

High Point Theatre Technical Specifications

HIGH POINT THEATRE

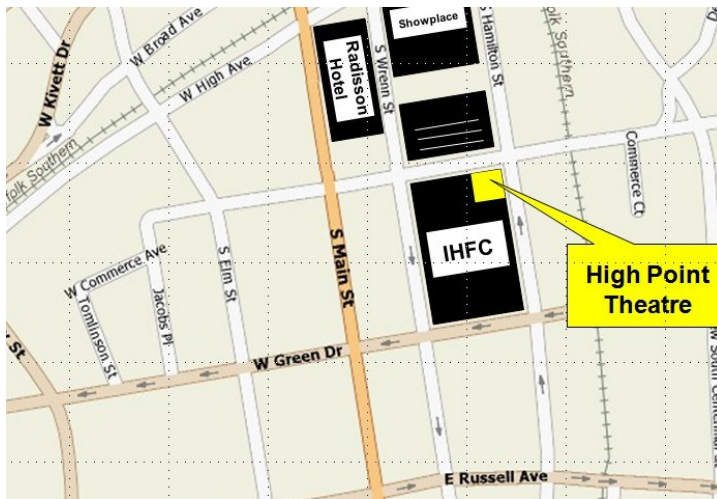
Version 3.0

March 1, 2023

Owned and operated by the City of High Point, the complex represents one of the nation's first cooperative ventures between municipal government, private enterprise, and the arts. In 1975 the International Home Furnishings Center was awarded the Esquire/BCA "Business in the Arts" award in recognition of its cooperation with the City of High Point.

Constructed in 1975, this center combines contemporary "sculptured" architecture with an interior design dominated by earth tones. The Theatre features an elegant 963 seat auditorium with continental style seating. Other facilities include three large exhibition galleries for meetings, display, or receptions. The facility is suited for convention use, as well as functions of the arts, and is available to both professional and amateur groups on a rental basis.

The Theatre is located in the northeast corner of the I.H.F.C. building in the 200 block of East Commerce Avenue.



Directions

From Winston-Salem and Points West

Take I-40 East to exit 196 - Hwy 311 to High Point. Take Exit 20 - MLK Dr. and turn left at the bottom of the ramp. Turn left on Centennial. For the Main Entrance, turn right on Commerce; the Theatre will be on the left just past the next light (Hamilton St.). For the backstage entrance and/or loading dock, continue on Centennial and turn right on Green Street. Go one block and take a right on Hamilton Street. The Theatre will be on the left.

From Greensboro and Points East

Take I-85 South to exit 118 - Business 85-29/70 towards High Point. Merge onto Hwy 311 North towards Winston-Salem. Take Exit 20 - MLK Dr. and turn left at the bottom of the ramp. Turn left on Centennial. For the Main Entrance, turn right on Commerce. Theatre will be on the left. For the backstage entrance and/or loading dock, continue on Centennial and turn right on Green Street. Go one block and take a right on Hamilton Street. The Theatre will be on the left.

From Charlotte and Points South

Take I-85 North to exit 111 - Hwy 311 North towards High Point. This will become S. Main Street as you enter High Point. For the Main Entrance, turn right on Commerce Ave - The Theatre will be on the right. For the backstage entrance and/or loading dock, from Main St. turn right on Russell St. At the second light, turn left onto Hamilton St. The Theatre will be 1.75 blocks on the left.

Parking

General parking for patrons and cast/crew is available at the IHFC parking lot located at 305 E. Commerce Ave, and at the Showplace parking lot, accessible at 101 S Wrenn St. and 198 S Hamilton St. Street parking is also available. Limited Bus/Truck parking is available directly behind the Theatre on Hamilton Street. Please contact the Theatre's Facility Manager to coordinate any special parking needs. Note: Shore Power Is Not Available for tour buses.

High Point Theatre
220 East Commerce Ave.
P.O. Box 230
High Point, NC 27261

Admin. Office (336)883-3401
Box Office (336)887-3001
Fax (336)883-3533

TECHNICAL STAFF

Production Manager-Facilities
Carl Howes
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Production Manager-Theatre
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ADMINISTRATIVE STAFF

Theatre Director
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Business Manager
Elizabeth Hinkle
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Box Office Manager
Kacy Woody
(336)883-3402
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House Manager
Melinda Burgess
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Restaurants:

Sweet Old Bills
1232 N. Main St.
High Point, NC
(336) 807-1476

Frady's Taphouse
1345 N. Main St.
High Point, NC
(336) 781-0690

Longhorn Steakhouse
1540 North Main Street
High Point, NC
(336) 883-7373

Papa Johns Pizza
1701 North Main Street
High Point, NC
(336) 886-1700

Pizza Vino II
274 Eastchester Drive
High Point, NC
(336) 885-5868

Gianno's
1124 Eastchester Drive
High Point, NC
(336) 885-0762

Hotels:

Wingate by Wyndham
3901 Sedgebook St.
High Point, NC
336-8

Courtyard Inn
1000 Mall Loop Rd
High Point, NC
336-882-3600

Medical Information:

(ALL EMERGENCIES: 911)

Police Non-Emergency:
336-883-3224

Hospital: High Point Regional
601 N. Elm St., 336-884-8400
Emergency Room: 336-884-6009

Urgent Care: MedCentral
1720 Westchester Dr.,
336-883-9675

High Point Chiropractic,
1220 Eastchester Dr., Ste. 107
336-882-2434

High Point Orthopedics & Sport
Medicine, 624 Quaker Ln., Ste
200D, 336-841-6262

Optometrist:
Triad Eye Associates
6425 Old Plank Rd. #105
(336) 886-7500

CVS Pharmacy: 124 Montlieu
Ave. 336-889-3711

Walgreen's Pharmacy (24 Hours):
2109 N. Main St.,
336-885-7766



General Information**Seating:**

906 Total (24 additional seats may be setup on the orchestra pit)
 629 Orchestra
 277 Balcony
 6 wheelchair seats at the rear of the orchestra.

Stage Dimensions:

Proscenium Height: 19'9"
 Proscenium Width: 52' (Legs set to 40' opening)
 Depth: 32' from plaster line to back wall
 29'3" from plaster line to Cyc.
 2' from PL to front edge of pit at Center Line.
 Elevation above house floor: 3'

Orchestra Pit:

45' wide x 6'6" deep. The pit is on a hydraulic system that runs from stage level to the trap room below stage and may be positioned anywhere in its travel area.

Grid Height:

59'9" from the stage to the bottom of the grid.
 6' from the grid to the roof. As a general rule: We do not move line sets from their positions.

Stage Floor:

Sprung pine floor, painted black.

Fasteners:

The Theatre does allow clients to screw or lag scenery into the floor. Any holes made by fasteners must be filled during load out.

Dance Floor:

Dance companies must use a "marley" dance floor for their productions. The Theatre has one available to rent.

Wing Space:

Approximately 25' available on both sides. Light Ladders high trim is 10'.

Crossovers:

There is normally a 3' crossover upstage of the Cyc and a full crossover hallway under stage.

Production Office/ Green Room:

The Production Staff is welcome to use the Green

Room for a Production Office. The Green Room is just off Stage Right. It has a restroom, coffee station, makeup mirror, and seating for 6-8.

Stage Manager's Console:

The Stage Manager may be located either in the Production Booth, or Backstage Right. The backstage position has ClearCom, and dressing room paging. The Production Booth has an audio monitor for show feed, ClearCom, and dressing room paging. The Production Booth is located under the balcony, and is accessible via the freight elevator from backstage or through the lobby.

Stagehand Labor:

The Theatre is a non-union house. We utilize our over hire pool to fill calls with competent technicians. Clients needing labor for their production will absorb the cost of that labor, as noted in the contract.

Contact must be made with the Production Manager at least 6 weeks prior to the event to make crew arrangements. If IATSE labor is required, arrangements will be through Local 574 in Greensboro, NC.

Handicap Access:

Handicap access to Front of House is via wheelchair ramp at the main entrance. Handicap access to the stage area is through the Lobby and back to a freight elevator, located behind the Main Gallery.

House Policies:

Please see attachment. The High Point Theatre is a smoke-free and alcohol-free facility. Any use of live flame (including everything from lit cigarettes and candles to flash pots and smoke effects) in productions requires a permit from the High Point Fire Marshal. If your production uses any kind of smoke/haze or flame effects, please inform the Production Manager at least 6 weeks prior to your event to arrange for the permits.



Loading Information:

Loading happens at the rear of the Theatre at 201 S. Hamilton St. The stage floor is located 8' below the sidewalk level. There are two access options for the facility.

Rollup Door: Access from the street at sidewalk level. It is 7'9" wide x 14' tall and opens up onto a 5' x 8' hydraulic lift to lower equipment to stage level. (2000 lb weight limit.). This lift stops 18" above stage level; with a 4' wide metal ramp down to the deck.



