



Theater Center

Where Art Can Occur

# Rental Guidelines & Technical Specifications

WACO Theater Center  
5144 Lankershim Boulevard  
North Hollywood, CA 91601  
Phone: (818) 400-1151  
[www.wacothatercenter.com](http://www.wacothatercenter.com)

For rental inquiries please contact [rentals@wacothatercenter.com](mailto:rentals@wacothatercenter.com)

For informational purposes only; all content subject to change at any time.

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# OVERVIEW

Founded in 2016 by Richard and Tina Knowles Lawson, Where Art Can Occur (WACO) Theater Center is located in the burgeoning North Hollywood Arts District of Los Angeles and is one of the few cultural institutions in the country providing contemporary performing and visual arts of the African Diaspora.

Plan your next special event at WACO, and add a touch of distinction to your theater or dance performance, art exhibition or film screening by choosing WACO's theater and gallery space for your guests.

## Our Philosophy

WACO Theater Center is a performing and visual arts organization that presents, commissions and develops artistic works dedicated to stories of the African diaspora. WACO provides artists and young people a platform and voice to showcase their creativity, in order to connect and inspire others.

We believe that theater and art is a powerful, important part of Los Angeles' culture and community and that it should be accessible to all.

## Location

WACO is located in the heart of the North Hollywood Arts District at

5144 Lankershim Boulevard  
North Hollywood, California. 91601

It is conveniently surrounded by an array of swanky shops and trendy restaurants with easy access to nearby freeways and the Los Angeles Metro rail system.

## Access

### GENERAL

WACO Theater Center's main entrance is on Lankershim Boulevard. Loading access is at street level in the alley directly behind the building. Loading

access from the Lankershim entrance can be difficult due to street traffic and parking. Please advise WACO staff well in advance to make arrangements for loading in.

#### STAGE

Loading access to the stage is through the backstage entrance. The rolling loading door backstage is 10' high and 10'-2" wide and is approximately 10' to the stage.

#### DRESSING ROOMS

Minimum access to the dressing rooms is via standard 34" x 83" doorways.

#### PARKING

There is limited parking available at the theater. Priority is given to WACO staff. Street parking is available on all nearby streets. There are also several public parking lots in the neighborhood. Please plan accordingly to find parking and follow all city laws.

#### ADDRESS FOR SHIPPING/SENDING MAIL TO THE THEATER

WACO Theater Center  
5144 Lankershim Blvd  
North Hollywood, CA 91601

#### MAPS & DIRECTIONS

For a map of our location, click [here](#).

For specific driving directions to parking, our building and for deliveries, click [here](#).

## **Configuration & Capacity**

WACO can be configured in a variety of ways to accommodate a multitude of events including, but not limited to, dance and music performances, plays, lectures, recitals, rehearsals, special events, film screenings, premieres, and conferences, and full-scale film shoots.

#### LOBBY

Upon entrance to the building, guests are immediately impressed by the upscale and unique art exhibitions on display in the lobby area. The lobby showcases a variety of art including paintings, photography and sculptures,

by contemporary and classical artists. Fitted with AV equipment, the lobby is often used for guest registration and small scale standing receptions.

## THEATER

The theater is typically used for the “main event” and has a capacity of 100 seats. The theater boasts state of the art lighting and sound systems, in addition to cameras that can capture live events.

## HOUSE SEATING

The theater is equipped with telescopic (retractable) seating. In its expanded configuration, the stadium seating allows for up to 100 occupants. The house can retract or expand to change the composition of the space. Three gender neutral restrooms and water fountains are located down the hall and to the right (house right).

## ADA ACCESSIBILITY

WACO is ADA accessible. There are provisions for 8 wheelchairs in the first row; four on house left and four on house right. We also use Williams Sound Assistive Listening System to accommodate individuals for hearing accessibility.

## PLAYING AREA

In its standard set-up the playing area is 16' D x 22' W.

Black drapes hang on a track to create a 'black box'. Drapes are not on a pulley system and must be moved manually. Please note that we do not have a fly system.

Should you wish to hang, attach or drape anything you must first receive permission from WACO's Theater Technical Manager or Director of Operations and Production. These individuals must also be present during the install. Anything hung must have a safety chain and must be removed during your scheduled load out.

