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I. INTRODUCTION

The Ohio State University Department of Theatre has performance spaces available for public rental. These theaters are ideal for dance and theatrical performances, conferences, lectures, presentations and many other types of events. These facilities are the James Thurber Theatre and the Roy Bowen Theatre located in the Drake Performance and Event Center, on the OSU campus.

The Thurber Theater is a proscenium style facility seating 600 in a continental arrangement. The Bowen Theatre is a thrust style facility seating 250. These spaces are available for rent to both university and non-university organizations.

The Department of Theatre is located in the Drake Performance and Event Center, 1849 Cannon Drive, Columbus Ohio. The Drake can provide a wide variety of additional rental facilities, including conference rooms, reception rooms, picnic areas, and other recreational facilities. The Drake can provide customized catering for any event inside or outside the building.

II. RENTING A THEATRE

The Department of Theatre takes great pride in their ability to provide the renter with all the services necessary to make your event successful. This handbook provides the potential renter with the most complete listing of the services available, and an understanding of the best means to take advantage of them.

The key to the success of an event is in communications with the Production Coordinator. The Production Coordinator is the staff member of the Department of Theatre who organizes all rental activity. Communication between the renter and Production Coordinator must be as thorough as possible. Without an understanding of your event the Production Coordinator cannot provide the appropriate services for you.

Renting a Theatre can be a confusing task. Some standard terms and techniques used by theatres can be misleading and confusing to those who are not accustomed to them. It is the task of the Production Coordinator to alleviate this confusion by assisting the renter in determining precisely what is needed.

A) INITIAL CONTACT:

During your initial contact with the Production Coordinator you should have a firm understanding of the event that you intend to sponsor. The Production Coordinator will ask a series of questions intended to gain an understanding of the event. The following is a list of the questions most commonly asked by the production coordinator.

- 1) What is the date of your event?
- 2) What is the name of your organization?
- 3) Is your event sponsored by an OSU organization?
- 4) Is this Event sponsored by and Not For Profit organization?
- 5) What type of event are you presenting?
- 6) Your name as the contact person?

- 7) The organizations address?
- 8) What times of the day will you need the Theatre?
- 9) Will you need rehearsal time in the facility?
- 10) Will you need use of the dressing rooms?
- 11) What are your needs for lighting?
- 12) What are your needs for sound?
- 13) What type of stage setup do you need?
- 14) Will you need to use our box office?
- 15) Is there anything that has not been discussed above that the Production Coordinator should be informed of?

1) THE DATE OF YOUR EVENT

The Department of Theatre establishes its schedule no later than May 30th for the following academic year. This schedule includes the rehearsal and performance dates for all Departmental productions and other University and Departmental functions. These events are given priority over all other events. When you call the Production Coordinator the first task is to check the dates available for your event. If the dates are available, continue with the rest of the general information questions. If the dates you had planned are not available then, the Production Coordinator will discuss alternative dates.

Once a date is found that is acceptable the Production Coordinator will pencil in the date on the Departmental schedule. Once a date is penciled in, no other events will be booked into the Theatre on that date or time without consulting you first. If another organization requests a time that conflicts with your scheduled event the Production Coordinator will call to check with you regarding that time. For non-University and student organizations a deposit will be requested to guarantee your reservation.

The Drake Union has scheduled building hours. These hours are determined by school and holiday schedules. If your event is scheduled during a time when the building is normally open there will be no charge for the operation of the building. If your event is scheduled during a time when the Drake Union is normally closed the Drake staff will open the building for your use. There is an additional charge for opening the building during non-scheduled hours. For scheduled please contact the Drake Union Business Office at 292-8597.

2) THE NAME OF YOUR ORGANIZATION

It is important that this be spelled correctly so that all correspondence and contracts can be published correctly.

3) IS YOUR EVENT SPONSORED BY AN OSU ORGANIZATION

The differences between OSU sponsored events and non-OSU events are twofold:

1) The type of contract and insurance arrangements.

