



- Technical Information
- Policies & Procedures
- Fee Schedule for Rental & Services





## LOAD-IN AREA

The loading dock is located on stage level, directly off upstage right. The dock has one 8'-0" wide x 10'-0" high (2.44m x 3.05m) overhead door. Dock height is 24" (.61m). There is NO leveler, and there is NO truck ramp.

The loading area is 16' wide x 22' long with 12' ceilings, in a wedge shape. Access to stage is through a 10' wide x 11' high overhead door upstage right. Access to the dressing rooms is by stairs or by elevator.

## CARPENTRY

### Seating Capacity

**Maximum Capacity:** 1011

**Orchestra** 537

**Grand Tier:** 90

**Mezzanine:** 384

**Handicapped Accessible:** 8 Additional on Grand Tier Level

### Stage Dimensions

**Proscenium** w: 49'-6" (15.09m) h: 23'-0" (7.01m)

**Depth** (plaster to back wall) 28'-0" (8.53m)

**Apron** Curved 5'-0" (1.52m) at centerline

**Wing Space** • Stage right 10'-0" (~3.05m)

• Stage left 13'-0" (~3.96m)

**Orchestra Pit** none

**Stage to Audience** 4'-0" (1.21m)

### Stage Floor

**Material:** 1/4" hardboard (Duron)

**Color:** Black

**Condition:** Good

**Sub floor:** 1 layer of 3/4" plywood  
2x4 sleepers (24" O.C.) on resilient pads

### House Drapery: House Curtain- Scarlet; Manual Fly

Item	Number	Material	WxH
<b>Legs</b>	8	black velour	10' x 25' (3.05m x 7.62m)
<b>Borders</b>	4	black velour	60' x 10' (18.23m x 3.05m)
<b>Full Black</b>	2	black velour	60' x 25' (18.23m x 7.62m)

### Line Set Data:

**Grid height:** 53'-9" (16.38m)

**High trim:** 50'-11" (15.52m)

**Low trim:** 5'-8" (1.72m)

**Total Line Sets:** 26 single purchase

**Arbor Capacity:** 1500 lbs (680kg)

**Weight Available:** 8702 lbs (3947kg)

**Weight Size:** 19 lbs (8.6 kg)

**Pipe Length:** 60'-0" (18.29m)

**Pipe size:** 26 @ 1-1/2" Schedule 40

**Lock Rail:** Stage Left, stage level

**Line Plot:** Enclosed

**Shop Area:** There is NO on-site scenery shop, and there is no off-stage area for working on scenery.

## LIGHTING

**Power:** 1 @ 400 amp 3 phase, 5 wire, 120/208v Accessible through loading dock. 50' to SR, 75' to SL. Tie-in uses tails, company must provide 3 @ 20 amp edison plug circuits on stage

**Dimmers:** 144 ETC D-20AF Dual 2.4KW (20A) Dimmer Modules (288 dimmers)

**Control:** ETC Element 40. 2 Universes.

**House Lights:** Automatic preset levels. Controlled from spot booth, DSL, ETC Element

**Circuits:** Dimmer per circuit

Circuit Number	Location
1-36	#1 Electric
37-72	#2 Electric
73-108	#3 Electric
109-144	#4 Electric
145-184	FOH Rail
225,227,229,231	#1 drop box SL
226,228,230,232	#1 drop box SR
233,235,237,239	#2 drop box SL
234,236,238,240	#2 drop box SR
241,243,245,247	#3 drop box SL
242,244,246,248	#3 drop box SR
249,251,253,255	#4 drop box SL
250,252,254,256	#4 drop box SR
257,259,261,263	#1 wall box SL
258,260,262,264	#1 wall box SR
265,267,269,271	#2 wall box SL
266,268,270,272	#2 wall box SR
273-276	wall box upstage

### Cable

- 12/3 SO with 20amp, 3-pin stage connector
- 10 @ 50' (15.2m), 30 @ 25' (7.6m), 25 @ 10' (3.1m)
- 24 @ 3' (1m) stage pin two-fers
- 2 Dry 5 Pin DMX Lines. Stage Left to FOH Position.

