

The Douglas L. Manship Sr. Theatre, LLC



Theatrical Guidelines

The Manship, Studio & Workshop Theatres

Physical Address: 100 Lafayette Street, Baton Rouge, LA 70801

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MANSHIP GUIDELINES

The following information is presented to help users of the Manship Theatre's facilities familiarize themselves with the physical layout, operational procedures and basic rules and regulations prior to their scheduled performances.

The Manship Theatre, LLC (The Manship), is available for meetings, events, performances and limited rehearsals. While you are at our facilities, The Manship staff, technicians and volunteers will accommodate your needs within our Guidelines. Because this is a general use facility, open to any and all groups, strict Guidelines are mandatory as a courtesy to all organizations. We hope you enjoy the use of these facilities.

GENERAL RULES OF THE THEATRES:

STAFF

Please familiarize yourself with the Manship Staff and volunteers and learn how they can assist you in all aspects of your production.

Executive Director: Susan Trapnell, interim Executive Director handles all bookings and contractual negotiations. She is available in an advisory capacity. She should be contacted if production problems occur, which are beyond the scope of other staff responsibilities.

Director of Production: Rudi Spruell handles all aspects of production, design and installation. Rich supervises all technical staff and coordinates and is responsible for all back of house functions, including equipment maintenance, repair, replacement, inventory and procurement. Supervises and implements lighting, scenic, sound design and execution, as required. Mentors, trains, teaches, recruits and manages all technical and intern personnel. 225.389.7267

Rental Manager: Patricia G. Ladut provides administrative and clerical support to the Manship Staff. She is the primary liaison to renters, providing catering lists, equipment rental referrals, building tours and other information to users of the Manship spaces. Patricia provides renters and artists with information required to maximize their Manship Theatre experience. Additionally, she is responsible for all front of house operations which includes scheduling, staff assignments and supervision of volunteer ushers for performances and special events, coordinating activities with technical staff, security personnel and the ticketing office, as appropriate. 225.389.7228.

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Master Technician: Stephen Pitzer will provide general lighting, which requires no rehearsal visits (for full lighting design, please inquire of the Director of Production), set up all sound requirements; run tech booth for all performances; set general environment of stage; oversee load-in and strike; if time and schedule allow, may assist with building on a per hour basis; be in attendance for all tech-week rehearsals. He is not a scenic or sound designer; the Master Technician's responsibility extends only as far as the building. It is the production or event organization's responsibility to transport their set, furniture and/or equipment to storage.

NOTE: Weekly contracts do not include technical support staff labor. Technical support staff charges are set forth in the Manship Rate Schedule. When Technical support staff works greater than 40 hours per payroll week (Monday through Sunday) on one show, the Producer will be billed at time and a half the provider's rate. Lessee should not pay Technical support staff directly.

In cases of theatrical productions and other events in Manship space, a member of the Technical staff of The Manship must be on site, at the cost of the Lessee, at all times users are on premise. There are no exceptions to this rule.

Volunteer Ushers: Our Volunteer Ushers greet patrons, collect tickets, and distribute program books and seat patrons. Ushers open doors when the lights come up at intermission(s) and at the end of the performance. They assist patrons who leave and return at intermission, answer questions about restroom locations, calmly evacuate patrons in an emergency and stuff inserts into programs before each performance, as needed.

PERFORMANCES

A performance is any event in the Theatre to which the public is invited, or when tickets are sold. See attached Manship Rate Schedule for facility rental rates. All patrons of a ticketed event must hold a ticket. Due to Fire Marshall rulings, standing is not allowed in the Theatre. All members of crew and cast who wish to sit in the house at any time are required to have a properly issued complimentary ticket or paid ticket from the Ticket Office. Food or beverages are not allowed in the Theatre.

REHEARSALS

WEEKLY RENTALS: Every effort will be made to make the Theatre available to Lessee for rehearsal and technical work from load-in through the first paid public performance. After the first paid public performance, the Theatre is available for scheduled performances and is leased to Lessee on a non-exclusive basis. Additional rehearsal and technical time after the first paid public performance will be on a space available basis. There is no additional charge for rehearsal during the Lease Period; however technical staff time will be charged according to the Manship Rate Schedule.

