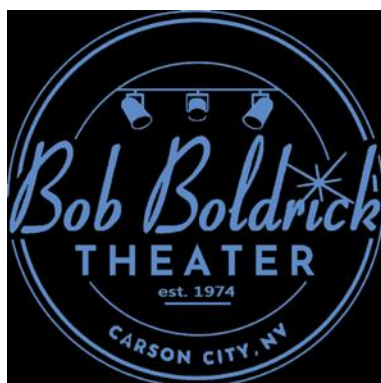


TECHNICAL INFORMATION



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Street Address: 851 E. William Street

Carson City, NV 89701-3123

Mailing Address: 841 N. Roop Street

Carson City, NV 89701-3100

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General Information

Address:

Mailing Address: 841 N. Roop Street
Carson City, NV 89701-3100

Street Address: 851 E. William Street
Carson City, NV 89701-3123

Technical Services:

Recreation Program Manager

Eric Klug

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Reservation Coordinator

April Livesay

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Recreation Program Coordinator

Colton Brodeur

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Message Center Coordinator

(775) 887-2290 Ext. 7423

McCoordinator@carsoncity.gov

Box Office:

Located at the Northeast end of the Lobby. Has a lockable door. Managed by renting party.

Area Hotels:

Gold Dust West Casino

2171 E. William Street
Carson City, NV 89701

Tel. (775) 885-9000

Toll Free (877) 519-5567

Fax (775) 888-8018

Hampton Inn & Suites

10 Hospitality Way
Carson City, NV 89706
Tel. (775) 299-4351

Staybridge Suites

972 Retail Court
Carson City, NV 89706

Tel. (775) 350-7339

Hardman House

917 N. Carson St
Carson City, NV 89701
Tel. (775) 882-7744

Rodeway Inn

1300 N. Carson Street
Carson City, NV 89701
Tel. (775) 883-7300

Taxi Services:

Capital Cab

Tel. (775) 885-0300

Uber

Uber.com

Nearby Restaurants:

Playa Azul-0.6 Miles

(775) 883-2244
415 E William St
Carson City, NV 89701

The Cracker Box Diner- 0.4 Miles

(775) 882-4556
402 E William St
Carson City, NV 89701

Starbuck's- 0.8 Miles

(775) 882-7314
1410 East William Street
Carson City, NV 89701

Port of Subs- 0.9 Miles

(775) 883-1552
1621-B. Hwy #50 East
Carson City, NV 89701

Accessibility:

Handicap accessible ramps on northeast and northwest lobby entrances.
Handicapped bathrooms located on both east and west sides of lobby.
8 wheelchair and 8 companion seating locations at back of house.
2 wheelchair and 2 companion seating locations at front of house
(renting group must provide usher for front of house assistance).
Listen Auri audio receivers for the hard of hearing available upon request.

Emergency Numbers: ALL EMERGENCIES CALL- 911:

Ambulance: 911

Fire Department: (775) 887-2210 777 S Stewart St, Carson City, NV 89701

Police Department: (775) 887-2500 911 E Musser St, Carson City, NV 89701

Carson Tahoe Hospital ER: (775) 445-8000 1600 Medical Pkwy. Carson City, NV 89703

Carson Tahoe Urgent Care: (775) 445-7330 1201 S. Carson St. Carson City, NV 89701

Parking:

Free public parking is located on the west, east, and south of the building. Parking is shared with Aquatic Facility. Parking may be limited when multiple events are occurring simultaneously. Additional parking may be found at Oxoby Loop at Mills Park east of the building.

Travel Directions:

From Reno Tahoe International Airport:

Use the middle 3 lanes to turn slightly right toward E Plumb Ln

200 ft



Continue onto E Plumb Ln

0.2 mi



Use the left 2 lanes to turn left onto the U.S. 395 S/In



Merge onto I-580 S/US-395 S

27.2 mi



Take exit 5 for US-50 E toward Dayton

0.3 mi



Keep right, follow signs for Downtown/Carson City and merge onto E William St

322 ft



Merge onto E William St

Carson City Community Center

851 E William St, Carson City, NV 89701

From the East:

Head west on US-50 W

9.3 mi



Continue straight onto E William St

1.1 mi

Carson City Community Center

851 E William St, Carson City, NV 89701

From the West:

Head east on US-50 to E William St in Carson City. Take exit 5 from I-580 N/US-395/US-50



Turn left onto US-50 E/Hwy 50

9.9 mi



Continue onto I-580 N/US-395/US-50 (signs for Reno/Fallon)

4.6 mi



Take exit 5 for U.S. 50 E toward Dayton/Fallon

0.3 mi



Keep left at the fork, follow signs for Downtown/Carson City

331 ft



Use any lane to turn slightly left onto E William St

Carson City Community Center

851 E William St, Carson City, NV 89701

From the South:

Head north on US-395 N/N Hwy 395



Use the right lane to take the I-580/US-50 E ramp to Reno/Fallon

0.9 mi



Merge onto I-580 N/US-50

3.8 mi



Take exit 5 for U.S. 50 E toward Dayton/Fallon

0.3 mi



Keep left at the fork, follow signs for Downtown/Carson City

331 ft



Use any lane to turn slightly left onto E William St

Carson City Community Center

851 E William St, Carson City, NV 89701

Time Zone:

PST

Management

Production Room: None associated to the Theater. Additional rooms are available for rent.

Green Room: Located upstage right, also used as storage. Usable greenroom dimensions: 14'x14.5'

Stage Manager's Podium: Located downstage left and downstage right.

Rehearsal Room: None associated to the Theater. Additional rooms are available for rent.

Crews: On-call Technicians for Audio, Fly-rail and Rigging, and Lighting at additional fee. (intermittent availability dependent upon staff schedules).

Stage Accessibility: Ramps on stage left and stage right of stage. Dressing room bathrooms not ADA accessible.

Policies: Building is a Non-smoking environment. Smoking is not permitted within 25 feet of the entrances. Only service animals covered by the ADA will be allowed within the facility. Alcohol and food may be sold on premises (permitting and insurance binder required). All federal and local fire codes must be followed.

Load-In Area

Dimensions: Loading dock at 4" height. Entryways to stage 6'w x 6'7"h (restricted slightly by door mechanism).

Map: See appendix A.

Notes: Staff will need prior knowledge of truck type and size in order to block off necessary parking spaces for load-in/load-out. If the load-in vehicle is too large to completely be completely clear of the drive space the vehicle must be relocated after loading in.

Carpentry

Seating: 564 General Seating includes 6 swing out arms.

8-10 Wheelchair Seating

8-10 Companion Seating

Stage Dimensions: Stage width 64', stage depth from plaster line to back wall 37', apron 15' at max depth.

Proscenium: 14'10"x39'9"

(height to teaser 13')

Wings Space: Downstage 5'3", Centerstage 6'9", Upstage 4'6"

Grid Height: 32'

Orchestra Pit: See appendix B. Total square footage 524 ft. Orchestra pit apron can support 150 lbs. per sq. ft. When fully open, the orchestra pit is 524 sq. ft. and maximum occupancy is 35 persons. 15' at center of arc, 6' below stage floor, access via steps in house.

Stage Height: 3'2"

Stage Floor: Semi-sprung stage Masonite deck painted Tri-corn Black

House Draperies:

House Curtain: Manual guillotine/manual traveler main curtain (blue velour), 75% fullness, traveler operation stage right

Traveling Curtains: Main Curtain (FR blue velour), 75% fullness, traveler operation stage right, (3) FR Black velour travelers, traveler operation stage right, 50% fullness, (1) FR Black velour travelers, traveler operation walk draw, 50% fullness (Back Curtain)

Legs: (6) FR Black velour leg sets, 50% fullness

(1) 8'x28' leg set, 50% fullness, (1) 10'x28' leg set, 50% fullness

Borders: Main Border (FR blue velour), 75% fullness

(5) Border (FR black velour), 50% fullness

Scrim: (1) White sharks tooth scrim (additional rental)

(1) Black sharks tooth scrim (additional rental)

Cyclorama: (1) ProCyc cyclorama, no fullness

(1) White muslin cyclorama (additional rental)

Pipe and Drape: 180ft in 10ft section at 12ft tall max height (additional rental)

Line Set Data:

Line Plot: See appendix C.

Working Height of Battens 27' max height, 8' min. height

Electric Height: 20' max height

Battens: (34) Single purchase counterweight line sets at 9 inches on center

(4) Motorized single purchase counterweight electrics.

Type: 2.5-inch diameter pipe

Arbor Capacity: 1200lbs

Winch Capacity: 1200lbs

Hemp-line Capacity: 500lbs

Loading Gallery: Yes, loading and unloading is to be done by BBTH staff only.

Pin Rail: Yes, stage right, 8' height, training required for access.