### FOH Positions:

- FOH Rail 97' (29.6m) throw 25 degrees to plaster

### Instruments

- 5 - ETC Source Four 5° 750W
- 20 - ETC Source Four 10° 575W
- 20 - ETC Source Four 19° 575W
- 20 - ETC Source Four 26° 575W
- 20 - ETC Source Four 36° 575W
- 48 - ETC Source Four Par
- 10 - ETC ColorSource Cyc Lights
- 16 - Elation SixPar 200 Pars
- 8 - Chauvet Rogue R2X Wash Movers
- 4 - LED Moles/Crowd Blinders

### Follow Spots:

- 2 - Lycian 1.2K Superstar (HMI1200 w/s lamp)

### Hardware:

- 24 - ETC S4 Pattern holders

## VIDEO & PROJECTION

- 1 - 10x17 Projection Screen
- 1 - Vivitek 7,500lm Projector\*
- 1 - Panasonic 10,000lm Projector\*
- 1 - Roland V-1SDI Video Switcher

\*Video Connection: HDMI or SDI

## SOUND

### Production Communication:

- 2 channel Telex US2000A main station
- 6 - 2 channel belt packs
- 6 - single ear closed muff headset

#### Intercom Positions:

- 2 – spotlight booth
- 1 – Main Audio Patch Panel (DSL)
- 1 - DSL
- 1 – Fly Rail
- 1 – DSR
- 1 – Lighting Control
- 1 – Sound Control

#### Sound Mix Position:

- Back of house at orchestra level. Not in a booth.

#### Mixing Console:

- MIDAS M32

#### Speakers

<b>Balcony Level:</b>	Eastern Acoustic Works MQ2394 one per side
<b>Orchestra Level:</b>	Eastern Acoustic Works MQ1394 one per side
	Eastern Acoustic Works SB625p one per side
<b>House Amplifiers:</b>	Crown MA602, MA2402, MA5002VZ
<b>Monitors:</b>	Eastern Acoustic Works SM122e, 8 total
<b>Monitor Amplifiers:</b>	QSC RMX2450
<b>Subwoofers:</b>	JBL SRX928S, 4 total

#### Microphones

<b>Wired:</b>	<ul style="list-style-type: none"> <li>• 16 SM-57</li> <li>• 14 SM-58</li> <li>• 4 SM-81</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Sennheiser 604</li> <li>• 3 Shure KSM137</li> <li>• 1 Shure Beta 52</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Crown PCC-160</li> </ul>
---------------	---	---	---

<b>Wireless:</b>	<ul style="list-style-type: none"> <li>• 4 channels Shure ULXP Receivers</li> <li>• 4 ULX Beltpacks</li> <li>• 4 ULX sm58 Handhelds</li> <li>• 4 channels Shure QLXD4 Receivers</li> </ul>	<ul style="list-style-type: none"> <li>• 4 QLX Belt packs</li> <li>• 4 QLX Beta 58 Handhelds</li> <li>• 4 Countryman E6 Headsets</li> <li>• 4 Countryman B3W Lavaliers</li> </ul>
------------------	--	---

<b>Direct Boxes:</b>	<ul style="list-style-type: none"> <li>• 4 BSS AR-133 Active DI</li> <li>• 4 Radial Pro Passive DI</li> <li>• 2 Radial Stage Bug DI</li> <li>• 1 Radial JPC Stereo PC</li> <li>• 4 ProCo DB-1</li> </ul>
----------------------	--

<b>Playback:</b>	<ul style="list-style-type: none"> <li>• 1-Tascam BD-01U Blu-Ray Player</li> <li>• 1-Tascam CDRW2000 CD Player/Recorder</li> <li>• 1-Tascam CDRW901 CD Player /Recorder</li> </ul>
------------------	--

<b>Processing:</b>	Main PA: 2 EAW UX3600 (Grey Box Settings) Backstage & Lobby: BSS Soundweb London
--------------------	---

<b>Wiring:</b>	<ul style="list-style-type: none"> <li>• Permanently installed audio distribution system</li> <li>• 48 mic + 8 speaker jacks located DSL</li> <li>• 12 mic + 4 speaker jacks per panel- SR, SL</li> <li>• 4 mic + 4 speaker jacks per panel- USR, USL</li> </ul>
----------------	--

<b>Splitter:</b>	Whirlwind W4 mass multipin. Isolated output. Whirlwind 48 channel 40' monitor whip DSL
------------------	---

<b>Snakes:</b>	4 Whirlwind 12 input 25' stage boxes / 1 50' Extension to Fanout / 1 75' Extension to Fanout Midas DL251 4 Dry Ethercon (Cat6). Stage Left to FOH Position.
----------------	---

**Mic Cable:** 15 @ 10', 15 @ 25', 15 @ 50'

**Monitor Cable:** 2 @ 25', 4 @ 50'

**Hardware:**

- 5-straight stands
- 15-boom stands

**Hearing Assist:** The Meyer Theatre is equipped with a Williams FM Radio hearing assistance system. 24 receivers are available.

