



Production & Rental Information

2700 Saint Andrews Blvd
Boca Raton, FL 33434

561 – 883 – 6810 Pine Crest School Event Coordinator
561 – 852 – 2817 – Pine Crest School Facilities Office
561 – 883 – 6810 – Pine Crest PAC Technical Director's Office
561 – 883 – 6908 – Pine Crest School PAC Fax Number

www.pinecresttheater.org

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Rental Information

In addition to presenting and producing, Pine Crest School's Parents' Association Performing Arts Center has an active rental service that brings exciting events to the Pine Crest Community. The beautiful facilities are professional equipped and can accommodate a wide range of performing arts events such as concerts, dance, music, theater and other disciplines, as well as educational seminars at competitive rental rates.

2700 Saint Andrews Blvd., Boca Raton, FL 33434

Parents' Association Performing Arts Center – Description and Specifications

Our 750 Seat (plus 6 wheelchair) theater has raked auditorium style seating in orchestra and mezzanine sections, and a 46'-0" wide proscenium stage with apron area.

Bernstein Family Commons Room – Description and Specifications

This is a general event space, complete with an audio system, baby grand piano, furniture, and parquet dance floor. Maximum capacity for this space is 150 seated, 200 standing.

Gymnasium – Description and Specifications

Our gymnasium has 6 retractable basketball hoops, retractable bleachers, a climbing wall, and the ability for volleyball nets to be set up. Maximum capacity for this space is 300 Seated, 1,000 standing.

Waldman Board Room – Description and Specifications

The Waldman Board Room is our largest conference room available. It is furnished with a large conference table and leather rolling chairs. Maximum capacity for this space is 15 seated.

Administration Building Conference Room – Description and Specifications

Another conference room. It has a large conference table, leather rolling chairs, and standard a/v equipment. Maximum capacity for this space is 12 seated.

Hollander Assembly Hall - Description and Specifications

A smaller meeting space. Furnished with standard a/v equipment, and 100 padded tan chairs. Maximum capacity for this space is 100 seated.

Mazer Family Dining Hall - Description and Specifications

The Mazer Family Dining Hall is furnished with standard tables and padded chairs, a salad bar and a hot food serve area. Maximum capacity for this space is 355 seated.

Availability

We are often booked several months in advance. Rental clients are advised to read the material in this packet and contact our office for calendar availability.

Rates/Contracts

All contracts are custom – made to the specifications of each show. Your contract will be prepared after your needs are assessed by Pine Crest Parents' Association Performing Arts Center staff members.

Light Plot & Seating Charts for the Performing Arts Center are on the following pages.



Parents' Association Performing Arts Center

Make sure this document gets into the hands of your technical director, stage manager(s), or supervisor(s) in charge well before the date(s) of your event.

Policies and procedures for groups performing at PCS Parents' Association Performing Arts Center.

Welcome,

On behalf of the technical department staff we are glad you have chosen to have your event at PCS Parents' Association Performing Arts Center, and we look forward to working with you in making the event a success. Please read this letter and our technical information documents thoroughly. They both contain valuable information to assist in creating a stress free, successful & smooth running event. If you have further questions, please do not hesitate to contact me, and I will be happy to assist you.

Sincerely,

Kirstin Foley

Technical Director & Events Coordinator

If you have not done so, please read through our technical information packet. Be sure and take special note of the limited wing space, exterior crossover, and lack of fly system. There are no abilities to fly scenery in the theatre at PCS Parents' Association Performing Arts Center. If you have concerns about your set fitting into our space, please call immediately.

No part of your group will be allowed to be in the theatre, dressing rooms, on-stage, or in the house without a PCS PAPAC staff member on site.

There is no eating or drinking permitted onstage or in the audience areas of the theatre. Smoking is strictly prohibited throughout the building, dressing rooms, loading dock & on Pine Crest School campus.

At least two months prior to your groups' arrival, you MUST provide our Technical Director with a complete list of any and all items that you are planning to bring into the space. This includes: scenery, soft goods, props, costumes, lighting & sound equipment, special effects equipment, raw materials, musical instruments, and live animals. Above all you must make us aware if you are bringing any special effects that make use of, or produce, smoke, ice, water, fake snow, confetti, etc. Pyrotechnics are strictly prohibited.