Support Areas:

Crossover: 2'3" between back curtain and pillars

Access: Stage entrances on east and west side of theater.

Shop Area: None

Storage: Back wall and Green Room

Notes: No open liquid containers allowed on stage when curtains are flown in.

Lighting

Dimmers: 186 ETC Sensor 2400 watts ETC net 2 control with 6 nodes

Control Board: ETC Ion XE 20 (House Board)

Chamsys Quick Q 30 (Rentable from WNC)

Houselights: Dimmable overhead can lights

Circuit Chart: 400A Camloc or bare tail disconnect stage left, 100A bare tail disconnect located stage left, 50A Cal-Style, 60A Pin and Sleeve. Additionally, there are (4) quad boxes located on perimeter of stage and 120V circuits located throughout the theater and house.

Front of House Positions: Box booms located on house right and house left. Spot booth located above light booth at back of house.

Followspot: (4) Lycian Superstar 1200 follow spots 2 included per day (staffing not included). Over 2 is an additional rental per day, (2) Altman Luminator mobile spot

Hardware: a variety of gels and gobos are available for use

Cable: DMX and Twistloc

Film, Video, and Projection Equipment: 9000 Lumen Projector with dead hang 20ft projector screen located down-center, 6500 Lumen Projector with 6ft mobile projector screen, (2) 5000 Lumen Projector with 10ft projector screens located house left and house right (additional fee).

Notes: Changes to BBTH standard lighting plot may require additional hands. All changes are required to be reversed at the end of the show run. Some changes may require prior notice.

Sound

Control Locations: Sound booth located back of house center

Hearing Assistance: Listen assisted listening devices with options for traditional headphones, ear loop headphones, and neck loops available upon request

Monitor/Paging System: none

Production Communication: (6) Telex RTS BTR 240 wireless coms, Clear-com PL-Pro MS440 with Production Intercom BP-15 wired beltpacks.

Mixing Consoles: (1) Midas M32

Fixed Speakers: (2) Meyer Sound Laboratories MTS4 four-way self-powered speaker. Set above stage on platforms stage right and stage left, (4) JBL Eon Gen2 audio monitors on electric 1 and 2

Portable Speakers: (6) JBL Eon Gen2, (4) Mackie 450, (2) Mackie subwoofer, (2) Bag End Sapphire subwoofer

Microphones: (2) Shure Beta 87 C
(2) Shure SM94

- (5) Shure SM58 cardioid (unidirectional) dynamic microphone
- (2) Shure SM58 cardioid (unidirectional) dynamic microphone with switch
- (6) Shure SM57 cardioid dynamic microphone
- (3) Crown PCC 160 floor microphones
- (14) Channels Shure Axient wireless with body packs and Shure WL93 Subminiature Lavalier Microphones (6 beta 87 handheld transmitters available) (channel counts above 2 per day are an additional rental per channel per day)
- (4) Shure UR J5 wireless with body packs and Shure WL93 Subminiature Lavalier Microphones. Beta 87C handheld transmitters are available). The UR wireless systems are an additional rental per channel per day.
- (2) Shure UR G wireless with body packs and Shure WL93 lavalier elements Beta 87C handheld transmitters are available). The UR wireless systems are an additional rental per channel per day.
- (2) Countryman E60W6TSL ear/boom microphones for use with wireless body pack (These microphones are an additional rental per day).
- (3) AKG 535 EB condenser microphones
- (1) Shure SM99-18 18" gooseneck microphone
- (1) Audio Technica AT857QLA pencil gooseneck microphone
- (1) Earth works FMR 500 15" gooseneck microphone with ridged center and flex ends
- (1) Earth works FM 720 27" gooseneck microphone
- (21) Ultimate support Liberty microphone stands with clips
- (17) Booms.
- (2) Whirlwind PCDI, Behringer Ultra DI: (2) DI20, (3) DI100), Countryman Type 85 FET (2),
- (4) Rapco DB-101SL

Playback: (2) Numark MP 102 Disc Player

Denon DN 300BR audio Bluetooth

Signal Processors: DBX Venue 360

Notes: All cable runs must comply with applicable codes and standards.

Props

Orchestra Pit: Requires prior approval, extra hands, and additional time to open for use.

Music: SFX CDs available

Chairs: (80) Black musician chairs

Stands Lights: None

Conductor Podium: (1) wooden conductor podium

Orchestra Shell: None

Platforms: (6) 4'x8' stage decks with stairs, legs lengths 24", 16", and 8"

Dance Floor: None

Podiums: (1) Black truss podium (additional fee)

(1) Large oak podium (additional fee)

(1) Small oak podium (additional fee)

(1) Black Plastic Podium with light (additional fee)

Notes: All props and set pieces must comply with applicable codes and standards.

Wardrobe

Dressing Rooms: (2) Small Dressing rooms located stage left with bathroom and shower.

(2) large dressing rooms with bathroom located downstage right and downstage left.

Wardrobe Area: Located inside dressing rooms

Ironing Board/Iron: Located in downstage right dressing room

Steamer: Steamer in downstage right dressing room (may not be used on stage area or on house drops)

Washer/dryer: None

Racks and Hangers: Large dressing rooms contain closet space and (1-2) rolling Z racks

Small dressing rooms contain (1) rolling Z rack

Green room contains (8) rolling Z racks

Quick Change Booths: None

Appendices

Venue Photos

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Appendix A- Loading Dock Map

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Appendix B- Stage Dimensions Diagram

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Standard Lighting Plot

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Standard Fly Rail Plot

Pg. 27

Fees

Pg. 28-29

Emergency Evacuation Map

Pg. 30

Seating Diagram

Pg. 31

Theater Conditions of Use

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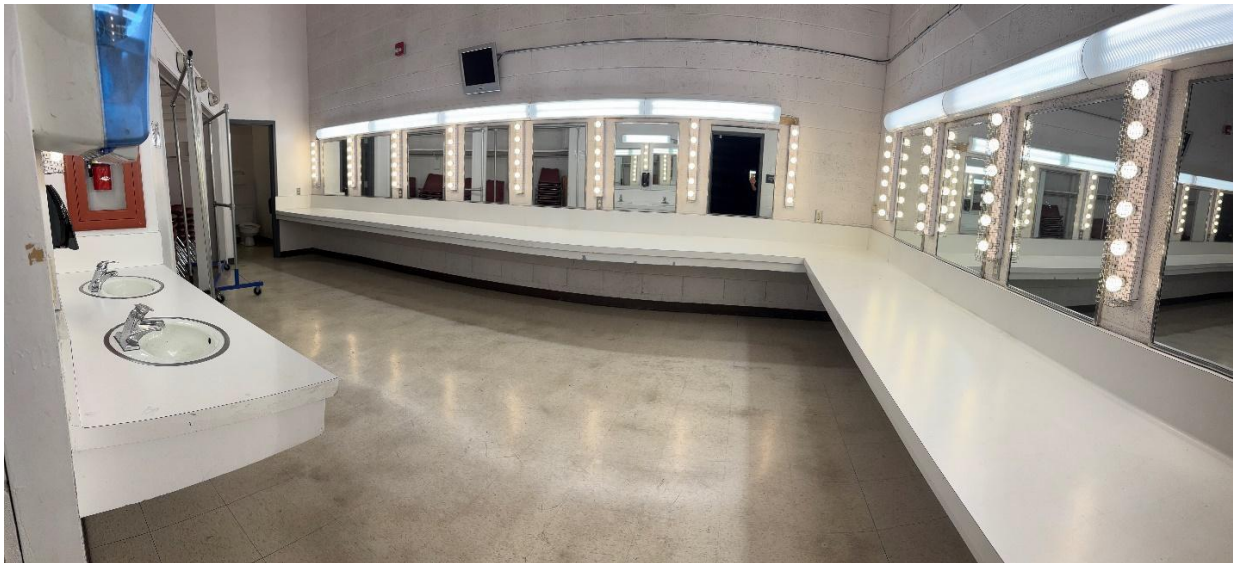
Theater