**Paging System:** The system can page all dressing rooms and production areas from DSL

**Power:**

- 1 @ 200 amp 3 phase, 5 wire, 120/208v Accessible through loading dock. 50' to SR, 75' to SL. Tie-in uses tails, company must provide
- 1 @ 100 amp 3 phase, 5 wire, 120/208v Accessible through loading dock. 50' to SR, 75' to SL. Tie-in uses tails, company must provide
- 1 @ 60 amp 3 phase, 5 wire, 120/208v Accessible through loading dock. 50' to SR, 75' to SL. Tie-in uses tails, company must provide

## PROPS

**Orchestra Pit:** There is no orchestra pit  
**Chairs:** 30 Wenger Musicians Chairs  
**Stands:** 30 Wenger Roughneck Music Stands  
**Stand Lights:** 30  
**Risers:** 6- 4' x 8' Wenger Versalite risers with 8", 16", 24" leg sets  
**Other:** Double conductor's podium with hand-rail, music stand and chair

## WARDROBE

### Dressing Rooms

All Dressing rooms have sinks and mirrors and counters. Adequate restroom facilities in the 2nd floor and basement areas allow for doubling up on capacities.

#	Size	Location	Capacity	Shower	Toilet
1	10' x 11'	2nd floor	2	yes	yes
2	30' x 10'	basement	10	yes	yes
1	9' x 11'	basement	2	yes	yes
1	9' x 7'	basement	2	no	yes

### Wardrobe

**Steam Iron:** 1  
**Ironing Board:** 1  
**Washer:** 1 top loading (companies must provide own detergent)  
**Dryer:** 1 front loading electric  
**Steamer:** Jiffy Industrial

### Crossover

Under the stage through the dressing room hallway, or above backstage through the upstairs dressing area/green room.

## PRODUCTION

Production office space is available in the upstairs dressing area or in the large upstairs dressing room if a secure space is required.

**Green Room:** Located in the upstairs dressing area. Wifi available.

**Crews:** The Meyer Theatre is a non-union house. IATSE hands are used frequently. All crews are scheduled for the duration of the call. A Meyer Theatre technical staff member must be present at all times when the facility is in use.

**Accessibility:** The Meyer Theatre is designed to be fully accessible. Elevators serve backstage production areas. Elevators DO NOT service the Grid, nor do they service the Spotlight booth.

**Policies:**

- Smoking is not permitted anywhere in the building.
- No eating or drinking in the house or control booths.
- Persons under the influence of alcohol, drugs or other illegal substances will not be permitted to work backstage at the Meyer Theatre.
- The company will pay for damages to the premises, equipment or properties of the Meyer Theatre caused by a company's staff.
- No Pyro / Candles / Open Flame Allowed on or backstage
- All changes to lighting plot must be submitted and approved 30 days prior to event. For a copy of current lighting plot, please contact Jake Gerlikovski.