Before you load in you must provide us with a certificate of flame proofing for any and all backdrops, banners, draperies, soft goods, and large set pieces. The certificate of flame proofing must include the following:

- A Certificate of fitness number and expiration date for the person who inspected them
- The date of the inspection and the expiration date of the flame proofing
- Signature of a notary public

If you are bringing scenery, drops, or rigging into the space, you must provide us with a detailed plan of how you intend to support, secure, or hang the items. Installations that are deemed unsafe will not be approved. Drilling, stapling, nailing, screwing, tacking, gluing, or cutting into the stage floor or wall of the theatre is strictly prohibited. The Technical Director and the crew will be happy to assist you on this matter, but it is the job of your design and technical staff to do all the pre-planning, building and designing. If you do not arrive with a well thought out plan and all the needed hardware and material to implement it, we will be unable to assist you. Under no circumstances show the PCS PAPAC technicians actually build your set.

PCS PAPAC equipment such as follow spots, lighting consoles, and sound consoles may only be operated by PAPAC technicians. Under certain circumstances special arrangements can be made. This must be cleared by the Technical Director & Director of Facilities no less than 1 (one) month prior to your arrival date.

PCS PAPAC Equipment such as the traveler system, draperies and all a/v equipment may only be operated by PCS PAPAC technicians. There will be no exceptions concerning these items.

The crew will have a ring of keys that will unlock all dressing rooms, theatre doors, and equipment closets. Keys will not be distributed to the visiting company at any time. If you need something unlocked, please ask a crew member.

For safety reasons, advise all member of your company that audience members will not be permitted backstage or in the dressing rooms at any time for any reason. Visitors are invited to wait for performers in the lobby following the performance.

Again, welcome to the PCS Parents' Association Performing Arts Center. I want to stress that you read our technical information thoroughly. It contains vital information. If you have any further questions please contact me. I am happy to assist you in making your production a success here at PCS Parents' Association Performing Arts Center. I can be reached by calling 561 – 883 – 6810 or via email at kirstin.foley@pinecrest.edu.

General Information

Mailing Address:

Pine Crest School
2700 Saint Andrews Blvd
Boca Raton, FL 33434

Campus Entrance:

The main entrance to Pine Crest School is on Saint Andrews Boulevard, just north of Glades Road and South of Potomac, across the street from Woodlands Park. Drive up to the large white gates, and provide your photo I.D. and your reason for your visit to the school to the guard at the guard house. You will be issued a visitors badge. The guard will then direct you where you may park your vehicle and where the Performing Arts Center is. The guard will also notify the Technical Director of your arrival, and she will come to meet you in the parking lot.

Theatre Entrance:

The Performing Arts Center has two (2) entrances. It can be accessed via the south road of our campus, behind the Performing Arts Center (where the loading dock and back stage doors are), or it can be accessed through our Main Courtyard (the Performing Arts Center is the building to the right of the Main Courtyard Fountain. The entrance would then be into the Lobby, and then into the house).

Performing Arts Center Loading Dock

The loading dock for the Performing Arts Center is located on the south road of the campus. The Technical Director has keys to the doors and to the lift. She will be present when loading in occurs. Vehicles must leave the loading dock and be parked after unloaded.

❖ Special Note: The loading dock is not at standard truck height.

Barrier Free Access:

Wheelchair / disability seating positions are located in both the upper and lower areas of the Performing Arts Center and are accessible from the side & lobby entrances. Wheel chair access is also available to the stage, but the Technical Director needs this information prior to your arrival. Also, please inform the House Manager, Lori Kranowitz, of any special seating needs you may have.

Lori Kranowitz, House Manager : 561 – 852 – 2817
Kirstin Foley, Technical Director : 561 – 883 – 6810

Assisted Listening Devices:

The Performing Arts Center has assisted listening devices available. Please direct your audience members to the House Manager prior to the start of the performance for the use of the system. A photo I.D., such as a driver's license, will be required as a deposit for the equipment.

Parking

Pine Crest Campus has adequate parking for our 750 seat Performing Arts Center. We have 230 parking spaces, plus an over flow lot, if needed. If additional parking is required, please notify the Facilities Office two weeks prior to your event (*the Facilities office will reserve Woodlands Park for additional parking needs*).

