



MOUNTAIN VIEW CENTER FOR THE PERFORMING ARTS

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Technical Services MainStage Guidelines

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MAINSTAGE

PLEASE PASS THIS DOCUMENT TO THE PERSON RESPONSIBLE FOR MAKING YOUR TECHNICAL DECISIONS, AS FAR IN ADVANCE AS POSSIBLE.

The Technical Services group is here to support your efforts to produce the best possible event in the most efficient, economical and safest way possible. The Center has resources available to you which will assist in making your experience here a successful one.

The group includes Facility Supervisors and professional stagehands as well as the Technical Services Manager and the Operations Manager.

Here's an outline of the services and resources available to assist you in mounting your event. We believe answers to most of your question are in this booklet. If not, please call the Center's Technical Services Manager at 650-903-6557.

PRE-PRODUCTION TECHNICAL CONSULTATION

Please read this document, and then contact the Center's Technical Services Manager to schedule a Pre-Production Technical Consultation. To provide you with all the technical resources that your event will require, we highly recommend that you schedule this meeting at least eight (8) weeks prior to the first contracted day of your Arrangement.

As the Arrangement dates approach, it will become increasingly difficult to change staffing or call times. Although we will make every effort to provide resources needed for your Arrangement, in some cases we may not be able to accommodate requests that are received less than six (6) weeks prior to an Arrangement. Technical Staff are scheduled 2 months in advance. Fees may apply for technical staff schedule changes made after the technical staff schedule is published.

TECHNICAL SERVICES INCLUDED WITH YOUR BOOKING:

- Center Lighting, Sound, and Stage Systems and Equipment (subject to availability.)
- Initial Technical consultation
 - Lighting, Sound, and Production plan review
 - Initial site survey for designers and production staff
 - Detailed Building and Staff scheduling

AVAILABLE AT EXTRA COST

Facility Supervisor (REQUIRED - See Estimate)
Stagehands - as available for selected arrangements
Pianos (Steinway 7' Grand or Yamaha Studio Upright)
Video Projector
Harlequin dance floor

Wireless Microphones
Additional Technical consultations
Additional Site Surveys
Building and Staff scheduling adjustments

FACILITY SUPERVISOR

The Facility Supervisor represents Center management and is in charge of all building operations during every event.

STAGEHAND(S)

The Center estimates your technical staff requirements at the time of booking, including the number of Center stagehands required (if any). Licensees are expected to provide trained technicians to complete staff requirements. The Center may provide additional technical staff if available; labor rates are listed on the Facility Fee Schedule. In your Pre-Production Meeting with the Technical Services Manager, you may adjust crew levels and call times. The Center has the final decision on staffing requirements in order to ensure everyone's safety, the smoothest possible operation of Center equipment, and the ultimate success of each event.

EQUIPMENT AND SYSTEMS

Rigging

For everyone's safety, all rigging (anything suspended or attached overhead, anywhere in the building) must be pre-approved by the Technical Services Manager or designee. Rigging plots submitted for approval should include a list of attachment hardware, detail diagrams, and estimated weights. Also, please include explanation of all load calculations, using a design factor of 10.

If rigging plots have not been submitted in time for careful consideration and pre-approval, the Technical Services Manager may elect to assign additional personnel, at Licensee's cost, to directly supervise rigging. This rigging supervisor will be authorized to stop all rigging operations until they are done to the supervisor's satisfaction.

Stage

If any portion of the stage floor is painted, please plan to repaint it at strike to Center standards as approved by the Facility Supervisor.

Scenery may be anchored to the stage floor. Methods of attachment, as well as plans to fill and paint holes, should be discussed at the Pre-Production Meeting eight (8) weeks prior to the first contracted day of your Arrangement.

Storage space is extremely limited. Plans for storing scenery and materials during load-ins, performances, and between shows should be carefully reviewed with the Technical Services Manager. Space may not be available for unplanned storage.

The Center has a small tool supply. It is recommended that Licensees provide all their own hand tools and hardware.

