

# Technical Package

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## Valley High School Performing Arts Center

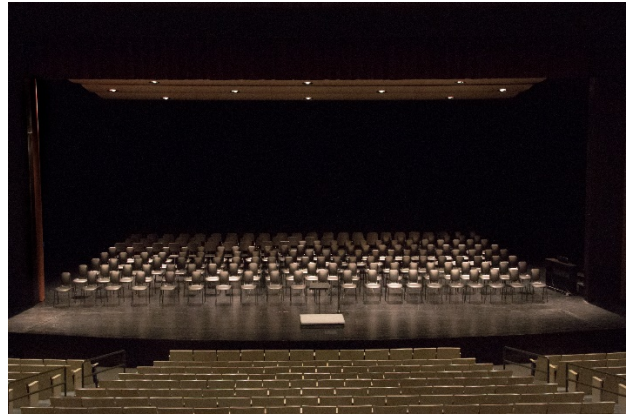
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# EXAMPLE STAGE SETUPS



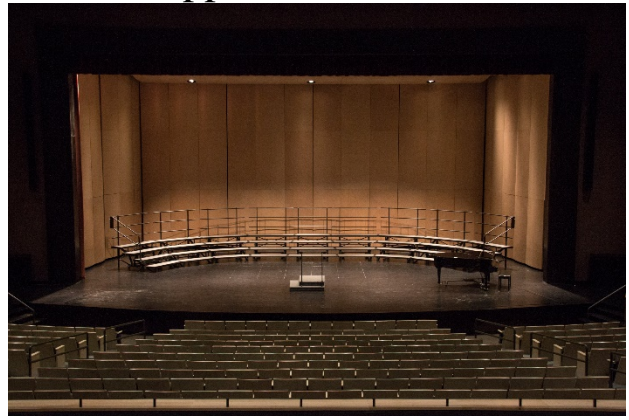
Traditional Theatrical Stage  
(No Acoustical Sound Shell)



