

Healy Theatre



Healy Theatre Technical Offices:

2350 North Racine Ave
Chicago IL, 60614-1253

Jen Leahy, Technical Director (773) 325-7976
Jim Keith, Assistant Technical Director (773) 325-7972

Some information in this document is updated frequently and all equipment availability is subject to change. Please contact the technical staff with any questions.

Updated 2025-2-27

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Contact Information

Programming and Box Office:

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Emergency Information:

(Note: If using one of the building's phones dial 9 to get an outside line).

Emergency:	911
DePaul Public Safety:	(773) 325-7777
Police, non-emergency:	(312) 742-5870 (18 th district)
Non-Emergency Police and City Services:	311

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Location

Address: 2350 N Racine Ave, Chicago IL, 60614, Floor 4

Cross-Streets: On the west side of N Racine Ave. between Fullerton Ave. and Belden Ave.

Main Entrance: On the east side of the building, there is a south facing set of double doors in the center of the building, with a front door attendant just inside to the left. The larger desk off to the right is the Box Office.

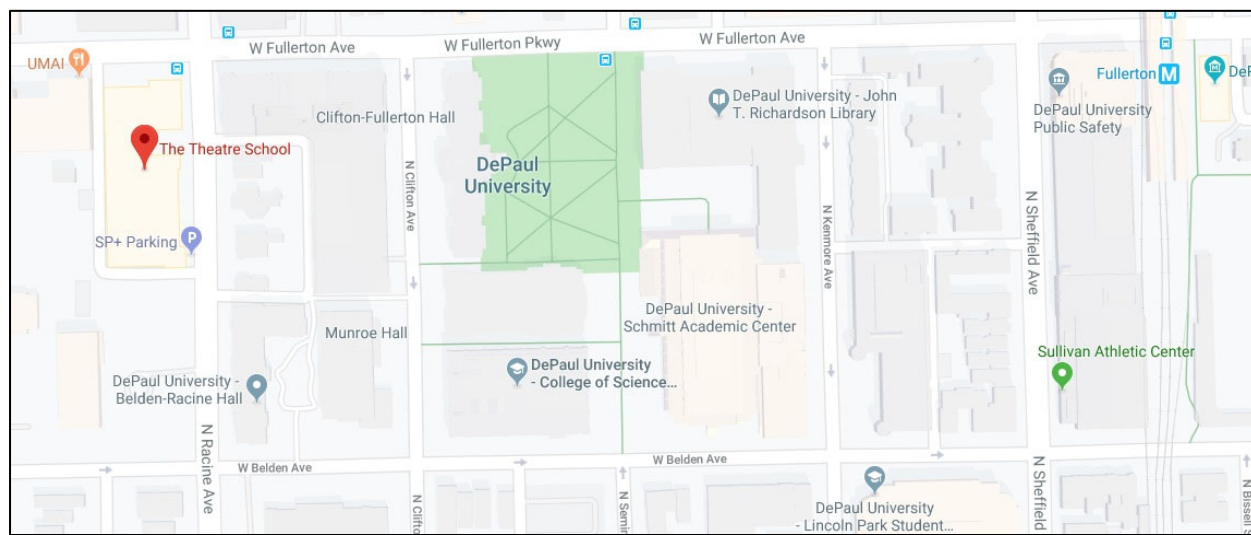
Stage Doors: From the front door, go left past the attendant and take the elevator or the yellow stairs on the left up to the fourth floor. Turn right and head north, past the patio, and the theatre is ahead on the right, at the end of the hall. The double doors on the right lead to the vestibule and then to the theatre, the large roll door past them also leads to the theatre, the single door at the end of the hallway leads backstage and to the greenroom, and the single door on the left leads to the dressing rooms, green room, and the booth.

Loading Dock: The loading dock is on the south side of the building, accessed from the alley off Racine Ave. It is not a raised dock, so plan accordingly for heavy items. The alley contains enough room for large rental box trucks but no longer than 24'. The roll doors in the enclosed space open to a hallway that leads to the freight elevator, straight ahead on the right, to get to the 4th floor.

Parking: Please consult Front of House staff for discounted/cheaper parking options in the area. There is a university garage just on the other side of Racine, but there is usually free street parking nearby on Racine.

CTA L Train: Fullerton – Red Line, Brown Line and Purple Line
Walk west on Fullerton Avenue to North Racine Avenue.
Walk south on the west side of North Racine for the main building entrance.

CTA Buses: CTA Bus Route 74. Get on Westbound at CTA train station at Fullerton. Take to North Racine Avenue.



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Security and Building Access

Security During regular business hours, a door monitor is present at the desk at the Racine entrance near the yellow staircase. Please speak with this person for directions in the building or to call the person you are meeting.

Stage Door There are four entrances to the theatre space inside the Theatre School building. All are on the fourth floor, one is the audience entrance on the south end of the space, on the right just past the patio, the second is a rolling door just past the audience entrance, the third is a stage door just past the rolling door, and the fourth is to the green room, to the west of the space. The booth and grid are accessible from the same door on the fifth floor. There is no direct access from the booth to the stage.

Backstage Guest Policy

No guests or audience members are permitted backstage, on stage, in the dressing rooms, or offices, prior to, during, or following a performance. Company members are asked to meet their guests in the lobby area.

Deliveries and Receiving

All deliveries must be approved by the Technical Director at least 5 business days prior to delivery. No deliveries may be made outside of normal business hours or rented hours without approval by the Technical Director. The renter will pay for labor to receive the delivery.