2) The rental rate is reduced for OSU related events.

OSU SPONSORED EVENTS: Are those events that are paid for through the use of OSU funds or are sponsored by a Department or Recognized student Organizations. These organizations will not need to present separate proof of insurance. OSU sponsored organizations will receive a reduced rate for their event.

NON-OSU SPONSORED EVENTS: Are all other events. Off-campus organizations will need to provide proof of insurance. Insurance companies will send an insurance rider upon request.

4) IS THIS EVENT SPONSORED BY AND NOT FOR PROFIT ORGANIZATION:

Some organizations are registered with the state of federal government as Not For Profit. These organizations are charged at a reduced facility rate for the theatres.

5) WHAT TYPE OF EVENT ARE YOU PRESENTING

Events are generally divided into two different categories:

Conference Rate: Applies to meetings, lectures and gatherings that do not entail a public performance. This rate includes 3 hours of labor, podium, microphone and basic area lighting.

Performance Rate: Applies to public performances, shows and exhibitions using a full stage. This rate includes 100 lighting instruments, lighting and sound systems, use of dressing rooms and piano. There is an additional fee for piano tuning, if necessary.

6) THE NAME OF THE CONTACT PERSON

The contact person is the member of the renting organization that will be in contact with the Production Coordinator throughout the rental. To avoid confusion the same person should always be in contact with the Production Coordinator. Any information about the rental should be presented to the Production Coordinator through the contact person. All contracts will be written for the organization in care of the contact person.

7) ORGANIZATION ADDRESS

It is important that the correct address is presented during the rental process so that all correspondence and contracts can be published correctly.

8) TIMES OF THE DAY THE THEATRE WILL BE NEEDED

On the dates of the rental, what times will you need to be in the Theatre? These times should include enough time for setup, rehearsal and clean up time after the performance. It is important to be realistic about the time needed. If you schedule too much time you will pay for labor that you did not need. If you do not schedule enough time then it will show in the quality of your presentation.

To determine the amount of time that you will need it is easiest to write a list of the tasks that will need to be accomplished prior to the event and a list of tasks that need to happen after the event. Estimate how much time each task will take and use these estimates to determine the starting and ending times of your rental. The

Production Coordinator has a great deal of experience in estimating the amount of time most setups and clean ups will take. Feel free to contact the Production Coordinator for help in estimating the time needed for your event.

The Drake Union has established building hours. These hours are determined by school and holiday schedules. If your event is scheduled during normal operating hours there are no additional charges for the use of the facilities. The Drake Union staff will open the building for events during closed hours, at a fee equivalent to the operating costs of the building.

9) WILL YOU NEED REHEARSAL TIME IN THE FACILITY:

The theaters may be reserved for rehearsals. These break down into two categories. The first is the basic rehearsal, which provides a Stage Manager the theatre and work lights. The second is the Technical Rehearsal which provides the entire production needs for the rental presentation (lighting, sound, stage setup and labor).

10) WILL YOU NEED THE DRESSING ROOMS

The Department of Theatre has four fully equipped dressing rooms. They are quickly accessible from both the Thurber and Bowen theaters. Availability of the dressing rooms is dependent on the Departmental production schedule. If the dressing rooms are not available during the scheduled rental period or do not provide adequate space for the needs of the rental, nearby classrooms may be converted into temporary dressing rooms.

The renter is responsible for restoring the condition of the dressing rooms after the rental. Additional charges may be incurred for cleaning and repair of the facilities.

11) WHAT ARE YOUR NEEDS FOR LIGHTING

The Department of Theatre maintains a rental light plot in both of its theaters. This plot is designed to give a good general wash of light across the entire stage area. This lighting is good for most conference style presentations. It is not intended to provide the specialized lighting required of some productions.

