



Flushing Town Hall Theatre

Venue Specifications

revision date: April 5, 2010

This document is updated frequently. Please contact Mike Riggs, Director of Production, for the latest update and for additional information including detailed drawings and lighting plot

ADDRESS, TELEPHONE & INTERNET

Flushing Town Hall
137-35 Northern Boulevard
(two blocks east of Main Street, at the northeast corner of Linden Place)
Flushing, NY 11354

718-463-7700
www.flushingtownhall.org

CONTACTS AT THE VENUE

Events Coordinator

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Director of Production

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DIRECTIONS

Driving directions (passenger cars):

Warning: you cannot follow these directions in a commercial vehicle. The roads are restricted and most trucks cannot clear the underpasses.

From the Triboro Bridge or the Brooklyn-Queens Expressway: take the Grand Central Parkway east, past La Guardia Airport, to the Northern Blvd. exit. Follow Northern Blvd. east. Turn left at Linden Place, which is the first stoplight after you pass Main Street.

Driving directions (commercial vehicles):

Take the Van Wyck Expressway to the Northern Blvd. exit. Follow Northern Blvd. east. Turn left at Linden Place, which is the first stoplight after you pass Main Street.

Parking

Flushing Town Hall has a parking lot immediately behind our building, with an entrance on Linden Place. The lot is shared with various community businesses whose spaces are clearly marked. Guest artists and visitors are welcome to park in any unmarked space in the lot. Availability is usually not a problem, but is not guaranteed. Parking is more difficult close to the starting time of an event.

If you are unloading heavy items, you may park in our loading ramp, which is between the building and the parking lot, with an entrance on Linden Place. Call ahead to ensure that the ramp gates will be open.

Subway directions:

Take the 7 train to the end of the line (Main St – Flushing). From the subway station at Roosevelt Ave. and Main Street, walk north on Main Street for four blocks to Northern Blvd. Turn right on Northern Blvd. Flushing Town Hall is a landmark building on the opposite side of the street, two short blocks from Main Street.

VENUE DESCRIPTION

Flushing Town Hall Theater is a proscenium-style theater with convertible seating, built as part of a renovation of the historic Flushing Town Hall, a national landmark building. The theater can be configured with auditorium-style seating, including a balcony and eight boxes; or the orchestra section of auditorium seating can be replaced with cabaret tables. Seating risers are removed in the cabaret configuration to provide a flat orchestra-level floor; the stage height of 4 ft. allows good sight lines to be maintained even without an auditorium rake.

In theater configuration, the theater seats between 108 and 184 people on the orchestra level (depending on how many rows of seating are installed); 56 in the box seats; and 74 in the balcony; for a total seating capacity of 238 to 314.

The second-floor theater is ADA-accessible in the orchestra section and onstage.¹ Boxes and the balcony are not wheelchair-accessible. The theater features complete, modern lighting and sound systems, a concert grand and a baby grand piano, and a remote-controlled 24-ft. wide front-projection movie screen. The auditorium has arched windows on two sides which can be sealed using motorized opaque shades.

The stage is 42 ft. 6 in. wide by 20 ft. deep on centerline. There is no architectural proscenium; but the grand drape creates a proscenium shape when it is opened. The maximum proscenium opening is 31 ft. wide and the proscenium height (measured to the bottom of the grand valance) is 13 ft. The grand drape travels along the apron line of the stage, so there is no forestage area when the drape is closed. (When an event requires the ability to address the audience from in front of a closed curtain, stage lighting can be focused to the front of the orchestra section, in front of the stage.)

The stage floor is polished cherry-colored wood matching the auditorium floor. The floor is covered with a Rosco Harlequin floor (similar to a marley dance floor, but heavier and more resonant, so it's suitable for all styles of dance including tap). This floor is left in place unless special arrangements are made to have it removed for a

¹ The wheelchair lift to the stage level is out of order, meaning the stage is NOT currently ADA-accessible. The wheelchair level from the Northern Blvd. sidewalk to the front portico is also out of order, but wheelchair users may enter the building via the loading ramp to the elevator.

particular event. Screws, nails and staples may not be used on the stage floor. Only cloth spike tape, cloth gaff tape, and glow tape may be used to mark the stage floor.

DRESSING ROOMS & WARDROBE

There are three spaces available for use as dressing rooms, each of which has natural light. The primary space is a chorus-sized dressing room with counter and mirror space for 12 performers. This space also features a couch and a small private restroom, and there is enough space to set up a dining table for up to six people. Three full-length gym-style lockers are provided so that artists can secure their valuables using their own padlocks.

Adjacent to the primary space is a 7-ft. by 12-ft. room suitable for use as a dressing room for up to three people. This room features a large full-length mirror and makeup lighting, but it has no plumbing. We can provide tables and chairs for this room as requested. (This is also a suitable room for musicians to store their instruments.)

Directly behind the stage is an appx. 8-ft. by 12-ft. room which is normally used to store our concert grand piano. Especially when the piano is onstage, this room is suitable as a dressing room for up to six people. There is a private restroom in this space.