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Regulations & Information

Facility & Equipment Availability

All facilities and equipment are subject to availability. In addition to Rentals, the Healy Theatre produces a full season of shows for The Theatre School at DePaul University. Equipment is often unavailable depending on the demands of the University. If you are interested in specific equipment please contact the Technical Director.

Smoking

All DePaul University buildings are smoke free, including the Healy Theatre. There is no smoking allowed anywhere in the building, including on stage. If anyone is found violating this policy, the renter will be charged a fee for cleaning and sanitizing the affected area. Violating this policy may also result in an early end to the contract, at the discretion of the staff members present.

Food & Drink

No food or drink, except bottled water, is allowed onstage or in the dressing rooms. Food and drink may be consumed in the green room. Additionally, **NO FOOD IS ALLOWED IN THE BOOTH.** Closable water bottles are fine.

Clean-Up

The Renter must leave any space they use in a clean condition in accordance with the guidelines below. Failure to do so may result in a cleaning fee.

- Remove all items brought in by the Renter
- Dispose of all trash/recycling in appropriate receptacles
- Return all other items to their original location

Onstage and Backstage areas must be swept, with all added scenery, tape, and equipment removed.

The stage area should be returned to the original condition and configuration as received at the start of the rental. The Renter will pay for labor to restore any soft goods, lighting, or other provided equipment to storage as well.

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Theatre Information

The Healy Theatre runs in production for much of the year. Please discuss your needs with the Events Manager and Technical Director to ensure you will have the space and equipment you need.

Stage Dimensions

Bare Stage

North to South: 63'-7" from Window Wall to South Wall
East to West: 39'-7" from West Wall to East Wall
Height: 18' from stage floor to bottom of cats

Including Curtains on Track

North to South: 55'-6", with 5'-8" walkway behind curtain
East to West: 33'-4", with ~3' walkways behind curtains on each side

Catwalks

Height to bottom: 17'-7 1-1/2" to bottom of catwalks.
Pipe Height: 19'-7" to standard lighting pipes, 24'-2" to storage pipes.
Ceiling Height: 26' from deck to ceiling.

Stage Floor

1/4" Masonite over 3/4" plywood over stringers on concrete. Things may be screwed or lagged down provided that fasteners are completely removed at strike. There are cable raceways that can be used to run cabling under some areas. There are no removable sections for anything other than raceway access.

Rigging

There are no linesets in the Healy space. There are lighting pipes in the catwalks that items can be hung from with approval from the Theatre Technical Director.

Catwalks

Catwalks entrances are located on the 5th floor, inside the booth. Doors leading to the catwalks are locked when not in use. The catwalks are for authorized personnel only.

Soft Goods

Soft goods are subject to availability and may incur additional resource or labor charges. Please contact the Technical Director with your specific needs to ensure availability. The default is no masking except for the curtain on the north wall, over the window, which is non-removable.

A typical stock setup is masking with room for walking behind on any or all of the east, north, and west sides of the theatre. Please see the drawings included in Appendices A and B.

Please see Appendix D for a more detailed list of soft goods available.

Seating

The Healy Theater has a Staging Concepts riser system that seats an audience of up to 120 in a variety of configurations, but usage is usually limited to what's available in space based on surrounding shows in the TTS season. There are also non-riser seating and tables available for a variety of events. Please refer to the Event Manager and Technical Director for more information. Some standard setups are included in Appendix C.

Healy Theatre

Loading In & Out

Loading in and out may take place through the loading door which is accessible through the alley to the South of the building, in addition to use of the freight elevator. Use of the loading door, freight elevator, and times it is used must be requested from and approved by the Technical Director prior to the Load-in/out dates. Renters should be aware that it is not a private alley and access is limited.

Dock Door Dimensions – smallest between dock and Freight Elevator

Height: 8'-6"

Width: 8'

Freight Elevator Dimensions

Height: 10'

Width: 8'-6"

Length: 18'-6"

Theater Roll Door Dimensions

Height: 9'

Width: 10'

The loading dock is at alley level: we do not have an elevated dock.

There may be carts available to use but it depends on whether they're in use or not. Check with the Technical Director if you think you may need to use any.

Small items may be loaded in through the main entrance on Racine. This may be the preferred loading method depending on other activities in the building.

Restrooms

There are restrooms on the stage level south of the lobby area and to the right, as well as backstage near the green room and dressing rooms.

Healy Theatre

Backstage Information

Backstage facilities at the Healy Theatre are located just west of the theatre in a back hallway. Additionally, there is a 9'x18' freight elevator. Use of these areas is subject to availability and approval.



Green Room

The green room is located just west of the theatre. It can be accessed through the theatre in the northwest corner, through the north door just past the roll door, or around the western hallway past dressing rooms.

Size: Roughly 18' x 19' or ~330 sq. ft
Amenities: Full size couch
Coffee tables
Chairs and stools
Kitchenette – mini-fridge, microwave, sink, electric kettle
Restrooms located nearby, at dressing rooms

Internet access

An Ethernet port may be available for internet use in the house during rehearsals. Wireless internet access must be requested in advance from the Event Manager, but is accessible anywhere in the building.

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Prop Room

There is an Active Props room that may be used to secure properties or other similar items. Its use is subject to availability.

The room dimensions are 7'-6" x 9', approx. 110 sq. ft.

This room is equipped with a mini refrigerator, microwave, and large sink. There is also shelving available for storage. Additionally, small folding tables may also be used for additional storage both within the room and backstage.