Technical Policies and Procedures

BEFORE YOU LOAD IN, YOU MUST PROVIDE A VALID CERTIFICATE OF LIABILITY INSURANCE AND A VALID CERTIFICATE OF FLAME PROOFING FOR ANY AND ALL SCENERY, DROPS, BANNERS, AND DRAPERIES. NO UNFLAME PROOFED MATERIALS WILL BE ALLOWED INSIDE THE BUILDING. MATERIALS MAY NOT BE FLAME PROOFED OR TREATED AT THE PERFORMING ARTS CENTER.

The Certificate must include the following:

1. *Be written in English*
2. *Have a number and expiration date*
3. *a signature of a Notary Public or licensed flame proofing company*

At least one month before your show arrives, you must provide the Technical Director with a complete list of any and all items that you are planning on bringing in. This includes, but is not limited to, any scenery, soft goods, props, costumes, lighting or sound equipment, special effects, raw materials, musical instruments, or live animals. This list should be confirmed with the Technical Director a minimum of four weeks prior to the date of your event with any and all changes addressed at that point.

Fire effects of any kind, including the smoking of a cigarette are strictly prohibited.

There is no eating or drinking permitted within the building.

Smoking is strictly prohibited anywhere in the building or on Pine Crest School Campus.

Smoke machines and hazers are not permitted due to the sensitive nature of the fire detection/suppression systems installed in the theatre. Dry Ice Fog machines or Low-Lying fog machines are permitted. At no time shall the fire detection/suppression system be disabled to allow for a smoke machine or hazer.

Due to insurance regulations only Pine Crest Staff can use the ladders and the genie lift. Our staff are also the only permissible to set up and move our tables and chairs.

No one shall be allowed within the theatre without a Pine Crest Performing Arts Center or Facilities Staff member present. This includes the audience area, stage, dressing rooms, backstage, and lobby areas.

Crew Policies and Information

- ❖ Pine Crest Performing Arts Center equipment, such as but not limited to, follow spots, lighting & audio consoles, LCD projectors & video equipment, and draperies may only be operated by Pine Crest personnel. Questions regarding this policy should be made in advance to the Technical Director.
- ❖ Crew members are non-union. Many crew members are skilled in more than one area of production and may be on more than one type of work during the course of the day.
- ❖ When arranging your schedule in the space, be aware that Pine Crest staff cannot guarantee additional services beyond your original contracted time. You should plan for contingencies of a show running later than planned or other factors that may delay your day in the space.
- ❖ The Technical Director's schedule is designed to provide a one hour break for crew members every five hours. In the event that a crew member is required to work for longer than five hours without a full break, he / she will be compensated with an extra hour of pay. This extra hour will be billed to your producer and may be at an overtime rate.
- ❖ In the event that you need to add time to a schedule, or increase the number of technicians on the schedule, be aware this will only be possible if the following conditions are in place:
 - The technical director or technician supervisor is made aware of the request in advance
 - The space is available
 - The technicians are available
 - Your producer has approved and paid for the additional cost directly to the Director of Facilities.
- ❖ If the need for more time arises and the crew and space are available, then Pine Crest Performing Arts Center will not refuse reasonable requests for additional time. Hours that are requested after the original contract may be billed at an overtime rate.
- ❖ We do not allow changes or cancelations to the schedule or the number of technicians assigned to a production within one week (business days Monday – Friday only) of your scheduled contract in the space.
- ❖ The Performing Arts Center technicians run the shows. During your show, their responsibilities go beyond the duties that they are assigned for your show, as they monitor the space as well. The technicians' call is not over when your show is finished. They are required to stay until all audience and performers have left the theatre and all equipment has been restored.
- ❖ The technicians have keys to unlock or open all rooms within the building. Keys are not distributed to the visiting company.
- ❖ While your event is in the theatre, technicians work for Pine Crest Performing Arts Center. Please direct your comments to the supervisor and not the individual crew members unless otherwise established.

Pine Crest School Events Operations Staff

Director of Facilities, Safety, and Security

Ryan M. Gallagher
561 – 852 – 2817
ryan.gallagher@pinecrest.edu

Technical Director & Events Coordinator

Kirstin Foley
561 – 883 – 6810
kirstin.foley@pinecrest.edu

House Manager (Performing Arts Center Only)

Lori Kranowitz
561 – 852 – 2817
lori.kranowitz@pinecrest.edu

PLEASE NOTE: The Operations Staff is open Monday through Friday from 7:00am – 3:30pm. Telephone message left after 3:30pm are not received until the next business day. Messages left Friday evening will be received the following Monday. This also applies to all National Holidays. Messages concerning load in details or technical information should be left for the Technical Director. Emails will be answered accordingly.