### General Manager

Matt Goebel  
920-433-3333  
matt.goebel@pmiwi.com

### Ticket Office / Ticket Star

Charles Edinger  
920-405-1250  
charles.edinger@pmiwi.com

### Technical Director (Audio)

Tim Funk  
920-433-3340  
tim.funk@pmiwi.com

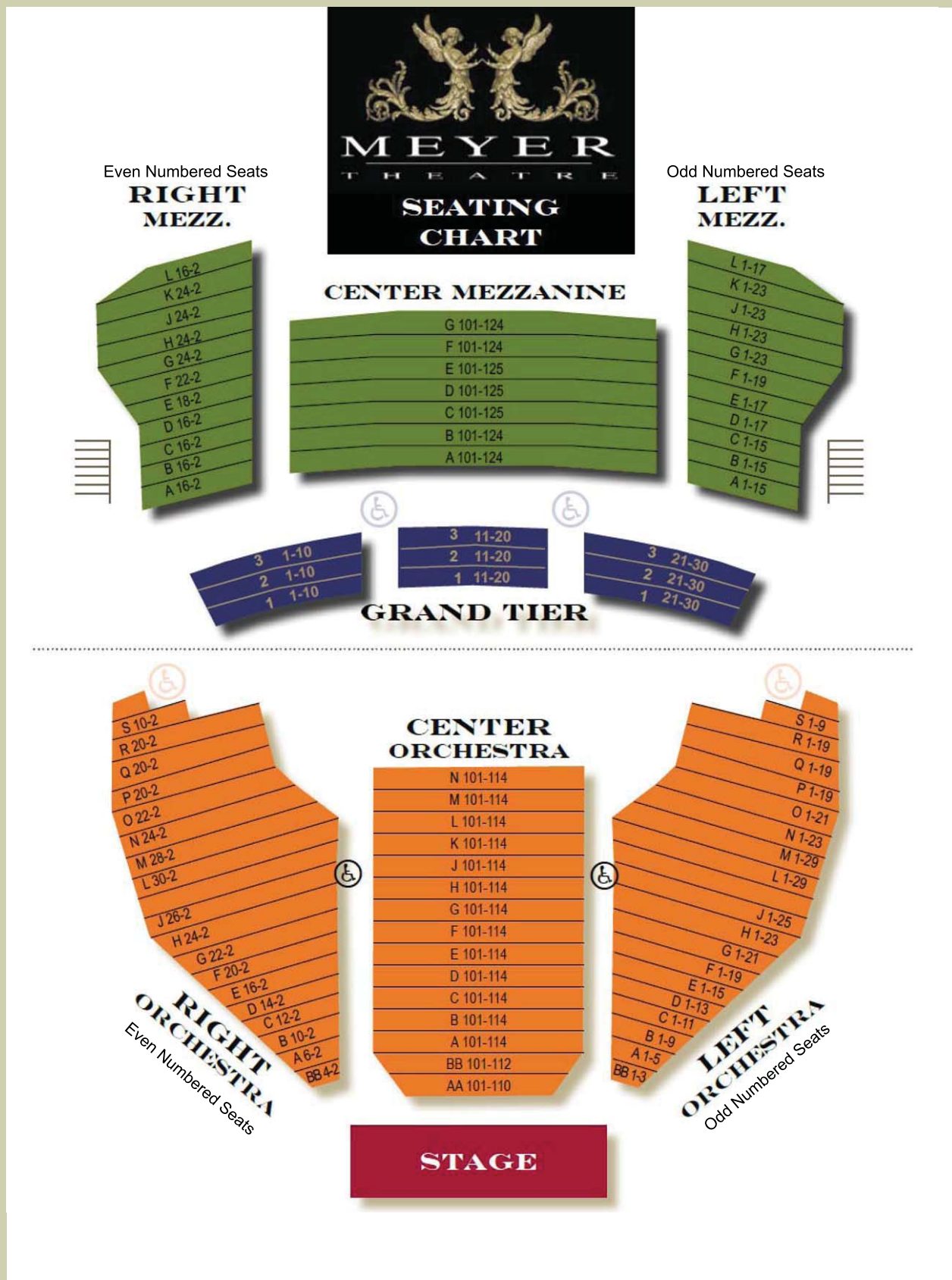
### Catered Meetings/Events

Samantha Shefchik  
920-433-3338  
samantha.shefchik@pmiwi.com

### Operations Manager (Lighting)

Jake Gerlikovski  
920-433-3334  
jake.gerlikovski@pmiwi.com





## STAGE RIGGING SCHEDULE –SUBJECT TO CHANGE

Set #	Distance	Operator	Arbor/Wts	Standard House Use
Pros	-1' - 6"	None	None	Decorative Swag Valence
XX	0' - 0"	XXXXXXX	XXXXXXX	Plasterline/Reference
0	0' - 3"	Automatic/Manual	as needed	Fire Safety Curtain
1	1' - 0"	Manual	9' - 0" h x 4" w	Main Act Curtain
2	2' - 0"	Manual	9' - 0" h x 4" w	#1 Border
3	2' - 8"	Manual	9' - 0" h x 4" w	#1 Legs
1E	3' - 4"	Motorized	NONE	#1 Electric
4	4' - 8"	Manual	9' - 0" h x 4" w	Vivitek Projector
5	5' - 4"	Manual	9' - 0" h x 4" w	Unavailable
6	6' - 0"	Manual	9' - 0" h x 4" w	OPEN
7	7' - 0"	Manual	9' - 0" h x 4" w	#2 Border
8	8' - 0"	Manual	9' - 0" h x 4" w	#2 Legs
2E	8' - 8"	Motorized	NONE	#2 Electric
9	10' - 0"	Manual	9' - 0" h x 4" w	Black Scrim
10	11' - 6"	Manual	9' - 0" h x 4" w	10x17 Screen
11	12' - 0"	Manual	9' - 0" h x 4" w	#3 Border
12	12' - 10"	Manual	9' - 0" h x 4" w	Midstage Black Traveler (SL Op Pulley)
13	13' - 7"	Manual	9' - 0" h x 4" w	#3 Legs
XXX	14' - 6'	Girder above grid	XXXXXXXXXX	XXXXXXXXXXXXXXXX
14	15' - 0"	Manual	9' - 0" h x 4" w	OPEN
3E	15' - 8"	Motorized	NONE	#3 Electric
15	17' - 0'	Manual	9' - 0" h x 4" w	House Intelligent Lighting
16	18' - 0"	Manual	9' - 0" h x 4" w	House Intelligent Lighting
17	19' - 0"	Manual	9' - 0" h x 4" w	#4 Border
18	20' - 0"	Manual	9' - 0" h x 4" w	#4 Legs
19	21' - 0"	Manual	9' - 0" h x 4" w	Unavailable
4E	22' - 0"	Manual	9' - 0" h x 4" w	#4 Electric
20	23' - 4"	Manual	9' - 0" h x 4" w	OPEN
21	23' - 11"	Manual	9' - 0" h x 4" w	OPEN
22	24' - 6"	Manual	9' - 0" h x 4" w	OPEN
23	25' - 1"	Manual	9' - 0" h x 4" w	Cyc
24	25' - 8"	Manual	9' - 0" h x 4" w	Upstage Black Traveler (SL Op Pulley)
25	26' - 3"	Manual	9' - 0" h x 4" w	OPEN
26	26' - 10"	Manual	9' - 0" h x 4" w	OPEN
XXX	29' - 11"	XXXXXX	XXXXXXXXXX	Rear Wall