Booth

The booth is accessible by stairs or elevator, and can be accessed on the 5th floor. It also contains access to the Catwalks. The booth has a two channel Clearcom system through the SM console, an ETC Ion lighting console, and Soundcraft Vi1 sound console. The SM console has video feed capability in both color and IR. The Clearcom system includes the ability to page the green room and dressing rooms.



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Dressing Rooms

Dressing rooms contain counter stations, clothing hanging rods, chairs, mirrors, and sinks. Restrooms are located across the hall. All dressing rooms are accessible by stairs and elevator.

436 and 437



438 and 439



Dressing Room Size and Capacity			
Room	Size	Capacity	Shower
436	8'-6" x 14'-6"	6	No
437	8'-6" x 14'-6"	7	No
438	9'-6" x 14'-6"	3	Yes
439	9'-6" x 14'-6"	5	Yes

Laundry Facilities

Use of Laundry Facilities are not included with the rental of the Healy Theatre. If emergency laundry use is necessary for your rental, please contact the Technical Director.

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Front of House Information

Seating Capacity

The Healy Theatre has up to 120 seats depending on seating configuration. Seating configuration is dependent on whatever show the Healy Theatre is supporting for DePaul University, which **always has top priority**. Contact the Theatre Technical Director for details.

There is no standing room in the theater. See Appendix C for seating chart and basic seating configurations.

Box Office

Located in the lobby area

Spektrix ticketing system

Box office staffing, house management, and ushers services are per contract.

Accessibility

The Healy Theatre is fully ADA compliant. There are always seating options available at floor level for wheelchair positions and 1 restroom facility. A limited number of assisted listening devices (hearing amplification) may be available for use.

Healy Theatre

Lighting Information

Lighting Inventory

A detailed list is available upon request, a general list is included in Appendix E. The technical equipment package includes the use of lighting already hung and cabled. Additional hang/focus will require written permission and incur additional labor costs. Additional instruments and specials may incur additional equipment rental charges.

This must remain intact unless prior approval is given and must be restored with strike. Additional labor must be provided to accommodate additional fixtures.

During the season show plots may be available for use. These cannot be changed or refocused. During the off season there are often fixtures hung to supplement the house plot. A current light plot may be available from the Technical Director.

Cable

There is an inventory of stage cable and DMX available to the Healy upon request. **ALL STAGE CABLE AT THE HEALY THEATRE IS STAGE PIN.** L6-20 208v relay circuits are also available but cable is shared with all TTS productions and venues.

Dimmers

There are 253x 2.4k dimmers and 2x 50amp dimmers located in the Healy: 253 are located in the catwalks, 36 on deck; some circuits are doubled. Further details are available on request.

Control

The Watts has an ETC Ion available in the booth. There is a house light control system that also has basic presets and house light controls may be available on deck, in the booth, or possibly in the house.

Power

The Healy has 1x 400A panel and 1x 200A panel in a closed closet space off the stage. Power can be run from there to places on deck but considerations have to be made for cable runs.

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Sound Information

The Healy Theatre and DePaul Staff reserve the right to limit sound levels.

House Sound System

The Technical Equipment package includes the use of the existing sound plot at the time of the rental, the console, and Mac OS X Computer, also:

Computer playback available

Up to 3 additional microphones, excluding wireless mics

Additional speakers and microphones must be approved in writing by the Technical Director and will incur additional equipment and labor charges.

Console

Soundcraft GB4

Monitor and Paging System

Audio monitors are located throughout backstage areas.

The paging system is activated through the stage managers station.

Intercom System

ClearCom System located in Booth with wired belt packs and headset connections Stage left and Stage Right.

6 Wireless belt packs (subject to availability)

Assisted Listening

Listen LT-800 FM Transmitter. Receivers available w/earbud headphones or induction coil

Additional Equipment

Sound equipment and plot at time of rental are available upon request.

Additional charges will apply for any equipment outside of the house system.

A general inventory is included in Appendix F.

Equipment needs outside of the Healy Theatre inventory will be handled per contract. All outside equipment must be pre-approved in writing by the Technical Director.

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Additional Equipment

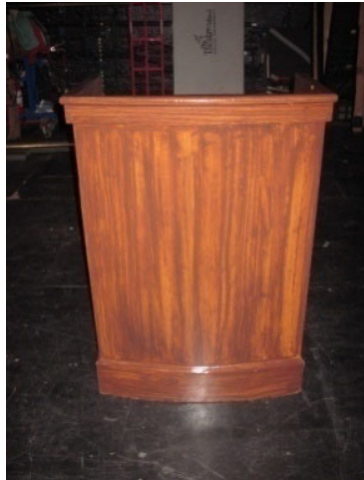
Tables and Chairs

There are several plastic folding tables available with the space, suitable for use backstage. Unused audience chairs are available for use backstage as well.

Lecterns

We have a few lectern options available:

This one stands 3'6" tall by 2'8" wide. It is painted in a faux-wood finish. We have (1) of these.



This one stands 3'-8" tall by 2'-8" wide. It is 2' deep. We have (2) of these.