The Center can provide a variety of tape (Gaffers, Spike, Marking, etc) at cost plus

20% %. Licensees may prefer to bring their own. Tape should be top quality Gaffers tape. DUCT TAPE is strictly prohibited.

If you plan to alter or attach scenery directly to walls or other permanent building locations, it will require written approval by the Operations Manager.

Please do not alter, pin, or tape any of the Center's soft goods. Please handle them carefully, folding and storing them properly if they must be removed. If drapes are moved from original locations, Licensee will be expected to restore them to their repertory locations.

For your safety, any equipment used in the Center must meet all applicable UL, NEC, NFC, and OSHA standards for safety. The Center reserves the right to deny the use of any equipment or set pieces that do not meet these standards.

In consideration of Center patrons, no equipment shall interfere with sight lines of the seating. This includes, but is not limited to equipment such as speakers, control consoles, video cameras and microphone stands.

All scenery must be designed and constructed in such a way that the Center's projection screen remains fully functional.

Lighting and Sound

The Center must approve all electricians who hang and focus lighting equipment. The Technical Services Manager is available to review crew lists, lighting design, and equipment lists prior to load-in, to avoid last-minute problems.

Removal or trading of connectors, clamps, or lenses from lighting instruments or cables must be coordinated by the Center's on-site Facility Supervisor.

Please plan electrical work carefully to avoid over-loading cable, connectors, circuits or dimmers.

The house sound system may not be disconnected or re-configured without prior approval from the Technical Services Manager.

The Center must have access to master volume for sound at all times. Sound levels may not exceed 95db, measured from any seat.

Internet Access

The Center is happy to provide internet access through ports located in the green room, Stage Right in MainStage, or in the MainStage booth. There is a minimum of 6Mbit/s download and 6Mbit/s upload available through this public access line. Please request access at the time of booking or during your production meeting.

SAFETY, SECURITY, AND ACCESS

Safety

Licensees and their subcontractors must comply with State and Federal regulations as well as ordinances and regulations of the City of Mountain View and the County of

Santa Clara, including Health and Safety, Fire and Life Safety and all other applicable laws.

The Center does not permit any action that would violate local fire codes. This will include, but is not limited to, the following:

Exit lights cannot be turned off or covered.
All exits must remain clear and free of debris.
Aisles may not be blocked by road cases or equipment.
Certain doors must remain closed and/or locked.

*See Addendum Memo "MVCPA Backstage Hallways and Fire Egress"

Approval of pyrotechnics takes time. The more time we have, the more likely we are to obtain Fire Department permission, so please make your request as early as possible. All requests should be made through the Technical Services Manager.

The Center, through the Technical Services Manager, reserves the right to prohibit any action or scenery installation deemed hazardous to any person or to the Center facilities or equipment. Appeals may be made to the Operations Manager or the Executive Director.

Safety Announcement

State law requires an announcement that audience members should look for the nearest emergency exit, at the beginning of each performance. Licensee staff may make this as part of a curtain speech, or Center staff will play a pre-recorded announcement. Please discuss these options with the Technical Services Manager.

Security

The Center wants to provide a secure environment for your performance. Please ask your performers and staff to help by following the guidelines provided by Center Staff, and by wearing ID badges as assigned.

Performers and production personnel should enter the backstage area only through designated performers' entrances (loading dock or garage). At your pre-production meeting, the Technical Services Manager will provide a door code, which will open those doors on your arrangement dates.

The backstage area is accessible from the lobby only by prior arrangement with the Technical Services Manager. Please arrange to meet guests in the lobby after performances.

A "Media" pass is available to photographers and audio- or video-recording crews who must work in the seating area during performances. Its use must be pre-arranged with the Technical Services Manager. The "Media" pass is not a ticket. It only provides easy identification to front of house staff and other patrons that the person wearing the badge has been approved by the licensee to photograph, audio- or video-record the event. A ticket is still required for photographers and audio- or video-recording crews who must work in the seating area during performances. If additional seats are needed for media use, they must be reserved in advance through the Technical Services Manager. The seating area is not available for audience viewing during rehearsals without prior arrangement with the Technical Services Manager.