## FLOOR

A black marley-type dance floor covers the playing area. Please note, that we only allow spike tape, glow tape, and electrical tape on the marley floor. Any tape you put down for your performance must be removed during your load out. Furniture or set pieces that may damage the floor will not be permitted. The surface of each and every item coming into contact with the marley flooring must be covered by felt or carpet. This includes any set pieces such as furniture, flats, platforms and costume accessories. Items should be covered

before or during your load in, and must be covered by the start of your tech rehearsal.

#### SCENIC

We do not allow drilling into the walls or floor of the performance space. We reserve the right to prohibit use of anything in the theater that may be damaging to the crew, space, performers or audience. As this is a multi use facility you may be required to clear your props/set pieces and any other equipment from the performance area after every rehearsal and performance.

#### LIGHTING & AV

The Theater Technical Manager or Assistant Theater Technical Manager can program the light board and design basic lighting for performances including dance as well as run the light board during performances.

If you choose to provide a lighting designer, the Theater Technical Manager will serve as light board operator during technical rehearsals and performances.

#### DRESSING ROOMS

The backstage area includes two dressing rooms with seating for 10. The dressing room includes lighted mirrors and wardrobe racks, and restrooms in close proximity. Accommodations can be made in advance for a Green Room.

#### BACKSTAGE STORAGE

Backstage storage is not available. Please plan accordingly.

# RENTAL GUIDELINES

Any use of the WACO Theater Center facilities is contingent on the following factors:

- Approval of use/event by the Artistic Directors and the Director of Operations and Production, based on the logistics and technical requirements of the event;
- Completion of a Letter of Commitment (temporary agreement that implies neither legal claim to the facility nor any binding relationship between WACO Theater Center and the prospective tenant);
- Payment of a \$1000.00 non-refundable deposit;
- Presentation of a certificate of general liability insurance, including usual and customary coverages; a minimum of \$1,000,000 coverage for each occurrence; coverage for participants in the prospective tenant's programs; coverage for sexual abuse, harassment, and molestation; Worker's Compensation and Employer's Liability Insurance; a waiver of subrogation against WACO Theater Center; and WACO Theater Center named as additional insured. Further requirements apply, and WACO Theater Center can provide a full list of requirements upon request.
- Receptions following or prior to performances are permitted inside of the lobby and upon approval, the performance space and must be scheduled at least 72 hours in advance. Pre-show receptions must end ten minutes before curtain. Post-show receptions must end 30 minutes prior to the scheduled end of time of the rental.  
Alcoholic beverages can only be sold upon the procurement of a liquor license.
- Upon execution of the rental agreement, and upon agreement of the costs, WACO will provide technicians who can provide light looks, mix live sound and run the lights and sound boards for your tech rehearsals and performances. Outside technicians are not permitted to operate WACO Theater Center's equipment without approval from the Technical Manager.
- Upon execution of the rental agreement, and upon agreement of the costs, WACO House Staff will set up the seating area as well as the lobby and box office area, usher in late seating at appropriate breaks in the show, and help enforce building and fire codes. They can also place 'Reserved Seating' signs, and assist with reception set up and removal.
- You will be required to provide a Stage Manager/Backstage Supervisor to remain in communication with the Production Coordinator and House Managers throughout the entire performance.

- Based on the demands of your production we reserve the right to require you to provide additional staff or provide additional WACO staff at your expense. The additional WACO Crew/Stagehand rate is \$30 per hour, per person.
- You will be allowed into the space during your scheduled times as listed on your invoice. Access to the theater outside of those hours must be scheduled in advance. Extending past your scheduled rental time may result in a fee of \$70.00 per half hour.
- You must have a WACO staff member present for Load In, Load Out, and any Technical Rehearsals and Performances.
- Load-in and load-out will take place during the rental hours listed on your invoice. A WACO staff member must be present at all times. All items to be loaded in must be approved at the production meeting. All items, set pieces, etc., must be brought in through the building's main or loading entrance and must register, upon each visit, through the Envoy system.

## **Production Meeting**

Upon receipt of the deposit and execution of the rental agreement, your booking is confirmed and WACO's Theater Technical Manager will contact you to schedule a production meeting. This meeting should take place no later than two weeks prior to your first day of technical rehearsals.

At the production meeting all technical needs of your production must be laid out clearly. A diagram and/or list of scenic elements, furniture, and major props must be presented to the Theater Technical Manager for approval at the time of the production meeting.

