



## COWELL THEATER

### Cowell Theater Staff

**Sales Manager:** Amanda Gassaway (415) 345-7553 amanda@fortmason.org (sales and bookings)

**Production Assistant:** Rebecca Olson (415) 345-7546 rebecca@fortmason.org (production and event info)

**Technical Director:** Larry Bluhm (415) 345-7578 larry@fortmason.org (technical info)

## RULES AND EQUIPMENT INVENTORY

Please review this information with the person(s) who will supervise your production at the Cowell Theater. This person should act as your on-site representative during contracted hours, and will serve as the contact person with the theater's staff. Please also designate a person as your front-of-house (FOH) representative during performances.

### GENERAL INFORMATION

A Cowell Theater staff member must approve all of your technical requirements, and personnel. If possible, it is strongly recommended that you schedule a meeting with a Cowell Theater staff member no later than 30 days before your first day in the space. It is suggested that your entire production staff attend this meeting (e.g., designers, production manager, stage manager, etc...) to familiarize themselves with the Cowell Theater safety rules and to confirm your schedule and staffing needs for rehearsals, load-in, performances and strike. The Cowell Theater staff will work with you to facilitate your use of the space and can assist and refer you to equipment rentals and designers if necessary.

Fort Mason Center/Cowell Theater has an agreement with the International Alliance of Theatrical Stage Employees (I.A.T.S.E.), Local 16, which governs the rates and working conditions of the technical staff at the Cowell. A Cowell Theater staff member will work with you to create a production schedule that is the most efficient and economical within the union work rules. *Please see the language in the Cowell Special Event License and Use Agreement for contractual requirements.*

If a problem regarding safe and or proper use of facilities or equipment by your production and/or technical staff arises during your run, Fort Mason Center retains the right to hire additional technical staff at your expense.

**Any person found to be working in an unsafe manner, misusing equipment or posing a threat to the safety of others or the facility may be immediately barred from the use of the facility and / or**

equipment. This rule also applies to any person under the influence of alcohol or other controlled substances.

An inventory will be taken noting count and condition of Cowell Theater equipment and building features at the end of the rental period. Any damaged or missing items or construction will be billed back to your production.

## **FRONT-OF-HOUSE (FOH)**

House Manager: As stated in the License Use Agreement, you will be provided a Cowell Theater House Manager to help ensure a smooth event as well as ensure the safety of your guests and the building.

Ushers: As stated in the License Use Agreement, you are required to provide a sufficient number of ushers for your event. If you are not able to do so, we will hire ushers at your expense. A Front-Of-House/Receptions worksheet must be filled out.

Receptions: Any pre- or post-show receptions or parties must be scheduled with your Fort Mason Sales Manager. A Front-Of-House/Receptions worksheet must be filled out. Additional charges may apply.

Box Office Services: For publicly ticketed events you are required to use the Fort Mason Box Office. There is a separate Ticketing Services Agreement. Please see your Fort Mason Sales Manager for forms or our Box Office Manager for details.

Buchanan Gate Entrance Signs: Fort Mason Center maintains two large sign boards at the main entrance (Buchanan St. & Marina Blvd.) for announcing Fort Mason Center events. The space is provided to clients free of charge, on a first come, first served basis. You are responsible for any and all costs in making the sign. Please see the Buchanan Gate Sign form for more details (provided in your contract packet).

Displays / Postering: Fort Mason Center can display your posters on the Fort Mason Campus. Postering is not allowed and is illegal on public facilities, including light or utility poles, utility boxes, trees, walls, etc., in the Marina District neighborhoods.

## **GENERAL RULES**

- **No Smoking**
- **No Food or Beverages on stage, in the house, or in the control booth. Food is ONLY allowed in the green room and lobby**

Theater Access: I.A.T.S.E. rules require a stage technician to be present for any activity on stage (blocking, rehearsing, warm-ups, etc.). Any changes to the contracted access times must be approved in writing at least 72 hours in advance by a Cowell Staff member and may result in additional technical expenses.

Curfew: The National Park Service requires a midnight curfew on all Fort Mason property. Theater management staff must approve any exceptions.

Emergency Contact List is posted in the Cloak Room, Tech Booth, and in the Green Room.

