

Merle Reskin Theatre

Technical Rider



Merle Reskin Theatre Technical Offices:

60 East Balbo Avenue
Chicago, IL 60657-1253

Jen Leahy, Technical Director (773) 325-7976

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

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Merle Reskin Theatre

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Merle Reskin Theatre

Location

Address:	60 East Balbo Avenue, Chicago, IL 60605
Cross-streets:	On the North side of Balbo Avenue between South Michigan Avenue and South Wabash Avenue
Main Entrance:	60 East Balbo Avenue
Stage Door:	Enter from Balbo Avenue, just west of the building
Loading Door:	Roll-up Door accessed from the alley to the East of the building. The alley is accessed by Balbo Ave. or Harrison Ave.
Parking:	<p>Multi Park is located at 645 S. Wabash at Balbo Avenue directly next to the theatre. LAZ Parking is located at 1 East 8th St at State St. Discounts may be available for these lots.</p> <p>Additional parking garages are located in the area. Street parking is not available on Balbo Ave and is difficult to find at any time in the area around the theatre.</p>
Directions:	All of the directions listed here take you to the main entrance of the building.
CTA:	<p>Harrison – Red Line Walk to Balbo Avenue, walk East on Balbo Avenue. Less than a three block walk.</p>
CTA Buses:	<p>Many bus lines have stops near the theater. Please consult www.transitchicago.org for more information.</p>

From North Side of Chicago:

Take Lake Shore Drive south to Balbo. Balbo is the first street past Buckingham Fountain.

Turn **RIGHT** at Balbo and proceed three blocks.

The theatre is located on the right-hand (north) side of Balbo.

From Farther North:

Take the Edens (I-94) **EAST** until you come to the I-290/Congress Parkway exit.
Take the exit **EAST** on the Congress Parkway to Michigan Ave.
Turn **RIGHT** (south) on Michigan Ave.
Proceed to Balbo and turn **RIGHT**.
The theatre is located on the right-hand (north) side of Balbo.

From Northwest:

Take the Northwest Tollway, (I-90) **EAST**, until you come to the I-290/Congress Parkway exit.
Continue **EAST** on the Congress Parkway to Michigan Ave.
Turn **RIGHT** (south) on Michigan Ave.
Proceed to Balbo and turn **RIGHT**.
The theatre is located on the right-hand (north) side of Balbo.

From the West:

Take I-290 **EAST** until it turns into Congress Parkway.
Continue on Congress until you reach Michigan Ave.
Turn **RIGHT** (south) on Michigan Ave.
Proceed to Balbo and turn **RIGHT**.
The theatre is located on the right-hand (north) side of Balbo.

From The Southwest:

Take I-55 **NORTH** to Lake Shore Drive.
Take Lake Shore Drive **NORTH** until you reach Balbo Avenue.
At Balbo turn **LEFT** and proceed three blocks.
The theatre is located on the right-hand (north) side of Balbo.

From The South:

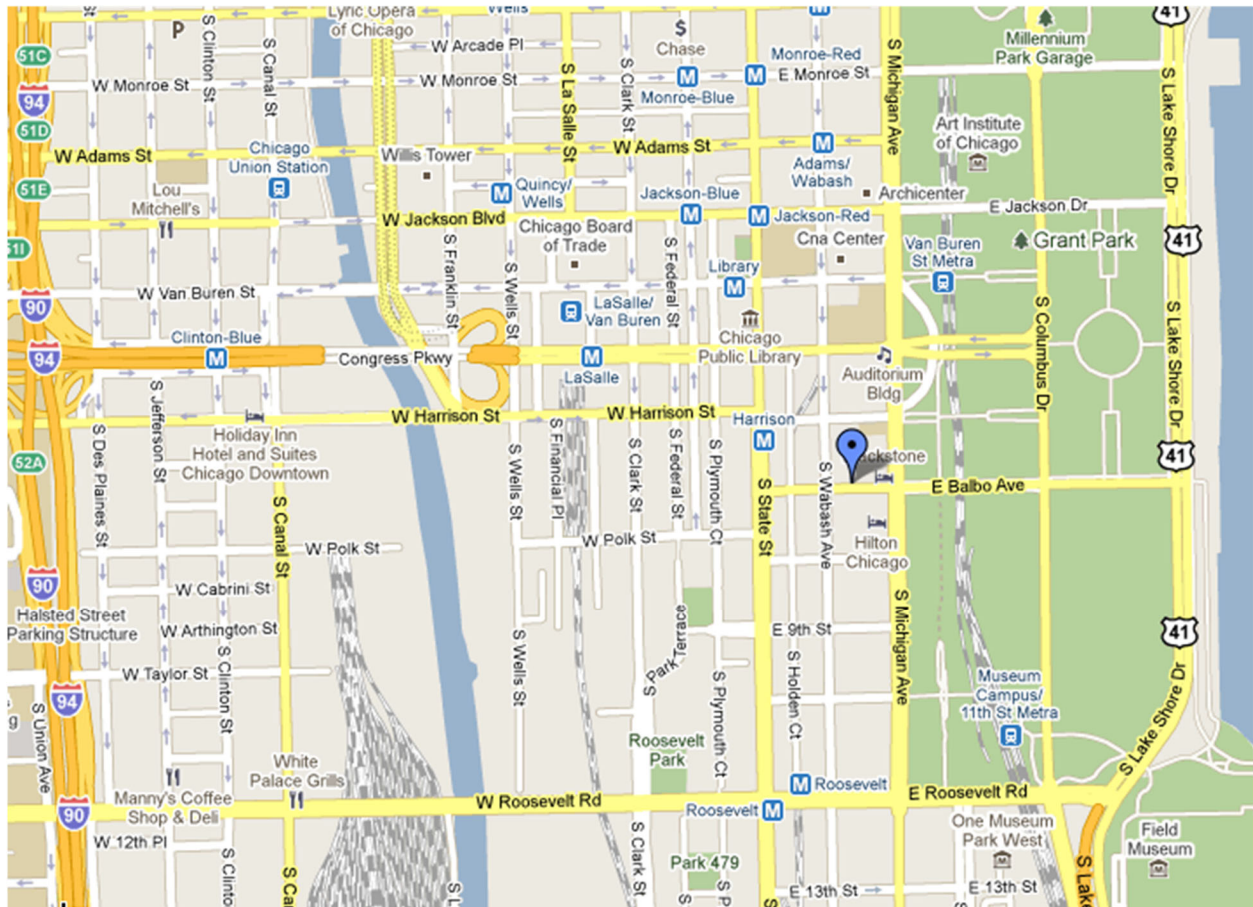
Take I-94 **WEST** until you reach the Congress Exit.
Take the exit **EAST** on the Congress Parkway
Continue **EAST** on the Congress Parkway to Michigan Ave.
Turn **RIGHT** (south) on Michigan Ave.
Proceed to Balbo and turn **RIGHT**.
The theatre is located on the right-hand (north) side of Balbo.

From Indiana:

Take either I-94 West or the Skyway toward Chicago.
Once in the city, proceed **WEST** until you reach the Congress exit. Continue **EAST** on the Congress Parkway to Michigan Ave.
Turn **RIGHT** (south) on Michigan Ave.
Proceed to Balbo and turn **RIGHT**.
The theatre is located on the right-hand (north) side of Balbo.

Merle Reskin Theatre

Street Map of Area



Merle Reskin Theatre

Contact Information

Programming and Box Office:

Devin Pittman, *Part-time Events Coordinator*
(773) 325-5047
dpittma3@depaul.edu

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Technical Services:

Jen Leahy, *Technical Director*
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Jim Keith, *Assistant Technical Director*
(773) 325-7972
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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: (312) 362-8400

Police, non-emergency: (312) 745-4290 (1st district)

Non-Emergency Police and City Services: 311

Merle Reskin Theatre

Security and Building Access

Security

Front Doors

During box office hours the front doors of the Merle Reskin Theatre will be open to the public. Access to backstage and offices from the front lobby will not be permitted. Outside of box office hours the front doors will remain locked at all times. The front doors may be used for a limited time only if equipment must be loaded in to a front of house position.

Stage Door

The stage door is located just west of the building. The stage door is locked at all times, to gain access please ring the doorbell. The doorbell is a large green button up and to the right of the stage door.

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 guest outside the stage door.

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.

Merle Reskin Theatre

Regulations & Information

Facility & Equipment Availability

All facilities and equipment are subject to availability. In addition to Rentals, the Merle Reskin Theatre produces a full season of repertory 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 Merle Reskin 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.

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 in receptacle
- Return all items to their original location

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

Stage area should be returned to the original condition and configuration as received at the start of the rental.

