

Exhibit D

RENTER'S HANDBOOK



Photo by Robert Benson

FOR THE
STANFORD CALDERWOOD PAVILION
AT THE BOSTON CENTER FOR THE ARTS

Calderwood Pavilion at the BCA
Renter's Handbook

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The Renter's Handbook is arranged to provide as much information as possible to those who need it. Each performance space has a separate section detailing its specifications. Following that is the general information about the Calderwood Pavilion with which all users should familiarize themselves. Floor plans, forms, inventories, and other details are referenced throughout and can be found in the Appendixes in the back of the Handbook.

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PLEASE SEE SEPARATE ATTACHMENTS FOR SEATING CHARTS, REHEARSAL ROOM GROUND PLANS,
BOX OFFICE FORMS, FIRE DEPARTMENT SAMPLES, ETC.

About the Stanford Calderwood Pavilion at the Boston Center for the Arts

The new Stanford Calderwood Pavilion officially opened on September 28, 2004 and is the result of a joint venture between the Huntington and the Boston Center for the Arts (BCA). The Calderwood Pavilion at the BCA – housing the 370-seat Virginia Wimberly Theatre and the Nancy and Edward Roberts Studio Theatre with flexible seating and a maximum capacity of 257 – is the first new theatre building built in Boston in 75 years. The Huntington manages the facility and programs it cooperatively with the BCA.

Located in the vibrant South End neighborhood on the BCA campus, the Calderwood Pavilion is a cultural landmark for the City of Boston. The Calderwood Pavilion provides a home for artistic innovation, including new play development by the Huntington; helps to build and diversify audiences; creates more opportunities for youth and community outreach; and expands the existing BCA complex to include more performance venues for Boston's smaller arts organizations.

The Huntington Theatre Company

Under the leadership of Artistic Director Nicholas Martin and Managing Director Michael Maso, the Huntington is Boston's leading professional theatre. Established in 1982 as a theatre in residence at Boston University, the Huntington offers a seven-play season for an annual audience of more than 175,000, including 17,500 subscribers. For more information about the Huntington, please visit www.huntingtontheatre.org.

The Boston Center for the Arts

Boston Center for the Arts is a nonprofit performing and visual arts complex that supports working artists to create, perform, and exhibit new work; builds new audiences; and connects arts to community. For more information about the Boston Center for the Arts, please visit www.bcaonline.org.

The Virginia Wimberly Theatre

Please refer to Appendix A and A.I for all seating charts, inventories, and floor plans for the Wimberly Theatre.

Seating Capacity : 370

For greater detail, please see Ticketing and Box Office Services and Policies, Page 22.

Stage Specifications

- Flooring: ¼" painted Masonite (California AllFlor 530-02 Black) over a Bio Channel sprung floor system. Floor loading should not exceed TBDlbs per square foot.
- There is 1 ¼" of wood to screw or lag into floor. Maximum lag diameter is 3/8" and no drilled holes larger than ¼" are allowed.
- The front of the stage is finished with mahogany veneer paneling. Set into the paneling there are two continuous uni-strut reveals running horizontally at approx. 6" above the orchestra floor and 6" below the stage floor to which scenery or soft goods may be attached.



Photo by Robert Benson

Stage Dimensions

Proscenium Width	32'
Proscenium Height	22'
Stage Depth from Plaster Line	33' approx.
Stage Depth from Apron	35' approx.

Wall to Wall

	At plaster line
Center Line to SL wall	29' approx.
Center Line to SR wall	38' approx.

Wing Space

Stage Left	13'
Stage Right	22'

Grid

Floor to gridiron	29'
Distance pipes travel from deck	28' approx.

From stage lip

To back of orchestra level	38'
To balcony overhang	32'
To back of balcony level	52'

The Virginia Wimberly Theatre

Control Booths

- Stage Managers may call their production from positions in the orchestra level booth (the standard location) or onstage.
- Sound is operated only from the orchestra level booth. Live mixing can be located in the box position in the mezzanine.
- Lighting is usually operated from the 3rd floor booth, but can be set up to operate from the orchestra level booth or backstage by a qualified technician.
- FollowSpots can be located in the 3rd floor booth. Throw from 3rd floor booth to stage lip is 46'.

Rigging

- The Wimberly does not have a full fly space. Maximum trim height is 28', only 6' above the proscenium opening.

Type	T Bar Manual Counterweight
Weight	30,000 lbs. Total
Linesets	41 linesets on 8" centers (plus permanent house and fire curtains)
Arbors	1200 lb. Capacity uniform loading
House Pipes	42' long

Lighting

- Control
 - 287 2.4k Dimmers (dimmer per circuit)
 - ETC Obsession II or equivalent
 - Integrated House/Run/Work light control
- Gel frames, Template Holders, and other accessories can be obtained from the Production Coordinator upon receipt of a sign-out request form no more than one week in advance of the rental for prep work.

Sound System Description

The sound system can be run as a Left/Center/Right or Stereo L/R arrangement as needed. The house staff handles all processing and patching. Loudspeaker (LS) circuits are available onstage and in the house, to provide for localized sound effects and surround sound capabilities. The dual well CD player includes jog/shuttle capabilities, pitch control MP3 as well as audio CD playback, and other capabilities typical of a professional DJ type CD player.

Communications

Clear Com four-channel system augmented by a single channel UHF wireless system is available for stage crew use. Backstage paging system can be implemented from Clear Com main station as well as a microphone backstage. Audio and video monitoring systems are also in place. House technical staff will do setup of these systems in accordance with renter's needs as part of the base rental package.

Inventories

Please see Appendix A for: Lighting, Sound, Clear Com and Soft Goods Inventory, and Lineset Schedule

Orchestra Pit and Traps The Wimberly does not have an orchestra pit or any traps on stage.

Additional Equipment Additional equipment may be available for an additional fee. Please refer to Exhibit C of your License Agreement for current fees for additional personnel, equipment and services.

Dressing Rooms and Green Rooms

Please refer to page 14 for information about dressing rooms and green rooms.

The Nancy and Edward Roberts Studio Theatre

Please refer to Appendix B and B.I for all seating charts, inventories, and floor plans for the Roberts Theatre.

Seating Capacity

- Type of Seating: Changeable seating by American Seating.
- 209-seat standard configuration included in rental. Please see Appendix B and B.I for information regarding additional seating plans and fees for set up. For more information about Capacity and Wheelchair seating, see Ticketing and Box Office Services and Policies, Page 23.



Photo by Robert Benson Set of SpeakEasy Stage Co production of Company designed by Eric Levenson

Stage Specifications

- Flooring: 1/4" painted Masonite (California AllFlor 530-02 Black) over a Bio Channel sprung floor system. Floor loading should not exceed TBDlbs per square ft.
- There is 1 1/4" of wood to screw or lag into floor. Maximum lag diameter is 3/8". No drilled holes larger than 1/4" are allowed.

Stage/Room Dimensions

North-South	49'
East-West	60'

Grid

Floor to gridiron	18'
Grid Pattern	38' x 46' 4'-6" x 5'-6" grid with additional lighting positions on walls and gallery railings
Maximum uniform load	30 pounds per linear foot (plf)
Maximum concentrated load	380 lbs.
Maximum hanger load-grid loading of 30 plf	580 lbs/hanger

Control Booths

- Stage Managers may call productions from the 2nd floor booth, or with prior arrangement, from positions onstage or in the galleries.
- Sound is operated from the 2nd floor booth, or with prior arrangement, from the galleries.
- Lighting is operated from the 2nd floor booth, but can with prior arrangement, be set up to operate from the galleries or backstage.

The Nancy and Edward Roberts Studio Theatre

Lighting

- Control
 - 96 2.4k Dimmers (dimmer per circuit)
 - ETC Express 250 or equivalent
 - Integrated House/Run/Work light control
- Gel frames, Template Holders, and other accessories can be obtained from the Production Coordinator upon receipt of a sign out request form no more than one week in advance of the rental for prep.

Sound System Description

The sound system provided is intended to meet the needs of a more flexible space. Please see Appendix B for equipment list.

Requirements for Musical Performances

There are some minor sound bleed issues between the Roberts Studio and the Atelier505 condos above, because of this all additional speakers attached to the grid must be hung on sound isolating brackets (current inventory is equipped with these brackets). The Pavilion also reserves the right to require the volume to be adjusted at any time in order to minimize sound bleed into the neighboring apartments. Companies may also be required to put orchestra members on sound isolating mats or carpets and/or to build sound baffles around the orchestra. Also for this reason no orchestra members may be placed on either of the 2nd floor tech galleries without prior written approval from the Pavilion Manager.

Communications

Clear Com two-channel system is available for stage crew use. Backstage paging system can be implemented from Clear Com main station as well as a microphone backstage. Audio and video monitoring systems are also in place. House technical staff will do setup of these systems in accordance with renter's needs as part of the base rental package.

Inventories

Please see Appendix B for: Lighting, Sound, Clear Com and Soft Goods Inventory

Additional Equipment and Support

Additional equipment and support may be available for an additional fee. Please refer to Exhibit C of your License Agreement for current fees for additional personnel, equipment, and services.

Dressing Rooms and Green Rooms

Please refer to Page 14 for information about dressing rooms and green rooms.

Facility Use Policies

When not in use for Huntington productions, the Calderwood Pavilion is available for rental to the community for events sponsored by organizations, corporations, and individuals. The Huntington reserves the right to deny any request for use of the Calderwood Pavilion facilities.

Rental rates include use of utilities as presently available, such as electricity, water, and natural gas. Basic custodial services are included in the rental rate (details on page 12). The Huntington and the BCA reserve the right to use the Calderwood Pavilion spaces and facilities during the term of any license agreement, provided that such use does not unreasonably interfere with the Licensee's intended use of the facilities. All attempts will be made to inform renters of concurrent events in the Calderwood Pavilion. The Pavilion Manager will post a weekly calendar of events outside the Facilities Office on the second floor of the Calderwood Pavilion.

