

# LEWISVILLE --- --- GRAND THEATER

## **Performance Hall General and Technical Information**

**Lewisville Grand Theater  
100 N Charles Street  
Lewisville, Texas 75057**

## Table of Contents

### General Information

<a href="#">Contacts</a>	3
<a href="#">Directions Parking/Lodging &amp; Dining</a>	4
<a href="#">Policies &amp; Procedures</a>	5

### Technical Information

<a href="#">Loading/Unloading</a>	6
<a href="#">Stage Dimensions</a>	7
<a href="#">Scenery</a>	8
<a href="#">Rigging</a>	9
<a href="#">Lighting</a>	10
<a href="#">Audio</a>	11
<a href="#">Video/Projections</a>	12
<a href="#">Pyro/Fog/Special Effects</a>	12
<a href="#">Strike/Restore</a>	13
<a href="#">Back of House</a>	14
<a href="#">Additional Equipment</a>	15
<a href="#">Front of House</a>	16

## **GENERAL INFORMATION**

### **Address**

Lewisville Grand Theater  
100 N. Charles St  
Lewisville TX 75057

### **Phone and Fax**

Main Office: 972-219-8446  
Fax: 972-219-8447

## **PERSONNEL**

### **Facility Manager**

Denise Helbing  
972-219-8478  
dhelbing@cityoflewisville.com

### **Administrative Assistant**

Konni Cooper  
972-219-8446  
kcooper@cityoflewisville.com

### **Events Supervisor**

Taylor Dupree  
972-219-8444  
tdupree@cityoflewisville.com

### **Event Programming Coordinator**

Betsy Glickman  
972-219-3579  
bglickman@cityoflewisville.com

### **Specialist**

J.J. Cenicerros  
972-219-8445  
jcenicerros@cityoflewisville.com

### **Specialist**

Aaron Kays  
972-219-8479  
akays@cityoflewisville.com

## **OTHER CONTACTS**

### **City Customer Service**

972-219-3440

### **Lewisville Police Department**

1187 West Main Street, Lewisville, TX 75067  
Non-Emergency Line: 972-219-3600

### **Lewisville Fire Department**

188 North Valley Parkway, Lewisville, TX 75067  
Non-Emergency Line: 972-219-3580

### **Medical City Lewisville Hospital**

500 West Main Street, Lewisville, TX 75057  
Main Line: 972-420-1000

## DIRECTIONS TO LEWISVILLE GRAND THEATER

### Driving Directions

From northbound Interstate Hwy. 35E take exit 452 and turn right on W. Main Street.

From southbound Interstate Hwy. 35E take exit 452 and turn left over the highway on W. Main Street. The GRAND THEATER is 1/2 mile, about 6 blocks, east of the highway. The GRAND THEATER will be on your left on Charles Street between W. Main Street and W. Church Street. Parking is available on both the north and south sides of the facility. Addition parking is available in many nearby parking lots within walking distance of the facility.

### Denton County Transit Authority - A-Train

Old Town Train Station is 1/2 mile, or about 7 blocks east of the Grand Theater at the intersection where East Main splits from East Church Street. Shuttle service to and from the Grand Theater is available on a limited basis. A-Train service is available from Denton in the north, to Carrollton in the south. The Carrollton station features a connection to DART, and the entire Dallas County transit system, and its connections to Ft. Worth.

### Parking

There is several free parking spaces around the building with more public parking at City Hall. Do be aware that parking on the Main St and Church St sides of the building is back-in parking only. Visit our website for a parking map. <https://www.mclgrand.com/Home/ShowDocument?id=12919>

### Lodging

Lewisville has several hotels within a few minutes' drive from the Grand Theater. All hotels listed below can be found near I-35E Northbound at exit 447B, or I-35E Southbound at exit 448A.

Courtyard by Marriott  
2701 Lake Vista Dr.  
972-316-3100

Hampton Inn & Suites  
2650 Lake Vista Dr.  
972-315-3200

Hilton Garden Inn Dallas/Lewisville  
785 State Hwy 121 Bypass  
972-459-4600

### Dining

There are several restaurants within walking distance from the Grand Theater, and more a few minutes' drive down Main Street.

