

# ***LONG BEACH PERFORMING ARTS CENTER***

## **Helpful Information for the Ballroom** 11/13/01

### **ROOM SET UP**

Arrangements for the set up of the room which includes tables, chairs, stages, lecterns and the like are made through the ***Event Manager***. One (1) basic set up is included with the rental of the room.

### **CEILING HEIGHTS**

The height of the ceiling to the plaster is 20' 11" and is 22' 5" to the ceiling tiles inside the coves.

### **LIGHTING EQUIPMENT**

Located throughout the Ballroom ceiling are Jr. Sky Hooks used for the facility's theatrical lighting. Each SkyHook can support up to 40 lbs. and have one (1) 20 amp dimming circuit. A portable lighting console controls the circuits. Current inventory of equipment includes 60 - PAR 56, 500 watt Par Cans and 20 - ETC Source Four, 575 watt ERS'. There is a house hang for the lighting instruments. Instruments can be moved to another position but must be returned to the house hang position at the move out. The hang, focus and color for a production will require at least two (2) electricians at usually a four (4) hour call. There is an additional cost for the use of the lighting equipment at \$150.00 the first event day and \$75.00 each event day thereafter. In addition, there are seven (7), six- (6) circuit Socopex connectors wired to the house dimmers for use. These are mounted to the front of the dimmer racks located in the service corridor opposite the main doors. There is a charge of \$1.00 per amp for use connectors and dimmers. Two (2) - 1000-watt followspots and spot towers are available. There is an additional cost of \$150.00 per followspot and \$50.00 each for the towers. The Center's Stagehands will operate the followspots. Contact the ***Theater Production Manager*** at (562) 499-7616.

### **HOUSE LIGHTING**

The dimming overhead house lighting is controlled through electronic panels on the wall and a theatrical lighting console. The lighting console can be placed anywhere in the room. The lighting control can be grouped or separated into room divisions. The house lights can be breakered off in groups of three (3) if needed. If house lighting control is required through the theatrical lighting console the Center's Technical Service Personnel will set it up and run it.

### **SOUND SYSTEM**

The Ballroom's overhead sound system is a high quality voice reproduction distributed system that can be separated into various room divisions. The system accepts XLR mic level input and has a 1/4" line level output. There is an additional cost for the use of the system. Arrangements for its use must be made in advance with the in house AV company, ***Projection Inc.*** Contact ***Tom Allen*** at (562) 499-7546.

### **RIGGING**

There are forty-six (46) permanent rigging points located throughout the Ballroom ceiling. These points can be used to hang chain motors for theatrical rigging. The rig points are located above the ceiling tiles inside the cove areas. A rig plot is available on request. There is a charge of \$100.00 for each point used. The Center does NOT supply any other rigging hardware beyond the rig points. The Center's Technical Service Personnel are required to assist in the hanging of equipment from the points. In most cases, an Up Rigger and a Ground Rigger will be assigned to the move in and the move out. The Up Rigger will remain on the call until the equipment is hanging in its final position and no other movement is required until the move out. The building's scissors lift is usually required to safely perform the tasks. There is no hanging allowed in the air wall tracks. Contact the ***Theater Production Manager*** at (562) 499-7616.

## **ELECTRICAL POWER**

There is a charge of \$1.00 per amp, per leg for use of the facilities power with a minimum charge of \$75.00.

There are 15-amp walls and floor outlets located throughout the room. Additional power is available. Initial power requirements are made through the **Event Manager**. Three (3) phase power disconnects are located in the service corridor behind the Ballroom. There is one (1) - 200 amp 120/208 volt 3 phase box, one (1) - 100 amp 120/208 volt 3 phase box and two (2) - 100 amp 277/480 volt 3 phase boxes. Each of these boxes require bare end tails for tie in. Also available are four (4) - 20 amp 120/208 volt receptacles inside the room. We can provide boxes that will break out into three (3) - 20 amp 120 volt standard outlets from these receptacles. The facility has limited power distribution equipment. Any large show should provide all power distribution all the way to the disconnects. Specific questions concerning electrical power for any "theatrical" production should be directed to the **Theatrical Stage Manager**. A map of the power lay out is available through either the **Event Manager** or the **Theatrical Stage Manager**. Do not call the building electricians directly. Always go through the **Event Manager, Theatrical Stage Manager or Stage Supervisor**.

## **AUDIO AND VIDEO**

Additional AV equipment can be supplied by the in house AV company, **Projection Inc.** Contact **Tom Allen** at (562) 499-7546.

## **SIGNS, BANNERS AND POSTERS**

The taping or nailing of any signs, banners or posters to any walls or doors is not permitted in any area of the facility. Banners may be hung from hand rails or poles by prior arrangement with the **Event Manager**. Easels can be ordered through the **Event Manager** for signs and posters.