Small Dressing Room



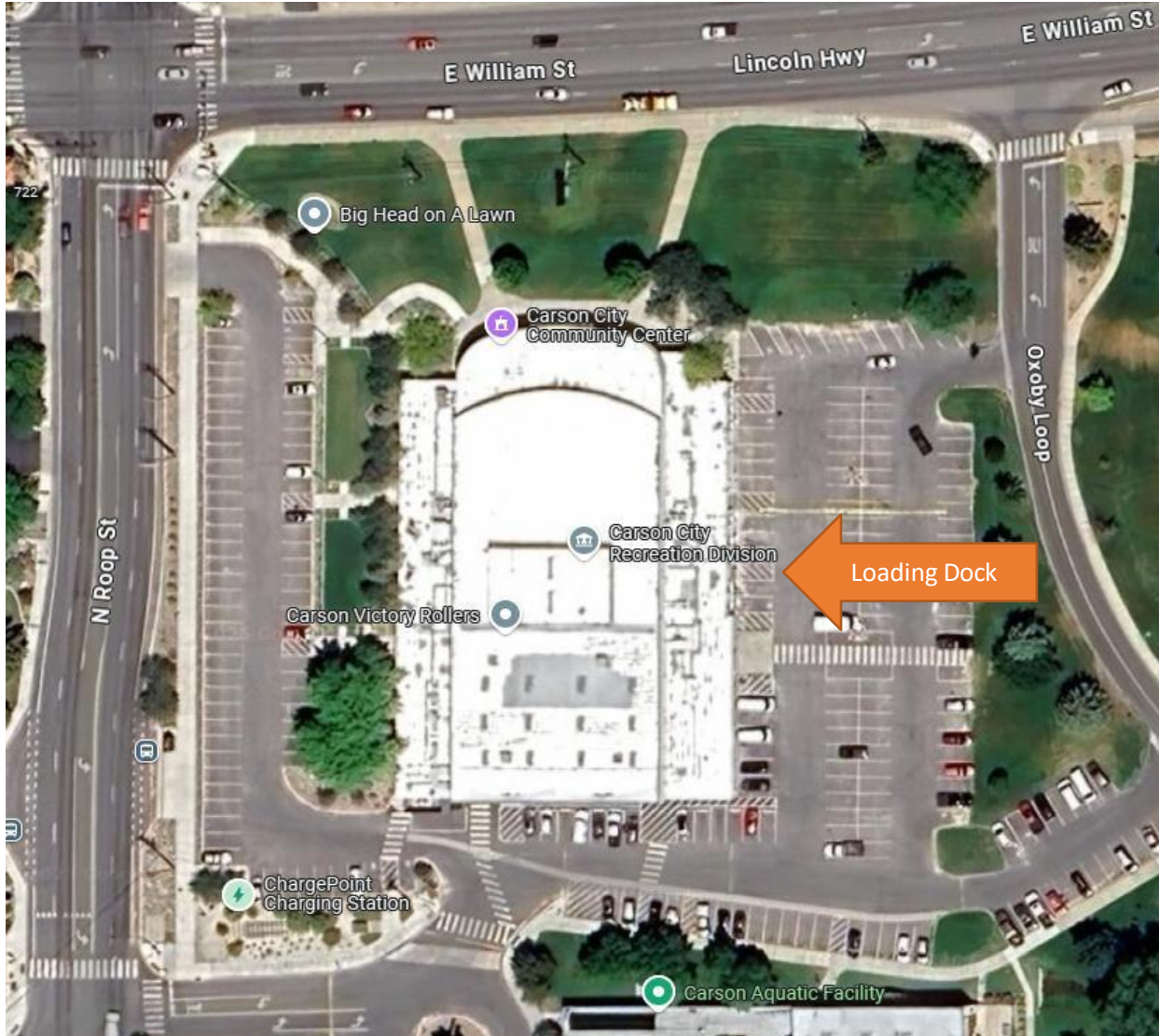
Large Dressing Room



Green Room



Appendix A



Appendix C

<u>Fixture #</u>	<u>DMX Universe</u>	<u>Dimmer #</u>	<u>Instrument Type</u>	<u>Location</u>	<u>Color</u>	<u>Focus</u>
1	1	1		Spot Booth		
2	1	2		Spot Booth		
3	1	3		Spot Booth		
4	1	4		Spot Booth		
5	1	5	ETC S4 - 26 degree, 575watts	DSL Boom	White	Apron
6	1	6	ETC S4 - 26 degree, 575watts	DSL Boom	Amber	Apron
7	1	7	ETC S4 - 26 degree, 575watts	DSL Boom	Blue	Apron
8	1	8	ETC S4 - 26 degree, 575watts	DSR Boom	White	Apron
9	1	9	ETC S4 - 26 degree, 575watts	DSR Boom	Amber	Apron
10	1	10	ETC S4 - 26 degree, 575watts	DSR Boom	Blue	Apron
11	1	11	ETC S4 - 26 degree, 575watts	USL Boom	Pink	Apron
12	1	12	ETC S4 - 26 degree, 575watts	USL Boom	Amber	Apron
13	1	13	ETC S4 - 26 degree, 575watts	USL Boom	Blue	Apron
14	1	14	ETC S4 - 26 degree, 575watts	USR Boom	Pink	Apron
15	1	15	ETC S4 - 26 degree, 575watts	USR Boom	Amber	Apron
16	1	16	ETC S4 - 26 degree, 575watts	USR Boom	Blue	Apron
17	1	17		Spot Booth		
18	1	18		Spot Booth		
19	1	19		Spot Booth		
20	1	20		Spot Booth		
21	1	21	ETC S4 - 26 degree, 575watts	AP	Pink	Front Wash
22	1	22		AP		
23	1	23	ETC S4 - 26 degree, 575watts	AP	Amber	Front Wash
24	1	24	ETC S4 - 26 degree, 575watts	AP	Blue	Front Wash

25	1	25	ETC S4 - 26 degree, 575watts	AP	Pink	Front Wash
26	1	26	ETC S4 - 26 degree, 575watts	AP	Amber	Front Wash
27	1	27	ETC S4 - 26 degree, 575watts	AP	Blue	Front Wash
28	1	28	ETC S4 - 26 degree, 575watts	AP	Pink	Front Wash
29	1	29	ETC S4 - 26 degree, 575watts	AP	Amber	Front Wash
30	1	30	ETC S4 - 26 degree, 575watts	AP	Blue	Front Wash
31	1	31	ETC S4 - 26 degree, 575watts	AP	Pink	Front Wash
32	1	32	ETC S4 - 26 degree, 575watts	AP	Amber	Front Wash
33	1	33	ETC S4 - 26 degree, 575watts	AP	Blue	Front Wash
34	1	34	ETC S4 - 26 degree, 575watts	AP	Pink	Front Wash
35	1	35	ETC S4 - 26 degree, 575watts	AP	Amber	Front Wash
36	1	36	ETC S4 - 26 degree, 575watts	AP	Blue	Front Wash
37	1	37		Orch Pocket DSR		
38	1	38		Orch Pocket DSR		
39	1	39		Orch Pocket DSR		
40	1	40		Orch Pocket DSC		
41	1	41		Orch Pocket DSC		
42	1	42		Orch Pocket DSC		
43	1	43		DSL Grid Box		
44	1	44		DSL Grid Box		
45	1	45		DSL Grid Box		
46	1	46		DSL Grid Box		
47	1	47		DSL Grid Box		
48	1	48		DSL Grid Box		
49	1	49		1st Electric		
50	1	50		1st Electric		

51	1	51		1st Electric		
52	1	52		1st Electric		
53	1	53		1st Electric		
54	1	54	6" Fresnel - 500watts	1st Electric	Blue	Stage Wash
55	1	55	ETC S4 - 36 degree, 575watts	1st Electric	N/C	DS Special
56	1	56	6" Fresnel - 500watts	1st Electric	Amber	Stage Wash
57	1	57	ETC S4 - 36 degree, 575watts	1st Electric	N/C	DS Special
58	1	58	6" Fresnel - 500watts	1st Electric	Pink	Stage Wash
59	1	59	6" Fresnel - 500watts	1st Electric	Blue	Stage Wash
60	1	60	6" Fresnel - 500watts	1st Electric	Amber	Stage Wash
61	1	61	ETC S4 - 36 degree, 575watts	1st Electric	N/C	DS Special
62	1	62	6" Fresnel - 500watts	1st Electric	Pink	Stage Wash
63	1	63	ETC S4 - 36 degree, 575watts	1st Electric	N/C	DS Special
64	1	64	6" Fresnel - 500watts	1st Electric	Blue	Stage Wash
65	1	65	6" Fresnel - 500watts	1st Electric	Amber	Stage Wash
66	1	66	ETC S4 - 36 degree, 575watts	1st Electric	N/C	DS Special
67	1	67	6" Fresnel - 500watts	1st Electric	Pink	Stage Wash
68	1	68	ETC S4 - 36 degree, 575watts	1st Electric	N/C	DS Special
69	1	69	6" Fresnel - 500watts	1st Electric	Blue	Stage Wash
70	1	70		1st Electric		
71	1	71	ETC S4 - 36 degree, 575watts	1st Electric	N/C	DS Special
72	1	72	6" Fresnel - 500watts	1st Electric	Amber	Stage Wash
73	1	73	6" Fresnel - 500watts	1st Electric	Pink	Stage Wash
74	1	74		1st Electric		
75	1	75		1st Electric		
76	1	76		1st Electric		