Merle Reskin Theatre

Theater Information

Please discuss your needs with the Theater Manager and Technical Director to ensure you will have the space and equipment you need.

Stage Dimensions

Proscenium

Width: 37' 10"
Height: 21' 5" to the valance (cannot move)

Stage

Depth: 35' 6" from Plaster Line to the back wall
46' 11" from down stage apron edge to the back wall

Fire lane must remain clear. It runs parallel to the plaster line and begins 11'5" from the downstage center edge of the apron, and ends approximately 12'5" from that same point.

Apron

Shape: The apron edge is elliptical.
Width: 37' 6"
Depth: 11'5" from edge to the plaster line at center stage
Approximately 5' deep on SL and SR
The apron is not available when the orchestra pit is uncovered, see orchestra pit.

Wings

Depth: Approximately 37' 5" from plaster line to back wall
Width: 14' on stage right
17' 5" on stage left

Grid

Height: 66' to surface of grid
Flying Height: 63'

Stage

Height: 3' 5"

Orchestra Pit

Dimensions

Area: 450 square feet

The Orchestra pit is directly below the apron. The apron lids are removable in 4' wide sections. With the lids in there is 5' 7" clear space. The pit follows the elliptical curve of the stage and is 39' 7" by 12' at its widest points.

Traps

Use of traps will require advanced notice and approval by the Technical Director. The stage is fully trapped. The traps are all 4' long and 2-1/8" thick, but vary in width. Please discuss your needs with the Technical Director.

Stage Floor

Black masonite. The Merle Reskin Theatre cannot provide Marley dance floor.

Linesets

Single Purchase Fly System

Locking fly rail on SL at 5th floor level, operator cannot see the stage

Linesets

Up to 33 linesets depending on availability

Most battens are approximately 45' long

1st and 2nd Electrics are 43'10" long (winch automated, keyed switch at stage floor level). Check with Technical Director for max out limit.

Maximum weight varies by lineset

A sample lineset schedule and list an approximate list of capacities is attached in Appendix B. A current lineset schedule is available from the Technical Director

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. There is no standard soft good configuration.

Legs and Borders:

12	black legs	vaious sizes: all approximately 12' w, 28-35' h
4	black borders	42' w by 12' h
11	black tabs	various sizes

Full Stage Goods:

- 1 House Curtain, Red, Guillotine motion, permanent
- 1 Plastic rear projection screen (may be used as a cyc) 42' w by 36' h
- 1 Seamless Muslin Cyc, White 40' w by 35' h
- 1 Full Stage Black Velour Drape, 39' w by 35' h
- 2 Half Stage Black Velour Drapes, 24'-6" w by 33'-8" h
- 1 Black Scrim
- 1 White Scrim

Footlight Trough/Cable Trough

There is a lidded footlight trough that exists just upstage of the apron. It can also be used as a cable trough for passing cables across the proscenium.

Loading In & Out

Loading in and out may take place through the loading door which is accessible through the alley to the east of the building. Use of the loading door 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.

Loading Door Dimensions

Height: 8' 6"

Width: 6' 0"

The loading door is 3'3" above stage level and 6" above street level. A ramp is available for use.

Small items may be loaded in through the stage door on the west side of the building. There is no direct vehicle access to this door.

Equipment meant for front of house positions may be loaded in through the front doors per staff approval.

Fire Curtain

The Merle Reskin Theatre is equipped with a permanent fire curtain. **Nothing may be placed in a position that may obstruct the fire curtain.** Failure to observe this may cancel any contract.

Restrooms

The only restroom on stage level is inside the star dressing room. There is a single bathroom available on each level.

Merle Reskin Theatre

Backstage Information

Backstage facilities at the Merle Reskin Theatre are spread over five floors and are only accessible by stairs. Their use is subject to availability and approval.

Green Room

The green room is located one floor below stage level and can be accessed by stairs on stage left and stage right.

Size: 9' w by 24' 8"

Amenities:

2 fixed benches

Microwave

Refrigerator (located in the trap room)

Toilet & Sink

Dressing Rooms

Dressing rooms contain counter stations, clothes hanging rods, chairs, mirrors, and sinks. A toilet is available on each floor. The star dressing room, on stage level, has shower facilities. All other dressing rooms are accessed by stairs offstage right.

