

New 42nd Street Studios

The Stage/Company Manager's ABCs

We look forward to your rehearsals at the New 42nd Street Studios. Here are answers to frequently asked questions, and other information that Stage Managers need to know about the Studios...

A ADDITIONAL FURNITURE/EQUIPMENT

Studios are equipped with a standard number of chairs and tables. If you would like to request furniture or equipment that is not already in your studio space, please do so 24 hours in advance by filling out a form at the Studio Administration Office on the fifth floor. Requests are granted based on availability. The response will be in your In Box. (See **VISITING COMPANY IN-BOXES**)

ANIMALS

Animals are not permitted in the Studio Building.

AUDIENCE

Studios are rented for rehearsals only, unless otherwise indicated in the rental contract. If you intend to invite an audience of any size to any rehearsal, you must

- Fill out a form in Studio Administration indicating the date, time, and number of guests
- Schedule deliveries of additional chairs etc. with Studio Administration
- Provide a list of guests (in advance) for the Lobby
- Be sure you are in compliance with the capacity allowances of your particular studio.
- Adhere to all Studio Policies.

(see also **RISERS**)

AUDIO RACKS

Every "A" and "B" studio is equipped with an audio rack for CD and tape playback. Please follow the Audio Rack Policies posted on the rack. (See **SOUND SYSTEM** in Exhibit B of the contract)

B BICYCLES

Bicycles are not permitted in the Studio Building. Rollerblades must be removed at the ground floor level.

BUILDING HOURS

The Studio Building is open from 9am to 7pm, to facilitate a 10am to 6pm rehearsal period. The building must be vacated by 7pm unless other arrangements have been made in advance with Studio Building Administration.

C CAMERAS

Security cameras are in use throughout the building for your protection. (for Video Cameras or Camera Crews, see **PRESS**)

CLEAN UP

You are responsible for returning the room to the state it was in when you arrived, including removing all your notices from the bulletin boards, and any spike tape markings from the floor. There will be a fine of \$25 per studio for tape left on the floor and \$100 for failure to restore furniture.

CLOSETS

Studios 4A, 6A, 7A and 9A each have one storage closet available to companies rehearsing there. You will receive the closet key with the studio key. Please empty the closet at the end of your rental.

COFFEE

See **FOOD**. We do not provide coffee, but there is a Pax and Starbucks on 42nd St.

COPYING

There is a copy machine on the fifth floor. Copy codes are available at the Studio Administration Office, also conveniently located on the fifth floor. Each copy code is exclusive to the company requesting it, so please keep the information secure. Your company will be billed \$.14/page.

COSTUME FITTINGS

Costume fittings are not allowed in the Dressing Rooms, Green Room, hallways or any shared space. You may do costume fittings in any space that you have rented.

D DELIVERIES

To schedule large deliveries (set pieces, furniture, road boxes, etc.) see **LOAD IN/LOAD OUT**. If you are expecting packages from Fed Ex or by messenger, make sure the sender indicates your company name and/or studio number. Our Lobby staff will call you to pick up the package. We will not sign for your packages.

If you are expecting a lunch delivery, please inform the Lobby desk at ext. 4210 in advance. Remember that food is not permitted in the Studios.

DRAPES

"B" studios are equipped with one set of drapes to cover the mirrors and provide acoustical dampening. "A" studios are equipped with two sets. You may open or close the drapes, but do not remove, pin, tape, hang on or damage them in any way. If available, additional drapes may be rented from Studio Administration for an additional charge.

DRESSING ROOMS...

Are on the fifth and eighth floors. Each Dressing Room is equipped with lockers, showers and additional bathroom facilities. We encourage you to arrange for Dressing Room access by indicating the number of men's and women's lockers you require when you submit your company list before your arrival. We will assign shared Dressing Rooms and exclusive lockers to your company. There is a security combination for each locker room and locks are provided for each individual locker. Once you are here, you may fill out a blue form at the Studio Administration office to request additional lockers.

DRINKING

Is not allowed in the studios (bottled water is permissible). There is a **GREEN ROOM** on the fifth floor with vending machines and a communal refrigerator. See **FOOD**.

DSL

(See **Internet Access**)

E EATING

See **FOOD**.

