



Sprenger Theatre
Production Handbook

Sprenger Theatre
Production Handbook

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General Regulations, Policies and Procedures

LICENSEE PRESENTER WILL TIMELY AND COMPLETELY COMPLY, AND WILL CAUSE ALL OF THEIR AGENTS, EMPLOYEES, CONTRACTORS, AND GUESTS TO COMPLY WITH ALL OF THE FOLLOWING HOUSE RULES

Working Conditions and Hiring:

1) MINIMUM CALLS

There shall be a minimum call of four (4) hours for each employee anytime a call is made. All hours worked in excess of the minimum call shall be paid for at the prevailing hourly rate for each hour or half-hour (1/2) fraction thereof. At all times, a fraction of an hour shall constitute one-half (1/2) hour.

A performance call shall start thirty (30) minutes before the arrival of the LICENSEE PRESENTER and end thirty (30) minutes after the LICENSEE PRESENTER has exited the building. A minimum of four (4) hours (at the prevailing rate) shall be paid to all persons for working a performance and may be included in the minimum day's call.

2) OVERTIME

All work performed in excess of forty (40) hours during any week, shall constitute and be known as overtime, and paid at the rate of time and one-half (1-1/2) the straight time rate.

3) PREMIUM TIME

The premium rate, equal to time and one-half (1-1/2) of straight time, shall be paid for all work between 12:00 midnight and 10:00 AM, on Monday and all Federal and District of Columbia holidays.

For hours worked on any of the holidays specified above, employees shall be credited up to eight (8) hours towards their forty (40) hours of straight time.

Once a stage employee is entitled to a premium rate of pay, such stage employee shall continue to be entitled to that premium rate for all hours worked until the work is completed or the call is terminated and the stage employee receives an eight (8) hour swing or rest period.

Except: Calls (not involving Section 8 "Rest Period Penalty") starting between 8:00 AM and 10:00 AM will be paid at time and one-half (1-1/2) of straight time until 10:00 AM, at which time the rate will return to the applicable rate of pay.

4) MEAL PERIODS

At no time shall the crew be required to take a meal period before the end of the fourth hour, but must take said meal period of one (1) hour without pay not later than the beginning of the sixth hour from the start of the initial call or from the time of return from a meal period.

5) MEAL PENALTY

A penalty, equal to one straight-time hour, shall be paid for each hour (or fraction thereof) for work performed after the end of the fifth hour. This penalty shall remain in force until a meal period is provided. This penalty shall be in addition to any other compensation due.

6) MEAL SUPPLIED

A hot meal of an appropriate nature (breakfast, lunch, dinner, late night etc.), and of the employees choosing, can be provided by the employer in lieu of a one-hour meal break. The crew will be given ½ hour to eat, and the crew may be split up so that work may continue. Such period will be without loss of time to the employee.

7) REST PERIOD

A minimum eight (8) hour break (rest period, or turn around) shall be provided between the end of one day's call and the beginning of the next day's calls.

8) REST PERIOD (TURN AROUND) PENALTY

Double (2x) the overtime rate, will be charged for all hours "on-call" during the rest period. All such hours count as straight time hours towards the computation for overtime for that day and week

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General Conduct: LICENSEE PRESENTER, its assistants, staff, guests, paid audience, independent contractors or employees will conduct themselves in a responsible, civil and law abiding manner at all times while using the LICENSOR'S Premises and/or the Facilities. LICENSEE PRESENTER accepts full responsibility and any costs of repair for any and all property damage that may be caused to LICENSOR'S Premises or Facilities by LICENSEE PRESENTER, its assistants, staff, guests, paid audience, independent contractors or employees. At all times, LICENSOR reserves the right at LICENSOR'S sole and absolute discretion to exclude and/or remove from LICENSOR'S Premises and/or Facilities, any assistant, staff person, guest, member of the audience, independent contractor or employee of LICENSEE PRESENTER who does not conduct himself/herself in accordance with the General and Theatre Regulations, Policies and Procedures, who fails to respond to reasonable requests by LICENSOR'S staff, or does not conduct themselves in a responsible, civil and law abiding manner while on LICENSOR'S Premises or Facilities.

Health, Safety and Security Matters: The LICENSEE PRESENTER shall comply with directives of the LICENSOR with regard to health, safety and security matters in, on or around the LICENSOR'S Facilities and the Premises and with all written rules and regulations relating to said Facilities and/or Premises. This provision shall be enforceable by the LICENSOR and failure by the LICENSEE PRESENTER to comply with this provision shall be grounds for immediate termination of the Agreement.

Fire Exits: The LICENSEE PRESENTER shall keep clear all fire exits and maintain a 4'-0" wide fire egress at all times.

