



Al Green Theatre

Client Services

Miles Nadal JCC
Al Green Theatre

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ABOUT THE THEATRE

The Al Green Theatre is an accessible 250-seat venue located on the corner of Bloor Street and Spadina Avenue, inside the Miles Nadal JCC. Steps away from Spadina Station, we are accessible by streetcar, subway and bus. Multiple parking lots and numerous food options surround our building. Since the fall of 2003, the AGT has hosted an array of different events including theatre, dance, music, film, lectures, conferences, social events and film shoots. Year-round bookings and professional staff are just some of the benefits of joining the AGT family.

AL GREEN THEATRE EXTERNAL RENTERS' BOOKING POLICY & PROCEDURE

POLICY & PROCEDURE:

- Potential renters submit a Rental Inquiry Form to the Production Coordinator isabellac@mnjcc.org, including if possible preferred dates and back-up dates.
- The Production Coordinator will send back the Rental Package, Policy & Procedures, and which dates are available.
- Within five Business days, the renter will receive a cost estimate.
- Renters have two weeks to request confirmation of held date(s). If the renter is not ready to commit to confirming held date(s) within two weeks, the hold(s) will be removed.
- The Production Coordinator will send a confirmation reminder 3-5 business days prior to deadline.

TO CONFIRM DATE(S):

- The Production Coordinator will send the renter a contract and a non-refundable deposit invoice for 50% of the total license fees
- Both the contract and non-refundable deposit invoice are due two weeks after they have been received.
- The remaining license fees, plus all staffing costs, will be due two weeks prior to the first date of the booking along with a certificate of liability insurance

UNABLE TO CONFIRM DATE(S):

- The hold on the date(s) originally requested will be removed
- The Production Coordinator will send a notification to the renter that the hold(s) have been removed and the cost estimate sent will be considered null and void.

REQUESTING DATE(S) FOR A SECOND TIME:

- It is implied that the renter is willing to commit to confirming their booking therefore the two-week hold period does not apply
- The Production Coordinator will send the rental inquiry form back to the renter for review.
- The renter must confirm that the information on the rental inquiry form is correct/make any necessary changes and send the form back to the Production Coordinator.

CANCELLATION POLICY

- All license fee payments/deposits are non-refundable and non-transferable
- External renters are locked into the terms of contract once signed (see Theatre Use contract for more details) – including being responsible for the full license fee payments

- External renters will be responsible for the full estimate of staffing costs should they cancel with less than two (2) business days' notice

DANCE STUDIO EXTERNAL RENTERS' BOOKING POLICY AND PROCEDURE

POLICY:

- All dance studio bookings must be paid for in full three to five business days before the first day of the booking
- Dance Studio bookings are taken no earlier than four weeks prior to first date requested for booking and are subject to availability based on the theatre rental schedule

PROCEDURE:

- Dance studio renter checks availability with a Bookings Coordinator
- Date(s) requested are held in the booking system
- A confirmation sheet is sent to the dance studio renter within two business days
- A Bookings Coordinator will send an invoice, worth 100% of the license fees to the dance studio renter within two business days

TO CONFIRM DATE(S):

- The dance studio renter will provide payment in full to a Bookings Coordinator within three business days of receiving the invoice
- The dance studio renter will send a signed copy of the confirmation sheet/contract to the Bookings Coordinator within three business days of receiving the confirmation sheet/contract

UNABLE TO CONFIRM DATE(S):

- If payment is not made within three business days by the dance studio renter, the held date(s) will be removed
- The dance studio renter will be notified that hold(s) have been removed and the confirmation sheet/contract is considered null and void

CANCELLATION POLICY:

- All license fee payments/deposits are non-refundable and non-transferable
- Dance studio renters are locked into the terms of contract once signed (see Confirmation Sheet/Contract Terms and Conditions for more details)

RENTAL RATES & INQUIRIES

For Information about our rental rates as well as Rental Inquiries, please contact the Production Coordinator at isabellac@mnjcc.org or call 416-924-6211x269.

TECHNICAL SPECIFICATIONS

This proscenium arch theatre has a stage with a sprung floor that is **30 feet wide by 28 feet** deep and a maximum seating capacity of 259 seats; 243 regular seats, 14 movable seats and 2 dedicated wheelchair spots. We can accommodate up to 10 wheelchairs.

Whether you wish to have our technical staff create the right lighting look for you or you wish to bring in your own designer we can accommodate all of your lighting needs.

