The enclosed Facility Technical Specifications details the necessary production information you will require in preparation for your event at New York Live Arts. This is a technical spec for the facility and does not constitute the full understanding of the engagement between New York Live Arts and the Company. This package is a summary of facility information and does not supersede the contract document.
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Introduction to New York Live Arts:

New York Live Arts is an internationally recognized destination for innovative movement-based artistry offering audiences access to art and artists notable for their conceptual rigor, formal experimentation and active engagement with the social, political and cultural currents of our times. At the center of this identity is Bill T. Jones, Artistic Director, a world-renowned choreographer, dancer, theater director and writer.

We commission, produce and present performances in our 20,000 square foot home, which includes a 184-seat theater and two 1,200 square foot studios that can be combined into one large studio. New York Live Arts serves as home base for the Bill T. Jones/Arnie Zane Company, provides an extensive range of participatory programs for adults and young people and supports the continuing professional development of artists.

New York Live Arts is home to the Bill T. Jones/Arnie Zane Company. Founded as a multicultural dance company in 1982, the company was born of an eleven-year artistic collaboration between Bill T. Jones and Arnie Zane. Today, the company is recognized as one of the most innovative and powerful forces in the modern dance world.

New York Live Arts has three spaces available for use. The New York Live Arts Theater is a 184-seat theater with excellent sightlines, clear acoustics, state-of-the-art lighting and sound system is an inspiring space for artists and a well-recognized destination within New York’s cultural scene. Additionally, New York Live Arts houses two state-of-the-art studios that are rented on an hourly basis for rehearsals, classes/workshops, auditions, informal showings, as well as commercial ventures. It is a traditional dance venue but is flexible enough to accommodate a variety of events from modern pop to film shoots and corporate events.

New York Live Arts’ lobby is ideal for pre and post show receptions, social events, corporate gatherings and private parties. The lobby features floor-to-ceiling glass windows that open onto 19th Street and a built-in bar convenient for catering.
CONTACT INFORMATION:

New York Live Arts
219 W. 19th Street
New York, NY 10011
Tel: 212.691.6500
Fax: 212.633.1974
Box Office: 212.924.0077
www.newyorklivearts.org
Tech Specs: www.newyorklivearts.org/about/theater.php

GENERAL ADMINISTRATION, MARKETING & FRONT OF HOUSE:

Tyler Ashley  Director of Communications  tashley@newyorklivearts.org
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Veronica Falborn  Producing Associate  vfalborn@newyorklivearts.org
Hannah Seiden  Front of House Coordinator  hseiden@newyorklivearts.org

PRODUCTION DEPARTMENT:

Hillery Makatura  Director of Production  hmakatura@newyorklivearts.org
Veronica Falborn  Production Stage Manager  vfalborn@newyorklivearts.org

RENTALS DEPARTMENT:

Gregory English  Director of Operations  genglish@newyorklivearts.org

COVID-19 POLICIES:

New York Live Arts is committed to providing a safe working environment and continues to follow all State and Local regulations regarding COVID 19 Safety and Mitigation.
Please review the Live Arts Reopening: Safety Guidelines, Best Practices & Procedures: https://docs.google.com/document/d/1T5q4cyiHDVvs-WoKARB2Vrf3Sf0CRYc36MEI8stZa4w4/edit?usp=sharing for the most up to date information.
All rehearsals and performances continue to operate under the Media production guidelines, please see the Live Arts Safety plan for a details: https://docs.google.com/document/d/1pE0SMCF9hu7pz5FGv6CTDqWR3Zto7pyV7hiYXw6yGE/edit?usp=sharing
THEATER:

GENERAL STAGE & SEATING INFO:

General Description:
A hybrid black box proscenium style theater with fixed raked seating. There is a fixed pipe grid over the stage with six (6) manually operated winches. Back wall is black concrete and cannot be altered. Live Arts requires the playback of a pre-show safety message in the house prior to curtain. There is a booth at the back of the house. A blue spotting light is also available back of the house center.

Stage Size:
Overall stage dimensions: 74’ wall to wall upstage, 51’-6” wall to wall downstage in wing one, 42’ wide wing to wing and 41’-3” deep from the “plaster line” to the upstage most winch and 43’ 1 ¾” to the upstage wall at Center Line. Note: The US wall is angled. Deck height is even with the first row of seats. Grid height is 19’ except in wing one where clearance is only 7’-2” in the wings.