Alkey's Lounge & Eatery  
Old Town Wine House  
Main Street Cafe  
Seven Mile Cafe (breakfast & lunch only)  
J2 Steakhouse  
The Perc Coffeehouse

## **POLICIES & PROCEDURES**

The Grand Theater has an agreement with Stage Corps, LLC to provide stage labor. Building Staff is on duty any time a client is on the premises. Building Staff oversees all activities relating to client and crew. Building Staff is point of contact and authority for all issues involving stagehands, backstage areas, and use of Grand Theater equipment. Any other labor will coordinate their services with our contractor.

All rooms and areas are ADA accessible, except the catwalks and Follow-spot booth.

House opens thirty (30) minutes prior to curtain. All alcohol must be provided by licensed and approved concessionaire. This building is a smoke and vape free environment with designated outdoor smoking areas. Please request a Policies and Procedures packet for further building information.

Please note: The Grand Theater has emergency/safety lighting throughout the facility. This lighting is not turned off under any circumstances, no matter how dark a client wants the facility. Our primary concern is for the safety of all persons in the building.

First Aid kits are located in the office for your use.

No bare feet or open-toed shoes will be permitted on the stage or in the technical areas unless it is part of the performance.

There is no running allowed in the theatre backstage or wing areas.

An adult must accompany performers under 14 years of age when they are not onstage and in the green room and dressing room.

No client is allowed to touch the Vortek fly system. This is the work of a hired technical theatre staff member.

Cat walks, stairways, accesses to spot booth are hard hat areas and off limits to anyone not a tech or approved to be there.

Only professional grade painter's tape (blue or green), gaff/spike tape, electrical tape, and glow tape are allowed in the theatre. **ABSOLUTELY NO DUCT TAPE OR MASKING TAPE ALLOWED.**

See Facility Guidelines for a complete list of facility policies.

## TECHNICAL INFORMATION

### Loading /Unloading

- Load-in is at street level. Load-in is accomplished through the garage door on the northwest corner of the facility.
- Trucks up to 28' in length may be backed up to the dock area. Longer trucks and trailers may be pulled in parallel to the facility with advance notice to the facility staff.
- Garage Door 12' h x 10' w
- Dock to Center Stage distance 112'
- Garage Doors can be opened by building staff and should be closed immediately upon completion of load in or out.
- Furniture dollies, hand trucks, and carts, are available for use, and must be returned after use. Use is subject to availability
- Reasonable and easy access pathways through the dock are to be maintained at all times.
- Any major construction, staging, prep work, power requirements, or running crew space required in the loading dock area must be coordinated with and approved by the LGT staff before the event.
- Any trash or construction debris in the loading dock and stage area is the responsibility of the client and should be removed daily - including sawdust, metal shavings, food and other trash.

### Bus Parking

Buses may be parked in the west parking lot. Shore power is not available.

## STAGE

### Stage Dimensions

Stage Area.....	2,240 sq. ft.
Playing space.....	1,824 sq. ft.
Proscenium WxHxD.....	40' x 20' x 30" deep
Stage WxD.....	34'W x 34'D
Apron Depth.....	5'-10"
Proscenium Height.....	22'
Proscenium to Rear Wall.....	24' 7"
Apron Edge to Cyc.....	34'
House Floor to Stage Floor Height.....	4'
Cross Over Depth.....	6'
Location of Crossover.....	Between Cyc and back wall

Detailed layout can be provided upon request.

## SCENERY

### Stage Floor

Sprung wood floor made of dual layer  $\frac{3}{4}$  plywood, with a flat black tempered Masonite covering. Stage Floor can NOT be painted by clients. Gaff tape and Spike are the only tapes allowed on the floor and walls.

**\*NOTE:** Lagging and screwing MUST be approved upon first technical meeting. If approved, all holes must be PRE-DRILLED and NO "DRY WALL" SCREWS. **NO EXCEPTIONS.**

### Scene Assembly/Storage Area

There is a Scene Assembly Area/Scenic Storage attached to the Performance Hall. This space is for Performance Hall use as well as for some facility storage. Please check with Grand Theater Staff before arrival for any large item storage.

### Scenic Construction

Basic scenic construction can occur either onstage or in the Scene Assembly Area. The Grand Theater does not provide any tools or hardware. Please check with Grand Theater Staff before arrival for any significant construction.

### Painting

Basic painting touch ups may be done on stage. Spray paint or aerosol products may NOT be used inside the Grand Theater. All painting done inside or outside the Grand Theater must be done on ground cloths in approved areas. Please check with Grand Theater Staff before doing any large amount of painting.

### Stage Manager's Console

Stage Right: Paging System, Production Intercom (Clear-Com®), Assembly Mixer, Vortek Automated Rigging Control.