Loading Dock: The dock is 39" high and leads directly to the freight elevator. The Rollup Door's ramp is also a dock plate. Freight elevator is 8'6" long x 6' wide x 7' tall. Elevator doors are 6'2" tall x 4'6" wide. Elevator access to Stage level, Dressing rooms, Front of House, and Balcony/Booth levels.

**Truck Parking:**

100' of single-lane parking is available on S. Hamilton St. This can be reserved for production use with advance notice. Other truck parking must be coordinated in advance and may be at least a block away from the facility.





Sound

Inputs:

Digital— Digico 40x8 Stage Boxes (2). CAT5 connection points are SL at Stage Manager's desk.

Analog— Whirlwind Concert Series 40 x 16 snake w/ split box SL, 10' monitor fan, feed to house mix position, w/ 20' FOH fan.

Control Locations:

House mix position in back row House Right. (under balcony) Area is approximately 4' x 8'. Auditorium seats not removable. Mix position has ClearCom, 2- 20A outlets, snake inputs to backstage and snake to Production Booth.

Production Booth Position is under balcony with limited channels to/from Whirlwind snake.

Touring Audio:

With advanced notice, touring productions may use their FOH sound equipment. In this case the FOH Processing Rack may be located at the House Mix Position or backstage left. If a touring snake is utilized, it must be 150' in length to reach the mix position.

Hearing Assist:

Listen FM system independent of the house sound system. House Management is responsible for receiver distribution.

Monitor/ Paging System:

All production areas are covered by audio monitors & paging system. (Dressing rooms, production booth, green room, PM Office, Box Office) Monitors run off shotgun mic in balcony rail. Paging system able to call selected locations or whole system.

Intercom:

ClearCom 2-channel base station in Production booth. Wired stations located in lighting, sound booth, projection booth, follow spot alcoves, house mix position, center auditorium (tech table), backstage Left & Right, Fly rail, and Trap Room. House manager contact via radio.

Equipment Inventory:

Mixing Consoles: 2: Digico SD9 FOH / Monitors

Digico SD9 (House Mix position)
Digico SD9 (Monitor console)



House PA System:

Speakers:

JBL Vertec Line Array System (stereo). Each side has 4 flown Vertec 4887 speakers.

Subs are QSC KW181 18" 1 box per side. 2 additional are available.

2 JBL VRX932 Boxes—Down/Center Fill flown at Center

4 JBL VRX928 Boxes—Front Fill (portable)

Amplifiers:

FOH Hi's—Crown Macrotech2402 (each side)

FOH Mid's—Crown Macrotech 5002 (each side)

FOH Center Cluster Crown Macrotech 5002

Monitors—QSC RMX 850 (x4)

Signal processing:

FOH—BSS Driverack controller

Ashley GQX3102 Stereo 31-Band EQ (x4 for Monitors)

Monitor Speakers:

EAW LA215 2-way 15" monitors (x8)

EV Eliminator Drum Fill

Microphones:

- Shure 58 Beta (x2)
- Shure 58 (x8)
- Shure 57 (x8)
- Shure 545-SD with switches (x2)
- Sennheiser MD 431
- Crown PZM (x2)
- Crown PCC (x6)
- Shure ULX wireless handheld (x4)
- Shure SLX wireless lavalier (x4)
- AT Freeway VHF Wireless Handheld (x2)
- AT Pro 37 (x2)
- Marshall MXL 990 (x2)
- AKG D112 kick mic
- AKG D440 horn/drum mics (x4)
- "Radial" DI boxes (x6)

Playback:

- Denon DN 1000F CD player
- Tascam CD200 CD Player
- PCDI

Cable:

- 10' XLR Cable (x)
- 25' XLR Cable (x)
- 50' XLR Cable (x)
- 10' NL4 Speaker Cable (x)
- 25' NL4 Speaker Cable (x)
- 50' NL4 Speaker Cable (x)
- 100' NL4 Speaker Cable (x)
- Various Sub Snakes

Stands:

- Table mic stands (x)
- Straight mic stands (x)
- Short boom mic stands (x)
- Tall boom mic stands (x)
- Guitar stands (x2)

Lighting

Power:

There are two three-phase company boxes located off Stage Right. One is 120/208v 800A/leg, one is 120v, 125A/leg. Both have bare wire connectors.

Dimmers:

384 ETC Sensor dimmers/ dimmer per circuit. 2.4k each.

Consoles:

ETC Ion XE
WiFi RFU via app.

