

TheTimesCenter

Technical Information Package

- The Times Center Stage -

**242 West 41st Street
New York, NY 10018
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www.thetimescenter.com

The Times Center

Operated on behalf of The New York Times
by The Center for Creative Resources, Inc.

Contacts

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General Information

Disabled Access

- Access to all theater levels from lobby through passenger and freight elevators.
- Stage is wheelchair accessible via doors from the lobby and dressing room areas.
- Wheelchair accessible seats located in the orchestra.
- Restrooms are wheelchair accessible.

Management Office

The management is located on the main lobby level outside the Stage on the house right side.

Tech Office

The technical office is located in the booth of the Times Center Stage.

Green Room

Open 11'9" x 9'11" area located adjacent to dressing rooms on the lobby level of the building. The green room contains chairs, tables, television monitors, countertops, refrigerator, microwave, water cooler; and phone, printer, and internet access.

Crew

Professional technicians and stage hands hired by the Times Center based on the needs of each event.

Policies

- House opens one half hour prior to curtain.
- Food and beverages are not allowed in the theater.
- Pursuant to New York City ordinances, The Times Center is a smoking-free venue.

Load-In Area

Dimensions

Loading onto the stage is through an 8' high by 6' wide door at stage level via a mix use elevator (8' high x 3' wide x 3'-6" long) at street level. Larger items will be brought down a front staircase by stage hands or vendors. Semi-trucks can be accommodated though the tractor will need to be parked separately after trailer is dropped off. Freight elevator accesses all levels.

Location

Loading docks are located on 41st street and 40th Street between 7th and 8th Avenues. All deliveries must be coordinated through the Director of Operations no less than one week prior to the event. The Times Center will specify which loading dock should be used and approve all delivery times.

Stage Specifics

**NOTE* Stage Deck cannot be screwed into or attached to in any manner. Any taping of cabling or other items is to be done by house crew under the direction of the Director of Operations.*

Seating

378-seat Broadway-style auditorium (300 seats with stage extended)

Stage Dimensions

Normal Stage Dimensions: 66'-4" wide by 15'-4" wide and 20'11" high.

Extended Stage Dimensions: 65'-0" wide by 25'-2" wide and 20' 11" high.

Wing Space: There is no natural wing space. Any created wing space would be part of the overall 65' width of the stage.

Grid Height: Stage floor to grid is 20'-3".

Movie Screen Dimensions: 12'-4" high by 24'-9" wide.

Stage Height: 2'-1½" above front row

Stage Floor

Blonde walnut floor layered on top of 3/4" Ply on sprung 2"x4" sleepers.

Crossover

No permanent crossover located on stage. The lobby could be used as a crossover though not easily.

Lighting

**NOTE* Lighting System is in a static reparatory plot. Special arrangements must be made with the Director of Operations for any refocusing or additions to the existing reparatory plot. Any requested changes will be performed and restored at the renter's sole expense and will be done by house crew. At all times equipment will be operated by members of the house crew unless special arrangements are made.*

Dimmers

SR48F Stage Dimmer Rack

168 20amp Dimmers

Control Board

EMPH-EXPN Expression lighting board located in control booth at rear of the house. Designer remote video available in house for tech rehearsal.

Instrument & Equipment Inventory

6 ETC Source 4 26 Degree

42 ETC Source 4 36 Degree

- 12 ETC Source 4 Zoom 25 to 50 Degree
- 14 Bambino 1kW Fresnels
- 24 ETC Source 4 PAR EA

Hardware Inventory

- 12 ETC Source 4 B-size Pattern Holders
- 48 6" Tophats for Source 4
- 12 3" Tophats for Source 4
- 24 Barndoor for Source 4 PAR

Cable Inventory

Appropriate to the space and inventory.

Sound

Control Locations

Midas Venice 320 24 Chn. mixing board located in control booth at rear of the house.

Paging

Dressing rooms, stage, and green room accessed by paging system.

Production Communication

4 channel headset system, three belt packs and headset supply.

Equipment Inventory

- 1 24 Chan Midas Venice 320 mixing board
- 4 Wireless Hand Held Microphones – Shure ULX24/57
- 8 Wired Microphones – Shure MX418 SE/C
- 1 Lectern Microphone – Shure MX 418 S/C
- 10 Lavalier Microphones – DPA 4060-Bm
- 8 Microphone Stands

8 Table Microphone Stands
Assorted Cabling, Amplifiers, and Speakers

Playback

1 CD / Cassette Deck – Denon DN-T625

Video and Projection

Control Locations

Patch bay and playback via DVD, DigiBeta, and VHS located in control booth at rear of the house. If a computer is desired for digital play back, it must be provided by the renter or arrangements must be made for rental and loading of media.

There is a video tie-in station located in the 40th Street loading dock. Use of this area must be coordinated with the building through the Director of Operations.

Projector

Barco RLM RG+ Performer projector located in and primarily controlled from the booth.