



## RENTAL GUIDELINES, RATES, FEES, and TECH SPECS

Thank you for your interest in renting New Spire Arts. Located in historic downtown Frederick, MD, New Spire Arts is a great venue for live performances, private parties, weddings, meetings, and other special events. New Spire Arts is operated by the City of Frederick and managed by Weinberg Center for the Arts staff. This document contains rental guidelines, the theater's tech specs, and a rate and a fee sheet. An inquiry form is separate and must be completed to begin the rental process.

### RENTAL GUIDELINES

#### BOOKING and SCHEDULING

To book New Spire Arts, new renters and previous renters with new shows are asked to fill out and submit the inquiry form that is available upon request. New Spire Arts strongly recommends that a renter make their initial inquiry no later than 8 weeks prior to their desired rental date. Any questions and inquiry submissions should be sent to the Manager of Operation and Production, Laura Hawk ([lhawk@cityoffrederickmd.gov](mailto:lhawk@cityoffrederickmd.gov)), directly.

Submission of an inquiry or a phone call does not guarantee a date. A rental request is only considered confirmed when a contract has been fully executed and a deposit paid.

New Spire Arts reserves the right to refuse a booking or not proceed with a rental contract if the proposed event is deemed inappropriate, unsafe, or not in keeping with the mission of New Spire Arts.

#### DEPOSIT

A nonrefundable deposit equal to 50% of the rental fee is due upon return of the signed contract. A different amount for the guarantee fee can be permitted in certain situations at the discretion of the Manager of Operations and Production or the Executive Theater Manager. An additional damage deposit may be required for certain events, which will be determined by the Manager of Operations and Production. Deposits and fees may be waived at the discretion of the Manager of Operations and Production.

#### INSURANCE

All renters of New Spire Arts are required to provide a Certificate of Insurance (COI) naming the **City of Frederick** as additional insured. The COI must be provided no later than 14 days prior to the first scheduled use of the theater. Load in, rehearsals, and performances/events may not take place without the COI.

The insurance requirements are as follows:

1. **Comprehensive or commercial general liability insurance** written on an occurrence

basis providing for a combined single limit of (a) \$1 million, or (b) \$500,000 per occurrence with \$1 million aggregate for bodily injury, death and property damage, or (c) \$2 million aggregate.

2. **Workers compensation insurance** as required by law for the protection of contracted employees.

If renter is sole proprietor, complete State of Maryland Workers' Compensation Commission ***Sole Proprietor's Status*** and City of Frederick's ***Release and Waiver of Liability***.

For organizations, provide COI showing WC coverage, or complete State of Maryland Workers' Compensation Commission ***Exclusion Form*** (if MD-based) and the City of Frederick's ***Release and Waiver of Liability*** form. Out-of-state organizations without proof of WC coverage shall complete the City of Frederick's ***Release and Waiver of Liability*** form.

Renters without employees on-site during their event shall state that in writing to New Spire Arts management prior to occupancy: *"We will not have any employees on site. We will have contracted/1099 employees however they are responsible for their own insurance"*

3. The certificate holder shall be listed as *City of Frederick, 101 N. Court St., Frederick, MD 21701*.
4. The City of Frederick shall be listed as an additional insured on the Certificate of Insurance.
5. The name of the Insured on the Certificate of Insurance must match the name of the Renter on this Agreement.
6. The renter shall agree to maintain Certificates of Insurance for anyone in the building during their event who they are paying. This shall be provided in writing to New Spire Arts management.

#### **TICKETING, BOX OFFICE, and SETTLEMENT**

The Weinberg Center/ New Spire Arts is the only official seller of tickets to your performance. Renters may not use another ticket selling company or app to sell tickets for performances held at New Spire Arts. Tickets will not be put on sale until a signed rental agreement is in place and the deposit has been paid. All performance assets (ticketing language, discounts, coupons, promotions, seat holds, an image that is 2160px W x 1343px H and no larger than 1 MB, other media files, a W-9 for the organization, and a paragraph-length description of the event) must be turned in prior to any event announcement or on sale date.