77	1	77		1st Electric		
78	1	78		1st Electric		
79	1	79		USR Grid Box		
80	1	80		USR Grid Box		
81	1	81		USR Grid Box		
82	1	82		USR Grid Box		
83	1	83		USR Grid Box		
84	1	84		USR Grid Box		
85	1	85		2nd Electric		
86	1	86		2nd Electric		
87	1	87		2nd Electric		
88	1	88		2nd Electric		
89	1	89		2nd Electric		
90	1	90		2nd Electric		
91	1	91	6" Fresnel - 500watts	2nd Electric	Blue	Stage Wash
92	1	92	6" Fresnel - 500watts	2nd Electric	Amber	Stage Wash
93	1	93		2nd Electric		
94	1	94	6" Fresnel - 500watts	2nd Electric	Pink	Stage Wash
95	1	95	6" Fresnel - 500watts	2nd Electric	Blue	Stage Wash
96	1	96				
97	1	97	6" Fresnel - 500watts	2nd Electric	Amber	Stage Wash
98	1	98		2nd Electric		
99	1	99	6" Fresnel - 500watts	2nd Electric	Pink	Stage Wash
100	1	100	ETC S4 - 26 degree, 575watts	2nd Electric	N/C	Center Special
101	1	101	6" Fresnel - 500watts	2nd Electric	Blue	Stage Wash

102	1	102	6" Fresnel - 500watts	2nd Electric	Amber	Stage Wash
103	1	103		2nd Electric		
104	1	104	6" Fresnel - 500watts	2nd Electric	Pink	Stage Wash
105	1	105	6" Fresnel - 500watts	2nd Electric	Blue	Stage Wash
107	1	107	6" Fresnel - 500watts	2nd Electric	Amber	Stage Wash
108	1	108	6" Fresnel - 500watts	2nd Electric	Pink	Stage Wash
109	1	109		2nd Electric		
110	1	110		2nd Electric		
111	1	111		2nd Electric		
112	1	112		2nd Electric		
113	1	113		2nd Electric		
114	1	114		2nd Electric		
115	1	115		3rd Electric		
116	1	116		3rd Electric		
117	1	117		3rd Electric		
118	1	118		3rd Electric		
119	1	119		3rd Electric		
120	1	120	6" Fresnel - 500watts	3rd Electric	Blue	Stage Wash
121	1	121	6" Fresnel - 500watts	3rd Electric	Amber	Stage Wash
122	1	122	ETC S4 - 90 degree, 575watts	3rd Electric	N/C	US Wash
123	1	123	6" Fresnel - 500watts	3rd Electric	Pink	Stage Wash
124	1	124		3rd Electric		
125	1	125	6" Fresnel - 500watts	3rd Electric	Blue	Stage Wash
126	1	126	6" Fresnel - 500watts	3rd Electric	Amber	Stage Wash
127	1	127	6" Fresnel - 500watts	3rd Electric	Pink	Stage Wash

128	1	128	ETC S4 - 90 degree, 575watts	3rd Electric	N/C	US Wash
129	1	129	6" Fresnel - 500watts	3rd Electric	Blue	Stage Wash
130	1	130	ETC S4 - 90 degree, 575watts	3rd Electric	N/C	US Wash
131	1	131	6" Fresnel - 500watts	3rd Electric	Amber	Stage Wash
132	1	132	6" Fresnel - 500watts	3rd Electric	Pink	Stage Wash
133	1	133				
134	1	134	6" Fresnel - 500watts	3rd Electric	Blue	Stage Wash
135	1	135	ETC S4 - 90 degree, 575watts	3rd Electric	N/C	US Wash
136	1	136	6" Fresnel - 500watts	3rd Electric	Amber	Stage Wash
137	1	137				
138	1	138	6" Fresnel - 500watts	3rd Electric	Pink	Stage Wash
139	1	139		3rd Electric		
140	1	140		3rd Electric		
141	1	141		3rd Electric		
142	1	142		3rd Electric		
143	1	143		4th Electric		
144	1	144		4th Electric		
146	1	146	Colortran Far Cyc - 1K watts	4th Electric	Red	Cyc
147	1	147	Colortran Far Cyc - 1K watts	4th Electric	Green	Cyc
148	1	148	Colortran Far Cyc - 1K watts	4th Electric	Blue	Cyc
149	1	149	Colortran Far Cyc - 1K watts	4th Electric	Red	Cyc
150	1	150	Colortran Far Cyc - 1K watts	4th Electric	Green	Cyc
151	1	151	Colortran Far Cyc - 1K watts	4th Electric	Blue	Cyc
152	1	152	Colortran Far Cyc - 1K watts	4th Electric	Red	Cyc
153	1	153	Colortran Far Cyc - 1K watts	4th Electric	Green	Cyc
154	1	154	Colortran Far Cyc - 1K watts	4th Electric	Blue	Cyc

155	1	155		4th Electric		
156	1	156	Colortran Far Cyc - 1K watts	4th Electric	Red	Cyc
157	1	157	Colortran Far Cyc - 1K watts	4th Electric	Green	Cyc
158	1	158	Colortran Far Cyc - 1K watts	4th Electric	Blue	Cyc
159	1	159	Colortran Far Cyc - 1K watts	4th Electric	Red	Cyc
160	1	160	Colortran Far Cyc - 1K watts	4th Electric	Green	Cyc
161	1	161	Colortran Far Cyc - 1K watts	4th Electric	Blue	Cyc
162	1	162	Colortran Far Cyc - 1K watts	4th Electric	Red	Cyc
163	1	163	Colortran Far Cyc - 1K watts	4th Electric	Green	Cyc
164	1	164	Colortran Far Cyc - 1K watts	4th Electric	Blue	Cyc
165	1	165		4th Electric		
166	1	166		4th Electric		
167	1	167		4th Electric		
168	1	168		USC Floor Pocket		
169	1	169		USC Floor Pocket		
170	1	170		USC Floor Pocket		
171	1	171		Grid Box DSL		
172	1	172		Grid Box DSL		
173	1	173		Grid Box DSL		
174	1	174		Grid Box DSL		
175	1	175		Grid Box DSL		
176	1	176		Grid Box DSL		
177	1	177		Grid Box USR		
178	1	178		Grid Box USR		
179	1	179		Grid Box USR		

180	1	180		Grid Box USR		
181	1	181		Grid Box USR		
182	1	182		Grid Box USR		
193	1	193	BR 40 LED	Houselights	N/C	Audience
194	1	194	BR 40 LED	Houselights	N/C	Audience
195	1	195	BR 40 LED	Houselights	N/C	Audience
196	1	196	BR 40 LED	Houselights	N/C	Audience
197	1	197	BR 40 LED	Houselights	N/C	Audience
198	1	198	BR 40 LED	Houselights	N/C	Audience
199	1	199	BR 40 LED	Houselights	N/C	Audience
200	1	200	BR 40 LED	Houselights	N/C	Audience
201	1	201	BR 40 LED	Houselights	N/C	Audience
202	1	202	BR 40 LED	Houselights	N/C	Audience
203	1	203	BR 40 LED	Houselights	N/C	Audience
204	1	204	BR 40 LED	Pit	N/C	Orchestra Pit
211	1	241	China Generic LED - 5 Channel	1st Electric	RGBWZ	Stage Wash
212	1	246	China Generic LED - 5 Channel	1st Electric	RGBWZ	Stage Wash
213	1	251	China Generic LED - 5 Channel	1st Electric	RGBWZ	Stage Wash
214	1	256	China Generic LED - 5 Channel	1st Electric	RGBWZ	Stage Wash
215	1	261	China Generic LED - 5 Channel	1st Electric	RGBWZ	Stage Wash
221	1	266	China Generic LED - 5 Channel	2nd Electric	RGBWZ	Stage Wash
222	1	271	China Generic LED - 5 Channel	2nd Electric	RGBWZ	Stage Wash
223	1	276	China Generic LED - 5 Channel	2nd Electric	RGBWZ	Stage Wash
224	1	281	China Generic LED - 5 Channel	2nd Electric	RGBWZ	Stage Wash
225	1	286	China Generic LED - 5 Channel	2nd Electric	RGBWZ	Stage Wash
231	1	291	China Generic LED - 5 Channel	3rd Electric	RGBWZ	Stage Wash

232	1	296	China Generic LED - 5 Channel	3rd Electric	RGBWZ	Stage Wash
233	1	301	China Generic LED - 5 Channel	3rd Electric	RGBWZ	Stage Wash
234	1	306	China Generic LED - 5 Channel	3rd Electric	RGBWZ	Stage Wash
235	1	311	China Generic LED - 5 Channel	3rd Electric	RGBWZ	Stage Wash

