

THEATRE DUBLIN

TECHNICAL PACKAGE

Staff and General Information

Theatre Director

Elizabeth Coleman

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Booking and Concessions Manager

Jordan Oliver

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About Theatre Dublin

Built in 1934 and renovated in 1996, Theatre Dublin serves as a performing arts center for Dublin-Laurens County and surrounding areas. Theatre Dublin can accommodate over 600 people and has state-of-the-art sound and lighting equipment. The theatre is owned by the City of Dublin and managed by the Dublin Downtown Development Authority. It is used primarily for live productions with special showings of movies throughout the year as well. Theatre Dublin has played host to such names as the Atlanta Pops Orchestra, Kenny Chesney, Gene Watson, John Berry, The Drifters, Mike Snider, and concert pianist Mac Frampton.

Operating Regulations, Policies and Lessee Information

STATEMENT OF PURPOSE

Theatre Dublin is owned by the City of Dublin and is an entity of the Dublin Downtown Development Authority (DDA). General operating policies and procedures have been established to ensure Theatre Dublin, its personnel, Licensees and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline for all concerned and will be enforced by the Dublin Downtown Development Authority, Theatre Dublin management and the City of Dublin. Any request variations or exceptions should be submitted in writing and approved by the DDA management.

RESERVATIONS OF FACILITIES:

1. The base fee to rent Theatre Dublin is \$750. This fee includes rental of the facility for eight (8) hours, including load-in and out time. It is \$50 for each additional hour over eight. Rates are based on a "four wall" policy and include normal janitorial service, heat/air conditioning, basic lighting and water.
2. In order to reserve a date at Theatre Dublin, a \$150.00 nonrefundable deposit and contract are due immediately. A date is not considered confirmed until the Lessee has submitted the required deposit and signed contract to the Theatre Dublin/Downtown Development Authority office. The balance of the rental is due (14) days prior to the event date.
3. An additional deposit may be required for anticipated advance expenditures. The balance of the rental fee and any additional expenses (i.e. clean-up, damage and security deposit) is due in the DDA office (14) days prior to the event date. Failure to do so could cancel the event date. **THE LESSEE MUST NOT WAIT UNTIL THE EVENT DATE TO PAY RENTAL FEES, NO EXCEPTION.**
4. A \$300 damage/security deposit is required to be paid by the Lessee in addition to the rental fees. The clean-up and damage/security deposit can be refunded to the Lessee after the Event date if the theatre is not damaged and is left in clean and reasonable order. **IF SECURITY OF THEATRE DUBLIN AND ITS PATRONS ARE BREACHED IN SUCH A WAY THAT LAW ENFORCEMENT IS CALLED TO RETAIN ORDER, OR FOR ANY REASON PERTAINING TO CIVIL MATTERS THE ENTIRE AMOUNT OF THE CLEAN-UP/SECURITY DEPOSIT WILL BE FORFEITED BY THE LESSEE.**
5. Theatre Dublin books on a first come first serve basis and is not responsible for the rollover of any events that are held annually. It is the responsibility of the person/organization responsible for the event to reserve dates and follow the policies for theatre rental.
6. Theatre Dublin has an employee designated to open and close the facility for each event. He/She is the liaison between the Lessee and the Director. All problems during the Lessee's occupancy must be directed to him/her. Theatre Dublin personnel are on site to supervise the use of the facility and to manage any facility issues that arise, and will not be responsible for the Load-In or Load-Out of a performance.
7. All Lessees are required to have insurance. Public liability insurance in the amount of \$100,000 for injuries sustained by one person, \$300,000 for injuries to two or more persons and \$50,000 for property damage coverage for each occurrence, naming the City of Dublin, a municipal corporation, as additional insured must be provided by the Lessee. Insurance must cover Load-In and Load-Out dates.
8. Parking is available in the general area of Theatre Dublin.
9. The approved methods of payment for all related expenses for event dates are as follows: Check, Cashier's Check / Money Order, All Major Credit Cards.