### Stage Power

There are 10 circuits of 20 amp 120V power around the perimeter of the stage. Power cords should be provided by the client.

### Soft Goods (draperies)

Main Act Curtain, Medium purple, 100% fullness in two traveling sections  
3 sets of legs, Black, 100% fullness  
4 borders, Black, 0% fullness  
Mid-stage Traveler, Black, 100% fullness in two traveling sections  
Upstage Traveler, Black, 100% fullness in two traveling sections  
Cyclorama, White Seamless

## RIGGING

### Fly System

The Grand Theater is equipped with a state of the art Vortek Motorized Fly System with a full set of House Soft Goods and 10 Utility battens that can be used for Client drops and scenic elements. The Vortek Automated Control System may only be operated by Grand Theater Staff or Stage Corps, LLC personnel. Please check with Grand Theater Staff before arrival for rigging needs.

Grid Height.....	No Grid
System Type.....	Automated
Line Sets.....	30 sets
Utility Line Sets (for client use).....	10 sets
Static Load Capacity of each line set .....	1200 lbs.
Distance from Proscenium wall to first open line set.....	5' 8"
Distance from Proscenium wall to last open line set.....	27' 1"
Distance from Cyclorama to back wall.....	6'
Space between sets.....	12"
Length of Pipes.....	50'
Diameter of pipes.....	2"
Maximum Trim.....	41'
Minimum Trim.....	5'
Traveler Tracks.....	3 available [including House Curtain, Mid traveler, and US traveler]

Line sets have a maximum speed of 3 feet per second

### Rigging Hardware

The Grand Theater has limited Hardware items. All hardware should be purchased with recommendation from Certified Riggers.

### Dynamic Rigging

Any rigging of dynamic loads or that will need to support performers/crew (flying or raising actors) will need to be approved prior to load in, and will need to be inspected by qualified LGT staff or representative.

### Floor Anchoring

Minor floor anchoring is allowed. Please check with Grand Theater Staff before arrival for floor anchoring requirements. **\*NOTE:** Lagging and screwing **MUST** be approved upon first technical meeting. If approved, all holes must be **PRE-DRILLED** and **NO DRYWALL SCREWS. NO EXCEPTIONS**

### Grid Access

The Performance Hall has no grid. Ceiling access is via a rented “cherry picker” style lift. The client is responsible for the cost of rental.



## LIGHTING

### Lighting House Plot

The Grand Theater Maintains a Repertory Lighting Plot. The plot consists of 15 areas with the following:

- 2-tone Front Wash
- Amber conventional Back Light
- Amber, Blue, Lavender, Gobo breakup High Sides
- LED Back Light and Cyc Lights from the ETC Colorsource family of fixtures
- 7 Overstage Moving Lights from the Martin and Showline family of fixtures
- 6 pre-hung Overstage conventional specials
- 7 pre-hung Front-of-House conventional specials

The Performance Hall is equipped with 228 Entertainment Technologies Optio 2.4KW dimmers. Lighting is operated from the light booth at Back of House via an ETC IonXE Console with 2x20 Fader wing.

All lighting should be restored at the end of the all production runs. Please check with Grand Theater Staff before arrival for any large lighting adjustments or color changes. All lighting paperwork is available on request.

### Follow-Spots

There are two Selecon RUA (1200W) Follow-Spots available in the Performance Hall for an additional fee. Stage Corps, LLC offers trained Follow-spot operators on request. Otherwise client personnel may be used to operate the Follow-Spots. Please check with Grand Theater Staff before arrival for any Follow-Spot usage and rental price.

### Floor Lighting

There are 24 dimmers located in floor pockets (12 on Stage Left, 12 on Stage Right) that can be used for any additional floor lighting needs. The Grand Theater has a small inventory of additional fixtures available for this purpose. Subject to Availability.

### Making Adjustments to the Lighting

All work that needs to be done in the air via the in-house scissor lift must be done by either Grand Theater Staff or Stage Corps, LLC personnel.

### Operation of Lighting System

Operation of the Lighting System will be conducted and/or supervised by Stage Corps, LLC. See Grand Theater staff for technician scheduling.