Expenses: LICENSEE PRESENTER shall be solely responsible for all costs and expenses incident to its use of LICENSOR'S Premises, including but not limited to all clean-up costs after the Production and/or event, all cost of supplies, tools, equipment, fees, fines, licenses, bonds, taxes, or liens which may be required of or imposed upon LICENSEE PRESENTER or LICENSOR by virtue of LICENSEE PRESENTER'S use of LICENSOR'S Premises. LICENSEE PRESENTER may, but is not required to, purchase or rent any tools, supplies or equipment from LICENSOR.

Production Liaison: An employee of the Atlas must be present at all times when a LICENSEE PRESENTER is in the facility. Additionally, an authorized representative of the LICENSEE PRESENTER must also be present at all load-in, rehearsals, performances and strike. Scheduling of Atlas staff is at the discretion of the Atlas Production Manager.

Alteration and use of the premises: The placement of any and all decorations and/or signage in, on, and around Atlas' Facilities and Premises must be approved in advance by the Atlas. All decorations, signage, etc. must be removed at the conclusion of LICENSEE PRESENTER'S production and/or event. No spray painting will be allowed in the Theatre Premises. LICENSEE shall not alter, repair, add to, deface, improve or in any way change the licensed premises in any manner whatsoever, without the prior written consent of the Atlas. The licensed premises shall be maintained and vacated, as and when required, in as good condition as it is upon entry of LICENSEE therein, depreciation for reasonable wear and tear excepted. LICENSEE PRESENTER shall not block or obstruct access to public utilities, fire-hose cabinets, heating and air conditioning vents, lighting fixtures, skylights or fire sprinkler systems, emergency lights, exit signs nor any portion of the sidewalks, ramps entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, aisles, or driveways or use the same for any purpose other than ingress or egress.

Atlas Equipment: No equipment or property belonging to the Atlas Performing Arts Center may be removed or reassigned.

Room Capacities: LICENSEE PRESENTER shall not permit the number of persons in any licensed area to exceed the occupancy number established as the capacity limits for such area(s).

Production Paperwork: LICENSEE PRESENTER must make all production requests and provide the Atlas Production Manager with all necessary Production Paperwork no later than 2 weeks prior to load-in. This includes, but is not limited to, Lighting Designs and Paperwork, Audio/Video Designs and Paperwork, Scenic Designs and Paperwork, List of Production Personnel and their Positions, Full Rehearsal and Performance Schedule.

Promotional Materials: Prior to general release, LICENSEE PRESENTER shall provide a copy of all promotional materials to Atlas for Atlas approval. LICENSEE PRESENTER shall not post nor exhibit signs, advertisements, show bills,

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photography, and/or poster cards of any description in/on any part of the Atlas' Facilities or Premises without prior, written approval of the Atlas.

Walk-Through: LICENSEE PRESENTER or a designated representative will conduct a walk-through of the Premises with the Atlas' designated representative no less than 2 weeks prior to the production and/or event load in. A walk-through of the Premises with the LICENSEE PRESENTER or a designated representative and Atlas' designated representative will be made at the beginning of the production and/or event, prior to load in, and at the end of the production and/or event, after the strike, to confirm the condition of the facility.

Access: No one is permitted on the Theatre catwalks, in the light and sound control rooms, or in backstage areas without the prior consent of the Atlas.

Loading Dock: Use of the Theatre loading dock is restricted to the loading and unloading of equipment and similar material. After hours use of the loading dock must comply with all current District of Columbia noise ordinance laws. Parking is not permitted in the loading dock area. For additional information please see loading dock specification section.

Vehicles: LICENSEE PRESENTER will not bring any vehicle into the Theatre complex without the prior consent of the Atlas. Skateboards, In-Line Skates, Scooters, Bicycles and any motorized vehicle, not needed for persons with disabilities, are not allowed inside the Atlas facilities.

Alcohol: The Atlas Performing Arts Center and its concessionaire are the only on-site entities authorized to sell or distribute alcoholic beverages. All arrangements are to be made through the Atlas.

Open Flame: LICENSEE PRESENTER will not bring into the Atlas' Facilities and/or the Premises any form of explosives, weapons, pyrotechnics of any kind, flammable material or fire of any kind, including but not limited to, candles and/or candelabras without the prior consent of the Atlas. All stage materials used shall be flame proofed. LICENSEE PRESENTER shall not install or operate any engine, motor or machinery in the Atlas Facilities and/or Premises or use oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline, lighters, matches or other flammable gases for either mechanical or other purposes, without the prior written consent of the Atlas.

Tools: The Atlas does not provide tools of any kind for use by LICENSEE PRESENTER. All tools must be tied off to your person at all times while working overhead on catwalks, ladders and lifts.

