

# LEWISVILLE

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# GRAND THEATER

## **Black Box Theater**

### **General and Technical Information**

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

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## **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  
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### **Administrative Assistant**

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### **Events Supervisor**

Taylor Dupree  
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### **Event Programming Coordinator**

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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 is 1/2 mile, about 6 blocks, east of the highway. The GRAND 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 at the intersection where East Main splits from East Church Street. Shuttle service to and from the Grand 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. All hotels listed below can be found near I-35E Northbound at exit 447B, or I-35E Southbound at exit 448A.

Courtyard by Marriott	Hampton Inn & Suites	Hilton Garden Inn Dallas/Lewisville
2701 Lake Vista Dr.	2650 Lake Vista Dr.	785 State Hwy 121 Bypass
972-316-3100	972-315-3200	972-459-4600

### Dining

There are several restaurants within walking distance from the Grand, 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 has an agreement with Stage Corps, LLC to provide stage labor. Building Staff is on duty any time 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 Lewisville Grand Theater equipment. Any other labor will coordinate their services with our contractor.

All rooms and areas of the Black Box Theater are ADA accessible, except the Lighting booth area.

House opens thirty (30) minutes prior to curtain. All alcohol must be provided by licensed 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 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 dressing rooms.

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 PACKING TAPE, OR MASKING TAPE ALLOWED.**

See Facility Use Agreement for more 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.
- Garage Door: 12' h x 10' w
- Dock to Center Stage distance: 100'
- 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 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.....	717 sq. ft. Playing Space
Stage W x D.....	23'5" W x 30'7" D
Location of Crossover.....	None

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 and Spike tapes 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

The Black Box Theater does not have a scene assembly/storage area.

### Scenic Construction

Basic scenic construction can occur onstage. The Lewisville Grand Theater does not provide any tools or hardware. Please check with Lewisville Grand 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. All painting done inside or outside the Grand must be done on ground cloths in approved areas. Please check with Lewisville Grand staff before doing any large amount of painting.

### Stage Power

There are 2 circuits of 20 amp 120V power around the perimeter of the Black Box Theater. Power cords should be provided by the client.

### Cross Over

The Black box theater does not have any cross over space.

## **RIGGING**

### **Fly System**

The Black Box Theater does not have any fly system in place. Check with Lewisville Grand staff for rigging options.

### **Rigging Hardware**

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

### **Dynamic Rigging**

Any rigging of dynamic loads or any loads 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 Lewisville Grand staff or representative.

### **Floor Anchoring**

Minor floor anchoring is allowed. Please check with Lewisville Grand 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**

### **Lighting Grid**

The Black Box Theater has a lighting grid. Please check with Lewisville Grand staff prior to load in if you need to tie any items to the grid.

Grid height (floor to pipe).....	20' 6"
Spacing between grid pipes .....	4'8" – 5'4"
Length of pipes .....	47' 8" & 58'0"
Diameter of pipes.....	2"

### **Grid Access**

The Black Box Theater Lighting Grid is accessed via in-house scissor lift. The lift may only be operated by Lewisville Grand staff or pre-approved third-party technicians.

### **Soft Goods (draperies)**

The Black Box Theater does not have any soft goods. The side seating units do have hard surface, black, flats to cover entrances.



## LIGHTING

### Lighting House Plot

The Grand Maintains a Repertory Lighting Plot. The plot consists of 9 areas, plus a corner area, with the following:

- 2-tone Front and Back Wash
- Blue Conventional Down Lights
- LED-RGB Front Fill lights
- LED-RGB Down Lights
- 9 pre-hung lighting specials
- Vomitorium entrance front lights
- 20 Banquet table lights

The Black Box Theater is equipped with 136 Entertainment Technologies Optio 2.4KW dimmers. Lighting may be operated from the light booth over the lobby entrance or on the ground. Requests to move light board must be made in advance and with Lewisville Grand staff approval. The house console is an ETC Ion Console with 2x10 Fader wing.

Light plot must be restored at the end of all production runs. Please check with Lewisville Grand staff before arrival for any large lighting adjustments or color changes. The client is subject to additional fees if plot is not restored at conclusion of rental time. All lighting paperwork is available on request.

### Follow-Spots

There is one LED Chauvet Follow-Spot available in the Black Box Theater for no 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 Lewisville Grand staff before arrival for any Follow-Spot usage.

### Floor Lighting

There are 24 dimmers located along the perimeter of the Black Box Theater that can be used for any additional floor lighting needs. The Grand has a small inventory of additional fixtures available for this purpose. Please check with Lewisville Grand staff for 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 Lewisville Grand staff or Stage Corps, LLC personnel.