As part of the Box Office Set-up fee, renters receive the services of our professional box office staff. The box office is open Tuesday-Wednesday, 10 am-4 pm, Thursday-Friday, 10 am-6 pm, and Saturday, 10 am-2 pm. Additionally, the box office remains open on show dates from 10 am through 30 minutes after the show has begun. The Box office is primarily located at the Weinberg Center; however, it will move over to New Spire Arts at least one hour prior to the show time.

10 complimentary tickets are made available to the Weinberg Center/New Spire Arts for marketing and fundraising purposes.

Consignment tickets may be available for groups who wish to make sales separate from the Weinberg Center for the Arts/ New Spire Arts at the discretion of management. All unsold inventory must be returned to the box office at least 10 days prior to the event. Unreturned tickets will be counted as sold at full face value at final settlement.

All event expenses (remaining rental fee, ticketing fees, equipment use, stage labor, piano tuning, etc.) will be withheld from gross ticket sales and the balance will be paid out (if renter is owed funds) or invoiced (if renter owes additional rent).

Settlement takes place within 10 working days of final performance and a settlement check is processed and sent within 15-20 working days of the settlement date. A completed W-9 form must be submitted before the settlement check can be processed and sent. The Weinberg Center for the Arts/ New Spire Arts cannot guarantee a specific arrival time for any settlement check distributed via postal mail.

The City of Frederick prohibits the sharing of any buyer contact information, including but not limited to names, phone numbers, and email/postal addresses.

All questions related to ticketing, box office, and settlement should be directed to Jef Cliber, Box Office Manager ([jcliber@cityoffrederickmd.gov](mailto:jcliber@cityoffrederickmd.gov)).

## **MARKETING**

The Box Office Set- Up fee includes the event listing on the Weinberg's website for ticket sales (for public events) \*

*\*The Weinberg Center cannot announce your event and tickets to your event cannot go on sale until all performance assets (ticketing language, discounts, coupons, promotions, seat holds, a 2160px W x 1343px H image, other media files, and a paragraph-length description of the event) are provided to us.*

Renters should also publicize their event through other means (social media, press releases, placing posters in public places, paid advertisements, etc.).

The New Spire Arts logo is available for Renter's use in promotional materials. Please consult with Manager of Marketing to obtain a digital copy and for guidance on its use. Renter shall not make any statements, written, oral, or otherwise, including promotional materials, that could cause confusion as to the entity sponsoring the event occurring within New Spire Arts.

Limited space for event promotional materials is available inside New Spire Arts. Management reserves the right to remove materials if they are deemed inappropriate for display in a public building. Renter shall remove all promotional materials from New Spire Arts at the conclusion of occupancy. Any such materials will be disposed of after Renter's occupancy ends.

Please contact Dorian Young, Manager of Marketing ([dyoung@cityoffrederickmd.gov](mailto:dyoung@cityoffrederickmd.gov)) to confirm availability of signage space and discuss other marketing opportunities.

## **PRODUCTION MEETING/ADVANCE**

If deemed necessary, renters must meet in person, by phone, or by video conference with the Weinberg Technical Manager to review the needs of their event. This meeting must take place at least one month in advance of the event. During this meeting, the Technical Manager will apprise the renter of additional costs that may be incurred due to the nature of their event. See fee schedule below.

## **TECHNICAL STAFF/STAGE LABOR**

New Spire Arts/ the Weinberg Center for the Arts is a non-union house. The staff consists of a full-time Technical Manager and Assistant Technical Manager, supplemented by a roster of part-time, "on call" crew. Rental fee includes the consulting services of one New Spire Arts/Weinberg Center technician for

the duration of the occupancy. If the technician is needed to serve in more than a consulting capacity, the standard hourly rate will apply.

The Technical Manager determines whether and how many stage technicians, light board operators, and sound engineers will be needed for the event for any purpose (load-in, light board operator, sound engineer, etc.). Additional labor charges will apply.

### **LICENSING FEES**

All licensing fees, such as ASCAP, are the responsibility of the renter. A report of tickets printed and gross sales will be provided to renters at settlement.