With a 66-channel digital effects audio console, full speaker and monitor system, growing microphone stock, and professional projection equipment the AI Green Theatre can accommodate events of various sizes and styles.

THEATRE SPECIFICATIONS

SEATING CAPACITY

Maximum capacity: 259 seats; 243 regular seats, 14 movable seats & 2 dedicated wheelchair spots). We can accommodate up to 10 wheelchairs.

Arrangements for additional wheelchair seating can be made; this is result in a decreased overall capacity. Please contact the Production Coordinator at agtbookings@mnjcc.org or 416-924-6211 x269 for more details.

The seating is modular; the first three rows can be removed to form an orchestra pit or dance floor area approximately 36'-0" x 12'-0" (this reduces the total capacity by 48 seats). The entire seating system is retractable, allowing for an open-floor seating plan.

STAGE DIMENSIONS

- Stage: 17'-2" from proscenium to upstage back drop
 - Proscenium Opening: 29'-0" W x 15'-0" H
 - Fixed Apron: 35'-6" W x 10'-9" D x 3'-9" H
- Please note that wing space is limited, especially on the SR side*

DRAPES & SCREEN

- **Main Curtain:** Red velour (travels, hand operated from stage level, SL)
- **Legs:** 4 Panels (double sided, black velour on one side and wood façade on the other)
- **Borders:** 2 Panels (black velour)
- **Traveler:** Black velour (upstage, motorized, used to hide the projection screen)
- **Projection Screen 1:** Back wall of stage - 24' (W) x 13' (H) to 16'-6" x 12' (Front Projection with motorized masking, upstage with 100' throw distance)
- **Projection Screen 2:** Downstage of Proscenium – 16' (W) x 9'(H) (Front Projection with 80' throw distance – motorized control located backstage)

GREEN ROOM & DRESSING ROOMS

Two dressing room areas that accommodate approximately five people each. Each dressing room contains a washroom with toilet and sink. 65 person standing room only; this is a shared space with the dressing rooms, includes mini fridge, microwave, program sound and limited storage).

LIGHTING SPECIFICATIONS

LIGHTING CONSOLE

- ETC Element Control Console; 60 Faders, 250 Channels

[READ THE CONSOLE MANUAL](#)

CONTROL LOCATION

- DMX input positions, booth, stage left and house

DIMMERS

- 94 1.8k dimmers (8 Reserved for house lights)

CIRCUITS

- 26 On split catwalk in front-of-house, shared with LX1 bar 16'-9" from proscenium
- 12 6 circuits on each box boom ladder, either side of FOH
- 14 LX 2 bar 1'-8" upstage of proscenium
- 12 LX 3 bar 10'-6" upstage of proscenium
- 12 LX 4 bar 16'-4" upstage of proscenium
- 6 Floor positions at rear of stage

DISCONNECT

- Additional 100A disconnect available stage left (must be arranged in advance)
Please note that all theatre electrics are u-ground power connections

LIGHTING INSTRUMENTS

- 3 x Strand SL, 26 degree 575W
- 11 x Strand SL, 36 degree 575W
- 17 x Strand SL, 25 - 50 degree 575W
- 15 x Source 4, 36 degree 575W
- 4 x Source 4, 26 degree 575W
- 4 x Source 4, 25 - 50 degree 575W
- 2 x Source 4 15 - 30 degree 575W
- 25 x Source 4 par lamps 575W (12 available with attached 15 colour scrollers)
- 9 x Elation Sixpar 300i LED's
- 4 x Ampro Cyc Lights (3 cels) 500w per cel
- 4 x Ampro Ground Row Cyc Lights (3 cels) 500w per cel

ACCESSORIES

- The Theatre has a limited supply of gel frames, gobo holders, barn doors, Irises (SL ONLY) and gel stock

VIDEO/DATA PROJECTOR

- Mitsubishi WD8200U 6500 ANSI Lumens
- *Native Resolution: 1280 x 800 Maximum Resolution: 1920 x 1200*
- Inputs:
 - PC: 5 BNC x 1, Mini D-Sub 15pin x 1, DVI-D (with HDCP) x 1
 - Video: BNC x 1, S-VIDEO (4pin) x 1, HDMI (Ver 1.3) x 1

PLAYBACK

- QLAB (Mac Mini - 2.6GHz Dual-Core Intel Core i5)
- Multi-region OPPO BDP-93 Blu-Ray/DVD player
- Kramer VP-728 Presentation Switcher
Please note we do not support DCP

AUDIO SPECIFICATIONS

CONSOLE

- Soundcraft Expression Si 2: 24 Mic Preamps, 4 Line Inputs + 32 Mic Preamps located backstage (Total of 56 mixable channels), 4 Lexicon FX Processors, 14 aux/group mixes each with compressor, 4 band EQ, BSS graphic EQ and delay.