Meeting agenda may include but is not limited to:

- Load in and load out schedules
- Tech rehearsal schedules
- Show runtime
- Performance start times
- Production staff
- Lobby needs
- Audience size
- Marketing
- Technical Elements including (lights, sound, video, scenic elements, etc.)



- Scenic elements
- Receptions

This meeting is mandatory and the following staff must be in attendance:

- Producer (the person renting the space)
- Stage Manager (the person designated by the Producer to supervise backstage)

## **Publicity & Marketing**

**Please refer to the venue name in all publicity materials as follows:**

Where Art Can Occur (WACO) Theater Center  
or  
WACO Theater Center

**The address should be listed as:**

5144 Lankershim Boulevard  
North Hollywood, CA 91601

*WACO will not be responsible for the marketing of rental events.*

We can display a promotional poster (provided by you) in our theater lobby if mounted on foam board with an easel (provided by you).

# RATES & POLICIES

## Daily Rates

	Regular	Non-Profit
Less Than Six Week Main Stage Rental	\$825	\$725
One Show	\$850	\$750
Two Shows – same day	\$1,650	\$1450
Load-in/Tech Rehearsal	\$360	\$285
Load-out	\$360	\$285
Dark Day	\$105	\$85
Film Screening	\$1,200	\$1000
Film Shoot	\$5,100	\$4,100
Teaching / Lectures (RLS exempt) without Six Month lease	\$250	\$150
Teaching / Lectures (RLS exempt) with Six Month lease	\$200	\$125
Open Rehearsal	\$825	\$725
Photography Shoot (8 hours)	\$450	\$375
Special Event Buy Out	Contact for Rates	

Note: Each rental day starts after 10 a.m. and must end by midnight (Friday-Sunday) or 5 p.m. (weekdays). A rental day is defined as a 12-hour day that includes two meal breaks of one-hour each. Any time over 12 hours, before 9 a.m., or past midnight will be assessed at the rate of \$50 per half hour, plus labor.

## Hourly Rates

Rehearsals (during and in conjunction with main stage theater rental)

	Regular	Non-Profit
Dance Rehearsal	\$70	\$55
Rehearsal (10am – 5:30pm)	\$75	\$60
Rehearsal (10am – 5:30pm) + Equipment	\$95	\$75
Rehearsal (6pm-11:59pm)	\$105	\$85
Rehearsal (6pm-11:59pm) + Equipment	\$115	\$95

Note: Technical equipment subject to availability

## Other Rates

	Regular	Non-Profit
Refundable cleaning deposit	\$200	\$175
Video Projector	\$100	\$75
Lobby rental for Reception	\$100	\$75
Tables/Chairs (up to 5 tables and 10 chairs)	\$15	\$10
Additional Tables/Chairs	Contact for rates	

Other costs, including labor, ticketing, concessions/merchandise, and other various rates and charges will be described in their respective sections.

### DISCOUNTS

Organizations with proof of a non-profit 501(c)(3) status may receive a discount off of facility rates. To be eligible for discounted rates, WACO Theater Center must have a current copy of the client's 501(c)(3) certification on file.

## Labor Requirements & Rates

With the exception of the Theater Technical Manager, WACO Theater Center crew for both back of house (BOH) and front of house (FOH) are overhire staff with professional training and supervision. WACO Theater Center will provide all house management, ushering, box office, stage labor, and other FOH and BOH staff. WACO Theater Center strictly follows California overtime law, and tenants will be expected to pay one and one-half times or double the rates below, in compensation for overtime worked.

	Regular	Non-Profit
Audio Engineer	\$35	\$30
Box Office Supervisor	\$30	\$25
Deck Crew / Stagehand	\$30	\$25
Electrics	\$35	\$30
Follow Spot Operator	\$35	\$30
House Manager	\$30	\$25
Light Board Op	\$35	\$30
Light Board Programmer	\$35	\$30
Moving Lights / Follow Spot Operator	\$35	\$30
Prop Master	\$30	\$25
Rail	\$35	\$30
Rigging	\$35	\$30
Stage Manager	\$35	\$30
Supervisor	\$35	\$30
Technician (Rigging)	\$30	\$25
Theater Technical Manager	\$40	\$35
Box Office Attendant	\$25	\$20
Usher	\$25	\$20
Video	\$30	\$25
Wardrobe	\$35	\$30

WACO Theater Center will schedule additional staff/crew members based on each event's needs or requirements, and consult with each prospective tenant regarding the staffing required for their event.

