

Ames Center
Information Packet
Black Box

12600 Nicollet Avenue South

Burnsville, MN 55337

www.ames-center.com

Main number: 952-895-4685

Fax number: 952-895-4688

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For color photos, please visit our website at www.ames-center.com and click on the About Ames Center tab. From there, click on the Ames Center virtual tour.

Still photos are also available for the upper atrium, green room, and lower lobby by request.

General Information

Address 12600 Nicollet Ave South
Burnsville, MN 55337

Web Site www.ames-center.com

Administration

Admin Office Hours Monday – Friday 9 a.m. to 5 p.m.

Box Office

Box Office Hours: Tuesday - Friday 11 a.m. to 6 p.m.
Saturday 10 a.m. to 2 p.m.

Ticket	Purchase	Box	Office Line	952-895-4680
		Ticketmaster Line		800-982-2787

Front of House Management

Sales & Event Coordinator Kelsey Covart 952-985-4679 kcovart@ames-center.com

Production Department

Director of Facility and Event Operations:

Ted Jacobson 952-895-4678 tjacobson@ames-center.com

Theatre Staff:

Executive Director	Brian Luther	952-895-4685	bluther@ames-center.com
Sales & Marketing	Abby Howard	952-895-4676	Ahoward@ames-center.com
Business Manager	Neil Segal	952-895-4677	Nsegal@ames-center.com
Director of Food & Beverage	Holly Waggoner	952-895-4689	hwaggoner@ames-center.com
Box Office Manager	Brittany Weinrich	952-895-4681	bweinrich@ames-center.com
Sales & Event Coordinator	Kelsey Metzger	952-895-4679	kcovart@ames-center.com
Technical Director	Andi Billig	952-895-4678	abillig@ames-center.com

Office Services & Communications

The fax number for the Ames Center is: 952-895-4688

There is very limited access to copiers in the building. However, there is a Kinko's 5 minutes away.

Phone lines are available at additional charge.

No outside food or beverages allowed in the building.

Emergency

- **Alert Ames Center Staff to immediate dangers**
- **Dial 911 for emergency services (fire, police, ambulance)**

Directions to the Ames Center

To Lobby from Interstate 35W:

- ✓ I-35W **EXIT onto** Burnsville Parkway
- ✓ Turn East onto Burnsville Parkway
- ✓ Turn North onto Nicollet
- ✓ Turn West onto Travelers Trail
- ✓ Ames Center is on left (approximately 1 block)

To Loading Dock from Interstate 35W:

- ✓ I-35W **EXIT onto** Burnsville Parkway
- ✓ Turn East onto Burnsville Parkway
- ✓ Turn North on Pillsbury
- ✓ Ames Center is on right (approximately 1-1/2 blocks)
- ✓ Loading Dock is in the North West corner of building
- ✓ Loading Dock is accessible

Load-In

Loading Dock

The loading dock of Ames Center is located on the west side of the building with access from Pillsbury Avenue (See Attachments).

The single bay dock can accommodate up to a 53' semi truck at a time. Do not leave unattended vehicles in the dock.

The interior loading dock area is 16' (4.87m) wide x 27'-9" (8.25m) deep, however items may not be stored in this area due to high building traffic.

The dock door is 8'-0" (2.43m) wide x 9'-0" (2.74m) high.

The doors from the dock to the Main Stage are 9'-0" (2.74m) wide x 9'-0" (3.02m) high.

The main stage is approximately 49' (14.93m) from the dock after a 90-degree turn through the scene shop and a hallway.

The doors from the dock to Black Box stage are 8'-0" (2.74m) wide x 9'-0" (3.02m) high.

The dock is approximately 52'-0" (15.84m) from the black box space.

Truck loaders are available by special arrangement. Contact the Technical Director to discuss labor requirements.

Parking

There is parking available for short term parking in the large parking deck located in the NE corner of the Ames Center complex. Permits are not required in this lot for any patron unless directed otherwise.