Seating Capacity:
The seating is fixed capacity and has the potential for tech kills for audio, lighting and projection that should be considered pending the needs of your performance. The permanent front of house mix position is in Row J between seats 104 and 109. There are ADA seats in Rows A & J. PLEASE CONTACT THE DIRECTOR OF PRODUCTION FOR CURRENT SEATING CAPACITY WITH COVID-19 RESTRICTIONS. Current capacity is (31) for single seating and (44) for double occupancy seating.
**DECK:**

The stage deck is Harlequin Cascade permanent black vinyl dance floor with seams that run left to right, installed in 2017. This vinyl is applied on top of a permanent sprung dance floor, which consists of ¾ “plywood top with 3 layers of 1 x 4 sleepers placed on 18” centers. This plywood and 1 x 4 design is layered over rubber spacers on top of the concrete slab. **Deck has a maximum point load of 300 lbs per foot.**

The default house “rep” is the Harlequin Cascade.  

The Harlequin Cascade has a special slip-resistant surface. Therefore, it is an ideal choice for hip-hop, street dance, concerts, theatre, and film/TV shoots. The harlequin Cascade was also designed to be ideal for ballet, modern, jazz, and contemporary dance.

The following is not permitted on the cascade floor: screwing or lagging into the deck; the use of rosin; wearing heels, flamenco, or tap shoes; no food or beverage (with the exception of water).

Any damaging actions will be immediately stopped and necessary treatment of the floor should happen immediately. Any tables and chairs that are placed on the floor must have rubber/plastic feet. Spreader boards are required for any heavy items to prevent any possible damage. No painting is allowed in the theater.

**MARLEY:**

The Theater has a total of (7) 49'-6" long x 60” wide Rosco Reversible black/white marley. With the pit open the deck accommodates six panels. With the pit closed, the deck accommodates seven panels right up to the back wall.

The only permitted shoes are ballet and jazz shoes. Rosin is not permitted on the marley. The wearing of heels on the Harlequin Reversible floor is not permitted. Food and beverage (with the exception of water) on the Rosco Reversible floor is not permitted.

Any damaging actions, even by the above permitted shoes, will be immediately stopped and necessary treatment of the floor should happen immediately. Any tables and chairs that are placed on the floor must have rubber/plastic feet. Spreader boards are required for any heavy items to prevent any possible damage.

The floor has a special slip-resistant surface. Therefore, it is **prohibited** to apply any type of floor sealers, floor finishes, or waxes of any type.

**PIT:**

There is a pit upstage for the ground row that allows the cyc to be buried into the deck for cleaner sight lines. All our US soft goods (Cyc, Bounce, Scrim) sit into the pit allowing for the bottom pipe pockets to be concealed, giving a very clean look from out in the house. The pit drops 1’-2” below deck and is manually removed and installed. Please refer to drawings for clarification.
Rigging:
The Theater is equipped with (6) manually operated 62’ long winch pipes. The remaining hanging positions are a fixed grid. Maximum distributed weight load is 17,000 lbs. Maximum static point load is 300lbs. All dynamic loads must be approved in advance. There are I-beams running upstage downstage that are available for additional rigging points. Weight load on the I-beams is inclusive of the max-distributed load.

Soft Goods:
The default house “rep” soft goods hang is no goods in the air. The following soft goods are available. Bottom pipe is available for all full stage goods. Travelers can be operated from either SL or SR.

- (1) Pair Flat Black Wool Serge Legs 6’ wide x 18’-7” high
- (3) Pair Flat Black Wool Serge Legs 8’ wide x 18’-7” high
- (1) Pair Flat Black Wool Serge Tabs 3’ wide x 18’-7” high
- (2) Pair Flat Black Wool Serge Legs 6’ wide x 18’-7” high
- (3) Flat Black Wool Serge Border 50’ wide x 3’ high
- (1) White Gerriet Opera Plastic Cyc 50’ wide x 19’ high
- (1) White Seamless Bounce 50’ wide x 19’ high
- (1) Black Seamless Sharkstooth Scrim 52’ wide x 18’-1” high R
- (1) Black Wool Serge Center Split Traveler w/Fullness 28’ wide x 17’ high each panel

Line Set Schedule:

<table>
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<tr>
<th>PIPE</th>
<th>DIST TO PL</th>
<th>HOUSE HANG</th>
<th>IN TRIM</th>
<th>OUT TRIM</th>
<th>SIZE</th>
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<th>NOTES</th>
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<td>Winch Operated SL</td>
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LIFTS & LADDERS:

Ladders:
- (3) 6’ Ladder
- (1) 6’ Little Giant Ladder w/Extension
- (1) 8’ Ladder
- (2) 12’ A Frame Ladder w/19’ Extension on Wheels
- (2) 25’ Straight Ladders

Personnel Lifts:
- (1) 20’ Genie Lift

Tables, Chairs, Dancer & Musician's Equipment:
The equipment below is shared throughout the facility. Please confirm availability with the Director of Production.
- (13) Music Stands – Black
- (2) Music Stands - White
- (4) 6’ Folding Tables - Black
- (2) 5’ Narrow Folding Tables - White
- (115) Plastic/Metal Folding Chairs – Black
- (8) Padded Metal Folding Chairs – Black
- (50) Cushioned Floor Seats “chips” - Black
- (50) Wood/Metal Folding Chairs - Black
- (6) 5’ Portable Lightweight Ballet Barres
- (1) Clear Acrylic Podium *available for additional charge*

ELECTRICS:

New York Live Arts maintains a permanent rep plot but DOES NOT enforce a rep focus. Please allot time in your load-in schedule for focus. The house rep plot consists of twelve overhead positions; four booms each stage right and stage left, top cyc lighting position and a ground row. The Production Lighting System includes:

Power Disconnects:
- Stage Level Down Stage Left – 1@ 200 Amp, 3 Phase, 120/208v, Cam Tails
- Stage Level Up Stage Right – 1@ 200 Amp, 3 Phase, 120/208v, Cam Tails

Dimmers:
- The Theater utilizes Dimmer Doubling (Multiplexing)
- One hundred ninety-two (192) 2.4kw dimmers
- Circuits distributed throughout stage house, most at 15 Amp
- A limited number of non-dim circuits are available
- The following additional dimmer racks are available:
  - (1) ETC Sensor 12 x 2.4kw Rack

Control:
- ETC EOS 4k Console located in booth back of house with full tracking back up
- ETC 2 x 20 Fader Wing
- Four (4) 17” Monitors (Monitor available for tech table)
- Remote Video Interface
- House Lights controlled via console

**Permanent Plot Fixtures:**
All fixtures have either C-Clamp or Side Arm, a Safety and Color Frame. All fixtures lamped at HPL 550w/77v and L5-15 male connectors unless otherwise noted.

- (21) ETC Source Four 26°
- (100) ETC Source Four 36°
- (45) ETC Source Four 50°
- (16) ETC Source Four Zoom 25°-50°
- (24) ETC Source Four Par WFL
- (28) ETC Source Four PARNe
- (16) ETC Selador Vivid 63” Three Cell LED Striplight**
- (7) L+E MR16 6’-3” Strip 750w
- (4) VariLite VL1000 Tungsten Iris Unit*
- (1) VariLite VL1100 Tungsten Unit*
- (6) Altman 14” 500w Scoop House Light
- (18) Par36 24w Warm-White Dimmable LED House Light

*Please note the VariLite VL fixtures do not move from their Rep Positions.
**ETC Selador fixtures are of 2 different generations. The groundrow fixtures are version 4 and the overhead fixtures are version 5. Please contact the Lighting Supervisor for more information.

**Permanent Plot Accessories:**
- (29) Wybron Coloram II Color Scrollers

**Additional Fixtures:**
- (35) ETC Source Four Bodies
- (14) ETC Source Four 19° Barrels
- (50) ETC Source Four 26° Barrels
- (89) ETC Source Four 36° Barrels
- (40) ETC Source Four 50° Barrels
- (26) ETC Source Four Zoom 25°-50°
- (5) ETC Source Four Fresnel 750w
- (12) ETC Source Four Par (full lens kits available for all pars)
- (14) ETC Source Four PARNe
- (7) ETC Source Four Mini 50w, (full lens kits)
- (6) Strand Orion Cyc Unit 1kw
- (9) L+E MR16 6’ Strip 750w
- (1) VariLite VL1000 Tungsten Iris Unit (Dedicated Spare)
- (5) Altman Q-lite Jr 500w
- (4) Music Stand Lights (40w Clear)

**Additional Accessories:**
- (6) Wybron Coloram II Color Scrollers (Dedicated Spare)
- (89) ETC Source Four Half Hats
- (20) ETC Source Short Four Half Hats
• (14) 7.5” Half Hats
• (15) 7.5” Top Hats
• (14) 10” Half Hats
• (40) 7.5” Color Extenders
• (65) ETC Four-Leaf Barn Door for Source Four Par
• (9) Drop In Iris Units
• (46) “A” Size Template Holder for ETC Source Four
• (16) “B” Size Template Holder for ETC Source Four
• (6) Donuts for ETC Source Four
• (16) Wooden Floor Mounts