Hours of Operation

The Calderwood Pavilion may be scheduled for non-performance activities Monday through Sunday, 8:00am to 12:00midnight. All activities must cease by 11:30pm and all licensees and patrons must be out of the building by 12:00midnight. The complex is available for performances Monday through Sunday. Performances shall not begin before 10:00am or after 9:00pm, and shall end by 11:30pm. Prior written approval from the Pavilion Manager is required for all performances on holidays or outside of these stated times. Licensee will schedule no more than eight (8) performances per week and no more than two (2) performances per day without the prior written approval of the Pavilion Manager. Any additional performances will be subject to additional charges. Licensee will provide, for the Pavilion Manager's approval, an exact performance and use schedule at least four weeks prior to the box office on-sale date, or two weeks prior to the first building use, which ever is earlier. Any proposed changes shall be subject to the Pavilion Manager's prior approval.

Curtain Times:

To ensure smooth and efficient Front and Back of House operations, the Calderwood Pavilion Management reserves the right to implement standard curtain times for each performance space in the Calderwood Pavilion complex. The Pavilion Manager must approve all performance schedules before an event may be put on sale. Preferred curtain times are Tuesday – Thursday at 7:30pm, Friday and Saturday evening at 8:00pm, Wednesday matinee at 2:00pm, Saturday matinee at 2:00pm or 4:00pm and Sunday matinee at 2:00pm or 3:00pm. Alternate curtain times may include a front of house labor surcharge.

The following policy shall apply for performance times outside of the standard operating schedule: Renter shall pay \$40.00 per hour covering two box office employees for the time between the normal close and the renter's close. By way of example, if the box office normally closes at 8:30pm, and the renter wishes to hold a 10:30 curtain, the new closing time would be 11:00pm, and the renter would be charged \$100.00 for that performance in addition to the normal box office fees and charges. In the event that the renter wishes for the box office to be staffed by three people during this time, an additional \$20.00 per hour would be added for a total, in the example above, of \$150.

The standard box office closing times (subject to non-performance and holiday closings) are as follows:

Monday - 6:00 pm

Tuesday – 6:00 pm (additional costs waived for curtain that mirrors HTC Wimberly Theatre curtain time)

Wednesday - 8:00 pm

Thursday - 8:00 pm

Friday - 8:30 pm

Saturday - 8:30 pm

Sunday - 4:00 pm (additional costs waived for curtain that mirrors HTC Wimberly Theatre curtain time)

Facility Use Policies

Please note: For matinees earlier than 2pm, additional costs may apply

Scheduling

The Calderwood Pavilion Management will create calendars for both theatres in coordination with the Boston Center for the Arts. The Carol Deane Rehearsal Hall (formerly Rehearsal Hall B) (see page 15) is scheduled through the Calderwood Pavilion, while the Youth and Community Arts Resource Room (see page 16) and Rehearsal Hall A (see page 16) are scheduled by the BCA. The Calderwood Pavilion will be available for rental only for those times that the Huntington and the BCA have no scheduled programs or activities. Any supporting events utilizing the Calderwood Pavilion common spaces (lobbies, backstage areas, etc) must be scheduled with, and approved by, the Pavilion Manager.

The Calderwood Pavilion theatres and rehearsal spaces will be made available to organizations on a seasonal basis in the following order: #1 Priority: The Huntington, BCA, and BCA Resident Companies (Resident companies refer to Company One, Pilgrim, SpeakEasy, Suga, and The Theatre Offensive)

After the completion of the priority bookings (around March 1 of each year) new requests will be processed on a first-come, first-served basis. Multi week bookings will receive priority, followed by full week bookings.

Please contact the Pavilion Manager with all scheduling questions.

Licensing and Fees

At the discretion of the Calderwood Pavilion management, the facilities are available for use under the policies detailed here and under the terms of a customized License Agreement which grants each licensee the right to short-term use of a particular space, for the specified dates, times, and conditions only.

Discounted rental rates are available for performing arts, cultural, and community service organizations that qualify as tax-exempt organizations pursuant to section 501(c)(3) of the Internal Revenue Code. Proof of non-profit status will be required to qualify.

Please contact the Pavilion Manager for a rate sheet detailing facility use, labor fees, as well as fees for the rental of additional equipment.

Insurance

Please refer to the License Agreement, Section 15-C for Insurance Information.

Payments and Deposits

The Calderwood Pavilion will itemize and assess an estimated contract amount for each event in consultation with the Licensee. Some fees, such as personnel costs, are estimated to the best of the Calderwood Pavilion's ability given the information provided by the Licensee. No other work (including, but not limited to, overtime labor and custodial services) in addition to the contracted amount will be done without the approval of the Licensee.

For details regarding fees specific to your production, please refer to your License Agreement.

Facility Use Policies

House Rules (subject to change)

1. At least two weeks prior to the first day of use, Licensee must supply Licensor with a list of company members and people who will be visiting rehearsals. Licensee must also supply a master rehearsal/use schedule (days off, hours normally breaking for lunch/dinner, etc.). In the event maintenance staff need access to the room Licensor will schedule it around rehearsal time.
2. Facilities are licensed on an "as is, where is" basis. Licensee is expected to accept the facilities in the condition existing at the commencement date and return them to the same condition upon termination of the License Agreement. Licensee is responsible for maintaining the facilities and equipment in good working condition and unchanged appearance. All spike tape and set pieces must be removed and trash must be cleared. In the event that the volume of debris generated by Licensee requires additional trash pick-up, any such additional trash service will be arranged by Licensor at Licensee's sole cost and expense. Please refer to the License Agreement, Exhibit C for current dumpster fees.
3. The Calderwood Pavilion Management is not obligated to do any construction or any other work relative to the Licensee's use of the facilities, and is not obligated to supply any equipment, furnishing, fixtures, or the like not presently in the Licensed Premises.
4. Licensee may not use tape on the walls or doors and shall not affix anything to the walls unless it is on a bulletin board. Cloth spike tape is the ONLY kind of tape that may be used on the floors. **USE OF MASKING TAPE IS PROHIBITED.**
5. There is no storage at the Calderwood Pavilion. Road boxes, and other production related items must be stored within the rented space or off site, and not in common areas (such as hallways and green rooms). If Licensee's items are not removed upon termination, the Calderwood Pavilion may, at its sole discretion and without notice, have items removed and disposed of or stored at any public warehouse. Cost of such removal, storage, and/or disposal is the sole responsibility of the Licensee.
6. No permanent or semi-permanent alterations or anything that will mar, injure, or in any manner deface the Premises may be made to the Calderwood Pavilion facilities without prior written permission of the Calderwood Pavilion Management. Costs for any damages are the sole responsibility of the Licensee.
7. No portion of the sidewalks, entries, lobbies, halls, or ways of access to public utilities at the Calderwood Pavilion may be obstructed for any purpose.
8. Any Calderwood Pavilion equipment must remain on-site and cannot be used other than in conjunction with the licensed event.
9. No part of the Calderwood Pavilion and/or its theatres may be painted without the prior written permission from the Pavilion Manager.
10. No food or drinks are allowed within the theatre auditoriums at any time. Licensee agrees to clean up and remove any food and/or beverage spills or leftovers from rehearsal hall and greenrooms in order to avoid infestation.
11. There is **ABSOLUTELY NO SMOKING** allowed anywhere on the Premises. Licensee shall make sure that all members of its company are made aware of this. Licensee shall be responsible for a

Facility Use Policies

smoking fine if a member of its company is caught smoking in the Premises, or disposing of smoking materials anywhere other than in the smoking stations posted outside of the Warren Avenue entrance or Tremont Street entrance to the building.

12. The Calderwood Pavilion Management reserves the right to regulate sound levels and put restrictions in place to protect other renters and productions in the Calderwood Pavilion.
13. Use of the Calderwood Pavilion's business offices, telephones, office machines, or other office equipment is strictly prohibited.
14. Calderwood Pavilion personnel are final arbiters of what can and cannot be done in the premises.
15. Calderwood Pavilion personnel may halt any work or performance at any time that they deem to be unsafe. The Huntington and or Calderwood Pavilion may not be held responsible for any unsafe work of the Licensee or its contractors that is not stopped or is permitted through omission.
16. The Calderwood Pavilion may not be held responsible for equipment provided by, or rented from a third party, or otherwise arranged by the Licensee. The Calderwood Pavilion reserves the right to refuse to allow use of Licensee-provided equipment or tools, or to prevent their use in the Calderwood Pavilion, if Calderwood Pavilion personnel deem such equipment unsafe.
17. All Deliveries (sound equipment, FedEx, etc.) to the Premises must be scheduled in advance and sent clearly marked with Licensee's name. LICENSEE IS SOLELY RESPONSIBLE FOR THE SAFE AND COMPLETE ARRIVAL OF ANY SUCH DELIVERIES. As there is no receptionist or doorman on site, morning deliveries are challenging. Plan accordingly.
18. Please Alert the Pavilion Manager immediately if you need a piano. Pianos are NOT to be moved from the Licensed Premises. A tuning fee of \$95.00 will be charged to for making an unauthorized move of a piano. Licensee agrees to use extra caution with any pianos and shall ensure that food, beverages and heavy or sharp objects which may damage the surface will not be left on a piano at any time.
19. Should holding auditions be a part of the Permitted Use, Licensee agrees to review the audition plan (schedule, where actors wait, etc.) in advance to insure that there is no impact on other operations within the Premises. Licensee must provide its own monitor in the box office lobby, and, if requested by Licensor, a second monitor where the auditions occur. It is not the Box Office or Pavilion Manager's responsibility to run any auditions.

Facility Use Policies

All Calderwood Pavilion spaces are wheelchair accessible.

Custodial Services

- Standard cleaning is included in the rental price. Standard cleaning is defined as trash removal, broom swept hallways and floors, vacuuming, and clean and sanitized bathrooms. Such services are performed on a regular schedule built around rehearsal and performance times. Standard cleaning does not include the cleaning of performance areas (i.e.: sweeping and mopping stages) unless the Calderwood Pavilion House crews are contracted. Removal of construction waste and/or scenery will incur additional waste hauling charges.
- The Pavilion Manager has the sole right to determine additional cleaning needs. Licensee will be charged for any additional cleaning needs created by its production or event.
- All catered events will incur an additional cleaning fee.