Bob Boldrick Theater Standard Fly Rail Plot

1. Main Teaser	Blue Velour 47.5'x7'
2. Main	Blue Velour 47.5'x17'
3. Leg	Black Velour 8'x16'
4.	
5. 1 st Electric	
5.1 Dead Hang	16' Projector screen, between 5 th and 6 th batten reduced space available
6.	
7.	
8.	
9. Leg	Black Velour 8'x16'
10. Traveler	
11.	
Hemp	
12. Teaser	Black Velour 47.5'x7'
13. 2 nd Electric	
14.	
Hemp	
15. Leg	Black Velour 8'x16'
16. Traveler	
17.	
Hemp	
18.	
19.	
20.	
21. Teaser	Black Velour 47.5'x7'
22. 3 RD electric	
23. Leg	Black Velour 8'x16'
24.	
25.	
26. Teaser	Black Velour 47.5'x7'
27. 4 th electric	
28. Leg on track	Black Velour 8'x16'
29. Traveler	
30. Teaser	Black Velour 47.5'x7'
31.	
32.	
33.	
34. Teaser	Black Velour 47.5'x7'
Hemp	
35. Leg on track	Black Velour 16'x8'
36. Star Drop	Requires additional manpower to move. Additional cost to rent: pre-approval required by WNMTC
37. Pro Cyc	White PVC 47.5'x15.5'
38. Back Curtain	Black Velour 47.5'x16'

COMMUNITY CENTER		2023 Approved Fees
Facility Rentals		
Meeting Rooms		
Small Meeting Rooms (Bonanza, Comstock, Ponderosa, Kid's Club)		\$39.00/hour
Large Meeting Rooms (Robert "Bob" Crowell Board Room, Tahoe Room)		\$50.00/hour
Cleaning/Damage Deposit (refundable)		\$50.00/rental
Gymnasium		
Gym (5 hours)		\$220.00/5 hrs
Gym (10 hours)		\$385.00/10 hrs
Gym (hourly fee for every hour over 10 hours)		\$55.00/hour
Kitchen (5 Hours)		\$85.00/5 hrs
Kitchen (10 hours)		\$165.00/10 hrs
Kitchen (hourly fee for every hour over 10 hours)		\$22.00/hour
Cleaning/Security Deposit (refundable)		\$400.00/rental
West Parking Lot		\$150.00/day
West Parking Lot Deposit		\$150.00/rental
Theater		
Theater Lobby Only (per hour)		\$28.00/hour
Theater; includes lobby (5 hours)		\$550.00/5 hrs
Theater; includes lobby (10 hours)		\$990.00/10 hrs
Theater; includes lobby (hourly fee for every hour over 10 hours)		\$105.00/hour
Dark Day Fee (full day)		\$110.00/day
After Hours Fee (between 12am-8am)		\$13.00/hour
Cleaning/Damage Deposit (refundable)		\$400.00/rental

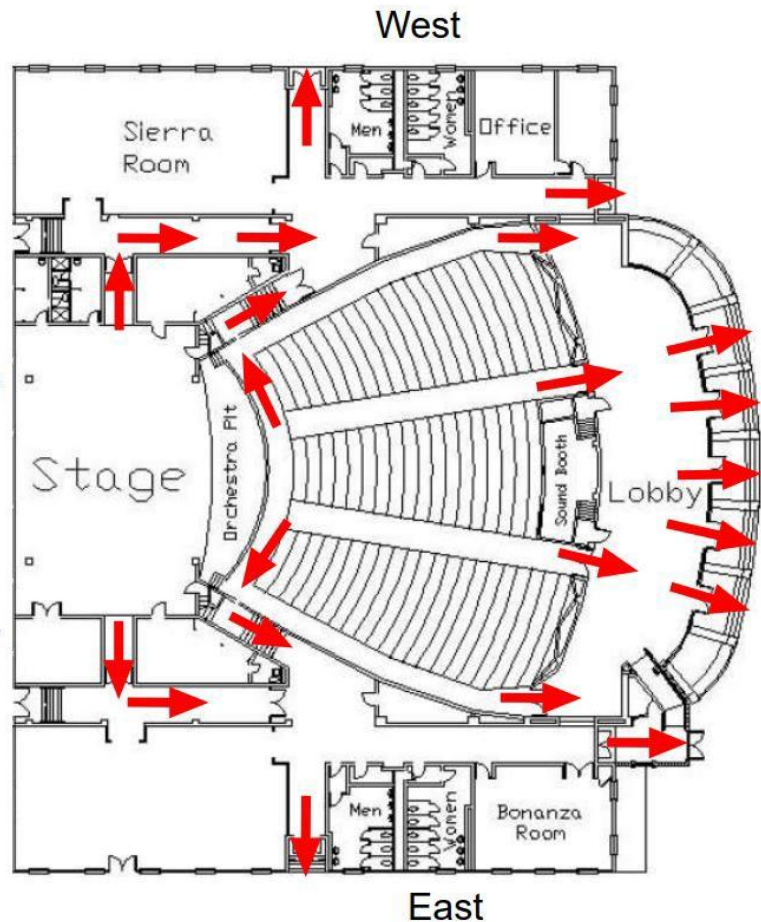
MARKETING AND ADVERTISING		2023 Suggested Fees
Community Center Digital Reader Board Ad (minimum 2 slots)		\$22.00/week/slot

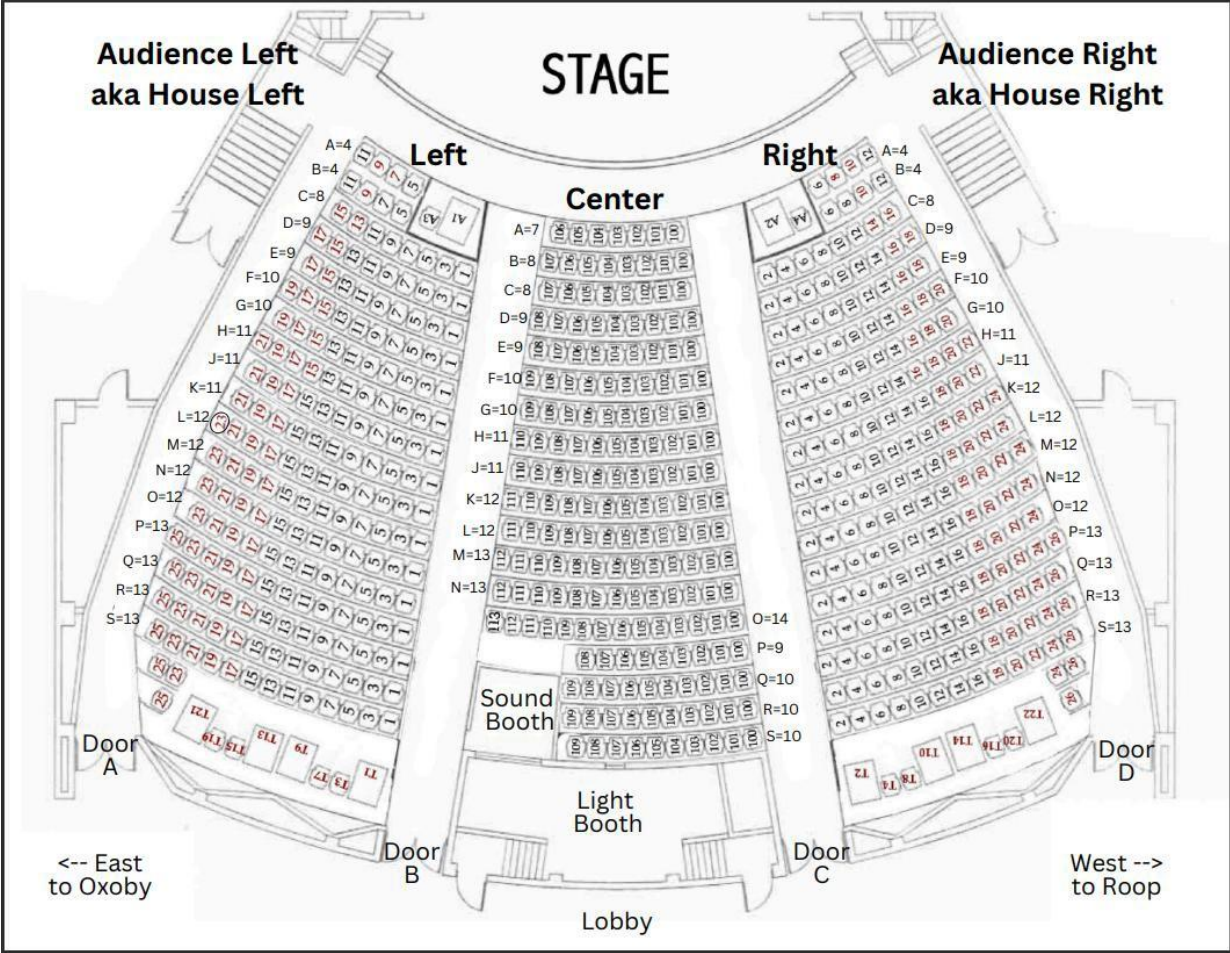
COMMUNITY CENTER (CONT'D)	2023 Approved Fees	
Theater Staffing (per Hour):		
Theater Tech Scheduled	\$20.00/hour	
Theater Tech Called In	\$30.00/hour	
Custodian Scheduled	\$17.00/hour	
Custodian Called In	\$20.00/hour	
Program Coordinator Scheduled	\$40.00/hour	
Program Coordinator Called In	\$55.00/hour	
Community Center and Theater Equipment Rental (each per day):		
Folding Chair	\$1.50/each day	
Folding Tables (30"x96", 24"x96", 18"x96")	\$3.50/each day	
Projection Screen (6')	\$8.00/each day	
PA System	\$62.00/each day	
Projector Theatre Sides (5000 lumen)	\$44.00/each day	
Projector Light Booth (9000 lumen)	\$160.00/each day	
Projector (6000 lumen)	\$145.00/each day	
Fog Machine (F100)	\$23.00/each day	
Bubble Machine	\$18.00/each day	
Fog Machine Dry Ice	\$23.00/each day	
Snow Machine	\$23.00/each day	
Piano	\$28.00/each day	
Scrim (15x40 white or black)	\$28.00/each day	
Wireless Microphone	\$16.00/each day	
Stage (per section; 4'x8')	\$18.00/each day	
Pipe and Drape (per set/180')	\$204.00/each day	
Pipe and Drape 10' Section	\$22.00/each day	
Power Drop Chord (Gym)	\$27.00/each day	
Cable Ramp	\$6.00/each day	
Digital Audio Mixer (with support rack)	\$96.00/each day	
Microphone "Dynamic" (with cable and stand)	\$4.50/each day	
Microphone "Condenser" (with cable and stand)	\$7.00/each day	
Speaker Mackie	\$17.00/each day	
Speaker JBL Eon	\$7.00/each day	
Follow Spotlight per light	\$19.00/each day	
Lighting Paint Can	\$27.00/each day	
Lighting Fixture (ellipsoidal)	\$3.50/each day	
Lighting Fixture (mini strip)	\$10.00/each day	
Lighting Portable Dimmer System	\$27.00/each day	
Power Distribution Box (400 amp, 3 phase) + one set of feeder cables	\$44.00/each day	
Power Distribution Box (50 amp, 1 phase 208V) + power distribution cable	\$12.00/each day	
Power Distribution Cable (50 amp, 75')	\$6.00/each day	
Power Distribution Cable (60 amp, 75')	\$10.00/each day	
Power Distribution Adaptor (100 amp)	\$4.50/each day	
Power Distribution Feeder Cables (50')	\$32.00/each day	
Easel	\$3.50/each day	
Podiums	\$4.50/each day	

