



# **The CONCORD PLAYERS**

**THEATRE AREA USE**

**AND**

**EQUIPMENT RENTAL POLICY**

**FOR**

**THE DRAMA STAGE AT 51 WALDEN**

**The Concord Players**  
**51 Walden Street**  
**Concord, MA 01742**  
**[www.concordplayers.org](http://www.concordplayers.org)**

**WORKING DRAFT REV .09: September, 2006**

**Original draft: Rick Shamel**

**Further input: David Atwood, Jean Devine, Mark Elliot, Susan Tucker**

The Performing Arts Center at 51 Walden Street, Concord is operated by the Friends of the Performing Arts in Concord (FOPAC) and is supported by three resident performing arts groups (The Concord Band, The Concord Orchestra, and The Concord Players), and a dance studio that is shared by several instructors. Whenever possible the facility is rented to outside organizations

While FOPAC does the scheduling of the stage for use by the Concord Players and other groups, the Concord Players does the majority of all of the maintenance of the stage equipment and owns virtually all of the equipment related to the stage use.

In 1998 FOPAC and the Concord Players contributed to the cost of making structural repairs to the drama stage area in preparation for replacing the old rigging system which had deteriorated to the point of being unsafe to use. Once the structural improvements were complete, the Concord Players took on the financial burden of making major improvements to the technical infrastructure of the stage area both to enhance the capabilities of the stage and improve the safety of working on and around the stage based on a program of risk analysis and assessment.

Since 1998, the Concord Players have made significant investments in the following areas:

- A new ten line set rigging system was installed.
- Many new lighting instruments were purchased.
- Many of the stage lighting cables were replaced with new ones.
- Many soft goods (legs, borders, scrims, cyc) were purchased.
- A new, state of the art, dimmer system was installed.
- Significant updates were made to the sound and communications systems.

In 2006 FOPAC and The Concord Players completely renovated the stage floor, the Green Room and the dressing rooms below. The new floor meets the current building rating of 150 pounds per square foot. The floor surface is not smooth and even.

As the primary user and custodian of the stage and a number of other ancillary areas at 51 Walden, the Concord Players has established this policy for organizations renting the drama stage.

- What **IS** included with rental of the 51 Walden drama stage:
  - The stage rigging system (see Section 4)
  - Some assets in the scene dock area (see Section 5)
  - Some soft goods (see Section 6)
  - The FOPAC sound system (see Section 7)
  - The FOPAC lighting system (see Section 8)
  - The Green Room (see Section 9)
  
- What **IS NOT** included with rental of the 51 Walden drama stage:
  - Props, costumes, or other Players' assets in the basement
  - The wood working shop, materials, or tools
  - The Concord Player's office off the Green Room
  - Paints
  - Lighting assets hanging on the rack at the rear of the stage and in the lighting loft area (other than cables for FOPAC lights)
  - Sound equipment in the sound booth (other than the 24 speaker control system)
  - Use of the paint trap in the stage floor
  
- What can be **rented** from the Concord Players for use on the 51 Walden drama stage (SEE SEPARATE FEE SCHEDULE – Section 11)
  - Additional lighting equipment
  - Additional sound and communications equipment
  - Additional soft goods
  - Costumes and properties

# Drama Stage General Use Rules

(i.e. “The Fine Print” but these are very important to the rental)

- No audience members are allowed behind the proscenium arch at any time. This is to ensure the safety of audience members and to protect the liability of FOPAC and the Concord Players.
- Renters should not expect more than an empty stage with a main curtain when renting at 51 Walden.
- If a renter wants to paint the stage floor, they must obtain permission from the Concord Players.
- The paint trap in the stage floor is not available for use and must remain locked. Special exceptions will be made only with permission of The Concord Players and arrangement for a Players representative to be present.
- No open flames are allowed on stage at any time. However, if a show requires an actor to light a cigarette, this can be done only if special precautions are taken.
- No pyrotechnics are allowed with the possible exception of a small “flash gun” used by a properly trained actor with stage crew members that are on fire watch during the scene.
- Dry ice fog is allowed. The renter must take all appropriate safety precautions when using dry ice fog.
- Smoke/Haze runs the risk of setting off the fire alarm system unless the smoke/haze is very low density. Renters that would like to use smoke/haze should contact the Concord Fire Department to disconnect the alarm system so a test can be run before the show opens. The test should use smoke/haze that is significantly more dense than what will be used in the actual performance. Fines that result from false alarms are the responsibility of the renter.
- The fire curtain must be lowered whenever the stage is not in use. No set pieces should be placed in such a way that it would prevent the fire curtain from closing all the way. No lighting or audio cables should run through the proscenium arch in a way that prevents the fire curtain from sealing against the stage floor.
- The stage must be returned to the condition to which it was found in at the beginning of any use unless specifically directed otherwise by the FOPAC office.