Graduation Setup  
Approx. 160 chairs



Full Orchestra/ Band Setup



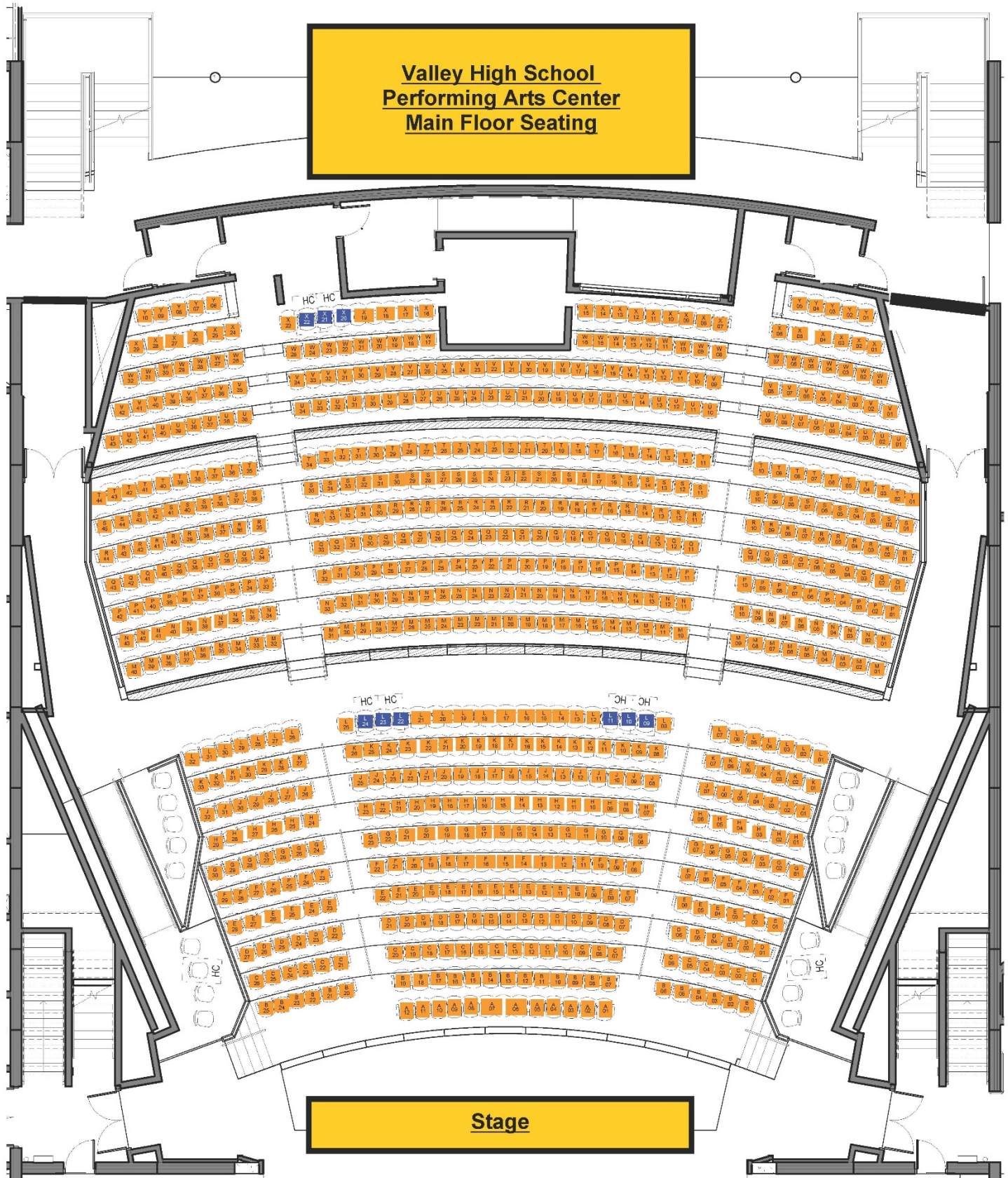
Vocal Setup

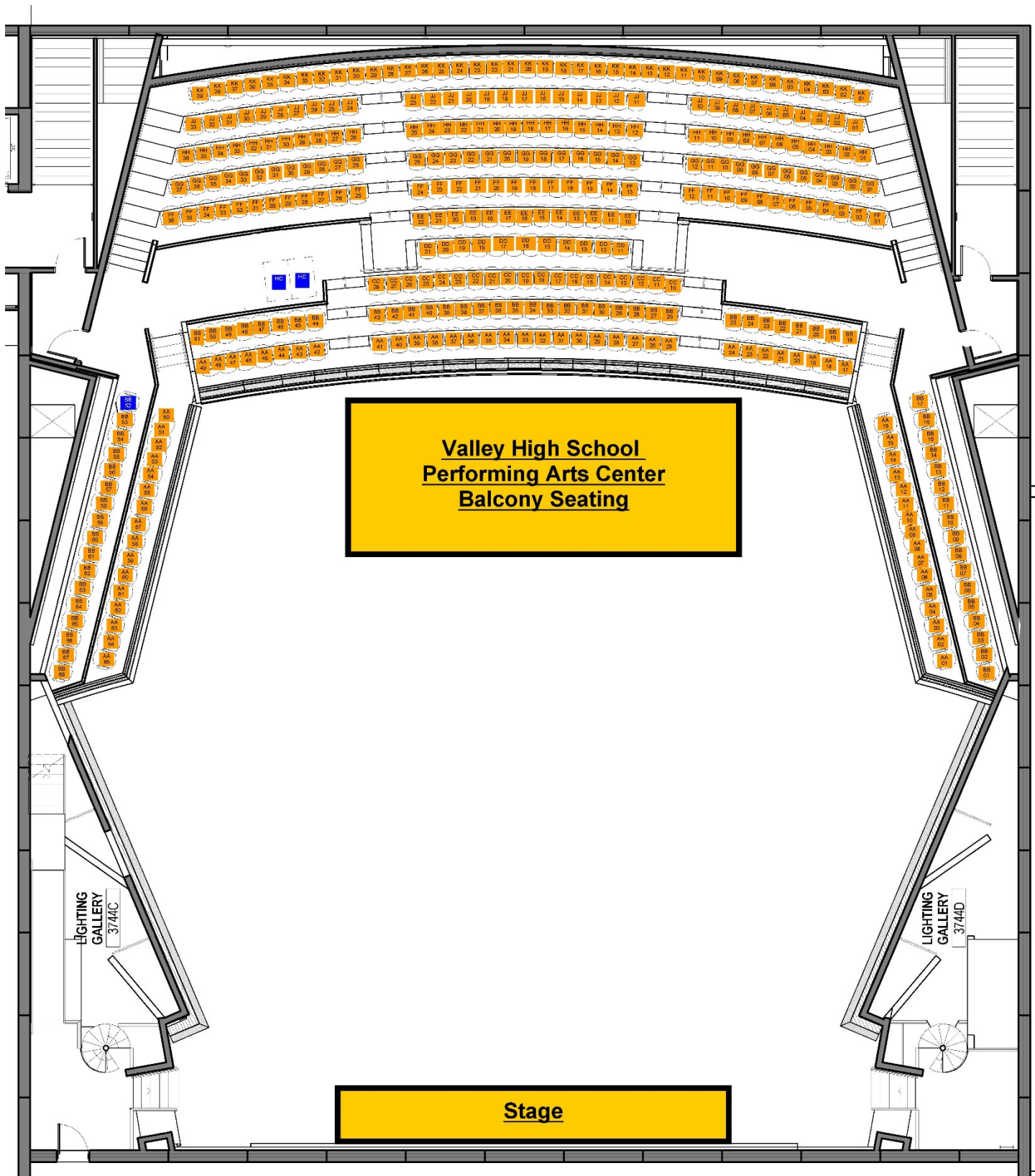
## Seating Capacity

- 1135 fixed seats
- 18 loose seats
- Orchestra level 303 seats, Mezzanine level 457, Balcony level 357 Box seats upper- 5 moveable seats, Box seats lower 2 moveable and 2 wheelchair spaces
- Last seat in balcony is 111' 6" from proscenium



# SEATING LAYOUT







# SUPPORT AREA SPACES



Drama Studio/ Black Box Theatre



Vocal Classroom



Dance/Ensemble Room



Makeup/ Dressing Rooms

## Additional Spaces

- Green room
- Small practice room
- Box office
- Lobby
- Lobby overflow
- Production set shop
- Single-bay loading dock
- Tiger Perks coffee stand

# RIGGING SCHEDULE

Line set	Label	Distance from DS Wall	Space from Previous Downstage Line Set- inches	Capacity #
N/A	Fire Curtain	N/A	N/A	N/A
1	Front Valance	0' 10 1/2"	N/A	1800
2	House Curtain	1' 6 1/2"	8	1800
3		2' 2 1/2"	8	1800
4	Electric #1	3' 6 1/2"	16	2400
5	Orch Ceiling #1	5' 6 1/2"	24	3500
6		6' 11"	16.5	1800
7		9' 7"	32	1800
8		10' 3"	8	1800
9		11' 7"	16	1800
10	Orch Ceiling #2	12' 11"	16	3500
11	Electric #2	14' 11"	24	2400
12		17' 8"	33	1800
13		18' 4 1/4"	8.25	1800
14	Mid-stage Traveler	19' 1/2"	8.25	1800
15	Orch Ceiling #3	20' 3 1/2"	15	3500
16	Electric #3	22' 3 1/2"	24	2400
17		24' 4 1/2"	25	1800
18		25' 8 1/2"	16	1800
19		26' 4 1/2"	8	1800
20		28' 4 1/2"	24	1800
21	Electric #4	30' 4"	23.5	2400
22		33' 1"	33	1800
23		33' 9"	8	1800
24		34' 5"	8	1800
25	Electric #5	35' 8 1/2"	15.5	2400
26		37' 9"	24.5	1800
A	Side Tabs (SR)	39' 1"	16	1800
27		39' 9"	8	1800
28		40' 5"	8	1800
B	Side Tabs (SL)	41' 1"	8	1800
N/A	Back Wall	42' 5 1/2"	16.5	N/A

- Single purchase arbor system
- All batten lengths are 68' 0"
- All battens have 7 pick points
- Batten low trim is 4' 0"
- Batten high trim is 50' 4" (Gridded)
- Well spacing: **SR - SL**  
|10'9"|10'9"|10'7"|10'9"|10" 9"|10'9"|
- All pipe is 1 1/2" ID schedule 40 pipe
- ETCNet is available on 5 electrics, depending on other usage of ETCNodes
- **Nothing may block the ability of the Fire Curtain to operate at any time!**
- Approximately 32,000# of counterweight total available