Heat and Utilities

- All questions regarding heat, A/C and utilities should be directed to the Pavilion Manager.
- Only the Pavilion Manager may adjust the thermostats in the building.
- The rental price of the Calderwood Pavilion includes reasonable use of utilities, such as electricity, water, and natural gas.

Loading Dock and Loading Door Sizes and Information

- The loading dock is designed to fit two (2) trucks, though theatre may only have access to one truck at a time unless special arrangements have been made in advance. Driver must be present at the loading dock at all times. The maximum truck size which can fit in the loading dock is 12'9" high and 24' long during regular dock hours, Monday through Friday 7:30am – 4pm and Saturday 8am-1pm. If the loading dock is needed during off hours then the maximum truck size is 12'9" High and 18' wide (a 20' long truck may be used by prior arrangement subject to the availability of the longer loading bay) and there will be a fee associated with all off hour use.
- The loading dock is for loading and unloading trucks only. All trucks must be parked off-site.
- Clearances from the loading dock into the theatre are tight and require two (2) 90° turns. All door openings are approximately 8' high and 8' wide. It is estimated that long items (16'-21') will be able to make the corners depending on width.

All Load-ins and Load-outs are scheduled by the Production Coordinator in consultation with the Pavilion Manager and the BCA based on availability of the loading dock and set around performance times. All deliveries to the Calderwood Pavilion must be scheduled in advance due to the mixed-use nature of the loading dock.

Equipment/Safety

- All Calderwood Pavilion equipment must be used in a "safe and proper" way in accordance with equipment's user manual and safety instructions. Any use deemed "unsafe" will result in the Licensee being prevented from using the equipment (ie, pushing Genie lift while boom is extended). Calderwood Pavilion personnel have final say in what is "safe and proper" usage of equipment.

Hard Hat Policy

- Hardhats will be required during strike and install (from the beginning of hang up until focus), as well as anytime rigging is being worked on overhead.
- Exceptions:
 - Can be made at the determination of the Production Coordinator, or the House Carpenter in consultation with other departments working on-stage.

Facility Use Policies

- Hardhats will not be required for:
 - People in lifts
 - On ladders over 8 ft tall unless otherwise specified
 - Anyone working on the mid-galleries.
- Signs will be posted at all access points to the stage when hardhat policies are being enforced.
- Everyone onstage must wear hardhats. No tours will be allowed while hardhats are required.
- Hats will be color-coded as follows
 - Blue: Staff
 - White: Renters and Over-hire.
- Hard hats for renters and over-hire working in the Pavilion will be stored in the backstage storage room. They will be given out at the start of each work day and must be returned at the end of each day.
- All renters/students/anyone working in the Pavilion spaces must use hardhats during hangs, load-ins, and strikes.
- Do not use paint, marker or other types of color to personalize your helmet! They can weaken the plastic. Do not personalize white OH helmets.
- Staff and OH/students are responsible for their assigned helmet.
 - Any damage requiring the replacement of a helmet will be assessed on a case-by-case basis. If damage is determined to be caused by misuse, the user may be assessed a replacement fee of \$25.00
 - Helmets should be returned to the Production Coordinator, or House Carpenter at the end of each call.

Please consult with the House Carpenter on how to properly fit your helmet.

Office Space

- An Internet connection and telephone connections can be made available in all dressing rooms and green rooms with advance notice, and for an additional fee.
- There is no additional office space available in the Calderwood Pavilion.

Shared Support Spaces

Restrooms

- In addition to the restrooms for the public, there is one set of men's and women's rest rooms and separate showers backstage on the 1st floor. All Calderwood Pavilion users share these restrooms.
- Please do not leave personal effects in the restrooms.
- Please do not use the backstage restroom as a changing area when others may need to use it.

Wardrobe Room

- Users of the Wimberly and Roberts Theatres share the wardrobe room.
- The wardrobe room is equipped with coin operated washers (2) and dryers (2).
- In case of problems, please contact the Pavilion Manager.

Facility Use Policies

Green Rooms

- There are two green rooms located on the first floor behind the Roberts near the Wardrobe room. The Pavilion Manager will assign one greenroom to each Licensee of the Wimberly and Roberts Theatres. Use is limited to your assigned greenroom.
- Green rooms are equipped with a sink, microwave, refrigerator, and couch.
- There is an on-stage monitor in each green room with both audio and video.
- There is an additional Green Room in the rehearsal wing to be shared by both rehearsal halls.

Dressing Rooms

- The Pavilion Manager will assign Licensees dressing rooms based on the needs of all users.
- There are 6 dressing rooms as follows:
 - 2 dressing rooms x 3 people on the 1st floor
 - 2 dressing rooms x 5 people on the 2nd floor
 - 2 dressing rooms x 7 people on the 2nd floor
- Each dressing room is equipped with counters, shelves, mirrors, lights, one sink, and between 1 and 3 wardrobe racks, depending on the size of the room.
- There is an on-stage monitor in all dressing rooms.

Backstage

- No portion of the entries, lobbies, halls, or ways of access may be obstructed for any purpose other than entry and egress to and from the Calderwood Pavilion.
- Roberts Theatre users should use best efforts to include a crossover within the theatre so that it is not necessary to use the shared backstage hallway for crossovers or quick changes.

Storage/Shops

- There are no shops, technical workspaces, or storage available at the Calderwood Pavilion.

Rehearsal Halls and Arts Resource Room

The rehearsal rooms and Youth and Community Arts Resource Room are intended for use as support for the performance spaces at the Calderwood Pavilion and to fulfill the missions of the Huntington and the BCA.

Carol Deane Rehearsal Hall (RHB)

For rental of the Carol Deane Rehearsal Hall, Contact Pavilion Manager.

Specifications

Deane Rehearsal Hall is located on the 2nd floor of the Calderwood Pavilion. It is an irregular rectangle with angular walls and floor to ceiling windows on the 2 walls overlooking Tremont Street. The west wall has an 8' tall mirror running along its length and windows have blackout curtains. Deane Rehearsal Hall has vinyl flooring on top of a sprung wood floor and an irregular lighting grid that follows the line of the roof and covers the entire space to within a few feet of the walls.



Photo by Robert Benson

The walls and floor may not be painted, screwed, bolted or lagged into.

Electrical Capability: 100-amp 3-phase company switch available.

Lighting and sound equipment may be available for rent through the Pavilion Manager.

Dimensions

1654 square feet

North wall (doors): 45'

South wall (windows on Tremont St): 46'

East wall (windows): 39'

West wall (mirrors): 35'

The lowest point on the grid is 14'.

The highest point in the grid is 19'.

Grid Capacities

Maximum Uniform Load	30 pounds per linear foot (plf)
Maximum Concentrated Load	285lbs.
Maximum hanger loads @ a grid loading of 30 plf	563lbs/hanger

Costs

Please contact the Pavilion Manager for current information on rental fees for the Deane Rehearsal Hall. Costs in addition to the base rental will be incurred for events in the rehearsal spaces based on the anticipated attendance of the event; the start time and performance length; and any additional security, cleaning, house management, Box Office needs, and electricity which the Pavilion Manager deems to be necessary to handle such event.

Rehearsal Halls and Arts Resource Room

Rehearsal Hall A

Contact: BCA Rental Coordinator at 617-426-5000 devans@bcaonline.org

Specifications:

Rehearsal Room A is located on the 2nd floor of the Calderwood Pavilion adjacent to Rehearsal Hall A. It is an irregular rectangle with angular walls and floor to ceiling windows on one wall overlooking Tremont Street. The west wall has an 8' tall mirror running along its length to within 3' of the wall and windows have blackout curtains. Rehearsal Room A has vinyl flooring on top of a sprung wood floor and an irregular lighting grid that follows the line of the roof and covers a 24' x 24' section on the south side of the room. The ceiling on the north side dips down to a 9' height after the grid.

The walls and floor may not be painted, screwed, bolted or lagged into.

Electrical Capability: 100-amp 3-phase company switch available.

Grid Capacities

Maximum Uniform Load	30 pounds per linear foot (plf)
Maximum Concentrated Load	275 lbs.
Maximum hanger loads @ a grid loading of 30 plf	519lbs/hanger

Dimensions

1677 square feet

North wall (door): 36' East wall: 40' South wall (windows): 35' West wall (mirror): 51'

Lowest point on the grid is 14'. Highest Point on the grid is 18'.

Ceiling is 9' high on north side of room past grid.

Costs

Please contact the BCA Rental Coordinator for current information on rental fees for the Rehearsal Room A. Costs in addition to the base rental will be incurred for events in the rehearsal spaces based on the anticipated attendance of the event; the start time and performance length; and any additional security, cleaning, house management, box office needs, and electricity which the Pavilion Manager deems to be necessary to handle such event.

The Arts Resource Room

Contact: BCA Rental Coordinator at 617-426-5000 devans@bcaonline.org

The Arts Resource Room is located on the 3rd floor of the Calderwood Pavilion. There is a counter along part of the north wall and a small office (approx. 8' x 8') accessed through the east wall of the Arts Resource Room. There is rolled rubber flooring in the Arts Resource Room. The walls and floor may not be painted, screwed, bolted or lagged into.

Dimensions:

730 square feet

North wall (Door): 29' East wall: 28' South wall: 25' West wall: 27'

Ceilings are 8' high.

Costs

Please contact the BCA Rental Coordinator for current information on rental fees for the Arts Resource Room.

Personnel: Terms of Use

Personnel

The Huntington and Calderwood Pavilion personnel are final arbiters of what can and cannot be done in the Calderwood Pavilion Building. The Huntington and Calderwood Pavilion personnel may halt any work or performance at any time which they deem to be unsafe. The Huntington/Calderwood Pavilion may not be held responsible for any unsafe work of the Licensee or its contractors that is not stopped or is permitted through omission.

Use of the Calderwood Pavilion does not imply support from the Huntington Theatre Company production departments, their staff, stock, or equipment. The Calderwood Pavilion assumes no responsibility for planning, designing, or executing Licensee's event. In the event that the Production Coordinator or any other Calderwood Pavilion staff is unavailable, a replacement will be assigned by the Pavilion Manager.