## **Ticketed Event Policy**

Add 1 Box Office Supervisor and 2 Ticket Sellers to minimum crew requirements for events, outlined above.

	Regular	Non-Profit
Box Office Supervisor (day of performance and pre-work)	\$35	\$30
2 Ticket Sellers	\$30	\$25

If a tenant wishes to charge for admission or issue tickets for an event, the WACO Theater Center Box Office must oversee reservations and ticketing for the event. It is recommended that the details necessary to ticket an event are submitted to WACO Theater Center staff by two months prior to each event, or at least two weeks prior to the desired on-sale date.

All ticketing and sales must go through the WACO Theater Center Box Office. Patrons will be expected to pay per-ticket and per-order fees according to regular box office protocol. If an event is ticketed, the tenant will be responsible for an administrative fee. The Tenant's patrons should be notified in advance of the event that they will be required to follow WACO Theater Center security protocol, which may include the signing of a non-disclosure agreement.

## **Concessions & Lobby Sales Of Souvenirs And Programs**

The WACO Theater Center lobby is available for usage during contracted performance times. Lobby set-ups, concessions items, and merchandise/souvenirs will need to be approved by WACO Theater Center staff. Each tenant is responsible for providing volunteers or staff to supervise lobby sales, paying all applicable sales tax, and paying to WACO Theater Center a 10% commission on gross sales.

# Payment Schedule

## LETTER OF COMMITMENT

Upon booking the theater we will issue a Letter of Commitment. The Letter of Commitment must be returned to WACO Theater Center along with a \$1000.00 non-refundable deposit within ten days. Your reservation will be canceled and the date will be released if both of these items aren't received within this time period. Upon receipt of the Letter of Commitment, WACO Theater Center will issue a contract to the Tenant. The executed contract must be returned to WACO Theater Center within 2 weeks.

The balance of the original estimate and proof of insurance is due 30 days prior to the rental. Event will be canceled if both of these items aren't received by this day.

## CANCELLATION POLICY

Cancellation within 30 days prior to the rental results in the loss of 100% of Rental Fee. Cancellation within 15 days prior to the rental results in the loss of 100% of Rental Fee and 50% of labor fees. Cancellation within 7 days prior to the rental results in loss of all fees. If the actual cost of the event exceeds the estimate, the tenant must pay WACO Theater Center the difference within 30 days after the rental. For each day this payment is late, 1% of the final balance will be added to the amount owed. If the estimate for the event exceeds the actual cost, WACO Theater Center will issue a check and mail it to the tenant.

# TECHNICAL ELEMENTS

WACO Theater Center's technical inventory is limited and all shows coming in should be self-contained. We will provide general area lighting, and basic sound equipment as part of our service. Any technical requirements beyond these standard set-ups must be arranged a minimum of one month in advance with the Director of Operations and Production and the Theater Technical Manager and will require additional labor and set-up time.

If Tenant wishes to use any technical equipment that is not included in WACO Theater Center's inventory (Theater Technical Manager can provide full rental inventory), Tenant must make arrangements with the Theater Technical Manager at least one month in advance to have such equipment rented and/or delivered to the venue. Some WACO Theater Center inventory items are available to use at an additional cost and with an additional crew member.

The following items may not be moved from their permanent positions: Drapes and soft goods, lighting instruments, sound equipment, film screen, furniture, and dressing room equipment.

To ensure the safety of all WACO Theater Center staff and event participants, tenants must discuss all scenic elements with the Theater Technical Manager at least one month prior to load-in.

All theatrical effects – including strobe lights, atmospheric effects (haze), unusually loud sound effects, and other dangerous or alarming elements – require approval from the Theater Technical Manager at least one month in advance of the event. Not all requests will be approved. Many effects require that warnings be posted by Front-of-House staff.

WACO Theater Center strictly follows Los Angeles and California Fire Code, as well as venue- specific orders from the Fire Marshal. Hallways, doorways, aisles, and exit routes must be kept clear, and storage limited to areas approved by WACO Theater Center staff. If an event presents added risk (e.g., due to the use of haze), WACO Theater Center will schedule an additional crew member for fire-watch.

# Stage & Rigging

Check the Stage & Rigging Inventory for current specifics.