### **PHOTOGRAPHY/VIDEOGRAPHY**

Renters are responsible for ensuring they are compliant with copyright and for notifying the House Manager whether photography and/or videography is permitted during the performance. Renters needing locations to set up cameras must notify New Spire Arts upon signing of contract so that arrangements can be made to accommodate the desired positions including the possibility of removing seats.

### **VENUE ACCESS**

Renter may occupy New Spire Arts for up to 12 hours for a single event/performance in one day. Renters are permitted to occupy New Spire Arts for a maximum of 14 hours for Rehearsal/ Tech Prep days. For multiple days, renter may occupy New Spire Arts for up to 60 hours/week with a maximum of 6 performances. If the days the renter occupies New Spire Arts are not consecutive, the renter may be required to clean up or remove their set-up for other events in the space. Occupancy of New Spire Arts beyond the stated maximums may incur additional overtime charges. The latest a renter can be in New Spire Arts is 1am. Occupancy past 1 am will incur overtime charges of \$300/hour. A full hour will be charged for any additional time over fifteen (15) minutes.

An adult representative of the renter must be in attendance whenever performers under the age of 18 are in the building. No minors are to be unattended at any time. Parents/guardians picking up minors are not permitted onto the stage or into the dressing room area to do so. Consult with the Manager of Operations and Production or Technical Manager about best practices for minor drop-off and pick-up.

Areas for eating, other than the greenroom or dressing rooms, must be approved by the Manager of Operations and Production or Technical Manager.

### **PARKING**

A city parking garage is located around the corner. No cars can park in the lot adjacent to the building as it belongs to the building next door. The three parking spots on the same side of the street as New Spire Arts can be reserved upon request provided that at least 2 weeks advance notice is given and that the spots have not been previously reserved.

### **ALCOHOL and CONCESSIONS**

New Spire Arts sells alcoholic and non-alcoholic drinks and a selection of candies and snacks during events. Renters are not permitted to provide their own alcohol for events; however, for private events specific items can be requested. Theater management will work with renters to accommodate these requests.

### **MERCHANDISE SALES**

The Weinberg Center and New Spire Arts' merchandise policy is an 80/20 split after Maryland 6% sales tax. New Spire Arts personnel will do a merch settlement immediately following the performance.

Food and drink items are sold exclusively by New Spire Arts with no proceeds to renter.

### **KITCHEN**

New Spire Arts has a catering kitchen equipped with counters, ice machine, sink, and refrigerator. This kitchen is not a Health Department Licensed space. There are no heating elements (stove, oven, etc.) present in the kitchen. Refrigeration space is limited. All serving and preparation utensils must be brought by the renter or caterer. The kitchen will remain locked when not in active use.

Event organizers may use a caterer of their choice but must provide New Spire Arts with a copy of the caterer's current Food Service License. New Spire Arts requires that caterers who have not previously set up at New Spire do an advance site visit. No open flames are permitted (sterno is acceptable). The only food that may be served at New Spire must be provided by a caterer with a Food Service License. For more information about Food Service Licenses, please contact the Frederick County Health Department at 301-600-2542.

### **EQUIPMENT, FURNITURE, PIANOS**

New Spire Arts maintains a stock of equipment and furniture which may be used by renters. The inventory and fees for their use is in the fee schedule below.

New Spire Arts' 7' Yamaha piano is also available, and its rental fee includes one tuning done by our piano tuner. Only New Spire Arts personnel may move the piano. Requests to use the piano must be given at least one month in advance of the rental date if they are not requested in the contract.

### **RISERS**

New Spire Arts has risers for audience seating that are moved into different configurations to accommodate various sizes of event. There is no guarantee that the risers will look the same as they did during the initial tour. New Spire Arts may reconfigure their risers with no notification to the renter. If a specific riser configuration is desired, a \$400 riser moving fee must be paid. New Spire Arts must be notified no later than 8 weeks prior to the event if it is not listed in the contract. If said fee is not paid, Licensee agrees to use whatever riser configuration is in place at the time of the event.

