



## PRESENTER PACKET

This packet will provide numerous details regarding your rental of the Tower Theatre. If, after reading this packet you still have questions, contact the Tower by email, [info@towertheatre.org](mailto:info@towertheatre.org), or by telephone, (541) 317-0700.

The first step in the booking process is completing and submitting a Presenter Application. This is available in a separate document at <http://www.towertheatre.org/Rent>. If you do not have one, check our website at [www.TowerTheatre.org](http://www.TowerTheatre.org) and download it from the "Rent The Tower" section.

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## Rental Rates

	Commercial	Nonprofit
Rent	\$1000 vs 8% of gross ticket sales	\$750 vs 6% of gross ticket sales
Additional performance, same day	\$425	\$300
Rehearsal or load in day	\$525	\$400
Ticketing (amount based on ticket price)	Per ticket fee	Per ticket fee
Cleaning	\$125 - \$250	\$125 - \$250
Technical staff (per person/per day)	\$29/hour (four hour minimum)	\$29/hour (four hour minimum)
House manager	\$25/hour (four hour minimum)	\$25/hour (four hour minimum)
Ticket office staff	\$20/hour	\$20/hour
Piano rental (does not include tuning)	\$75	\$75

\*Rent includes: lobby, box office, available inventory of stage lighting and sound equipment.

### Tower Holidays and Additional Fees:

The Tower Theatre is closed and will not take bookings for Thanksgiving, Christmas Eve Day, and Christmas Day.

All Federal Holidays along with the day after Thanksgiving will be subject to additional charges for bookings.

## **ADA Compliance**

The following services are provided in compliance with the Americans with Disabilities Act.

- The Tower Theatre provides ADA compliant restrooms, which are easily accessible.
- Assistive listening devices: Induction loops and headsets available for patrons with a hearing impairment, and may be checked out with ID at the concession stand for the performance.
- Wheelchair accessible seating: the Tower Theatre reserves accessible seating for patrons using wheelchairs and for their companion(s). The Tower Theatre reserves seating for patrons with interpretive signer requests. Requests from patrons are forwarded to the presenter for ADA compliance.
- Guests needing Assistive Listening Devices and guests needing a wheelchair escort, special wheelchair assistance or accessibility should call (541) 317-0700, or stop by the Tower Theatre Box Office, 835 Wall St, open from 10:30 AM – 4:30 PM. Monday through Friday.

# Technical Specifications

## **Audience Entrance**

Two entrances are available on Wall Street. Wheelchair (ramp) entrance is located on the South end of the building.

## **Seating Capacity**

Seating Capacity is 466 seats with 160 seats in the Balcony and 306 on the Main Floor of the Theatre. The First three rows can be removed depending upon the event; removal affects seating capacity, bringing it down to 412.

## **Seating Charts**

There are two layouts for the Tower Theatre. One layout includes the first three rows (AA – CC), the second layout does not include the first three rows.

Within the two layouts, there are several pricing structures, called venues. Four of the suggested venues are as follows:

1. Standard – two ticket prices
2. Balcony/Main Floor – two ticket prices
3. Three Tier – three ticket prices
4. General Seating – all one price

The Tower Event staff can customize a venue specific for your event if needed. You may also opt for general or festival seating with no reserved seats available.

Please contact the Tower Theatre to obtain copies of the layouts to help you discern which pricing model you should build for your show, speak with the events manager and/or look on our website at the different layouts at: <http://towertheatre.org/Rent/Seating+Charts/default.aspx>

## **Technical Specs**

Dimensions in ( ) are downstage measurements.