See contact sheet at the end of this document for contact information.

Pavilion Manager

- Contact for rental questions and availability.
- Creates Lease Agreement between the Calderwood Pavilion and Licensee.
- Schedules performance, rehearsal, for all of the Calderwood Pavilion spaces.
- Coordination of all Calderwood Pavilion activities

Production Coordinator

- Facilitates production needs of all Licensees.
- Instructs and supervises Licensees on basic use of lighting, sound, stage, and rigging systems.
- Maintains theatrical equipment.
- Supervises Calderwood Pavilion house crew and other technical staff (run crews).
- Scheduling loading dock usage

The Production Coordinator is not intended as and will not act as technical director, technician, or stage manager, but as advisor to Licensees on how to best utilize the facilities and personnel. The Production Coordinator is available to Licensees prior to commencement date for advice regarding set, sound, lighting, lobby, and general set-up. The Production Coordinator is also available during production load-in to consult with Licensees regarding efficient use of the crew, safety, or personnel, as well as proper use of equipment. The exact number of hours the Production Coordinator and house crew are available is determined by the technical complexity of the Licensee's event.

Audience Services Manager

- Initial Box Office Contact.
- Arranges and establishes Box Office procedures for ticket sales, reporting, and record keeping.
- Reconciles ticket sales and income.

Box Office Coordinator

- Primary on site Box Office contact for all Calderwood Pavilion users.
- Executes procedure for Calderwood Pavilion production ticket sales and reporting.
- Processes complimentary and special ticket orders for all Calderwood Pavilion users.

Front of House Manager

- Hires, trains, schedules and manages volunteer and paid ushers.
- Runs Concessions and Coat Check.
- Responsible for overall patron safety and customer service.

Personnel

Please refer to your License Agreement for details about your specific arrangement with the Calderwood Pavilion regarding house crews. Please refer to Exhibit C of your License Agreement for current fees for additional personnel and services.

Licensees are required to hire the Calderwood Pavilion's house crew through the Production Coordinator. The cost for this crew is in addition to the rental fee.

Calderwood Pavilion employees are employed by the Huntington Theatre Company and follow its employment practices regarding breaks, meal periods, etc. The Production Coordinator and Pavilion Manager are both available to answer questions regarding scheduling and budgeting as it relates to these employment policies.

In addition to the personnel listed, other personnel may also be required, depending on the technical needs of the event. The Calderwood Pavilion Management reserves at its sole discretion the right to assess those needs and require the presence of additional Calderwood Pavilion or contract personnel, at Licensee's cost and expense. Calderwood Pavilion Equipment is to be operated only by Calderwood Pavilion personnel to protect the safety of those on Calderwood Pavilion property. Labor fees for Calderwood Pavilion personnel will be added to Licensee's use fee and included in the total contract amount determined in advance of the Licensee's event in the License Agreement.

Virginia Wimberly Theatre House Staff

For events in the Virginia Wimberly Theatre, three (3) members of the Calderwood Pavilion house crew must be at the facility any time that the Licensee, its contractors, employees or agents are present, unless otherwise arranged with the Calderwood Pavilion.

When the public is present, the following paid personnel must also be in the facility:

- The Calderwood Pavilion Box Office Coordinator (or their assign)
- The Calderwood Pavilion House Manager (or their assign)
- 6-7 front of house staff, to be provided by the Calderwood Pavilion

The Nancy and Edward Roberts Studio Theatre House Staff

For events in the Roberts Theatre, one (1) member of the Calderwood Pavilion house crew must be at the facility any time that the Licensee, its contractors, employees, or agents are present, unless otherwise arranged with the Calderwood Pavilion.

When the public is present, the following paid personnel must also be at the facility.

- The Calderwood Pavilion Box Office Coordinator (or their assign)
- The Calderwood Pavilion House Manager (or their assign)
- 5-6 front of house staff, to be provided by the Calderwood Pavilion

Security and Access

Calderwood Pavilion Hours of Operation

Work may be scheduled during the hours of 8am – 12:00midnight, and must be scheduled in advance with the Pavilion Manager. All activities must cease by 11:30pm and all Licensees and their patrons must be out of the building by 12:00midnight.

The complex may be scheduled for performances Monday through Sunday. Performances shall not begin before 10:00am or after 9:00pm and shall end by 11:30pm.

ID/Swipe Cards

ID cards are the keys to the exterior entrances of the Calderwood Pavilion. A limited number of cards for cast and crew [not to exceed 20] are included in the rental fee and must be returned at the end of the rental period. A complete list of cast and crew who need entry cards is due to the Pavilion Manager at least one week prior to load in. Replacements for lost cards as well as additional cards are available for a \$5 fee.

Door Propping

AT NO TIME WILL THE PROPPING OF AN EXTERIOR DOOR BE DEEMED AN ACCEPTABLE METHOD FOR MANAGING THE ENTRANCE OF CAST AND CREW INTO THE BUILDING. If it is necessary to keep a door unlocked for a specified period of time for cast and crew arrival, it will be necessary for that door to be manned by an individual devoted to that task at all times.

Security

Theatres and assigned support space areas (green rooms and dressing rooms) will be locked when not in use by the Licensee to protect the belongings and equipment of the Licensee. A Calderwood Pavilion representative will unlock appropriate areas when Licensee is working in the building. The Huntington Theatre Company and the Boston Center for the Arts cannot be held responsible for the loss or theft of Licensee property anywhere in the building.

Calderwood Pavilion Management may determine, or Licensee may request, that a Stage Doorman be present to handle this security. In the event that a Stage Doorman is utilized, the hourly fee will be at Licensee's cost and expense.

Emergency Contact Information

For any life threatening situations, please dial 911.

In case of a building emergency please page the Pavilion Manager.

If there is an emergency involving a patron please notify the Front of House Manager or their assign.

Security Guards

Front of House Security is present at all performances.

Ticketing and Box Office Services and Policies

Box Office Hours

The Box Office at the Calderwood Pavilion, 527 Tremont Street, is generally open on performance days from 12pm until 30 minutes after the latest curtain time or 6pm (4pm on Sundays), whichever is later. On non-performance days and on national holidays when there is no performance, the Box Office may be closed. Ticket sales are also available in person at the Boston University Theatre (BUT) Box Office, 264 Huntington Avenue, Boston. The Box Office is generally open Monday through Friday, noon to 6:00 pm. As box office hours vary, please call 617-933-8600 to confirm before your visit.

On National Holidays (Appendix C) and weekends, if there is no performance, the Box Office is closed.

Also see Curtain Times under the Facility Use Policy Section on page 8.

Ticket Purchase Locations

For identification purposes, the Ticket Purchase Locations will be referred to collectively as the BostonTheatreScene.com Box Offices ("BTSBO"). Tickets for any shows playing at the Calderwood Pavilion, the BCA, or the BU Theatre can be purchased at a number of locations:

- The Box Office at the Calderwood Pavilion at 527 Tremont Street
- The Box Office at the Boston University Theatre at 264 Huntington Avenue
- Online at www.BostonTheatreScene.com
- Via telephone at 617-933-8600
- Via mail at 281 Huntington Avenue, Boston MA 02115
- Via fax at 617-421-9674
- Via TTY at 617-424-0694

Accepted Payments

The Box Office accepts Master Card, Visa, Discover, American Express, personal checks, and cash. Proper Identification is required for all methods of payment except cash.

Services Included in Rental

All Licensees utilizing the Calderwood Pavilion venues are required to use the BTSBO for the sale of all tickets for all public performances. Included in the rent (excluding Rehearsal Hall A) is the creation of one event (for this purpose defined as performance(s) to the same show with the same price structure) in the BTSBO Box Office system. Additional events including those within a single rental period will incur an additional cost. Box Office services can begin, and tickets can go on sale on a mutually agreed upon date, but in no event earlier than seven business days of receipt of License Agreement, Security Deposit and First Rental Payment. Furthermore, you must provide us with a completed box office set-up form no later than four weeks prior to the desired on-sale date as outlined on page 23.

The Huntington is solely responsible for all staffing and supervision of the BTSBO.

Box Office services for a single event are as follows:

- All advanced reservations and walk-up single ticket sales at the BTSBO, and all advance reservations via phone, mail, or internet. The printing and distribution of all single tickets on behalf of the Licensee for each public performance and the printing of all other tickets for the engagement whether distributed by BTSBO or consigned to Licensee.
- Coordination and distribution of tickets for additional Distribution Outlets as requested by Licensee such as ArtsMail and Bostix is subject to prior written agreement of both BTSBO and Licensee prior to the first performance (and subject to appropriate consignment fees).
- Reporting as follows:

Ticketing and Box Office Services and Policies

- Weekly Sales Reports during the pre-performance period.
 - Daily Sales Reports each business day starting one week prior to the first performance.
 - During public performances, the Box Office will provide Licensee with a complete ticket reconciliation report for each performance.
 - Weekly settlements and reconciliations once public performances begin. The week is defined as Monday thru Sunday. For the final week of public performances, any monies due the Licensee will be held until any remaining contractual obligations have been met.
 - Upon conclusion of the engagement by request, basic sales by source code, method of payment, mode of sale, and discount/price.
 - Per performance, upon request, patron listing by performance with seating location (if applicable and if available).
- A disk with the names, phone numbers, e-mail information, and mailing addresses of all ticket buyers will be supplied upon conclusion of the engagement.