Lighting specialized for the production is included in the performance rate rental package. If specialized lighting is being used the following procedures must be followed:

- 1) The renter must provide a Lighting Designer. This is a person who understands the use of the specialized lighting equipment needed in Theatre and understands the needs of your production. The Production Coordinator maintains a list of Lighting Designers and can provide the names of potential designers. The Lighting Designer is not hired by the Department of Theatre and the Department will not guarantee the quality of work produced by any Lighting Designer.
- 2) The Lighting Designer must call the Production Coordinator. The Production Coordinator will send the Lighting Designer all the information that is needed for the use of the Theatre. Together the Lighting Designer and the Production Coordinator will establish a schedule for the implementation of the lighting design.
- 3) The Lighting Designer must return a legible light plot and hook-up to the Production Coordinator by the agreed upon date. The Department of Theatre will hire, at the renters' expense, the labor required to implement the light plot.
- 4) After the production, the Department of Theatre will hire, at the renters' expense, the labor required to reestablish the lighting for the rental plot.

12) WHAT ARE YOUR NEEDS FOR THE SOUND SYSTEM

Both theaters are equipped with basic sound systems for public address, and the playing of CDs and cassette tapes. The Department of Theatre is not responsible for producing the sound or music needed for your production. A sound technician will be hired, at the renters' expense, to operate the sound equipment during all rehearsals and presentations.

13) WHAT TYPE OF STAGE SETUP WILL YOU NEED

What are the desired stage arrangements? The Department of Theatre will provide the full stage area for your use. The stage area will be clear and clean. In Thurber, curtains can be hung to restrict the off-stage area that can be seen by the audience. Other equipment such as chairs, tables or podiums can be rented from the Department of Theatre or the Drake union.

For productions that do not use scenery it is advisable to create a ground plan, an aerial sketch representing the location of all objects on the stage. For productions involving the use of scenery a ground plan must be provided. The Department of Theatre will hire, at the renters' expense, labor to setup and take down the scenery needed for any production.

The Scenic Studio is not included as a part of any rental. Renters may not construct scenery using Scenic Studio facilities.

15) WILL YOU NEED TO USE OUR BOX OFFICE

The Department of Theatre operates a Box Office that can provide ticket sales for your event. These sales will occur during its regularly scheduled business hours and at the times of your event. The Box Office can provide access to Ticket Master a national ticketing agency and offers ticket printing for your event. For more information contact the Box Office Manager. (See pg ii)

16) OTHER NEEDS

Different types of presentations have different needs, which may not fit into any of the categories listed above. If your presentation will need any special arrangements they should be presented here. If you are in doubt about anything please be sure to ask!

B) LABOR CONSIDERATIONS:

After the Production Coordinator has developed an understanding of your event a determination concerning the amount of labor needed will be made and the Department will hire, at the renters' expense, the labor required to facilitate a smooth operation of your production. Labor comes in a variety of types listed below:

STAGE MANAGER: Every rental must hire a Stage Manager. This person is available during the entire rental period and will see to all the needs as specified in the rental contract. If the renter desires something beyond the contractual agreement the Stage Manager will contact the Production Coordinator to make arrangements. The Stage Manager ensures the safety of everyone involved in the rental and is the liaison between the renter and the Drake Union Staff. The first three (3) hours of the Stage Manager's time are paid for by the Facilities Charge portion of the rental. Additional hours are charged at an hourly rate. It must be remembered that the Stage Manager has the final say in the use of the Facilities during the rental, this person has the safety of the renter, the crew and the audience as their first priority.

CREW PERSONS: The Production Coordinator will determine the need for additional crew persons depending on the needs of the renter. Crew persons are used to operate all stage equipment belonging to the Department of Theatre. A crew person must operate the sound system, lighting system and fly system if they are being used by the renter.

HOUSE MANAGER: The job of the House Manager is to seat the audience as they arrive and facilitate the movement of the audience in and out of the Theatre. The House Manager is also trained in the quick and safe evacuation of an audience in case of an emergency.

ADDITIONAL LABOR: The renter may provide additional labor of their own to help in the operation of the rental. This labor is supplemental to the labor hired by the Department of Theatre. At no time may a renter provide labor to operate Department of Theatre equipment.