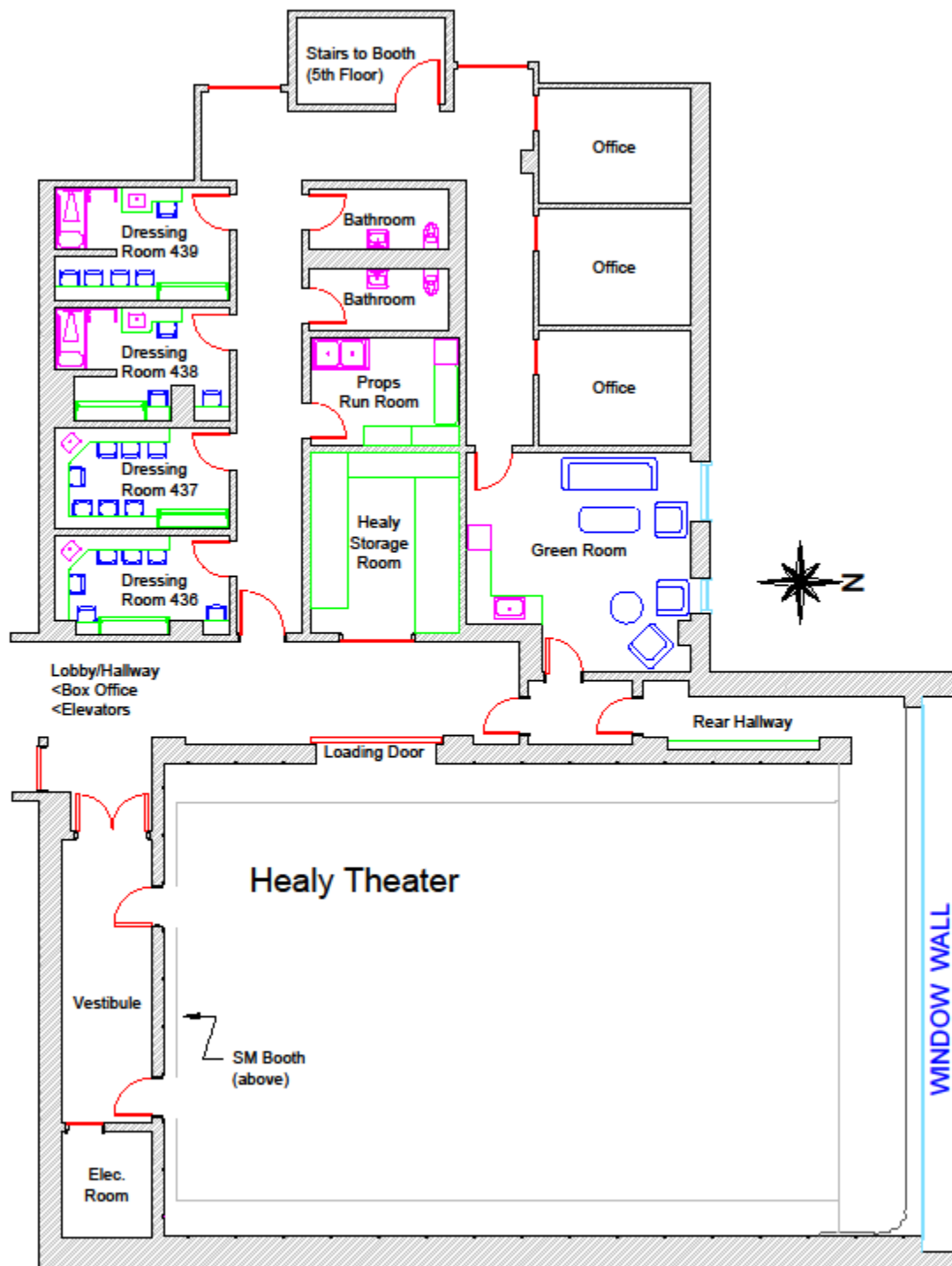
Concert Equipment

The following equipment may be available for use; additional equipment must be rented or brought in by the renter:

Music Stands: 20

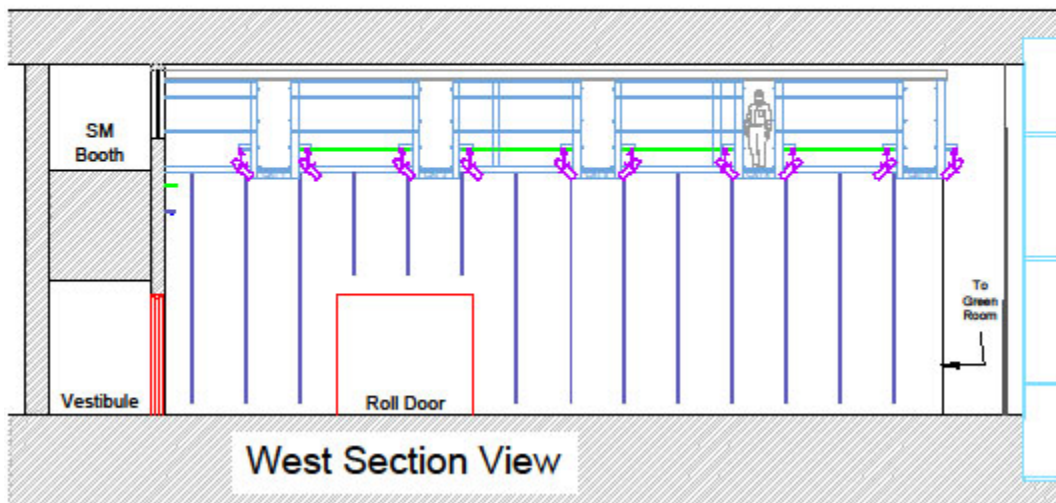
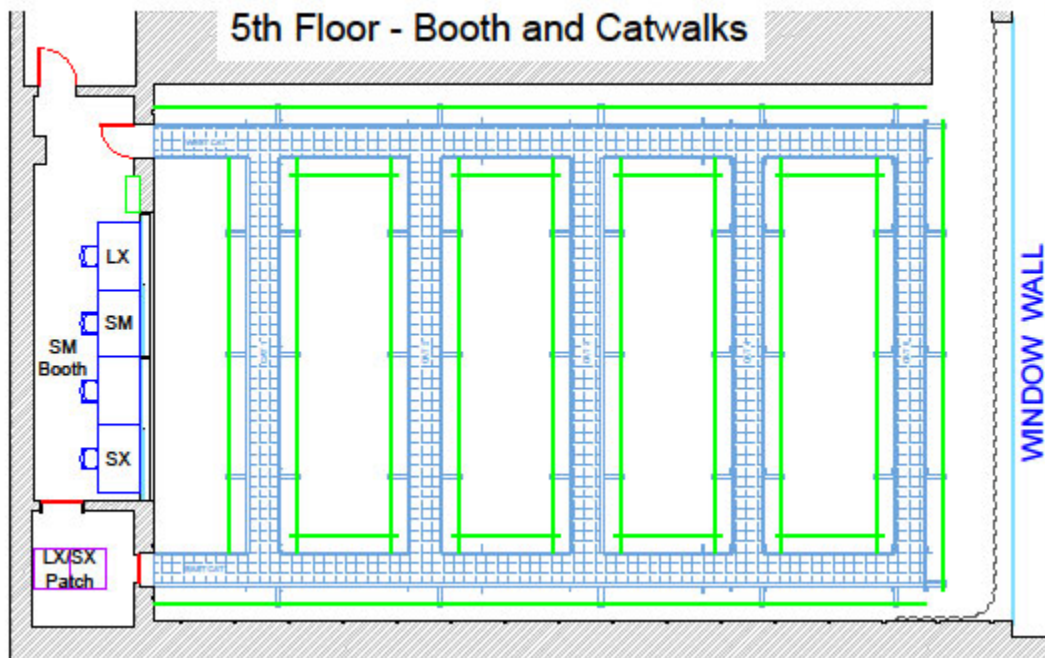
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Appendix A: Theater and Backstage Plan