Box Office Fees Assessed to the Licensee

- 1) **Additional Events** Additional events held within a single rental period will incur an additional Box Office administrative fee per added event of \$150 for non-profit companies and \$250 for for-profit companies. For this purpose, an event is defined as performance(s) of the same show with the same price structure. By way of example only, if Licensee is leasing the theatre to present a play performing Wednesday – Sunday with a \$30.00 ticket, and chooses to add a Cabaret or Staged Reading on Tuesday night with a \$15.00 ticket, the Cabaret or Staged reading would be an additional event, and the administrative fee would apply. (Festival pricing to be determined based on the needs of the Festival.)
- 2) **Capital Enhancement Fee and Box Office Service Fee** Licensees are responsible for collecting a \$4.00 per ticket fee for ticketing services. The \$4 fee is comprised of a \$2.00 Capital Enhancement Fee and a \$2.00 Box Office Service Fee on every ticket, which can be incorporated into the price of the ticket or be paid separately by Licensee, but which may not be added on top of the ticket price at the Box Office. In no case shall these fees be itemized as separate from the advertised price of the ticket. The Capital Enhancement Fee was created in order to establish a fund for ongoing renovation and capital improvements to the Calderwood Pavilion. The Box Office Service Fee is utilized to offset expenses related to the operation of Boston Theatre Scene.com Box Office including, but not limited to, staffing, hardware, and software needed for the computer ticketing program as well as the web and telephone ticketing services.
- 3) **Credit Card Commission** All tickets purchased with merchant/credit cards are subject to a processing fee, determined by the credit card company and which is the responsibility of the Licensee, currently estimated at 3.5%. (This amount is subject to change at all times.)
- 4) **Complimentary Ticket Printing Fee** Licensee will be charged a \$.25 fee per complimentary ticket and PWYC ticket for printing and handling in lieu of the Capital Enhancement Fee and Box Office Service Fee.

All fees included in this section will be treated as deductions on the Nightly Box Office Statement as follows:

Gross Box Office Receipts (GBOR)	
Less:	
Capital Enhancement Fee	(\$2.00 x Total Tickets Sold)
Box Office Service Fee	(\$2.00 x Total Tickets Sold)
Complimentary Ticket Printing Fee	(\$.25 x Total Comp/PWYC Tickets)
Credit Card Commission	(3.5% of Total Credit Card Sales)
Other Box Office Fees for set-up or reports	(As approved by Licensee)
Adjustments	

Ticketing and Box Office Services and Policies

Net Gross Box Office Receipts (NGBOR)

Box Office Fees Assessed Directly to the Patron

- In addition to the advertised ticket price, all tickets sold via the Internet or over the phone will be charged a \$3.75 Convenience Fee per ticket assessed directly to the patron at the time of sale added on top of the ticket price.

For accounting purposes, gross ticket sales will be calculated exclusive of these convenience fees, which are utilized to offset expenses related to providing these conveniences.

Reconciliation

Any losses resulting from non-payment, non-collection, or otherwise in connection with all ticket sales will be deducted from gross Box Office receipts before payment of the net receipts to Licensee. Any and all amounts due which are unpaid by Licensee at termination date of License Agreement will be deducted from gross Box Office receipts. Settlement procedures shall be as stipulated in the License Agreement, Section 3.H.

Ticket Distribution

Full-price tickets sold through the BTSBO seven (7) or more business days in advance of a performance will be mailed to the patron. Discount tickets (related to special offers), complimentary tickets, and all tickets sold through BTSBO less than seven (7) business days in advance of a performance, will be held "Will Call" at the Box Office at the Calderwood Pavilion. Paid tickets will not be released for resale.

BTSBO will print all tickets, and only BTSBO issued tickets will be honored for admission. Express written permission must be obtained from the Calderwood Pavilion before any other tickets will be honored.

Calderwood Pavilion House Seats and Emergency House Seats

The Calderwood Pavilion will withhold house seats as outlined below, to be released twenty-four (24) hours prior to performance except that six (6) tickets per performance in the Wimberly and four (4) tickets per performance in the Roberts and Rehearsal Hall shall continue to be held for use at the Calderwood Pavilion's discretion to resolve any last minute ticketing issues and/or VIP requests. If not used, half will be released at half hour and the remaining tickets will be held until five minutes before curtain. The locations for these House Seats are:

Wimberly: Sixteen (16) seats [Orchestra E 101-104, E 123-126, F 112-115, F 123-126];
Fri/Sat Eve only Twenty (20) seats [Add: Orchestra C 101-102 and C 107-108]

Roberts: Eight (8) seats [C 101-104 and C 116-119] Fri/Sat Eve only Ten (10) [add C 114-115]

Refunds and Exchanges

The BTSBO has a "no refunds and no exchanges" policy for any tickets sold through the Box Office. The Licensee bears full financial responsibility for any refunds it authorizes. Additional charges may apply.

Capacity

Licensee shall ensure that at no time will the Licensed Premises exceed the maximum seating capacity as listed below. To that end, everyone in the house must have a valid ticket, including Licensee's volunteers, staff, and directors. Per code, there is no standing room.

Ticketing and Box Office Services and Policies

The Virginia Wimberly Theatre

Orchestra	249
Mezzanine	121
Wheelchair accessible	(8: 4 in orchestra, 4 in mezzanine)
TOTAL	370 (subject to change)

The Nancy and Edward Roberts Studio Theatre

(see Appendix B for information relating to the flexible seating system.)

Wheelchair accessible	Dependant upon configuration. Accessible seating available in first row and on 2 nd floor. Minimum of 4 accessible seats required.
TOTAL	161-257 available depending on seating arrangement

Wheelchair Accessibility

It is the responsibility of the Licensee to become familiar with all applicable ADA (American with Disabilities Act) compliance issues. The Wimberly Theatre can accommodate a total of eight (8) wheelchair locations with companion seating. There are four (4) wheelchair locations in the orchestra and four (4) wheelchair locations in the mezzanine. A minimum of four (4) wheelchair accessible seats must be available in the Roberts Theatre. In each case, it is necessary to hold one companion seat for every wheelchair seat. As such, the ADA holds will include a total of sixteen (16) seats in the Wimberly and eight (8) seats in the Roberts. In addition, four (4) seats will be held in the front of the theatre for visual and hearing-impaired patrons. Patrons should notify the Box Office when they purchase tickets if wheelchair accommodations will be required, and can confirm arrangements with the Calderwood Pavilion Front of House Manager.

There is elevator access to all floors of the Calderwood Pavilion.

Licensee Responsibilities

Licensee shall notify the Pavilion Manager, in writing, in the format requested by Calderwood Pavilion no later than four weeks before tickets are to go on sale to the public, and in no event later than twenty eight business days before the first public performance:

- 1) **Seating Configuration** Any alteration to the standard seating arrangements in the Licensed Premises. This includes any removed seating and any obstructed view locations.
- 2) **Performance Schedule** A complete performance schedule including days, dates, and times. Also note any performances that you may choose to add in the future based on need, such as, if you initially only put 6 performances on sale in a week, but may add a 7th performance based on demand. (The decision to add a performance must always be made no later than fourteen days prior to the performance.)
- 3) **Ticket Prices** The entire pricing structure. This includes prices for all performances, and any sectional pricing structures. Ticket Prices are set by Licensee, except that Calderwood Pavilion requires all tickets to be priced in increments of whole dollars (\$1.00) or half dollars (\$0.50). This applies to all advertised ticket prices as well as discounts.
- 4) **Discounts** All discounts and subsequent policies (such as requirements for proof-of-eligibility). Please include discounts that you anticipate you may wish to use so that they

Ticketing and Box Office Services and Policies

may be built into the system. Typical discounts include rates for students, seniors, Stage Source members, subscribers, and rush tickets.

- 5) **Seat Holds** Any tickets to be held back from public sale (such as house seats, tickets for staff during previews, production needs or subscriber holds and the Calderwood Pavilion holds listed elsewhere in this section).

Failure to provide the requested information will delay the programming process and as such delay the on-sale date.

Ongoing Licensee responsibilities once the show is on sale:

- 1) **Licensee Liaison** The Licensee will designate one person as the Licensee's liaison on all business related to the BTSBO. This individual will be solely responsible for the Licensee's Box Office accounting and communication with the Calderwood Pavilion Management regarding ticket pricing, policies, distribution, and the reservation of tickets. In addition, the Licensee can designate a specific and limited list of people who can communicate with the Box Office in limited capacities (such as financial matters and/or reporting). At no time will a representative from the Licensee be allowed to work in the Box Office.
- 2) **House Seats and Comp Reservations** Licensee will make all complimentary and paid ticket reservations in writing using appropriate BTSBO forms, with all communications coming from the Licensee's Liaison. All such reservations must be made at least three hours in advance of show time. All paid tickets must be paid for at the time of reservation and will not be released for resale. Any person requesting complimentary tickets whose name is not on the aforementioned list, or whose request has not been specifically approved by one of the mutually agreed upon designated representatives of the Licensee, will be refused.
- 3) **Calderwood Pavilion Comps/Discounts** Licensee will grant the Calderwood Pavilion Management the right to reserve up to ten (10) complimentary tickets per week at its own discretion, to be used at the discretion of the Calderwood Pavilion's management. Tickets must be reserved twenty-four hours in advance of curtain. The Calderwood Pavilion shall endeavor not to do so for any sold out performance. The Licensee further agrees to sell tickets to Calderwood Pavilion/Huntington staff, donors, and subscribers at a 10% discount, rounded to the nearest dollar, on full price tickets.
- 4) **BCA Comps/Discounts** Licensee will grant BCA the right to reserve up to ten (10) complimentary tickets per week at its own discretion to be used at the discretion of the BCA management. Tickets must be reserved twenty-four hours in advance of curtain. The BCA shall endeavor not to do so for any sold out performance. The Licensee further agrees to sell tickets to BCA staff, members, and Artspass holders at a 10% discount, rounded to the nearest dollar, on full price tickets.
- 5) **Advertised Phone Numbers** Licensee will advertise the Box Office telephone number 617-933-8600 and TTY number 617-424-0694. No other phone numbers shall be included in the advertisements without prior approval of Calderwood Pavilion.

Front of House

Ushers

Depending on the activities in the building, there will be 4-12 paid usher captains. All other ushers provided by the Calderwood Pavilion are volunteers. If Licensee has a volunteer corp, the Pavilion House Manager would be happy to contact your Volunteers to arrange for volunteer usher shifts during your engagement.

- The Virginia Wimberly Theatre requires 6 volunteer ushers for a public performance.
- The Nancy and Edward Roberts Studio Theatre requires 2 volunteer ushers for a public performance.