### Operation of Lighting System

Operation of the Lighting System will be conducted by the client, unless the client prefers to hire a technician from Stage Corps, LLC. See Lewisville Grand staff for technician scheduling.

## AUDIO

### Sound System

Mixer	Allen & Heath Mix Wizard WZ <sup>3</sup> 14:4:2 14 Channel input, 4 Aux Mix, 4 Sub-masters
Monitor	Monitor A & B
CD	Denon Model ND-C635 – CD/MP3 Player (w/pitch control)
Intercom	Clear-Com© Encore System – 1 Channel
Input	All inputs must run directly to console
Wireless	The Black Box does not have any built in wireless receivers. Portable Wireless setup is available for rental with Wireless Sennheiser microphones (handheld or lapel)

### Microphones

There are a variety of microphones available 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 Lewisville Grand staff for availability. Clients are allowed to bring in their own Microphones as needed.

### Operation of Sound System

Operation of the Sound System will be conducted by the client, unless the client prefers to hire a technician from Stage Corps, LLC. See Lewisville Grand staff for technician scheduling.

### Audio Feed to Cameras

If client needs to send audio to a camera it will need to be connected directly to console

### Backline

Lewisville Grand Theater does not provide any additional backline equipment except for equipment already mentioned in this document. Any other equipment would be rented from a third-party vendor.

## **VIDEO/ SPECIAL EFFECTS**

### **Projections**

A projector and screen can be rented from the Grand for an additional fee.

### **Video Monitors**

The Black Box Theater does not have any video monitoring at this time.

### **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 Lewisville Grand 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 a minimum of two weeks in advance of the event. Lewisville Grand 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 Lewisville Grand staff.

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

### **Fog/ Hazers**

Fog and haze are allowed with prior approval from Lewisville Grand staff. The Grand does have a Hazer available for rental.

## **STRIKE/RESTORE**

### **Theatre Restoration**

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

### **Onstage and Control Booths**

- Strike all scenery
- Restore of house rep light plot
- Restore of rep sound set up (zero out console settings as well)
- Restore and untangle all ClearCom© systems
- Pull all production spike tape.
- File all cut gel
- Sweep and mop
- Take trash out to dumpster located in back parking area

### **Backstage and Dressing Rooms**

- Remove all costumes and related props
- Clear all counters, remove script notes and cast signage, schedules, and related support equipment
- Clean off any make-up residue from all counters, walls, doors and mirrors
- Garbage containers will be provided for most of the unwanted leftovers
- Remove everything that belongs to you. Lewisville Grand Theater 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 LGT Black Box Theater has two generic dressing rooms; each equipped with a multi-station make-up counter, one costume rack and restrooms. Access to dressing rooms is through double doors behind stage right seating risers, and from lobby.

### **Green Rooms**

The Black Box Theater does not have any green room space available.

### **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 Lewisville Grand 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 Lewisville Grand staff for additional room rentals.

## **ADDITIONAL EQUIPMENT**

Contact Lewisville Grand staff for availability of all equipment.

### **Platforms**

The Lewisville 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 – Boston Baby Grand (6'), Matte Black, Tuned to A440

1 – Boston Upright, Medium Tan, Tuned to A440

1 – Steinway Model D Concert Grand, High Gloss Black, Tuned to A440

### **Dance Floor**

3 panels of Rosco Black/Gray Marley, 5'3" W x 27'L x .05"Thick

### **Scissor Lift**

Scissor lift must be operated by either Lewisville Grand staff or Stage Corps, LLC personnel.

### **Lecterns**

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 has a box office that is available for use by clients. It is accessed via Keycard that is issued by Lewisville Grand staff and will require a photo I.D. as deposit.

### **Concessions**

The Concessions stand is available to Performance Hall Clients. Black box theater clients may setup a table outside of the Black Box Theater to sell any prepackaged and bottled/canned non-alcoholic beverages. Only prepackaged goods can be sold, unless provided through an Approved Caterer. Check with Lewisville Grand staff for a list of approved caterers.

### **Merchandize**

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

### **Ushers**

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

### **ADA Assisted Listening System**

The Grand 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**

The Black Box theater does not have any lobby audio monitoring at this time.

### **Seating Information**

Seating is adjustable. Default seating setup is a three-sided thrust seating for 126 seats with a max of 160 seats. Seating Risers can be removed or rearranged for an additional fee.