1E, 2E, 3E, 4E are fixed electrics with batten-mounted circuit raceways. They cannot move US or DS.

All Linesets cannot be cleared or moved.



## SCHEDULING AND BUILDING HOURS

### Space Reservations

PMI Entertainment Group (PMI), the management company of the Meyer Theatre, will, at all times, maintain the master calendar for the Meyer Theatre. Inquiries concerning renting the Meyer Theatre and requests for reservations should be addressed to the Booking Contact. All requests are subject to review and final acceptance by PMI.

A verbal hold on any available date will be honored for up to six weeks prior to the date requested. Unless otherwise negotiated and agreed to by both parties, failure to confirm the use of a date by deadline will result in automatic cancellation of the hold. Following confirmation of the date, a Facilities Rental Agreement will be issued by PMI. Upon execution of the Facilities Rental Agreement and receipt of required deposit(s), if applicable, all terms and conditions of the agreement shall be in effect.

The Meyer Theatre will honor requests and secondary holds on the same date(s). Should a party with such a hold wish to confirm a date and request a Facilities Rental Agreement, the party or parties with the prior hold(s) shall be notified of such intent. The party with the highest priority will be given two business days to confirm the date by executing a Facilities Rental Agreement and paying the required deposit(s). If the date is not confirmed within two business days, then the party with the next highest priority will be given two business days to confirm their use of the date.

PMI retains first right of refusal to present professional performances at the Meyer Theatre such as concerts, entertainment attractions, theatrical shows and other similar events that feature professional touring artists.

Under no condition will any spaces be sublet by any user. A Facilities Rental Agreement must be fully executed prior to any public announcement of the event(s).

The Meyer Theatre Fee Schedule for Rental and Services is attached to these guidelines.

### Cancellation

Following the execution of a Facilities Rental Agreement, cancellation of an event less than sixty (60) days prior to the beginning of the rental period for reasons other than an act of God shall result in the forfeiture of deposit.

The following items in the Meyer Theatre Facilities Rental Agreement are integral to these guidelines:

- Right of cancellation by PMI
- Terms and Conditions, Act of God

### Rehearsal Schedule and Changes

Rehearsals in addition to the day of performance are scheduled in four-hour blocks and include set-up and strike. Rehearsals and times will be negotiated at the time a space reservation is made and will be included in the Facilities Rental Agreement.

All rehearsal schedule changes must be submitted to PMI. Requests for rehearsals in addition to those indicated in the Facilities Rental Agreement or requests for changes to scheduled rehearsals must be received at least two working days in advance. Notice of cancellation of previously scheduled rehearsal(s) must be received by Booking one working day in advance. Failure of notification will result in applicable fees being charged.

### Computing Program Periods

Events not exceeding four hours in length (including set-up and strike time) and having no change in audience will be considered an individual program. When there is a change of audience, it will be considered a separate program and appropriate rental changes will apply.

An event open to the general public and involving more than one performance on the same date must be scheduled and operated in such a manner that an interval of at least two (2) hours is provided between the end of one performance and the beginning of the next unless prior arrangements are made with PMI.

For the purpose of computing program periods of meetings, 8 a.m. to 5 p.m. will be considered one period. An evening session on the same date will be considered a separate program.

#### **Opening Hours and Curtain Time**

PMI will open the lobby areas of the facility at least ninety (90) minutes prior to the advertised start of the event and will permit patrons to be seated at least thirty (30) minutes prior to the advertised start of the event. At that time, all technical preparations, lighting and sound checks, rehearsals, and all other activities will have been completed on stage and in the auditorium.

Users agree to make every effort to begin events within five (5) minutes of the advertised starting time. PMI shall, when weather, traffic, or parking conditions dictate, delay the start of an event in order to allow the great majority of patrons to be seated. Management reserves the right to delay seating of latecomers until an appropriate break in the performance.