Maintenance and Cleanliness: The theater, backstage, dressing rooms, lobby and public restrooms will be clean and prepared for you when you arrive. Front of house will be maintained by the Cowell's House Manager and your ushers. You are responsible for the cleanliness of the backstage and dressing rooms during your run. *If the facilities are left in unacceptable condition after your run, you will be charged an additional janitorial fee, which will be deducted from your security deposit.*

- Dressing room sinks may not be used for mixing paint or cleaning brushes. There is a slop sink near the public bathrooms.
- Glitter is not allowed in the theater, house, or lobby. Any body painting or messy substances need to be approved by a Cowell Theater staff member. An additional fee may apply.

Deliveries: You must schedule the delivery of any equipment to the Cowell with a staff member. Cowell Theater Staff is required to be present. This could result in additional expenses to you. Cowell Theater staff is not responsible for the safety of delivery.

Theater Restoration: The House Plot or bare grid must be restored. Theater environs must be returned to original condition at the completion of the rental contract.

Equipment / Facility Damage: Any damage must be reported promptly to the Cowell technical staff and/or Technical Director.

## **TECHNICAL RULES**

The standard stage configuration in the Cowell Theater includes: L'Air sprung wood overlay floor with Rosco floor covering, drapes in house configuration, and a focused house lighting plot with house color. At the end of your event, the standard stage configuration **must be restored.**

The Cowell Theater does not have a scene shop. Sets, props, drops, and platforms are to be installed, not constructed, on site. There is no fly system in the theater, and because of load limits of the stage grid, any scenery, props, drops or constructions that require flying must be approved in advance.

- No spray painting
- No use of any toxic materials
- No attaching screws, nails or other fasteners to the stage floor
- Load-ins must be via the loading ramp on stage right, not through the house. You must move any vehicle after unloading.

- All special effects especially involving open flame, pyrotechnics, hazardous or toxic substances must be approved with an inventory of equipment being brought into the theater prior to load-in.
- Painting the stage floor is not allowed without prior written approval. The additional costs, including restoration, if necessary, must be paid in advance.
- Sets, curtains, drops, constructions, etc. may not be constructed of materials that are flammable or pose a safety threat because of construction. You will be required to flameproof or show certification of flameproofing of any questionable materials. All local fire codes are applicable.
- Before using tape on any items in the theater you must check with a Cowell Theater staff member.  
**Masking tape may not be used on any surface or equipment, in theater, backstage, or in Lobby.**
- Softgoods (drapes, scrim, cyc) will be in position as indicated on ground plan unless otherwise arranged. With our approval, softgoods and their hanging hardware may be repositioned with the understanding that they must be restored to their original positions at the end of the production. If removed, they must be folded, nap in and jute on top, and stored in provided hampers. **Softgoods may not be taped, pinned or otherwise altered.**
- All lighting instruments must be restored to the House Plot.
- Safety cable must be used on all house and rental instruments.
- Nothing should be left on the catwalks that is not attached to the structure. A Cowell Theater staff member must approve of any items placed on the catwalks.
- Heatstop borders or other protection must be used if instruments are hung near drapes or flammable materials.
- Any cable, sound lines or other obstructions on stage must be dressed or covered with carpet.
- We cannot provide, but strongly suggest that you provide your production staff with appropriate safety equipment (ear plugs, goggles, gloves, respirators, etc.).

## **EQUIPMENT INVENTORY**

The equipment listed may change without notice. Please check with a Cowell Theater staff member regarding any changes or equipment additions.

### **STAGE**

- 40' X 18' proscenium opening, 30' plaster line to upstage wall, 5' apron and 20' wings
- Wood floor with flat black plyon surface
- L'Air sprung wood overlay floor
- Black Rosco floor (covering entire playing area)
- Available – Premium Harlequin Floor

### **BACKSTAGE**

- Loading ramp to stage right area

- Green Room with full communications to stage and booth
- 4 dressing rooms: Shower, sink, toilet, stage monitor, mirrors, makeup tables with lights
- 1 wheelchair accessible dressing room / wardrobe room
- Dressing room capacity for approximately 30
- Washer and dryer

## LIGHTING

- ETC Express 250 v3.02 console
- Display monitor for booth and tech table
- Diskette backup, show loading and formatting (2 discs provided)
- Wired remote focus unit
- 186 - Colortran 2.4 Kw dimmers (dimmer per circuit, raceway and pigtail distribution)
- 3 - Colortran 6.0 Kw dimmers (catwalk circuits 187, 188, 189)
- 6 - ETC Unison 2.4 kw dimmers for house lights (wall panel and console control)
- 200 amp 240 volt 3 phase hardwire (tails) power tie in stage right (camlock connection, *neutral not reversed*)
- Dance rep plot / house hang paperwork available on our website at <http://www.fortmason.org/venuerental/floorplans/cowell/downloads.html>

