

# THE PARAMOUNT THEATER

215 East Main Street  
Charlottesville, Virginia 22902

## *Technical Specifications and Policies*

(Updated January 2019)

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*Visiting Company Wireless Access: Network name and password changes on a daily basis and will be given to tour manager upon arrival.*

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The staff of the Paramount Theater strives to make every incoming company and renter's time in the facility as pleasant as possible. The following technical information and policies have been developed in order to encourage the safe and efficient use of the facility.

In order to provide a satisfactory experience and complete each event's requirements, the Paramount staff needs to have adequate knowledge of each production's needs prior to the event. It is requested that all technical information be given to the staff no less than thirty (30) days before the production. That information should include, but not be limited to, all light and rigging plots, audio input lists, backline requirements and a proposed day-of schedule. Incoming renters may be asked to have a production meeting with the technical staff.

All users of the Paramount Theater must comply with all Local, State and Federal laws, all ordinances of the City of Charlottesville, Albemarle County and all regulations of the Fire and Police departments.

### **Section 1 – Technical Information**

#### **I. Stage Dimensions**

- i. Overall Depth: 29' – 0" (at deepest point)
- ii. Plaster line to back wall: 14' – 0"
- iii. Plaster line to edge of apron: 15' – 0" (center) , 12' – 0" (stage left and right)
- iv. Proscenium opening: 50' – 0" wide and 24' – 3" tall (lambrequins stage left and right @ 20' – 6")
- v. Wing space: 11' – 6" stage left and 13' – 0" stage right
- vi. Orchestra lift dimensions: 40' – 0" wide and 7' – 10" deep (at deepest point)
- vii. Stage height: 3' – 9" from auditorium floor to lip of apron

#### **II. Rigging**

- i. Fly tower height: 50' – 0"
- ii. Double purchase counterweight system
- iii. Both the loading and fly rail are located stage right
- iv. 15 line sets (three of which are permanent electrics)
- v. There is no grid iron. All loft blocks are under hung. There is no personnel access to the top of the fly tower.
- vi. Maximum load per line set is 1200 lbs (unless otherwise noted on line set schedule)
- vii. All electrics have a low trim of 3' – 3" and a high trim of 43' – 0"

- viii. All other battens have a low trim of 2' – 9" and a high trim of 46' – 0" (unless otherwise noted on line set schedule)
- ix. While no fire curtain exists, there is a smoke pocket 2' – 0" wide and 56' – 0" long that is located 4' – 0" downstage of plaster line.
- x. Line set schedule is located on page 7.

### **III. Lighting**

- i. There are three permanent electrics over the stage located on lines 3, 9 and 13. All electrics have raceways with 3-pin stage connectors.
- ii. A 40' box truss is hung 11' – 2" downstage of plaster line (over the apron) and functions as a makeshift electric. 12 circuits have been dropped to this truss out of the second cove position.
- iii. Company power switches located stage left and right. 400 amp 3 phase. 3 leg, 120/208v. Both with cams installed and reversed Neutral and Ground.
- iv. Lighting control board can be positioned in either the projection or FOH booth
- v. Lighting equipment inventory is located on page 5.

### **IV. Audio**

- i. FOH mix position is in a fixed location at the rear of the auditorium, in the center, slightly under the balcony (there is no glass around the booth).
- ii. Seats may not be removed to accommodate larger consoles after tickets for the event have gone on sale.
- iii. In the event that seats are being removed, no equipment may be setup if it impedes the access or egress of any patrons.
- iv. Wired Clear-Com intercommunication system is available.
- v. Audio equipment inventory is located on page 4.

### **V. Loading access**

- i. No loading dock.
- ii. There are parallel parking spaces running along the back of the building and the load in is accomplished by loading down into the street and then down to the stage.
- iii. There is a 1' – 10" drop from street to stage.
- iv. Ramps are provided to get up onto the sidewalk and down to the stage.
- v. Loading access is through the large double doors at the rear of the theater (located at the corner of East Market Street and 3<sup>rd</sup> Street NE).
- vi. Loading doors are 8' – 10" wide and 9' – 4" tall
- vii. Loading doors lead directly onto the upstage left portion of the stage.
- viii. Only one (1) truck may unload at a time.
- ix. Please give advance notice about special needs with regards to parking as space is limited (enough room for one bus and one truck).
- x. 7 parallel parking spaces on end measuring 147' – 0" in total length.
- xi. One (1) shore power line is available (cables not provided) with prior notice.