Healy Theatre

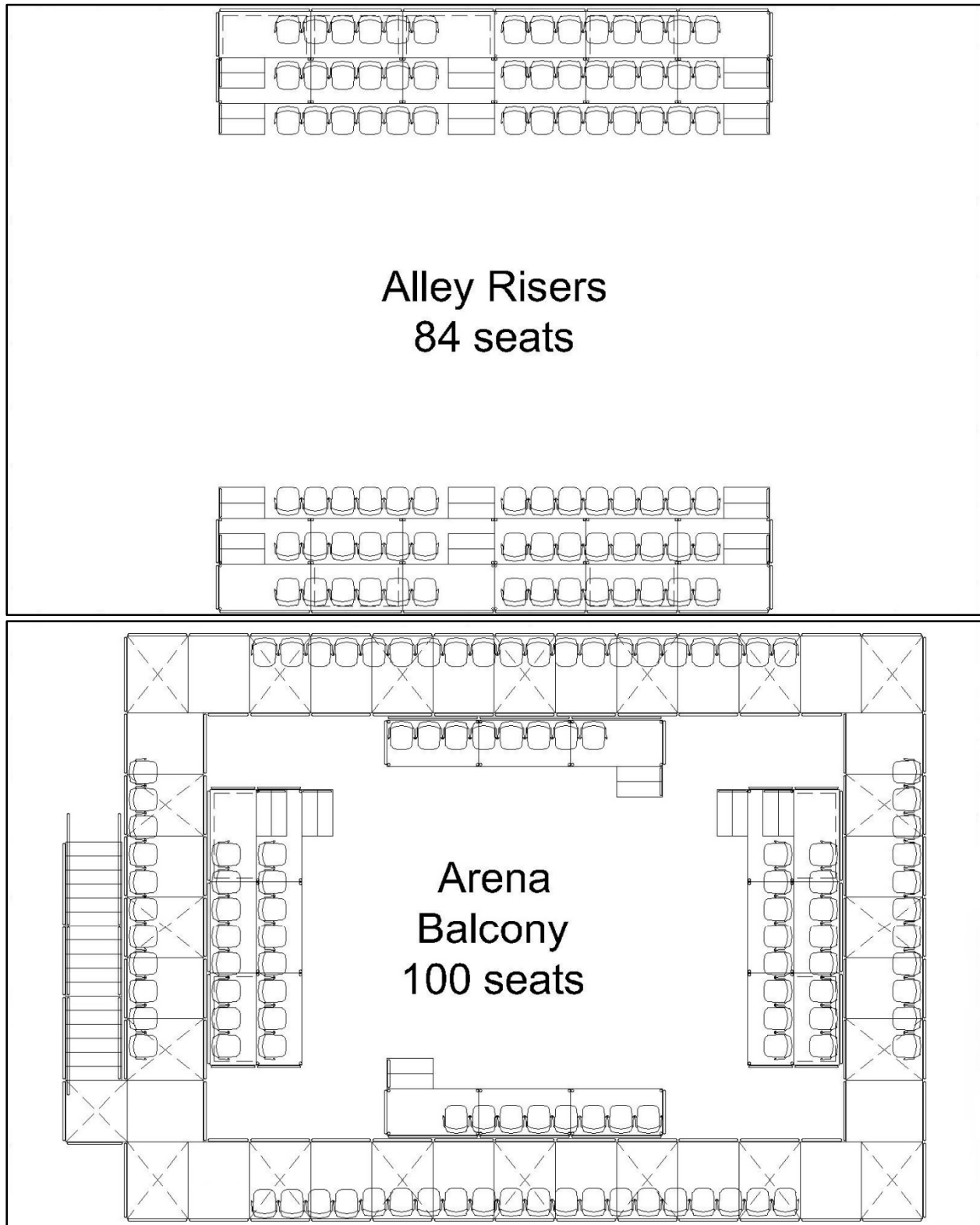
Appendix B: Catwalk and Section View



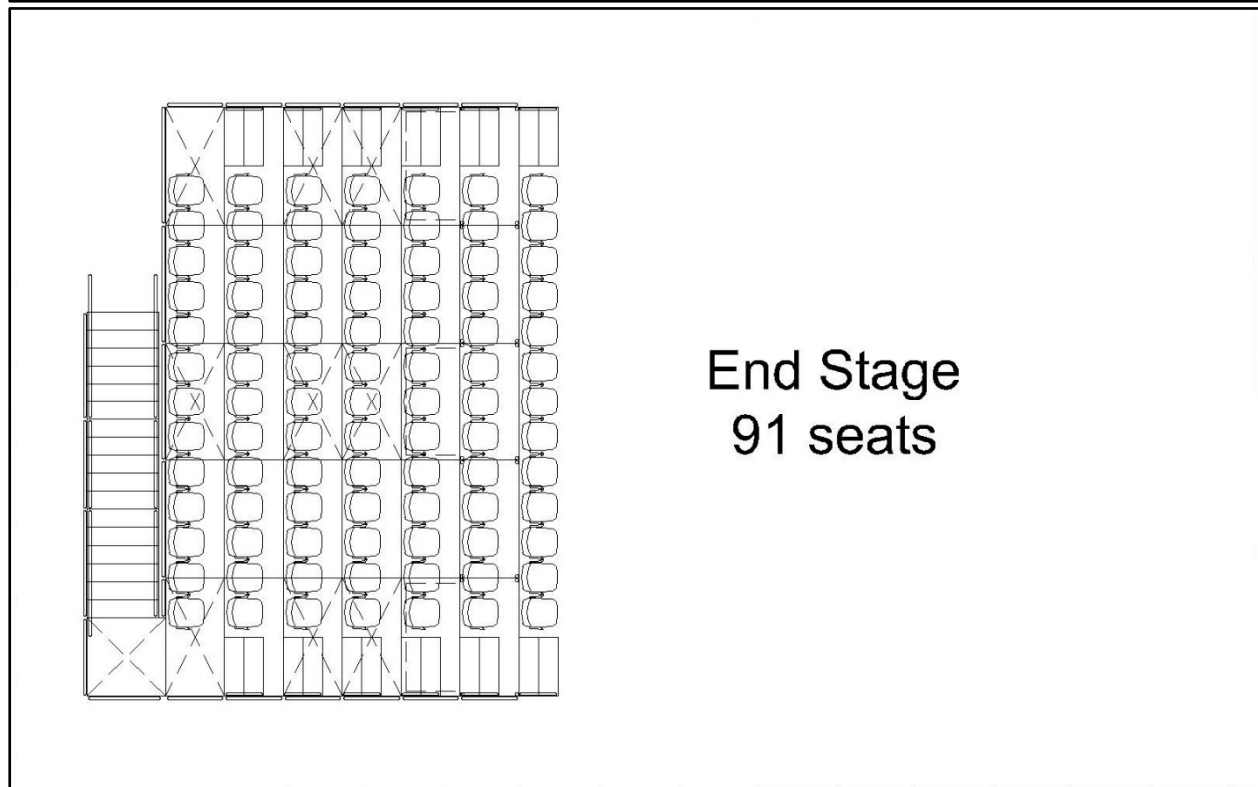
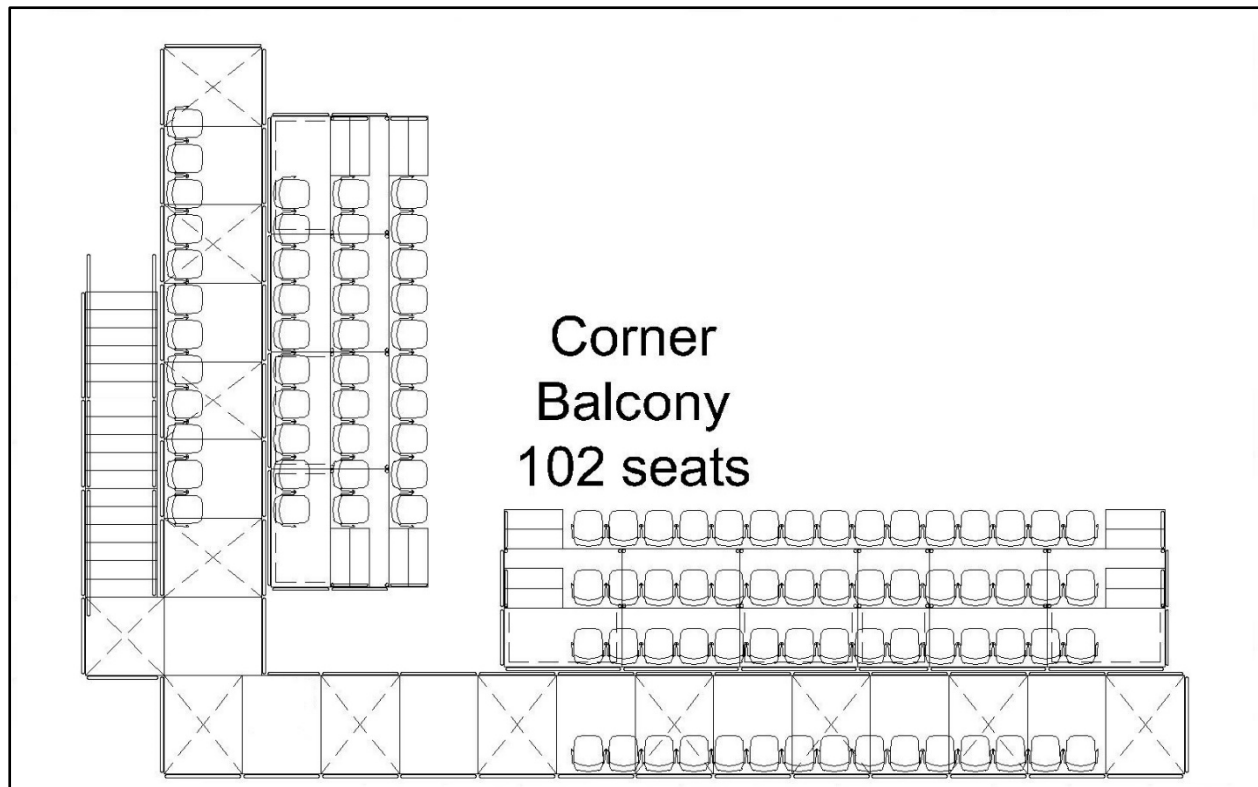
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Appendix C: Standard Seating Configurations