### **FACILITIES AND EQUIPMENT**

#### **Technical Requirements**

At least thirty (30) days in advance of an event, User shall provide the Meyer Theatre Technical Director with technical requirements for said event. Should equipment other than that owned by the Meyer Theatre be required, user may request the Meyer Theatre Technical Director make special arrangements to acquire/rent such equipment. Any costs incurred will be billed to user.

All changes to lighting plot must be submitted and approved by Technical Director 30 days prior to event. For a copy of current lighting plot, please contact Technical Director below.

An authorized representative of the Meyer Theatre must be on the premises in the rented space(s) for load-in, set-up, rehearsal, performance, and load-out for all scheduled activities.

#### **Scenery and Equipment**

All scenery and equipment shall be loaded into and out of Meyer Theatre spaces at the appropriate loading and stage entrances. Special arrangements must be made with the Meyer Theatre Technical Director for parking trucks or vans in the loading areas.

Fireproofing of scenery and set props must be verified with the Meyer Theatre Technical Director prior to load-in. Building of scenery and painting, other than small-scale touch up, is not permitted on stage. No spraying, spattering, or other method which propels paint or stain through the air is allowed.

Scenery, lighting, and/or sound equipment may not be placed in front of the stage curtain or attached in any manner to any part of the auditorium not specifically designed for this purpose unless approved in advance by the Meyer Theatre Technical Director. Equipment or other properties of the user remaining on the premises after the expiration of the Facilities Rental Agreement may be removed by PMI at the user's expense, unless prior arrangements have been made. Repair or replacement of stage floor due to lagging, screwing or nailing is the responsibility of the user.

No pyro / candles / or open flame allowed on or backstage.

#### **Damages**

Any damage to the Meyer Theatre facility or loss or damage to equipment owned by the Meyer Theatre, belonging to the renting organization, or rented or leased by the Meyer Theatre on behalf of the renting organization shall be the responsibility of the renting organization.

#### **Safety Regulations and Security**

Safety regulations shall be in accordance with city and state codes and shall be enforced by the Meyer Theatre as it interprets them. For all events involving activity in the backstage area, the Meyer Theatre requires the presence of a security staff person. The Meyer Theatre will provide this service and bill the user. For weapon policy please visit our page here: [meyertheatre.org/contact-us/concealed-weapon-policy/](http://meyertheatre.org/contact-us/concealed-weapon-policy/)

## PERSONNEL

### Staffing

The Meyer Theatre Management and staff reserve the right to determine the appropriate number of personnel required to provide services necessary for the successful presentation of events and to assure the safety and convenience of patrons.

The Meyer Theatre will provide, at no additional cost to Users, ticket office personnel, ushers, ticket takers, coatcheck staff, and concessionaires. Through advance arrangement with PMI, special consideration may allow a renting organization to supplement the Meyer Theatre ushers with their own volunteers. Volunteers must complete the Meyer Theatre training and orientation program. The cost of Meyer Theatre Floor Captains and Meyer Theatre Security will be borne by Users.

Unless otherwise specified by an artist or artist's management's contract, the Meyer Theatre Technical Director shall determine the appropriate staff necessary to fulfill the technical requirements of an event and to assure the proper and safe operation of Meyer Theatre equipment. Technical staff costs will be the responsibility of the User.

## ANCILLARY SERVICES

### Ticket Office

Ticket Star is the exclusive ticketing agent for all events with paid admission at the Meyer Theatre. All users of the Meyer Theatre who plan events with paid admission are required to use Ticket Star for processing of sales for single, subscription and group tickets. Ticketing services for single ticket sales during normal ticket office hours with normal staffing are included in rental fee structure. Additional and specialized ticketing services are available and negotiable upon request. Refer to Meyer Theatre Fee Schedule for "Other Charges."

General admission tickets are required for events without paid admission tickets to assure that the audience does not exceed the maximum seating available. At no time may more paid or unpaid tickets be issued than the maximum seating which is available.

At least two weeks in advance of announcing sales to the public, Users must provide the Ticket Star Manager with information, in writing, such as prices, scaling, holds, kills, and other special seating arrangements. The Ticket Office will provide a final statement of tickets sold, unsold, and otherwise distributed by the end of an event. Final settlement will be at a mutually agreed upon time.

The Meyer Theatre shall retain a minimum of eight (8) complimentary house seats for each performance, to be used at the sole discretion of PMI. There will be no charge to the Meyer Theatre for the use of these seats. In addition, sixteen (16) premium seats will be held until one week prior to performance for purchase by Meyer Theatre Members and VIPs.

The Meyer Theatre reserves the right to establish service/handling/convenience and building facility fees, and to retain all such fees generated through ticket sales. Applicable sales tax will be retained by the Meyer Theatre and forwarded directly to the Wisconsin Department of Revenue. In the event of cancellation or postponement, the user will reimburse PMI for its direct costs in processing refunds to ticket buyers who obtained their tickets through Ticket Star.