Cables: All cables and cords must be secured with tie line, carpeting, mats, or other appropriate device.

Tapes and Adhesives: The Atlas permits only residue free adhesives (tapes, glues, etc).

Stage Effects: Effect including, but not limited to, cigarettes, strobe lights, haze, fog and gunfire shall not be used without prior written approval of the Atlas.

Smoking: The Atlas is a smoke-free building. Smoking is permitted only outside the building. Licensee shall be responsible for seeking adherence to smoking regulations for all performers, technicians, management personnel, and others who take part in the production and/or event. Smoking onstage in the course of a performance shall be permitted with prior permission from the Atlas.

Animals: LICENSEE PRESENTER shall not permit any live animal to enter, nor allow the same to remain in the Atlas' Facilities and/or Premises, without the prior written consent of the Atlas, except for service animals. Approved animals must at all times remain supervised and on a leash, within a pen, or under similar control.

Scenery: LICENSEE PRESENTER's scenery will be flame proofed prior to its delivery.

Show Volume: LICENSEE PRESENTER will cooperate with any request by the Atlas to reduce the sound volume in the Premises.

Waste: Please assist the Atlas in keeping the areas in and around the Atlas Performing Arts Center clean and free from litter.

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Storage: LICENSEE PRESENTER and its service contractor(s) shall make arrangements for the storage of all crates and packing materials within licensed areas. Atlas shall not provide LICENSEE PRESENTER with storage outside licensed areas.

Coat Room/Coat Check: Coat Check services are provided by the Atlas as weather conditions require.

Presenter Property: LICENSOR shall not be held responsible for any lost or stolen property belonging to LICENSEE PRESENTER, its assistants, staff, guests, members of the audience, independent contractors or employees. Any equipment or personal property of the LICENSEE PRESENTER or its assistants, staff, guests, members of the audience, independent contractors, invitees or employees or any other person entering upon the Premises with the express or implied invitation or permission of the LICENSEE PRESENTER, which is left at the Premises after the License Period, shall be deemed abandoned and may be disposed of by LICENSOR at LICENSEE PRESENTER'S sole expense.