ELECTRICAL POWER

See EXHIBIT B of Studio Production Policies in the contract

ELEVATORS

Passengers have access to both elevators from 9am-7pm Monday-Saturday, except during scheduled load-ins or load outs

All large deliveries are transported in the freight elevator, which measures 4'6"w x 7'-11"h into the doors and 8' - 6"w x 6'-8"d x 9'-5"h on the inside. (see **LOAD IN/LOAD OUT**)

EQUIPMENT - (see **ADDITIONAL FURNITURE/ EQUIPMENT)**

F FAXES

We will be happy to send a fax for you from Studio Administration during business hours. There is a fee for faxing which will be charged to your company. You may also receive faxes at our number 646.562.0176. If your company has rented a production office, you have the option of connecting a fax machine to the extra line provided in the office. You will receive your number when you arrive.

FLOORS

Most studios have a permanent vinyl dance floor; all studio floors are sprung. Tap dancing, roller blades, roller skates, spike heels, cleats and the use of rosin or any materials that may cause damage are not permitted on the vinyl floors, however a temporary vinyl dance floor or masonite protective covering may be requested for such activities. Available at an additional charge, temporary flooring is based on availability and subject to scheduling.

FOOD...

Is not allowed in the studios. Food attracts vermin and contributes to an unclean and counterproductive work environment. There is a **GREEN ROOM** on the fifth floor with vending machines and a communal refrigerator and microwave.

If you would like to set up your own coffee machine in a small area outside your studio for your company, this can be arranged in consultation with Studio Administration. No coffee or food may travel from the hallway into the studio.

If there is another company using a coffee maker at the same time, please coordinate perking times to avoid blowing a fuse. Please do not attempt to brew more than one pot of coffee at a time. Please keep the space clean. Of course, if the area is not kept clean, or if there is evidence of food and coffee wandering into the studio, we will have to take away the privilege of having a coffee station in the hallway.

FORMS

To request additional furniture/equipment, additional lockers, to schedule a load in/load out or an audience/meet & greet, please fill out a form at the Studio Admin. Office.

FURNITURE

We provide some tables and chairs in each studio. (See **ADDITIONAL FURNITURE/EQUIPMENT**)

G GREEN ROOM

The Green Room is on the fifth floor. There are tables, chairs and a couch, vending machines, sink, microwave and refrigerator.

H HOURS

See **BUILDING HOURS, ELEVATOR, OVERTIME.**

HOLIDAYS

The Studio Building will be closed on the following days: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year's Day. If your rental includes one or more of these days, there will be no make up day.

I ID TAGS

For companies staying a week or longer, we provide laminated ID tags for every member of your company. Company members must show this ID tag upon entering the building. The week before you arrive, we need a list of everyone who will be attending your rehearsals.

If you require additional ID tags after you arrive, please fill out the form at the Studio Admin office.

Please share this information with others in your company
7/26/2006

INTERNET ACCESS

DSL service is available for an additional fee in all studios and stage management offices.

K KEYS

Please sign your studio key out at the lobby desk each morning and remember to sign it back in when you leave the building each evening.

There is an additional charge for lost keys. Keys may not be copied.

L LIGHTING - See Exhibit B of the contract.

LOAD IN/LOAD OUT

To schedule a load in/load out, fill out a yellow form in Studio Admin. You may mark your first and second choice times and we will try to fit you in as close to those times as possible. All load in/load outs **MUST** be scheduled. (see also **PARKING**)

LOCKERS...

Are in the **DRESSING ROOMS**. If you would like to request a locker please fill out a blue form in Studio Admin. Please do not use a locker unless it has been assigned to you.

LOST AND FOUND

If you've found an item, turn it into Studio Admin. indicating the location and date found.

If you've lost an item, ask at Studio Admin. -- if it's been turned in, we have it.

M MAIL

For internal memos and incoming faxes, see **VISITING COMPANY IN-BOXES**.

For FedEx and messenger deliveries, see **DELIVERIES**.

Please do not plan to receive any regular mail at this address – please have all regular mail sent to the producer's office. Thank you.