### **VI. Soft Goods**

- i. 1 set of flat black 21oz velour legs @ 18'x22'
- ii. 3 flat black 21oz velour borders @ 6'x60'
- iii. 1 black traveler (50% fullness 21oz velour @ 33'x22')
- iv. 1 black scrim @ 63'x22'
- v. 1 white scrim @ 63'x22'
- vi. 1 white muslin cyclorama @ 60'x22'
- vii. Main rag is sea foam green with gold fringe and can be flown (not recommended) or travel.

### **VII. Dressing Rooms**

- i. All dressing rooms are located in the basement directly below the stage with stair access located stage left and stage right.
- ii. Two chorus dressing rooms (15 – 20 people) and two star dressing rooms (2 – 3 people) are available.
- iii. All dressing rooms have private restrooms available with a toilet and shower.
- iv. Phones can be set up with advance notice.
- v. The Paramount Theater will provide restroom paper goods and hand soap in all dressing rooms. Users will be responsible for providing any additional supplies (such as those required for the application or removal of makeup) unless other arrangements are made during the advance.

- vi. There is a washer and dryer near the dressing rooms that is available for incoming companies. Users are responsible for bringing their own detergent and/or fabric softener unless other arrangements are made during the advance.

## **VIII. House**

- i. The Paramount is a 1930s movie palace that has been recently renovated into a traditional proscenium theater with seating in a lower and balcony level as well as a seated orchestra pit.
- ii. Total seating capacity in the auditorium is 1041 including 12 wheel chair locations.
- iii. Lower level seating capacity is 722 including 8 wheel chair locations.
- iv. Balcony seating capacity is 284 including 4 wheel chair locations.
- v. Orchestra pit removable seating capacity is 35.

## **IX. Projection**

- i. Advance notice is required and additional fees may apply.
- ii. Screen is front projection and is suspended from fly system, measuring 19' tall and 43' wide.
- iii. Neither projector may be used in any room other than the projection booth.
- iv. Projection equipment inventory listed on page 6.

## **X. Miscellaneous**

- i. Stage floor is a Masonite covered sprung floor that has been painted matte black.
- ii. Stage screws (all styles) and drop-pins are prohibited from being inserted into the stage floor. A limited amount of "toe screwing" with drywall screws is permitted with technical staff approval.
- iii. Enough black Rosco Dance Floor to cover the whole stage (including apron).
- iv. Any use of rosin, liquid rosin or "coking" of the stage floor and dance floor is prohibited.
- v. 62 Wenger Black Symphony chairs and 48 Wenger Black Music Stands (with a limited supply of music stand lights) are available with advance notice. Additional charges may apply.
- vi. 8 – 4'x8' SECOA platforms with legs (can be set to 6", 12", 18" and 24")
- vii. The Paramount owns one 9' Steinway Concert D piano and one Yamaha Clavinova. Both are available with advance notice and additional charges will apply.
- viii. The front of the Paramount is located on an outdoor Pedestrian Walking Mall (Main St) and no vehicle access is allowed.
- ix. When using the cyclorama there is no on-stage crossover, but there is one directly below the stage with stairs located stage left and right.
- x. Steps on both stage left and right from the Stage to the audience.
- xi. Storage is a major issue and dead cases may need to be loaded back onto trucks.
- xii. The orchestra pit consists of three separate lifts.
  - o Stage left and right are hydraulic scissor lifts which go from stage level to 18" above the pit floor.
  - o Center lift is a 9' – 8" x 7' – 10" Gala spiral lift that goes from stage level to the basement.
- xiii. Other ancillary spaces are available with advance notice and additional charges will apply.
  - o Ballroom – 48' – 10" x 19' – 3"
  - o Balcony Lounge – 53' – 5" x 18' – 7"
  - o Founder's Lounge – 43' – 10" x 18' – 7"

## ***Paramount Theater – Audio Inventory***

### FOH Console: Soundcraft VI1

- Stagebox included for a total of 64 channels
- Analog options available with advance notice and additional fees will apply.