The Department of Theatre will do their best to provide the most experienced labor force available. However, circumstances may occur beyond the experience of the student labor force. If this happens the Production Coordinator will be called upon to help alleviate what ever problems have developed.

It must be remembered that the labor hired by the Department of Theatre are familiar with our theaters but are not familiar with your production. They will do their best to support your presentation but will need to be instructed in your specific needs. You should never hesitate to ask a crew member for help or the Production Coordinator for advice.

C) FACILITIES CHARGES:

The cost for the rental of the facility is based on all the questions asked on page 2. The Production Coordinator will thoroughly explain the charges and how they relate to your rental. The following is a list of the charge categories:

FACILITIES CHARGES: These are the basic charges for the use of the facility for one business day (8 hours). This charge is fixed and can not be reduced for use of the facility for a shorter period of time. This charge includes the first three (3) hours of the Stage Managers Time, the use of the Theatre and any associated rooms.

REHEARSAL CHARGES: Theaters may be reserved for rehearsals. These break down into two categories. The first is the basic rehearsal, which provides a Stage Manager the theatre and work lights. The second is the Technical Rehearsal which provides the entire production needs for the rental presentation (lighting, sound, stage setup and labor).

CLEANING CHARGES: These are charges reflecting actual costs of the Drake Union staff cleaning the Theatre before and after your presentation. Additional cleaning charges may be added if, in the opinion of the Production Coordinator the condition of the dressing rooms or Theatre after your presentation warrant the additional charges.

BOX OFFICE CHARGES: These are charges paid for use of the Box Office and the labor to support that use. This may also include charges for ticket printing.

III. AFTER THE INITIAL CONTACT

A) THE CONTRACT:

During the initial contact the Production Coordinator will record all the information concerning your event. As time passes and your needs change you should continue to contact the Production Coordinator to update any

information concerning your presentation. About four weeks before your first rental dates the Production Coordinator will write the contract(s) needed for your presentation.

UNIVERSITY RELATED EVENTS: University sponsored events will receive a "Memorandum of Agreement." This is a binding inter-campus agreement between your organization and the Department of Theatre, specifying the conditions of the rental. Please read this agreement carefully it will specify exactly the agreement between the renter and the Department of Theatre. This agreement is based on the Production Coordinators understanding of your event.

It is important that this Memorandum be correct. It will form the basis of the labor pool that will be hired for the presentation, and informs the Stage Manager of the tasks that need to be preformed for your event. If there is a discrepancy between the arrangements specified in the Memorandum and your understanding of the agreement, please contact the Production Coordinator immediately. The Production Coordinator will work with you to develop a mutually acceptable understanding and will then produce another Memorandum of Agreement. It is important to remember that any changes or additions to the needs of your presentation after the agreement has been signed are subject to the approval of the Production Coordinator, and may add to the cost of your rental.

You will receive two copies of the Memorandum of Agreement, you must sign both copies and return one to the address indicated on the agreement. All organizations are required to place a 25% non-refundable deposit to guarantee the reservation of the Theatre. This deposit will be deducted from the final charges for the rental.

The amount of the rental presented on the Memorandum of Agreement is an estimated charge. The actual amount of the rental will vary depending on any changes made in the needs of the presentation. After your event you and the Production Coordinator will determine the final charges and a bill will be forwarded to you.

NON-UNIVERSITY RELATED EVENTS: All University Related charges and contract agreements apply to Non-University Related Events, with the following additions. All off campus organizations are required to provide a 25% deposit to guarantee the reservation of the Theatre. Along with the Memorandum of Agreement you will receive a University Rental Contract.

The Memorandum of Agreement is the agreement between your organization and the Department of Theatre. The University Rental Contract is an agreement between you and the University, specifying under what conditions you may use campus facilities. Review this contract carefully, if you have any questions please feel free to contact the Production Coordinator. If the Production Coordinator cannot answer your question then you should contact a lawyer for a review of the contract. Please note that section seventeen of this contract requires the renter to provide proof of insurance. Insurance companies will provide an insurance voucher upon request. You must sign this contract and return it with one copy of the Memorandum of Agreement to the address indicated on the agreement.