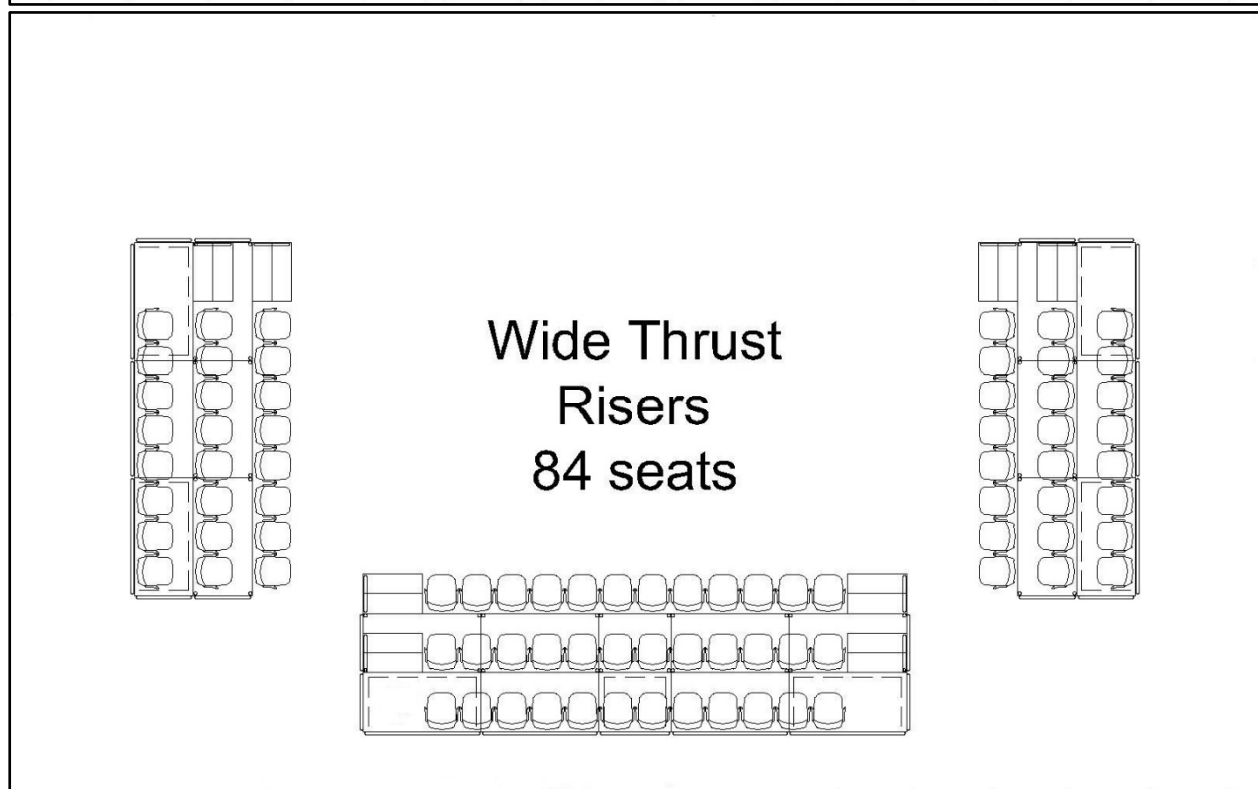
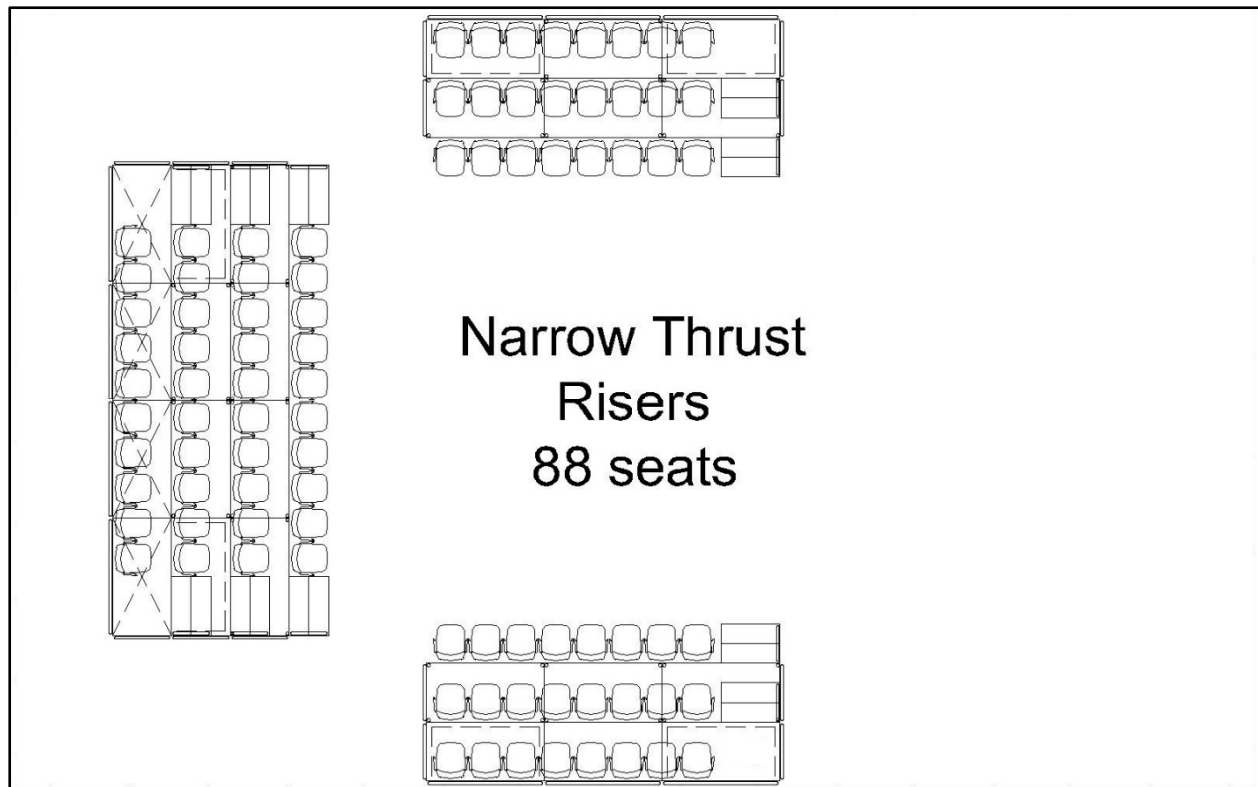
These are only some of the styles commonly used, please contact TD to see which is currently installed.