### House Speakers: 24 – SLS LS8800 Line Array

- Lab Gruppen / Yamaha powered
- BSS FDS-366T Omnidrive processor (locked down; except delays)

### Fills and Subs:

- 6 – JBL MS28
- 4 – RCF TT052A
- 4 – DB Technologies N30S subs

### Monitors:

- Yamaha LS9 (or other analog options upon request)
- 15 – Rat Radian 12"x2" Microwedges
- 3 – Radian 15"x2" Microwedges
- QSC powered
- Monitor system is only available with advance notice and additional fees will apply.

### Microphones:

- 8 channels wireless Shure ULXD – SM58 capsules
- Please call with additional microphone questions.

### Stands:

- 20 – Tripod Boom Stands
- 10 – Tall Boom Stands w/ round bases
- 6 – Tall Straight Stands w/ round bases
- 4 – Short Boom Stands w/ round bases

### Communication:

- 18 – Clear Com RS-502 2 channel Standard Dual Listen Monaural Beltpacks
- 18 – Clear Com CC-40 Intercom Single Ear Headsets

### Cinema audio system:

- 1 – Dolby CP750 Stereo Cinema Processor
- 2 – DB Technologies N30S Subs (shared with House System)
- 3 – JBL 4648A (LCR Channels)
- 9 – SLS LS8800 (LCR Channels)
- 22 – Peavey 00379330 CA-S1110 High Power Surround Speaker
- 1 – QSC DCA-1622 Dual Channel Cinema Amplifier
- 3 – QSC DCA-2422 Dual Channel Cinema Amplifier
- 4 – QSC PLD4.5 Processing Amplifier
- 1 – QSC DCM-3 Digital Cinema Processor And Monitor

## ***Paramount Theater – Lighting Inventory***

### Console: ETC Element 60-250

- 1024 Outputs/Parameters
- 250 channels
- 60 faders
- Hard Disk
- USB ports for flash drives, pointing devices, keyboards
- 2 – video monitors
- Radio Remote Focus unit

### Dimming: 180 – ETC Sensor Dimmers (2.4kW)

- Dimmer-per-Circuit
- Dimmer/Circuit availability: 1<sup>st</sup> Catwalk – 22 Dimmers (12 dropped to downstage truss); 2<sup>nd</sup> Catwalk – 14 Dimmers; Box Booms – 8 Dimmers each; 1<sup>st</sup> Electric – 24 Dimmers; 2<sup>nd</sup> & 3<sup>rd</sup> Electrics – 20 Dimmers each; Balcony Rail – 12 Dimmers; Orchestra Pit – 8 Dimmers; Stage Left Wall – 6 Dimmers; US Back Wall – 6 Dimmers; UR Back Wall – 6 Dimmers; Stage Right Wall – 6 Dimmers; Fly Rail – 4 Dimmers
- House lights are controlled via snapshot controller located on wall Backstage Right, FOH Mix Position or Projection Booth. They cannot be controlled via the lighting console.

### Instrumentation:

- 118 – ETC Source4 Ellipsoidal bodies (750W HPL)
- 10 – 50° Source 4 Barrels
- 37 – 36° Source 4 Barrels
- 54 – 26° Source 4 Barrels
- 30 – 19° Source 4 Barrels
- 10 – 15°-30° ETC Source 4 Zooms (750W HPL)
- 54 – ETC Source 4 PARs w/ Lens Set (750W HPL)
- 8 – Elation TVL RGBW CYC
- 20 – Blizzard LB Hex PAR
- 27 – Chauvet DJ Freedom Par Quad-4
- 2 – Lycian 1209 “midget HP” Spotlights (MSR 575 HR)

### Cables:

- 3 – 5 pin DMX (25')
- 9 – 5' stage pin
- 38 – 10' stage pin
- 21 – 25' stage pin
- 12 – 50' stage pin (all used for truss power)
- 31 – Molded two-fer

### Accessories:

- 20 – Source 4 Color Extenders
- 36 – Source 4 Top Hats
- 20 – Source 4 PAR Barn Doors
- 20 – A-size Template frames
- 18 – B-size Template frames
- 16 – Source 4 Donuts

## ***Paramount Theater – Projection Inventory***

### Main Projector: Christie CP4220

- 4096x2160 native resolution
- 22,000 ANSI lumens
- 1.63-2.71:1 Zoom Lens
- Quad-Link 4K SDI Card
- Mounted on pedestal that cannot be moved

### Digital Cinema Media Server: GDC SX-3000 standalone IMB

- 4 TB rack mounted storage
- External touchscreen monitor

### Secondary Projector: Christie Roadster HD12k

- 1920x1080 native resolution
- 12,000 ANSI lumens
- 2.4-4.1:1 HD Zoom Lens
- Mounted on movable cart