The Ticket Star/Meyer Theatre database is a proprietary database that is the sole property of Ticket Star. All database information collected through ticketing services becomes the sole property of Ticket Star/Meyer Theatre. Lists of Ticket Star/Meyer Theatre ticket buyers may be made available to the user solely for the purpose of promoting an upcoming event at Ticket Star/Meyer Theatre. The use of such lists is granted for one time only, and is subject to guidelines in handling and distribution as may be determined by PMI.

### Concessions

The sale or rental of items on the premises or recognized grounds of the Meyer Theatre shall at all times be under the control of PMI.

Users wishing to sell special items (souvenir programs, posters, T-shirts, etc.) relating to the performance for which a Facilities Rental Agreement is in effect must obtain permission from PMI in advance and must sell those items from specified locations. The Meyer Theatre will receive 25% of the gross sales (30% if Meyer Theatre provides the sales personnel).

### Catering

Limited space is available for catered receptions. A list of approved caterers is available from Booking. The Meyer Theatre will receive an 8% commission from all caterers for food items only.



## PROMOTION OF EVENTS

### House Programs

Users of the Meyer Theatre facility are expected to prepare and distribute the appropriate number of printed programs and playbills to the audience in order to ensure that information regarding house operations and regulations is fully disseminated. Users will be provided this information. House programs are to be delivered to the Meyer Theatre at least four hours prior to start of event, unless other arrangements have been made with PMI.

### Announcements of Program/Ticket Sales

A Meyer Theatre Facilities Rental Agreement must be executed prior to any public announcement of an event or ticket sales.

### Promotional Material and Displays

Promotional material to be used or distributed in Meyer Theatre spaces or entrances must first be approved by PMI. Material and displays shall be directly related to programs in those spaces. No posters, banners, signs, advertisements, or like materials are allowed to be posted or exhibited in any space or on any surface other than those provided for this purpose. PMI reserves the right to distribute or display materials concerning PMI/Meyer Theatre activities.

## GENERAL POLICIES

### Amplification Levels

PMI reserves the right to control amplification levels for all events held in Meyer Theatre spaces. Management has the right to limit the sound/volume of any performance, and user agrees to use its best efforts to comply with such a request as quickly as possible. PMI also reserves the right to request that sound levels be increased when they are insufficient for the entire audience to hear, and user agrees to use its best efforts to comply with such a request as quickly as possible.

### Food and Beverages

Food and beverages will be dispensed and consumed only in those areas designated for this purpose. The Meyer Theatre retains exclusive right to sell food and beverage.

### Obstructions

No portions of the sidewalks, entries, passages, vestibules, halls or elevators shall be obstructed by user, nor permitted to be used for any purpose other than ingress and egress to and from the building. The doors, stairways or openings that reflect or admit light into any portion of the building, including hallways, corridors and passageways shall in no way be obstructed by User.

Exit lights, emergency lights, house lights, aisle lights, stairway and hallway security lights or other lights necessary for the safe occupation of the building shall not be obstructed in any way.

### House Capacities

Larger numbers of persons than can safely and freely move about in the authorized areas shall not be admitted to the facilities. Determination of these capacities will be the decision of PMI and the Green Bay Fire Marshall.

### Emergency Medical Treatment

In the event medical treatment is required, PMI will notify City Emergency Rescue Squad (EMS). Expenses incurred from ERS service or emergency room charges will be the responsibility of the person treated.

### Guests Backstage

Guests other than those associated directly with an event are not permitted backstage before or during a performance or during intermission. Guests may be admitted backstage after the performance with PMI's permission in accordance with the wishes of the artist(s), company manager, or sponsoring organization's representative. Guests who are allowed backstage will be escorted by a Meyer Theatre staff member.

### Objectionable Patrons

The Meyer Theatre reserves the right to remove, or cause to be removed, from the premises, any disruptive person or persons. The theatre will not be liable to user for any damages that might be incurred through the exercising of this right.

### **Children**

While the Meyer Theatre welcomes young audiences to its performing arts facilities, it requests that parents not bring babies, youngsters in arms, or children who are unable to sit quietly, to performances. In order to be allowed entrance to an event, any person, regardless of age, must have a ticket and occupy a seat.

### **Use of Audience Seating Areas**

The use of the seating areas shall be restricted at all times to those in possession of tickets. This means that during set-up, rehearsal, performance, and strike periods, user's personnel shall restrict their activities to the stage, backstage, dressing rooms, Green Room, and control booth areas. When it is necessary for a director, designer or stage manager to view a rehearsal or set-up from an audience vantage point, this will be allowed as long as use of the seating area is restricted to directorial and technical personnel.