- Renters using the arbor system for rigging **MUST** be familiar with rigging in general and **MUST** have read at least Section 5 “General Rigging Practices” of the 51 Walden Rigging System Users Guide available back stage, at the FOPAC office, and online at [www.concordplayers.org](http://www.concordplayers.org) under “About Us”.
- **UNDER NO CIRCUMSTANCES ARE ACTORS TO BE FLOWN FROM THE RIGGING SYSTEM.**
- The rigging system is not to be modified in any way, shape or form. If there is a problem or concern it is to be brought to the attention of the Concord Players. No additional rigging is to be done from the grid over the stage.
- All hardware attached to the pipe battens must be rated for **OVERHEAD USE**. Any non-rated hardware found on stage is subject to immediate removal & destruction at any time with **NO** reimbursement to the renter. It would be in the best interest of the renter to request a safety inspection from a person listed in the contact information prior to their show opening.
- Renters must use the arbor system correctly: weights are to be fully seated into the counterweight arbor. Never add additional weight to the arbor than will fit **INSIDE** the arbor. Do not drape additional weight over the arbor.
- Rope locks must be in the locked position with the locking ring in place over the handle at all times except when the pipe batten is actually being moved.
- Spike tape may be used on the handline to mark the trim points for the pipes. Never use masking tape or duct tape. Remove all tape from the handlines during strike.
- A line set must be rebalanced immediately after adding/removing loads from its pipe batten. The load imbalance should never exceed 35 lbs (the weight of a “full brick” or “stage weight”).
- **NEVER** move an arbor unless the arbor locking collars are fully seated and locked into position.
- **NEVER** stack stage weights on top of the locking collars.
- If there are any questions in regard to the batten limits, please refer to the instruction manual issued by High Output, Inc., the installers of the rigging system. This book is located at the stage manager’s position, stage right.
- Any misuse of the rigging system may result in the renter being banned from renting the stage in the future.
- *Any damage to the rigging system is the liability of the renter and must be reported to FOPAC or the Concord Players immediately.*

All assets in the scene dock area behind the stage are the property of The Concord Players.

Scenery may be used only with the permission of The Concord Players.

Platforms (risers) may be used by renters.

Platforms must be clamped or screwed together securely when used on stage.

Platforms must be returned to the scene dock “as found” at the conclusion of the use.

Stage jacks may be used by renters.

Ladders may be used by renters

Soft goods: (see Section 6)

Any materials, properties, scenic elements not included above are not included in the FOPAC rental agreement and requires permission for The Concord Players for use.

*Any damage to the assets in the scene dock is the liability of the renter and must be reported to FOPAC or the Concord Players immediately.*

- Soft goods include all curtains, teasers, borders, legs, cycs, scrims and other fabric material used on stage at 51 Walden.
- Renters should not expect more than an empty stage with a main curtain when renting at 51 Walden.
- Any soft goods present on stage must be assumed to be in use by the Concord Players and must not be removed. Under no circumstances are any soft goods to be modified (cut, torn, taped) in any way.
- Soft goods located in the storage room behind the stage are divided onto two groups: those stored in labeled tubs and those stored loose on shelves.
- Those soft goods stored loose on shelves may be used and returned. These include legs, borders, and the “old” cyc. Under no circumstances are any soft goods to be modified (cut, torn) in any way.
- The soft goods stored in tubs are the property of The Concord Players and may not be used without specific permission or rental agreement.
- All soft goods are to be kept off the stage floor at all times in order to prevent the pickup of excess dust and dirt. Tables and/or chairs are to be placed under any soft goods that are to be removed or installed in order to keep them off the floor at all times. If enough people are present, they can be used to keep that material from touching the floor.
- When the soft goods are hung it is preferred that the bottom edge be kept off the stage floor as well but sight lines may not always make this practical. If the soft good in question needs to go right down to the floor, a reasonable effort should be made to keep the contact with the floor to a minimum.
- If soft goods are provided by the renter, they **MUST** be flame retardant material.