### Instruments

- |   |           |
|---|-----------|
| ○ 14 Colortran 15-35 degree zoom axial ellipse  | 1000 watt |
| ○ 48 Colortran 30 degree axial ellipse          | 1000 watt |
| ○ 29 Colortran 40 degree axial ellipse          | 1000 watt |
| ○ 12 Source 4 50 degree ellipsoidal             | 575 watt  |
| ○ 30 Source 4 36 degree ellipsoidal             | 575 watt  |
| ○ 14 Source 4 26 degree ellipsoidal             | 575 watt  |
| ○ 36 Colortran 6" fresnels                      | 1000 watt |
| ○ 32 Altman PAR 64 medium floods                | 1000 watt |
| ○ 11 Colortran Mini Elipse                      | 500 watt  |
| ○ 7 Colortran 6-light, 3 circuit far cyc lights | 1000 watt |
| ○ 7 - 3 circuit L&E mini strips, ground row     | 750 watt  |
- Pattern holders for all ellipsoidal
  - All instruments are equipped with color frames, safety cable and pipe clamps
  - 36 - 6" fresnel barn doors
  - 2 - 10" fresnel barn doors

## LIGHTING POSITIONS

### On Stage

114 dimmers @ 20 amps over stage; 64' x 28' cross grid in 4' x 4' sections, dead hung, 24' above stage

### Catwalks

#1, #2, and #3 positioned over house at 18", 21' and 39' downstage of proscenium

- #1 16 20-amp dimmers, 1 50-amp dimmer
- #2 20 20-amp dimmers, 1 50-amp dimmer
- #3 8 20-amp dimmers, 1 50-amp dimmer

### House Terms

House left and right 20 amps; 12", 10'6", 21', and 31'6" from proscenium

- #1 2 20-amp dimmers and 2 repeating dimmers
- #2 no dimmers
- #3 2 20-amp dimmers and 2 repeating dimmers
- #4 no dimmers

#### **CABLE - ADDITIONAL INVENTORY**

- 42 - 5' Pin cable
- 59 - 10' Pin cable
- 16 - 15' Pin cable
- 43 - 25' Pin cable
- 7 - 50' Pin cable
- 61 - two-fers

#### **ACCESSORIES**

- 32 - 2'6" side arms with rota-locks (1 ½" I.D. sch 40)
- 8 - Boom stands - 15' high, 65 lb. Stripini base
- Additional threaded bases and pipe available

#### **CLEARCOM**

- ClearCom communication to 20 locations. 9 headsets, 7 wired belt packs, 2 wireless belt packs with base station, 2 remote stations

#### **ASSISTED LISTENING DEVICES**

- 5 Sennheiser HDI 405S. Infrared transmitter panel located above proscenium at speaker center cluster

## **SOUND**

### Main House System

- 1 – Soundcraft Spirit 8 mixing console. 34 channels (includes 2 stereo) x 8x2 - 6 Aux. (2 pre-fader, 2 assignable, 2 post fader)
- 1 center cluster over proscenium consisting of 2 Meyer UPA – 1A speakers and 1 Meyer USW subwoofer
- UPAs powered by Crest Audio 3001 amplifier with Meyer M1A Processor, sub powered by Crest Audio 2001A amplifier and Meyer/ B2A processor
- 2 Meyer UPA-1A self-powered speakers, hung left and right of proscenium
- Stage foldback system consisting of 4 flown Renkus-Heinz TRC81/9K speakers powered by 2 patchable Crest Audio 2001A amplifiers
- Control room monitor consisting of 2 JBL 4406 speakers powered by 1 Crest Audio 1001A amplifier
- 1 Furman power conditioner

### Playback

- 1 Denon DN-C550R dual drive (1 playback, 1 playback/record) CD deck
- 1 Tascam CD 401 MK II
- 1 Nakamichi MR-2 single-drive, playback/record cassette deck

### EQ and Signal Processing

- 1 Dolby Drive Rack 4800 graphic EQ / speaker management system
- 1 Behringer Ultra Curve Pro
- 2 Rane 1/3-octave GE27 EQs
- 1 Dolby DBX1066 compressor / limiter
- 1 Yamaha SPX2000 multi-effect processor