Rooms and Capacity:

Dressing Rooms	
Room Number	Capacity
102	Star Dress
301	1
302	2
303	2
304	2
305	3
401	1
402	2
403	2
404	2
405	3
501	1
502	2
503/504	4
505	3

Wardrobe Facilities

There is a room offstage right that is available for wardrobe use. There is also a room on the floor below stage level that may be used for wardrobe. The room below the stage level has 2 washing machines, 2 dryers, and an ironing board. Renters must bring their own ironing equipment, soaps, and other supplies.

Offices & Connectivity

An Ethernet port may be available for use in the house during rehearsals. The offices on the second floor are private offices and may not be available for use.

Event Spaces

The Merle Reskin Theatre does not currently have any private event spaces besides the theater itself. Private event spaces are available at The Blackstone Hotel and The Hilton Chicago, both of which are adjacent to the theater. Neither hotel has any relationship with the Merle Reskin Theatre. For private event space at a hotel, please contact the hotel directly.

Merle Reskin Theatre

Front of House Information

Seating Capacity

The Merle Reskin Theatre has **1325** fixed seats distributed over three levels.

Orchestra Level: 577 (plus 6 wheelchair positions)

Mezzanine Level: 383

Balcony Level: 365

There is no standing room at the theater.

Box Office

Three sales or will-call windows

Spektrix ticketing systems

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

Accessibility

Please note that the Merle Reskin Theatre is not fully ADA compliant. There are 6 wheelchair positions on the main floor and 1 restroom facility on the main floor.

There are no elevators, and there is very limited access backstage. A limited number of assisted listening devices are available for use.

House Boxes

There is a box on both the house left and house right sides of the theater. These boxes are reserved for equipment usage and are not seated. Use of the box space is subject to availability and requires the approval of the Technical Director.

Merle Reskin Theatre

Lighting Information

House Plot

The Technical Equipment Package includes the use of lighting already in the air. Additional hang/focus will require written permission and incur additional labor costs.

Additional instruments and specials may incur additional labor and equipment rental charges.

All equipment listed here is subject to availability.

A current plot is available from the Technical Director upon request.

Console

ETC Ion with 2x10 Fader Wing

Dimmers

276 2.4 kW Strand CD80, wired dimmer per circuit

Follow Spots

2 Robert Juliat Super Korrigan 1149C, located in follow spot booth at the back of the Balcony level

Use of follow spots is by request and may incur additional labor and equipment charges.

Lighting Inventory

Lighting equipment inventory is limited by TTS show use and is subject to availability and approval. A detailed list is available upon request.

The Merle Reskin has a stock of the following instruments:

Ellipsoidals

ETC Source 4 Ellipsoidal, 575w

Selection of lens tubes in 10°, 14°, 19°, 26°, 36°, and 50°.

There is an inventory of accessories for these instruments.

Wash Fixtures

8" Fresnel, 2 kw

Par 64, 1kw

Source 4 Par with VNSP, NSP, MFL, WFL, lenses, 750W

Striplights/Cyclights

Selecon Aurora 4 Cell Sky Cyc

Selecon Aruroa 4 Cell Groundrow

Altman 3 circ 6' mini strip

Control

ETC ION 1000

There is some data infrastructure. Details available upon request.

Along with these instruments is a full contingent of accessories, frames, sidearms, clamps, etc.

There is also an inventory of cable and dmx. **ALL STAGE CABLE AT THE MERLE RESKIN THEATRE IS TWIST LOCK.**

Special FX equipment may be available upon request and is subject to availability.

Merle Reskin Theatre

Sound Information

The Merle Reskin Theatre reserves 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 and CD playback available
(1) Sennheiser Wireless Handheld Microphone
Up to 3 additional wired microphones

House Mains

2 - Powered Meyer Sound UPA-2P's (hung on proscenium apron truss)
4 - Powered Meyer Sound UPA-1P's (2 hung on proscenium apron truss and 1 in each side house box position for mezzanine fills)
2 - Powered KV² Audio Subs (1 in each side box position)

Orchestra and Mezzanine Fill Speakers

In the Orchestra and Mezzanine level there are permanently installed Meyer UPM-1P loudspeakers (3 under the Mezzanine, 4 under the Balcony) which act as fill speakers for the areas below the mezzanine and balcony. These may not be moved but may be used in their current position.

Console

Allen and Heath Avantis Digital Console

Monitor and Paging System

Audio monitors are located throughout backstage areas.
The paging system is activated through the SR stage managers station.