- The FOPAC “house” sound equipment is defined as:
  - The 24 overhead loudspeakers
  - The associated power amplifier and the accessory sound-reinforcement processor in the booth.
- Sound equipment owned by The Concord Players and available for rent consists of the following:
  - Backstage power amplifier and two proscenium speakers
  - Players’ sound package consisting of: two mixing boards, EV 367 dynamic cardioid microphones and stands, microphone cables
  - Clear Com (headset) wired and wireless communications system which includes the base station, 6 wired headsets, and 2 wireless headsets.
  - General stage sound monitor with PA from the stage to the Green Room system.
- The renter shall provide all other sound equipment unless rental arrangements are made with FOPAC for the use of the Concord Players sound equipment.

There are two independent lighting systems for the stage at 51 Walden: the primary system owned by the Concord Players and the secondary system donated to FOPAC by the Concord Players. Use of the FOPAC secondary system is included with the rental of the stage.

- The secondary system consists of twelve dimmers (six in each of two dimmer packs) located on stage right, on the proscenium arch wall and labeled “FOPAC DIMMERS”. Each dimmer is rated at 2000 watts and is controlled by a 0-10 volt analog signal. Six of these dimmers are often used to power work lights between productions and are controlled by a small six channel controller located near the dimmer packs. These twelve dimmers may also be connected to a multiconductor cable (that runs to the lighting booth at the rear of the house) and controlled by a two-scene twelve channel controller located in the lighting booth. If the FOPAC dimmers are going to be used, the Concord Players can assist in configuring the system so it can be controlled either backstage or from the lighting booth.
- The primary dimmer system and the bulk of the lighting equipment at 51 Walden is owned and maintained by the Concord Players. If additional lighting equipment is required it may be brought in by the renter or rented from the Concord Players (see below).
- As part of an agreement with FOPAC, the older lighting instruments are available to renters who rent the entire main stage (not just the section in front of the curtain). This includes the old Altman ellipsoidals and the old Altman fresnels. This equipment is provided “as is”. If a lamp burns out, FOPAC will contact the Concord Players’ representative to arrange a replacement.
- Lighting equipment accessories such as barn doors, top hats, gobos, gobo holders, gels and donuts are not included as part of the basic rental. **The only lighting accessories included with the basic stage rental are gel frames, safety cables and extension cables.** Be sure to sort out all cables by length and return them to their assigned storage hooks.
- Renters are responsible for the hanging, cabling, patching, aiming, focusing and gelling of lights as well as the programming of the control board. In addition, the renters are also responsible for removing all equipment they install and returning this equipment to where they got it from unless otherwise requested by FOPAC or the Concord Players.
- Renters must use tie line or VELCRO strips to tie lighting cables to the pipe battens. Gaffer tape is acceptable if no ties are available. Do not use masking tape or duct tape anywhere on stage under any circumstances.
- It is the responsibility of the renter to install safety cables on all lighting instruments they hang.
- The updated lighting equipment (all of which has a matte black finish and most of which is identified with yellow labels with black lettering such as “CPXX” where XX is a two digit number and/or has a “Property of Concord Players” label attached) is not included in the basic rental. Specifically, this includes all ETC Source Fours, the four Altman sky cys (also known as far cys), the 16 “new” Altman 65Q fresnels and the six new Altman “scoops”. However, if

the scoops have been set up as work lights, renters may use them for this purpose only. **None of this equipment may be used without a rental agreement and the permission of the Concord Players representative.** If there is any question, ask before using.

- **Lighting Equipment Available for Rent from the Concord Players**

(Rental rates are posted in Section 11 at the end of this document.)