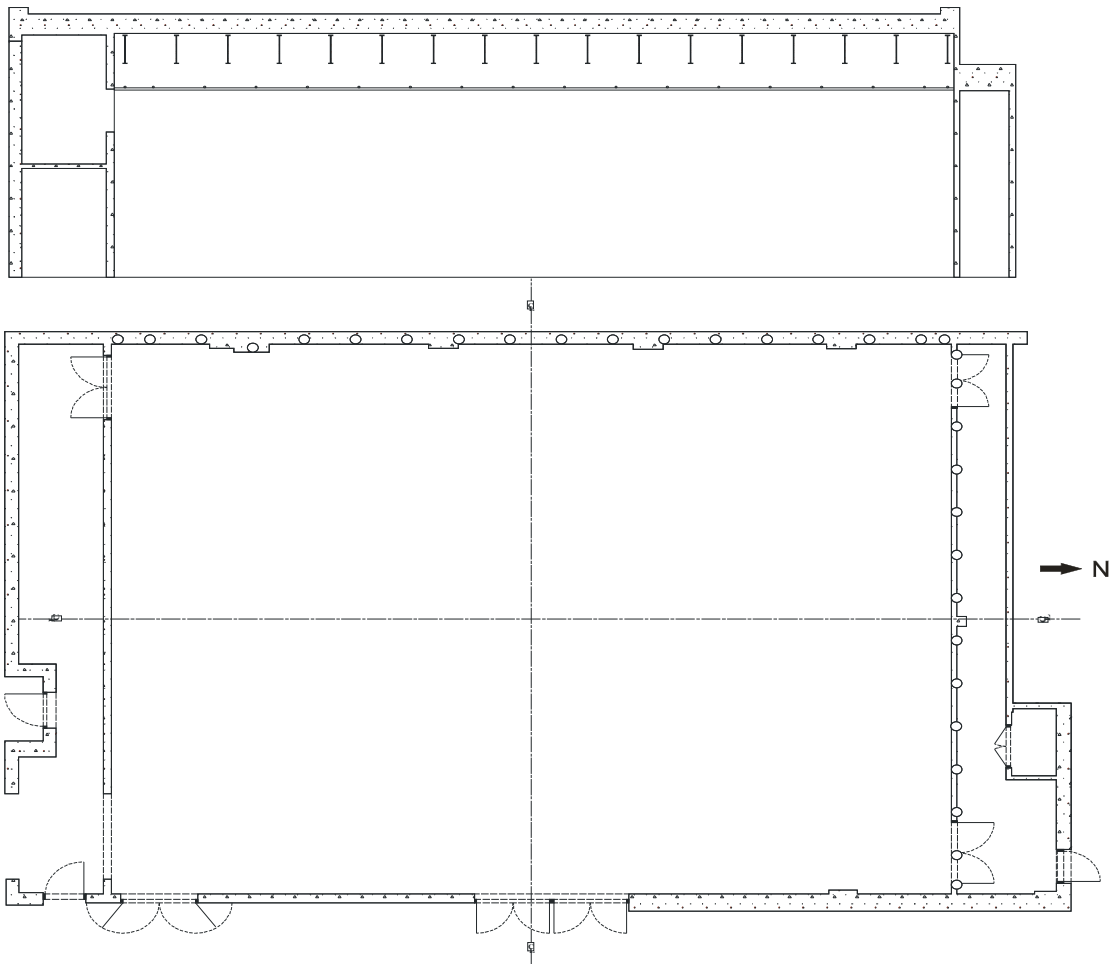
The Sprenger Theatre



The Sprenger Theatre is a black box theatre featuring a full 4'x4' grid and state of the art theatrical equipment. Seating risers provide the flexibility of producing a show in an end stage, alley, 3/4, round, or custom configuration.

The Sprenger Theatre seats up to 284 depending on the configuration of the seating risers, scenic, lighting, and audio designs.

Maximum Capacity: 300



Scenic Specifications

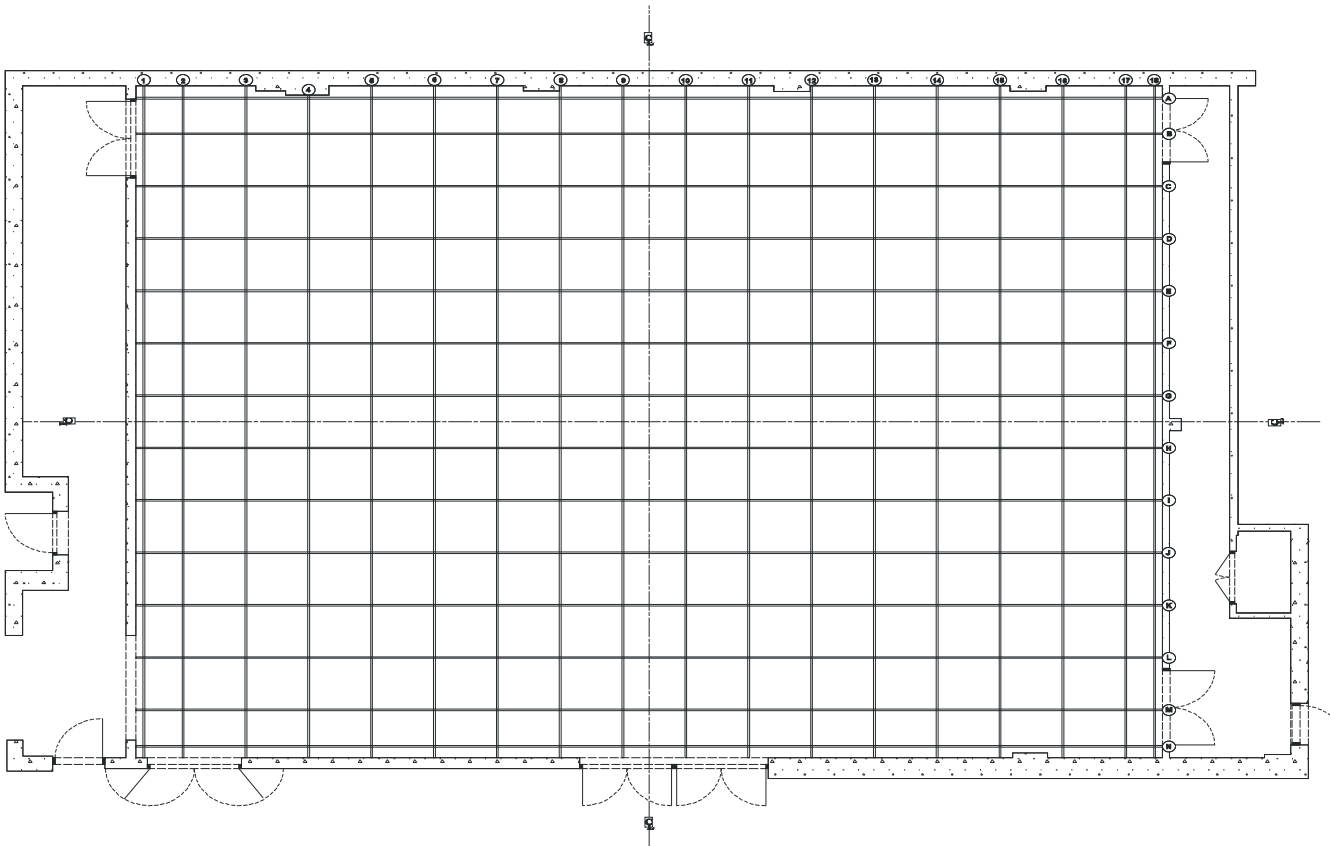
Stage Information:

- The Sprenger Theatre measures 65'-3" wide by 51'-4" deep
- Plywood sub floor with a 1/4" Masonite skin painted semi-gloss black
- Attaching to the stage floor is allowed with the use of up to 3" drywall screws only
- Attaching to the walls of the theatre is possible through the use of the Unistrut bands that wrap the theatre at approximately 23", 51", 87", 123", 160", and 197" above the stage floor. The Unistrut bands are not structural and should be used only for support
- A utility sink is located on the East side of the North crossover hallway
- For most accurate dimensional and special information, please refer to the ground plan and section, which is available for download at www.atlasllc.net

Room Width (North – South)	65'-3"
Room Depth (East – West)	51'-4"
Clearance to Bottom of Grid	17'-6"

Grid:

- 8'x8' Pipe Grid
- Capacity is calculated at industry standard 30 lbs. per linear foot of pipe
- Working Load Limit on each of the 126 suspension points to the ceiling is 650lbs. static load



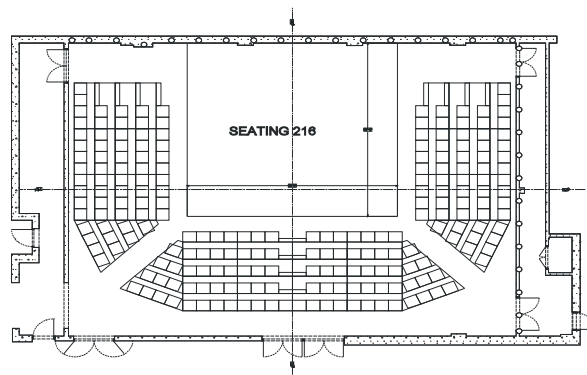
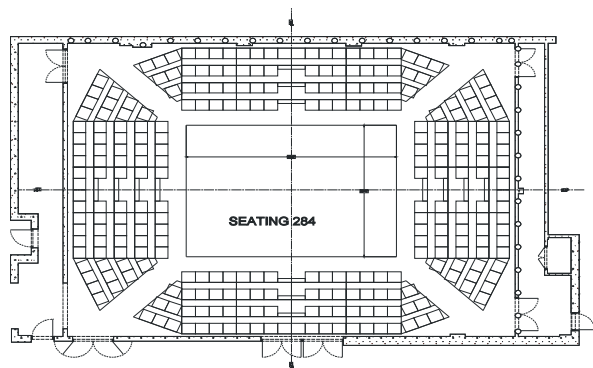
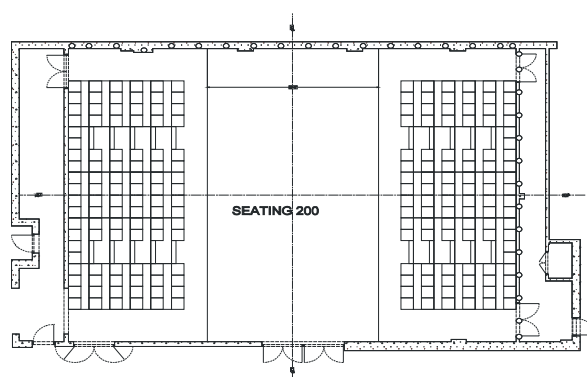
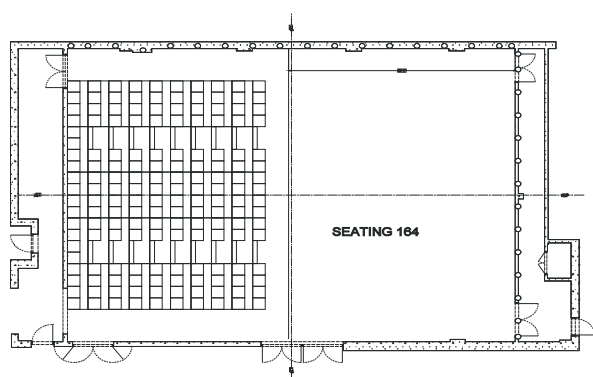
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Rigging:

- Rigging of scenic elements and counterweight of temporary line sets is restricted to Atlas approved staff only
- Any flying equipment/scenery and booms are subject to inspection and approval by the Atlas
- Operation of temporary fly elements is restricted to Atlas approved staff only

Seating:

- Seating is accomplished with 3'x8' risers in standard or custom configurations, depending on production designs
- Up to 198 grey upholstered chairs with arms
- Additional Blue upholstered chairs with arms as necessary to reach desired room capacity
- Installation and strike of risers will be completed by Atlas staff members only and will be billed to the LICENSEE PRESENTER
- Standard Seating Configurations:



Please contact the Atlas Production Manager for information on custom seating configurations

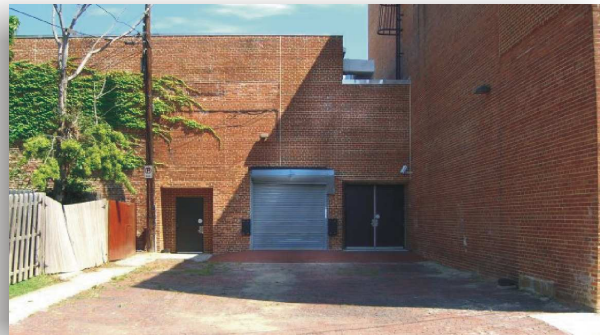
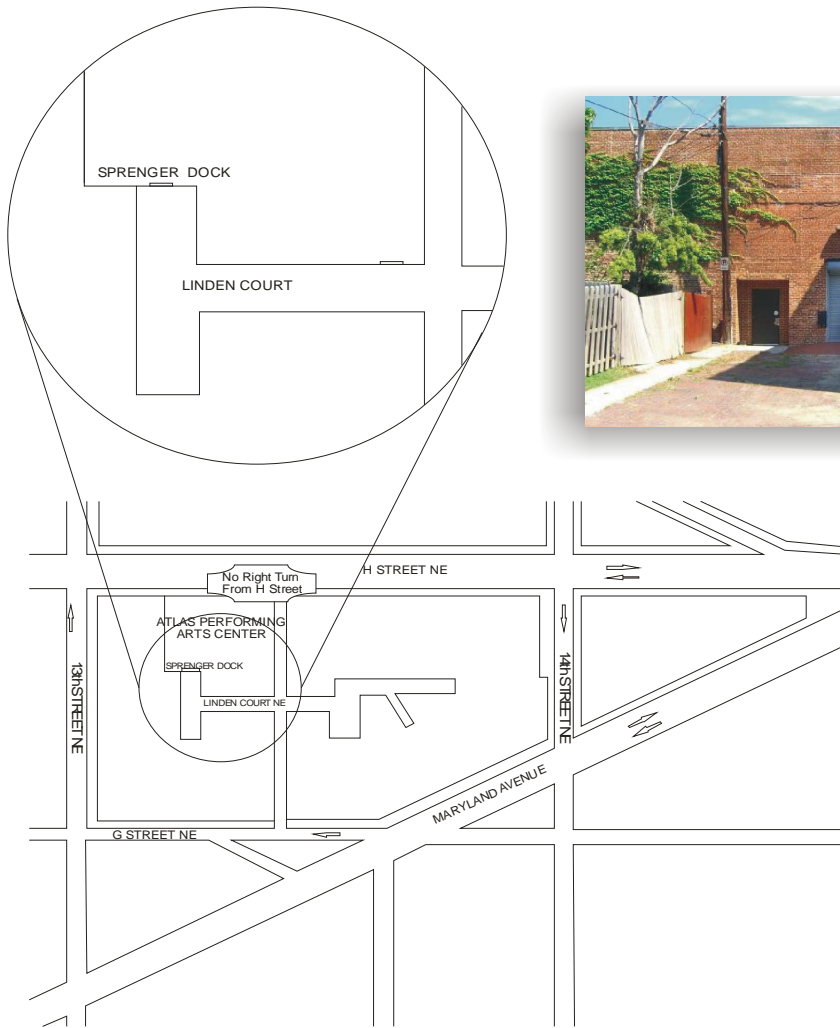
Soft Goods:

	Size WxH	% Fullness	Quantity
Legs	10'x 17'-3"	0	12 (available upon request)
White Scrim	40'x 17'-3"	0	1 (available upon request)
Black Scrim	40'x 17'-3"	0	1 (available upon request)
Cyc	40'x 17'-3"	0	1 (available upon request)

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Loading dock specifications:

- The Sprenger Theatre loading dock is an uncovered roll top door
- The Atlas Performing Arts Center recommends the use of 18' and smaller trucks due to alley size constrictions
- Deliveries can be scheduled by contacting the Atlas Production Manager
- Height from street level= 0'-0"
- Door Dimensions = 7'11 1/2" wide by 7'11" high
- The Loading Dock Area is for Loading and Unloading Only
- Vehicles can in no way block the alley as to prevent the free flow of traffic
- There is no parking in the alley and adjoining spaces behind the Atlas Performing Arts Center
- All vehicles must be moved to legal parking spaces immediately after loading or unloading
- **THERE IS NO RIGHT TURN INTO THE ALLEY FROM EAST BOUND ON H STREET**



Green Room Complex

Green Room:

- The Green Room is located adjacent to the dressing rooms and is shared by all venues
- The green room includes a sink, dishwasher, and refrigerator
- All unlabeled materials in the green room will be considered waste and disposed of accordingly every Monday

Dressing Rooms:

- All venues in the Atlas facility share 7 dressing rooms of different sizes and are assigned by the Atlas Production Manager based on overall need
- All dressing rooms have audio monitoring
- All dressing rooms have a sink and mirror, and one costume rack
- A mirror runs the length of each dressing table and is lit with incandescent bulbs

Rest Rooms:

- Four unisex rest rooms are located adjacent to the dressing rooms and are shared by all venues
- Though not accessible by the audience, the rest rooms are for general use and are located in a public hallway

Showers:

- 5 unisex showers are located adjacent to the dressing rooms and are shared by all venues

Laundry:

- The laundry room is located adjacent to the Green Room Complex and is shared by all venues
- It includes two washers, two dryers, one ironing board and iron, and one Steamer
- No laundry supplies are provided by the Atlas. Any required laundry supplies must be provided by LICENSEE PRESENTER

Audio Specifications

The Sprengr Theatre sound system is a 100v +4db system comprised of high-end professional grade components UL rated for continuous use. The system is designed for the multi-point delivery of complex sound designs for theatrical performance. Delivery access terminals can be found throughout the grid, and terminate at a patch bay in the control booth. Special audio requirements and live reinforcement for musicals or band setups may be accommodated at an additional cost. If you have special design needs please contact the Atlas Production Department as arrangements for any live reinforcement must be made well in advance of event load-in date.

General:

- All Audio Designs must be approved by the Atlas Production Manager in advance of load-in
- LICENSEE PRESENTER may provide any additional required equipment or rent it from the Atlas
- All outside equipment must be approved by the Atlas Production Manager in advance of load-in
- Installation and strike is performed by the Atlas Production Department and billed to the LICENSEE PRESENTER

Delivery:

- Soundcraft MH3 24 Channel Mixing Desk

L/R Main Speaker Cluster

- Tannoy V15 Loudspeakers
- Tannoy VS15 BP Subwoofer

Amplification:

- Lab Gruppen C28 700W 4 Channels
- Lab Gruppen C16 400W 4 Channels

Auxiliary Speakers (subject to availability):

- Tannoy V8
- Tannoy V12
- Tannoy VS15
- JBL MP415
- JBL MP418SP
- JBL SF12Mi
- Galaxy Hotspot PA5x140

Playback:

- 1 SFX Pro Audio / Show Control (Computer DAW Playback = Dell Precision 390)
- 1 Echo AudioFire8 IEEE 1394 interface
- 2 Denon C635 CD/MP3 Player
- 1 Tascam C222 CD/Cassette Player
- 1 Tascam MD350 Minidisc Player

Processing (rack mounted and available via patch bay only):

- 1 BSS Mini Drive (House Mains Crossovers are Pre-Programmed)
- 1 BSS DPR-402 Compressor/De-esser/Limiter
- 1 DBX 1066 Compressor/Limiter
- 1 DBX iEQ31 31 Band Graphic EQ
- 1 DBX 231 Third Octave EQ
- 1 Lixicon MPS FX Processor

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Live Reinforcement (subject to availability):

- 1 Allen & Heath GL-24 32 Channel Mixing Desk
- 1 Mackie 1604 VLZ Pro Mixing Desk
- 1 Mackie 1402 VLZ Pro Mixing Desk
- 4 BSS AR133 DI

Microphones (up to 6 included, subject to availability):

- 2 AKG 568 B
- 2 AKG 451 B
- 2 Sure SM81
- 8 Sure SM57
- 8 Sure SM58
- 6 Sure ULX Wireless
- 2 Crown PCC 170

Communication:

- 5 Wired Clearcom Headset and Belt Pack (SL, SR, LBO, SBO, SM)
- 5 Wired Clearcom Headset and Belt Pack (Available Upon Request)

Lighting Specifications

Lighting in the Sprenger Theatre is installed on a per event basis. LICENSEE PRESENTER is responsible for providing the Atlas Production Manager with design plot and paperwork no later than 2 weeks prior to load-in. LICENSEE PRESENTER is responsible for striking all equipment from the grid at the end of the production and/or event. If you have special design needs please contact the Atlas Production Department. Special lighting requirements may be accommodated at an additional cost.