### Cinema A/V rack:

- Apple 6-Core Mac Pro (2013)
  - Programs include QLAB v3, Mad Mapper, and both Microsoft Office and iWorks suites.
- Sony BDP-S590
- Sony BDP-S350
- 2 – Icecrypt S3550HDCCI
- Scientific Atlanta Explorer 4250HDC
- Blackmagic Design Smart Videohub 20 x 20 6G-SDI
- Blackmagic ATEM Production Studio 4K Live Switcher
- AJA HA5-4K Converter
- Denon DN-A7100 Cinema Pre-amp
- DSAN PerfectCue Micro
- Samsung 19" LCD

### Stage box:

- Datavideo DAC-8P HD-SDI to HDMI Converter
- Datavideo DAC-70 SD/HD/3G-SDI Up/Down/Cross Converter
- Insignia 19" LCD (confidence monitor)

### Cinema audio system:

- 1 – Dolby CP750 Stereo Cinema Processor
- 2 – DB Technologies N30S Subs (shared with House System)
- 3 – JBL 4648A (LCR Channels)
- 9 – SLS LS8800 (LCR Channels)
- 22 – Peavey 00379330 CA-S1110 High Power Surround Speaker
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- 4 – QSC PLD4.5 Processing Amplifier
- 1 – QSC DCM-3 Digital Cinema Processor And Monitor

### Other equipment:

- 2 – Sony PXW-X70 XDCAM XAVC HD422 hand-held camcorder
- 2 – Manfrotto tripods
- 2 – 70" Confidence Monitors (mounted to Balcony Rail)
- 1 – Datavideo DAC-70 SD/HD/3G-SDI Up/Down/Cross Converter
- 1 – Datavideo VP-445 Distribution Amplifier

## ***Paramount Theater – Standard Line Set Schedule***

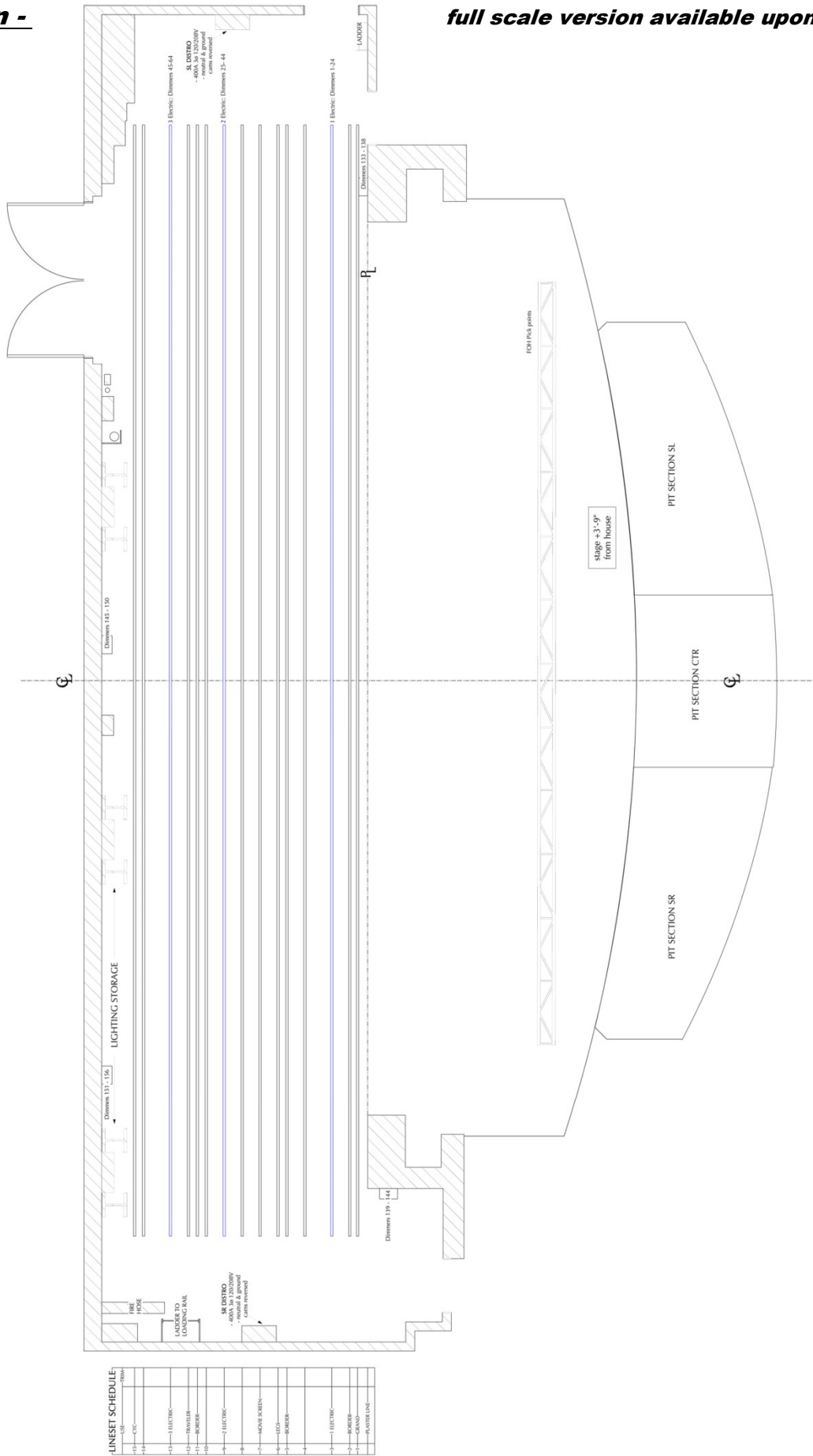
- All line sets are on a double purchase counterweight system.
- All line sets have a batten length of 62' – 0"
- There is no grid iron. All loft blocks are under hung. There is no personnel access to the top of the fly tower.
- Maximum load per line set is 1200 lbs (unless otherwise noted).
- All electrics have a low trim of 3' – 3" and a high trim of 43' – 0"
- All other battens have a low trim of 2' – 9" and a high trim of 46' – 0" (unless otherwise noted).
- The pulleys for both travelers and the fly rail are located stage right.

