



Facility Information Packet

(Revision 1.0)

Please note: that the information contained in this sheet is for planning purposes only, and is subject to change at any time. The measurements contained herein are approximate. Please contact the Center prior to making any decisions that require critical measurements. Finally, please note that this is not a complete listing of Center policies. Please contact the Center for more information.

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Contact Information

World Wide Web	http://www.bowiecenter.org		
Box Office / Information Line	(301) 464-2237		
Executive Director	Dr. Gerald George	(301) 805-0288	gdgeorge@bowiecenter.org
Technical Director	Mr. Randy Whitcomb	(301) 805-1838	rwhitcomb@bowiecenter.org

Our Facilities

Basic Set Up

Basic set up for the Main Hall or the Recital Hall includes a house light plot with minimal cuing, house audio / visual playback equipment, stock chairs and tables, up to two microphones, a podium, and a lectern.

Additional equipment or space requirements will be charged as approved by the Governance Board.

The Main Hall

Depending upon your needs a rental of the Main Hall might include the following:

- For Rehearsals: use of the auditorium and stage under work lights only.
- For Technical Rehearsals: use of the Auditorium, the stage, the basic technical setup, personnel, and any extra equipment requested.
- For a Meeting / Performance: use of the green room, the dressing rooms, the lobby, the Stage, the basic technical setup, personnel (to be determined on a case by case basis), and any extra equipment requested.

Required Personnel

The personnel required for an event will be determined on a case by case basis. In many cases, volunteers may be used; however the Center does require anyone using our equipment to undergo training. Your rental rate will include a Facility Manager, who will be in overall charge of the facility during your event. It may also include a Front of House Manager. The Center can also provide the necessary people at a rate of \$15.00 per hour per person. The minimum number of people required to use our facilities are as follows:

For rehearsals:

- A Facility Manager, approved by the Executive Director. This person will usually be an employee of the Center and is provided as part of your rental.

For technical rehearsals:

- Facility Manager
- Booth technician*
- Stage hand*
- Additional personnel at the discretion of the Executive Director.

Please Note: The Facility Manager may double as either the stage hand or the booth technician.

For performances:

Facility Manager

Front of House Manager*

Booth technician*

Ushers*

- Numbers will vary with the event
- Provided by the event, although Center volunteers may be available.
- Must be present at their duty stations for the entire event.

Stage hands as necessary*

For larger events a Police Officer will be required for traffic control at the conclusion of the event.

Additional personnel may be required at the discretion of the Executive Director.

For other events

At least one person, the facility manager*

Additional personnel at the discretion of the Executive Director.

***Must be certified by the Center.**

The Auditorium

- The Auditorium seats 808 people.
- The Orchestra has 535 seats including seven wheelchair accessible spaces and six seats with fold up arms.
- The Balcony has 273 seats including four wheelchair accessible spaces and two seats with fold up arms.
- All of the wheelchair spaces offer a companion seat immediately beside them.
- No other seating is allowed in the Auditorium. Seats may not be added, and standing is not permitted.
- Adaptive listening devices are available to audience members.
- The auditorium is about 77' wide at back
- The auditorium is about 57' from back wall of house to DS of proscenium wall

Please Note: There is no food or drink allowed in the Auditorium or backstage at any time. Possession of such is grounds for eviction from the Center.

The Main Stage

Dimensions

Depending upon how it is configured, the usable stage dimensions are about 32' wide (16' from center line to leg) by about 32' deep (including the apron.)

Proscenium Opening	48'x 26'
Plaster Line to Upstage wall	34'
Apron (w/ pit cover in place)	8'
Full Width (Line Sets to SL wall)	68'

Lighting and Control

ETC Sensor Dimmers, 272 available for FOH and Stage lighting

House and Lobby lights are dimmer controlled

Control: ETC Insight w/ Emphasis Control

Board

Instrumentation: Our lighting inventory includes a variety of robotic instruments, CYM color changers, Source4 ERS, and Fresnel units. A lighting inventory is available upon request.

Sound and Video

Mixing Console: SoundCraft K2

- 40 single channel input channels
- 4 stereo input channels
- Programmable Muting

Wireless and hard-wired intercom system.

Wireless microphone

Video Projection:

Hitachi CP-XI250 XGA projector with a Da-Lite screen hung on line set. Multiple inputs and switching are available.

Rigging

The grid is about 65' off the stage floor.

There are 28 line sets. Lines 1 through 4 are motorized. Lines 5 through 28 are standard single purchase counterweight sets. The rail order does not coincide with the actual location of the set on stage however the line sets are numbered from downstage to upstage.

Set	
1	Valance*
2	Grand Drapes*
3	1st. Leg*
4	1st Electric*
5	Down Stage Cloud*
6	Open
7	Open
8	1st Border
9	2nd Leg
10	2nd Electric*
11	Mid Stage Cloud*
12	Mid Stage Traveler*
28	Sky Cyc*
13	3rd Border
14	3rd Leg
27	Open
15	3rd Electric*
26	5th Electric*
16	Open
25	Open
17	Open
24	Open
18	Screen*
23	Upstage Traveler*
19	Upstage Cloud*
22	4th Electric*
20	4th Border
21	4th Leg

***Can not be moved.**

Other Available Items for the Main Stage

- Wenger *Diva* acoustical shell
- Standard soft goods as well as white and black scrims
- Sky blue cyclorama
- Pramberger 6' Grand Piano
- Podium
- Lectern
- Chairs
- Music Stands
- Tables
- Follow Spots (3)

The Recital Hall

The BCPA Recital Hall is a black box style theatre with sound and lighting independent from the Main Hall. Depending upon your needs a rental of our Recital Hall might include the following:

- For Rehearsals: Use of the Hall under work lights only.
- For Technical Rehearsals: Use of the Hall, use of the basic technical setup, personnel (to be determined on a case by case basis), and any extra equipment requested.
- For a Meeting / Performance: Use of the Green Room, Use of the Dressing Rooms, Use of the Lobby, Use of the Stage, Use of the basic technical setup, personnel (to be determined on a case by case basis), and any extra equipment requested.