A water fountain is provided in the dressing room hall. A refrigerator is available in a small pantry adjacent to the dressing rooms. The dressing room and backstage areas are off-limits to audience members, except for those patrons who must use the elevator.

Flushing Town Hall provides a garment steamer, an iron, an ironing board, and two garment racks (one stationary in the main dressing room, and the other on wheels). We do not have laundry facilities in the building.

We regret that telephone and internet services are not available.

LOADING AREA

There is no traditional loading dock. The best way to load-in most equipment is via the basement doors. Trucks can park in a loading ramp, though they will not be level for unloading and it may be unsafe to use a lift gate; or they can park on the street and equipment can be rolled down the loading ramp. Depending on what is being unloaded, it sometimes makes sense to park the truck nose-down in the ramp, unload equipment uphill toward the tail of the truck, and then carry or roll the cargo past the truck to the building.

Vertical clearance through the basement is limited by overhead obstructions. There is a passenger elevator with internal dimensions of 76" wide, 57" deep and 83" tall. The elevator door is 40" wide and 83" tall. The longest linear piece that can be carried on the elevator, diagonally, is about 126 inches. The elevator reaches auditorium level; stage level is another 4 ft. up and is not elevator-accessible.

Larger scenic pieces may be carried in the Northern Blvd. entrance and up the grand staircase, but the building won't accommodate anything longer than 10 ft. A site visit is appropriate if large set pieces are being contemplated.

No shore power is available. We seldom accommodate tour buses; contact the Event Coordinator well in advance if you desire to bring one.

Artists' or clients' vehicles may remain on the loading ramp for the duration of an event, provided they do not interfere with any other deliveries or pickups. Unmarked spaces in our parking lot are available to our guests, though these spaces are also used by our patrons. Parking will be difficult if you arrive within one hour of the start time of an event.

On-site storage of empty cases is generally possible but requires advance planning with the Director of Production.

GRID

A fixed, permanent lighting grid exists throughout the stage and house at 20 ft. 7 in. from the orchestra floor (16 ft. 7 in. from the stage floor). Additional pipes exist overhead; see the accompanying ground plan and section for details. There are three booms on each auditorium wall. Two pairs serve as box booms, while the third pair is located for dance-style sidelight in the first onstage lane. Light rigging only (under 100 lbs.) can be accomplished using these positions.

AUDIO & BACKLINE

Console: Crest Century GTX with 32 channels, 8 groups, 8 auxes.

Amplifiers: five Crest amplifiers (L/R, center, subs, 2 monitors)

Speakers: EAW left & right mains, dual center channel speakers, dual subs; all mounted near the ceiling immediately DS of the main curtain.

Monitors: (4) EAW wedge monitors. No monitor desk. Existing amplifiers and amplified-signal lines support only two monitor mixes onstage. Additional monitor mixes are possible with additional amps and EQ's.

Signal processing: EQ (left, right, center, and two monitor mixes); TC Electronics M2000 studio effects engine

Playback: single CD deck, single cassette deck, DAT player, iPod / computer audio connection via 1/8" stereo headphone plug

Microphones: (9) Shure SM-58, (1) Shure SM-57, (2) AKG C1000S, (3) AKG SE300B, (1) AKG D112, (2) Sennheiser MD 421 II, (4) Crown PCC floor mic; (1) EV RE20 lavalier; (2) Shure SM-58 wireless handheld

Mic stands: (6) boom stands, (6) straight stands

Backline: SWR Workingman's 12 single-driver bass amp combo; Roland Jazz Chorus 120 dual-driver guitar amp

Drums: Pearl five-piece set with 22" kick drum

ORCHESTRA EQUIPMENT

We have as many identical black music stands and black orchestra chairs as will fit on our stage. Stand lights are available with advance notice since supplemental power cables often need to be rented in order to complete a full stand light installation.

PIANOS

Flushing Town Hall owns two Steinway pianos: a model D concert grand, which is stored adjacent to the stage and is only used onstage; and a model L baby grand, which is stored and generally used in the first floor gallery. Piano tuning is scheduled immediately before every event that requires a piano, and the cost of tuning is included in the piano usage fee (for rental clients). Tuning is to A-440 and pitch raising is not offered.

LIGHTING & ELECTRICS

Dimmers: (192) Strand CD-80 wired dimmer-per-circuit and distributed throughout the theater; see accompanying drawings

Console: ETC Insight 2x console. Expression operating software; 108 submaster faders; three DMX universes.

Equipment: All-new inventory (1998 and newer). Note that unless you have made special arrangements with the theater management, you must work within the repertory lighting plot (enclosed), though we will focus a few specials for you as time and resources permit.