# GENERAL INFORMATION

## Stage Dimensions/ Descriptions

Proscenium style

Orchestra pit lift and apron downstage

Loading rail and pin rail running upstage to downstage at the height of 41' and 33'4" on stage right and stage left

Access to both FOH and audience from stage right and left, same level

Stage floor is Red Oak tongue and groove with matte ebony finish

Screws may be used in floor- 1" fastener max

Trap area is 2 rows of 36x97 moveable platforms- with beam down center (non-moveable)- 12 total platforms

**Basic rough stage dimensions: 50' wide by 52' deep, plus 20' of wing space on either side**

- Height of proscenium is- 24' 0"
- Width of proscenium is- 50' 0"
- Plaster to last line set is- 40'5"
- Apron to plaster line is- 12' 6"
- Height deck to gridiron- 50' 4"
- Centerline to stage right wall- 47' 0"
- Stage right wing (fly rail) space- 22' 9"
- Centerline to stage left wall- 50' 0"
- Stage left wing space- 25' 9"

## Rigging

Single purchase counterweight system: 30 line sets (see rigging schedule for more info)

Locking rail on stage right at stage level

Pin rail on stage left at 33'4" above stage

Loading gallery on stage right at 41' above stage

- Pipe travel length- 46' 4"
- Pipe length- 68'
- Pipes come in to deck at 4' 0"
- Pipe diameter- 1 1/2"
- Centerline to stage right wall- 47' 0"
- Stage right wing (fly rail) space- 22' 9"
- Centerline to stage left wall- 50' 0"
- Stage left wing space- 25' 9"

Well spacing: **SR** |10'9"|10'9"|10'7"|10'9"|10' 9"|10'9"| **SL**

3 1/2 ton dead hung chain points in front of proscenium

## Orchestra Lift- Serapid Rigid Chain

Manufacturer- 10' x 47 with curved front edge

14,000 lbs live load 40,000 lbs static load

Drops 10' to lower pit level, with a 3' drop for audience level seating

Can be at house level and placed with approximately 50 chairs for house seating

Can accommodate approximately 35 musicians with percussion and synthesizer

100 Wenger music chairs (Nota) and 75 stands available

## Loading Area

1 standard truck dock, with truck dock leveler-11 x 9'10"

1 overhead door at stage level- 10' x 14' 6"

Scene shop door with sound barrier to stage is 10' x 14' 6"

Travel distance from loading area to stage door is approx. 43'

Parking for 1 truck and 1 personal vehicle at dock. Additional parking available nearby.

# LIGHTING

## Dimmers

192 2.4k ETC Sensor D20E Dimmers installed in ETC Sensor3 120v UL dimmer racks  
ETC Sensor CEM-3 control modules are utilized in each dimmer rack  
All stage pin pigtails are 2P and G  
Two sets of hard two-fered Edison power available on on-stage electrics, and catwalks  
One set of hard three-fered Edison power available on balcony rail  
One set of hard three-fered 220v twist lock power available on 1<sup>st</sup> and 3<sup>rd</sup> electric, and 2<sup>nd</sup> catwalk

**Company Switch- 40' above SL 400 Amp 208/120V 3 Phase 60HZ- camlock**

## ETCNET2 Network System

Ethernet ETCNet boxes are located throughout the theatre to all possible lighting locations

Distributes DMX over Ethernet as EDMX

(4) Ethernet 2 port nodes converts Ethernet to DMX. Can be configured as inputs or outputs

## Control

1 ETC Ion 2 panel/ 40 sliders  
1 Smartfade 1248- Drama studio  
1 Express 48/96 (out of commission as of spring 2015)  
1 Portable Unison Paradigm Touchscreen Station- House/Work/Orchestra lighting control  
1 Stationary Unison Paradigm Touchscreen Station- DSR at SM console- House/Work/Orchestra lighting control

## Projection

Distance from projection screen (downstage of proscenium) to projector- ~76"  
24' x 30' screen on rollup frame- front projection only- not moveable  
Milky white cyclorama 67' x 30' (cyc line set)  
Mounted LX1200 Christie Projector  
DVD/Blu Ray Player  
Mounted Sony PTZ Video Camera

## Lighting Positions- see attached dimmer map

### Stage

5 electrics- 20, 18, 17, 17, 18 dimmers from downstage to up stage  
5<sup>th</sup> electric is doubled with additional multi pins near pin rail  
Tormentor ladder on each side of the proscenium opening 6 x 19'- 4 sets of hard two-fered dimmers  
Pin rail- 33' 4" above stage left- 6 circuits (doubled with 4<sup>th</sup> catwalk)

### House

2 Box booms on either side of house 1(19' 6") 2(33' 6")- 4 sets of hard two-fered dimmers  
4 catwalks- 1<sup>st</sup>- 12 dimmers, 2<sup>nd</sup>-14 dimmers, 3<sup>rd</sup> 14 dimmers, 4<sup>th</sup> 12 dimmers (doubled with pin rail)



### Follow Spot Booth

Located on 4<sup>th</sup> catwalk, center 8' x 12'

Distance from booth to proscenium at center line ~73' 6", angle 45 degrees

2 Canto 700 Spotlights

### Balcony Rail

Approximated 65' of curved pipe with 8 dimmers over 3 locations- 3,2,3

ETCNet node on House Right and Left end positions

### Temporary Lighting Positions

(8) 50# Lighting trees, flat, round base, 16' tall

### Other Dimmer Locations

(6) Trap room

(3) DSL & DSR

(6) USL & USR

## Fixture Inventory

- (4) 10° ETC Source Four
- (20) 19° ETC Source Four
- (34) 26° ETC Source Four
- (22) 36° ETC Source Four
- (4) 50° ETC Source Four
- (36) ETC Source Four Par
- (36) of each lens- wide, medium, narrow, very narrow
- (14) Altman 6 Cell Ground Cyc
- (16) Desire D40 Vivid LED 25 Degree with following lenses
  - 7.5" 35 Degree Round Lens
  - 7.5" 45 Degree Round Lens
  - 7.5" 75 Degree Round Lens
  - 7.5" 20x40 Degree Oval Lens
  - 7.5" 30x70 Degree Oval Lens
  - 7.5" 35x80 Degree Oval Lens
- (14) Chroma Q Color Force 72" Cyc with lens options