[READ THE CONSOLE MANUAL](#)

HOUSE SPEAKER SYSTEM

- Main Speaker: 4 x 10S-D d&b loudspeaker
- Subwoofers: 2x 18S-SUB d&b subwoofer

Please note we do not support 5.1 Surround Sound - Stereo ONLY

MONITOR SYSTEM

- Mix 1/2: 30D d&b amplifier
- Mix 3-5: Yamaha PX1700 amplifier
- 4 x FLEXYSTEMSFM8 dB Technologies 8" two-way active stage monitor
- 4 x Yamaha BR12 speakers
- 2 x Yamaha CM12V speakers

PROCESSORS & PLAYBACK SPECIFICATIONS

SPEAKER SYSTEM CONTROL

- 2 x 10D d&b amplifier

PLAYBACK

- Denon DN 500-C CD/Mp3 Player
- Tascam CD-200 CD Player

MICROPHONES

WIRED

- 3 x Shure SM58
- 1 x Shure SM57
- 1 x Shure Beta 57
- 1 x Shure Beta 58
- 1 x Matched pair KEL HM1 (large diaphragm cardioid condenser)
- 2 x Matched pair Rode NT5 (small diaphragm cardioid condenser)
- 4 x Audio Technica Pro 45 hanging mics
- 1 x Neumann KMS105 (vocal condenser)
- 1 x Sennheiser E902 (kick drum mic)

WIRELESS

- 4 x Sennheiser ew100 G3 handheld mic
- 2 x Sennheiser ew100 G3 Lavalier mic (**Additional Cost**)

AUDIO ACCESSORIES

- 9 x DI boxes (7 passive & 2 active)
- 15 x Mic Stands (6 Boom, 13 Tripod/Telescopic)
- 4 x Music Stands w/ Clip lights

ADDITIONAL EQUIPMENT

- Yamaha C3 Grand Piano (**Additional Cost**)
- Rosco Vinyl Dance Floor (**Additional Cost**)
- Chauvet Hurricane Hazer (**Additional Cost**)
- 6 x 2 channel com system
- 14 x hearing assistance headsets

IMPORTANT INFORMATION

- We do not provide backline services (i.e. guitar amps, drum kits, etc.)
- Any other rentals must be arranged with the AI Green Theatre Technical Director (technicaldirector@mnjcc.org or 416-924-6211 x142) prior to your event. Additional administration charges may apply
- All painting, on-site construction, etc. must be pre-approved by the Technical Director. Should any damage occur because of negligence on the part of the rental client or any of its representatives restoration charges will apply.

DOWNLOAD A COPY OF THE LX AND STAGE PAPERWORK

To ensure the best service and success of your event we ask that all of our clients fill out our Technical Questionnaire and return it to the AGT Technical Director no later than two weeks before your event.

- For any technical questions or concerns please contact the AI Green Theatre Technical Director at technicaldirector@mnjcc.org or 416-924-6211 x142

FRONT OF HOUSE

Our friendly front of house staff is here to support you in achieving a professional, smooth running event. Your patrons are our patrons and the AGT Front of House team will ensure they have an extraordinary customer experience.

A Front of House team consisting of one Front of House Supervisor and three Ushers is required for all public events (including invited dress rehearsals and “by invite only” events). Our highly trained staff is responsible for the safety of the patrons and will ensure that all aspects of front line service are conducted efficiently and professionally.

The AI Green Theatre’s maximum capacity is 250 with 10 wheelchair spots. The Front 14 seats are both accessible and removable. The seating is modular, and the first three rows can be removed to form an orchestra pit or dance floor area approximately 36'-0" x 12'-0" (this reduces the total capacity by 54 seats). The entire seating system is retractable, allowing for an open-floor seating plan, making it ideal for social events or corporate seminars. Retracting the seating will affect both the costs and capacity of the theatre. Please discuss the possibility of seating removal with the AGT Production Coordinator (agtbookings@mnjcc.org or 416-924-6211 x269).

We can accommodate both general admission and reserved seating events. Accessible seating is available for up to four wheelchairs at the back of the house. Arrangements for additional wheelchair seating can be made, however this will result in a decreased overall capacity. Please contact the AGT Production Coordinator at agtbookings@mnjcc.org or 416-924-6211 x269 for more details.