<b>Line #</b>	<b>Description</b>	<b>Notes</b>	<b>Distance*</b>
1	Grand Drape	Permanent with traveler track	0' – 6"
2	Border		1' – 0"
3	1 <sup>st</sup> Electric	Permanent w/ cable pickup; Max Load = 1500 lbs	2' – 0"
4	Open		3' – 6"
5	Border		4' – 6"
6	Legs	Attached to walk-along track	5' – 0"
7	Movie Screen (19'x43')	Permanent	6' – 0"
8	Open	Low trim = 4'10"; High = 41'; Max Load = 2000 lbs	7' – 0"
9	2 <sup>nd</sup> Electric	Permanent w/cable pickup; Max Load = 1500 lbs	8' – 0"
10	Open		9' – 0"
11	Border		9' – 6"
12	Rear Traveler	Permanent with traveler track	10' – 0"
13	3 <sup>rd</sup> Electric	Permanent w/cable pickup; Max Load = 1500 lbs	11' – 0"
14	Open		12' – 6"
15	Cyc		13' – 0"

\* - Distance is measured from plaster line and may not be exact

**Ground plan -**

**full scale version available upon request**



**LINESET SCHEDULE**

ITEM	DESCRIPTION	QTY	UNIT
1-1	CONCRETE		
1-2	ELECTRIC		
1-3	TRAVELER		
1-4	BORDER		
1-5	ELECTRIC		
1-6	MOVIE SCREEN		
1-7	GLASS		
1-8	BORDER		
1-9	ELECTRIC		
1-10	BORDER		
1-11	PLASTER LINE		



## **Section 2 – Policies**

### **I. Technical Personnel**

- i. Only qualified personnel approved by the Production Manager will be allowed to operate Paramount Theater equipment.
- ii. User supplied volunteers or staff with proper training and expertise will be allowed only with the approval of both the Theater Director and the Production Manager.
- iii. The Paramount Theater reserves the right to use Paramount Production Staff in key technical positions where safety or expertise is a consideration.
- iv. One Paramount Theater Production Staff member will be provided to facilitate the technical aspects of users' events. This staff member may be acting in a supervisory capacity only and may have simultaneous responsibilities within the facility. This staff member will act as the Paramount Theater's representative regarding the enforcement of all technical policies.
- v. Events with complex staging, lighting or audio cues will require the presence of a qualified stage manager. If a user who has such requirements does not provide a qualified stage manager then the Paramount Theater will provide one at an additional cost.
- vi. While the Paramount Theater does not employ Union stagehands, four (4) hour minimums are guaranteed and any missed meal breaks will result in additional fees being charged.