Steel:
• (2) 10’-6” 1.5” Schedule 40 Steel Pipe
• (7) 10’ 1.5” Schedule 40 Steel Pipe
• (4) 10’ 1.5” Aluminum Pipe
• (10) 12” Single T Side Arm
• (2) 50lb Boom Base

Miscellaneous:
• (1) 8’ Tech Table
• (1) 4’ Tech Table
• (1) 2’ Tech Table
• Additional supply of cable and sandbags as available

Follow Spots:
Follow spots are not recommended in the house as the fan noise would be disruptive to the performance. There is no power or space available in the lighting booth for a follow spot. If absolutely required, a Source Four follow spot is the best solution.
• (2) Source Four Follow Spot Yokes
• Note: Approximately 30’ throw distance from FOH position to the stage.

Permanent Hanging Positions:
There is a fixed grid over stage. Hanging positions include:
• (28) pipes running stage left to stage right
• (13) pipes running upstage to downstage
• (9) vertical pipes on each side of the house that function as a box-boom style position
• (4) permanent booms on each side of the stage.
• Ground Row position in the upstage pit

Temporary Hanging Positions:
• (2) additional booms may be added upstage using 10’-0” pipe. Contact the Lighting Supervisor for more details.

**EFFECTS:**

**NOTE:** Due to the current Covid19 Pandemic, the use of Atmospheric Effect is not allowed.
The desired use of all effects must be discussed with the Director of Production. Confetti and glitter effects are not allowed. Pyrotechnics and the use of open flame are also not
allowed. Atmospheric effects such as fog, haze and dry ice may require additional staffing. The house has one MDG Atmosphere Hazer. Effects that require the alarm system to go offline may not be used for more than eight contiguous hours.

Audio:
The permanent front of house mix position is in Row J between seats 104 and 109. The house speaker hang positions are permanent. All sound equipment is powered with isolated grounds. There are two 24x4 permanent snakes run to both SL & SR. New York Live Arts utilizes a Meyer Galileo 616 system. The Galileo loudspeaker management system is a hardware/software system providing all of the facilities required to drive and align sound reinforcement systems. Settings may only be adjusted under the supervision of the Technical Director. New York Live Arts has one (1) iMac with Qlab 4 Pro A/V Bundle that is available for Audio and/or Video playback.

Consoles:
- Yamaha QL5 (Rep Console)
  - 64x64 Digital
  - 32 Analog Inputs
  - 16 Analog Outputs
  - Dante Compatible
- Yamaha DM1000 Digital Console *STORED OFFSITE*
- Mackie 1202 (Roving Console for Onstage Mixing and Studio Use)
- Yamaha 01V (Studio Rep, Available Upon Request)
- MOTU Ultralite MK3 Audio Interface
- Soundcraft K3 32 Channel Console *STORED OFFSITE*
  - 32 Channels; 8 Groups, Stereo & Mono Main Outputs, 8 Aux, 4 Stereo Returns

Effects/Processing Equipment:
- (1) Meyer Galileo 616 Processor
- (2) dbx 1046 Quad Compressor/Limiter
- (4) dbx 160A Single Channel Compressor/Limiter
- (2) Klark Teknik DN410 Parametric Equalizer
- (3) XTA GQ600 Dual Channel Graphic Equalizer
- (1) Denon DN-C635 CD Player

DJ Equipment
*Available for additional charge*
- (2) CDJ 2000 Nexus
- (1) DJM 900 Nexus
- (2) Stereo RCA Cables
- SM58 and 10” Mic Stand Available Upon Request for DJs Live Use

Speaker System & Amplification:
- Main Speakers:
  - (2) UPQ D1 Self Powered Speakers (Horizontal Hang)
• Center Vocal Cluster: (1) EAW KF 394; (1) Crown CE2000 Amplifier
• Proscenium Side Fills: (2) UPJ 1P Self Powered Speakers (Yoke Mount)
• Back of House Fills: (2) UPJ 1P Self Powered Speakers (Horizontal Hang)
• Onstage Monitors: (4) UPJ 1P Self Powered Speakers (Yoke Mount)
• Main Delays: (3) UPJunior Self Powered Speakers (Yoke Mount)
• Subwoofers: (2) Meyer USW-1P Self Powered Subwoofers
• Additional Monitors (No Rigging Hardware)
  • (6) QSC 12.2 Self Powered Speakers
  • (2) 750 LFC Compact Subwoofers