Noise Management

The management of noise in the theatre lobby and any noise bleed from the theatre lobby into the theatres is the sole responsibility of the Licensee. The Calderwood Pavilion Front of House Manager is available during performances to help solve any immediate noise problems.

Pre-show Announcement

In compliance with the Massachusetts Fire Prevention Code, 527 CMR 10.13.2.c Licensee must play a tape-recorded announcement (provided by Licensor) not more than ten minutes prior to the start of the performance to notify patrons of the locations of the exits to be used in case of a fire or other emergency. Licensor reserves the right to request that stage management maintain a log of the time the announcement is played at each performance. Licensee's sound design for production must include the capability for playing this recording.

Programs

Licensee will coordinate with Front of House Manager regarding delivery of programs for the production. (Also see Marketing section for additional information regarding the program.)

Merchandise and Concessions Sales

Licensee may sell merchandise (including but not limited to T-shirts, posters, and other souvenirs) only by prior arrangement with the Calderwood Pavilion Front of House Manager. If Licensee chooses to sell merchandise Licensee is responsible for state sales tax collection and transmission to the state. Licensee must pay the Calderwood Pavilion 15% commission from the gross proceeds from these sales within one hour following the completion of each performance. The Calderwood Pavilion reserves the right to verify inventory. The Calderwood Pavilion will determine the location of all merchandise sales and will provide a table at Licensee's request.

The Calderwood Pavilion maintains exclusive rights to concessions (food and beverage, including alcohol) sales at the Calderwood Pavilion. Licensee may not sell food or beverages at the Calderwood Pavilion at any time. At the Calderwood Pavilion's discretion or the Licensee's request, the Calderwood Pavilion will provide concessions services for Licensee's patrons at no charge to the Licensee. All receipts from concession sales remain with the Calderwood Pavilion. The Calderwood Pavilion will be responsible for staffing, inventory, and collection of meals tax. Concessions are sold pre-show and during intermission at the bars on the first and second floors. No food or drink is allowed in the theatres during performances.

Hearing Enhancement

The Calderwood Pavilion is equipped with an FM hearing enhancement system. Wireless headphones are available free of charge at Coat Check (or at the Concessions Bar when Coat Check is closed) for use during performances. The Calderwood Pavilion is also equipped for Audio Description and ASL

Front of House

interpreted performances. The Calderwood Pavilion may be able to provide these services and interpreters, subject to an additional cost.

Coat Check

Coat Check is staffed whenever there is a performance at either the Wimberly or the Roberts Theatres from October through March. It is located on the right as you enter the main lobby on the first floor, across from the bar. There is a \$1 per coat-checked fee that is posted and charged to patrons. If Coat Check is desired at other times of the year, it may be opened by request, with the cost of coverage being billed to Licensee.

Videotaping and Photography

Licensee must obtain prior written permission from the Calderwood Pavilion to photograph, film, broadcast, record, or reproduce by radio, television, or any other device, the performances inside the facility. This agreement is also subject to regulations and/or penalties imposed by any union, with which the Calderwood Pavilion/Huntington Theatre Company is affiliated, which governs recording and reproduction. Licensee must agree to indemnify, defend, protect, and hold harmless the Calderwood Pavilion/Huntington from all losses of every kind and nature suffered by the Calderwood Pavilion/Huntington arising out of union actions related to a violation of this Section by Licensee, its agents, contractors, employees, or patrons. Violation of this policy may result in cancellation or interruption of the performance at the Calderwood Pavilion's sole discretion.

Late Seating Policy

In consideration of actors and other audience members, latecomers will be seated at the discretion of the Calderwood Pavilion's Front of House Manager, in conjunction with Licensee's Stage Manager whenever possible.

Patron Emergencies During Performances

If there is an emergency involving a patron please notify the Front of House Manager or their assign.

Wheelchair Accessibility

See Ticketing and Box Office Services and Policies, page [22](#)

Marketing

Publicity and Public Relations Materials

- a) All posters, press releases, flyers, etc. associated with the Licensee's event must identify the Pavilion by the proper venue name rather than the theatre space within the venue (such as Roberts Studio Theatre). Calderwood Pavilion management reserves the right to change this name requirement when a building sponsor is acquired.

The exception to this is in subscription materials when the referencing of the specific theatre (i.e. Roberts Studio Theatre) is needed in order to communicate seating, the theatre experience, etc. The reason behind referencing only the venue name, the Calderwood Pavilion at the BCA in press releases, flyers, posters, etc. is because that is the name of the building that the patron is being directed to. Once inside the building, we can direct them to the appropriate theatre. They will not, however, find the Wimberly Theatre or the Roberts Studio Theatre in a phone book or outside the building, but they will find Calderwood Pavilion.

The proper name currently is as follows:

“the Stanford Calderwood Pavilion at the Boston Center for the Arts”
or if space is limited: “the Calderwood Pavilion at the BCA”

- b) When referencing the provided box office services, it should always be referred to as “BostonTheatreScene.com Box Office” and the phone number should be 617-933-8600. No other number may be published. The website, BostonTheatreScene.com should also be listed, and should be the only web site promoted for the purchasing of single tickets.
- c) Box Office information should appear in the following format for all uses and with the following language:

For tickets:

Call: BostonTheatreScene.com Box Office at 617-933-8600

By web at: BostonTheatreScene.com

In person at: Calderwood Pavilion, 527 Tremont Street or BU Theatre, 264 Huntington Ave, Boston

OR

Outlets: Calderwood Pavilion, 527 Tremont Street or BU Theatre, 264 Huntington Ave, Boston

Neither of the physical Box Offices at the Calderwood Pavilion or the BU Theatre should be called the BostonTheatreScene.com Box Office. Instead, reference the venue as an outlet.

The Calderwood Pavilion and BostonTheatreScene.com logos should be used in all publications, promotional materials, ads, etc. Please contact Pavilion management for logos and further information.

All printed materials (including mailings, advertisements, posters, flyers, discount coupons, etc.) must be forwarded to the Pavilion Manager for review and approval prior to going to print.

Exploitation

Licensee may not use or permit the use of, nor any reference whatsoever to, the names “Huntington Theatre Company,” “HTC,” “Huntington Theatre” or “the Huntington,” nor may Licensee permit the use of these names by any sponsor, or in affiliation with any commercial product or company, or for the purpose of fundraising or the solicitation of sponsorship, without the Pavilion Manager's prior written consent.

Marketing

No signs, banner, advertising, or solicitation materials may be placed on Calderwood Pavilion Property without express written consent of the Pavilion Management.

Flyers for inclusion in lobby rack

Flyers are included in the flyer rack on a space available basis under the supervision of Pavilion management. The requested size for flyers is 4" x 9". We can also accommodate the standard 6" x 4.25" postcard. The ability to display flyers outside of these two sizes is severely limited.

Lobby Displays and Signage

- Licensee will coordinate all lobby displays, sandwich board displays and signage with the Pavilion Manager.
- Licensee will be provided with a designated display area in the lobby near the Licensed Premises for display of customary production information (i.e.: headshots, photos, and dramaturgy) as well as a Display Area for Actors Equity Association posting requirements. Licensee shall comply with Calderwood Pavilion regulations regarding methods of display as outlined herein, or as updated in the future.
- Licensees using the Wimberly Theatre or the Roberts Theatre shall be provided with the opportunity to place a poster in the Calderwood Pavilion Box Office Lobby in a location designated by Calderwood Pavilion Management (the "Allowed Poster Location"). Such poster must comply with Calderwood Pavilion specifications as outlined below. The exact placement and position of said poster shall be at the sole discretion of Calderwood Pavilion Management. When assigned a location in the lobby windows, these posters should be two-sided as they are visible from the street as well as from the lobby. Other locations in the lobby are one-sided. Whenever possible, posters should be a standard three-sheet size (30" wide x 55" high including border and lamination).
- Licensees using the Wimberly Theatre or the Roberts Studio Theatre shall be provided with the opportunity to post a review or a poster on one side of the Sandwich Board display located outside in front of the Pavilion. Such postings must comply with Calderwood Pavilion specifications as outlined below. The exact placement, position, and approval of said postings shall be at the sole discretion of Calderwood Pavilion Management. Whenever possible, the postings should be the size of the Sandwich Board: 24" (2 feet) x 36" (3 feet).
- Licensee may not place any displays, signs, symbols, advertisements, banners, artwork, set decoration or similar materials anywhere except the Designated Display Area and the Allowed Poster Location without Calderwood Pavilion Management's permission, which shall be at the sole discretion of Calderwood Pavilion Management.
- Licensee may not under any circumstances place any displays, signs, symbols, advertisements, posters, banners, artwork, set decoration or similar materials on the facade or exterior walls of the Calderwood Pavilion, or on the interior or exterior surfaces of windows or doors if the same would be visible to public view.

Marquee

One side of the Marquee will be used to list the current Wimberly Theatre production, and the other side will be used to list the current Roberts Theatre production. The Marquee consists of three lines, and will include the Producer (35 characters, 4" tall), Title (22 characters, 8" tall), and the dates (22 characters, 8" tall) as follows:

Marketing

HUNTINGTON THEATRE CO. PRESENTS DEATH OF A SALESMAN DEC 2 THRU DEC 21

Program Book

Licensee will be required to include one page of building specific program information in its program, with copy provided by the Licensor. This page will include information relating to the venue such as Box Office Hours and policies, and information regarding concessions, restrooms, ADA issues, coatroom, late seating policy, etc. If space allows, Licensor would also like to include Calderwood Pavilion project history, safety information including exit diagrams, a list of venue specific donors and sponsors, and an upcoming events listing.

The program cover should include the following venue information at the top of the page, in a type treatment to be provided by Calderwood Pavilion Management:

The Stanford Calderwood Pavilion at the Boston Center for the Arts
Virginia Wimberly Theatre

Or

The Stanford Calderwood Pavilion at the Boston Center for the Arts
The Nancy and Edward Roberts Studio Theatre

Fire Rules and Regulations

All Licensees are required to and responsible for following state and city regulations regarding fire safety and building codes. It is the responsibility of the Licensee to be informed of applicable fire and building codes.