The intent of this policy is to avoid situations where it becomes necessary to clean the seating area after it has been made ready for a performance and further, to protect the seat upholstery from unnecessary wear and soilage associated with individuals in work clothes. This is also to assure that the seating area is not used as a storage place for coats, personal belongings, musical instrument cases, etc., or for rehearsal visitors.

### **Smoking**

Smoking is prohibited in all areas within the Meyer Theatre. The Meyer Theatre Technical Director must be notified in advance if a production calls for smoking by performers or requires the use of smoke or fog machines. Users shall be responsible for enforcing the non-smoking regulation for their personnel involved with an event.

### **Cameras and Recording Equipment**

As a result of contractual agreement with artists and as a courtesy to other members of the audience, photographic equipment will not be permitted in the theatre at performance time. Exceptions may be made for news media or other official production media but, in such cases, advance arrangements must be made with the artists and mutually approved by user and PMI.

No audio or video recording is permitted by members of the audience. Likewise, the use of portable radios and TVs is prohibited.

### **Broadcasting**

No performance, activity, or event may be broadcast, videotaped, filmed, recorded or otherwise reproduced for later broadcast without the prior approval of PMI and written consent of the artist or artist's management. Such approval may result in additional charges. When any event is broadcast or recorded for later broadcast, the Meyer Theatre shall receive proper audio and video credit.

Fees for broadcasting, videotaping, filming, recording, or otherwise reproducing any performance, activity, or event shall be assessed according to those fees as outlined in the Meyer Theatre Fee Schedule for Rental and Services.

### **Animals**

No animals are permitted in the Meyer Theatre facility except those to assist a person who is blind or visually impaired or those required in a production, in which case they must be thoroughly trained for stage performance and the Technical Director must be notified in advance.

### **Compliance with Laws/Licenses**

Users of the Meyer Theatre shall comply with all laws of the United States and the State of Wisconsin and all ordinances of the City of Green Bay. Users will not suffer to be done anything on said premises in violation of any such laws, ordinances, rules or regulations. Users shall obtain all permits and licenses required including licenses to perform copyrighted material. PMI shall have the right to require users to furnish satisfactory evidence that all such licenses have been obtained.

### **Refusal to Rent**

PMI shall refuse to rent any facility for any event, activity, or performance if it is determined that said event, activity, or performance, or the audience response thereto, will cause damage or unusual risk of damage to the facility.

*These Policies and Procedures are to be considered an integral part of the Meyer Theatre Facilities Rental Agreement. User agrees to abide by the requirements and procedures contained herein. The Meyer Theatre may change, alter, amend, or cancel any of these guidelines at any time.*



## MEYER THEATRE – FEE SCHEDULE FOR RENTAL AND SERVICES

### Meyer Theatre Rental Rate – Capacity 1011

Standard rental rates are for 14 consecutive hours and include the time necessary for set up and load out.

Rental rates include:

- Ticket Star/Meyer ticketing services for single ticket sales during normal ticket office hours with normal staffing
- Ticket Star/Meyer Technical Director, House Manager, Ushers, Ticket-takers

### Non-Profit Rates:

Appropriate documentation for “not-for-profit” status must be available upon request.  
Call for rates.

### Commercial Rates

\$3,500	Thursday-Saturday	\$3,000	Sunday-Wednesday
Second performance on same day:		One half of first performance rate	

## BEVERAGE AND CATERING SERVICES

The Meyer Theatre will provide full-service cash bars for all activities at the theatre. At the request of the sponsoring organization, an open bar can be provided, with an 18% service charge added to the bill. The Meyer Theatre maintains a full line of Catering Services. A menu is available upon request by calling Samantha Shefchik at (920) 433-3338.

## OTHER CHARGES

Additional charges may be incurred based on the needs of the event. Additional charges may include:

Technical & Stage Personnel \$400/day.

Technical Equipment (Sound, Light, Video)

### VIDEO

- Projector + Screen: \$400/show
- Video Switcher: \$100/show

### LIGHTING

- Intelligent Lighting Rig (SixPar's & R2X's): \$400/ show
- Curtain LED Uplighting: \$100/ show
- Hazers: \$75/ show

### AUDIO

- Monitor Package (Desk + Monitors): \$500/ show
- Stand + Cable + Microphone Package: \$250/ show

### Security

Front of House/Lobby Staff \$300/show

Additional Housekeeping Requirements

Ticket Facility Fees, Service Fees, Handling and Convenience Fees, Sales Tax & Commission

Follow Spot: \$50 per. and Operator @ Union rates.

Merchandise Seller \$100/show

Building, Equipment or Grounds Damage

*PMI reserves the right to negotiate rental rates and charges for services and equipment depending on multiple use, special needs, or other conditions.*