MEET AND GREET

Many companies like to plan a "meet & greet" for the first day of rehearsal, a one time gathering of all cast, crew, managers, producers, investors, etc. If your company wants to host something like this, please fill out a form in Studio Administration in advance. We will work with you to solve problems such as 1.) Are there enough chairs? 2.) Can we serve them coffee? 3.) Where can they find additional bathrooms? and 4.) Will there be a 54-foot truck delivering huge and hazardous pieces of scenery at the exact moment that our fanciest investors arrive?

MENUS

There is a book of menus in Studio Admin.

O OVERTIME

Studio use before 10am or after 6pm must be scheduled in advance and will incur overtime charges. Building access before 9am or after 7pm must be scheduled and will incur charges.

P **PARKING**

Parking on 42nd Street is beyond our control, but we have learned the following information from our local traffic police:

Commercial vehicles may park on 42nd Street between the hours of 10am-4pm (absolutely no stopping from 7am-10am and 4pm-7pm). The vehicle must appear to be actively loading or unloading and will usually not be bothered unless it is in the same spot for more than a couple hours. A non commercial vehicle may make quick deliveries but there is no guarantee that they will not be given a ticket if the police come along. After 7pm the same rules apply (but remember that we will not be here unless it has been specifically scheduled).

PAYPHONES...

Are located on the 3rd and 5th floors.

PIANOS

Pianos are tuned once a month and additional tunings can be arranged through Studio Admin at an additional charge.

POLICIES

A list of Studio Policies is included in the contract. If you did not see these policies you will be receiving them in an information packet the day you arrive. Your company is responsible for distributing this information to all appropriate staff.

PRESS

If a member of the press will be attending a rehearsal, please inform us in writing so that we can have their name at the lobby desk and give them our Press & Media Tip Sheet when they arrive. If they bring cameras, we ask that they be escorted through the building at all times.

Q **QUESTIONS?**

Call 646.223.3042 from outside the building, or 3042 from a Studio phone.

R **RIGGING** - See Exhibit B of the contract

RISERS

We have six Wenger risers: (3) 4' x 8' x 8", (3) 4' x 8' x 16". Although they are actually 8" and 16" high, they are considered standard 6" and 12". Risers should be requested in advance and will be granted based on availability. The cost is \$5 per riser a day and \$15 per riser for the week.

S **SECURITY**

We keep a list of everyone who will be entering the building at the lobby desk. Please send us a list of your company members and regular visitors before you arrive.

SIGN-IN

There is a book at the lobby desk to sign in if you have forgotten your ID tag.

SMOKING

There is NO SMOKING allowed in the New 42nd Street Studios (bathrooms, hallways, etc.) An ash can is provided outside the doors on 42nd Street.

Please share this information with others in your company
7/26/2006

SOUND SYSTEM - See EXHIBIT B in Studio Production Policies in the contract.

SPECIAL EFFECTS - See EXHIBIT B of Studio Production Policies in the contract.

T **TECHNICAL EQUIPMENT** - See Exhibit B of the contract

TELEPHONES

There is a telephone in every studio for stage manager use. If you have rented a production office, you will have an outside line as well as an extra phone line for fax machine or computer hook-up. To receive long-distance service, simply let us know in Studio Administration and we will have the service installed for a flat weekly fee. The phones in the hallway make in house calls. For outside calls there are payphones on the 3rd, 5th, 6th and 7th floors. You will receive telephone instructions on your first day of rehearsal.

TEMPERATURE

To request a temperature change in your studio, please call Studio Admin at ext. 3042.

TV/VCR/DVD Players

We have TV/VCR/DVD players. Please request one before you arrive or by filling out a form in Studio Admin.

V **VISITING COMPANY IN-BOX**

If your company is staying for a week or more you will have an In Box in the reception area of our fifth floor Studio Admin office. This is where you will find incoming faxes, answers to requests, etc.

W **WALLS**

Do not fasten anything to the walls in the studios or in the hallways. Bulletin boards are provided for your convenience, and magnets are available to affix papers to the boards and to all doors.

WATER FOUNTAINS

There is a fountain with chilled, filtered water on each floor.

WINDOWS

Please ensure that you close the windows before leaving the studio for the day. A penalty of \$5 per window will be charged for windows left open.

Y **YELLOW PAGES...**

And **WHITE PAGES** are on the shelf outside the Studio Admin. reception window. You are welcome to use them, just be sure to put them back in their place.