### **II. General Equipment and Safety**

- i. All equipment intended to be placed in the house will be located at the discretion of the Paramount Theater staff. Under no circumstances will the placement of any equipment be allowed to interfere with patron access/egress or block any emergency exits.
- ii. All cables, cords, etc., will be securely fastened to the floor and shall pose no risk to patrons, performers or staff.
- iii. Events which utilize Paramount Theater owned equipment operated by non-Paramount Staff assume fiscal responsibility for repair or replacement of any equipment damaged as a result of improper use of the equipment.
- iv. Failure to provide the Paramount Theater's Production Staff with technical information on an event will result in extra costs and/or equipment being unavailable.
- v. The equipment inventory of the Paramount Theater is located in Section 1 of this document. No stage equipment of any kind shall be used without the approval of a member of the Paramount Theater's Production Staff.
- vi. All tools and/or loose objects must be secured when going to the fly rail, loading rail, catwalks or up any ladder or personnel lift.
- vii. Neither the Paramount Theater nor its personnel/staff are responsible for any equipment supplied by the user.

### **III. Other General Policies**

- i. No decorations, tables or signs shall be placed in any rooms, hallways, lobby or other areas without the permission of the Theater Director. Any tables or other items permitted shall be setup only in areas designated by the Theater Director. Any damages incurred by the violation of this rule will result in additional charges.
- ii. Animals will not be allowed in the Paramount Theater for any reason other than as a licensed guide animal. Use of animals in a production must be approved by both the Theater Director and the Production Manager prior to the load-in. Users are responsible for cleaning up after animals. Additional fees may apply.
- iii. The user shall provide identification and/or complete lists of all persons to be allowed in the backstage area; including but not limited to the stage and dressing room area. This list must be provided before the date of the event and approved by the Production Manager. Persons not directly involved in the production of an event will not at any time be allowed on stage or in the dressing room area. The Paramount Theater reserves the right to restrict backstage access.
- iv. All cast and crew are to use the stage door in order to enter and exit the facility.

### **IV. Safety / Flame / Special Effects**

- i. The user is responsible for ensuring that all costumes, sets and soft goods are made of inherently flame retardant materials or are treated with fire retardant chemicals.
- ii. At no time may access to emergency exits, fire alarms, fire extinguishers or other safety devices/features be blocked or impeded by any user of the Paramount Theater.

- iii. All lasers, strobes, fog and any other special effects must be approved in advance by the Production Manager and meet all applicable federal, state and local fire codes.
- iv. The use of fireworks, other explosives, and any open flame larger than a candle is strictly prohibited.
- v. No matches, lighters or other flame producing devices shall be used on stage unless it is pre-approved by the Production Manager and is a legitimate piece of stage business in a scripted dramatic production. The use of tobacco products indoors is prohibited by local and state laws.
- vi. The use of any oil-based or other flammable-based chemicals in fog or haze machines is prohibited.

## **V. Lighting**

- i. A standard "House Lighting Plot" is hung in the theater for all events which do not provide a lighting design and a lighting director for the event.
- ii. The house lighting plot provides basic front, side and back lighting, as well as lighting for the cyclorama.
- iii. Users with specific lighting requirements will need to provide a lighting plot, instrument schedule and possibly a lighting director to supervise the focusing and cueing of an event.
- iv. Users requiring a custom light plot, including the focusing of "specials", will incur the expense of the personnel required to hang, focus and cue the event's light plot as well as the expense of the labor required to restore the house light plot at the conclusion of the event.
- v. Users/events whose lighting production needs are beyond the capabilities of the house equipment, which is listed in Section 1 of this document, will assume the responsibility of providing the equipment or reimburse the Paramount Theater for the rental of the additional equipment.

