

# FIVE POINTS WASHINGTON

## CATERPILLAR PERFORMING ARTS CENTER



*Enjoy your next performance here!*

360 N. Wilmor Rd., Washington, IL 61571  
Special Events Manager Brian Garnant  
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[briang@fivepointswashington.org](mailto:briang@fivepointswashington.org)





# facility fee schedule & equipment use rental scale

## PERFORMING ARTS CENTER RENTAL FEES

Weekdays	Weekends
1-6 hours – \$1,000	1-6 hours – \$1,400
7-8 hours – \$1,200	7-8 hours – \$1,600
9-12 hours – \$1,400	9-12 hours – \$1,800
13+ hours – \$1,700	13+ hours – \$2,200
Load in or load out only (non-event days) – \$250/hour	

## PERSONNEL FEE CHART

All are priced on an hourly basis

- Technical Director – \$25
- Stage Manager – \$15
- Stage Hands – \$15
- Ushers – \$12.50
- Riggers – \$20
- Maintenance – \$12.50
- Operators (lights, sound, spot) – \$20
- Housekeeping – \$10.50

\*\* A special cleaning fee may be charged for specific events up to \$400 per day. All labor rates will be charged at one and a half (1.5) times the prevailing rate for all hours work in excess of 10 hours per day or in excess of 40 hours per week (Monday-Sunday).

## OPTIONAL EQUIPMENT FEES

- Ticket sales (Arts People System) – \$4 per online ticket order + credit card fees
- Ticket sales (presenter provided at front desk) – \$1 per ticket sold
- 4x8 risers (staging dimensions: 15 sections available; 6", 12", 18" & 24" heights) – \$20 per section rental + \$5 set up fee per section (option to set up/strike risers and avoid \$5 fee, requires four people)
- Yamaha upright piano – no charge
- Allspot Follow Spotlight 1000W or Source Four 5 degree or 10 degree with iris – operator fees only
- Choir risers – \$15 per section
- Table skirting – \$10 each
- Table cloth (white, black or ivory) – \$10 square (80"x80") or \$10 rectangle (52"x114")
- Napkins (basic colors) – \$4 per table of 8
- Tables & chairs – N/C as available
- Flip chart stand – \$10 per chart
- TV/VCR – \$25 as available
- Sound podium – N/C as available
- Hitachi long throw HD projector with screen – \$350 per event
- Banquet room rental space (one room – 1,600 sq. ft.) – \$75 per hour, based on availability
- Senior room rental space – \$50 per hour, based on availability
- Acoustic shell rental fee – \$250 per event
- Raise or lower pit cover – \$250 per event

All items are based upon availability. If an item must be rented or constructed or a given event, the charge must be arranged with the management prior to the event.

Banquet room sound system includes standard radio and five disc CD player. Microphone and RCA input jacks in each room. If an operator is required, please add \$15 per person per hour.

(revised January 2016, rates are subject to change)



# theatre dimensions & information



## Seating Capacity

1,021 fully ADA accessible with four assisted listening devices available

## Stage Dimensions

- Proscenium – width 52'0" ; height 24'0"
- Depth from plaster line – 41'0" (note: structural steel locations on floor plan that reduce useful depth of stage)
- Depth from front of permanent apron – 48'0"
- Grid height – 50'0"
- Wings – SR 20'6" ; SL 24'4" (note: structural steel locations on floor plan that reduce useful wing space SL)

## Orchestra Pit Dimensions

- Depth from house floor – 16"
- Depth from lip of stage – 3'10"
- Pit cover – fixed cover available at audience level or stage height (not hydraulic)

## Curtains

Main curtain will travel or guillotine. (note: borders are dead hung at a height of 21 feet). Legs are adjustable up to a height of 22 feet.