Microphones:
• (8) Shure ULXD2/SM58-G50 Wireless Handheld
• (8) Shure ULXD1-G50 Wireless Body Pack
• (8) DPA 4061 Lavalier Mini Omnidirectional Microphone
• (4) DPA FIDF00-160-M Headset Microphone
• (1) Neumann KMS105MT Vocal Condenser Mic
• (2) Shure SM58
• (2) Shure SM57
• (1) Shure Beta 52A Kick Drum Mic
• (4) AKG CK91 Blue Line Series Cardioid Capsule Mics
• (2) AKG CK98 Shotgun Condenser Mics
• (2) AKG C451 B Condenser Mics
• (2) DPA 4011 Condenser Mics
• (1) AKG C414 4-Pattern Condenser Mics (Stereo Pair)
• (2) Sennheiser e609 Dynamic Mics
• (3) Crown PCC-160 Phase Coherent Cardioid Microphone
• (2) DPA D: Fine Dual Ear Beige Directional Headset Microphone
• (3) DPA 4065 Dual Ear Black Omni Directional Headset Microphone

Studio Options (Available Upon Request)
• (8) Sennheiser EM 100 G3 Receivers
• (8) Sennheiser SK 100 G3 Body Pack Transmitters
• (8) Sennheiser SKM 100-835 G3 Handheld Wireless Mics
• (6) Sennheiser ME 2 Omni-Directional Lavalier Wireless Mics

Microphone Stands:
• (10) Boom Style Stands (Tripod)
• (2) Straight Stands (Roundbase)
• (5) 10” Table Stands

Digital Keyboard:
• (1) Yamaha P155 - 88 KEY MIDI player

DI Boxes:
• (4) Countryman Active DI
• (3) Pro D2 Stereo Passive DI
**Intercom: Two Channel Clear-Com System with wireless interface:**
- (8) Clear-Com RS-601 Belt Packs
- (8) Clear-Com FSB-II Wireless Belt Packs
- (8) Clear-Com CC-300 Single Over-Ear Headset
- (2) Clear-Com CC-40 Single Muff Sealed Ear-Cup Headsets
- (6) Clear-Com CC-26 Single Muff Lightweight Headsets

**Program & Paging:**
- Program Feed to both Dressing Rooms
- Paging to both Dressing Rooms from Booth
- Lobby Feed Available Upon Request - Confirm with TD
- (2) Independent Wireless Handheld Microphones in Lobby

**PROJECTION:**

**Projectors, Lensing & Accessories:**
- (1) Christie D13 HD-HS 13k 1DLP Laser Projector. (1) FOH in Rep Position
  7,500:1 Dynamic Contrast, 1920:1080 Native Resolution, 16:9 Native aspect ratio
  - (1) Christie Zoom 140-114107 Short Zoom Lens: Throw Ratio: .84 - 1.02:1
    Image Size: 26’x48’ - 32’x 57’; Brightness: 6fL - 4fL*
  - (1) Christie Zoom 140-115108 Short Zoom Lens: Throw Ratio: 1.02-1.36:1
    Image Size at cyc: 20’x36’-27’x49’; Brightness: 8fL-6fL* (Rep Lens at FOH Position)
  - (1) Christie Zoom 140-110103 Short Zoom Lens: Throw Ratio: 1.5-2.0:1
    Image size: 15’x27’ - 20’x36’; Brightness: 16fL - 20fL*
  - (1) Christie Zoom 140-111104 Medium Zoom Lens: Throw Ratio: 1.95- 3.94:1
    Image Size: 7’x12 - 14’x 25’; Brightness: 50fL - 18fL*
- (1) Christie D13 HD-HS 13k 1DLP Laser Projector, (stored offsite, rigging unavailable)
- (2) Sanyo PLC-XP200L 7k LCD Video Projectors (Rigging Unavailable)
  2000:1 Contrast Ratio, 1024x768 Native Resolution, 4:3 Native aspect ratio
  - (3) Sanyo LNS-S31 Standard Zoom Lens:Throw Ratio: 1.80 - 2.30:1, f/1.7 - f/2.0
    Image Size: 24’x18’ – 31’x23’; Brightness: 15fL – 10fL*
  - 1 Sanyo PLC-XF45 10k LCD Video Projector (stored offsite, rigging unavailable)
    - (1) Sanyo short zoom lens: Throw Ratio 1.35-1.8:1, f/2.5-2.9
      Image Size: 40’4”x22’9” – 39’6”x29’7”; Brightness: 11fL – 7fL*
  - 1 City Theatrical Projector Dowser (Rigged in Rep Position)

  *Image Size/Brightness based on focus to cyc from rep position.