Control:

- ETC Expression 3 with Emphasis
- Designer remote monitors available
- Wired remote focus unit w/ 50' cable

Dimming:

- ETC Sensor
- 192—2.4kW
- Circuits are 20A 2P&G connectors
- No 20A circuit will be loaded above 2400W

Circuit Distribution:

Location	# of circuits	Notes
Pipe C	19	12 Doubled in multi out
Pipe E	19	12 Doubled in multi out
Pipe G	19	12 Doubled in multi out
Pipe I	20	12 Doubled in multi out
Pipe K	20	12 Doubled in multi out
Pipe M	19	12 Doubled in multi out
Pipe O	19	12 Doubled in multi out
Pipe Q	19	12 Doubled in multi out
East Wall (floor)	12	2 outlet multi (doubled)
South Wall (floor)	12	2 outlet multi (doubled)
North Wall (floor)	12	2 outlet multi (doubled)

Cue Light Controller:

- Custom 12 channel unison

Cue Light Outlets (Duplex):

- Edison Receptacles at grid level (8)
- Edison receptacles in the north hallway (2)
- Edison receptacles in the south hallway (1)
- Edison receptacles in the east hallway (1)

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Lighting Equipment:

- 10 ETC Source 4 26deg @ 750w
- 25 ETC Source 4 36deg @ 750w
- 40 ETC Source 4 50deg @ 750w
- 15 ETC Source 4 25-50deg Zoom @ 750w
- 30 ETC Source 4 PAR @ 750w w/ lens kit
- 40 Selecon Rama Fresnel @ 1kw
- 14 Altman 6'4" 3ckt. Ministrip
- 18 Apollo Smart Color scroller
- 4 Apollo Smart Move gobo rotator
- 4 150w Apollo power supply
- 2 Cincon rotator power supply
- 1 ETC Expression 3 with Emphasis and 3 flat screen monitors
- 1 ETC Expression RFU
- 1 ETC Net 2 Video Node with flat screen monitors
- 4 ETC Net2 Touring DMX nodes

Accessories (subject to availability):

- 6 1/4" top hats
- 6 1/4" half hats
- 6 1/4" color extenders
- 6 1/4" color frames
- 7 1/2" top hats
- 7 1/2" barn doors
- 7 1/2" concentric rings
- 7 1/2" color frames
- 18" side arms
- 36" side arms
- Source 4 iris kits
- A Size template holders
- Selecon Rama Fresnel barn doors

Cable (subject to availability):

- 12/3 2PnG cable @ 5', 10', 25', 50'
- 6 circuit multi cable @ 10', 25', 50', 75'
- 6 circuit breakouts @ 6', 10'
- 4-pin scroller cable @ 25'
- 5-pin DMX cable @ 5', 10', 25', 50', 100'
- Cat 5 NET cable @ 5', 10', 25' 50'

Strike Protocol

The LICENSEE PRESENTER is responsible for the following strike procedure:

- All sets, props, costumes, musical instruments, lighting equipment, audio/video equipment, and any other items brought into LICENSOR'S Facilities and/or Premises by LICENSEE PRESENTER shall be loaded out no later than contracted load out date
- All spike tape, signage, prop markings, etc. removed
- Stage deck and back stage areas removed of debris, swept and properly disposed of
- All dressing rooms and adjoining bathrooms used to be cleared of LICENSEE PRESENTERS equipment and/or personal property, cleaned of any other debris and swept
- Green Room cleared of LICENSEE PRESENTERS equipment and/or personal property, cleaned of any other debris and swept, including dishes washed and refrigerator and microwave cleaned
- Sound and Light Booths cleared of LICENSEE PRESENTERS equipment and/or personal property, cleaned of any other debris and properly disposed of
- Any equipment provided by the LICENSOR returned to the LICENSOR
- The stage and adjacent areas must be repainted with Atlas approved semi gloss, black latex paint at the conclusion of the LICENSEE PRESENTER'S production and/or event
- Any equipment or personal property of the LICENSEE PRESENTER or its assistants, staff, guests, members of the audience, independent contractors, invitees or employees or any other person entering upon the Premises with the express or implied invitation or permission of the LICENSEE PRESENTER, which is left at the Premises after the License Period, shall be deemed abandoned and may be disposed of by LICENSOR at LICENSEE PRESENTER'S sole expense
- Any change made to the repertory lighting, sound and scenic plots, including placement and focus, must be restored



Contact Information

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