## STAGE FLOOR

The mainstage is permanently covered by a black marley-type dance floor. The entire playing area measures 20' D x 22' W with the stadium house seating out. to 20'x 40' of open area with the house seating retracted.

## GRID

There is no flying system; a fixed grid is installed in the space. The pipes hang 12'-6" from the stage floor. Access to the grid is via the A-frame ladder backstage. Lifts can be acquired for an additional fee. Please note, that the use of lifts or heavy machinery onstage also require RAM board, or similar floor covering to protect the marley stage floor.

## DRAPERY

The theater curtains are hung from the fixed grid to establish the black box space. The curtains hang stageright, stageleft, and upstage. There are no legs, borders, or additional masking installed in the space. Additional drapery may be available for an additional cost:

- Duvelyn Panels
- Velour Panels
- Green Screen panels

## COMPANY SWITCH

A 100 amp, single phase, three-wire, 120/240V fusible company switch is located in the backstage loft area. Connection is via Cam-Lok. The switch is dedicated to the lighting system, a separate power source is dedicated to audio use. Stringent power requirements should be discussed in advance.

## RACKS

A portable 100 amp, single-phase, 208V power distribution panel is connected to the company switch. The panel has one 70 amp, one 50 amp and one 30 amp single phase, 208V receptacle with separate circuit breakers and one 60 amp stage pin plug, four 20 amp edison and two 20 amp twistlock plug 120V receptacles with separate circuit breakers.



## ADDITIONAL POWER

There are Edison cable runs throughout the stage, grid, and house. Please contact the technical manager for additional power needs. Cables are not supplied.

## Audio

Check the Audio Inventory for current specifics.

## CONTROL SYSTEM

Yamaha LS 9-32 Digital Mixing Console with 33 faders to directly control 64 channels, including 32 mic/line inputs, four stereo inputs, and stereo output.

## LOUDSPEAKERS & AMPLIFICATION

Main Stacks - (2) d & b Audiotechnik MAX 12

Center Cluster – (1) d & b Audiotechnik

Subwoofers - (2) d & b Audiotechnik Subwoofers

Surround Speakers – (4) d & b Audiotechnik

Stage Side Fill – (2) d & b Audiotechnik MAX12 stage monitors

System processing is handled by one QSC PLD 4.2 Four Channel Digital Processor that drives the d & b Audiotechnik D12 dual channel amplifiers.

## MICROPHONES

A wide variety of wired and wireless microphones is listed on the Floating Sound Inventory. Items are subject to availability and possible additional cost. Please contact us for details.

## ADDITIONAL EQUIPMENT

Additional equipment including speakers, recorders, booms, etc. can be provided or sourced with advanced notice. Please contact us for details and/or check the current Floating Sound Inventory for specifics. Items on this list are subject to availability.

## ACCESSIBILITY

Assistive Listening System: A Williams Sound Assistive Listening System is available for audience members in need of personal amplification of production audio. Up to four receivers and headsets are available.

Simultaneous Translation: At the moment, simultaneous translation is not possible with the assistive listening system. Please inquire in advance if simultaneous translation is needed.

#### MIX POSITION

The mixer is positioned in the back house left of the audience seating. If needed, remote control through iPad can allow for live mixing from in the house or on stage.

## Video

Check the Video Inventory for current specifics.

#### CONTROL

The booth computer (MacBook Pro) controls video content and settings through QLab Software. This software can also program sound, lights, and network cues among others. Video content is to be delivered to the Technical Manager as promptly as possible. Failure to do so may result in delays in rehearsal, production, or performance.

#### INPUT SOURCES

We can accommodate most digital video formats and storage mediums, including DVDs, Blu-Ray, .mov, .mpg, .avi, and .mp4. Default aspect ratio is 16:9 and recommended resolution is 1080p (minimum) for best viewing experience..

#### Recommended resolution & aspect ratios

For the default 16:9 aspect ratio, encode at these resolutions:

2160p: 3840x2160

1440p: 2560x1440

1080p: 1920x1080

720p: 1280x720

480p: 854x480

360p: 640x360

240p: 426x240

Please coordinate with the Technical Manager for your video needs.

## PROJECTOR

A Panasonic PT-RZ770 laser projector is installed in the space with a short throw lens. Due to the space, rear projection is not possible. Additional projectors can be provided at an additional cost.

## SCREENS & SURFACES

A widescreen 16:10 Draper Paragon V Motorized Screen is hung in the space. The control switch is located backstage. Additional projection screens/surfaces can be provided at an additional cost.