SINGLE/MULTIPLE PERFORMANCE RENTALS: It is important for users to understand that The Manship is a multiple-use facility, and single-date performances often are performed in front of other production's scenery and must use available lights and sound. Rehearsal time is available to single- and double-performance renters on a

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space available basis for up to four (4) hours per use at no additional charge. Additional rehearsal time is available on an hourly basis pending availability. Technical staff time will be charged according to the prevailing Manship Rate Schedule for all rehearsal time.

ALL USERS: It is expected that the stage, backstage area, hallways and dressing rooms will be kept neat and clean at all times or the user will incur a cleaning charge of up to \$50/hour per Manship staff person per occasion.

USE OF FACILITIES WHILE UNDER CONTRACT

During the Lease Period, Lessees have general access to the facility. Exceptions include the administrative offices, ticketing office, restaurants/concession/bar areas, kitchen, equipment rooms and storage areas. Please ask a Manship staff member for assistance with these areas. *Smoking* is prohibited in the entire facility. Eating and drinking is prohibited in the Theatres, tech booth, and main lobby and hallways. You may eat and drink in the green room only. All cleaning and repair charges resulting from the disregard to this policy shall be charged to the Lessee. During performances and rehearsals, all doorways, aisles and stairs must be kept clear of people and equipment obstructions. *There must be a Manship staff person on-site while you are in the facility.*

No costumes, scenery, props, etc., are to be placed on seats in the Theatres.

All waste is to be placed in the two waste cans provided backstage. Additional clean-up charges may be incurred at the rate of up to \$50/hour with a one-hour minimum. Lessor may charge Lessee for the use of the dumpster as deemed necessary by Lessor.

All waste is to be placed in the waste cans provided. Dressing rooms are to be maintained in a neat and clean fashion at all times. No food is allowed in the dressing rooms.

Cast and attendee sizes must be approved by an authorized Manship representative.

LIAISON

The Director of Production, Rudi Spruell must be contacted at least six (6) weeks prior to the first day onsite to confirm pre-arranged production requirements. A detailed technical advance sheet will be prepared at this time. The Manship will provide a day of show liaison for all of your technical needs. We expect all communications will be handled through one person from your organization to the technical representative on the Manship staff. This will avoid any miscommunications or conflicting needs.

BUSINESS HOURS

The Manship Theatre's business hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Use of space after business hours must be scheduled in advance, and will carry the appropriate rehearsal or performance rates. A Manship staff person must also be present, and will be billed to you at the applicable rate.

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POST PRODUCTION

At the end of your production, performance or event the rented spaces, stage, backstage areas, dressing rooms, etc., must be returned to the “Manship norm” at your time and expense, to allow for the next incoming performance or event. This includes returning the stage floor to painted black if you have altered the floor in any way. Failure to repaint the floor will incur a \$350 fee. No equipment or materials are to be left or stored onsite after the last day of show. There will be a per day charge assessed for any materials left behind. Final payout will not be issued until all items are removed.

PROCEDURE

PROCEDURES & GUIDELINES (BOOKING THE THEATRE(S))

The Manship acknowledges access to the facility in accordance with the following Board of Director approved policies. Periodic announcements will be made to publicize scheduling opportunities and programming cycles.

The Manship plans to meet the wide array of needs of the community. All groups submitting proposals should understand that The Manship will do everything in its power to be fair and meet the needs of all local artists, but due to constraints of space, the demand may exceed availability.

The Manship Theatre Board of Directors is the final decision making authority regarding requests for use of Manship spaces at The Shaw Center, whether for performances, conferences, meetings, fundraisers, social gatherings (private or commercial) or other events.

Please read the following carefully regarding the use of the Manship facilities:

Civic use: shall be defined as events, open to the general public, that are not a performing arts presentation. Space will be made available in the annual calendar for civic use.

The interested parties should submit a written request, at least 60 days in advance of the event. The request should be delivered to the CEO and President of The Manship Theatre. The Board of Directors will review such requests at its regular monthly meeting. It is understood that there will be circumstances when the 60-day advance period will not be applicable.

Performing Arts Use: Use by the performing arts community shall be defined as any event involving a performance of music, theatre, dance, film, or other arts related event.

Standard Rental: In accordance with the prevailing standard rental and service rates then in effect.

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Definitions:

Technical Expenses: Shall be defined as all The Manship Technical staff time, equipment rental, piano tuning, special supplies such as gobos, batteries, etc., utilized in the planning and running of the production. These expenses will be charged in accordance with the prevailing "Manship Rental Rates."