**Playback:**
- 1 Sony DVP-SR510H DVD Player
- 2 Micca Portable HD Media Player

**Screens:**
- 1 Fast Fold 8’ x 14’ Rear Projection Screen w/legs (rep hanging position available)
- 1 Fast Fold 6’ x 8’ Front Projection Screen w/ legs
- 1 Fast Fold 9’ x 12’ Rear Projection Screen – No Legs
**ACCESSIBILITY**

**STAGE DOOR:**
Entrance is located on street level at 219 W. 19th Street between Seventh and Eighth Avenues on the north side of the street. There is no dedicated stage door; all entry is through the lobby. The lobby is staffed from 10am – 10pm, seven days a week. A stage door list is required in advance for access to the venue.

**LOADING:**
Please note there is **no loading dock**. All deliveries take place at street level. All items must fit into the elevator to go to the stage or studio level. The stage house is one flight below ground level. There is a set of double doors on 19th Street with direct access to the lobby. The doors swing out and the opening is 5’-5” wide 7’-2” high. There are push bars at 3’-2” that narrow the opening to 4’-9”. Items going into the theater that do not fit into the elevator must be able to be carried down the stairs of the house to the deck. Once inside the lobby, items that do not fit into the elevator must fit into an initial doorway that is 3’ wide by 10’ high. Items can then either make a sharp right into the back of the theater or be carried through a second doorway that is straight ahead that measures 3’-8” wide by 7’-5” wide. Items going through this doorway must be carried, as they will be going over the house left seating section. All items of size should be discussed with the Director of Production and/or Production Manager prior to load in to ensure that they can fit into the venue.

Main access from the basement elevator to the theater is via DSR and DSL double doors that measure 5’-4”w x 6’9”h SR and 4’-1” wide x 6’-9” high SL.

The street in front of the theater is a commercial loading zone from 8am-6pm during weekdays. It is recommended to block space early in the day for your truck but parking is not guaranteed. There is no loading dock, forklift or ramp on-site. Gear may not be unloaded in advance nor remain in the venue after the event.

**ELEVATOR:**
Car dimensions are 5’-3” wide x 7’-1” deep x 7’10” high. The elevator door is 4’-5” wide x 6’-11” high. Weight capacity is 3,500 pounds. Elevator services the backstage level, lobby level and third floor studios. Please note this is not a freight elevator and the elevator floor and walls must be protected when in use for load in and load out.

**SUPPORT SPACES:**

**BACKSTAGE HALLWAY:**
Located one flight down from the lobby level, the backstage hallway runs parallel to the stage under the audience seating. The hallway connects downstage right to down stage left and is accessible on the stage right side via stairwell or elevator. The hallway has two dressing rooms and the wardrobe room. There is a water cooler in the backstage hallway.
As part of our commitment to the environment, New York Live Arts encourages the use of reusable bottles and does not keep disposable cups on hand. There is no upstage hallway crossover though a small crossover can be made on stage depending upon the soft goods hanging schedule.

**Storage:**
New York Live Arts has extremely limited storage on site. If there is a lot of equipment being brought in, it is recommended that you remove your “empties” from the space. Depending on your set up, there may be space available on site. Case storage should be discussed with the Production Coordinator prior to load in. The Production Coordinator will make final determination of what can be stored on site.

**Wardrobe Room:**
Located stage right across from the dressing room, there is a small wardrobe room that contains a washer, dryer, steamer, iron, ironing board and small sink. This room also holds a refrigerator available for crew and company use. Distilled water only may be used in the steamer and iron. Please provide your own distilled water and detergent; only high efficiency detergent may be used in the washer. A limited number of towels are available. The wardrobe room door must remain open when the dryer is in use and no dry cycles may be left running overnight.

**Dressing Rooms:**
There are two identical dressing rooms in the backstage hallway. They are stage level and accessible from stage left and stage right. All dressing rooms are equipped with lighted make-up mirrors, full-length mirrors, electrical outlets as well as program and paging. There are several rolling costume racks available in the dressing rooms. Dressing rooms measure 12’ wide x 17”-6” deep. Each dressing room can hold twelve people and has an ADA accessible shower and toilet. Dressing rooms must be cleared 30 minutes after the end of a performance. If additional time is required, please contact the Director of Production or Production Coordinator for approval.