Tour bus and School bus parking for educational performances is available, however there are no designated spots. There are (2) shore power hook ups for coaches and busses. Bus and Coach parking and shore power hook up need to be arranged prior to the event to make sure the parking spaces are reserved.

There is no street parking without permission of the Technical Director.

Black Box Theatre

Black Box Room Dimensions

Room Width –	43'-0"	East Wall to West Wall
Room Depth –	50'-0"	North Wall to South Wall
Room Depth –	43'-10"	North Wall to Technical Mezzanine
Stage Height –	23'-8"	Stage Floor to Bottom of Pipe Grid
Stage Height –	16'-9"	Stage Floor to Bottom of Mezzanine
Stage Height –	34'-5"	Stage Floor to Bottom of Structural Steel

Stage access via Loading Dock through doors on Black Box west wall

Pipe Grid

Grid Depth –	42'-0"	North-South
Grid Width –	41'-0"	East-West
Spacing is 6'-0" typ. 1-1/2" I.D. Schedule 40 Pipe (1.9" Outside Diameter)		

Technical Mezzanine on South Wall +18'-11" above Black Box Floor
Floor is sprung Masonite covered floor

Mobility Access

The handicap accessible seats in the Black Box are typically located in the first row of seating and will be accommodated as needs dictate. Please alert House Manager to any needs at least 1 hour prior to event time.

Accessible Restrooms

Handicap rest room facilities, accessible telephone and drinking fountain are near the seating area.

Accessible Dressing Rooms

All dressing rooms are accessible therefore there are no specifically designed handicapped dressing room facilities.

Backstage Wheelchair Access

There is existing ramp access to the backstage area by special arrangement with the Production Manager.

Lockable Storage

We have very limited storage in the building. Road cases and other production crates may NOT be left in the access hallways, scene shop or loading dock.

Please contact the Production Manager for more details or special arrangements.

Front of House Access

The service hallways connect the stage door, scene shop, stage level dressing rooms, stage left and stage right, rehearsal rooms, meeting rooms and lobby.

There is easy access to the lobby from backstage through service hallways.

Shop Area

The shop space is not normally available for storage.

A limited number of hand tools are available for use by Ames Center stagehands

Please contact the Production Manager for more details or special arrangements.

The Black Box Audio

The Ames Center Black Box Theatre Sound Reinforcement System is a user configurable self powered speaker system that incorporates digital technology with a digital mixing console. The digital mixing console interfaces with a production analog audio snake system. Wireless microphone systems (handheld and belt pack) are included in the main system upon request. There is a CD playback at FOH upon request. The theatre has a production intercom system with main station, belt packs and headsets.

The Black Box mixing console:

Yamaha LS9-32, 32 Mono channels.

The console will interface with the main system via a portable analog production audio snake system. The mixing console configuration is 32 input channels and 16 "omni" output channels.

The Black Box speaker system:

6-Electro Voice SxA250 powered full range speakers
1-Electro Voice SbA760 powered sub woofer speakers
6-SK-1 Suspension kits.

The production intercom system:

1-Telex MS-2002 main station
4-Telex BP-1002 belt packs
5-Telex PH-88 headsets.

The media playback unit:

1-Marantz CDR632 CD player/recorder

This unit will allow playback of Compact Disc and will allow recording to CD-Rs.

This unit is available upon request. Please inform Technical Director of the intent to use this unit prior to arrival.

The microphone complement;

Contact the Technical Director (952-239-4215) or the Director of Facilities and Event Operations (952-895-4678) to discuss microphone needs for your event.

The theatre hearing-assist system:

Composed of 1-Listen LS-03-072 (performance system).
(10) headsets for the public.

Video

Video systems are available upon request. Contact the Technical Director (952-239-4215) or the Director of Facilities and Event Operations (952-895-4678) to discuss video needs for your event.