Video/audio taping and photography requires coordination with all Center departments. Please give as much notice as possible.

Credit Lines

Any reproduction should accurately state that the recording was made “live at the Mountain View Center for the Performing Arts, Mountain View, CA.” No use of the Center logo can be allowed for these purposes. Any reproduction must give appropriate credit to any Center technicians involved in the production, including name and position held. This includes a scrolling credit line for any video or film reproduction and liner notes/credits on any sound recording packaging. Center Staff will provide credit information on the day of the performance or taping.

Production staff members (including performers) who wish to observe performances from the house must have a ticket. Complimentary tickets should be arranged in advance. (Please refer to the Marketing and Ticket Services guidelines.)

Backstage

Except as detailed in the Booking Estimate, Licensees are expected to provide their own backstage operation crew. All such personnel are subject to Center approval, and before starting to work, are required to go through an orientation to the building and proper use of the equipment, conducted by the Facility Supervisor. The training will be scheduled to take place at the beginning of the load-in in conjunction with the Center’s safety orientation. More sessions may be scheduled to train additional crew.

For the safety of every person who ever walks on stage, the Center, through the Technical Services Manager, reserves the right to remove any person whose conduct and/or procedures may be considered hazardous. In the case of a dispute, an appeal may be made to the Executive Director.

Any person found under the influence of controlled substances and/or alcohol will be barred from hazardous areas and may be removed from the premises.

*See Addendum Memo “MVCPA Backstage Hallways and Fire Egress”Lobby

Please help us keep the lobby clean and inviting for your patrons. You can do that by keeping access to a minimum. The lobby should not be used as a breakout meeting, rehearsal, or production space except by pre-arrangement with the Technical Services Manager. Additional cleaning due to unauthorized use will be billed at cost plus 20%.

The Lobby is accessible to the public, whenever the Bean Scene Café is open for business. For your safety and the safety of the general public, please do not prop open the audience entry doors at the back of the house or other doors leading backstage.

Parking

Licensee crew and performers may park in the free underground garage. Direct access to the Center is available from the garage. Each Licensee group will be assigned a security code granting direct access from this entrance.

The loading dock is for the loading and unloading of equipment and materials. After loading/unloading, all vehicles should be moved to the garage. Arrangements to park oversized vehicles may be made with the Technical Services Manager. Many people need access to the dock, including the occasional fire truck. Please discourage your staff and crew from parking there unnecessarily and to adhere to all parking signage within the City. The Center has no ability to revoke parking tickets or to get towed vehicles returned.

OTHER IMPORTANT INFORMATION

Dark Days

Licensee may be asked to clear the stage or a portion thereof, on dark days to accommodate other bookings (See License Agreement General Terms and Conditions). Lighting may remain in place, although it may be re-focused as needed. Please take this into consideration when designing sets.

Restoration

At the completion of the Arrangement, all spaces used must be restored to the standard house configuration. This includes lighting, sound, soft goods, equipment placement, etc. Restoration specific to contracted use will be reviewed during advance meetings.

Please be sure the Center is clean and orderly before leaving. The Licensee will be charged for any excessive cleaning or damage not due to normal wear and tear.

Condition of Premises

The Technical Services Manager must approve changes to or removal of any stage equipment; such changes and resulting restoration shall be made at the Licensee's expense. Any stage modifications shall be made under the supervision of the Center Technical Services Manager or Facility Supervisor. Although every attempt is made to provide every resource in its fully functional mode, each Licensee agrees to take the premises in the condition in which it is found.

Costs incurred in repairing or replacing damaged, lost or stolen equipment and/or in repairing damage to the facilities (other than repairs due to normal wear and tear), will be charged to the Licensee at cost plus 20%.