## Lighting Accessories

- (24) 12' Side Arms
- (2) Rosco I Cue Mirrors
- (2) DMX Iris
- (2) DMX Power Supply Units
- (24) Source Four GOBO Holder
- (6) Source Four 6" Donut
- (24) Source Four Top Hat
- (4) Source Four Iris
- (12) Source Four 7.5" Barn Door
- (12) Source Four 7.5" Concentric Top Hat

## Other Lighting Accessories

- (1) 6 Cir Multi Cable 50'
- (3) 6 Cir Multi Cable 75'
- (1) Multi Cable Breakout
- (4) Multi Cable Stagger
- (1) Multi Cable Stagger GTL
- Various DMX cable lengths
- Various stage pin extensions
- (20) Molded "Y" stage pin two-fers
- (1) 30' single-man bucket genie lift, and various ladders available

# Valley High School Performing Arts Center

## DIMMER MAP

USR 13-18		USR 7-12																							
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4E	122 121 120 119 223* 222* 118 117 116 115 114 113 112 111 110 223* 222* 109 108 107 106																								
3E	105 104 103 102 203+ 221* 220* 101 100 99 98 97 203+ 96 95 94 93 221* 220* 203+ 92 91 90 89																								
2E	88 87 86 85 220* 219* 84 83 82 81 80 79 78 77 76 75 220* 219* 74 73 72 71																								
1E	70 69 68 67 66 202+ 218* 217* 65 64 63 62 61 202+ 60 59 58 57 56 218* 217* 202+ 55 54 53 52 51																								
DSR 4-6	DSL 1-3												PIT 1-3												
PIN DOOR 123-128 S 123-128 S 129-134 S 135-140												TORM BOX 1 BOX 2 19 27 35 20 28 36 21 29 37 22 30 38 19 27 35 20 28 36 21 29 37 22 30													
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## HOUSE PLOT

[illegible]



# SOUND

## FOH System

The house and stage are very live acoustically

The house mix position is located on the mezzanine level, rear center of the house. This area is not enclosed

Digital patching via *Audia Flex* software locations: CM left, CM right, CM mono, CM Sub, CA mix 1-12, DSL 1-6, DSR 1-6, USL 1-4, USR 1-4, Pit 1-4, SL rail 1-4, SR rail 1-4, Cat 1-4

CobraNet locations- USL 1-2, DSL 1-8, USR 1-2, DSR 1-8, Pit 1-2, CTRL 1-4, Audio 1-4, Spot 1-4, SWPOE 21-24

### Digital Equipment

MOTU 828x

(2) Mounted Crestron Series 2 System Controller- Touch Screen

(3) Crestron Digital Media 8G+ Transmitter 201

- One mounted in control booth
- One mounted on podium
- One portable unit

Soundcraft Compact Stage Box

### Mixing Consoles-

Soundcraft SI Expression 3 32 Ch. Digital Mixing Console

Yamaha Digital Mixing Console O1V 96i Digital Mixing Console

### Amplifiers-

(4) Renkus-Heinz IC Live Fixed Install Dual 15-inch band pass Subwoofer

(2) Renkus-Heinz IC Live Triple Stack Configuration

### Speakers-

(2) KRK Monitor Speakers- Control Booth

(10) Renkus Heinz Non-powered 500 W PGN @ 4 ohms

(8) Renkus Heinz Self-powered, Includes PF 1-500 Amp Module

(4) Renkus Heinz Self-powered, Includes PF 1-200 Amp Module

### Media-

(2) Tascam Solid State CD Recorder

(2) Single Rack CD Player

(1) Multimedia Computer- Mac Pro

### Communication-

(10) Clear Com Single Ch. Wired Communication Belt Packs

(3) Single ear lightweight

(2) Single ear standard

(6) Double ear standard

Comm. stations available throughout the theatre and several support rooms

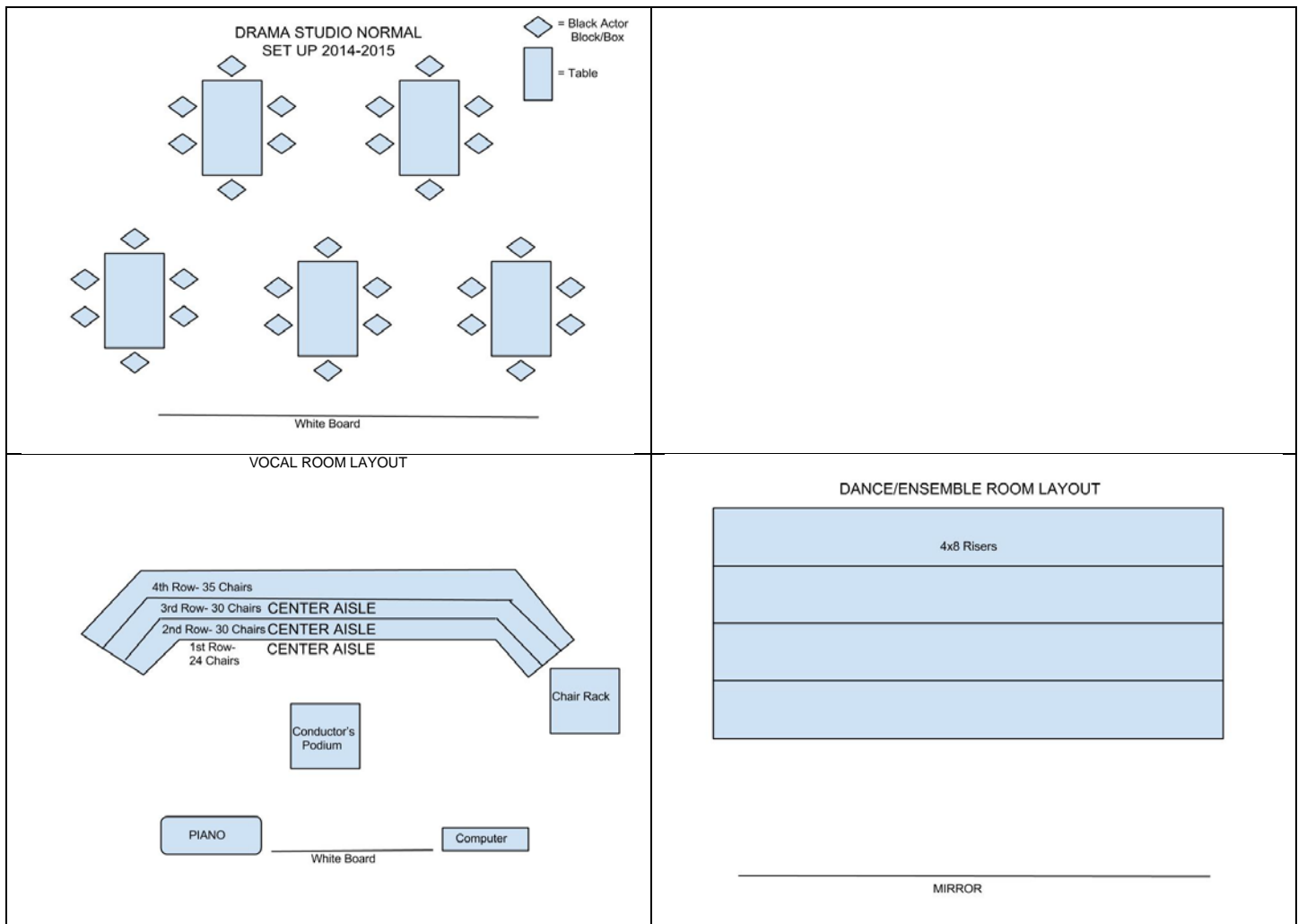
## **Microphone and Accessories Inventory**