Other Useful Phone Numbers

Pine Crest School

Main Phone Number/Receptionist
561 – 852 – 2800

Security Office / Guard House

561 – 883 – 6890

Facilities Office

561 – 852 – 2817

Emergencies:

Please contact our Director of Security and our Security Office prior to dialing the below phone numbers:

Fire Department

911

Police Department

911

Hospitals

561 – 482 – 6308

561 – 955 – 7100

West Boca Medical Center

Boca Raton Community Hospital

Pine Crest Performing Arts Center Tech Specs

PERSONNEL:

Event Facilities Manager	Ryan Gallagher	(561) 852-2817
Events Coordinator/Technical Director	Kirstin Foley	(561) 883-6810

SEATING CAPACITY:

Total Seating: 750
Orchestra: 662
Mezzanine: 88
Wheelchair: 4 Orchestra, 2 Mezzanine

PROSCENIUM:

46'W x 16'H

STAGE:

Apron: 50'L x 10'-6" W x 2'-8" H

* Width is taken from the downstage edge of the Apron along the center line. Smallest point Width is 8'.

Depth: From plaster line to back wall is 23'-0"

Finish:

- Stage finish is flat black painted maple with 2" x 4" cushioned support over concrete.
- Apron finish is hard wood floor with 2" x 4" cushioned support over concrete.

Steps: There are steps on either side of the stage in front of the Proscenium.

Elevator: There is a handicap elevator off of stage left.

LOADING DOOR:

Door: 7'L x 6'W, Double Doors. Equipped with an exterior lift, 6'L x 4'W.

The loading door is located up stage center and is accessed from the side parking lot on the right hand side of the school.

RIGGING: House has No Fly System.

14 Dead hung pipes at 17'-0".

CROSSOVER: Exterior crossover hallway behind theatre.

DRESSING ROOMS: (2) Dressing Rooms with Toilet, Sink, Vanity Mirrors & Lighting, Telephone, & Stage Monitor

SOFT GOODS:

- 1: Velour Main Rag
- 4: Legs (pairs) – 16' x 12' – Black Velour
- 4: Borders – 3' x 52' – Black Velour
- 1: Cyclorama – 14' x 52' – White
- 1: Traveler – Black Velour
- 1: 10' x 10' Screen
- 1: Mirror Ball w/motor
- 1: Scrim – 17' x 48' - Black

LIGHTING:

- A. Dimmers:
 - 1. ETC Sensor Dimming System. Ninety Six (96) 2.4 KW dimmers located in the stage right loft.
- B. Controls:
 - 1. ETC Express with response to dimmer rack through DMX
- C. Lighting Positions/Circuits:
 - 1. First Cove – 12'-0" from proscenium – 33 circuits
 - 2. Box Booms – 20'-0" from proscenium – 4 circuits per side, dimmer doubling on 3 circuits per side, for a total of 14 circuits.
 - 3. Dropped Bar off First Cove – 14'-0" from proscenium – 6 circuits
- D. Follow Spots:
 - 1. 4 - Lycian Super Club Follow Spots
- E. Lighting Instruments:
 - 1. 3 - Martin MX-3
 - 2. 5 – Altman 6 x 16 ellipsoidal
 - 3. 10 – 6 x 12 ellipsoidal
 - 4. 4 – 4" Altman Fresnel
 - 5. 3 – 4 circuit 4-cell 1 KW Altman Ground & Sky Cyc
 - 6. 4 – 3 circuit 12-cell 1KW Strip Light
 - 7. 36 – ETC Source Four par w/lenses (VN, N, M, & W)
 - 8. 4 – ETC Source Four 5 ° ellipsoidal
 - 9. 20 – ETC Source Four 19 ° ellipsoidal
 - 10. 22 – ETC Source Four 26 ° ellipsoidal
 - 11. 2 – Wildfire 400W Floods
 - 12. 1 – Oceania Special FX Light
 - 13. 1 – Strobe Light
 - 14. 2 – Chauvet SX Abyss Light
- F. Lighting Accessories:
 - 1. 30 – Source Four Par Barn doors
 - 2. 2 – 12' tree with 50 lbs. base
 - 3. 6 – 10' tree with 50 lbs. base
 - 4. 12 – Size B Standard Steel Gobo Holders