Smoking and Eating

Smoking is defined by the City of Mountain View as a pyrotechnical effect when used for dramatic purposes on either stage. Approval of pyrotechnics takes time. Please make your request as early as possible. The more time we have, the more likely we are to obtain Fire Department permission. All requests should be made through the Technical Services Manager.

Licensees are encouraged to consider ways to simulate, reduce, or eliminate smoking whenever possible.

Smoking, this includes e-cigarettes, is not permitted in any area of the building except as authorized above. Although an ash can is provided for proper disposal of materials directly outside the building at the front door and at the loading dock. Smoking, including e-cigarettes, is only permitted outside any location of the building, no less than 25' from any air vent, door or window.

No food or drink, except for water in a closed container, is to be taken into the stage, dressing rooms, or seating areas. If the Facility Supervisor approves bringing food and drinks into the shop, they should be confined to the desk area.

The consumption of alcoholic beverages in any part of the Center, including the stages, green room, dressing rooms, and adjacent areas is prohibited except in connection with an approved reception.

Microwaves, coffee machines and other related appliances may be used only in the lobby, scene shop, rehearsal studio or green room.

SUPPORT SPACE

All support space is subject to availability. All spaces, including dressing rooms, are assigned at the discretion of the Technical Services Manager. Additional dressing space may be created in other areas as needed. Support space is limited, so please make requests as far in advance as possible.

Dressing Rooms

(4) rooms for a total of 62 people as follows:

- (1) Star dressing room (4 people) with shower and restroom.
- (2) Principal dressing rooms (9 people each) with shower and restroom.
- (1) Chorus dressing room (40 people, 14 make-up stations, 84 lockers) with common make-up room and separate shower and restroom facilities.

All dressing rooms are on stage level, upstage of MainStage and are equipped with sound monitors for MainStage and SecondStage.

The Star dressing room provides the only indoor access to the rehearsal studio. If both are used simultaneously, Rehearsal Studio access is from outdoors.

Green Room

The Green Room is located directly behind MainStage in the crossover. It is equipped with a small kitchen and audio and video monitors for both stages.

Costume Shop

A small costume shop is located one floor above stage level, upstage of MainStage. Equipped with two (2) standard sewing machines, a commercial sewing machine, a steamer, washer and dryer and a double sink,.

Scene Shop

The scene shop is a shared space but can be used for repairs or small scenic projects. Shop use must be reserved in advance of load-in and is subject to availability. Available tools include: 10" table saw, 10" radial arm saw, air compressor, staple guns, drill press, band saw, and various hand tools. All tools are subject to availability.

Rehearsal Studio

This 32' x 41' space has exterior doors and plenty of natural light. Blinds may be drawn for privacy. It is equipped with both incandescent and fluorescent lighting and a tiled concrete floor. It is equipped with audio and video monitors for both stages and a VCR. Please refer to the "Audience Services" guidelines for Rehearsal Studio capacities.

Rehearsal Studio use should be reserved in advance of load-in and is subject to availability. The Rehearsal Studio may be accessed through the Star Dressing room or from outside. By prior arrangement, your door code may be activated on the outside door.

The Rehearsal Studio is booked "as is". A supply of tables and chairs is available; however, the Licensee must set up and restore the room.