Ticket Office Expenses: Ticket office expenses would include set-up and per-performance fees as well as a fee for ticket purchases made by credit card, in accordance with the prevailing "Manship Rental Rates."

Guaranteed Fee: A contracted performance fee to be paid to the artist(s).

Performance Income: Shall be defined as total ticket office receipts, less credit card and building maintenance and enhancement fees.

Publicity Expenses: Shall be defined as fees paid for services such as printing, copying, signage, the services of the press coordinator, photographs, postage and any other direct expense serving the publicity and marketing of a production, in accordance with the prevailing "Manship Rental Rates."

Net Income: Shall be defined as performance income less expenses as determined by the rental or co-production contract.

Rental Expenses: Shall be defined as theatre rental fees as set forth in the prevailing "Manship Rental Rates."

Rental Proposals Should Include:

1. Name of organization, including contact person and authorized signatory, as well as FEIN or SSN.
2. The dates requested with first, second, and third choices for each performance/slot (limit of three (3) slots per year per producing entity).
3. The title(s) of work(s) to be presented for each slot with brief description.
4. Ticket price schedule, including maintenance and enhancement fee of \$1.50 per ticket.
5. A narrative production overview including:
 - a. Number of artists involved on stage in the presentation.
 - b. Number or artists involved behind the scenes.
 - c. Anticipated audience, based on previous performance history.
 - d. History with The Manship and/or other venues.

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6. All theatrical groups must provide a copy of the agreement/license granting the performance rights for the production to be staged at The Manship, when signing the Theatre Rental Agreement with The Manship. *No exceptions.*
7. Confirm that you will be providing your own liability insurance.
8. A copy of the script, DVD and/or other promotional materials.

DROPPING OFF AND PICKING UP EQUIPMENT, PROPS, ETC.

All equipment must be handled through the loading dock area. All deliveries and retrievals of equipment shall be arranged in advance with the Director of Production Services.

FIRE SAFETY

- No smoking anywhere in the building.
- No live flames (matches, lighter, special effects) without prior written permission of Lessor.
- Drapes and scenics must be flame proofed, tested and be accompanied by a certificate of verification from the manufacturer.
- All additional lighting/electrical equipment must be approved by the Director of Production/Facilities BEFORE installation.

EQUIPMENT

The Manship is a state-of-the-art facility with the latest sound, lighting and slide projection equipment. It is not equipped with a scenic shop and, therefore, only stocks a bare minimum of tools. Please don't assume that anything "lives" on site. If items are not on the equipment list, chances are they are not available.

If you need additional equipment, the Director of Production can recommend or make arrangements for rental companies who provide a variety of AV and other equipment.

Only designated persons will be allowed access to the tech booth. Only certified technicians and Manship Staff will be allowed to operate the technical equipment or make any changes to lights, sound, stage facilities, etc. Call the Director of Production & Facilities for details regarding tech personnel certification.

PIANO

We are very proud of our Yamaha piano and must enforce strict guidelines for its use. See attached Rate Schedule for rental and tuning fees. We will discuss use of the piano on an individual basis. All arrangements must be made in advance.

LIGHTING

Please review your lighting design with the Manship Director of Production.

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PROJECTORS

Contact the Manship Director of Production regarding use of projectors.

TICKET OFFICE & TICKETING

Lessee does not have access to the Manship Ticket Office at any time. All questions regarding complimentary tickets, ticket sales, seating capacity or special requests should be directed to the Director of Administration or Audience Services Manager. All tickets to all performances are sold only through the Ticket Office.

Complimentary Tickets are issued by written request to the Executive Director. Users should prepare a written list of comp tickets, complete with names and number of tickets to be issued, and deliver it to the Executive Director at least 24 hours before performance.

The Manship Ticket Office is manned by Manship staff as paid personnel. Tickets can be obtained during normal ticket office hours. Tickets cannot go on sale until the Show on Sale Report is complete. There is a \$50 per show charge for ticket printing and ticket office support.

There is a \$1.50 Building Maintenance & Enhancement Fee added to every ticket. Each fee will be put into a fund, which will be used to maintain and preserve technical equipment. All advertised ticket prices should include the surcharge. For example, if your ticket price is \$14.00, you should advertise a ticket price of \$15.50.

