

# Eisenhower Community Center Theater

## Rental information

Contact: Michael Messer, Event Manager – Hopkins Conference & Event Services

Phone (952) 988-4072 Fax (952) 988-4147

E-Mail: michael.messer@hopkinsschools.org

## Guest Entrances

Entry to the site will be through the main entrance doors, (Door B) located on the south side of the building. Entry to the theater once in the building is on the right hand side of the main hallway. There are also additional entry doors on the north and south sides of the theater. Handicap accessible entrance and seating areas are available as needed.

## Seating capacity

465

## Food and Beverage Policy

Food and drink (other than plain, uncarbonated water) is strictly prohibited from any area of the house or stage of the theater. This policy will be strictly enforced to insure the best environment possible for all users. We appreciate the leadership of each organization using the facility assisting with the enforcement of this policy. *Failure to comply with this policy will be just cause for immediate termination of future use of the theater.*

## Front of House Operations: doors, ushers

Ushers/Ticket Takers: Conference & Event Services requires the following staffing for the **Eisenhower Community Center Theater** doors:

Reserved Seating: minimum of 2 people at each door for a total of 4 when using both entrances. One person at each door (armed with a flashlight- provided by rental group) should remain in place throughout the show and intermission to assist with late seating and to monitor the no food & beverage policy.

General Admission: minimum of 1 person at each entrance (armed with a flashlight – provided by rental group) and should remain in place throughout the show and intermission to assist with late seating and to monitor the no food & beverage policy.

It is the ushers/ticket takers' responsibility to clean up the house after the event (i.e. pick-up programs and trash left by patrons.)

*In certain instances, the renting group will be required to hire C&E ushers at \$15.00/hr – this requirement will be on a case by case basis and will be determined by the sales & marketing manager for Conference & Event Services.*

## Restrooms

Rest rooms are located in the south hallway adjacent to the theater. All rest rooms are handicap accessible.

## Food service and Banquet opportunities

The concessions/vending areas are located in a couple areas of the facility with the Wetlands Cafe as one of the options.

Banquets of various sizes can be scheduled in our Oakwoods Room which can seat approximately 350. Please contact us for more information.

## **Dressing rooms**

There are two (2) dressing rooms located on the stage against the back wall of the theater.

## **Stage dimensions**

The full stage is 60'-0" wide and 44' deep with a proscenium opening of 48' wide and 15' high. The extended apron is 60' wide at its widest and 20' from the front edge to the main drape. Open stage space is 45' x 32'.

## **Floor surface**

Painted Masonite hardboard

## **Loading dock and access**

There is a small loading dock on the east side of the building that allows access to the stage space. Access to the stage is through 32" doors

## **Sound reinforcement systems**

The audio mixing board is a Soundcraft K1 with 24 mic inputs, 2 stereo line inputs, 8 Aux sends and 4 assignable groups. Output is mono to 3 locations; left center and right. We support CD, iPod, and laptop audio playback.

There are four (4) channels of Shure ULX wireless with ULX1 body pack transmitters and lavalier microphones. There are 2 Shure ULX Handheld microphones.

## **Musician monitoring systems**

There are two (2) discreet monitor sends with two (2) Yamaha BR10 speakers.

## **Technical information and specification**

### **Lighting control**

ETC Express 24/48 channel control board capable of 24 channel 2 scene preset operation

### **Electrical**

4 – 20 amp circuits are located on the stage face.

### **Electrics/Hanging positions**

There are two(2) front light positions with 5 fixtures each that are patched in conjunction with two(2) top light positions with 5 fixtures each. There is one additional front light position for upstage coverage.

There are two flown electrics on stage with eight (8) fixtures each.

### **Lighting inventory**

28 – ETC Source 4 PARs    575w    Front light and top light

16 – Altman PAR 64        500w    Top light on stage

### **Rigging systems**

There are seven (7) additional line sets that are available for scenery or props.

### **Video Projection**

A permanently mounted projector with a roll down screen in front of the main drape. Inputs are on the stage front and/or in the booth with switchable VGA.