5. 6 – Altman ellipsoidal pattern holders
6. 2 – Size B ellipsoidal Glass Gobo Holders
7. 9 – 6” Ellipsoidal Donuts
8. 1 – Source Four Ellipsoidal Iris
9. 1 – ETC Remote Focus Unit

MAIN SOUND REINFORCEMENT SYSTEM:

- A. Mixer: Soundcraft-Series II Console
 - a. 40 X 2

- B. Effects and Outboard Gear:
 - a. (1) Sony CDP-CE375 CD Changer
 - b. (1) Sony PCM-R500 DAT Recorder
 - c. (1) Behringer DSP1124 Feedback Eliminator
 - d. (1) Behringer MDX4600 Expander
 - e. (1) Behringer XR2000 Ducker
 - f. (4) dbx-1066, Dual Compressor Limiter Gate
 - g. (1) Denon-DN-T645 Cassette Deck
 - h. (2) Lexicon-MPX-550 Dual Channel Processor
 - i. (3) Whirlwind-Director Direct Box
 - j. (1) Lowell-SCS-8R Sequencer, rack mount 8 channel, remote power
 - k. (2) Lowell-L70-21 Desk cab 18.5D fx rails 21.125PS 12RU

- C. Equalization:
 - a. (2) Rane-GE60, 1/3-oct., Graphic Equalizer
 - b. (2) Rane-RPM88, 8x8 DSP Mic or Line Level

- D. Crossovers & System Limiters:
 - a. (2) Rane-RPM88 Programmable Multiprocessor

- E. Amplification:
 - a. Crown-CTS1200
 - b. Crown-CTS20
 - c. Crown-CTS3000 1250W, Stereo, 8 ohm
 - d. Mackie-1400i
 - e. Shure-UA844 Distribution
 - f. TOA-A-904MK2 Integrated

- F. Speakers:
 - a. (3) EAW-ASR695Z-BLK Loudspeaker – 3-way, full range
 - b. (3) EAW-MK8196-BLK 2-Way Full Range – 8” woofer (90°x60° Horn)
 - c. (2) EAW-SB625P-BLK Dedicated Subwoofer w/Dual 15” Transducers

- G. Microphones:
 - a. (12) Shure-ULXP4 Receivers
 - b. (1) Shure UR4D Antenna Distribution System w/ 12 UHR receivers
 - c. (12) Shure-ULX1 Body Pack

- d. (2) AudioTech AT815B Condenser
- e. (3) Neumann KM 184
- f. (12) Countryman
- g. (3) Crown-PCC-160 Phase Coherent Directional Boundary
- h. (1) Sennheiser E602 Cardioid
- i. (3) Sennheiser E604 Dynamic w/mount
- j. (3) Sennheiser E835 Cardioid
- k. (2) Shure-KSM137/SL Cardioid Studio Condenser
- l. (2) Shure-MX393/C Microflex Cardioid Boundary Mic w/Prog. Switch w/Q-G
- m. (8) Shure MX202 Cardioid Hanging Microphone with gooseneck
- n. (3) Shure SM57-LC Cardioid Dynamic
- o. (5) Shure SM58-LC Cardioid Dynamic
- p. (2) Shure-SM7B Cardioid Dynamic Studio Vocal
- q. (4) Shure- SM81-LC Cardioid Condenser
- r. (3) Shure-SM87A Supercardioid Condenser
- s. (3) Shure-WL93T Pro/Mic-Lav Omni, Tan
- t. (2) Shure-WL185 Professional Cardioid Lavalier, Black
- u. (12) Shure UR Wireless Body Pack
- v. (1) Shure Dynamic Mic, Unidyne II
- w. Miscellaneous Specialty Cables

H. Microphone stands:

Various straight and boom, short and tall stands are available.

I. Monitors:

- a. (1) Crate PE-10T Monitor
- b. (1) Galaxy-HSRG Hot Spot Monitor
- c. (2) JBL-SRX712M Stage Monitor, 12", 2-way
- d. (1) ANCHOR-AN-130 Powered Monitor
- e. (1) Galaxy Core PASX 140 Hot Spot Monitor w/Volume Control

J. Program & Paging:

- a. Dressing Rooms
 - i. Each room has ceiling speakers with individual volume controls
- b. Lobby & Public Restrooms
 - i. Equipped with ceiling mounted speakers.