Required Personnel

The personnel required for an event will be determined on a case by case basis. In many cases, volunteers may be used, however the Center does require anyone using our equipment to undergo training. Your rental rate will include a Facility Manager, who will be in overall charge of the facility during your event. It may also include a Front of House Manager. The Center can also provide other necessary people at a rate of \$15.00 per hour per person. The minimum number of people required to use the Recital Hall are as follows:

For rehearsals:

- A Facility Manager, approved by the Executive Director. This person will usually be an employee of the Center and is provided as part of your rental.

For technical rehearsals:

- Facility Manager
- Technician*

- Additional personnel at the discretion of the Executive Director.

For performances:

- Facility Manager
- Front of House Manager*
- Technician*
- Ushers*
 - Numbers will vary with the event
 - Provided by the event, although Center volunteers may be available.
 - Must be present at their duty stations for the entire event.
- Stage hands as necessary*
- Additional personnel may be required at the discretion of the Executive Director.

For other events

- At least one person, the facility manager*
- Additional personnel at the discretion of the Executive Director.

Please Note: The Facility manager may double as the Front of House Manager or the Technician.

***Must be certified by the Center.**

Dimensions

- Room: 43' x 46'
- Ceiling Height: 21'-9"
- Height to Grid: 16'
- The grid is on 4' centers

Entrances and Exits

- There are double doors that exit to the lobby located on the north wall (1 set) and east wall (2 sets).
- There is a single door leading directly to the front parking lot on the east wall as well.
- There is a double door exiting to “no man’s land” on the south wall.

Lighting and Control

- Dimming: 96 ETC Sensor Dimmers, with 89 available for events.
- Control: ETC Express 48/96

- Fixtures:
 - 30 Source4 ERS with various lens trains available.
 - 2 Source4 ERS 15-30 zooms
 - 20 Source4 PARS
 - 16 Desesti 6" Fresnels

Sound and Video

- Portable Audio Rack with the following:
 - 4 Shure UC wireless receivers w/ handheld SM58 and/or body pack lavalieres available
 - 1 Mackie 1604- VLZpro 16 channel mixer
 - 1 Tascam CD-A700 CD/Cassette Deck
 - 1 Alesis MidiVerb
 - 1 Rane 30L stereo Equalizer
 - 2 Crown CTs-600 amps
- Speakers
 - Mains:
 - 4 EV Sx300 12", 300W Two-way speakers. Grid Mounted.
 - Additional
 - 2 EV Sx-300 speakers
 - 2 EV Sx-250 speakers
 - 2 EV S-40 powered compact speakers
- Portable Video Projection System:
 - Hitachi CP-X260 LCD Projector.
 - Da-Lite 9'x 12' Dual Vision DLX Projection Screen, frame, and floor stand.

Other Available Items

- 6' Pramberger Grand Piano
- Installed mirror and dance bars
- Cyclorama and black soft goods on traveler tracks.
- Podium
- Lectern

- Audience / Meeting chairs
- Players' chairs
- Music Stands

Other Spaces Available at the BCPA

- Lobby
- Art Gallery spaces in the Lobby
- Green Room(s)
- Dressing Rooms
- Scene Shop

Please contact the Center for policies, pricing and availability.

The Rental Process

The following is a very brief discussion of how to rent our facilities. Please be aware that there are additional Center policies that may apply to your rental, and that our policies may change at any time. Please contact the Center with any questions.

1. Prospective clients who have not used the Bowie Center for the Performing Arts in the past twenty four months should first complete a *Usage Application* well in advance of the event. (we work up to a year in advance or more!) Upon return of the completed application, it will be reviewed by the Center staff and a determination made based upon the following criteria:
 - a. Appropriateness of the event to the mission of the center.
 - b. Event feasibility and technical suitability
 - c. Availability of dates requested
 - d. Scheduling priorities
2. Upon approval of the *Usage Application* prospective users may submit a completed *Production Agreement Worksheet*.

Please Note: Prospective clients who have used the facility within twenty four months may submit a completed *Production Agreement Worksheet* in lieu of the *Usage Application* which will then be evaluated using the same criteria as above.
3. When the *Production Agreement Worksheet* has been completed and approved, the prospective user should schedule a meeting with the Executive Director and with the Technical Director.
4. Based upon these meetings, the Executive Director will generate an *Event Agreement* (contract) or an *Internal Use Agreement*
 - a. The Center will later issue a *Technical Rider* and a *Personnel Rider* that will become part of the agreement.

- b. The Center requires insurance for all events. Please contact us for details.
- c. The Center will require proof of insurance and may require proof of 501c3 status, proof of performance rights, or other information.

Please Note: All dates are tentative until the *Event Agreement* or the *Internal Use Agreement* have been signed by the User and accepted by the Center and any deposits collected.

- d. Tickets may not be sold for an event until the licensee has returned the signed Rental Agreement with deposit.
- e. The user is not permitted to advertise the event using the Center as venue until the *Usage Agreement* for that specific event has been signed and returned with any required deposits.

Deposits. The standard rental deposit is the full rental fee plus 50% of our estimated costs. The Center reserves the right to change the amount or terms of the deposit.

Fees (to be determined)