**Green Room:**
Live Arts does not have a designated green room space. The 2nd floor conference rooms may be rented at an additional cost if needed. Please see the detailed description in the Conference Room section below.

**Lobby:**
New York Live Arts’ lobby is ideal for pre/post show receptions, social events, corporate gatherings and private parties. The lobby features floor-to-ceiling glass windows that open onto 19th Street and a built-in bar convenient for catering. The lobby is open to the public at all times during standard operating hours.

**Audio:**
- Playback available through the Box Office Computer
- (4) QSC K8.2
- (2) Sennheiser XSW-35 Cardioid Handheld Wireless Mics
Lighting:
- (4) R40 Striplights 3ckt w/par 38 Halogen 100w Lamps
- (4) L+E 6560 6’ Ministrips w/MR16 50w FNV 60° Lamps
- (5) ETC Source Four Mini 50w, *(full lens kits)*
- (3) ETC Source Four Jr Zoom 25-50°
- (1) Noguchi Hanging Lamp 100w
- (2) Unison System Presets available

Projection:
- 1 Sanyo PLC-XU116 4500 Lumen Projector*
- Digital Playback must be brought in by Company and be VGA compatible

*Projector is not permanently installed.

**STUDIOS:**

New York Live Arts houses two state-of-the-art studios that are rented on an hourly basis for rehearsals, classes/workshops, auditions, and informal showings, and commercial ventures. Located on the third floor of the facility, the studios are accessible by both elevator and stairwell. The studios are available for use individually or can be combined into one larger studio when the air-wall is opened. Both studios boast black marley over a sprung dance floor, floor-to-ceiling windows, full-length mirrors, ballet barres, central heat and air conditioning, and Wi-Fi. Mirror wall has curtains that may be deployed to cover mirrors. There are 2 restrooms with showers and lockers available for use. The studios are very versatile beyond use as a rehearsal space. They are an intimate setting for a showing and can be adapted to accommodate a variety of setups. The studio also provides a great setting for receptions. We do not allow food, drink, or street shoes on our marley. Please note that if a reception is held in our studios, it is mandatory that the marley be removed by our crew and re-installed after the event. This additional labor and time will be billed to the rental client. All trash must be removed by the client after the event. Failure to do so will accrue additional labor costs and/or cleaning fees.

**David R. White Studio:**
- 33’ x 37’
- Sound System that supports CD & iPod playback and an XLR input for microphone
- Steinway designed Boston Upright Piano w/Bench (Tune A440)
- Small Black Stool
- TV with DVD Playback
- Occupancy: 92

**Jerome Robbins Studio:**
- 32’ x 37’
- Sound System that supports CD & iPod playback
- Small Black Stool
- TV with DVD Playback
- Occupancy: 85
CONFERENCE ROOM:

New York Live Arts rents its conference room on an hourly or daily basis for meetings and seminars. Our comfortable, well-equipped room offers a professional setting within a thriving arts organization and is convenient to transportation for attendees. The room measures 16’-6” wide x 28’ long when fully opened. The room can be divided with an airwall that cuts the room into two equal halves. The room can fit up to twelve (12) tables and thirty-six (36) chairs and seats twenty-eight (28) conference style. Conference call, Internet and 32” TV monitor available. This room can serve as a green room if needed. The conference room can potentially be used as a staging area for catering but no open flames are allowed in our building and convection oven use is extremely limited. Please also note that in the event that food and drink are used, the floor must be covered and protected by the renter. Failing to do so will accrue extra cleaning fees that will be added to the bill out. Please check with Rentals Coordinator for approval, details, and availability.

GENERAL POLICIES:

- New York Live Arts is a no-smoking facility. Smoking and open flame is prohibited throughout the facility including hallways, stairwells and entrance.
- Eating and drinking (except for bottled water) is prohibited in the theater and the studios.
- Backstage signage must be hung on the visiting company callboard. No defacing of walls or paint is permitted.
- All New York City Fire & Building Department rules and regulations must be adhered to at all times. New York Live Arts is subject to weekly inspection by the FDNY.
- Sound levels shall be maintained at reasonable levels (not to exceed 95db.), and Live Arts reserves the right to ensure the same.
- New York Live Arts reserves the right to deny use of any scenery that may be potentially damaging to the facility, performers or audience.
- All scenic elements, soft goods, props, etc. must be accompanied by a certificate of flame proofing. Flame proofing is the responsibility of the Company.
- Absolutely no glitter or confetti is allowed in the space. Not loose, on costumes, or in makeup.
- No body makeup is allowed in the space when Live Arts marley is being used.
- Live Arts does not permit lagging or screwing into the deck. There are no exceptions to this rule.
- There is no drilling, painting or fabricating of any kind permitted inside the Venue.
- Spray painting is strictly prohibited anywhere on the premises.
- All items brought into the venue by Company must be removed by Company by the completion of the load out.
- Crew call is a minimum ninety (90) minutes prior to the performance time. This time is reserved for light and sound checks and general show pre-set. Rehearsals and warm ups may not take place on the stage during this time. The house opens thirty (30) minutes prior to performance time.
- An alphabetical list is required at the Box Office for access to the theater and backstage areas. All performers and staff must be on the list to be admitted.
LABOR POLICIES:
New York Live Arts is committed to fostering talent both onstage and off. The facility operates with four Production Apprentices that rotate through all departments and run the performances. All events are assigned a Production Coordinator. The Production Coordinator is responsible for supervising all events, managing crew and serves as a liaison between visiting companies and the various departments including but not limited to Front of House. The New York Live Arts Director of Production will make the final determination of crew numbers to ensure a safe working environment. All New York Live Arts equipment and consoles must be operated by New York Live Arts personnel.

The following policies apply to all calls:
- Calls that are cancelled within forty-eight (48) hours of the call start time will result in scheduled crew members being paid as originally scheduled.
- All calls are a minimum of four (4) hours.
- All calls will include a 5 minute hand washing break at the top of each hour.
- Crew members may not work beyond five hours without a one-hour unpaid meal break.
- One half-hour paid meal break may be taken in lieu of the unpaid hour should that be required (after a 4 hour work call only). This may only occur once per day.
- On calls 3 hours or longer, we guarantee a fifteen-minute coffee break every two to two and one half hours, depending on the schedule.
- Calls will be paid to the nearest ½ hour. If a call breaks an hour (i.e. work stopped at 1:15p), it will be rounded up to the nearest ½ hour (i.e. 1:30p).

Overtime rate will be paid as time and half.
This applies in all the following situations:
- For every hour scheduled over 40 hours in a seven (7) day week.
- When work is scheduled on the seventh day of a seven (7) day week.
- Every hour between 12:00AM-08:00AM will be considered Overtime with the exception of roundup hours which will be paid as regular time.
- Calls scheduled on any of the following holidays:
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
  - New Year's Day
  - Martin Luther King Jr. Day
  - Memorial Day
  - Independence Day

Company provided designers and labor:
New York Live Arts does not provide Production Managers, Lighting Designers, Sound Designers, Projection Designers, Costume Designers, Design Assistants, Stage Managers, Wardrobe persons, party rentals, caterers, waitstaff, or servers for your event. It is your responsibility to hire this staff directly. The Production Department may be able to offer suggestions of people who have worked as crew in our space before. Company staff may not replace any Live Arts personnel or operate any New York Live Arts equipment or consoles.
**ADVANCE TIMELINE:**

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of Date</td>
<td>Contract issued to licensee.</td>
</tr>
<tr>
<td>Within 2 Weeks</td>
<td>Return signed contract and non-refundable deposit.</td>
</tr>
<tr>
<td>3 Months Out</td>
<td>Submit Rental Intake Form, Technical Rider, &amp; begin discussions with the Director of Production.</td>
</tr>
<tr>
<td>60 Days Out</td>
<td>First draft of the technical schedule and the Consultant’s Contact List are due.</td>
</tr>
<tr>
<td>45 Days Out</td>
<td>A redlined first draft of the Consultant’s technical rider is due.</td>
</tr>
<tr>
<td>30 Days Out</td>
<td>Submit Certificate of Insurance, Ground Plan, Light Plot, Lineset Schedule, Input List, Scenic Elements List, Schedule and list of cases with measurements to be stored onsite.</td>
</tr>
<tr>
<td>7 Days Out</td>
<td>Submit Stage Door List</td>
</tr>
<tr>
<td>Day Of Load In</td>
<td>Submit Flameproof Certificate(s) for all Company Sets/Props/Soft Goods</td>
</tr>
</tbody>
</table>

*A fine of Fifty Dollars ($50 USD) per day will be imposed for late receipt of information according to the schedule above.*