B) THE DRAKE UNION:

The Drake Union is operated by the Ohio Unions as a center for social activity. The Drake is one of the Ohio State University's most modern and attractive multipurpose facilities. Located on the east bank of the Olentangy River. Each of the meeting rooms, lounges and banquet areas shares a splendid view of the river and surrounding landscapes. Handling over 3,000 reservations and 300 special functions annually, the Drake staff is adept at meeting conference needs. The Drake Union offers twelve meeting rooms, a catering service, a splendid lounge area, recreational facilities (bowling, billiards, video games, and a marina) and convenience services (a bank, gift shop, dining room, and two restaurants).

The Drake Union Manager is the person hired by the Ohio Unions to oversee the operations and reservations of the Drake Union's facilities. While the Production Coordinator is responsible for all activities within the theatres

the Drake Union Manager is responsible for the activities in the rest of the Drake. Once you have contacted the Production Coordinator you must also contact the Drake Union Manager to reserve the use of the lobby or schedule the use of any other facilities that you may need. The Drake staff is very experienced in the organization and operation of conferences and will assist you in any way necessary to make your function a success. For contact information see pg ii.

IV. THURBER THEATRE

Thurber Theatre is a 600 seat Continental house with a 35 foot proscenium. Equipment includes:

- o Hydraulic Orchestra lift
- o Single purchase counterweight (line sets 1 through 6)
- o Double purchase counterweight (line sets 7 through 33)
- o Hemp sets to be placed as needed
- o Strand 520 Lighting console
- o 188 dimmers (dimmer per circuit)
- o Stereo sound capabilities
- o Two channel Clear-Com production Communications
- o Backstage monitor system with page capability

A) TECHNICAL INFORMATION:

Thurber Theatre

Stage:

Proscenium is 35'-0" wide by 22'-0" high
Stage depth, upstage of plaster line 38'-0"
Apron below plaster line is 3'-1"
Shallow thrust/pit elevator extends 7'11" below apron
Pit levels: (0'-0"), (-3'-5 2"), (-5'-8 2"), (-7'-7 2")
Stage right wing space is 35'-0" x 38'-0"
Stage left wing space is 18'-0" x 38'-0"
The counterweight fly system 33 line sets
(lines 1-7 lower to 15'-0" off deck all others lower to 3'-0" off deck)
The grid is 56'-0" from underside to stage floor Usable flying height is 54'

Load In:

Loading dock is at truck height above ground
Loading door into scene studio is 7'-3" wide by 7'-11" high
Please Note: This door opens into a hallway. Scenery must make a quick 90 degree turn. Experience has shown that the maximum flat size which can make this turn is 16'-0"x5'-0". Three dimensional scenery should be appropriately sized.

Loading door from scene studio to stage is 15'-10" wide by 21'-6" high.

Freight Elevator dimensions - 5'-1" wide, 7'-11" Long, 7'6" high

Light and sound control booths are located at the rear of the auditorium. Access is through the lobby.

Lighting System:

Dimmer per circuit system

188 - 2.4K dimmers

2 - 6K dimmers

4 - counterweight electric pipes on stage

2 - auditorium beam catwalks

2 - ante proscenium lighting covers

The control system consists of: Strand 520 Console

2 Colortran Color Arc 2000 Follow Spots (Available for additional charge)

Sound System:

1 Yamaha O3D Digital Mixer 16 (16 Inputs x 8 Outputs)

5 Dual Amplifiers

6 Speakers located in the House

1 Sub woofer Amp

2 Sub Woofer Speakers

2 Otari Stereo 1/4 track reel to reel tape decks (7-1/2 and 8 3/4 ips)

1 Techniques turntable

1 Dual cassette deck

1 CD Player

4 Stand Microphones

2 Wireless Microphones

4 PCC Microphones

10 microphone jacks on stage

11 speaker jacks throughout the house

1 show sound monitor which feeds control booth, green room.