TECHNICAL SPECIFICATIONS

MAINSTAGE

Seating Capacity	586 to 599 depending on stage configuration.
Proscenium Opening	39'-1" Width, with splay walls closed 51'-0" Width, with splay walls open. 24'-0" Height.
Stage Depth	44'-0" With orchestra pit at stage level. 37'-5" With orchestra pit down. 29'-6" Main Curtain to back wall. 8'-0" Curtain to DS edge (orchestra pit down.)
Stage Width	86'-0" Pin rail to stage right wall. 48'-8" Center line to pin rail (SL) 37'-5" Center line to stage right wall.
Stage Height	37'-10" Floor to batten high trim (most pipes). 39'-6" Grid height.
Orchestra Pit	Mechanically adjustable to 12'-0" below stage level. Pit is 6'-9" deep, 25'-3" wide at the US edge, 14' at DS edge.
Stage Traps	Nine 4'-0" X 4'-0" traps in tic-tac-toe grid, 12'-2" upstage of stage edge on center, 12'-0" to trap room floor.
Stage Floor	Sprung stage floor with stained and sealed Masonite surface, painted black.
Crossover	Hallway with personnel doors upstage left and right.
Loading Dock	Dock is at ground level via curving driveway at street level. One (1) truck capacity.
Loading Door	12'-0" H x 7'-4" W into 13'-0" x 24'-0" dock area (ground level)
Sound Door to Stage	17'-11" H x 9'-7" W (from Loading Area)
Client Access	There are two (2) doors for client access. Both have keypads on them. One is at the loading dock and the other is sub level in the parking garage.
Parking	Parking of any vehicles in loading dock area must be approved four (4) weeks prior to Arrangement. Parking in garage below facility is free.
Auxiliary Power	(1) 60 Amp Disconnect located in Control Booth at Orchestra level. (1) 100 Amp 3 phase (208 volt) Disconnect, SL on Stage level.

RIGGING

For your safety, all rigging must be pre-approved by the Technical Services Manager. Please see page 2 for more details.

Rigging (32) Single purchase line sets, 60'-0" long with 5'-0" possible extension at each end. (Repertory Lineset Schedule available upon request).
Locking rail is stage left.
Loading rail is 23'-6" from stage floor.
Arbors travel on T-track guides.
Most battens travel from 4'-0" above deck to 37'-10" high trim.
800 lb. maximum load per line set.
1500 lb. maximum load on motor driven first electric (#5).
1500 lb. maximum load on Cyc/backlight electric (#27).
Sheaves are under-hung from I-beams -
NO WALKING ACCESS ON GRID.
Permanent line sets:
#2 Tracking Legs (Dead hung - pipe at 24'-0")
#3 Main curtain (Dead hung)
#5 First electric
#27 Cyc/backlight electric
#33 Black traveler
#34 Cyclorama

INVENTORY

Please use the following as guidelines only. Contact the Technical Services Manager to confirm and schedule equipment use.

Soft Goods	<p>Main drape is burgundy with 200% fullness. Travels open to 52'-0". DOES NOT FLY.</p> <p>Legs and borders are black velour with no fullness:</p> <ul style="list-style-type: none">(3) Sets legs 12'-6" W x 24' H(3) Sets legs 9'-0" W x 24' H(4) Borders 64'-0" W x 10' H(1) Black traveler made of 4 panels, 18' x 23'-6'(1) Natural sharks tooth scrim 64'-0" W x 28'-0" H(1) Black sharks tooth scrim 60'-0" W x 28'-0" H(1) Black sharks tooth scrim 60'-0" W x 18'-6" H (spare)(1) Natural muslin cyclorama, seamless 60'-0" W x 30'-0" H
Sound Equipment	<p>Allen & Heath ML5000 – 32A mixer (Specifications available upon request).</p> <ul style="list-style-type: none">(2) Otari 5050B II 1/4-inch reel-to-reel tape decks.(2) Tascam 112B cassette decks.(1) Tascam CD450 compact disc player.(1) Denon DN-C620 Professional compact disc player(1) Yamaha SPX 2000 Professional multi effect processor.(1) Sony A6 DAT recorder.(3) Permanent speaker locations:<ul style="list-style-type: none">(1) Center cluster(2) Stereo locations, 1 in each box boom(2) Subwoofers, 1 under each pit plug (removable)(4) Shure wireless microphone system, with lavalieres. <p>(Please see the Facility Fee Schedule for wireless system rates)</p> <p>Listen Technologies infrared Assistive Listening System.</p> <ul style="list-style-type: none">(5) Mic stands(5) Microphones(1) 100' 8 channel snakes, no returns <p>All necessary cable.</p>
Audio Visual Equipment	<p>NEC NP4100 Video Projector (mounted at balcony rail) (Specifications available upon request) 20W'x 25'H motorized Movie Screen Closed circuit color monitor system feeds to lobbies, green room and rehearsal studio, limited recording capability. Dressing room audio monitors, with paging from booth or SR stage manager's panel.</p>
Intercom System	<p>Clear-com 2-Channel system.</p> <ul style="list-style-type: none">(10) Single muff headsets.(26) Intercom jacks throughout theater.(2) 2-Channel locations at control booth, and house tech table position.(1) 2 Channel belt pack.(10) Single channel belt packs. <p>All necessary cables.</p>
Staging	<p>Wenger Versalite platform system in 4'-0" x 8'-0" and 4'-0" x</p>