- No scenery and/or furniture may block the path of the fire curtain in the Wimberly Theatre at any time.
- Egress must be maintained to all exit doors in the Calderwood Pavilion at all times. Please keep in mind that the backstage hallway may be used by audience members during a building evacuation.
- There is no standing room, and no one is allowed to stand or sit in the aisle during performances in either space.
- For the most up to date requirements please refer to the BFD website:
<http://www.ci.boston.ma.us/bfd>

Advance notice and clearance is required through the BFD for all soft goods, open-flames, pyrotechnics, and special effects used in Boston theatres. Completed applications with 1) Certificate of Flame Retardant finish; 2) description of fabric, its placement and use; 3) twelve (12) inch square samples of all soft goods and fabric utilized on the stage; 4) a description of all special effects or open flames including material, description of use, duration and timing within show are due to the Calderwood Pavilion Production Coordinator for review and submission by Licensor to the BFD one month before start of load-in for their approval. Fabric samples must be able to self extinguish immediately or not ignite during a three minute torch test. BFD has the legal right to refuse to allow materials to be used in the theatre and/or to require a Fire Detail to be present at all performances. Licensee will be responsible for any expenses related to permit applications for pyrotechnics or special events, required fabric testing, as well as labor costs or expenses associated with a Fire Watch/Fire Marshall required by City or Venue. Licensees are expressly forbidden from using any pyrotechnics or open flame, or engaging in any activity that involves risk of fire, unless Licensee has received the specified prior approval from the Boston Fire Department (BFD). If a performance or the production is closed by the BFD or any other governmental agency or department because of Licensee's alleged non-compliance with applicable code or permit requirements, Licensee must nevertheless pay the Calderwood Pavilion the full amount of its use and occupancy fees. In addition to the requirements of the BFD, the Calderwood Pavilion reserves the right to assess and regulate the risk of fire or safety of the proposed performances.

There is no smoking permitted anywhere in the Calderwood Pavilion except as outlined below.

Smoke Onstage

Smoking as Part of a Performance

Cigarette smoking or use of other smoking materials onstage during performance requires a special effects permit from the BFD. Smoking in the Calderwood Pavilion theatres may, however, require that our fire protection systems be "zoned out." The per-performance fee for zoning out the system (as charged by the alarm company) is listed on License Agreement, Exhibit C. This often requires a duty officer from the BFD to be on hand if any portion of the system is disabled. The Calderwood Pavilion will make any arrangements necessary for onstage smoking at the expense of the Licensee.

Use of Stage Smoke or Haze

Use of Stage Smoke, Haze, or Dry Ice as part of a performance requires a special effects permit from the BFD. Stage Smoke or Haze in the Calderwood Pavilion theatres may, however, require that the fire protection systems be "zoned out." The per-performance fee for zoning out the system (as charged by the alarm company) is listed on License Agreement, Exhibit C. This often requires a duty officer from the BFD to be on hand if any portion of the system is disabled. The Calderwood Pavilion will make any arrangements necessary for use of stage smoke or haze at the expense of the Licensee.

Directions to the Calderwood Pavilion

Location:

The Calderwood Pavilion is located in the South End neighborhood of Boston, at 527 Tremont Street between Berkley and Clarendon Streets.

Public Transportation:

Take the MBTA Orange Line to Back Bay Station. Exit onto Clarendon Street. Turn right. Go 4 blocks on Clarendon Street, then make a left onto Tremont Street. The Calderwood Pavilion is on your left just past the Cyclorama.

Take the MBTA Green Line to Arlington Street Station. Exit onto Arlington Street and walk away from the Public Garden towards the Park Plaza. Cross the highway and veer right onto Tremont Street at the light in front of CVS. The Calderwood Pavilion is on your right at 527 Tremont Street.

Driving Directions:

From the North

Take I-93 into Boston, exit onto Storrow Drive. Take the Copley Square exit on your left. At the light make a left onto Beacon Street and a quick right, following the path of all traffic, onto Arlington Street. Follow Arlington for approximately one-half (1/2) mile, crossing over the highway into the South End. Veer right onto Tremont Street at the light in front of the CVS. The Calderwood Pavilion is on your right at 527 Tremont Street.

From the South

Take I-93 into Boston, getting off at the Chinatown/Kneeland Street exit (number 20), turning left at the light at the end of the off ramp onto Kneeland Street. Go five blocks. Make a left onto Tremont Street. Follow Tremont Street across the highway and into the South End. The Calderwood Pavilion is on your right at 527 Tremont Street.

From the West

Take I-90 into Boston. Get off the highway at the Copley Square/Prudential exit. Follow signs for Copley. Stay straight to go onto Stuart Street. Go two blocks then turn right onto Arlington Street at the light. Go over the highway. At the light in front of the CVS, veer right onto Tremont Street. The Calderwood Pavilion is on your right at 527 Tremont Street.

Parking:

Valet Parking: Located directly in front of the Boston Center for the Arts on Tremont Street

Atelier 505 Parking Garage: Located under the Calderwood Pavilion. Enter on Warren Ave, at the rear of the facility.

Garage on Clarendon: Entrance on Clarendon Street between Stuart St. and Columbus Ave. just before Back Bay Station.

Open Lots on Berkeley: There are two open parking lots on Berkeley Street at Columbus Avenue. Open until 10pm.

Appendix A – Virginia Wimberly Theatre Floor Plan and Inventories

See separate attachment Appendix A-I for Ground Plan, Section and Seating Chart

Lighting Inventory

All units include clamp, safety and two color frames

**Inventory subject to change

Quantity	Item	Lamp
30	Source 4 Leko 19 Degree	GE HPL 575w 120v Long Life
65	Source 4 Leko 26 Degree	GE HPL 575w 120v Long Life
70	Source 4 Leko 36 Degree	GE HPL 575w 120v Long Life
20	Source 4 Leko 50 Degree	GE HPL 575w 120v Long Life
40	Source 4 Par w/vnsp, nsp, mfl, wfl, xwfl	GE HPL 575w 120v Long Life
6	L&E Mini-10 Mini Flood work lights	GE FCZ 500w Frosted 2000hr 120v 500T3Q
10	6' 3-circuit L&E Mini Strips #6560 ALUM	GE EYC 75w 12v
20	L&E Hanging Irons w/ Mega Clamp Aluminum-Anodized Black	
20	L&R Trunions	
235	C Clamp for S4 and mini Flood	
20	S4 Par Concentric Ring tophat	
80	S4 Leko tophat	
20	Color Extenders for S4 leko	
395	S4 Leko Color Frames	
100	S4 Par Color Frames	
330	L&R Mini Strip Frames	
100	Temp Holders A Size Sandwich	
50	Temp Holders B Size Sandwich	
4	S4 Iris	
300	Black Safety	
6	50# Boom Bases	
6	Boom Tie Off Caps	
40	12" Side Arms IT	
10	Black Sandbags #25 Film Style	
8	Apollo Smart Move DMX Rotator	
4	2 way Apollo Rotator Power Supply (DMX)	

Control

1	ETC Obsession II 1500 Single Processor v.5.1.0 w/ two monitors	
1	Obsession Remote Focus Unit	
1	ETC NET II Video Node w/ two monitors	
10	ETC NET II 2 Port DMX Nodes (permanently mounted throughout theatre)	
287	ETC Sensor 2.4kw Dimmers (dimmer per circuit)	
2	ETC Sensor 6kw Dimmers (dimmer per circuit)	
1	6 circuit Cue Light System	

Appendix A – Virginia Wimberly Theatre Floor Plan and Inventories

Quantity	Cable Length	Type
35	5'	GPC 12awgSO
35	10'	GPC 12awgSO
30	15'	GPC 12awgSO
30	25'	GPC 12awgSO
25	50'	GPC 12awgSO
5	100'	GPC 12awgSO
6	25'	Edison 12 awg SO
6	50'	Edison 12 awg SO
4	25' 6cir multi	
4	50' 6cir multi	
8	6cir male break-ins	
4	Staggered breakouts	
4	Straight breakouts	
60	Twofers	
10	Adaptors	GPC - Edison
10	Adaptors	Edison - GPC
5	5'	5pin DMX
5	10'	5pin DMX
4	25'	5pin DMX
4	50'	5pin DMX
2	100'	5pin DMX
5	2' Ethernet	
5	5' Ethernet	
5	10' Ethernet	
5	25' Ethernet	
5	50' Ethernet	

Appendix A – Virginia Wimberly Theatre Floor Plan and Inventories

Sound System Inventory

- Playback
 - 1 Dual well Cassette Deck- Denon DN-780R
 - 1 Dual well CD player - Tascam CDX 1500 with Auto-Cue for stopping between tracks
- Console
 - Yamaha M2500-24
 - Switchable L/R-L/C/R output modes
 - 24 mono mic/line inputs
 - 8 Busses
 - 8 Matrix outs
 - 14 Aux Outs
- Loudspeaker Systems
 - Main FOH
 - Mono Center Cluster
 - ◆ two EAW MK2164
 - Left and Right Proscenium
 - ◆ EAW MK2194 two each side (upper and lower)
 - ◆ EAW SBI80P Subwoofers one each side
 - Mono Balcony Fill Cluster
 - ◆ two EAW MK2194 and one EAW SBI80P
 - Available effects/monitor loudspeakers
 - 4 EAW JF80
 - 2 EAW JF60
- Microphones
 - Shure SM 58 Dynamic vocal microphones.
 - 6 available, shared with Roberts
 - Shure ULXP4 UHF wireless microphone- one channel- with either handheld or lavalier options available.
 - Shure SM 57 Dynamic instruments microphones.
 - 2 available, shared with Roberts

System Description

The system can be run as a Left/Center/Right or Stereo L/R arrangement as needed. The house staff handles all processing and patching. There are loudspeaker (LS) circuits available onstage and in the house, to provide for localized sound effects and surround sound capabilities. The dual well CD player includes jog/shuttle capabilities, pitch control mp3 as well as audio CD playback, and other capabilities typical of a professional DJ-type CD player.