- (12) Handheld wireless mics
  - 12 LAV attachments and bodypacks
  - 12 Isomax Countryman headsets
- (6) Beta 58A- Vocal
- (6) C535EB AKG- Vocal
- (1) Beta 52A- Kick Drum
- (4) Beta 98AMP/C- Drum
- (2) Beta 57A- Instrumental
- (2) C 451B- Instrumental
- (6) SM 57LC- Instrumental
- (4) SM 81LC- Instrumental
- (4) MD Sennheiser 421- Production
- (2) Shure KSM44A SL- Studio
- (1) VP88- Video Production
- (2) C414 XLS- Reference Recording
- (4) PCC 160- Floor Mics
- (1) GN15 M- Gooseneck
- (6) U853A- Hanging Mic
- (1) UA 221- Passive Antenna Splitter
- (2) Multimedia DI Box
- (4) Passive DI Box
- (4) Countryman Direct Box
- (36) Sennheiser Assisted Audio Devices
- (24) Boom Tripod Mic Stand
- (10) Low Profile Boom Tripod
- (10) Heavy Duty Mic Base
- Assorted XLR Cables/ XLR Snakes

**Company Switch- 40' above SL- 100 Amp 208/120V 3 Phase 70 HZ- camlock**

# SUPPORT AREAS

**Room Layouts: All rooms must be returned to layout prior to load out unless additional arrangements have been made**



## Dressing Rooms

- 2 large dressing rooms with shower, private bathrooms, and lockers
- Large wardrobe/makeup areas connected with dressing rooms
  - 5 bays of makeup stations, 1 bay of sinks, and ample garment space
- Additional private dressing rooms available upon request
- Clear com communication ports

## Laundry

- On-site washer and dryer- No additional hookups available
- Mess sink for laundry only.

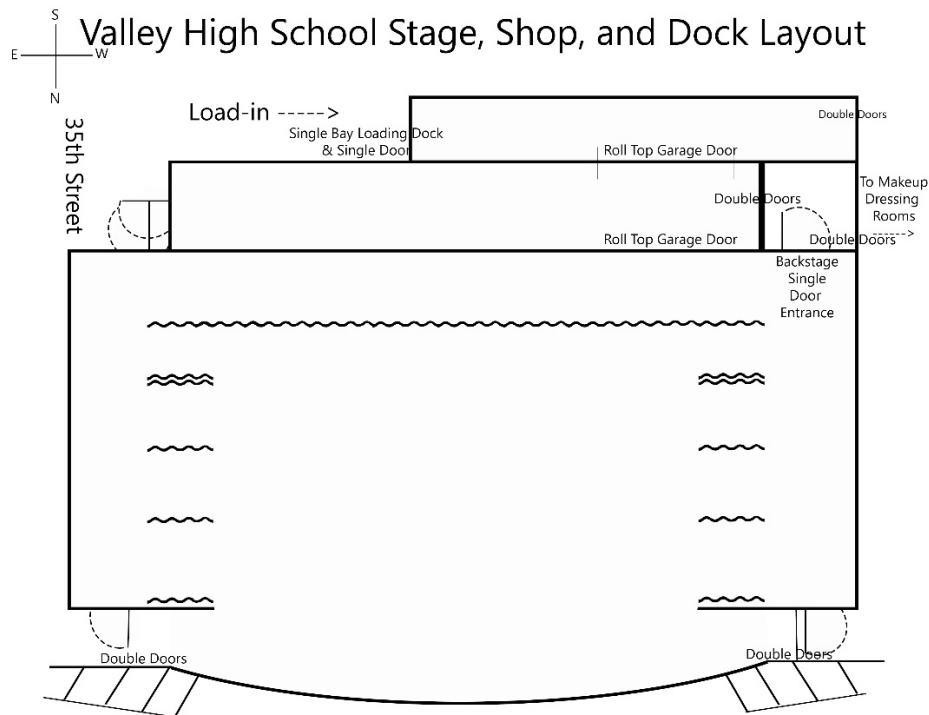


## Green Room

- 48" LED TV with video feed from PAC stage and overhead audio
- Small sink, cabinets, mini fridge, and microwave available
- One small sectional couch
- One large rectangular table
- Clear com communication ports

## Scene Shop/Loading Dock

- 1,900 sq. ft and 820 sq. ft used for load-ins and set assembly
- Concrete floor and mess sink
- Clear com communication ports