## SURROUND SOUND

SS Dolby 5.1 system is installed in the main theater. Includes stereo front, center, side, and rear surround, and a subwoofer. This is connected to the video inputs in the booth.

## TRICASTER/ LIVE STREAMING

Live events and performances can be recorded or streamed online at an extra cost. If so, platform priority goes to WACO Theater Center proprietary OTT service, WACO TV.

# Lighting

Check the Lighting Inventory for current specifics.

## CONTROL

A ETC ION Classic Control board with 2 DMX outputs is connected to the lighting system in the theater. The board has 6 DMX universes, controlling up to 3072 parameters.

## DIMMING/POWER

Please note that there a dimmer rack is not installed in our space. As our inventory is comprised of intelligent fixtures controlled by DMX, there are no conventional dimmers. The majority of our power circuits are edison, with a few twistock circuits. Please let us know if additional dimming or lighting accessories are needed.

## CIRCUITS

Most of the circuits are dedicated to the repertory lighting plot. There are several additional non-dim Edison circuits located around the stage and

house. Please let the Technical Manager know if more circuits are needed. They can be dropped from the fixed grid or run from the distribution rack upstage.

#### INVENTORY

A substantial lighting inventory is available with the theater. Check the WACO Lighting Inventory for current specifics. Our repository lighting plot includes RBGW Pars with zoom, LED profile fixtures, and CBY movers with prism, gobos, and color flags. Additional equipment may be available for rental and is listed on the Floating Lighting Inventory. Equipment on this list is subject to availability. The rep plot is the default hanging.

#### HOUSE LIGHTING

Permanently hung house lights are controlled by a manual dimmer switch in the booth.

#### CONTROL ROOM/BOOTH

The booth lives house left behind audience seating. The room is approximately 8'-9" wide and 5'-9" deep. Control room window area is 4' wide and 12" high, and one of the windows panels slides open, giving a full view of the house and stage. Recessed lights with manual dimmer control switch light the space.

## **Ancillary Spaces & Dressing Rooms**

Pre or post-show activities, receptions and meetings can be held in conjunction with performances or as separate events utilizing these ancillary spaces at WACO. Please be aware that actual event capacity in these areas is dependent on its setup and subject to fire marshal approval. Any change in these places' setup different than their normal state can easily be accommodated but the drawings have to be submitted to fire marshal in advance to secure a timely approval.

Upon entrance to the building, guests are immediately impressed by the upscale and unique art exhibitions on display in the lobby area. The lobby showcases a variety of art including paintings, photography and sculptures, by contemporary and classical artists.

The lobby is fitted with 2 monitors and self-contained built-in sound system. to display any photographs, videos, and reception music. This area has a

capacity of 100 and is often used for guest registration and small scale standing receptions.