Communications

Clear Com four-channel system augmented by a single channel UHF wireless system for stage crew use. Four (4) wired belt packs and four (4) wireless belt packs will be available for use. (There will be a nominal charge for batteries). Backstage paging system can be implemented from Clear Com main station as well as a microphone backstage. Audio and video monitoring systems are also in place. Technical staff will setup these systems in accordance with renter's needs.

Soft Goods Inventory

6	Borders (25 oz Black Memorable)	6' H x 46' W
12	Legs (25 oz Black Memorable)	25' H x 10' W
6	Tabs (25 oz Black Memorable)	23' H x 10' W
2	Two-Part Traveler (25 oz Black Memorable) (Total Width 46'-0", Track for Traveler is 42 linear feet)	25' H x 23' W & 25'H x 25' W
1	Cyclorama (Bleached White Muslin)	27' H x 46' W
1	Black Sharkstooth Scrim	27' H x 46' W
1	White Sharkstooth Scrim	27' H x 46' W
1	Grey RP Screen	27' H x 46' W

Appendix A – Virginia Wimberly Theatre Floor Plan and Inventories

Wimberly Theatre - Lineset schedule as of Friday, **January 13, 2006**

Lineset	PL Dist.	Description	In	Out	Weight	Notes	Max In	Max Out
Curtain	1'-9"						4'-0"	28'-0"
1	2'-5"						4'-0"	28'-0"
2	3'-11"						4'-0"	28'-0"
3	5'-1"						4'-0"	28'-0"
4	5'-9"						4'-0"	28'-0"
5	6'-5"						4'-0"	28'-0"
6	7'-1"						4'-0"	28'-0"
7	7'-9"						4'-0"	28'-0"
8	8'-5"						4'-0"	28'-0"
9	9'-1"						4'-0"	28'-0"
10	9'-9"						4'-0"	28'-0"
11	10'-5"						4'-0"	28'-0"
12	11'-10"						9'-0"	28'-0"
13	12'-6"						4'-0"	28'-0"
14	13'-2"						4'-0"	28'-0"
15	13'-10"						4'-0"	28'-0"
16	14'-6"						4'-0"	28'-0"
17	15'-2"						4'-0"	28'-0"
18	15'-10"						4'-0"	28'-0"
19	16'-7"						4'-0"	28'-0"
20	17'-3"						4'-0"	28'-0"
21	17'-11"						4'-0"	28'-0"
22	18'-7"						4'-0"	28'-0"
23	19'-2"						4'-0"	28'-0"
24	19'-11"						4'-0"	28'-0"
25	20'-6"						4'-0"	28'-0"
26	21'-2"						4'-0"	28'-0"
27	21'-10"						4'-0"	28'-0"
28	23'-0"						4'-0"	28'-0"
29	23'-8"						4'-0"	28'-0"
30	24'-4"						4'-0"	28'-0"
31	25'-0"						4'-0"	28'-0"
32	25'-8"						4'-0"	28'-0"
33	26'-5"						4'-0"	28'-0"
34	27'-0"						4'-0"	28'-0"
35	27'-8"						4'-0"	28'-0"
36	28'-4"						4'-0"	28'-0"
37	29'-1"						4'-0"	28'-0"
38	29'-8"						4'-0"	28'-0"
39	30'-4"						4'-0"	28'-0"
40	31'-0"						4'-0"	28'-0"
41	31'-8"						4'-0"	28'-0"

Appendix B –

Nancy and Edward Roberts Studio Theatre Floor Plan and Inventories

See separate attachment Appendix B-I for Ground Plan, Section and Seating Chart

The standard seat arrangements in the Roberts are included in the rental price – Option A (209 seats)

- The cost for converting to Option B (257 seats) is \$100 for set-up and \$100 for restore.
- The cost for converting to Option C (236 seats), Option D (191 seats) and Option E (161 seats) is \$800.00 for set-up and \$800.00 for restore.

In the event that you wish to create a different seating configuration, subject to the capabilities of the space (and sufficient lead time for box office re-programming), please keep in mind the following:

- Aisle width:
 - You must maintain at all times an aisle width of no less than 60" between the end of a row and the wall of the room.
 - When there is seating on each side of an aisle, the aisle must be 48" wide (36" if seating is only on one side of the aisle).
- Row width:
 - There must be a min. of 12" clear measured at the clear horizontal distance from the back of the row ahead and the nearest projection of the row behind.
 - Dual Access Aisles: For rows of seating served by aisles at both ends, the 12" distance must be increased by 0.3" for every additional seat beyond 14 per row. The minimum clear distance is not required to exceed 22".
 - Single Access Aisles: For rows of seating served by an aisle at only one end, the 12" distance must be increased by 0.6" for every additional seat beyond 7 per row. The minimum clear distance is not required to exceed 22".
- Row length:
 - By code, the maximum number of seats per row is 100 (not that it is possible in this space).
 - The path of travel shall not exceed 30 feet from any seat to a point where a person has a choice of 2 paths of travel to 2 exits.
- Chair Dimensions: We provide 250 chairs which measure 20" wide x 21.5" deep
- Wheelchair seating: You must allow for 36" wide x 48" deep (with 4 required wheelchair locations plus 4 companion seats).
- Capacity: The maximum capacity in the space is currently estimated to be 358 people (with an additional 33 allowed on stage). This capacity represents potential capacity only, and not the number of chairs that will fit in the space.

Appendix B –

Nancy and Edward Roberts Studio Theatre Floor Plan and Inventories

Lighting Inventory as of 1/13/2006 subject to change

Quantity	Item	Lamp
15	Source 4 26 Degree Leko	GE HPL 575w 120v Long Life
45	Source 4 36 Degree Leko	GE HPL 575w 120v Long Life
15	Source 4 50 Degree Leko	GE HPL 575w 120v Long Life
40	Source 4 Parnel	GE HPL 575w 120v Long Life
4	L&E Mini-10	GE FCZ 500w Frosted 2000hr 120v 500T3Q
6	6 Foot 3 Circuit L&E Mini Strips #6560 ALUM	GE EYC 12v 75w
12	L&E Hanging Irons w/ Mega Clamp Aluminum-Anodized Bl	
12	L&E Trunions	
135	C Clamp for S4 and mini Flood	
20	S4 par Barn Doors City Theatrical type #2488	
155	Source 4 Leko color frame	
85	Source 4 Par color frame	
200	Color frame for mini strip	
40	Template Holders A Size Sandwich	
180	Black Safety	
	Control	
1	ETC Express 250	
1	Remote Focus Unit	
1	ETC NET II Video Node w/ monitor	
5	ETC NET II DMX Nodes	(permanently mounted throughout theatre)
96	ETC Sensor 2.4kw Dimmers (dimmer per circuit)	
	Cable	
Quantity	Length	Type
50	5'	GPC 12AWG SO
50	10'	GPC 12AWG SO
40	15'	GPC 12AWG SO
35	25'	GPC 12AWG SO
10	50'	GPC 12AWG SO
4	25' Edison	Edison 12AWG SO
4	50' Edison	Edison 12AWG SO
2	25' 6 circuit multi cable	
2	50' 6 circuit multi cable	
4	6 circuit male break-ins	
2	Staggered breakouts	
2	Straight breakouts	
60	Twofers	
6	GPC to Edison Adapters	
6	Edison to GPC Adapters	

Appendix B –

Nancy and Edward Roberts Studio Theatre Floor Plan and Inventories

Sound System Inventory

- Playback
 - 1 Dual well Cassette Deck- Denon DN-780R
 - 1 Dual well CD player - Tascam CDX 1500 with Auto-Cue for stopping between tracks
- Console
 - Yamaha MG32/14FX
 - ◆ 24 mono mc/line inputs
 - ◆ 4 stereo inputs
 - ◆ 4 stereo busses
 - ◆ 6 Aux busses
 - ◆ 2 Onboard SPX series digital effects processors
- Loudspeaker Systems
 - 4 Renkus Heinz PN81 powered full range loudspeakers
 - 1 Renkus Heinz PN112 Powered subwoofer
 - Available effects/monitor loudspeakers
 - 4 Control One speakers w/ 4 channel amp

Communications

Clear Com two-channel system is available for stage crew use with six (6) wired belt packs. Backstage paging system can be implemented from Clear Com main station as well as a microphone backstage. Audio and video monitoring systems are also in place. Technical staff will set up these systems in accordance with renter's needs.

Soft Goods Inventory

10	Legs (25 oz Black Memorable)	17'-6" H x 10' W
2	Two-Part 40' Traveler (25 oz Black Memorable)	17'-6" H x 22' W and 17'-6" H x 20' W
1	Traveler Track w/ hardware	40 Linear Feet
1	Cyclorama (Bleached White Muslin)	19' H x 40' W
1	Black Sharktooth Scrim	18' H x 40' W

Appendix C - Holidays

The following is a list of the Holidays that are observed by the Calderwood Pavilion for the 2006-2007 season.

Date	Holiday
September 4	Labor Day
October 9	Columbus Day
November 10	Veterans' Day
November 23	Thanksgiving
November 24	Day after Thanksgiving
December 25	Christmas
December 26 thru 31	Intersession
January 1	New Year's Day
January 15	Martin Luther King Jr. Day
February 19	Presidents' Day
April 16	Patriots' Day
May 28	Memorial Day
July 4 (tbd)	Independence Day

Quick Reference (Contact Info, Address, Hours)

Contact Information: * This contact information is for business purposes only. These are private numbers and at no time shall the Licensee publish these numbers on its advertising materials.

Boston Theatre Scene.com Box Office 617-933-8600 ~ *only phone number to be used on brochures and advertising materials*

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Calderwood Pavilion

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Calderwood Pavilion at the BCA

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Boston, MA 02116

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Calderwood Pavilion

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Boston, MA 02115

Huntington Administrative Office

Main Phone 617-266-7900

Fax 617-353-8300

Administrative Office Location:

Huntington Theatre Company

281 Huntington Avenue

Boston, MA 02115

Websites:

Box Office: [www. BostonTheatreScene.com](http://www.BostonTheatreScene.com)

Information for Renters: [www. BostonTheatreScene.com/Rentals](http://www.BostonTheatreScene.com/Rentals)