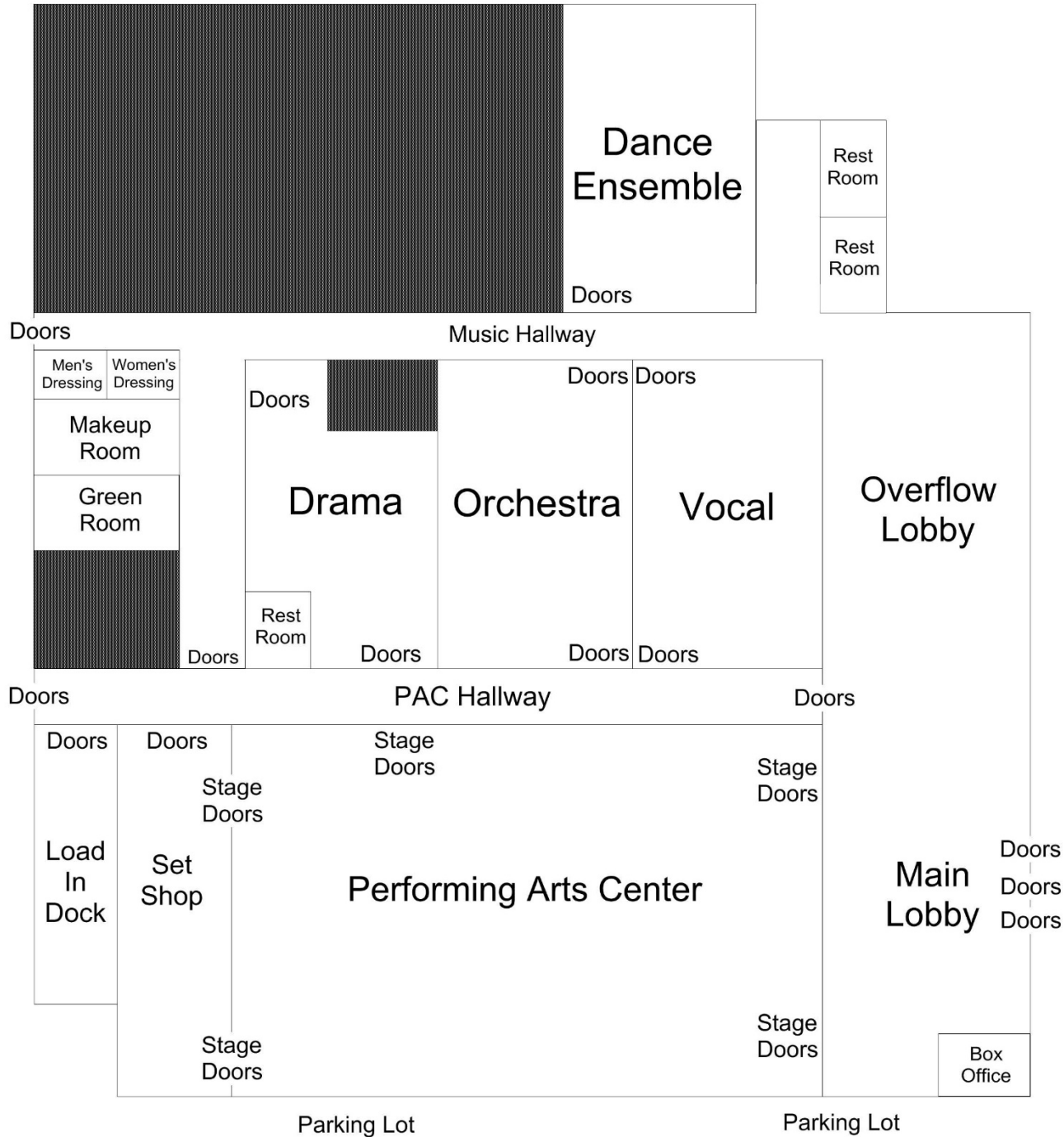


## Performance Classrooms- to the West of the stage

- Drama classroom studio- overhead theatrical lighting with dimming capabilities, large floor-length mirrors and curtains on north wall, linoleum floors, clear-com communication ports, 23' ceilings
- Vocal classroom- 3 tiers of risers, acoustical panels, tile floor 23' ceilings
- Dance studio- 4 risers of dance platforms, large floor-length mirrors, curtains, and ballet bare on south wall, tile floors, 12' ceilings

All *classroom* spaces have video and audio feed from stage, whiteboards, and double door access to holding hallway between stage and classrooms. Dance studio has audio and video feed from stage.

# Performing Arts Center and Classroom Layout



35th Street/ Valley West Drive

**VHS Performing Arts Center Move Out- Check List**    **Date:**\_\_\_\_\_ **Time:**\_\_\_\_\_

Please note that all WDMCS property is smoke and alcohol free. Any items found violating this ordinance is subject to additional fees, and future contract cancellation.

Absolutely no food or drink in the audience or on the stage.

**Lobby to Theatre and Box Office**

- ☐ All walls are clean and objects are removed
- ☐ All chairs and tables have been removed and returned to storage areas

**Gallery**

- ☐ All items removed from walls and doors
- ☐ All trash and personal items removed

**Seats**

- ☐ All chairs are free of decorations, glitter, signs, and garbage

**Stage Area Floor**

- ☐ Free of paint and markings
- ☐ Swept clean
- ☐ Marley rolled (if applicable)
- ☐ Mopped (if applicable)
- ☐ All set pieces removed from building
- ☐ Curtains restored to usual locations and no damage- curtains opens and side tabs flown out

**Booth Areas**

- ☐ Light board was properly turned off and covered with provided cover
- ☐ Sound board was turned off and covered with roll top cover
- ☐ FX computer, portable racks, and recording devices have been turned off
- ☐ Floor and counters are clean and clutter free
- ☐ Headsets are wound neatly on the counter

**Lighting**

- ☐ House plot has been restored- if applicable
- ☐ Theatrical lights have been turned off
- ☐ Fly rail and blue clips lights have been turned off- if applicable

**Door Vestibules**

- ☐ All areas have been cleared of personal items and door stops removed



### **Backstage Area**

- ☐ All props have been removed
- ☐ Any additional tables have been returned to storage areas
- ☐ No damage
- ☐ Spike marks/ glow marks have been removed from stage and fly rail
- ☐ All trash is picked up
- ☐ Piano is returned to storage- if applicable

### **Orchestra Shells**

- ☐ Free of damage
- ☐ Panels opened up and hatches hung on back hook of each panel

### **Equipment**

- ☐ All mics returned with bags
- ☐ Cables hung in storage above shop
- ☐ Monitors, mic stands, etc returned to storage room
- ☐ Chairs, risers, platforms, music stands returned to appropriate storage

### **Dressing Rooms/ Green Rooms**

- ☐ Swept/mopped clean, counter/mirrors wiped clean, all trash removed or placed in appropriate containers
- ☐ All costumes, makeup, and personal belongings removed
- ☐ No damage

### **Entrance Doors**

- ☐ No damage to doors from load out/load in

### **Hallway outside theatre**

- ☐ All signs removed
- ☐ All personal items and trash removed

### **Support Areas**

- ☐ All personal items and trash removed
- ☐ All chairs and tables returned to provided layout- if applicable