### **PLATFORM STAGE**

New Spire Arts has a raised platform stage that consists of seven (7) 4'x 8' platforms and one (1) 4'x 5' platform. The standard configuration of these platforms creates a rectangle stage that is 20'W x 12'D x 16"H. Renters can request that the stage be taken down or reconfigured. There is a \$200 cost to remove or reconfigure the stage. Reconfigurations are limited. Only New Spire Arts personnel can take down or put up the stage. Once in place, the stage can only be repositioned by New Spire Arts personnel.

Please note: the piano is unable to go up on the stage, however, it can be set up adjacent to the stage.

### **SMOKING**

New Spire Arts is a smoke-free facility. Artists, staff, and crew may use the patio area located to the left of the main theater entrance next to the FSK Hotel. Butt cans are provided.

### **DAMAGE TO THEATER**

New Spire Arts is a historic building, and we take its upkeep very seriously. Renters may not affix anything with tape, nails, staples, or other means to any interior or exterior surface without permission from the Manager of Operations and Production or the Technical Manager. Nothing may be used to cover the murals in the lobby and absolutely no tape or other adhesive materials can be used on the lobby floor. Renters may not write on the walls or mirrors with any materials. Renters will be charged for any damage done by them to walls, floors, or Weinberg/ New Spire -owned equipment. All signage in the lobby will remain in place. Renters should consult with the Manager of Operations and Production or Technical Manager with questions about equipment use, signage, moving props around stage, etc.

#### **FRONT OF HOUSE**

As part of the rental fee, New Spire Arts provides front of house staff during your event, including a house manager, ticket scanners, and ushers. Additionally, the box office is open starting at 10am at the Weinberg Center directly across the street and in the New Spire Arts building at least one hour prior to events and up until 30 minutes after the show begins. New Spire Arts sells alcoholic and non-alcoholic beverages as well as concessions. Front of house staff arrive at the theater 1 hour before the show begins and communicate with the renter/renter's representative and the stage technicians on details related to your show (run time, intermission, etc.).

#### **LOADING AND UNLOADING**

New Spire Arts does not have a loading dock and is not equipped for a tractor trailer. All loading must happen from the front entrance (15 W Patrick St.). Loading will pass through the lobby and then to the theater area. Everything must fit through loading door.

Loading door measures - 5'11"W x 6'11" H

#### **DRESSING ROOMS**

Located behind the stage, 2 dressing rooms (6-8 people) and one green room. The dressing rooms have tables, mirrors, vanity/make-up lights, and clothing racks mounted to the wall. Both are equipped with audio and video monitoring of the stage space. Access to the stage is from the stage left stage entrance.

#### **BACKSTAGE RESTROOMS**

There is a single private artist's bathroom located in between dressing rooms and green room. The bathroom has a sink, toilet, and a shower with a bench.

#### **LAUNDRY**

Apartment-sized washer/dryer is located in a small room off the primary dressing room. Ironing board and Iron are also available in the laundry room.

#### **ACCESS FOR PEOPLE WITH DISABILITIES**

New Spire Arts is a historic building and is not equipped with automatic door openers. Otherwise, all audience accessed areas are on street level and are accessible for those with wheelchairs and other mobility aids. The Control booth is located on the second level and is only accessible using stairs. A 20'Wx 12'Dx 16"H platform may be used as a raised stage area or can be taken down for access for those with wheelchairs. Step units are available for access to the raised platform stage, however, an ADA compliant ramp unit is not available. Seating arrangements generally include riser and floor seating. If notified ahead of time, front of house personnel will reserve floor seating for any patrons with mobility needs.

## **RATES and FEES**

<b>New Spire Arts</b>	<b>Commercial/ Private Individual</b>	<b>Non-Profit</b>
<b>Performance</b>		
•Monday-Thursday Single Performance	\$1,300.00 + 10% of gross	Please refer
•Friday-Sunday Single Performance	\$1,600.00 + 10% of gross	to chart
Same Day Additional Performance	\$575.00 + 10% of gross	below
• <i>Rehearsal/Tech Prep Time Block (7 hours)</i>	<i>\$600.00 1<sup>st</sup> Block, \$400.00 each additional time block</i>	
<b>Non-Performance</b>		
• Full Day (9 hour time block)	\$1,400.00	\$900.00
<b>Wedding/Private Party</b>		
• First 4 Hours	\$950.00	\$650.00
Each Additional Hour	\$175.00	\$100.00
<b>Business Meetings-Weekdays</b>		
• Hourly Rate	\$250.00/hour	\$150.00
<b>Class Rate**- Mon-Wed (11a-9p)</b>		
6 Week Class Block (2 hours each week)	\$450.00	\$400.00
One-Time Workshop (up to 4 hours)	\$225.00	\$200.00