## **VEHICLE DISPLAY**

Vehicle display in the Ballroom is permissible. Contact the **Event Manager** for directions for the correct path of entry. The following items must be adhered to:

1. The entire bottom of the vehicle must have a floor covering when traveling on the ballroom carpet and when static display.
2. Tires may never touch the carpet at any time.
3. The gas tank must be filled over a one-half (1/2) tank.
4. When static, the negative battery terminal must be disconnected.
5. Gas cap must be locked or taped when in the facility.

## **ELEVATORS**

The Ballroom is on the top floor. There are two (2) freight elevators that service the room. One (1) smaller elevator opens to the Food and Beverage loading dock. This smaller elevator has a door opening with measurements of 4' 11 1/2" wide and 8' high. Once inside this elevator the measurements are 8' wide, 10' 8" long and 9' high. A larger elevator opens to Exhibition Hall C. This larger elevator has a door opening with measurements of 9' 9 1/2" wide and 8' high. Once inside this elevator the measurements are 9' 3 1/2" wide, 20' 3 1/2" long and 7' 11" high. Both of these elevators must be used by all of the departments in the facility. As the main kitchen is located behind the Ballroom, we can guarantee that the elevators will be in constant use. There is no stair access from the loading areas to the ballroom. What this all means is that elevator service to any part of the facility can and will be slow. The **Event Manager** will arrange for an elevator operator to help speed up elevator travel.

## **LOADING DOCK**

The loading dock is located three floors below the Ballroom next to the Hyatt loading dock. There are two (2) freight elevators that service the loading dock. However, only one of the elevators actually open to the loading dock area. The height of the dock is an average of 47 1/2" high. Please note: The loading dock does slope at an angle, which causes unattended road boxes to roll off the dock on their own. The loading dock has only one adjustable truck ramp. Because the loading dock is unusually high, most trucks are lower than the dock and with the lack of many adjustable truck ramps the loading and unloading of equipment can be very labor intensive. While planning the time for unloading and loading of equipment this should be taken into consideration.

### **PYROTECHNICS AND LASERS**

The use of pyrotechnics must be approved in advance by the **Event Manager**. There are several city permits and regulations that must be adhered to, please seek action at six to eight weeks prior to your event.

### **STORAGE**

The service corridors cannot be used as storage areas for road boxes and the like during your performance. If a holding area for road boxes is required, your **Event Manager** may be able to arrange for a room. Storage is not available within the facility. Everything must be brought in only at the time of a your move in and removed at your move out. Items remaining after your move out will be considered trash and will be dealt with accordingly. There may be an additional charge levied to clean up and remove said debris.

### **SECURITY**

The Long Beach Convention and Entertainment Center and SMG will not be held responsible for the loss or damage to any personnel property brought into the facility or left in your vehicle. All props, tools and equipment should be secured at all times. If additional security is required, please contact your **Event Manager**.

### **SAFETY**

If there is any doubt about the safety of scenic elements, (special lighting fixtures, stairs or ramps, elevated , scenery rigged to fly, etc.), they will not be allowed to be used "as is." Final approval or denial of potentially dangerous equipment rests with the building personnel. If the Permittee's employees are deemed unsafe in skill or manner by any building personnel, said employee will be asked to leave the building.

### **PAYMENT AND BILLING**

All production company ordered facility services and equipment will be put on the contracted permittee MASTER ACCOUNT unless you notify your **Event Manager** two (2) weeks prior to occupancy of the facility. If an entity other than the contracted permittee wishes to pay for facility services, they must be prepared to pay in advance all estimated charges and guarantee possible overages with a credit card.

### **DAMAGES**

A damage walk through will follow the load out of an event with the **Stage Supervisor** and the **Permittee** or their representative. Damages to the facility or its equipment will be noted at that time. There will be additional charges for the restoration of items damaged.

### **PARKING**

Your **Event Manager** can provide parking passes at a nominal charge. These parking passes are good for all adjacent lots. There is NO loading dock parking available. The loading dock is reserved for vehicles ACTIVELY LOADING AND UNLOADING. If for your event, a truck must remain on the dock as a work area such as a video, grip or special effects truck. Please arrange in advance with the **Event Manager**. If VIP parking is required for your event, the Event Manager may be able to come up with an option. The **Stage Supervisor** or the **Theater Production Manager** DOES NOT have any control of the parking.

### **SMOKING**

The smoking of tobacco, or any other weed or plant is strictly prohibited within the facility as per Long Beach City Ordinance No C-6916. Smoking is permitted outside the facility only.

### **FOOD AND DRINK**

Food and drinks are not allowed to be brought into the building. If catering services are required, your **Event Manager** can put you in touch with the **Food and Beverage Department**.