**ALL ITEMS MUST BE REMOVED DURING LOAD OUT, OR YOU MAY BE SUBJECT TO ADDITIONAL RENTAL CHARGES.**

Note any problems on reverse which need further review by PAC or district management

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Renter Representative

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VHS PAC Representative

# RENTAL FEE SCHEDULE

## SPACES- HOURLY

	Group 1	Group 2	Group 3	Group 4
Theater and Lobby	\$125	\$150	\$250	\$100
Lobby Only	\$50	\$75	\$150	\$25
Green Room	\$25	\$40	\$75	\$25
Dressing Rooms	\$25	\$40	\$75	\$25
Drama Room*	\$25	\$40	\$75	\$10
Orchestra Room*	N/A	N/A	N/A	N/A
Vocal Room*	\$25	\$40	\$75	\$10
Show Choir Room*	\$25	\$40	\$75	\$10
Gallery	\$15	\$30	\$50	\$10
Tiger Perks	\$15	\$30	\$50	\$10

\* Any Class Spaces Require At Least 3 Day Booking Notice

\*Any additional class spaces per hour on same day have price reductions

## EQUIPMENT- DAILY

	Group 1	Group 2	Group 3	Group 4
Specialty Lighting	\$40	\$40	\$40	\$40
Spotlights	\$75	\$75	\$75	\$75
Wireless Microphone*	\$50	\$50	\$50	\$50
Wired Microphone	\$25	\$25	\$25	\$25
Wireless Lavalier and Lapel*	\$50	\$50	\$50	\$50
Orchestra Pit	\$100	\$100	\$100	\$100
Projector & Screen	\$75	\$75	\$75	\$75
Piano	\$250	\$250	\$250	\$250

## EQUIPMENT- SINGLE FEE

	Group 1	Group 2	Group 3	Group 4
Marley	\$200	\$200	\$200	\$200
Laying of Marley	\$30	\$30	\$30	\$30
Traditional Lighting	N/C	N/C	N/C	N/C
Custom Plot Lighting	TBD	TBD	TBD	TBD
Hang and Focus of Custom Lighting	TBD/HR	TBD/HR	TBD/HR	TBD/HR
Set Up of Chairs on Stage- Full Orchestra	\$30	\$30	\$30	\$30
Risers	\$50	\$50	\$50	\$50
Acoustical Shells	\$300	\$300	\$300	\$300
Set Up of Shells	\$500	\$500	\$500	\$500
Piano Tuning	\$150	\$150	\$150	\$150

## PERSONNEL - HOURLY

	Group 1	Group 2	Group 3	Group 4
PAC Manager/ Technical Director- 4 Hour Min.	\$35	\$35	\$35	\$35
Sound Technician- 4 Hour Min.	\$15.00	\$15.00	\$15.00	\$15.00
Lighting Technician- 4 Hour Min.	\$15.00	\$15.00	\$15.00	\$15.00
Spotlight Operator- 4 Hour Min.	\$15.00	\$15.00	\$15.00	\$15.00
Fly Rail Technician- 4 Hour Min.	\$15.00	\$15.00	\$15.00	\$15.00

House Manager- 4 Hour Min.	\$15.00	\$15.00	\$15.00	\$15.00
Security Service- Supervisor*	\$28	\$28	\$28	\$28
Security Service- Guard*	\$22	\$22	\$22	\$22
Custodial Service	\$30	\$30	\$30	\$30

\*Security services require 2 week minimum notice of booking

#### MISCELLANEOUS FEE

Cancellation Fee- If less than 30 days out	\$250	\$350	\$450	\$150
Additional Cleaning	TBD	TBD	TBD	TBD

**Client Group 1-** Youth Clubs/Teams/Groups

**Client Group 2-** Educational, Adult, Civic, Public, Charitable, Youth Events, and Non Profit

**Client Group 3-** For profit and/or Out-of-District

**Client Group 4-** District Employees using facilities for their own personal use. Not affiliated with an organization or entity.

*District groups, events, and organizations are exempt from usage fees.*

## LOCAL UNION RULES AND RATES

- The minimum daily work call shall be no less than four (4) consecutive hours. All un-worked hours to fulfill minimum work requirements shall be paid at regular hourly rates. A fifteen (15) minute break will be called for every 2 hours, or a thirty (30) minute break every four (4) hours worked.
- The minimum number of workers on any call will include a two technicians and the theatre manager. Other technicians must be called as determined by and between the Business agent and the Employer.
- All work beginning or performed between the hours of Midnight and 7:00 AM will be paid at one and one half (1 ½) times the base rate.
- Holidays- The following days shall be recognized under this agreement as legal holidays, and work performed on these days shall be performed at two (2) times the Base Rate. Holidays: Base Rate = two (2) times straight rate time
  - New Year's Eve, New Year's Day, Memorial Day, Easter Sunday, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and Martin Luther King Day
- **Meals:**
- A one (1) hour meal period must be given no less than three (3) or no more than five (5) hours after a call begins, or after the last meal period
- If no meal period is granted, the workers shall be paid one (1) hour at the base rate and one (1) hour at the prevailing rate for each hour worked until meal period is given or meal provided.
- In lieu of a one (1) hour meal break, the employer may provide a meal, in which case the workers will suffer no loss of time on the payroll

# PERFORMING ARTS CENTER RULES AND REGULATIONS FOR PERFORMANCE RENTALS

## PUBLICITY/ADVERTISING

- PAC personnel must approve all publicity for rental or outside events.

## BOX OFFICE/ TICKET SALES

- PAC personnel will determine if any tickets will be sold for rental events through the PAC Box Office. If it is determined tickets will be sold, the following guidelines will be followed:

## NON- MIDWEST TIX USAGE

- Tickets will be sold by cash or check only. All print materials must indicate the same..
- A business phone number that is staffed must be provided for the PAC personnel to refer patrons to for additional information.
- The PAC Box Office should not be the sole location for ticket purchases.
- The renter must provide start up cash and maintain it.
- Renter is responsible for maintaining ticket stock.