1 production communications system with 1 mobil station

Dressing Rooms:

2 dressing rooms 12'-0" x 15'-0" with shower, toilet, sink and 6 makeup stations

2 dressing room 20' x 21'-0" with 3 showers, 3 toilets, and three sinks

14 additional makeup stations are located in adjacent corridor

Dressing and makeup facilities are located one level down from the stage with direct access to stage left

Access to stage right is via an on stage crossover

B) THURBER THEATRE LINE PLOT

Number	Type	Distance	Unit
1	SP	1'-0"	House Curtain
2	SP	1'-11 1/2"	Hard Teaser
3	SP	2'-11"	
4	SP	3'-5"	
5	SP	4'-1 2"	
6	SP	4'-7 2"	1st Electric
7	DP	6'-1 2"	

8	DP	6'-7 2"	
9	DP	7'-7 2"	
10	DP	8'-7 2"	
11	DP	10'-1 2"	
12	DP	10'-7 2"	
13	DP	11'-7 2"	2nd Electric
14	DP	12'-7 2"	
15	DP	13'-7 2"	
16	DP	14'-7 2"	
17	DP	15'-1 2"	
18	DP	15'-7 2"	
19	DP	16'-7 2"	
20	DP	17'-7 2"	3rd Electric
21	DP	18'-1 2"	Projection Screen
22	DP	19'-7 2"	
23	DP	20'-1 2"	
24	DP	21'-1 2"	
25	DP	22'-1 2"	
26	DP	23'-1 2"	(out of order)
27	DP	24'-1 2"	
28	DP	25'-1 2"	
29	DP	26'-1 2"	
30	DP	27'-1 2"	4th Electric
31	DP	28'-7 2"	
32	DP	29'-1 2"	
33	DP	30'-7 2"	

Note: SP = Single Purchase counterweight
DP = Double Purchase counterweight

V. BOWEN THEATRE

Bowen Theatre is a 250 seat thrust style Theatre.

Equipment includes:

- o ETC Obsession 2 Lighting console
- o 150 dimmers (dimmer per circuit)
- o Stereo Sound capabilities
- o Single channel Clear-Com production Communications

o Backstage monitor system with page capabilities

A) TECHNICAL INFORMATION:

Bowen Theatre

Stage:

Stage depth is 34'-2"

Stage width is 26'-3 1/4".

Grid Height is 16'-0" above stage floor.

Stage Height is 131/2" above house floor

Load In:

Loading dock is at truck height above ground.

Loading door into scene studio is 7'-3" wide by 7'-11" high.

Please Note: This door opens into a hallway. Scenery must be loaded onto a service elevator that is at a 90 degree angle to the door. Experience has shown that the maximum flat size which can make this turn is 16'-0" by 5'-0". Three dimensional scenery should be appropriately sized.

Freight Elevator dimensions - 5'-1" wide, 7'-11" Long, 7'6" high

Light and sound control booth is located on the north wall of the Theatre.

Access is through a hallway that wraps around the Theatre.

Lighting System:

Dimmer per circuit system

150- 2.4K dimmers

The control system consists of:

ETC Obsession 2 console

Sound System:

1 Tascam M-1600 Mixer (16 Input x 8 Output)

4 Dual Amps

6 speakers - Two for each seating area.

1 Dual cassette deck

1 CD Player

2 Microphones

1 Show sound monitor microphone which feeds the control booth and green room

1 Production communications system with 1 mobile stations

Dressing Rooms:

2 Dressing rooms 12'-0" by 15'-0" with shower, toilet, sink and 6 makeup stations

2 Dressing room 20'-0" by 21'-0" with 3 showers, 3 toilets, and 3 sinks

14 Additional makeup stations are located in the adjacent corridor

Dressing and makeup facilities are located one level down from the stage with direct access to stage right

Access to stage left is via an offstage crossover