Bob Boldrick Theater Emergency Exiting Plan.

Ushers:
Remain calm.
Assist ADA patrons in
exiting the building.
Assist in directing the public
out of the building to the
evacuation areas as
possible.
Exit the building carefully.

The evacuation site is either
the North East corner of
the property or the North
West parking lot area
Depending on wind
direction.





CONDITIONS OF USE OF THE CARSON CITY PARKS AND RECREATION FACILITY:

FACILITY RENTAL WAIVER & POLICIES BOB BOLDRICK THEATER

1. INSURANCE:

General Liability Insurance in the amount of \$1,000,000 is required. In addition, LIQUOR LIABILITY INSURANCE is required for all Events open to the General Public, at which liquor is being served/sold. A CERTIFICATE naming the CITY OF CARSON CITY (201 N. Carson St., Carson City, NV 89701) as an "ADDITIONAL INSURED" on the policy for the DATE/VENUE/EVENT referenced on this PERMIT must be provided. The CERTIFICATE must include copies of applicable POLICY FORM EXCERPTS or ENDORSEMENTS confirming the required ADDITIONAL INSURED status.

If Alcohol is being served/sold by 3RD-PARTY ALCOHOL VENDOR/s (pursuant to a written contract between PERMITHOLDER and said VENDOR/s), the same Insurance requirements will apply. PERMITHOLDERS shall require any 3RD-PARTY ALCOHOL VENDOR(s) to include the CITY OF CARSON CITY as an ADDITIONAL INSURED on the policy under the required coverage and shall obtain a CERTIFICATE and applicable POLICY FORM EXCERPTS or ENDORSEMENTS confirming the required ADDITIONAL INSURED status for the City WITHOUT requiring a written contract or agreement between the CITY and 3RD-PARTY ALCOHOL VENDOR(s). Further, regardless of whether the Alcohol is served/sold by the PERMITHOLDER or by 3RD-PARTY VENDOR/s, pursuant to CARSON CITY MUNICIPAL CODE; CCMC Section 4.13.240 all Liquor sold, served, or dispensed at a Special Event must be purchased and invoiced from a STATE OF NV-LICENSED LIQUOR WHOLESALER (pursuant to NRS 369.487); a List of which is available upon request. For State sponsored events, a letter from the Risk Management Division advising that coverage is provided for the Event will be acceptable.

2. HOLD HARMLESS:

The individual and/or organization renting the facility agrees to indemnify, defend at Carson City's request, and hold Carson City ("City") harmless from any and all liability, costs, claims, judgments, damages, or expenses, including attorney's fees and related costs and expenses, which Carson City may incur or sustain by reason of any negligent act or negligent failure to act or intentional wrongful act or intentional wrongful failure to act by the individual and/or organization, its officers, employees,

agents, and/or subcontractors, in or relating to the use of the City's premises, facilities, and property.

3. ESTIMATES, CHARGES, DEPOSITS, ANCILARY PERMITS, PAYMENT AND CANCELATION:

A. Estimates:

I. Estimates can be provided if requested. Estimates are based on information provided by the renter at the time of booking. Estimates cannot be construed to limit the final billing.

B. Charges:

I. The base rental fees and minimums are set forth in the Carson City Parks, Recreation and Open Space fee policy.

II. The base rental fee is defined as the time from which Carson City Parks, Recreation and Open Space Department Staff arrives at the venue each day for event setup, rehearsal, and performance, etc., to the time City staff leaves after securing the venue.

III. Special theater equipment and ancillary rental equipment is billed per equipment item per day.

IV. Venue technical labor is subject to availability, billed per person, per hour, minimum 4 hours per day.

V. Charges for other items or services such as consumables, ancillary room use, extended custodial, advertising on the Community Center Electronic Message Center, etc. may be incurred.

C. Except for theater renters with traditional status, a non-refundable holding deposit is required to

Reserve dates in the theater. The deposit is calculated per day reserved.

D. Payment and ancillary permits:

I. Except for theater renters with traditional status, base rental fees must be received a minimum of 90 days prior to the first event date. Rentals and payment of base rental fees less than 90 days in advance will be considered on a case-by-case basis.

II. Except for theater renters with traditional status, pre-payment of estimated reserved special equipment fees must be received a minimum of 60 days prior to the first event date.

III. All forms and applicable ancillary permits such as health permit, liquor permit, fire permit, etc. must be obtained by the renter through the appropriate Carson City Department prior to the first event date.

IV. Final charges will be based on minimum rental and actual use. Renters will be billed if there is a balance due after the application of the rental fee pre-payments, date holding deposit, and any applicable discounts. Payment will be due within 30 days of receiving the invoice. A refund will be issued if the final bill is less than the pre-paid fees, non-refundable date holding deposit and applicable discounts. The refund will be processed approximately 30 days from last event date. Renters with traditional status will be billed for applicable charges with payment due within 30 days. Failure to pay the balance due within 30 days may be cause for loss of traditional renter status.

E. Cancellation:

I. Except for renters with traditional status, the renter agrees to forfeit the non-refundable date holding deposit for cancellation at any time. This includes but not limited to cancellation by the Carson City Parks, Recreation and Open Space Department for failure by the client to obtain permits or pay fees as described above. Renters with traditional status who cancel less than one year in advance may lose their traditional status and be subject to paying the non-refundable date holding deposit for future reservations.

II. For cancellation of reserved theater dates less than 90 days prior to the first reserved theater date, the renter agrees to forfeit the non-refundable date holding deposit, estimated theater fees, reserved special equipment rental fees, and any cost for staffing and/or supplies and materials procured for the event. This includes but is not limited to cancellation by the Carson City Parks, Recreation, and Open Space Department for failure by the client to obtain permits or pay fees as described above. Renters with traditional status who cancel less than one year in advance may lose their traditional status and be subject to paying the non-refundable date holding deposit for future reservations.