## backstage information



### Dressing Rooms

Two small with restroom facilities located in shop are SL



### Shop/Loading Dock

35'x25' ; ground level loading dock with truck ramp available





# technical specification sheet



## Power (pictured above)

400A 3PH 120/208VAC, 4-wire + ground Company Switch with 6 Cam lock receptacles and 6 lugs for bare wire connection  
200A 3PH 120/208VAC, 4-wire + ground Company Switch with 5 Cam lock receptacles and 5 lugs for bare wire connection

## Acoustic Shell (pictured above)

52'0" wide at front, 39'0" wide at rear, depth from lip of stage 34'6"

## Sound

Consists of Soundcraft Live 24 mono inputs and two stereo inputs, 4 Aux sends. We have Separate CD Record and CD Playback units, Lexicon MPX 200 Effects Processor, 4 Channel Compressor Limiter, 4 Sennheiser ew 500-945G3 Hand Held Wireless Mics, 4 Shure UC Wireless Mics, 8 Sennheiser e835 Handheld Mics, 1 Channel Production Clear-Com System. Two Full Range Stage Monitors for use onstage or in the Orchestra Pit. Left-Center-Right Main Speakers with one Sub on each side. Delay speakers upper balcony and below balcony. We have 3 front fill speakers with an amp; 2 Yamaha DXR12 powered speakers with stands.

## Signal Processing

BiAmp AudiaFlex NC processor

## Patchbay

Two patchbays in the Amp Room allow patching of multiple mic inputs throughout the room. Inputs in Orchestra Pit, Stage Right and Left. Two stage floor boxes, center of the house inputs.

## Rigging

21 counterweight linesets total of which 8 are available as general purpose linesets. The rest are dedicated for curtains, orchestra shell and electrics.

Baton: length – 63' ; diameter – 1 1/2" (schedule 40)

See rigging schedule for line sets, spacing and baton capacity

Max trim height (from floor) – 49' typical, electrics – 32'

Boarders are fixed at a height of 21'.

# equipment available

\*quantities are in parentheses after each listed item

## LIGHTING

- Source four junior 26 degree (6)
- Source four junior 36 degree (8)
- Source four junior 50 degree (16)
- Source four 5 degree (2)
- Source four 10 degree (2)
- Source four 19 degree (26)
- Source four 26 degree (3)
- Source four 36 degree (7)
- Source four 50 degree (2)
- Source four par (54)
- Color scroller (2)
- LED par 64 1 watt (6)
- LED par 64 2 watt (8)
- Dimmers (158)



## SOUND

### Mixers

- Soundcraft GB2 24-Channel Mixer
- Soundcraft Ui16 Remote Mixer

### Audio Rack

- Tascam CD-200iL (Playback)
- Tascam CC-222MkIII (Recorder)
- DBX 231s 2-Channel Graphics EQ (Monitors)
- Lexicon MX200 Effects Processor
- DBX 1046 Quad Compressor/Limiter

### Microphones

- Perception 170 Condenser Microphones (2)
- Shure Microflex Podium Microphone (1)
- Sennheiser e835 Handheld Microphones (7)
- Sennheiser Sk500 Wireless Lavalier Microphone (1)
- Shure Microflex Lavalier Microphones (2)
- Shure UC1-UB Wireless Lavalier Microphones (4)
- Countryman Lavalier Microphone Elements (4)
- Shure MX393/C (lap) Microphones (2)
- Sennheiser e945 Wireless Handheld Microphones (4)

### Monitors

- 12' Speaker Wedge (4)
- Yamaha DXR12 powered speakers with stands (2)

### Misc.

- Telex SR-50 Packs (Assisted Listening System) (4)
- Horizon Passive Direct Boxes (8)
- Production Clear-Com Beltpacks (6)
- Production Clear-Com Headsets (8)