6'-0" sections, variable height from 0'-6" to 4'-0" (in 6" increments.)

Acoustic Shell	Wenger Roll-Away shell, 11 pieces
Choral Risers	Wenger three-step risers, 12 pieces
Lighting Control	ETC Ion, with remote video, RFR, ETCnet 2 nodes distributed SR, SL, mid-house, and in catwalks. Dimming capacity is 288 Strand CD-80 dimmers (2.4Kw) (3) Swappable non-dims (2.4Kw). (6) Permanent non-dims (20 amp. for cue lights) Dimmer per circuit spread throughout lighting positions. House plug style is 3-pin stage pin. (2-pin & Ground) (8) 12-foot booms. Assorted two-fers, side-arms, barn doors, top hats and template holders available
Stage manager's panel	Located downstage right and includes: house light control work light control non-dim control

Center of house has access to all necessary outlets to set up the Center's Tech-table.

Lighting Instruments - (Confirm equipment needs with Technical Services Manager during advance meeting)

#	SIZE	TYPE	WATTS	NOTES
8	6 x 22	Altman ERS	575	
38	6 x 16	Altman ERS	575	
43	6 x 12	Altman ERS	575	2 with iris assemblies
38	6 x 9	Altman ERS	575	
6	10°	ETC Source Four	575	6 x 22
12	19°	ETC Source Four	575	
13	26°	ETC Source Four	575	
12	36°	ETC Source Four	575	
18	6"	Altman Fresnel	750	
28	8"	Altman Fresnel	1KW	
34	standard	PAR 64	1KW	VN, N, MFL, and WFL available
15	3 circuit	Altman Sky Cycs	1KW	
6	3 circuit	MR 16 mini strips	750W	
10	4 1/2 x 6	Barrels		fit 6 x 9 instrument bodies
2		Lycian #1209 Midget Follow Spots	575W	In sound proof booth

Some additional lighting equipment may be available.

MVCPA BACKSTAGE HALLWAYS AND FIRE EGRESS

This memo is to inform and/or reaffirm the rules for this area during your time in our venue.

- The rule for prop storage is either on the stage, in the shop, greenroom or dressing rooms. At no time during a production, whether during loadin/out (when full company is present), rehearsals or performances, should any small piece of furniture or hand prop be left in the hallway unattended.
- The rule for costume quick changes are either on the stage, in the greenroom or dressing rooms. At no time during a production, whether during loadin/out(when full company is present), rehearsals or performances, should any costume rack or loose piece of clothing be left in the hallway unattended.

Please plan your productions with these rules in mind, when designing your sets, costumes, props and overall production blocking.

Any accommodation for a prop hand off or costume quick change in this area must be discussed in advance with the MVCPA Technical Director prior to the production entering the building. The accommodation will only be made with the assurance that no item(s) will be unattended at any time and that any item(s) discussed can be quickly and safely carried away by one person in the event of an emergency evacuation. If the facility finds any item(s) unattended in the hallway during your time here, the accommodation will be rescinded.

By planning and communicating needs in advance, we all are working together to provide the safest working environment for all.

Many thanks in advance,

Daniel Kays, Operations Manager
Mountain View Center for the Performing Arts

2/9/18