## MIDWEST TIX USAGE

- PAC personnel will notify renter as soon as the event has been set up by Midwest Tix. The PAC will reserve trouble seats, restricted sight line seats, and accessible seats.
- For rental events using Midwest Tix, the renter will provide personnel to staff the box office one hour prior to each performance. The box office will be operated according to PAC procedures.
- PAC will add an additional \$1 fee to each ticket sold using the Midwest Tix system in addition to any Midwest fees

## FOOD AND BEVERAGE

- Food and beverages are not allowed in the theatre at any time.
- Only PAC approved caterers are permitted to serve food to the public at the PAC
- **TOBACCO, DRUGS, OR ALCOHOL ARE NOT ALLOWED IN THE BUILDING OR ON THE GROUNDS. Any such evidence from renter will result in immediate dismissal of events/future events and no refunds will be issued.**

## DECORATIONS

- Adhesive-backed decals, tape, or similar items (excluding name tags) may not be distributed or used in the building without prior consent from the PAC manager.
- Painting of any type may not be done on the stage, lobby, or support rooms.

## BUILDING USAGE

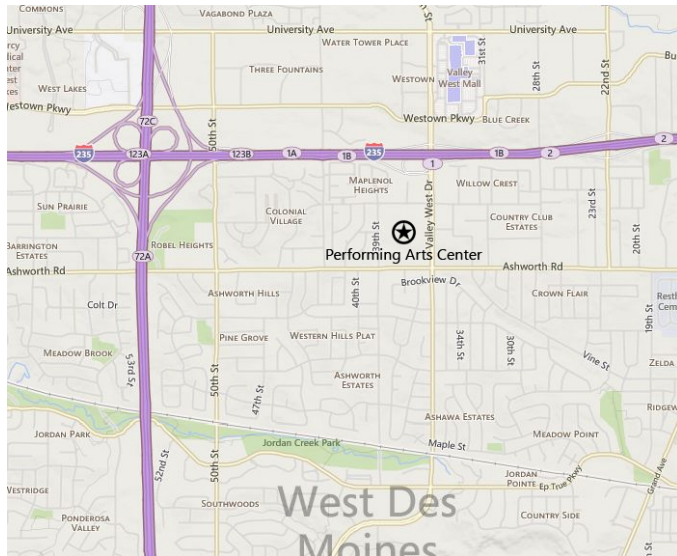
- Renters **WILL NOT** be allowed to check out keys to the PAC at any duration of the event. A PAC staff member will be present during all hours of the rental agreement and client occupancy.
- Any lobby/room usage must be approved in advance by the PAC. This pertains to booths, vendors, entertainment, and rental services
- Details of performances to be held in the theatre must be provided at least 72 hours prior to show time.
- Groups may only access the areas specified in their contract.

- Move-in or move-out may not occur through pedestrian entrances. Loading dock only.
- Tables, chairs, displays, signs, or other items may not block entrances, exits, hallways, stairs, or other methods of exit from the building.
- Tap shoes are allowed on the stage only and the stage must be covered with marley flooring.
- Flammable materials may not be used. Machinery containing flammable chemicals or fuels may not be placed on the premises. Use of pyrotechnics or incendiary devices is prohibited.

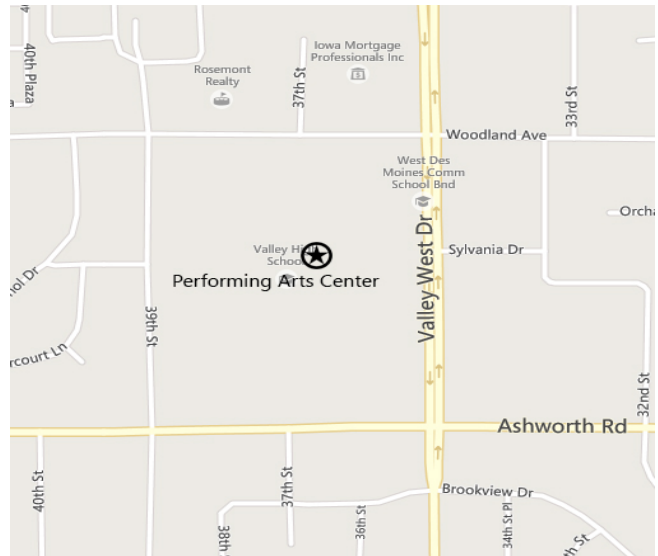
#### STORAGE

- Valley High School Performing Arts Center will not accept freight deliveries for any lessee prior to the move-in of the event. Valley High School Performing Arts Center will not ship out any freight for any lessee or event.
- The PAC is not responsible for acquiring, receiving, or storing of playbills/programs for rental events. Any playbills/programs remaining at the PAC after the performance will be recycled unless prior arrangements are made for pickup.
- Any property belonging to the lessee shall be removed by the end of the lease period.

# MAP/DIRECTIONS TO PERFORMING ARTS CENTER



North ↑



North ↑

**To the Valley High School Performing Arts Center**  
3650 Woodland Ave, West Des Moines, IA 50266

## From the North

1. Take I-35 S
2. Kept left to continue on 235- W, follow signs for interstate 235 West Des Moines
3. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
4. Turn left onto 35<sup>th</sup> St/ Valley West Drive .3 miles
5. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles

## From the South

1. Take I-35 N
2. Take exit 72A to merge on to I-235 E toward West Des Moines/Des Moines 1.2 miles
3. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
4. Turn left onto 35<sup>th</sup> St/ Valley West Drive .3 miles
5. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles

## From the East

1. Take I-80 W
2. Take exit 137 A on the left to merge on to I-235 W towards Des Moines 12.4 miles
3. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
4. Turn left onto 35<sup>th</sup> St/ Valley West Drive .3 miles
5. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles

## From the West

1. Take I-80 W
2. Merge on to I-35 S/I-80 W 1.0 mile
3. Keep left at the fork to continue on I-35 S .4 miles
4. Take exit 72A to merge onto I-235 E towards West Des Moines/ Des Moines 1.3miles
5. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
6. Turn left onto 35<sup>th</sup> St/ Valley West Drive .3 miles
7. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles



# 1      PREFERRED CATERING LIST

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Custodial staff must be involved/scheduled anytime there is food involved in the PAC

## West Des Moines Community Schools Catering

*First right of refusal for catering*

Lisa Wright

[wrightl@wdmcs.org](mailto:wrightl@wdmcs.org)

515-633-5089

## Concessions-Type Services

*Departmental Booster clubs have first right to serve concessions*

Mike Thomas

[Mthomas536@msn.com](mailto:Mthomas536@msn.com)

515-528-6588

If district cannot provide catering, outside catering groups are allowed with prior consent from PAC manager