LESSEE RESPONSIBILITIES AND PERFORMANCES

1. Theatre Dublin reserves the right to conduct background checks on potential Lessees.
2. Theatre Dublin reserves the right to require past performance references and reserves the right to use this information in leasing consideration.
3. It is the responsibility of the Lessee to inform Theatre Dublin the full nature of the event for which Theatre Dublin will be used. The event must be approved prior to accepting a booking date.
4. One performance shall not exceed a maximum period of six (6) hours, ending no later than 12:00 am (midnight). Failure to do so is forfeiture of the damage/security deposit.
5. Rehearsals are for a maximum of four (4) hours. Rehearsals lasting longer than four (4) hours constitute full rental fees. NO EXCEPTIONS.
6. The Lessee is responsible for the actions of performers and patrons while using Theatre Dublin during all rehearsals and event dates. Children under the age of 18 are to be supervised at all times and are not allowed in areas above the main floor or unattended in the back stage area. NO EXCEPTIONS.
7. Rehearsals include the use of the stage area ONLY. Children under the age of 18 are not allowed in the lobby during rehearsal.
8. Lewd gestures and language will not be allowed and is the responsibility of the Lessee to stop such behavior should it occur during an approved event.
9. Theatre Dublin does not accept responsibility for the sale of tickets, nor applicable sales tax, unless Lessee enters into a formal Ticket Sell Agreement with Theatre Dublin / Dublin Downtown Development Authority. The Lessee, if he/she chooses, may have use of the Theatre Dublin box office to sell tickets in advance at no extra cost, but must make prior arrangements to do so.
10. Theater Dublin does not accept responsibility for advertising of events. Basic information will be provided to the media at no-cost and upon inquiries. Theatre Dublin requests that the Lessee provide an electronic version of all advertisement including flyers and posters. Theatre Dublin will post visual advertisements by the Lessee at the Theatre prior to an event.
11. Marquee advertising is the sole responsibility of Theatre Dublin and is provided in consecutive order of events.

EQUIPMENT

1. General use of theatre equipment by the Lessee is included in the base rental and use must be indicated on the contract. Batteries are not provided for wireless microphones or any other equipment. Lapel and wireless microphones require two (2) AA Batteries each; not included.
2. Additional equipment needed (i.e. sound and/or lighting specialties, risers, tables/chairs, etc.) must be provided at the expense of the Lessee.
3. The operation of Theatre Dublin sound and lighting equipment requires an approved sound/lighting technician. No Exceptions. The Lessee will be responsible for arranging to have technician available for performances. A list of approved sound/lighting technicians will be provided at the time of booking. The Lessee is responsible for paying the technicians directly at a rate of \$35/ hour, four (4) hours minimum.
4. Lessees cannot operate sound or lighting, nor designate anyone to do so or remove/change any equipment or lighting fixtures. Only theatre-approved sound and lighting technicians are allowed upstairs.
5. Any programming of the board necessary for a production must be approved in writing by designated personnel, and Lessee is responsible to assure that all such programming be removed, and board returned to the original settings of Theatre Dublin. If equipment is not returned to original positions and operating condition, the Lessee will be responsible for all cost associated with resetting the board to original settings and returning equipment to original positions and focus. The Lessee will be notified of the oversight and billed all cost associated with the work and collection fees.
6. Sound and/or Lighting Equipment may only be moved or relocated by designated personnel and the Lessee is responsible for cost of assuring the equipment is returned to its designated position and reconnected to the circuits to which they were originally cabled.

7. Lessee is responsible for hiring a Licensed Electrician to tap into panels for additional power requirements. This will require prior written approval from the Theatre Director. Power is to be removed immediately after the performance unless prior written approval is granted by the Theatre Director.
8. Tables and chairs are limited in number and are available upon request at no additional cost.