Black Box Lighting

Dimming

ETC Sensor Dimmer Racks

(92) 2.4kw Stage Lighting Dimmer

Refer to Device Schedule for Stage Dimming Circuit Locations

Stage Lighting Control

ETC Express 48/96 with (1) LCD Monitor

DMX and Ethernet Data System at (5) Locations throughout Black Box

House Lights Controlled by ETC Unison System or Through Console

(4) 2.4kw Dimmers Dedicated to House Lighting

Stage Lighting Fixtures

(5) ETC Source Four Ellipsoidal 50-degree

(12) ETC Source Four Ellipsoidal 36-degree

(11) ETC Source Four Ellipsoidal 26-degree (more upon request if available)

(3) ETC Source Four Ellipsoidal 19-degree (more upon request if available)

(12) ETC Source Four Par with Complete Lens Kit

(10) Colortran 6" Theatre Fresnel

(24) Altman PAR38 (House Lights)

Stage Lighting Cable

(20) 5'-0" Stage Pin (30) 10'-0" Stage Pin

(20) 15'-0" Stage Pin (10) 25'-0" Stage Pin

(2) 50'-0" Stage Pin (8) Two-fers

Cable requirements beyond this inventory may not be able to be accommodated

Portable Staging / Seating Platforms

Platforming is used throughout the entire building for various events. You will need to contact the Technical Director to arrange any platforming needs for events.

(49) 6' x 3' Platforms

(4) 3' x 3' Platforms

(19) Sets of 6" Legs

(10) Sets of 9" Legs

(12) Sets of 12" Legs

(6) Sets of 16" Legs

(11) Sets of 18" Legs

(3) Sets of 21" Legs

(12) Sets of 24" Legs

(7) Sets of 30" Legs

(5) Sets of 36" Legs

(5) Sets of 42" Legs

(2) Sets of 48" Legs

(2) Sets of 54" Legs

Technical Crew

The staff and crews of Ames Center work to support the needs of all clients and visitors to the auditorium. Please contact the Technical Director, to plan your labor needs.

Ames Center is a non-union hall.

However we typically require:

- (1) person crew and a minimum call of four hours
- 15 minute break every two-hours worked
- One-hour meal break for every 5 hour period worked.
- There must be a 10 hour break between days of work unless penalties are incurred.
- Penalties are incurred for hours worked outside of these conditions.

Ames Center is committed to assisting clients in presenting the best event at the lowest cost. Labor and overtime can be costly. Please contact Technical Director for assistance in planning the labor needs for your event.

Carpentry Notes

- Flame-proofing: We require written flame proofing certification for all soft-goods PRIOR to load-in. Our local fire regulations require NO exposed wood on any scenery. Please "back paint" all scenery.
- **SPRAY PAINT IS NOT ALLOWED IN THE ENTIRE ARTS COMPLEX**

Front of House

House opens ½ hour prior to curtain unless otherwise directed by renter or by special audience requirements.

Intermissions will be 15 minutes event unless otherwise directed by renter or by special audience requirements.

Late seating will be continuous unless otherwise directed by renter.

Policies

Smoking

The Ames Center is dedicated to providing a healthy and comfortable environment for its employees and visitors. Therefore all buildings areas in the complex are smoke free. Smoking is not permitted within 20 feet of any building entrance with the exception of designated smoking areas. This also includes electronic smoking devices.

Harassment

VenuWorks is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, sexual orientation, religion, disability, or any other legally protected characteristic will not be tolerated.

The term "harassment" includes but is not limited to unwelcome slurs, jokes verbal, graphic or physical conduct relating to an individual's race, religion, sex, sexual orientation, age, national origin or disability.

Harassment also includes conduct of employees, supervisors, vendors and / or customers who engage in verbally or physically harassing behavior which has potential for humiliating or embarrassing an employee of VenuWorks or anyone using the Center's facilities.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. All VenuWorks supervisors and managers are expected to adhere to the Company's anti-harassment policy. Supervisors' evaluations will include an assessment of the supervisor's efforts in following and enforcing this policy.

Ames Center reserves the following rights:

- House retains control of premises, operations and equipment, and will regulate audio levels, as required
- Adherence to standard safety practices
- Limits access backstage to production personnel only.
- No food or beverages are permitted in the Black Box (unless required by a script).