## AUDIO

### Sound System

Mixer	Behringer x32 32 Channel input, 6 Aux Mix, 8 DCA Group Left/Center/Right Speaker Distribution
Monitor	Monitor A – F (6 total) DBX 131 Graphic EQ per monitor
Effects	T.C. Electronics M-One XL DBX 1046 Quad Compressor Limiter
CD	Denon Model ND-C635 – CD/MP3 Player (w/pitch control)
Wireless	12 Wireless Shure Digital microphones (handheld or lapel)
Intercom	Clear-Com© Encore System – 3 Channels
Input	140 - XLR Input from multiple locations 24 - 1/4" TRS Line Level inputs from multiple locations 16 – Line level returns to multiple locations

### Microphones

There are a variety of microphones available for an additional fee including:

- Beta SM58
- Beta SM57
- AKG170
- PCC 160 Floor
- CM12C Hanging Choir
- 6-mic Drum kit set.

**\*NOTE:** These microphones are shared with other venues in the facility. Check with Grand Theater staff for availability. Clients are allowed to bring in their own Microphones as needed.

### Operation of Sound System

Operation of the Audio System will be conducted and/or supervised by Stage Corps, LLC. See Grand Theater staff for technician scheduling.

### Audio Feed to Cameras

There are connections in the Back-of-House floor pocket if client needs to send audio to a camera. Either a male-to-male XLR adapter or a male TRS ¼" to male XLR adapter is needed. These adapters are not provided by Grand Theater.

### Backline

Grand Theater does not provide any backline equipment Any other equipment would be rented from a third-party vendor.

## **VIDEO/PROJECTIONS**

### **Projections**

The Performance Hall is equipped with a Sanyo PLC-XF71 multimedia projector and a 16:10 ratio 19'7" x 11'0" motorized screen that is immediately downstage of the Main Act Curtain.

There is a Denon DN-V210 DVD player, VGA & 1/8" headphone connector for laptop connection located in the Control Booth.

The Performance Hall also has a lectern with connections to the projector allowing presentations to be run from onstage with a Denon DN-V210 DVD player, VGA & 1/8" headphone connector for laptop connection.

### **Video Monitors**

The system has the capability to run a single downstage monitor that mimics the projector display.

## **PYRO/FOG/SPECIAL EFFECTS**

### **Pyrotechnics**

The use of any pyrotechnics on stage must have a permit issued by the City of Lewisville Fire Marshal. Permit form is available from the Grand Theater Staff or the Fire Marshals' Office. No open flame is allowed on stage. All candles must be in votives or glass hurricanes. The use of candles other than those listed will require the Fire Marshal's approval.

Permission to use fire must be requested minimum of two weeks in advance of the event. Grand Theater Staff will be present whenever fire is used.

The number of candles or cigarettes shall not be more than 12. A stagehand with the proper fire extinguisher shall be in the wings, extinguisher in hand, during the entire time fire is present. They cannot have any other duties during that time period. Their attention must remain on the fire.

An appropriate receiver shall be provided by the client for extinguishing the material when it comes off stage.

The client must demonstrate and rehearse the effect before the show to the satisfaction of the Grand Theater Staff.

The permission to use the effect can be terminated at any time the Grand Theater Staff finds the situation dangerous.

### **Fog/ Hazers**

Fog and Haze are allowed with prior approval from Grand Theater Staff. The Grand Theater does have a Hazer available for rental.

## **STRIKE/RESTORE**

### **Theatre Restoration**

It is the responsibility of the client to restore the theatre, backstage area, green rooms and dressing rooms to a reasonable state before vacating the premises. Should LGT staff be required to undertake any unusual time and effort to clean and restore the facility then the client will be billed for this necessary service.

### **Onstage and Control Booths**

Close all Travelers before taking them out.

Raise all hanging goods to grid.

Remove all scenery and props from Stage, wings, and dressing room areas.

Pull all spike tape from floor.

Return lights to the house rep light plot.

Restore sound system to rep sound setup (Zero out console settings as well).

Reset and untangle all ClearCom© systems.

Strike all hanging scenery.

Restore house drapery plot, (if changed).

File all cut gel

Sweep and Mop Stage floor and wings.

Take trash out to dumpster located in back parking area.

### **Back stage and Dressing Rooms**

Pull all costumes and related props.

Clear all counters and tables, remove script notes and cast signage, schedules, and related support equipment.

Clean off any make-up residue from all counters, tables, walls, and doors.

Garbage containers will be provided for most of the unwanted leftovers.