GENERAL BUILDING POLICIES

1. Theatre Dublin manages and operates the concession area. No other concessions are permitted into the building and/or sold by lessee, performer, or any other party.
2. Theatre Dublin is a NON-SMOKING facility. It is a responsibility of the Lessee to enforce this policy.
3. City ordinance prohibits alcoholic beverages in any form in or around the premises. NO EXCEPTION.
4. Fog machine use must be approved prior to the event due to its potential to set off the fire alarm. It also shuts down the heating/air conditioning system. If approved, a "Material Safety Data" sheet is needed to confirm that information.
5. Animals and pets are NOT permitted in the building except in conjunction with an approved performance legitimately requiring use of animals. EXCEPTION: GUIDE DOGS
6. Decorations must not be attached to any surface without prior approval. Absolutely no props / set decorations are to be hung from stage drapes. NO EXCEPTIONS.
7. Theatre Dublin permanent graphics, signs or displays may not be visibly blocked in any manner nor may temporary signs and decorations be attached to permanent building graphics including portraits.
8. Do not drag any item across the stage floor. This includes equipment, instruments, props, sets, etc. Such items must be picked up and put in place. The floor cannot be marked in any fashion such as painting, duct tape or the like. The Lessee is responsible for providing specialized stage tape and this will be the only approved item to be used. (If used it is the responsibility of the Lessee to remove it immediately after the event. Contact Theatre Dublin personnel if you are in need of using it. Failure to do so constitutes damage to the facility.
9. Damage to Theatre Dublin's property and/or equipment shall be the responsibility of the Lessee and/or the person or organization causing such damage. Event management is invited to inspect areas prior to Load-In. Damages should be reported immediately to Theatre Dublin/DDA personnel.
10. Banners, overhead signs and special decorations may not be hung from the theatre ceiling or walls without prior approval.
11. House Lighting, ventilation, heat or air conditioning will be provided as required during opening show times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during Load-In and Load-Out.
12. Lessees, performers, patrons and the like are restricted to ground floor areas. Only sound and lighting technicians, maintenance workers and Theatre Dublin/ DDA personnel are allowed in "Authorized Personnel" areas.
13. No equipment, props, etc. can be left on the stage or in the loading/ unloading area. Theatre Dublin accepts very little "donated props" due to limited storage space. Such intentions would have to be approved by the Director prior to any action.
14. No "on site" construction will be allowed.

SECURITY

1. Lessee is responsible for complete security within the theatre, lobby, parking lot and all other areas specifically leased from the time initial occupancy until completion of Load-Out. Lessee must not leave the facility until all patrons, performers and etc. have departed and the on-duty Theatre personnel have given approval. Any and all security breach incidents that occur endanger the Lessee's ability to lease Theatre Dublin for future events, regardless if security is present. Such security, when required will be at the expense of the Lessee.
2. Theatre Dublin reserves the right to determine when additional security (in the form of uniformed, off-duty police and/or deputy officers) is required. That determination will be based upon performances with increased

likeliness of the audience or outside patrons becoming unruly (i.e. tickets sell-outs, talents shows, band battles and etc.)

3. Theatre Dublin must be informed of and approve all security arrangements. Security officer's acceptance of working the event must be in writing complete with a telephone number where he/she can be easily reached.
4. Theatre Dublin areas identified as "Authorized Personnel Only" are restricted to permanent Theater Dublin Employees.
5. Exit doors are not to be propped open at any time.
6. Lewd and abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
7. No soliciting is permitted in or around Theatre Dublin.
8. Safety of all occupants of Theatre Dublin is of utmost concern. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately in order for the event to continue.

HAZARDOUS WORK AREA (LOADING DOCK)

1. Absolutely no drinking of alcoholic beverages is allowed, nor is anyone under the influence of alcohol or controlled substances allowed to work in this area.
2. Event management and all involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book which are pertinent to places of public assembly shall be considered a part of all Lessees, whether specifically referenced or not.
3. All materials that are not a part of the facility such as drapes, curtains, carpet or any materials used in performances must be flame retardant. All such materials are subject to inspection and flame testing by the Fire Marshall.
4. Firefighting emergency equipment may not be hidden or obstructed, including fire extinguishers, fire hose cabinets and fire alarm pull stations.
5. Crates or event equipment may not be stored in service areas. Crate storage is the responsibility of the Lessee.
6. All electrical equipment must be UL approved and all gasoline engines must be AGA approved.
7. All emergency exits, hallways and aisles leading from the building are to be kept clean and unobstructed. Vehicles blocking the exits, etc. will be towed at the owner's expense.