- All rates are subject to change without notice. Events on Holidays may incur additional fees
- Labor for all set-ups and cleaning by New Spire Arts personnel is NOT included. There is an additional \$400.00 charge for removal and set up of risers and chairs and an additional \$200 for removal of the platform stage.

\*\*Limit to 4 class blocks in a calendar year per individual or organization.\*\*

	<b>Annual Income</b>	<b>Mon- Thurs Single Performance</b>	<b>Fri- Sun Single Performance</b>	<b>Same-Day Additional Performance</b>	<b>Rehearsal/ Tech Prep Day (7-hour time blocks, limit 2 blocks per day)</b>
1	<b>\$1,000-\$50,000</b>	75/25% gross door split	70/30% gross door split	85/25% gross door split	\$75 1 <sup>st</sup> time block, \$50 each additional time block
2	<b>\$50,001-\$125,000</b>	\$300 + 20% gross	\$450 + 20% gross	\$250 + 10% gross	\$85 1 <sup>st</sup> time block, \$60 each additional time block
3	<b>\$125,001-\$200,000</b>	\$500 +15% gross	\$700 + 15% gross	\$300 + 10% gross	\$100 1 <sup>st</sup> time block; \$75 each additional time block
4	<b>\$200,001-\$500,000</b>	\$700 + 15% gross	\$1,000 + 10% gross	\$400 + 10% gross	\$150 1 <sup>st</sup> time block; \$100 each additional time block
5	<b>Above \$500,001</b>	\$800 + 15% gross	\$1,200 + 10% gross	\$500 + 10% gross	\$250 1 <sup>st</sup> time block; \$125 each additional time block

<b>*Individual Artist/ Small Unincorporated Group Performance Rate</b>	70/30% gross door split or \$200 whichever is higher	*Must make >\$50,000 from performances and be unincorporated.
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- Nonprofit Organizations will be asked to share their most recent 990 or equivalent tax form
- For the Individual Artist/ Small Unincorporated Group rate, the Renter will be required to sign a document stating that they make less than \$50,000 a year from performing and are unincorporated.

Equipment	Standard	Non-Profit	Notes
<b>STAGE EQUIPMENT</b>			
<sup>1</sup> Chair-Cushioned (25)	\$5.00	\$5.00	each
<sup>1</sup> Table	\$10.00	\$10.00	each
<sup>1</sup> Podium	\$25.00	\$25.00	
<b>STAGE LIGHTING</b>			
<sup>1</sup> Spotlight Rental	\$155.00	\$135.00	Must be scheduled 30 days in advance. 2 available
<b>AUDIO</b>			
Wireless Microphones	\$10.00	\$10.00	Each, maximum of 2
Monitor Speakers	\$25.00	\$25.00	each
<b>VIDEO EQUIPMENT</b>			
DVD Projector	\$150.00 for first day	\$150.00 for first day	\$50.00 each additional use
<b>PIANO</b>			
<sup>2</sup> Piano set-up and tuning	\$210.00	\$190.00	30 days advance notice; tuning is only done by our house tuner
<b>BAR COSTS (for Private Events)</b>			Requires 30-day advance notice.
Bartenders	\$60.00	\$60.00	Rate is for a 1-3 hour block of time. Additional hours are \$20/hour. Bartenders paid directly by Renter. An invoice is provided.
Concessions Personnel	\$60.00	\$60.00	Rate is for a 1-3 hour block of time. Additional hours are \$20/hour. Concessions personnel paid directly by Renter. An invoice is provided.
Drink Tickets (soft drinks)	\$3 each	\$3 each	Renter to provide tickets
Drink Tickets (alcohol)	\$5 each	\$5 each	Renter to provide tickets
Water, Soda	\$3 each	\$3 each	
Beer	\$6/can	\$6/can	For house beers. Special order beer price may vary.