K. Diagnostic/Testing/Alignment:

- a. (1) Dell Optiplex GX 260 Desktop Computer
- b. Drag Net Software

L. Intercom:

- Clearcom beltpack speaker system.
- a. 8 - Single Muff Standard Headset
 - b. 3 - Telephone Style Headset
 - c. 3 - 1 Channel Push/talk Mic Station
 - d. 1 - Power Supply 2 Channel
 - e. 4 - 1 Channel Beltpack

- f. 5 – 2 Channel Beltpack
- h. 2 – Beltpack Adapter

PROPS:

- A. Music:
 - a. 200 – Chairs (White Folding)
 - b. 120 – Stands
 - c. 18 – Stand Lights

- B. Orchestra Shell:
 - a. 10 – Back and side panels (6’ wide by 12’ tall)

- C. Platforms:
 - a. 24 – 4’ x 8’ Stage pieces with detachable 4”, 12”, 16”, 24” or 36” rise legs

- D. Choral Risers:
 - a. 5 – Grey carpeted fold up 3-tier risers

- E. Miscellaneous:
 - a. 4 – Rolling Rack
 - b. 1 – Steamer
 - c. 2 – Principal/Chorus Dressing Rooms
 - i. Each room is equipped with sinks and toilets.
 - d. 1 – Wood Paneled Podium
 - e. 100 – Chairs (padded, dark green & gold)
 - f. 28 – 6’-0” Skirtable Rectangular tables
 - g. 18 - Large round tables
 - h. 1 – Carpeted independent escape stair unit (multi-colored green)
 - i. 6 – Small round tables
 - j. 1 – Steinway Concert Grand Piano
 - k. 21– Table Skirts (Pink/Peach)
 - i. All table linens (excluding skirts) are white.
 - l. 5 – Rolls of Black/White Reversible Marly, 6’-0” W x 46’-0” L
 - m. 1 – Electric Keyboard w/foot pedal
 - n. 9 – 6’-0” Nonskirtable Rectangular Tables
 - o. 1 – 4 Channel Fender Portable Sound System
 - p. 2 – Chauvet Bubble King B-550 Bubble Machine
 - q. 1 – Rosco Delta 3000 Fog Machine
 - r. 1 – Little Blizzard Snow Machine
 - s. 1 – Le Maitre Low Lying Fog Machine

- F. Laundry: (*located in the Gymnasium*)
 - a. 1 – Washer
 - b. 1 – Dryer

- G. Greenroom (*if needed*)
 - a. Bernstein Family Commons Room, Located to the right of the Theatre.

- H. Video Equipment
- a. 3 – Sanyo PLC – XF45 Projectors
 - b. 1 – Video Patch Bay
 - c. 1 – Panasonic AG – MX70 Digital AV Mixer
 - d. 1 – JVC Pan/Tilt Controller
 - e. 1 – JVC Camera, Center Mounted
 - f. 1 – JVC RM – LP55 Remote Control Unit
 - g. 1 – Scan Do Ultra
 - h. 2 – Sony DVD/VHS Players
 - i. 1 – SignVideo 8 x 8 Video/Audio Routing Switcher
 - j. 1 – Dell Computer
 - k. 2 – JVC Monitors

If you have any additional questions or need further information, please do not hesitate to contact the Technical Director.

Pine Crest School
Technical Data Worksheet for Rental Clients

Kirstin Foley – Technical Director – 561 – 883 – 6810 kirstin.foley@pinecrest.edu

Which space have you requested to use: Bernstein Family Commons Room Performing Arts Center
Gymnasium Conference Room Classroom

Name of your Company: _____

Details of the events: _____

Contact Name #1 _____ Phone # _____ Email _____

Contact Name #2 _____ Phone # _____ Email _____

Style of Event: Theatre Dance Concert Lecture Meeting Workshop Other: _____

Event Date(s): _____

Desired Load-In time: _____

Anticipated length of Load-In & Set Up: _____

House Open for Audience: _____

Performance Time: _____

Performance Length: _____

Intermission: YES NO If yes, length of intermission: _____

Restore Time: _____

Number of Technicians Needed/requested: _____

(This will be ultimately set by the Pine Crest School Director of Facilities & Pine Crest Technical Director)

Load-In Requirements: _____

Transportation to the facility: Semi Box Truck Van Car Taxi Other: _____

SET UP INFORMATION

Do you have a set or any scenery? YES NO

If yes – list each piece of scenery you are bringing with you: _____

How do you plan to anchor the set: _____

Are you using any backdrops or banners? YES NO

If yes – list each one and its dimensions: _____

Does your backdrop or banners have: Grommets Ties Other: _____

Do you have a ground plan of your set or stage set up? YES NO

(If so, please fax or email a copy of this diagram to the Technical Director. Our fax number is 561 – 883 – 6908).