EVENT PROMOTION

1. The presenter is responsible for all advertising and promotion of the event.
2. Public events hosted at Theatre Dublin can be included in numerous free marketing opportunities including print ads, websites, event calendars, and social media platforms. All marketing materials must be submitted to the Theatre Dublin Box Office for review on the following timeline in order to be included in free promotion:
 - **May 1** for July, August, and September events
 - **August 1** for October, November, and December events
 - **November 1** for January, February, and March events
 - **February 1** for April, May and June events
3. Please provide the following information to Liz Coleman at liz@dtublin.com to take advantage of the above-mentioned opportunities.
 - a. Name of group performing
 - b. Name of the performance
 - c. Performance date and time

- d. A brief description of the performance
 - e. Ticket types and prices
 - f. Picture or graphic that you have the rights to
4. Theatre lessees that are hosting a public event may display event posters in the poster cases on the exterior of the theatre. Posters sizes up to 24x36 can be accommodated. Posters should be provided by the presenter and may be dropped off or mailed to the Theatre Dublin office at 314 Academy Avenue, Dublin, GA 31021.

MISCELLANEOUS

Theatre Dublin reserves the right to approve or deny the use of Theatre Dublin for a public performance as it sees fit. If requested, the presenter must submit a copy of scripts or films for preliminary screening by the Theatre Director. Performances containing sensitive subject matter related but not limited to sex abuse, drug abuse, and suicide will not be permitted unless reviewed and approved by Theatre Director.

Events or circumstances not covered in these operation policies and procedures are subject to special consideration and stipulations as deemed appropriate by Theater Dublin Management and Dublin Downtown Development Authority. Questions and clarifications should be directed to the Theatre Director.

Liz Coleman
Theatre Director
(478) 277-5074 Theatre Office
liz@dtublin.com

General Information and Measurements

Room Capacity	
Theatre Seating	620 permanent
Square Footage	12,000 sq. ft.
Handicap Accessible	12 wheelchair spaces
Stage House	
Proscenium Opening	40' 0"
Proscenium Height	18' 0"
Back wall to Proscenium Opening	28' 0"
Proscenium Opening to Lip of Apron	Center Stage: 16' 0" ; Stage L or R: 8' 0"
Proscenium Opening to Mid-Stage Traveler	14' 0"
Proscenium Opening to Up-Stage Traveler	21' 0"
Stage floor to Bottom of Borders	15' 0"
Stage Right Wing Space	16' x 21'
Stage Left Wing Space	8' x 21'
Grand Drape and Mid-Stage Traveler	Emerald Green
Up-Stage Traveler, Legs and Stage Borders	Black
Rigging Height	21' 0"
Battens	(4) with sandbag counter weight
Traveler Tracks	(2) forward of the Up-Stage traveler (For use with drops or scenery)
Floor	Ply wood over sprung floor joist
Dance Floor	Harlequin Cascade ® vinyl floor
Loading Facilities	
Loading dock	Stage Right 16' x 16' with an 8' x 8' overhead receiving door and a 3' high loading dock
Dressing Rooms	
Two dressing rooms (male / female)	Up stage center, 2 large dressing rooms with separate connecting restroom. Green room is located between the dressing rooms and is equipped with a sink and counter.
Piano (See Piano Policy)	
Concert Grand	Yamaha 9'
Stage Piano	Console Yamaha Studio