### **Stage:**

- Fixed opening, no proscenium: 35' 0"W X 22' 0"H
- Stage overall: 24' (33')W X 39' (48') D X 18'H
- Curtain line to back wall: 25'1"
- Curtain line to front of apron: 5'
- Curtain line with orchestra elevator at stage level: 14' 6"
- Center stage to stage left wall: 17'6" downstage, 12'0" upstage
- Center stage to stage right wall: 16'6" downstage (19'6") orchestra elevator, 12'0" upstage
- Height upstage floor to underside grid: 18'3"
- Height downstage floor to underside grid: 19'6"
- Height with full stage extension to underside grid: 23'
- Projection booth to proscenium: 79'
- Sprung floor with marine grade plywood painted black
- No stage traps or stage elevators with the exception of the standard orchestra pit
- Screwing and drilling into floor allowed subject to approval

**Orchestra Pit:**

- Elevator: 39'W X 9'9"D
- Pit can be raised to extend the stage 9'9" at center line
- Pit with 66 seats removed: 34' (39' 6") W X 13'9" D
- Capacity: 33 musicians

**Motorized Lift:** Spiralift

- Stage level to 8'6" deep

**Stage Drapes:**

- Main Curtain Red Violet 22'H X 33' W. Functions as traveler only

**Rigging:**

- Grid dead hung, pipe

**Grid Height:**

- Height upstage floor to underside grid: 18'3"
- Height downstage floor to underside grid: 19'6"
- Height with full stage extension to underside grid: 22'
- Counterweighted line sets: None. There is no fly space available

**Lighting:**

- Console ETC: Express console faceplate with WYSIWYG software
- Dimmers 96, 2.4 KW dimmers (some repeating circuits).
- Follow spot Lycian Super Arch 400 (1).

**Portable Equipment:**

- 15 ETC Source Four 15' through 30' zoom ellipsoidals with 575W lamp
- 15 ETC Source Four 19' ellipsoidals with 575W lamp
- 15 ETC Source Four 26' ellipsoidals with 575W lamp
- 15 ETC Source Four 36' ellipsoidals with 575W lamp
- 39 ETC PARNels with 575W lamp
- 22 ETC PAR EA fixtures with 575W lamp

**Projection:**

- Simplex 35 projector
- Simplex 5-Star soundhead with red LED reverse-scan stereo reader
- Christie CH-30 xenon console, 3000 watt
- Christie AW3 autowind film transport
- Dolby CP200 cinema processor with SA5 for SR-type noise reduction
- Cinema Acoustics by Peavey CA-S 1110 2-way surround speakers
- QSC 1700 power amplifiers for surround speakers
- ISCO lenses set up for 1.85/1 and 2.35/1 aspect ratios

**Audio Visual:**

- Sanyo Digital Projector PLC-XF31 5200 Lumens
- Extron System 7SC, seven(7) input digital switcher.
- Satellite A105-S4342
- Wireless PowerPoint Remote Control. 50'
- (3)JVC Dual Deck - DVD - VHS
- Manual Six(6) Input Switcher
- Multi Positions for AV Input
- Multi Positions for Camera Press Feeds

**AC Power:**

- 100 Amp Company Switch (stage right)

**Sound:**

- Console FOH: Midas Verona 320, 32 input console (24 channels available for the stage)
- Mains FOH (L-R-C) JBL AM/4315/64 and JBL AM4200/95
- Ashly GQX EQ for FOH (L-R-C)
- Multi-effects processor FOH (1): Lexicon MPX 550
- Multi-effects processor FOH (1): Lexicon MPX 110
- CD/Cassette combo FOH (2): Tascam CD-A500
- Monitors (FOH mix) (4): (2) large 15" floor wedges & (2) medium 12" floor wedges

**Stage Door/Loading Doors:**

- Located on the west side of the Theatre in Brooks Alley. The loading doors are located at the rear of the Theatre in the alley with a 16" high step. There is no loading dock.
- Curb to door is 4'
- Door to stage is 13'
- Loading doors are 8'6"W X 9'0"H
- No overnight parking allowed. All trucks must maintain at least 6' clearance from fire exit doors.
- All bus and truck logistics must be arranged with the Technical Director at least two weeks in advance.
- Backstage Lift from basement to stage level: Load capacity 750lbs. 38"W X 54"D X 7'H

**Dressing Rooms:**

- Dressing rooms have restroom facilities. There are no shower facilities.
- 1 principal dressing room SR; ADA compliant
- 1 chorus dressing room (8 person capacity) SR on 2nd floor

## **Local Advertising Resources**

There are a number of viable advertising resources available in Central Oregon to promote your event/performance. Listings and contact information are below.