How far upstage will you be using? CYC BLACK TRAVELER M.S. SCRIM MAIN RAG

Do you need a podium or lectern? YES NO If yes – Please indicate Stage Placement: _____

Do you need Marley Dance Floor? YES NO (If yes, please note it takes 4 Technicians 2 hours to install this)

Tables: Large Round 6' Rectangular, Skirtable Small Round 6' Rectangular, Non-Skirtable NONE

Chairs: Green/gold Padded White Folding NONE

If needed, please indicate placement of tables & chairs: _____

❖ *Please note that all table clothes are white and all table skirts are peach, and cost \$30/table. Please check prior to your event for availability.*

Other items you are bringing in: _____

OTHER STAGING NEEDS

Do you need an LCD Projector? YES NO

Do you need a DVD/VHS Player? YES NO

Do you need a screen? YES NO

STAGE LIGHTING (Performing Arts Center Only)

Pine Crest Performing Arts Center lighting plot consists of conventional stage lighting fixtures with various barrel sizes. We do not have automated fixtures at this time. Please note that our lighting plot has been designed to meet most needs of the average rental. You may refocus the plot and make changes to suit your event, but this may add additional technicians and time to your overall event cost. Please contact the Technical Director for more information regarding our lighting plot. You can find a copy of our lighting plot at the end of this packet.

Do you have a lighting designer? YES NO

If yes, please provide his/her contact information:

Name: _____ Phone #: _____ Email: _____

Do you have a lighting plot of your own you wish to use? YES NO

Will you be using side lights, booms, or additional lighting fixtures? YES NO

Please list any and all special effects lighting you are bringing with you: _____

Are you using an outside lighting company? YES NO

If yes, please provide contact information:

Company Name: _____ Contact Person: _____

Phone #: _____ Email: _____

Will you be using Follow Spots? YES NO

If yes, how many? 1 2

ELECTRICAL TIE IN / POWER SUPPLY - PLEASE CONTACT THE TECHNICAL DIRECTOR FOR MORE ASSISTANCE.

SOUND / AUDIO

Will you be using our house sound system in the Performing Arts Center? YES NO

Are you bringing a sound system of your own? YES NO

If yes, please list your equipment: _____

Are you in need of a piano: GRAND ELECTRIC KEYBOARD

If using an electric keyboard, will it need to go through the house sound system in the Performing Arts Center? YES NO

Do you need wireless microphones? YES NO

If yes, Please indicate how many & type:

Hand Held Wireless (2 available) 1 2

Body Pack w/Countryman Lavolier (12 Available, 10 available with Hand Held Wireless):

1 2 3 4 5 6 7 8 9 10 11 12

Do you have a band? YES NO

What is the instrumentation: _____

Do you have any specific microphone requests: _____

Do you have any specific sound requests: _____

ELECTRICAL TIE IN / POWER SUPPLY - PLEASE CONTACT THE TECHNICAL DIRECTOR FOR MORE ASSISTANCE.

Pine Crest School
House Data Worksheet
(For Performing Arts Center Rental Clients Only)

Lori Kranowitz – House Manager – 561 – 852 – 2817 lori.kranowitz@pinecrest.edu

Name of Company: _____

Event Title(s): _____ Event Date: _____

Brief Description of the Event(s): _____

Contact Name #1: _____ Phone #: _____ Email: _____

Contact Name #2: _____ Phone #: _____ Email: _____

Nature of the Event: Theatre Dance Concert Lecture Workshop Graduation #of Graduates _____

House Doors Open for Audience Seating: _____

Performance Start Time: _____

Performance End Time: _____

Length of Performance: _____

Intermission(s): YES NO If Yes, How Many: _____ Length of Intermission(s): _____

Anticipated Audience Size (Max 750): _____

Will there be a reception: YES NO

If yes, will there be food or drink at the reception: YES NO

❖ ***Please note that Pine Crest Performing Arts Center does not permit food or drink inside the Lobby or Theatre.***

Please list any specific audience entrance & exit requirements: _____

Anticipated Special Needs of Audience (i.e. Wheelchair, hearing impaired, etc.): _____