New Spire Arts Rental Guidelines

Wine	\$15/bottle	\$15/bottle	For house wines. Special order wine price may vary.
Prosecco (mini bottles)	\$6/bottle	\$6/bottle	
Souvenir Cups	\$2 each	\$2 each	
<b>PERSONNEL</b>			
Lighting Engineer	\$30.00/hr	\$30.00/hr	Hourly with a four minimum/day
Scheduling of Additional Stage Technicians	\$25.00/hr	\$25.00/hr	Hourly with a four minimum/day
Sound Engineer	\$35.00/Hr	\$35.00/Hourly	Hourly with a four minimum/day
ASL Interpreters	Varies	Varies	New Spire Arts arranges for ASL interpretation with 30 days' notice by patron or renter. Fee varies depending on length, day of the week, etc. Interpreting agency fee will be deducted at settlement.
<b>Box Office</b>			
Set up	\$55.00	\$55.00	Flat rate
<b>Other</b>			
Riser Removal	\$400.00	\$400.00	
Platform Stage Removal/Reconfiguration	\$200.00	\$200.00	
Contract Change Charge	\$50.00	\$50.00	Changes to time, ticket price, or title of event incur this \$50 change fee. Changes to date of event result in forfeiture of deposit.
<b>Marketing</b>			
Designated email to email list by demographic	\$150	\$100	Approx. 10,000 recipients. Consult with Manager of Marketing for availability
Designated email to email list including all members and active buyers	\$250	\$150	Approx. 20,000 recipients. Consult with Manager of Marketing for availability
Space for large window banner to hang in the front window two weeks leading up to event	\$300	\$150	Consult with Manager of Marketing for availability, dimensions, and printing specs
Space for large poster to hang in the lobby two weeks leading up to event	\$200	\$100	Consult with Manager of Marketing for availability, dimensions, and printing specs
Press release to media contact list of approx. 65 contacts announcing the performance	\$100	\$50	Consult with Manager of Marketing for availability. Our media contact list is <b>not</b> available upon request
Online calendar listings	\$12 per	\$10 per listing	Approx. 10-15 listings, depending

created for the event	listing	on the type of event
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<sup>1</sup> Per day, 3 consecutive days = 1 week.

<sup>2</sup> Only designated house tuner may tune piano. Piano must be tuned before each event.

The Weinberg Center/New Spire Arts provides friendly and courteous box office staff Tuesday-Wednesday, 10:00 am – 4:00 pm, Thursday-Friday, 10:00 am – 6:00 pm, and Saturday, 10:00 am – 2:00 pm. Additionally, the box office will remain open on show dates from 10 am through 30 minutes after the show begins.

Events are on sale through [www.weinbergcenter.org](http://www.weinbergcenter.org) exclusively. No third-party sites are permitted. On-sale date is determined by the renter, in coordination with the Box Office and Marketing Managers. Online and phone order sales will include additional fees charged to the customer. All online and phone orders include a \$5 per order processing fee. Online sales also include a \$1.75 per ticket fee.

## TECHNICAL SPECIFICATIONS

HOUSE SEATING	
New Spire Arts is a flexible black box space that can accommodate various setups and riser configurations.	
Banquet set up (tables and Chairs):	200
Risers and Chairs	218
Just Chairs	280
Standing Room Only	300

DIMENSIONS	
Typical Stage Area	32'W x 16'D
Raised Platform Stage	20'W x 12'D x 16" H
Whole Room downstage of the main curtain	62'5"W x 52'D
'Backstage' area behind the curtain	35'W x 15'D
Leg curtains create one 10' W x 5' D wing on each side	
Grid Height	14'
Loading Door Size	5'11"W x 6'11" H

FURNITURE/EQUIPMENT	
Folding Chairs- padded, black	283
Music Stands – Black Metal (without stand lights)	6
Grand Piano	Yamaha 7' (requires set-up and tuning)
Stools	2
Lectern/Podium	1
Tables	25- 5' Round Folding Tables 8- 8' Rectangle Folding Tables 5- 6' Rectangle Folding Tables 9- High Top Tables
Ladders	1 – 12' fiberglass

	1 – 10’ aluminum 1 – 6’ aluminum
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**STAGE FLOOR**

Masonite over tile.