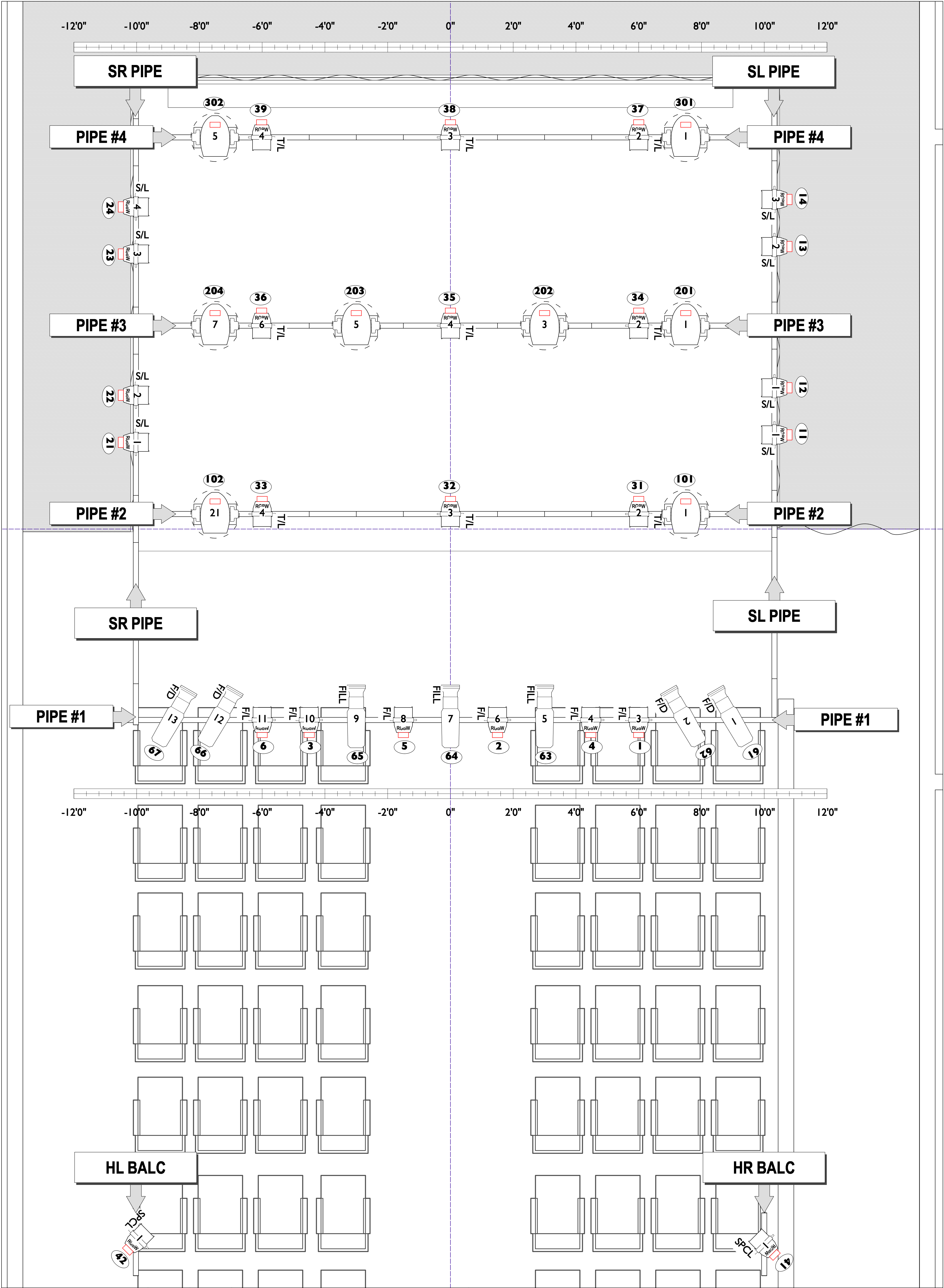
WACO North is the annexed office space we have at 5152 Lankershim Blvd. This space is primarily used for WACO staff and administrative needs.

The backstage area includes two dressing rooms with seating for 10. The dressing room includes lighted mirrors and wardrobe racks, and restrooms in close proximity. Accommodations can be made in advance for a Green Room.

The Venue has the following equipment available which can be used in these spaces:

- (4) 8 feet rectangle
- (3) 6 feet rectangular
- (5) High top tables
- (100) Black Chairs

# **TECHNICAL DRAWINGS**



Sheet: 1 OF 1

Scale: 3/4" = 1'0"

Date: 4/2/21

**WACO**  
Theater Center  
Where Art Can Occur

Artistic Director: Richard Lawson & Tina Knowles Lawson

Purpose: [WACO Prelim]

NOTES:

Designer/Contact Information:  
Carolyn Gage  
(415) 269-8272  
carolyn@wacothatercenter.com

Drawn By: Carolyn Gage  
Revision Date: 00/00/0000

# WACO CONTACT INFORMATION

For all booking, scheduling, BOH, FOH, and initial technical inquiries, contact [rentals@wacothheatercenter.com](mailto:rentals@wacothheatercenter.com) or:

Steven Foley  
Director of Operations & Production  
(818) 606-2985

Kobe Lamaur  
Administrative & Operations Assistant  
(818) 400-1151

## ADDITIONAL CONTACTS

[admin@wacothheatercenter.com](mailto:admin@wacothheatercenter.com)

[info@wacothheatercenter.com](mailto:info@wacothheatercenter.com)

[tickets@wacothheatercenter.com](mailto:tickets@wacothheatercenter.com)

[tech@wacothheatercenter.com](mailto:tech@wacothheatercenter.com)

## DISCLAIMER

These program guidelines are for informational purposes only and are subject to change at any time. They are not intended to be complete or to create a legally binding relationship between the reader and the WACO Theater Center.