## **VI. Audio**

- i. When amplification of any kind is used, sound pressure levels in the auditorium shall peak no higher than 102Db (A-weighting) as measured at FOH Mix Position. Should user's personnel refuse to adjust sound levels to conform to this house policy, additional charges will apply.
- ii. House sound equipment is available for use when prearranged with the Theater Director and approved by the Audio Production Manager (additional charges may apply).
- iii. Speaker system's cross-over and limiter settings are not accessible for changes.
- iv. Events which elect to install sound equipment and operator in the house must limit the size and quantity of their equipment to fit within the space provided. Seating will not be removed or blocked to facilitate the use of large mixing consoles or other equipment unless arranged prior to tickets going on sale.
- v. Users/events whose audio production needs are beyond the capabilities of the house equipment, which is listed in Section 1 of this document, may have to reimburse the Paramount Theater for the rental of the additional equipment.

## **VII. Projection and Media**

- i. The use of all Paramount owned projection equipment is prohibited unless under the direct supervision of a Paramount Production staff member.
- ii. All digital media for events should be delivered to the Paramount no less than two (2) business days prior to the event. Any alterations that must be done to media delivered later will result in additional fees.
- iii. The preferred format for media is either MOV or MP4.
- iv. The preferred method of delivery for media is either a hard drive or a flash drive. Data DVDs are also acceptable. Do not email files as that can result in a loss of quality and/or functionality.
- v. The preferred resolution of all digital media is 1920x1080 (16x9).

## **VIII. Scenic and Technical Production**

- i. Scenic construction (except in the installation and removal of stage scenery) and scenic painting are prohibited on stage. Exceptions will be made for minor touch ups and repairs if cleared by a member of the Paramount Theater Production Staff.
- ii. The Paramount Theater does not have a scene shop or any other space that can be used as one for any incoming event.
- iii. Use of any tools or equipment owned by the Paramount Theater is prohibited unless approved by a member of the Paramount Theater Production Staff.

## **IX. Alcohol, Tobacco and Other Substances / Weapons**

- i. Alcoholic beverages of any kind shall not be served or consumed in the facility without prior approval by the Theater Director.
- ii. Smoking and the use of tobacco products is not permitted in the Paramount Theater. Failure to comply with this policy will result in a penalty fee as well as additional cleaning charges.

- iii. The possession of illegal substances, controlled substances, firearms, knives (other than those used as tools by stagehands) or other weapons on the premises are strictly prohibited and will result in confiscation and/or arrest.

#### **X. Delivery and Storage of Goods**

- i. Any materials delivered to the Paramount Theater when the user is not on the premise will not be accepted unless prior arrangements have been made.
- ii. The Paramount Theater will not accept any goods shipped to the user if any sum is to be paid to the carrier upon delivery unless prior arrangements have been made.
- iii. Short term storage of a user's equipment may be provided by the Paramount Theater subject to space availability. A separate written agreement and rental schedule may be required.
- iv. No storage of flammables or chemicals will be permitted.

#### **XI. Parking**

- i. Trucks, busses and all other vehicles will be parked in appropriate spaces with the appropriate permits.
- ii. At no time can vehicles parked behind the Paramount obstruct the unimpeded access of emergency vehicles to the Paramount Theater
- iii. Vehicles in the process of loading or unloading that do temporarily block emergency vehicle access shall have a driver and keys for the vehicle available at the loading door at all times.
- iv. Arrangements for vehicle parking need to be made by the 15<sup>th</sup> day of the month prior to the event.
- v. Rental of the Paramount Theater does not necessarily include arrangements for vehicle parking.
- vi. The parking spaces behind the Paramount Theater are to be used for loading and unloading only. No personal vehicles will be allowed to stay for extended periods of time.
- vii. There is one shore power line available for use with prior notice. Cables will not be provided.

#### **XII. Merchandise Sales**

- i. Sales of recordings, clothing items and other souvenirs are privileges granted by the Paramount Theater and not a right of contracted performers and rental tenants. As such, the Theater Director will determine where and if such sales may be made and request of such sales should be made prior to the date of the event.
- ii. The Paramount Theater shall receive a commission of 20% of gross sales at the end of the event on all "soft" merchandise (t-shirts, posters, books, etc.) if the user is providing a seller.
- iii. The Paramount Theater shall receive a commission of 25% of gross sales at the end of the event on all "soft" merchandise (t-shirts, posters, books, etc.) if the Paramount is providing a seller.
- iv. The Paramount Theater shall receive a commission of 10% of gross sales at the end of the event on all recorded merchandise (CDs, DVDs, etc.).

#### **XIII. Opening of the House / Intermission**

- i. The Production Manager, in consultation with an Event Manager, will open the house one-half hour prior to contract curtain time.
- ii. Under no circumstances will the performance begin or the intermission end without the express verbal permission of the Production Manager.