Control/DMX:

The Theatre has limited Distributed DMX. (2nd Universe)
If you require complex lighting control, please notify the Theatre Production Manager at least 4 weeks prior to your event.

Houselights:

Can be controlled from Stage Manager's console SR, Unison Panel in Light booth, and/or Lightboard.

Fixtures:

10 ETC Source Four 10°, 575w
50 ETC Source Four 19°, 575w
50 ETC Source Four 26°, 575w
50 ETC Source Four 36°, 575w
4 ETC Source Four 50°, 575w
50 ETC Source Four ParNels 575w
10 Altman Par 64, 1kw, variously NSP, MFL, WFL
6 Chauvet Ovation 805 FC cyc light
8 Chauvet Ovation 910 FC Profile
12 Chauvet Ovation 915 FC Fresnel

FollowSpots:

2 Lycian Starklite II 1272 spotlights (1200wHMI), located in permanent booths in the balcony.

Hardware:

20 Source Four Tophats
20 ParNel Barndoors
8- 10" barndoors
8- 7 ½" barndoors
40 Source Four template holders (20 size A, 20 size B)
4 Source Four Irises
4 Rosco Gobo Rotators
8 boom stands & various height pipe

Cable:

There is an ample supply of 3 pin lighting cables in lengths from 5' to 100'. There are approximately 40 two-fers and 12 edison to 3 pin adapters.

Audiovisual:

DigitalProjection HIGHLight II 13k Laser Projector
EIKI 3500 lumen LCD Data Projector.
8' tripod-style projection screens
22' x 40' "Rubber Sheet" movie screen on lineset 6
10' x 14' fast-fold front & rear projection screen
Kramer VP-443 & VS-66HDMI switchers
Dennon DN-500BD Blu-Ray DVD player

Carpentry**Draperies:**

Main Curtain: Blue velour, 28' tall. Guillotine or travel. Located 1' upstage of the plaster line. Manual operation.

Calipers (Side Stages): Blue velour to match Main. These curtains form the sides of the proscenium. They may travel open to allow performance space on the side stages.

Legs: 5 sets, black velour. 25' x 11', flat.

Borders: 5 black velour borders. 9' x 56', flat.

Travelers: Two full-stage travelers with sewn-in fullness. One at 14' upstage and one at 22'9" upstage of the plaster line. 28' x 56'. Travelers may not be relocated.

Scrim: The Theatre has a black scrim that is 28' x 54'.

Movie Screen: There is a 20' high x 30' wide projection screen.

Cyclorama: The Theatre has a seamless muslin cyclorama; 28' x 58'.

Fire Curtain: There is a fire curtain immediately upstage of the plaster line. Due to Fire code regulations, scenery may not break the line of the fire curtain. Please contact the Theatre Technical Director for more details.

Line Set Data:

Line Set Schedule: Please see attachment for line set schedule.

Battens: The Theatre has 36 line sets, 56' long. 6 are dedicated electrics. Please see attachment for distances from plaster line. The 6 dedicated electrics are motorized counterweight assist. The remainder are double-purchase.

Working Height: Low trim is 5', High trim on electrics is 29', High trim on other lines is 55'4".

Arbor Capacity: 1300 pounds.

Fly Rail/ Loading Bridge: The fly rail is located approximately 22' above Stage Right, up a spiral staircase. The Loading Bridge is up the same spiral staircase approximately 30' above the fly rail.

The Fly System may only be operated by authorized personnel. Please see attachment: High Point Theatre Fly System and Rigging Policy.

Additional Information:

Chain Hoists/Truss: The Theatre has 4- one ton CM chain hoists. They are typically in use at the sides of the stage with 6- 8' sections of 12" Medium Duty Box truss. The trusses hold 8 4-rung lighting ladders. These components may be used in other configurations, however, they must be restored back to their original configuration during load out. Please notify the Theatre Production Manager at least 4 weeks prior to your event if you wish to modify this system.

Orchestra Pit: 45' wide x 6'6" deep. The pit is on a hydraulic lift that runs from the stage down to the trap room below stage. The pit can be stopped at any point in its travel. There is ample access from the Trap Room. Lift may only be operated by Theatre staff. The weight capacity of the Lift is 5000 pounds.

Props

Music Stands: 14 Black Manhasset stands. Lights available.

Chairs: 100+ stacking chairs. Metal frame, straight back, vinyl upholstered.

Conductor podium: 42" square, 6" high.