### **TV Stations**

KOHD – ABC Affiliate, 541-749-5151

KTVZ/Z21—NBC Affiliate, 541-383-2121

### **Radio Station Groups**

Broadcasting throughout the area are 14 radio stations with several different formats including country, rock, contemporary, classical, jazz, the oldies and Christian.

Combined Communications, 541-382-5263 (KBND, KLRR, KTWS and KMTK)

GCC Broadcasting, 541-388-3300 (KSJJ, KXIX, KMGX and KICE)

Horizon Broadcasting, 541-383-3825 (KQAK, KTWS, KRCO, KWPK and KLTW)

Christian Radio Station, 541-389-8873 (KNLR)

### **Local Cable TV**

Central Oregon Cable Advertising, 541-382-9460

### **Local Print**

Thirteen newspapers are available in Central Oregon ranging from a daily, twice-monthly business paper to several weekly publications, as well as several magazines covering the arts, recreation, active seniors and high-end living.

The Bend Bulletin—daily newspaper, 541-382-1811

Bend Living—quarterly, high-end magazine, 541-388-8182

Cascade Publications (Cascade Business News—business paper published twice a month, Cascade Arts and Entertainment—entertainment magazine published once a month and Cascade Discovery—active senior magazine published every other month), 541-388-5665

Coming of Age—active senior magazine published every month, 541-388-7868

Redmond Spokesman—weekly newspaper in the nearby city of Redmond. Call The Bulletin for information, 541-382-1881

The Source Weekly—alternative newspaper published every Wednesday, 541-383-0800

### **Surrounding area weekly newspapers**

La Pine Frontier, 541-536-2434

Madras Pioneer, 541-475-2275

Prineville Central Oregonian, 541-447-6205

Sisters Nugget, 541-549-9941

## **Demographics of the Region**

Central Oregon is home to fabulous restaurants, enticing recreation, great shopping and clear high desert nights! This high desert, mountain town is home to snow-capped peaks, varying terrain and landscapes, dense forests and raging rivers where blue skies are the norm. It is also one of the fastest growing regions in the country with a burgeoning cultural and arts audience that is conducive to attracting a myriad of entertainment venues. The total area population today is approximately 166,500. It is projected to grow steadily over the next twenty years by 61 percent.

The region includes three counties: Crook, Deschutes and Jefferson as well as the Confederated Tribes of Warm Springs. The sun shines most of the time in the high desert with climate temperatures ranging in the summer from an average high of 85 degrees to a low of 44. Winters average in the low 40s to the 20s. Precipitation ranges from 10.5 to 12.04 inches a year.

### **Employment**

Central Oregon's key industries are health services, aviation/aerospace, tourism, secondary wood products. The mainstay of the economy is made up of innovative, small businesses producing niche-market products and services from semiconductors to software, medical instruments and recreational equipment. The largest private employer is St. Charles Medical Center, which employs nearly 2,000 nurses, doctors, specialists and technicians.

### **Education**

Six major public school districts serve over 27,500 students in Central Oregon. Two higher education centers offer advanced education. Central Oregon Community College offers university programs, professional and technical studies along with community education.

Oregon State University—Cascade Campus has partnered with other state colleges to bring a range of bachelor and master degree programs.

## **Area Transportation**

### **The Aviation Gateway to Central Oregon**

The *Redmond Municipal Airport* (Roberts Field or RDM) is the aviation gateway to Central Oregon. It is the commercial service airport for Central Oregon and also serves air cargo and general aviation. Roberts Field is a premier facility that has enjoyed tremendous growth in recent years. Two scheduled commercial carriers, Horizon Air and United Express, provide twenty-three flights daily to and from Portland, Seattle, and San Francisco. Redmond Municipal Airport is located approximately two miles southeast of downtown Redmond and the intersection of Highways 97 and 126. The airport is 16 miles north of Bend, 20 miles east of Sisters, 20 miles west of Prineville, and 20 miles south of Madras. It is easily accessible from both Highways 97 and 126. The airport's web site can be accessed at [www.flyrdm.com](http://www.flyrdm.com).

For more information contact airport management Monday through Friday, except holidays, between 8:00am and 5:00pm.