Will you be selling merchandise? YES NO

Will there be any autograph sessions? YES NO

If so, by who, when, and where? _____

Please indicate seating requirements: GENERAL RESERVED BOTH

If there is Reserved Seating, are there any special reserved seating areas? YES NO

If yes, where? _____

- ❖ *Please note that due to strict fire code regulations regarding places of public assembly and theatres you will not be allowed to set up projectors or visual media equipment in the aisle of the theatre, behind the seating area, or in the row in front of the stage. Our staff will gladly block off selected sections to accommodate your media needs.*

Latecomer Accommodations: _____

Programs: _____

Pine Crest Neighborhood Information

Hotels: (It is recommended you check on pricing as part of your selection process)

Renaissance Boca Raton Hotel

2000 NW 19th Street

561 – 368 – 5252

Average Nightly Rate: \$133.00

Wyndham Garden Hotel Boca Raton

1950 Glades Road

561 – 368 – 5200

Average Nightly Rate: \$103.00

Hilton Suites Boca Raton

7920 Glades Road

561 – 483 – 3600

Average Nightly Rate: \$111.00

Courtyard Boca Raton

2000 NW Executive Center Circle

561 – 247 – 7070

Average Nightly Rate: \$117.00

Boca Raton Marriot at Boca Center

5150 Town Center Circle

561 – 392 – 4600

Local Stores

General Stores

Super Walmart
5571 W. Hillsboro Blvd
954 - 426 - 6110

Target
21637 State Road 7
561 - 483 - 3400

Super Target
3599 W. Hillsboro Blvd
954 - 333 - 5214

Drug Store/Pharmacy

Walgreens
21290 Saint Andrews Blvd
561 - 368 - 5759

CVS Pharmacy
21160 Saint Andrews Blvd
561 - 391 - 9613

Dry Cleaners

Personal Touch Dry Cleaners
21228 Saint Andrews Blvd
561 - 368 - 6644

OXXO Cleaners (*Eco Friendly*)
2200 Glades Road
Suite 507
561 - 750 - 7696

Hardware Stores

Home Depot
9820 Glades Road
561 - 451 - 0240

Copy Centers

FedEx Office Print & Ship Center
2301 Glades Road
561 - 998 - 8244

Mailing Centers

US Post Office
604 Banyan Trail
561 - 241 - 6186

FedEx Office Print & Ship Center
2301 Glades Road
561 - 998 - 8244

Grocery

Publix Supermarket*
3003 Yamato Road
561 - 241 - 5005

Greenwise Publix (*Organic*)
21230 Saint Andrews Blvd
561 - 544 - 2422

*Indicates Dry Ice Available at Location

Theatrical Vendors

Stage Equipment & Lighting

Mike Gold or Mike Groz

12250 NE 13th Court

Miami, FL

305 – 891 – 2010

Zebedee Productions, Inc

Jim Scherer

231 SW 5th Court

Pompano Beach, FL

954 – 942 – 0044

Miami Stage Craft

2855 E. 11th Avenue

Hialeah, FL 33013

305 – 836 – 9356

Restaurants

Wendy's \$
21300 Saint Andrews Blvd

Duffy's Sports Grill \$\$
21212 Saint Andrews Blvd
Boca Village Square
561 – 869 – 0552

The Capital Grille \$\$\$
6000 West Glades Road
561 – 368 – 1077

Stir Crazy Café \$\$
6000 Glades Road
561 – 338 – 7500

Cheesecake Factory \$\$\$
5530 Glades Road
561 – 393 – 0344

Grand Lux Café \$\$\$
6000 Glades Road
561 – 392 – 2141

Legal Sea Foods Inc \$\$\$
6000 Glades Road
561 – 447 – 2112

Chipotle Mexican Grill \$\$
2301 Glades Road
561 – 443 – 5540

California Pizza Kitchen \$\$\$
6000 Glades Road
561 – 368 – 2805

Subway \$
21212 Saint Andrews Blvd
Suite 27A Boca Village Square
561 – 368 – 1924

Maggiano's Little Italy \$\$\$
21090 Saint Andrews Blvd
561 – 361 – 8244

Chili's Grill & Bar \$\$
21078 Saint Andrews Blvd
561 – 391 – 2300

Brewzzi \$\$
2222 Glades Road
561 – 392 - 2739