## equipment cont'd



**ETC Express 48/96  
Lightboard**



**Amp Rack**  
Wireless microphone and  
jumper rack



**Audio Rack**  
See page 5



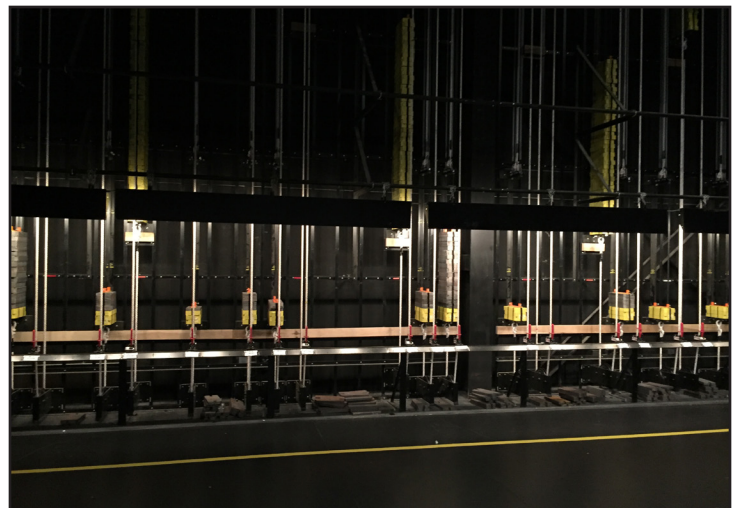
**Soundcraft**  
GB2 24 Channel

**Also available: Hitachi Projector CP-WU8700 with long throw lense**

# lineset schedule

Lineset #	Distance from 0'-0"	Item	Note
	-9'-2"	Edge of stage	
1	0'-0"	House act curtain	Burgundy
2	1'-1"	1st electric	
3	3'-8"	1st leg	
4		Orchestra shell #1	
5	6'-4"	Empty	
6	8'-8"	2nd leg	
7	9'-8"	Empty	
8	10'-9"	2nd electric	
9		Orchestra shell #2	
10	15'-10"	3rd leg	
11	17'-0"	Mid-stage traveler	Black
12	19'-2"	Empty	
13	20'-10"	3rd electric	
14		Orchestra shell #3	
15	25'-0"	4th leg	
16	26'-4"	Empty	
17	27'-8"	4th electric	
18	29'-6"	Emptys	
19	30'-8"	Empty	
20	32'-5"	CYC	
21	33'-7"	Black out curtain	

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 : House curtain to back wall: 38'-6"  
 : Edge of stage to back wall: 48'-0"  
 : Floor to grid: 50'-0"  
 : Proscenium opening: 52'-0"  
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# theatre usage procedures

## BACKSTAGE PROCEDURES

- No food or drink is allowed on stage or in the theatre. Bottled water is allowed on stage only.
- Smoking is prohibited in the facility, including use of electronic vapor cigarettes.
- No animals are allowed in the facility (except guide animals).
- Only FPW staff or trained crew members may operate the counterweight system.
- Only FPW staff may operate the Genie Personnel Lift.
- No tape/adhesives are to be used on the stage floor, seats or painted surfaces in/outside the theatre without the approval of the Technical Director or Special Events Manager.
- No screws, nails, etc. are to be driven in any part of the facility.
- No construction (painting, sawing, etc.) is allowed in the facility without written permission.
- No smoke machines/hazers shall be allowed without the permission of the Special Events Manager.
- The theatre shall not open for your event until the Technical Director or staff member responsible for the event has been notified. All setups and sound checks should be completed by that time.
- The management reserves the right to control all sound usage and volumes for any event in the theatre. No program material may exceed 95dB over an extended period.
- No helium filled balloons are allowed in the theatre.
- All areas must be cleaned and restored to the approval of the Special Events Manager by the end of the contract period.
- All rehearsal times are to be scheduled and presented at the production meeting.
- All items and large trash must be removed at the close of your event and placed in the appropriate area.
- Two (2) weeks notice is required to adjust pit height.