4. RENTER CLEANUP RESPONSIBILITIES:

The renter is responsible for cleanup and removal of any decorations used, production and concession trash etc. Failure to leave the facility in satisfactory condition as

determined by Carson City Parks, Recreation and Open Space Department Staff may result in additional charges. Carson City Parks, Recreation and Open Space Department is not responsible for anything left on the premises.

5. ADDITIONAL INFORMATION REQUIRED:

A. The Recreation Program Coordinator- Theater will make initial contact requesting the technical requirements including schedule, equipment, staffing and special-order consumables no later than 45 days prior to the event. A tentative list of technical requirements including schedule, equipment, staffing and special-order consumables is due to the Recreation Program Coordinator- Theater no later than 30 days prior to the event. A final list of technical requirements including schedule, equipment, staffing and special-order consumables is due to the Recreation Program Coordinator- Theater no later than 15 days prior to the event. Failure to communicate the final technical requirements may result in theater staff not available or facility closed during desired times. Additionally, if unscheduled staff are called in additional fees may be incurred.

B. An informational sheet including event description, public contact numbers, public email address, website and/or Facebook URL, ticket pricing, and distribution outlets.

6. TECHNICIANS:

Bob Boldrick Theater Technicians are subject to availability and a 4-hour minimum charge; any technician time over 8 hours will be billed at time and a half. The renter may use their own technical personnel/volunteers subject to approval by the theater management. The renter agrees to bear the cost of repair or replacement of venue equipment that is damaged by the actions of their technicians/volunteers and/or cast, etc. The renter agrees to adhere to venue technical directions and restrictions. The City reserves the right to require additional Carson City Parks and Recreation Department technical staff at the renter's expense.

7. EVENT EQUIPMENT, ETC.:

Event related equipment, props, staging, etc. must be removed after the performance or picked up at prearranged later date and /or time. Prior written authorization from theater management must be obtained for delayed removal. Items left onsite over 24 hours without authorization will become the property of the City. The renter may incur additional charges for disposal, etc. as required for items left onsite over 24 hours.

8. EVENT DECORATIONS:

The renter must obtain written permission for all event decorations, banners, signs, etc. The renter must ensure that such decorations meet all applicable codes and standards as set forth by the Authority Having Jurisdiction. The renter agrees to bare all costs for repair of damages resulting from event decorations such as but not limited to wall repair, painting, etc.

9. FOOD AND DRINK IN THE AUDITORIUM:

The Theater does not prohibit food and drink in the auditorium. The renter may choose to allow or prohibit food and drinks in the theater. If the renter chooses to allow food, they are responsible for any cleaning that is required after the event. Any cleaning completed by Carson City Parks, Recreation and Open Space Department Staff above the allocated amount set forth in the fees will result in additional fees. The renter is responsible for enforcement if the renter chooses to prohibit food and beverages in the theater. The renter agrees to be held responsible for any damages such as but not limited to carpet cleaning, etc., arising from food and beverages in the facility during their rental period. The renter is responsible for any applicable permitting, inspections, and insurance that may be required for the food and drink the renter chooses to provide.

10. LICENSES AND TAXES:

The renter is responsible for any applicable licenses and taxes such as but not limited to: Carson City business license, Carson City fire permit, Nevada sales tax, Nevada live entertainment tax, etc.

11. PERFORMANCE RIGHTS:

The renter is responsible for all applicable performance licenses and performing rights such as but not limited to music, movie, synchronization, recording, and grand rights for their production.

12. VENUE CAPACITY:

The renter agrees that ticket sales more than venue capacity will not be sold, and that all technical seat obstructions will be accounted for in the seating capacity calculation.

13. VENUE SEATTING:

A. The renter agrees to adhere to venue and governmental seating directions/restrictions including

The American Disabilities Act "ADA". A seating plot with marked ADA seating is available and can be provided.

B. The renter agrees to follow venue direction regarding mobility assisting devices, etc.

C. The renter agrees to be responsible for any ticketing issues associated with their events. This includes but is not limited to ticket/seat discrepancies.

14. VENUE PARKING:

The renter agrees that venue parking is first-come first-serve and that trucks, buses, etc. cannot impede building ingress or egress or driveways. The renter agrees to provide a minimum of 15-day notice to management for loading dock use. Such notification must include truck/trailer size and estimated arrival/departure time. The City reserves the right to limit or deny loading dock use. The renter agrees that parking is reserved for facility patrons and that after delivery, trucks, trailers, buses, etc. must leave the parking area.

15. STAFF, USHERS, TICKET TAKERS, ETC.:

The renter agrees to provide adequate usher and front of house personnel for their event and to adhere to venue rules. A venue seating handbook is available and can be provided. The venue retains the right to require professional security at the renter's expense in addition to the above staff.

16. SAFETY BRIEFING THEATER:

It is strongly suggested that all non-professional event cast and volunteer technical crew members go through a safety briefing with theater management at the beginning of the first rehearsal.

17. ADVERTISING:

Except as specified, all event advertising must contain the "Bob Boldrick Theater" logo.

Event listing in multi-line, multi-user text ad on the Community Center Electronic Message Center is included with facility rentals. Advertising beyond a multi-line, multi-user text ad is additional and subject to fees, rules, and availability.

18. NOTICE TO CARSON CITY SCHOOL DISTRICT GROUPS:

School District use is subject to current Joint Use procedures. Except for School District pre-approved use/events, The Carson City School District Operations Service Center office must approve any use. Students will not be permitted in the theater unless the person reserving the facility or his/her Carson City School District approved assistant/aide is present. Under no circumstances will the theater be used without the presence of Recreation Division Staff. No changes can be made to this contract without first obtaining approval of the Reservation Coordinator, Theater Staff, and School District Operations Service Center. Any unauthorized changes will not be recognized or accepted.

19. NOTICE TO THOSE WISHING TO MAKE MODIFICATIONS TO THE VENUE:

Renter will not make any permanent alterations, additions, improvements, or repairs on the premises without first obtaining the consent of Theater management in writing. All alterations, additions, and improvements which are made will be at the sole cost and expense of renter, and will become the property of the City, at completion of improvements, trade fixtures excluded. On expiration, or if the lease is terminated prior to expiration, renter shall peacefully and quietly surrender to the City the premises and all renter's improvements and alterations in good order and condition (except for ordinary wear and tear). If the renter performs the work with the consent of Theater management, renter agrees to comply with all laws, ordinances, rules, and regulations of the authority having jurisdiction hereof. The renter further agrees to hold the City free and harmless from all damage, loss and expense arising out of such work. Renter agrees to keep and maintain the rented premises free from any liens or encumbrances caused by any act or the renter.

20. NOTICE TO THOSE WHO WISH TO HAVE A FIRE PERFORMANCE, FIRE EFFECTS AND OR PYROTECHNICS:

If the renter wishes to have fire performances, fire effects and/or pyrotechnics: In reference to state law NRS 477.030 the renter must provide:

- A. A Certificate of Registration and an Apprentice Certificate of Registration (if the performer is an apprentice) from the Nevada State Fire Marshall.
- B. A Fire permit from the Carson City Fire Department, Copies of the Certificate of Registration,

Copies of any Certificate of registration and the Carson City fire permit must be provided to the venue management prior to the start of first event date. No performances of fire performances, fire effects and/or pyrotechnics or rehearsal of fire

performances, fire effects and/or pyrotechnics will be allowed without the above documents. Additionally, all certificate holders must be present as specified in the law.

C. Signed Carson City Parks, Recreation, and Open Space Performer Release of Liability and Waiver

21. NOTICE TO THOSE WHO WISH TO HAVE AERIAL EFFECTS OR PERFORMANCES OR OTHER INHERENTLY DANGEROUS EFFECTS OR PERFORMANCES:

If the renter wishes to have aerial effects or performances or other inherently dangerous effects or performances, the renter must submit a signed Carson City Parks, Recreation, and Open Space Performer Release of Liability and Waiver for all aerial performers and affiliated personnel. All equipment procedures, etc. must meet applicable codes, etc. What an inherently dangerous effects and performances are is determined by the Authority having Jurisdiction.

22. SECURITY OF THE RENTER'S EQUIPMENT, PERSONAL PROPERTY AND PERSON:

The venue makes no warranty and will not be held responsible for the security of the renter's property and/or person as well as the renter's staff, volunteers, contractors, and customers' property and/or person. The renter assumes all risks of loss regarding the above.