#### **XIV. Technical Rehearsal**

- i. All major events must have a technical rehearsal with the technical staff under the direction of a member of the Paramount Theater Production Staff at least four (4) hours prior to the event. This policy is applicable to all events requiring fly moves, audio playback/reinforcement and/or light cues (not including house light fades).
- ii. The technical rehearsal may be a "cue to cue" rehearsal and not a physical run-through of the event.
- iii. All events not requiring a technical rehearsal are required to meet with the Paramount Theater Production Staff members at least two (2) hours prior to the event. A production meeting held prior to the signing of rental contracts will not be a sufficient substitute for this meeting.

#### **XV. Strike Policy**

- i. All equipment, materials, tools and props brought into the paramount Theater must be removed immediately following the final performance, unless prior arrangements have been made. The Paramount Theater does not accept any responsibility for any items left after strike.
- ii. All house soft goods, lighting & audio equipment and tools must be returned to their proper location and be in good working order at the completion of each event.
- iii. The stage floor must be cleared of tape and swept clean.

- iv. The projection booth and FOH mix position must be restored to pre-show condition.
- v. The company manager or user's representative must check out with the staff member on duty prior to departure. Failure to do so may lead to extra clean-up charges.
- vi. Approval of the completed strike is the decision of the Paramount Theater Production Staff member on duty.

**XVI. Dressing Rooms**

- i. Neither the Paramount Theater nor any of its staff members are responsible for any items left in dressing rooms. While the dressing rooms can be locked from the outside, we recommend that no valuable items be left unattended.
- ii. Messy and disorganized dressing rooms will not be serviced by the housekeeping staff.
- iii. No food or other perishable items should be stored in dressing rooms or any other backstage space. Likewise, unwashed clothing should not be stored in any of the dressing rooms.
- iv. The local crew room is not a "Green" room and cannot be used by any user without the express consent of the Production Manager.
- v. Do not attach tape, stickers, labels or anything else to the doors or walls of the dressing rooms without the approval of a member of the Paramount Theater Production Staff.

**XVII. Cleanliness**

- i. Users are required to maintain and leave all spaces within the Paramount Theater in a clean and organized fashion. Users who fail to leave the auditorium, dressing rooms, lobby, catering area, backstage or any other part of the facility in an unacceptable condition will be charged an additional cleaning fee.
- ii. No food or drink is allowed in either the FOH mix position or Projection Booth without the permission of a member of the Paramount Theater Production Staff.
- iii. No food or drink is allowed on stage unless it is a legitimate piece of stage business in a scripted dramatic production or if permission has been given by a member of the Paramount Theater Production Staff.

**XVIII. Piano**

- i. Users may reserve the use of the Paramount's grand piano for an additional fee. The fee covers one tuning.
- ii. The piano will be tuned to A-440 concert pitch only.
- iii. The Paramount's piano is a 9' Steinway Concert D.

**XIX. Recording and Camera Usage**

- i. No violations of Copyright Laws are permitted. Visiting companies accept all responsibility for arranging the rights to produce, perform and record any performance.
- ii. The Theater Director and the Production Manager have the final word on placement of cameras and other equipment. No equipment/cable placement may impede access to any fire exits and/or emergency equipment.
- iii. No flash photography, video or audio recording is allowed without prior approval.
- iv. If permission has been given for recording and/or rebroadcast of an event, written and verbal credit must be given to the Paramount Theater, i.e. "Recorded live at The Paramount Theater of Charlottesville, Virginia."

**XX. Children**

- i. Users must provide adequate adult supervision for all events involving children.
- ii. Unsupervised and/or improperly supervised minors will not be permitted in the Paramount Theater.

# THE PARAMOUNT THEATER

215 East Main Street  
Charlottesville, Virginia 22902

## *Technical Specifications and Policies*

**BY SIGNING BELOW, YOU CERTIFY THAT YOU HAVE READ THE SPECIFICATIONS AND POLICIES OUTLINED IN THIS DOCUMENT, THAT YOU KNOW AND UNDERSTAND THE MEANING AND INTENT OF THEM AND THAT YOU AGREE TO ADHERE TO ALL OF THE SPECIFICATIONS AND POLICIES KNOWINGLY AND VOLUNTARILY.**

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*Organization*

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*Print name*

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*Signature*

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*Date*