Lighting, Sound and Power Information

Lighting Equipment	
Dimmers	2 – EDI Dimmex DX24-1 for a total of (48) 1,200 watt dimmers hard wired as follows:
<ul style="list-style-type: none"> ▪ Dimmers 6, 9, 11, 14 – Balcony Rail ** ▪ Dimmers 1-5, 7, 8, 10, 12, 13 – Ceiling Cove** ▪ Dimmers 15-23 – First Electric* ▪ Dimmers 24-32 – Second Electric* ▪ Dimmers 33-40 – Third Electric* ▪ Dimmers 41-44 – Proscenium Wall SL and SR** ▪ Dimmers 45-48 – Rear Wall SL and SR** <p>* Plugging strip attached to electric see lighting layout plot (TDL-1) for circuit assignments for the strips ** Plugging boxes see lighting layout plot (TDL-1) for circuit assignments for the boxes</p>	
Control Panel	ETC Expressions 48/96 with monitor
Lighting Instruments Inventory: <ul style="list-style-type: none"> ▪ (6) ETC Source 4 Elipsoidals 10° ▪ (6) ETC Source 4 Elipsoidals 26° ▪ (6) Altman 360 6" Elipsoidals 6"X 9" ▪ (10) 6" Altman Fresnel's ▪ (10) Source 4 Pars ▪ (12) Par 64 ▪ (4) Altman 3 circuit Cyc Lights ▪ (1) Altspot Follow Spot (1500 w) ▪ (1) Lycian Midget 21 (2000w) <ul style="list-style-type: none"> ○ Elipsoidals lamped @ 575 watts ○ Source 4 pars lamped @ 575 watts ○ Fresnels lamped @ 500 watts ○ Par 64 lamped @ 500 watts ○ Cyc lights lamped @ 500 watts/ Cell 	

Sound Equipment	
Microphones	(7) Sure SM58 (2) EV Beta Series (2) ATW UHF 3180 Series (May be used as either handheld or Lavalier Body packs) (2) ATW 2000 Series Handheld (2) ATW 701 Series Body Packs with ATW Head Worn Mics (1) 18" Sure Flex Condenser
Microphone Stands	(4) Stackable Black Stands (2) Heavy duty Triangular Base Stands (2) Round Base Stands (2) 36" Microphone Booms
Floor Monitors	(4) JBL Monitors
Sound Cables	(10) 30' XLR Microphone Cables (2) 50' XLR Microphone Cables (2) 50' Speaker Cables with ¼ phone plugs (2) 30' Speaker Cables with ¼ phone plugs
Plugging Panel SR at stage side of Proscenium Wall	(10) XLR Inputs (3) XLR Returns
Down Center Stage Floor Panel	(6) XLR Inputs (1) Floor Monitor Out (1) Ceiling Monitor Out Feed
Behringer X 32	Channels 1-6 to stage floor pocket Channels 7-13 to backstage panel Channels 14-19 To UHF Wireless Mics* <u>may not be unplugged or moved</u> Channel 20 tape deck Channel 21/22 CD player 1 Channel 23/24 CD player 2
(1) Discrete monitor mix to center cluster monitor	
(1) Discrete monitor mix to floor monitor outlet in DSC floor pocket	
Power Supply	
(3) phase (5) wire supplying the theatre, main distribution located in loading dock area	
(2) 60-Amp 240 volt range receptacles located in loading dock area to supply break-out power to Lessee's equipment	

Piano Policy

CONCERT GRAND (YAMAHA 9')

- The concert grand may only be used on the day of the performance. All rehearsals must use the stage piano.
- Proper arrangements to use the concert grand must be made two weeks prior to the performance date to allow the instrument to be tuned.
- Rental fee is due (7) days prior to performance.
- The concert grand will remain locked in its proper storage area when not in use.

STAGE PIANO (YAMAHA STUDIO)

- Rental fee is due (7) days prior to performance.
- The stage piano will remain locked in its proper storage area when not in use.

Rates & Fees

Facility Rental Fee	\$750	8 hours including load-in and load-out; \$50/ each additional hour over 8
Rehearsal Fee	\$250	up to 4 hours; w/in the week of the event
Projection Screen	\$100	12'x12' screen (projector not included)
Film Projection Equipment	\$700	requires consult with Director on specific needs
Concert Grand Piano	\$300	
Stage Piano	\$50	
Sound/Lighting Technician	\$35/ hour, four hour minimum, does not include supplemental equipment	
Security/Damage Deposit	\$300	
Marquee Rental	\$50	Non-event related; 2 hour rental