MANSHIP THEATRE BEVERAGE SERVICE

DOMESTIC BEER

Budweiser, Bud Light, Bud Select,
Coors Light, Michelob Ultra, Corona

IMPORTED BEER

Abita Beers, Newcastle, Dos Equis Amber, Hoegaarden,
Stella Artois, Paulaner Hefeweizen, Red Stripe, Blue Moon,
Guinness,

STANDARD BAR

Includes: Stolli Vodka, Tanqueray Gin, Bacardi Light Rum, Jack Daniels,
Dewars Scotch, House Wine, Domestic Beer, Champagne and Soft Drinks/Bottled Water

CALL BAR

Includes: Ketel One Vodka, Dewar's Scotch, Tanqueray Gin, Bacardi Light Rum, Jack
Daniels Bourbon, House Wine, Domestic Beer, Abita Beers, House Champagne and Soft
Drinks/Bottled Water

PREMIUM BAR

Includes: Grey Goose Vodka, Bombay Sapphire Gin, Appleton Estate Rum, Crown
Royal Whiskey, Maker's Mark Bourbon, Chivas Regal Scotch, Select Wines, Extended
Domestic, Import Beers, Select Champagne and Soft Drinks/Bottled Water

CASH BAR

- No charge for satellite bar set-up/rental;
- Manship shall determine cash bar pricing, and provide ice, plastic/glassware, staff, mixers, napkins and bar fruit.
- Manship Beverage Staff shall place "tip jars" on bars unless patron guarantees 18% gratuities on total cash sales.

BY THE BOTTLE/CASE (USAGE)

- \$35 set-up/rental fee per satellite bar;

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- Bar service includes ice, appropriate non-soft drink mixers, napkins, and bar fruit;
- Staff is billed out at \$15/hour/worker at two workers per 100 guests or portion thereof;
- An 18% gratuity (of liquor usage fees) shall be added to renter's final invoice and paid to Manship Beverage Staff unless other arrangements have been made and approved in advance.
- Premium and Call Bar service may include any brands on lower tiers;
- Soft drinks and juices are priced at \$15/case or portion thereof. Bottled water is billed out at \$25/case or portion thereof.
- Beverage fee is based on usage (prices on various brands upon request):
 - Domestic Beer: \$48/opened case
 - Import Beer: \$65/opened case
 - Standard Bar: \$75/opened bottle
 - Call Bar: \$90/opened bottle
 - Premium Bar: \$100/opened bottle
 - House Wine: \$18/opened bottle
 - Select Wine: \$20/opened bottle
- Additional brands are available with sufficient advance notice and will be quoted according to current costs and availability.

OTHER SERVICES, RATES & INFORMATION

- Manship Beverage Staff is available to serve beverages which have been donated to renter at the rate of \$15/hour/worker and a corkage fee of \$5/bottle for wine and \$10/case for beer. Corking fees for liqueur vary according to the event.
- Manship Beverage Staff are hired on an hourly basis to service your event and guests in accordance with your communication of the nature of the event, number of guests, etc. A minimum of three staff members will be engaged 2-3 hours prior to the beginning of the event at the rate of \$15/hour in order to prepare bars, ice beer, soft drinks and wine, prepare bar fruit, plastic/glassware, stock coolers and bars, etc. You should plan on two-three staff members breaking down the bars for an hour or so after the event closes and all guests have left the building. Every effort will be made to include set-up and breakdown charges in estimates for Manship Beverage Service.
- Manship policies require that a Beverage Manager be on site during set-up, event and breakdown.
- Manship policies and applicable laws require that one Baton Rouge Police Officer provide security per 150 guests for all events at which alcohol is available. The