23. SECURITY REQUIREMENTS:

Carson City Parks, Recreation and Open Space Department retains the right to require and provide security for any event at the renter's expense. The ESTIMATED charges for security guards will be included with the facility rental permit and must be paid to the Carson City Parks, Recreation and Open Space Department with final payment. If additional security guards are needed or they are required to stay longer than contracted for, the additional charges will be deducted from the Non-refundable date holding deposit. If there is no deposit or the deposit is not enough to cover the final charges, the remaining amount will be billed to the renter and due within 30 days.

In all circumstances, Carson City Parks, Recreation, and Open Space Department retains full authority for final approval and/or denial of facility reservation requests.

It is the event organizer's responsibility to ensure compliance with all Federal, State and Local regulations relative to any declared state of emergencies or public health emergencies.

I have read, understand, and accept the terms of this CONDITIONS OF USE OF THE CARSON CITY PARKS AND RECREATION FACILITY agreement as outlined above. I recognize that such terms and conditions are applicable to the Performance of the _____ at the Carson City Community Center on the date(s) of:

_____. I further agree that the terms of this agreement also include the terms as outlined in the Facility rental permit. By signing this document, I,

_____ as a duly authorized representative of:

_____, hereby, agree to be legally bound to the terms of this document.

Performance name

Dates of performance

Name of renter (please print)

Entity's name

Signature

Date Signed

Carson City Community Center

LED MESSAGE CENTER

Advertising Program Information

The LED Message Center at the Carson City Community Center provides exciting opportunities for public communication in Carson City. The following information is provided to help new advertisers understand the Message Center advertising program.

1. PROCEDURES AND PARAMETERS

A. Definitions and acronyms:

- CCPR: Carson City Parks and Recreation Department
- Message Center Coordinator: the CCPR staff person(s) responsible for setup and scheduling messages
- Message Center: The LED sign at the Carson City Community Center
- Messages: individual and specific ad copy for display on the Message Center
- Ad slot: The base programming unit of messages. An ad slot is a six (6) second run of a message including up to a one half (.5) second “In Time”, a minimum five (5) second display “Hold Time”, and up to a one half (.5) second “Out Time”. An ad slot displays once per rotation cycle and is scheduled for one week. The minimum purchase is 2 ad slots.
- Rotation cycle: A rotation cycle is six (6) minutes. This means that with the minimum two (2) ad slot purchase, your ad message will display a minimum of once every three (3) minutes during the message center’s hours of operation.
- Exposure(s): One single run of a message on the Message Center.

B. Who may advertise on the Message Center: CCPR is responsible for coordinating,

accepting, processing and approving messages for the Message Center. Advertisers on the Message Center must be: a Carson City-based organization; non-religious, nondiscriminatory and non-political in nature; A non-profit (IRS designated) or civic organization, or part of a Carson City-sponsored event; or a contracted user of Carson City parks or facilities for public or private events.

C. Appropriate messages: Message text shall be limited to public service messages, community event announcements, or directly related to Community Center event rentals. No commercial advertising or logos are permitted except where a sponsoring entity's name is part of the name of a community event or event directly related to Community Center event rentals. Community Center event rentals and community event promotion will receive scheduling priority. CCPR reserves the right to deny messages that are deemed inappropriate.

D. Communication and Schedule Availabilities: Please direct all questions or requests to the Message Center Coordinator; MCCoordinator@carson.org (775)283-7423. Please note that the Message Center Coordinator's work schedule varies and that calls and/or emails may not be returned the same day.

2. RATES AND FREQUENCY

A. Schedules are offered in 1-week units. Advertisers may purchase multiple weeks, consecutively or otherwise. Schedules begin on Monday morning and end on Sunday evening.

B. Advertisers may purchase:

- 2 ad slots per cycle \$44 per week
- 3 ad slots per cycle \$66 per week
- 4 ad slots per cycle \$88 per week

C. During periods of light use, advertisers may purchase more ad slots-per-cycle based on \$22.00 per ad slot, per week. The maximum number of ad slots available to a single advertiser per week will be determined on a case by case basis, and is subject to display schedule traffic volume.

D. The Message Center Coordinator, in consultation with supervisor(s), will determine the availability of ads for the upcoming weeks and inform advertisers as the need arises.

E. The message center schedule is subject to interruption by public emergency

messages. As such interruptions cannot be predicted, we are unable to issue credits or process refunds for ads interrupted by public emergency messages.

F. Carson City Parks and Recreation is committed to providing faultless operation of the

Message Center. If circumstances create any disturbance to sign equipment operation that results in the advertiser receiving less than the minimum slots per week purchased, the advertiser will be awarded an appropriate credit of ads to be used during the current schedule.

3. PAYMENT OPTIONS

A. In order to purchase ad slots on Carson City Parks and Recreation message center, advertisers must have or create an individual account in our reservation system at Carson.org/ccpr

B. For commercial and non-profit entities, two accounts will need to be created in our reservation system as follows:

- An individual account for an authorized agent which will be attached to an organizational account. If you will be reserving for or administering an organizational account; please use your business contact information. If you will be reserving as a private individual please use your personal contact information when creating the individual account. Some people may have a personal account and an individual business account in our reservation system.
- An organizational account for a commercial or non-profit entity. Please email our Reservation Coordinator, April Livesay, at Alivesay@carson.org with the name, address and contact information for the organization and the name and address of the authorized agent who has set up an individual account in our reservation system. Once the reservation coordinator receives your email they will create the organizational account in our reservation system and attach the authorized agent you specify.

C. Fees and refunds:

- Payment may be made by cash, credit card, or check made out to the City of Carson City. Payment of your bill may be made at the Carson Aquatic Center. The Carson Aquatic Center is located at 841 North Roop Street Carson City, NV 89701. If you are a contracted user of Carson City parks or facilities, and you are purchasing an ad in conjunction with your facility park or facility rental, the ad charges can be added to your park or facility rental bill.
- All fees, must be received a minimum of 10 working days prior to the message run date.
- Refunds for cancellations will be processed as long as a minimum prior notice of 20 working days is given. The refund will be subject to a 30% processing fee and takes approximately 30 days to process. Ad cancellations will only be accepted from the individual originally requesting the ad.
- Refunds cannot be processed for delays caused by significant issues with supplied art, ad copy, etc.

4. MESSAGE DEADLINES AND SUBMISSION

A. New message deadline: Advertisers must provide copy of messages to the Message Center Coordinator no later than Monday two (2) weeks prior to the beginning of the ad schedule for setup and review. Any significant issues with the message may delay the start of the ad schedule.

B. Existing message deadline: (Messages that have run in the last six (6) months): depending on availability, advertisers may reschedule existing messages through Monday, one (1) week prior to the beginning of the ad schedule. Existing messages that require changes to artwork or text will be considered a new message, and will therefore fall under the new message deadline rules.

C. Providing message copy and artwork to CCPR: You may email message copy and artwork in PSD, PNG, GIF, JPEG file formats at resolutions of 256x112 @ 72 dpi, 512x224 @ 72 dpi, or 1024x448 @ 72 dpi (maximum five (5) mb) to the Message Center Coordinator; MCCoordinator@carson.org, or deliver a CD or thumb-drive with the copy and artwork clearly identifiable to the front desk at the Carson City Aquatic Center. The Carson Aquatic Center is located at 841 North Roop Street in Carson City NV, 89701. Please clearly note who the advertiser contact will be so the Message Center Coordinator may communicate any concerns regarding the message setup or scheduling.

5. MESSAGE COPY AND ARTWORK

A. The objective of these message copy rules is coherent and clear communication to the public. Please see the attached design guide for copy and artwork characteristics. Carson City Parks and Recreation reserves the right to use complex techniques in order to perfect programing capabilities.

B. Message setup:

The Carson City Parks and Recreation Message Center Coordinator will set up simple ad messages for advertisers. Complex ads will be processed on a case by case, and time and material basis.

C. Simple ad messages include:

- Text and, if desired, no more than one (1) static photograph/clip art or video.
- Advertisers must provide artwork or video they wish to use; the advertiser must own the copyright or have written permission from the copyright owner to use the artwork or video. By submitting the artwork or video, the advertiser asserts that they own the copyright or have permission to use the artwork or video in their ad. Please note that the Message Center Coordinator cannot search for artwork, video, or verify copyright/permissions.

- Simple ad text will be displayed from the beginning to the end of the message. No flashing, slide-in, or other text effects are allowed in simple messages at this time.
- Simple ad artwork is restricted to approximately 1/3 of the display area. This artwork may be static or video.
- Simple is better. The audience has a limited amount of time to view the message; the best messages can be read in less than 2 seconds.
- Simple messages have no more than 3-5 lines of copy, maximum, and approximately 5 words per line. The advertiser may suggest text colors or font types or rely on the Message Center Coordinator to develop an attractive and exciting text message.
- The Message Center Coordinator can email a proofing/review file to the advertiser upon request. The proof file will be for corrections or minor changes only.