Platforms: There are 8- 4' x 8' Wenger staging platforms available; 4 are 8" tall and 4 are 16" tall. There is also an 8'x8'x16" rolling drum riser available.

Dance Floor: The Theatre has a black/gray Harlequin dance floor.

Lecterns: 1 large wood tone. 1 small wooden, painted black. 1 black metal resembling truss

Wardrobe

The Green Room has recently been remodeled. As with all areas of the facility, any damage caused by rental clients will be billed at the end of the rental.

Dressing Rooms:

- 2 small Star dressing rooms located off Stage Right, up one flight of stairs. Each will accommodate 1-2 adults.
- 2 medium dressing rooms located off Stage Left, down one flight of stairs. Each will accommodate 2-4 adults.
- 2 Company dressing rooms located off Stage Right, down one flight of stairs. Each will accommodate approximately 20 adults.

All dressing rooms have tables & chairs, lighted makeup mirrors,

Equipment: 2 Irons, 1 ironing board, 1 steamer. 3- 8' rolling costume racks. There are no washer/dryer services on premise.



wardrobe racks, hot & cold running water, restroom facilities, and showers.

Green Room:

The Green Room is located off Stage Right. It can be used as a 'ready room', production office, or Star dressing room. It will accommodate 1-3 adults. It has restroom facilities, hot & cold running water, couch, lighted mirror, and a small wardrobe rack. It has no shower.



HOUSE POLICIES -

1. **LEGAL REGULATIONS:** The renting organization, in conducting any performance or event, shall comply with the theatre's written contractual agreement, and abide by all applicable federal, state, and municipal regulations.
2. **CONDUCT:** The renting organization is responsible for the conduct of its representatives, casts and workers while in the theatre.
3. **BACKSTAGE ACCESS:** Members of the renting organization involved in the production **must** enter the theatre via the stage entrance door located on the Hamilton Street side of the facility. A unique renter combination code will be assigned to each lessee to provide to their members.
4. **FRONT OF HOUSE ACCESS:** During a performance, performers and technicians should not enter the auditorium from the stage or go backstage directly from the auditorium.
5. **BOX OFFICE:** No one is allowed in the box office, without the prior consent of the High Point Theatre management.
6. **SMOKING:** Smoking is strictly prohibited anywhere in the theatre.
7. **FOOD AND BEVERAGES-** Food and beverages are not permitted on the stage or in the dressing rooms. All food and beverages must be properly disposed of following each period of facility use.
8. **ALCOHOLIC BEVERAGES-** Alcoholic beverages are not allowed in the facility without the prior consent of the High Point Theatre management.
9. **LOBBY DISPLAYS-** All lobby displays, signs, and banners must have the advance approval of the Theatre management. The use of tape, nails, screws and tacks in attaching items to the theatre or lobby walls is prohibited.
10. **LOBBY SALES-** All rights to concessions and lobby sales are reserved for the High Point Theatre. Should the renting organization or their agents desire to conduct such sales, the renting organization must make prior arrangements with the theatre management. Upon written agreement, the High Point Theatre will allow the renting organization to conduct lobby sales. This agreement will be contingent on:
 - (A) The High Point Theatre shall receive 20% of the gross sales.
 - (B) The sale of goods is appropriate for the event held in the theatre.
 - (C) The organization shall be responsible for all applicable licenses, taxes, and permits.
11. **ANIMALS-** Animals are not permitted in the facility unless they are an essential part of a production or required as a service animal by individuals with disabilities.
12. **CLEANLINESS-** General cleanliness is expected of everyone that uses the facility. The theatre maintenance staff will empty trash receptacles as needed. It is the responsibility of the renting organization to leave the facility in the same state of cleanliness and order as it was when they arrived.

HOUSE POLICIES, continued -

13. PAINTING, CONSTRUCTION- Scenery painting and construction are not allowed. In the event of an emergency, the Facility Manager may permit minor painting and construction in designated areas. At no time will painting or construction be permitted on the sidewalk, on the loading dock, or in any other public access area. Painting materials such as brushes, rollers, buckets, etc. must be cleaned in the basement mop room's slop sink. The mop room is located in the basement hallway stage left.

14. TICKETING – Each individual patron of a theatre event must hold a ticket. Tickets and/or box office services are provided by the High Point Theatre Box Office. For information call the Box Office Manager, at (336) 883-3402.

15. STAGE FLOOR-

(A) Theatre approved dance floors are required for all events involving tap dancing or clogging. Dance floors are required for all dance performances.

