighting system consists of 200 circuits. The system is designed to be dimmer per circuit. There are currently 90 dimmer modules (180 circuits) available for stage use.

The lighting control equipment consists of an Electronic Theater Control (ETC) Element 60 console. The lighting control position is in the Mezzanine. The console must be operated from this position.

Temporary control-boards may not be placed anywhere other than where indicated on the seating chart unless other arrangements have been made. Accessible seats are **not** available for use at anytime.

Lighting instruments: The theatre's inventory includes the following:

INSTRUMENT	QUANTITY	LAMP	LOCATION
PAR 64 MED / WIDE	30	FFR 1000	VARIABLE
SKY CYC, 3 CIRCUIT	6	FFT 1000	CYC. ELECTRIC
ALTMAN SATELLITE II	2	HMI 575	FOLLOW SPOT BOOTHS
ETC 19° S4	38	HPL 750	Coves, Box Booms
ETC Parnel	20	HPL 750	VARIABLE
ETC 26° S4	10	HPL 750	VARIABLE
ETC 36° S4	20	HPL 750	VARIABLE
ETC 50° S4	6	HPL 750	VARIABLE

All lighting instruments are 3-pin grounded and use stage pin connectors.

There are 8 portable boom stands, consisting of a base and 8' section of pipe.

Follow spots may only be placed at the locations indicated on the seating chart.

Lighting positions:

The onstage electrics are located as follows:

LOCATION	DISTANCE FROM PLASTER LINE	NUMBER OF CIRCUITS
APRON WALL POCKETS I & II	XX' XX"	4 each
FIRST ELECTRIC	4' 09"	27
SECOND ELECTRIC	9' 06"	26
THIRD ELECTRIC	17' 09"	22
FOURTH ELECTRIC	20' 09"	12
FLOOR POCKETS I & III	6' 02"	6 each
FLOOR POCKETS II & IV	18' 09"	6 each
UPSTAGE WALL POCKETS I, II, III	XX' XX"	4 each

Front of house lighting positions are as follows:

LOCATION	DISTANCE FROM PLASTER LINE	NUMBER OF CIRCUITS
ATTIC SLIT	34' 9" + 38' 0" elev.	36
LOWER BOXES – HL & HR	22' 0" + 12' 0" elev.	3 each
BALCONY FRONT	54' 0" + 22' 0" elev.	3

Cable:

We have the following selection of Stage Pin Cables:

50'

25'

10'

5'

Edison to stage pin

stage pin to Edison

Two-fers

Hardware:

Source Four Size A gobo holders

Source Four Size B Gobo Holders

360Q size B Gobo holders

SOUND:

The theatre sound system is a self powered EAW system. It is in stereo . It is possible for road companies to tie in to the speaker system when arranged in advance.

The sound board and equipment are located in the balcony. There is a closed power system for sound with outlets backstage and in the booth.

The Theatre uses a hearing enhancement system that must be used at every show. We require all visiting companies to provide a matrix or aux feed to this system.

Under no circumstances may control boards provided by renter, or from an outside source, be placed anywhere other than where indicated on the seating chart.

Theatre sound equipment is as follows:

EQUIPMENT	BRAND	FUNCTION
Microphones		
PCC 160 (10)	Crown	Floor Microphones
SM-81 (3)	Shure	Condenser Microphones
Lavaliers (16)	Shure	Wireless Body Microphones
SM 58 (7)	Shure	Wired Vocal Microphones
SM Beta 57 (2)	Shure	Instrument Microphones
SM 58 ULX J1 (4)	Shure	Wireless Vocal Microphone
Monitor Speakers		
S-100 (2)	Electro-Voice	Stage Monitors
S-40 (4)	Electro-Voice	Stage Monitors (Stand Mountable)
12" & Horn (4)	AAS	Stage Floor Monitors
Mixing Board		
32 Channel	SoundCraft – Expression	Digital Console
CD Decks		
Single CD Deck	Denon	CD player
Outboard		
DBX 160 (4)		
Drawmer DS 404 Quad Gate		
Yamaha SPX 2000		
Lexicon MX200 (2)		
TC Electronics D TWO Delay		
Cable:		
XLR		
50'		
25'		
10'		
5'		
Monitor		
50'		

Any additional sound requirements must be arranged for in advance with the Capitol Civic Centre. Additional sound equipment may be rented through a house sound company.

ELECTRICAL:

A 208/120 volt 60-amp company switch (2 legs) is available for sound power tie-in. This circuit must be “hard-wired” by the theatre electrician, available on an hourly basis when arranged for in advance. This circuit is located in the downstage right and downstage left areas backstage.

There is also a 208/120 volt 400-amp three-phase company switch for lighting power tie-in, in the same location.

COMMUNICATIONS:

The theatre has 5 belt packs and headsets. All equipment is made by Technical Projects and is compatible with Clear-Com equipment. There are outlets in the following areas for headsets: 1 SL, 1 SR, 1 each follow spot booth, and 1 in the booth. In addition, headsets can be chained off each other if additional headsets are needed in a certain location.

STAGE MANAGER'S OPERATION POSITIONS:

There is not a permanent stage managers location. The stage managers can be located in the booth with the permanent sound and lighting control boards or can be easily setup stage left or stage right.

Props:

- ___ - Black Folding Chairs
- ___ - Music Stands
- ___ - Music Stand Lights
- ___ - Lecterns

HOUSE CREW:

Please let us know your crewing needs at least 30 days in advance

SPECIAL EFFECTS:

The use of special effects must be arranged in advance with the theatre's Executive Director and Technical Director. The theatre is not responsible for any injury to renter resulting from the use of special effects equipment. Renter is required to follow fire department requirements in the usage of special effects equipment. The Capitol Civic Centre must have a copy of any permits required for the special effects.

LAUNDRY FACILITIES:

Washing machine, dryer, steamer, iron and ironing board are located in the green room they are available to road show costume staff upon request.

MISCELLANEOUS:

The stage floor is constructed of 2" hardwood on edge and is resilient. No nailing or screwing into the floor is permitted.

The theatre has a Genie personnel lift for focusing lights at trim height. Maximum lift is 24'. The Genie Lift can only be used by persons 18 years or older.

The theatre has an acoustical shell, as well as stock 3 x 8 , and 4 x 8 platforms for special application. Arrangements for these must be made in advance.

STAGE GUIDELINES:

No nails or screws permitted in the stage floor.

No painting allowed on the stage or in the auditorium.

No construction allowed beyond the plaster line.

No one is allowed to operate the fly system without staff supervision.

No one is allowed to operate the Genie personnel lift without staff supervision.

Only gaffers (cloth) is allowed on any surface in the theatre including the stage floor, rigging, and all house owned props. – No duct tape or masking tape.

There is no smoking eating, or drinking on the stage, or in the auditorium

No one shall operate lighting or sound equipment without the permission of the Technical Director.

Alcohol may not be consumed by any performer or worker on the premises .

MERCHANDISE/CONCESSIONS:

The theatre will receive 20% of any income from the sale of any merchandise (25% if theatre provides the sellers). Locations for the sale of merchandise must be settled in advance. The theatre will operate its concessions stands for any performance, at the theatre's sole profit. No independent sales of food or beverage items will be permitted.

USHERS, BOX OFFICE PERSONNEL, AND HOUSE MANAGER:

All of these positions will be provided by the Capitol Civic Centre.

All rentals are subject to signed rental agreement, and availability of theatre.