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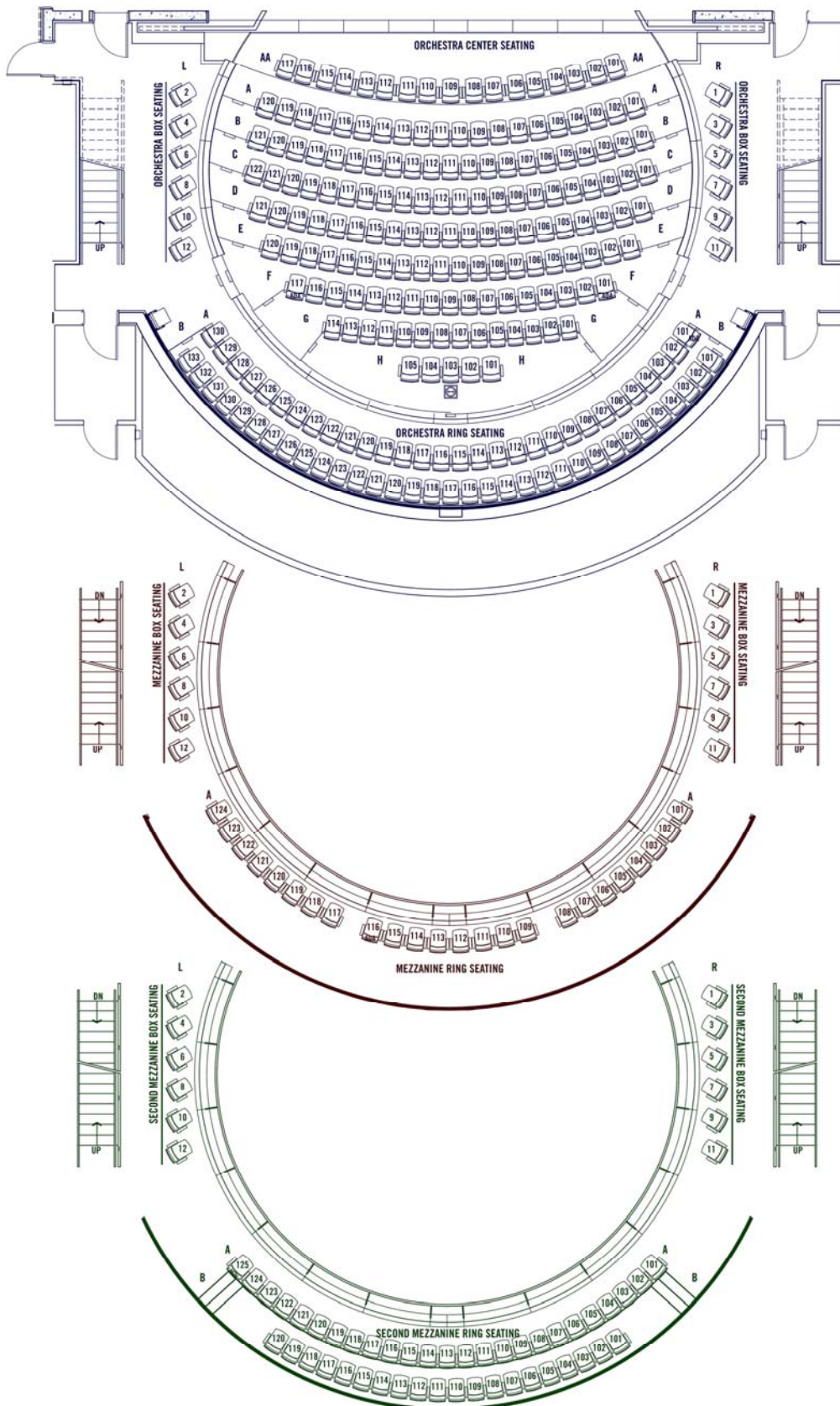
Baton Rouge Police Department provides officers at \$25/hour/officer with a 4-hour minimum. Your final invoice will include security charges in accordance with this policy.

- Manship may require identification of anyone purchasing or being served alcohol at its sole discretion.

Contact: Matt Wilkinson, Beverage Manager

225.241.4634 or wilme21@hotmail.com

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MANSHIP THEATRE TECHNICAL DATA

AUDITORIUM SEATING-MARQUEE - DEFINE FOR STUDIO & WORKSHOP

325 seats (wheelchairs may use up to six of these seats). Theatre seat removal is prohibited without advance written approval of Director of Production Services.

STAGE DIMENSIONS -MARQUEE, STUDIO & WORKSHOP

Proscenium opening	Variable 33'-0" - 40'-0"
Proscenium Height	24'-0"
Curtain Line to DS Edge	3'-4"
Stage Depth	32'-6"
Stage Width	67'-0" clear + 3'-0" rigging wall
Grid Height	65'-0"

RIGGING

34 general purpose counterweight linesets 1200 lb capacity

1 Grand drape counterweight lineset

2 under gallery tab drapes on tracks

BACKSTAGE FACILITIES

Loading Dock capacity: 32'-0" deep X 20'-0" wide with two dock lifts

DRESSING ROOMS

1 start dressing room (change order)

3 6 person dressing rooms with WC and showers

1 Laundry room with washer and dryer.

ROAD COMPANY AND TELE-PRODUCTION ACCOMMODATIONS

Sound bulkhead in loading dock with the following accommodations:

2 video tie lines

24 microphone lines

6 line level tie lines

2 channel intercom connection.