Intercom System

ClearCom SB-704 System located backstage right with wired belt backs and headsets
3 Wireless belt packs (subject to availability)

Assisted Listening

Sennheiser Infra-Red system with 9 headsets (subject to availability)

Additional Equipment

Sound equipment and plot at time of rental are available upon request.
Additional speakers and microphones must be approved in writing by the Technical Director and may include an additional labor charge.
A general inventory is included in Appendix A.

Merle Reskin Theatre

Additional Equipment

Concert Equipment

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

Music Stands: 20
Music Stand Lights: 20

Chairs

The following chairs may be available for use:

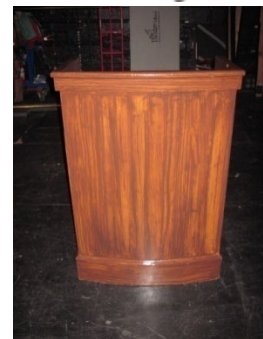


Black Folding Chairs: 50
Gray Padded Chairs: 40



Lecterns

There is one lectern which may be available for use. It stands 3'6" tall by 2'8" wide and is painted in a faux-wood finish.



Properties Closets

There are two closets that may be used to secure properties or other similar items. Their use is subject to availability.

The closet dimensions are 5'-7" wide by 5' deep by 8'-0" tall. Each is equipped with shelving.

Merle Reskin Theatre

Appendix A: Sound Inventory

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

Front of house:

- Allen and Heath Avantis Digital Console, Qlab 5
- Meyer Galileo 616 signal processor

Available monitors:

- 4 - EAW LA212 floor wedges

Microphones:

- 4 - Shure SM-58
- 1 - Shure SM-58 (switched)
- 1 - Shure SM-57
- 3- Shure Beta-57a
- 3 - MXL 990
- 2 - AT857QMLa 19" Gooseneck Audio-Technica
- 1 – Shure wireless handheld
- 4- Crown PCC Microphones

Playback:

- 1 - Mac OS X Computer / Qlab5 / Motu 828mk3

Amplifiers:

- 4 - Crown XTI2000
- 1 – Crown XTI4000

Wired Com Position Locations

Onstage:

- SR stage manager's podium
- DS right wing
- SR wing
- SL stage manager's podium
- SL wing (behind fly rail)

House:

- FOH audio
- Center of house (main level, section 2, row F, seat 8)
- Spot booth

Backstage:

- SR fly rail
- SR loading bridge
- SL pin rail

Merle Reskin Theatre

Appendix B: Arbor Capacities and EXAMPLE Lineset Schedule

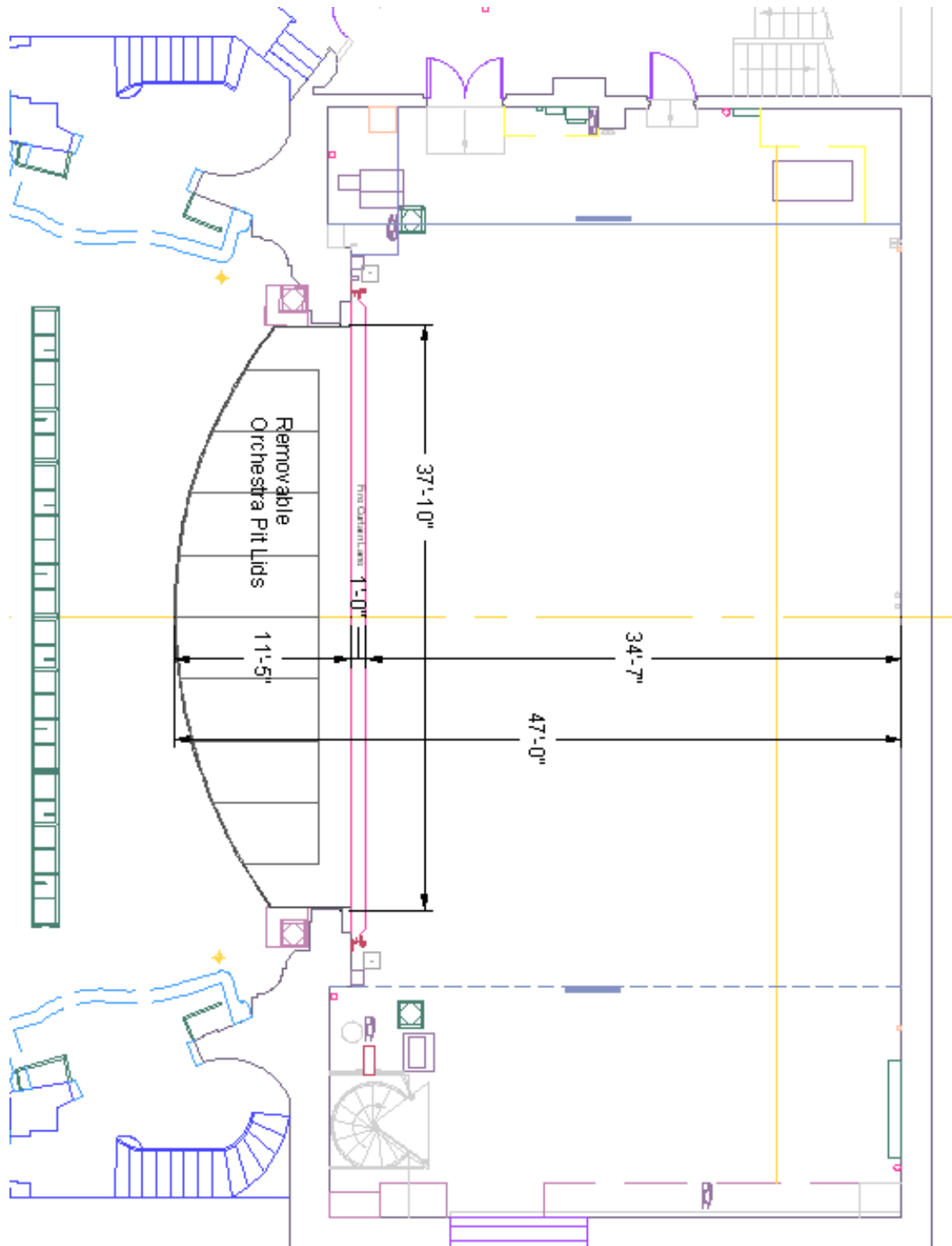
Line Set Arbor Capacities	
The published weight is the additional weight that may be placed onto the arbor (pipe weight has already been accounted for).	
<u>Line Set #</u>	<u>Weight capacity (lbs.)</u>
3	Hard Header
4	Hard Legs
6	455
7	675
9 (GW)	400
10 (GW)	400
11	450
12	465
15	880
16	880
17	430
18	480
19	415
20 (GW)	390
21	430
22 (GW)	400
23	880
25	425
26	880
27	645
28 (GW)	400
29 (GW)	390
30	880
31 (GW)	400
33	425
35	415
37	880

(GW) indicates Guide Wires

BOLD indicates a Long Arbor (≈8' or greater)

#	PL DIST.	Reskin EXAMPLE Lineset Schedule
1	0' 0"	RED VALANCE/ PLASTER LINE
2	1' 5-1/2"	MAIN DRAPE
3	2' 2-3/4"	HARD HEADER
4	2' 6-3/4"	HARD LEGS
5	2' 11-3/4" & 3' 7-3/4"	1ST ELECTRIC
6	4' 8"	
7	5' 3"	
8		NOT AVAILABLE
9	6' 4-5/8"	
10	7' 3-1/4"	
11	7' 9-3/4"	#2 BLACK BORDER
12	8' 10"	#2 BLACK LEGS
13	10 6-3/8"	2ND ELECTRIC
14		NOT AVAILABLE
15	12' 11-3/8"	
16	14' 1-1/8"	
17	14' 8-3/8"	#3 BLACK BORDER
18	15' 8"	#3 BLACK LEGS
19	16' 2-3/4"	
20	17' 5-3/4"	3RD ELECTRIC
21	18' 2-5/8"	
22	18' 11-1/4"	
23	19' 6-5/8"	#4 BLACK BORDER
24		NOT AVAILABLE
25	20' 9 7/16"	#4 BLACK LEGS
26	21' 6-5/8"	
27	23' 0 3/8"	4TH ELECTRIC
28	24' 1-1/2"	
29	24' 7 1/8"	
30	25' 4-3/8"	#5 BLACK BORDER
31	26' 1-3/4"	#5 BLACK LEGS
32		NOT AVAILABLE
33	27' 5-3/4"	PLASTIC
34		NOT AVAILABLE
35	29' 0-3/8"	
36		NOT AVAILABLE
37	31' 9"	STORAGE

Appendix C: Basic Ground Plan



Merle Reskin Theatre

Appendix D: Seating Chart