### Patchable / Moveable Equipment

- The Cowell Theater has a patch bay in the booth that is the hard wired dead-end to most of the house system
- There are 6 speaker jacks onstage: 2 Hubble twist-lock style and 4 Neutrick, with 6 Hubble style jacks in the catwalks (2 per) patchable to amplifiers in the booth
- A 9-channel snake (XLR) is hard wired stage right and a 100' 15-channel snake is stage left
- A Rapco 24+4 (XLR) runs from the house mix position to the booth
- 2 JBL MR922 speakers with Ultimate stands
- 1 QSC MX700 stereo amplifier
- 1 Soundcraft Folio F1 6+2 stereo x 2 -3 aux mixing console

### Microphones and Stands

- 6 Shure SM57
- 6 Shure SM58
- 4 Crown PCC160
- 2 C451B

- 1 Audio Technica Pro4L with switch (VOG)
- 2 Audio Technica AE3000
- 1 Audio Technica AE2500
- 4 Countrymen type 85 direct boxes
- 2 Audix RAD 360 wireless handheld with receivers
- 2 Shure U14D/85 wireless bodypack (L185 element) with receivers (*Rental fees apply: \$50/each per day or \$150 each per week*)
- 2 Audix RAD 360 wireless bodypack (ADX5 element) with receivers (*Rental fees apply: \$50/each per day or \$150 each per week*)
- 12 boom stands
- 8 short booms
- 6 straight stands
- 8 table stands

### **LIFTS AND LADDERS**

- 2 - Genie AWP 30S lift
- 1 - 20' Extension Ladder, aluminum - Torm Access
- 1 - 15' A-Frame ladder, fiberglass
- 1 - 10' A-frame ladder, aluminum
- 1 - 8' A-frame ladder, wood
- 1 - 3' A-frame ladder

### **SOFT GOODS**

*All soft goods are flameproof to conform to all applicable codes*

- House Curtain  
2-panel, bi-part action, motorized with speed control off-stage right; 32 oz. velour, vermilion color, box pleats, fully lined. May not be taken down. On manual winch, adjustable for floor height. Can come in to head height
- Travelers  
Mid- and upstage; 2-panel, bi-part action, manual control offstage right, black velour. Batten on winch, adjustable for floor height Can come in to head height
- Legs  
8 flat finished black velour 8' x 24" h - 2 panels per leg in house hang
- Borders  
6 flat finished black velour 64' x 3' h - 5 in house hang - 1 in inventory
- Heatstop Borders  
12 black heatstop 1824, 16' x 2'6" h. 9 in house hang, 3 in inventory
- Scrim  
1 black sharkstooth scrim, seamless, 22'h x 46' w on "shower curtain" track, strikes stage left, hook and eye pipe pocket
- Cyclorama  
1 white lino cyc, seamless, 22' h" x 55' w, hook and eye pipe pocket

- Portal Panels

2 sliding panels at proscenium plaster line, vermilion covered with black commando, 4' w x 24' h, each extending 3'9" onstage and retrace 6' offstage. *Not usable with L'Air dance floor in place*

**PROJECTION EQUIPMENT**

- 1 - Panasonic PT-D5600U DLP video projector. 5000 lumens. Projector Native Resolution 1024 x 768. 3.7-5.7:1 lens for front-of-house projection and 0:8:1 lens for onstage rear projection  
*(Rental fees apply: \$250 / 3 days or \$400 / week)*
- 1 - 18' w x 13'6" h Da-Lite Fast Fold rear projection screen with dress kit and storage cases  
*(Rental fees apply: \$100/ 3 days or \$175 / week)*
- 1 - 18' w x 13'6" h motorized nonglare matte white front projection screen at proscenium just downstage of house curtain. Control from offstage right or booth
- 1 - Phillips DVP5960/37 DVD player
- 1 - NTI Cat5 VGA Video Extender for connectivity of onstage computer presentations to projector in booth
- Front projection screen to booth measurement is 63'

**HARD FLATS, SOUND SHELL**

- 6 - 4' x 8' convex bowed 1/4" plywood panels on 2" x 4" frames, eggplant color

**MISCELLANEOUS**

- Upright Yamaha piano (must be tuned)
- 4 orchestral-style chairs
- 6 6-foot tables
- 4 8-foot tables