Telephone 541-548-0646 ext 3497 Fax 541-548-0591

E-mail [carterm@redmond.or.us](mailto:carterm@redmond.or.us)

### **Main Airlines Servicing Redmond**

Horizon/Alaska Air – 1-800-547-9308 [www.alaskaair.com](http://www.alaskaair.com)

United Express — 1-800-800-1504 [www.ual.com](http://www.ual.com)

Air Charters, Sightseeing  
Rainbow Helicopters  
2150 SE Airport Way  
541-548-3255  
Charter, sightseeing air taxi,  
film/video/external load.

Redmond Air  
705 SE Salmon Ave.  
541-923-1355  
[www.redmondair.com](http://www.redmondair.com)  
Aircraft charter, maintenance, Chevron  
fueled.

Sky Taxi, Inc.  
541-410-8414  
[www.skytaxi.com](http://www.skytaxi.com)  
Providing air travel from Northwest  
communities.

Sun Air Jet Center  
63354 Powell Butte Hwy. Bend, OR 97701  
541-383-8900  
Direct charters, scenic flights, flight training  
& maintenance. Full FBO service.

The Flight Shop  
63132 Powell Butte Hwy. Bend, OR 97701  
541-388-0019  
[www.flightshopinc.com](http://www.flightshopinc.com)  
Charter & scenic flights, flight training.

Wings of the Cascades/Spirit Flight, Inc.  
705 SE Salmon Ave. #105  
541-385-9959 or 541-548-4801  
[www.wingscascades.com](http://www.wingscascades.com)  
Sightseeing via aircraft, charter flights, flight  
instruction aviation school, Utah Valley State  
College Satellite.

## **Parking, Car Rentals and Ground Transportation**

### On-site Airport Car Rentals

#### Avis

541-923-3750 or 1-800-331-7423

[www.avis.com](http://www.avis.com)

Offers small business and corporate awards program.

#### Budget

541-923-0699 or 1-800-255-5520.

[www.drivebudget.com](http://www.drivebudget.com)

Features no lines, no paperwork, no signatures.

#### Hertz

541-923-1411 or 1-800-654-3131

[www.hertz.com](http://www.hertz.com)

Offers Hertz subsidiaries and divisions- Hertz Rent A Car, Hertz Equipment Rental Corporation, Hertz Local Edition, Hertz Car Sales, or Hertz Truck and Van or Hertz Leasing.

#### National Car Rental

541-548-0650 or 1-800-227-7368

[www.nationalcar.com](http://www.nationalcar.com)

Serves popular domestic and international travel destinations.

### Off-site Airport Car Rentals

#### Enterprise

541-383-1717 or 1-800-325-8007

[www.enterprise.com](http://www.enterprise.com)

Specializes in renting vehicles to customers who need a car because of an accident, mechanical repair, or theft or want to take a short business or leisure trip, or have a different car for a special occasion

### Ground Transportation—Taxi & Limo Service

#### Bend Cab/City Cab Company

541/548-0919

#### Crooked River Limousine Service

8792 NW Fifth Street, Terrebone

541-504-5541

Full limousine service and Drink Smart program.

#### Central Cab Company

541-504-0607

#### Executive Limousine

541-383-2787

Limousine & town car service for all occasions & chartered van service.

#### High Desert Taxi

541-475-5892 or 541-815-0134

All resorts, concerts, conventions, weddings, corporate & special events. Up to six passengers.

#### Redmond Airport Shuttle

62995 Plateau Dr. Unit A Bend, OR 97701

541-382-1687

Shuttle to Redmond Airport.

#### Redmond Taxi Service

1247 N. Hwy 97

541-923-1182

Taxi & delivery service. Airport services 24 hrs./7 days a week.

#### Smile Shuttle

367 SE Dell Ln. Bend, OR 97702

541-389-0423 or 1-866-484-3980

[www.smileshuttleservice.bigstep.com](http://www.smileshuttleservice.bigstep.com)

Shuttle service, door to door, on call or reservations.

#### The Limo Source

541-923-9689

#### Bus Service

Breeze / CAC Transportation

541-382-7469 or 1-800-847-0157

[www.cactrans.com](http://www.cactrans.com)

Daily to Portland area, Portland airport, Union Station & Gresham, charters.