Remove everything that belongs to you. LGT will not guarantee storage and/or security of items left behind without specific written arrangements prior to load in

## **BACK OF HOUSE**

### **Dressing Rooms**

The Grand Theater Performance Hall has two Chorus Dressing rooms (1 men's, 1 women's); each equipped with a multi-station make-up counter, lockers, 2 rolling costume racks, audio monitors with independent volume control and restrooms. Access to dressing rooms through up-stage right double doors, and from lobby.

Dressing room and green room furniture is not to be removed from its location or to be used as props.

### **Green Rooms**

The Performance Hall has two Green Rooms/Star dressing rooms; each equipped with a make-up station, ¾ mirror, one rolling costume rack, audio monitors with independent volume control, restroom, and shower. Access to green rooms is through up-stage right double doors, and from lobby.

### **Wardrobe/Laundry Room**

There are no wardrobe/laundry room facilities on site.

### **Production Office**

There is no dedicated production office for visiting companies. Please check with the Grand Theater staff prior to arrival to determine the best location for production needs. Additional rooms maybe available to rent for this purpose. See LGT Coordinators for additional room rentals.

### **Rehearsal Rooms**

There is no dedicated Rehearsal Rooms for visiting companies. Additional rooms maybe available to rent for this purpose. See LGT Staff for additional room rentals.

## **ADDITIONAL EQUIPMENT**

Contact Grand Theater Staff for availability and pricing of all equipment.

### **Orchestra Shell**

The Grand Theater is equipped with an adjustable orchestra shell. This unit consists of four permanently hung ceiling panels on motorized hoists. The ceilings hang in a vertical position on line-sets 5, 12, 19, and 26. They can be flown in and tipped horizontally to create a ceiling over the stage. Use of the shell must be arranged during the facility leasing process. In addition, 6 orchestra walls are available to provide an acoustical side wall and the back wall can be flown down from line set 30 for the space. Additional costs do apply to the use of this equipment

### **Platforms**

The Grand Theater has nine StageRight platforms available for rent:

4 – 4'W x 8'L x 6" or 16"-24" H

5 – 3'W x 8'L x 6" or 16"-24" H

### **Chairs**

50 – Wenger Musician chairs

100 – Black Vinyl Classroom style chairs

### **Music Stands**

40 – Wenger Roughneck Music Stands

### **Music Stand lights**

35 – Mighty-Lite Duo music stand LED lights

### **Conductors Podium**

1 – 3'x3'x6" Conductor's Podium

### **Pianos**

1 – Steinway Model D Grand (9'), Tuned to A440

1 – Boston Baby Grand (6'), Tuned to A440

1 – Boston Upright, Medium Tan, Tuned to A440

### **Dance Floor**

6 panels of Rosco Black/Gray Marley, 5'3" W x 46'L x .05" Thick

### **Scissor Lift**

Scissor lift must be operated by either Grand Theater Staff or Stage Corps, LLC personnel.

### **Lecterns**

1 – Light Tan (matching Venue façade) non-adjustable Smart Lectern

\*NOTE: Smart lectern has connections to projector and a built-in Denon DN-V210 DVD player as well as one 20Amp circuit.

1 – Medium brown non-adjustable Lectern, can be used as a table-top lectern

1 – Medium brown non-adjustable skinny façade Lectern

## **FRONT OF HOUSE**

### **Box Office**

The Grand Theater has a box office that is available for use by clients. It is accessed via Keycard that is issued by Grand Theater Staff and will require a photo I.D. as deposit.  
The computers and printer are NOT available for client use.

### **Concessions**

The Concessions stand is available to clients wishing to sell food items. Only prepackaged goods can be sold, unless provided through an Approved Caterer. Check with Grand Theater staff for a list of approved caterers.

### **Merchandize**

There are several locations within the lobby that are conducive to merchandize sales. Grand Theater can provide personnel to sell merchandize for a 10% take from those sales.

### **Ushers**

Clients are allowed to provide their own ushers. Grand Theater can also provide volunteer ushers during preshow and intermission times. Please contact Grand Theater staff for usher needs.

### **ADA Assisted Listening System**

Grand Theater is equipped with a RF Assisted Listening System for the Performance Hall and Black Box theaters. Devices are available at the box office and will require a photo I.D. as deposit.

### **Lobby Audio Monitors**

There are monitors that feed audio from the Performance Hall into the Lobby and Restrooms. These levels are controlled from the Box office.

### **Seating Information**

Fixed seating capacity of 296. With the ability to add 10 additional chairs for a total of 306, including 3 Transfer Seats