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STAGE POWER

SR - 400 amp company switch

USL - 100 amp company switch

Loading dock - 100 amp disconnect

Catwalk - 60 amp disconnect

REHEARSAL ROOM POWER (LOCATED IN STORAGE ROOM)

1 - 100 amp disconnect

1 - 200 amp disconnect

1 - 400 amp disconnect (pending change order)

STAGE DRAPERIES

<u>Item</u>	<u>Width</u>	<u>Height</u>	<u>Fullness</u>	<u>Material</u>	<u>Color</u>
House curtain	2 panels 28'-0"	28'-0"	100%	Velour	
House Legs (4 pairs)	14'-0"	30'-0"	Sewn flat	Velour	Black
Side Tabs (2)	14'-0"	25'-0"	Sewn flat	Velour	Black
Borders (2)	50'-0"	10'-0"	Sewn flat	Velour	Black

<u>Item</u>	<u>Width</u>	<u>Height</u>	<u>Fullness</u>	<u>Material</u>	<u>Color</u>
Traveler (2 panels)	26'-6"	30'-0"	Sewn flat	Velour	Black
Scrim	48'-0"	29'-0"	None	Seamless Black Sharkstooth scrim	Black
Cyclorama	50'-0"	29'-0"	None	Seamless white muslin	White
Acoustic Drapery	47'-0"	6'-0"	100%	Velour	Black
4 hampers (20 bushel)					
4 bags					

STAGE LIGHTING CONTROL SYSTEM

Lighting system is Electronic Theatre controls.

Ethernet based system

The house worklights are controlled via the lighting console or by remote stations located throughout the theatre.

288 2.4 kw dimmers

42 houselight dimmers

LIGHTING THROW DISTANCES (TO CURTAIN LINE)

INTERCOM

2 channel intercom

MULTI-MEDIA EQUIPMENT

SOUND REINFORCEMENT SYSTEM

Mixers & processing - 24 channel Allan & Heath console

Amplifiers mains - QSC CX - 1102

Surround/effects - QSC CX -404

Sub woofers - QSC CX - 1102

Speakers: Mains - JBL AM 4212/64 upper speakers

Lower mains - JBL AM 4212/95

Subs - JBL ASB6118

Surrounds - Tannoy Micro-stat

Microphones

- (6) Shure SM-58 Vocal microphone
- (4) Shure Beta 87C Vocal microphone
- (4) Shure SM-57 Dynamic Microphone
- (4) Shure Beta 987 D/S Instrument microphone
- (2) Senheiser MD-421 Instrument microphone
- (3) Shure SM-81 condenser microphone
- (2) Shure KSM-27/SL Large Diaphragm Condenser mic

Reproduction Equipment

- (1) Marantz PMD511 Dual Cassette Deck.
- (1) Marantz PMD340 CD player with remote.
- (1) Sony MDS-E12U Mini disc player with remote

LIGHTING INSTRUMENT INVENTORY

<u>Qty</u>	<u>Item</u>	<u>Lamp/Wattage</u>	<u>Make/Model</u>
4	10 DEGREE SOURCE FOUR	HPL 575	ETC/410B
42	19 DEGREE SOURCE FOUR	HPL 575	ETC/419B
42	26 DEGREE SOURCE FOUR	HPL 575	ETC/426B
36	36 DEGREE SOURCE FOUR	HPL 575	ETC/436B
34	6" FRESNEL	BTR 1K	ALTMAN
60	SOURCE FOUR PAR	HPL 575	ETC/S4PAR
6	3 CIRCUIT 16 STRIP LIGHT	MR16 75W	L&E/6560
2	ULTRA ARC FOLLOW SPOT	HTI 400W	LYCIAN/1266

MANSHIP THEATRE TECHNICAL CONTACT

TELEPHONE CONTACT: Rudi Spruell, (225) 389-7267

FACSIMILE NUMBER: (225) 344-0234

The Manship Theatre, 100 Lafayette Street, Baton Rouge, LA 70801