**SCENERY**

There is no scene shop on the premises. All scenery must be flame proofed.

VIDEO	
Projectors	1 Pro L1505UH WUXGA 3LCD Laser Projector
Video Input Options	1- Sony 4KHD blue ray player 1- HDMI cord
Audio	All audio is run through the main house system. There is an 1/8” audio jack to plug in for devices using the HDMI cable.
Screen Options	1- Movie Screen x that is adjustable in height 1- Natural Muslin Cyclorama 62’ 5” W x 13” H

**LIGHTING**

Rep Plot	
Consists of a full-stage wash with RGBW LED lights that can be changed to do different color washes. Lights are hung and focused to provide dedicated front light, sidelight, downlight, and curtain/cyc light. Our movers can be used to make specials. <i>Additional lighting needs and or designs are at an extra cost to renters.</i>	
Inventory	
Altman 135 W RGBW LED Par @ 135w	15
Altman PHX RGBW 19 degree @ 250w	2
Altman PHX RGBW 26 degree @ 250w	2
Altman PHX RGBW 50 degree @ 250w	31
Chauvet Maverick Mk2 Wash	6
Showline RGBW 4’ cyc @500w	7
Astro 200 LED Spotlight	2
Console	
MA Dot on PC one 20” touchscreen	
Dimming	
All fixtures are LED and there are no dimmers in the building. Relays are used instead.	
Lighting Positions and Circuits <b>*NOTE: We do not have box booms or balcony rail positions</b>	
Front light	10 LED ellipsoidal wash
Side light	9 SR and 9 SL ellipsoidal wash
Corner light	3 SR and 3 SL ellipsoidal with varying degrees
Downlight	15 LED Par light wash
Curtain light	7 LED Strip lights on back curtain

Specials	6 LED Movers
<b>Cabling</b>	
Cabling is powercon based. Powercon connectors combined with DMX. Stage pin to powercon. Edison to powercon. Assortment of extension cords and power strips.	
<b>Power</b>	
28 boxes located in various positions in the grid that have power, DMX, and ethernet capabilities. Outlets are located all around the perimeter of the room at floor level. Each outlet is 20 amps and we have 17 circuits. There is also a 200 amp company switch located on the backstage right side near the electrical room. 3-phase disconnect with cam locks.	
<b>Miscellaneous</b>	

## AUDIO

Front of House Console	Midas M32
Stage Inputs/Outputs	32 input Midas DL32 AES50 Stagebox that can be either located SL or SR
Sources	Blu Ray player Aux 3.5mm Jack
Monitors	2 JBL Eon speakers
Loudspeakers	Main PA- 4 RCF TT-08-A speakers grid hung Supplemental PA - 2 additional RCF TT-08-A speakers used for front or side fill, two RCF TTS-15-A Sub speakers
Production Intercom	EarTech wireless headset Hub system. One base Hub and 5 headsets.
Power	Outlets are located all around the perimeter of the room at floor level. Each outlet is 20 amps and we have 17 circuits. There is also a 200 amp company switch located on the backstage right side near the electrical room. 3-phase disconnect with cam locks.

<b>Microphone Inventory</b>
2 RF channels - Shure ULXD - Handheld / Body Pack

## CONTACTS

Weinberg Center Manager	Stephanie Chaiken	301-600-2839	schaiken@cityoffrederickmd.gov
Assistant Theater Manager	Kitty Clark	301-600-2859	kclark@cityoffrederickmd.gov
Manager of Operations and Production	Laura Hawk	300-600-2858	lhawk@cityoffrederickmd.gov
Technical Manager	Greg Davis	301-600-2862	gdavis@cityoffrederickmd.gov
Assistant Technical Manager	Stephen Craig		scraig@cityoffrederickmd.gov
Box Office Manager	Jef Cliber	301-600-2878	jcliber@cityoffrederickmd.gov