## RENTAL FEE INCLUDES

- General overhead lighting and standard audio equipment, including microphones and stands
- Minimal audio setup
- Two dressing room facilities
- Tables and chairs, as requested
- Lobby usage
- Normal housekeeping

## RENTAL FEE DOES NOT INCLUDE

- Additional labor needed for the event as assigned by the Technical Director or Special Events Manager (shall be determined during production meeting)
- Fees associated with ticketing system use through Arts People. (\$4.00 per ticket fee + credit card charges)
- Additional audio and visual equipment (projectors, laptop, etc.) or special lighting needs
- Cost associated with the setup, labor, operation, strike or restoration
- Piano tuning
- Follow spots and operators
- Excessive cleaning

## GENERAL INFORMATION

- A production meeting with the Technical Director or Special Events Manager is required for your event **no later than** two (2) weeks prior to the event.
- The renter as listed on the contract will have full control of the event unless someone else is designated.
- All changes in time, setups, etc. will only be executed upon their request.
- All state and local fire and safety codes as well as OSHA regulations must be followed for your event.
- All changes made after the production meeting will only be executed with the agreement of the Technical Director.
- **The nature of the material used in each performance must be family oriented. Any variation in the production that may be deemed vulgar or inappropriate for all ages must be pre-approved by the Special Events Manager.**

User's signature and date

Special Events Manager/ Technical Director signature and date

(revised July 2015)

# 5 steps to rent

**1** Contact Special Events Coordinator Brian Garnant. at (309) 444-8600 or [briang@fivepointswashington.org](mailto:briang@fivepointswashington.org), and provide as much of the following information as possible:

- Date and time needed
- Estimated number of attendees
- Description of your event
- Marketing materials needed
- Pre or post show event needs:
  - Check in table
  - Bar service
  - Food service
  - Silent auction or registration tables
  - Desired decor
- Technical needs
  - Lights
  - Sound
  - Podium
  - Projector or screen
  - Dressing rooms
- Post show needs
  - Souvenir/concession sales
  - Reception/bar service
- Other needs

**2** Set up a tour or walk-through of the space.

**3** Five Points Washington provides an estimate of charges.

- If the estimate is acceptable, Five Points provides a contract for signatures.

**4** Provide a down-payment with the signed contract.

**5** Five Points Washington provides an Insurance Certificate 30 days prior to the event.



One step closer to your next performance!



# rules & amenities



## Cameras and recording devices

are not allowed in the performing arts center unless otherwise noted.



## An Assisted Listening System

is available for hearing impaired visitors. A limited number of wireless headsets can be reserved by calling the Box Office in advance, free of charge.



## Please turn off

all cellular phones, beepers, digital watches and other noise-making devices for the duration of performances.



## Restrooms

are located at the north and south ends of the building on the main level. Infant changing stations are available in all restrooms.



## An elevator

is located in the south annex and provides access to the upper level and balcony.



## Beverages

are available for some events at the reception area in the lobby one hour before performances and through intermission. We accept cash only. Please note the trash bins at all entrances to the theatre. Food and beverages may not be taken into the theatre.



## Lost and found

should be turned in or claimed at the box office. If you need assistance after the box office has closed, please call and leave a message at (309) 444-8222 and we will return your call on the next business day.

## Box office

is located in the center of the lobby and remains open during all Five Points Washington sponsored events. Normal business hours are 4:30 a.m. to 10 p.m. Monday to Thursday, Friday 4:30 a.m. to 9 p.m., Saturday 6 a.m. to 7 p.m. and Sunday 7 a.m. to 7 p.m. The box office typically opens 1 to 2 hours prior to all Five Points Washington sponsored events. To speak with a box office representative, call (309) 444-8222.



## Tickets

are available through the box office during regular business hours and 24 hours a day online at [www.fivepointswashington.org](http://www.fivepointswashington.org). Messages can be left on the box office's 24-hour voicemail at (309) 444-8222 and will be returned on the next business day. We accept Visa, Master Card and Discover. All ticket sales are final with no refunds or exchanges. The will-call window is located at the front desk in the main lobby. Purchaser must present valid photo ID and the credit card used for ticket purchase as well as sign for the tickets.



## ATM

is located in the main lobby next to the box office.



## Smoking

of any kind, including electronic devices, is prohibited in any area of Five Points Washington.



## Guns and weapons

are not permitted in any area of Five Points Washington.