- ETC dimmer system with 60 dimmers and 84 circuits.
- Laptop computer control board.
- 16 36-degree Source Fours (575 watts each).
- 10 50-degree Source Fours (575 watts each).
- 6 26-degree Source Fours (575 watts each).
- 4 19-degree Source Fours (575 watts each).
- 4 Altman 3 compartment Far Cys (1,000 watts, each compartment).
- 8 Altman fresnels with 500 watt lamps.
- 8 Altman fresnels with 750 watt lamps.
- 6 Altman scoops (500 watts each).
- 4 drop-in iris for Source Fours.
- Barn Doors, Tops Hats, Gobo holders, Donuts

The Green Room and dressing rooms are available for use to renters ONLY during rehearsal and production of the event under the following conditions:

- Renters must leave these spaces in the condition they found them:
  1. Vacuum the Green Room and dressing rooms
  2. Clean the dishes and sink
  3. Clean bathrooms
  4. Remove garbage and trash
- Those who use supplies such as paper towels, tissues and trash bags must replace them.
- Renters MAY NOT use Concord Players' makeup, hair products, costumes or props unless prior written arrangements have been made.
- Renters MAY NOT consume any snacks, food, or beverages they find in the cabinets or refrigerator.
- Set painting and construction is not allowed in the Green Room.

**Note:** since the Green Room and dressing rooms have been recently renovated special care must be taken to insure they are not damaged.

The following Concord Players members are the key contacts for issues related to the use of Concord Players equipment. Note that there are overlaps in some areas.

**General use of the stage and the Green Room:**

David Atwood	978-549-8351	<a href="mailto:datwood@att.net">datwood@att.net</a>
Rick Shamel	978-263-1045	<a href="mailto:rshamel@gis.net">rshamel@gis.net</a>
Susan Tucker	978 369-1648	<a href="mailto:tshabet@verizon.net">tshabet@verizon.net</a>

**The wood shop, scene dock, and scene dock assets:**

David Atwood	978-549-8351	<a href="mailto:datwood@att.net">datwood@att.net</a>
--------------	--------------	--

**The sound and communications system:**

Mark Elliott	781-259-3186	<a href="mailto:mark@duckh2o.com">mark@duckh2o.com</a>
--------------	--------------	--

**The lighting system, use of rigging system, soft goods:**

Rick Shamel	978-263-1045	<a href="mailto:rshamel@gis.net">rshamel@gis.net</a>
Susan Tucker	978 369-1648	<a href="mailto:tshabet@verizon.net">tshabet@verizon.net</a>

**Costumes:**

Pat Kane	978 369-8418	<a href="mailto:cstmcloth@yahoo.com">cstmcloth@yahoo.com</a>
Kathy Booth	978 369-5702	<a href="mailto:boothdka@earthlink.net">boothdka@earthlink.net</a>

**Props:**

Lori Livermore	978-369-5068	<a href="mailto:TRICONLAL@aol.com">TRICONLAL@aol.com</a>
Charlotte Kelley	978 973-3325	<a href="mailto:grauntie1@juno.com">grauntie1@juno.com</a>

This section covers the rental rates and/or “package” rates for the use of Concord Players equipment. All rates are weekly rates unless otherwise specified and is based on the number of weekends the equipment is used.

### 11.1 Rental Rates for Sound and Communications Equipment

- Backstage Power Amp and Proscenium speakers: \$25 per day
- Sound and mixing equipment which includes the two mixing boards, EV 367 dynamic cardioid microphones, cabling and stands. \$50 per day.
- Clear Com communications system consisting of (6) wired stations and 2 wireless stations: \$50/day

### 11.2 Rental Rates for Lighting Equipment

*. Rick Shamel is suggesting t a flat \$25 fee for all renters that use the main stage to cover incidental expenses such as lamp replacement and lighting cable maintenance/repair/replacement.*

The new lighting instruments may be rented from the Concord Players at the following rates:

Altman 3-compartment Sky Cyc	\$25.00 per week*	(Concord Players own 4 units)
ETC Source Four ellipsoidal	\$ 10.00 per week*	(Concord Players own 36 unit
Altman 65Q Fresnel	\$ 7.50 per week*	(Concord Players own 16 units)
Altman Scoop	\$5.00 per week*	
ETC Dimmer Rack (up to 30 dimmers)	\$200/week*	
ETC Dimmer Rack (up to 60 dimmers)	\$300/week*	

\*Equipment is rented in full-week increments only. What really counts is the number of weekends the equipment is used.

### 11.3 Rental Rates for Soft Goods

- New Legs and Borders (if not in hung in place): \$25 per week
- New black scrim: \$100 per week (old black scrim = no charge)
- New white scrim: \$100 per week
- New Cyc: \$75 per production