(5) Shakespeare 50° 600W

(58) Shakespeare 40° 600W

- (24) Shakespeare 30° 600W
- (5) Source Four 10° 575W
- (12) PAR 64 MFL 1kW
- (30) Altman 6" Fresnel 750W
- (7) ETC Mini Strip, 3-circuit (30 lamp) EYC 75W²
- (7) Altman R40 Strip, 3-circuit (12 lamp) 300W
- (2) Lycian 1209 Midget followspot

House lights and other architectural lighting features such as aisle safety lights are controlled through a separate Strand architectural system with a master panel in the control booth and remote stations throughout the theater. Safety regulations require that some of these control channels remain constant throughout the show, so the function of this system is limited.

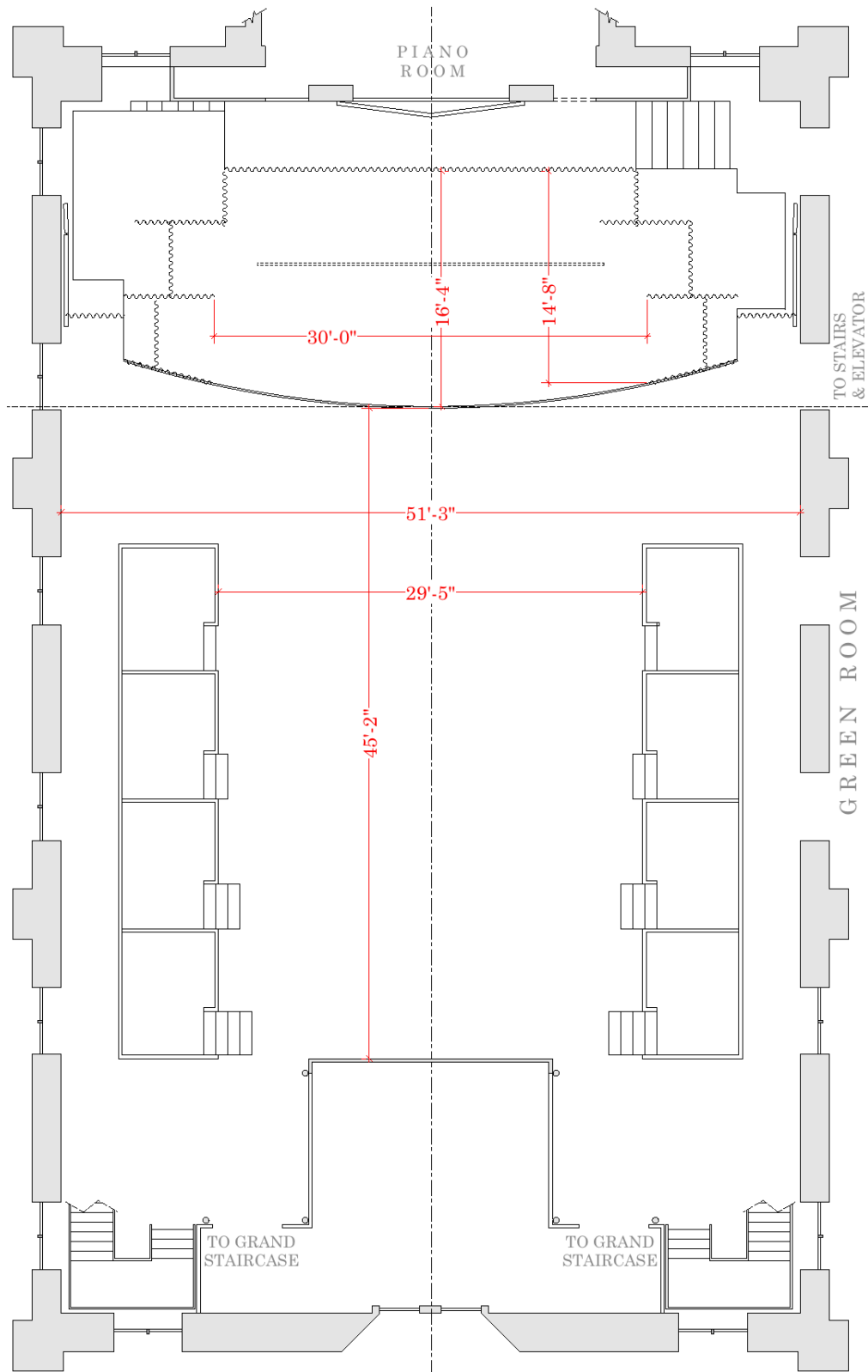
Two Lycian 1209 Midget followspots are located in the control booth, at the back of the balcony. The followspot angle is very flat. Typically the followspot beam appears on the backdrop behind the performer. Audience members in the balcony will block followspot beams if they stand up. The two followspots are about 30' apart, splitting centerline. Followspots are only to be operated by Flushing Town Hall technicians, who must be scheduled at least two weeks in advance.

The lighting console is permanently installed in an enclosure in the booth and may not be relocated during tech.

The house system runs within one universe of DMX control. Two additional universes are available in the console to support additional equipment such as moving lights and color scrollers. Two DMX tie lines running from the booth to the stage are permanently installed in the grid.

² These fixtures are currently out of commission awaiting overhaul.

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Sectional drawings, light plot, and plans showing seating options are available from the Director of Production.