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Appendix D: Soft Goods Inventory

All soft goods listed here are set up to attach to rolling carriers on the track on the underside of the catwalk. This line is shown in the groundplan in Appendix B. Other soft goods or masking can be used with permission but this is the extent of what is available that is made to fit the space.

Black Velour Masking

8'W x 17'T legs – 0% fullness – no chain	10x
13'W x 17'T legs – 0% fullness – no chain	11x

Projections / Scrim

30'W x 17'T White Muslin Cyc – seamed, bottom chain	1x
30'W x 17'T White Muslin Cyc – seamless, bottom chain	1x
30'W x 17'T Black Sharkstooth Scrim – bottom chain	1x

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Appendix E: Lighting Inventory

The Healy Theatre has a stock of the following instruments that may be used as part of the equipment package. It is subject to availability. The space is usually completely stripped between shows, but prior plots can be left hung or adjusted with notice.

Ellipsoidals

ETC Source 4 Ellipsoidal, 575w

Selection of lens tubes in 19°, 26°, 36°, and 50°.

There is an inventory of accessories for these instruments.

Wash Fixtures

8" Fresnel, 2 kw

Source 4 Par with MFL lenses, 750W

There are some accessories available for these instruments.

Striplights/Cyclights

Altman 3 Cell Sky Cyc

Altman 3 Cell Groundrow

Healy Theatre

Appendix F: Sound Inventory

This is a selection of the inventory that may be used as part of the equipment package. It is subject to availability.

Speakers

House Mains

Meyer UPJ - 1 powered	2x
Meyer M1Ds (on request)	2x

Monitors

Community MX8-B 8" floor wedges	2x
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Microphones

Shure SM-58	3x
Shure SM-57	1x
MXL 990	2x
AT857QMLa 19" Gooseneck Audio-Technica	2x

Playback

Booth

Soundcraft GB4 16 channel console	1x
Meyer Galileo 408 signal processor	1x
Mac OS X Computer w/ Qlab4	1x
Motu 828mk3	2x

Amplifiers

QSC 804 Four channel amplifiers	2x
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Comm Equipment (ClearCom, Channels A-D available)

Backstage

Wireless Beltpacks with headsets and batteries	6x
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Booth

Com Base station (movable for Tech)	1x
Headset locations for board operators	4x

Other

Headset position at Box Office for FOH	1x
Headset positions for Tech Tables in the house	4x