(B) All tape on the floor is to be removed by the renting organization at the conclusion of an event

(C) The scenic painting of the floor is permitted using water based paint only. It is the responsibility of the renting organization to re-paint the floor following the event using a theatre approved flat black paint. The theatre can supply paint and painting materials for this purpose at an additional cost with four weeks prior notice.

(D) It is the responsibility of the renting organization to sweep and mop the stage and wings at the conclusion of an event. The final condition of the floor must be approved by the Theatre Staff; in the event the condition of the floor is deemed unsatisfactory, it will be re-done by a theatre supervised crew at an additional hourly expense. Failure to comply with any of the previous stage floor regulations may result in a minimum damage charge of \$200 which will be added to the final rental billing statement.

16. LABOR - The High Point Theatre provides **technicians, backstage workers and ushers**. The Theatre Technical Director and/or House Manager will determine how many technicians and ushers are needed for an event. Labor for technicians and ushers will be charged to the renting organization. See miscellaneous charge sheet for rates. See tech packet regarding crew requirements for operation of the rigging system.

17. PYROTECHNICS, SMOKE EFFECTS- All flash powder, explosives, fire or other dangerous devices or activities must meet all applicable safety and fire regulations. The Theatre Staff **must** be notified, prior to signing of the lease, if the renting organization intends to use any potentially dangerous effects, pyrotechnics, open flames, stage fog, or smoke!

18. SCENERY FIRE RETARDANCY - All scenic materials used within the Facility must be either inherently flame retardant, or must be front and back coated with latex paint or retardant chemicals.

19. PRE-SHOW ANNOUNCEMENT – All performances will be preceded by an announcement that contains emergency exit information. This announcement may be issued by live microphone, client-provided recording, or the Theatre's recording.

20. PROPERTY REMOVAL, STRIKE- It is the responsibility of the renting organization to remove all their property including scenery, props, costumes, etc., from the facility at the conclusion of the event. Scenery, props, etc., that the renting organization intends to throw away cannot be left in the loading dock area following the event.

21. PHOTOGRAPHY- Flash photography during a performance is not allowed. Non-flash photography during a performance may be allowed with the prior consent of the rental organization and the theatre management. The use of tripods in the auditorium must be limited and in compliance with fire safety codes. During public performances, seated aisles and rows may not be blocked by tripods, bags, and other obstructions.

High Point Theatre Fly System and Rigging Policy

The High Point Theatre strives to provide its users with a technically sound and well-running fly system and its visitors a safe environment. Professional and city/state/federal safety guidelines mandate such a policy. The Theatre technical staff is committed to working with clients to ensure this policy is followed.

Much of this policy centers on personnel competencies and training. Anyone involved with the flying of lighting, sound, and scenery must have the appropriate skills. The following is a list of guidelines regarding these requirements:

The Head Flyman for all Theatre clients must be trained in theatrical counterweight rigging, have professional experience as a flyman, and/or is a practicing flyman/rigger with the IATSE labor union.

This individual is responsible for the safe loading of equipment and scenery, counterweights, and the operation of the system during loadin, performance(s), and loadout.

The Head Flyman is responsible for the direction of any additional flyman on the rail, technicians loading/unloading counterweight, and technicians securing lighting instruments, sound equipment, and scenery to battens and overhead rigging.

Any additional flyman needed for technical calls and performances must be accompanied by the Head Flyman while on the rail. These additional flyman must, at a minimum, be instructed by Theatre technical staff on the proper usage of the system.

Technicians responsible for loading and unloading counterweight must be instructed by Theatre technical staff on the proper methodology and Theatre procedures.

It is the client's responsibility to inform Theatre technical staff of their upcoming fly system/rigging needs and related personnel requirements at least 30 days prior to the event. At this time, any candidates the client wishes the Theatre to consider as *qualified* must be identified. If these individuals meet the requirements, the client may use them. If the candidates can meet these requirements through training by the Theatre's staff, it is the client's responsibility to arrange such training in a timely manner.

If the client fails to obtain qualified technicians, the Theatre will either be forced to 1) ban fly operations for the performance, or 2) hire qualified flyman/riggers at the client's expense.

The Theatre reserves the right to oversee and inspect client operations and rigging at all times. Any situations the Theatre deems unsafe or inappropriate must be remedied immediately or the facility will be subject to closure and performance cancellation.

Notes:

Dressing Room Monitors are audio only.

Running lights available and located throughout back-stage area.

Telephone-style paging/intercom available between backstage, tech booth areas, dressing rooms.