Emergency seats, house seats, and technical holds are reserved for each event. You must confer with the AGT Bookings Coordinator at agtbookings@mnjcc.org or 416-924-6211 x269 before any tickets are sold so we can confirm your maximum seating capacity and determine placement of holds for assigned seating events.

BOX OFFICE

The Al Green Theatre does not offer box office services, however we do offer flexible options for running your box office. A space will be provided to sell tickets and conduct ticket pick up the day/evening of your event. Options include a table across from the main theatre entrance, or our box office window located in the main lobby that includes a computer with a hard line internet connection for our clients running an online box office system. Please note that the AGT does not have a ticket printer available; all tickets must be pre-printed for your event.

The use of scanners for e-tickets is permitted if the external renter arranges a time to bring equipment in prior to the day of the event for testing. Additional time to train AGT Ushers may be required – expenses for such training will be the responsibility of the external renter.

For consistency of service, we ask that the box office opens one hour before each presentation in the theatre and remains open until one-half hour after the start of each presentation. Al Green Theatre staff is not permitted to handle any monetary transactions (including cash, credit card, debit, etc.) for any events not produced by the MNjcc.

Please note that you will be required to provide your own box office staff to sell tickets in advance and on the day of your event.

For more information regarding your ticketing options, please contact the AGT Bookings Coordinator at agtbookings@mnjcc.org or 416-924-6211 x269

AGT POLICIES

The Al Green Theatre is a professionally operated space that strives to deliver impeccable customer service to both our clients and patrons. It is through consistency and the delivery of clear communication that we aim to achieve these goals.

In order to deliver this level of service we ask that our clients follow basic policies to ensure a pleasurable experience for all clients and patrons of the Al Green Theatre. We thank you in advance for your consideration and respect of these policies.

- For all bookings, you will require at least one technician with you at all times, and one Front of House Supervisor with three staff ushers for each public performance. The AGT reserves the right to dictate staffing levels for all events/engagements in the space. The visiting company, subject to the approval of the AGT Technical Director, may provide external technical staff. The Al Green Theatre must provide all Front of House staff.
- The Al Green Theatre abides by the Ontario Employment Standards Act. All staff is required to have a 30-minute meal break after five hours of work.
 - FOH Staff - for shifts longer than five hours in length, an Usher Captain will be scheduled for a 3-hour minimum call to cover meals breaks (paid for by the client).
 - Technician(s) - for shifts longer than five hours in length a meal break must be built in for the Technician(s) as part of the daily schedule, during which time the theatre must be evacuated and locked down. Should it not be possible to schedule an appropriate break the company must notify the AGT Technical Director at least 2 weeks in advance so an additional Technician can be scheduled for a 3-hour minimum call to cover meal breaks (paid for by the client).

- Operational and technical requirements for an event should be agreed to in advance with the relevant theatre staff. For events where specific equipment is required that is not included in the theatre's inventory, arrangements must be made with the AGT Technical Director to ensure the smooth interfacing of any rented equipment with in-house systems
- The theatre requires that all groups provide a Stage Manager. This person must NOT be a performer, box office staff or an audience member during any live event. The stage manager must liaise with theatre staff regarding all event logistics and is expected to be available and ready for their event to start a minimum of 30 minutes before the expected event start time.
- There will be no access to the stage or auditorium without a representative of the AGT team. This includes mandatory staff breaks in accordance with the Employment Standards Act. The dressing rooms and studio space will still be available for use if confirmed with the theatre in advance.
- Hazardous materials, smoking, open flame, pyrotechnics, and firearms/weapons are not allowed in the theatre. Some exceptions may apply if approved in advance by the AGT Technical Director. All relevant licenses, additional insurance and necessary personnel will be the responsibility of the visiting company and must be confirmed and arranged with the AGT Technical Director prior to entry in the theatre.
- At the end of the engagement, the visiting company is responsible for the removal and appropriate disposal of any items no longer required by the company. Any oversize items must be disposed of off-site. Not adhering to this policy will result in additional charges to be determined by the theatre.
- The house will be opened to the public 30 minutes before the expected event start time unless specifically agreed upon in advance with the AGT Bookings Coordinator. All company members and their personal items should be removed from the auditorium no less than 15 minutes before this time (45 minutes prior to event start).
- The maximum capacity of the theatre will be determined by the AGT Bookings Coordinator and must not be exceeded. All patrons in the auditorium during the performance, including production staff, must have both a seat and a ticket, including babes-in-arms.
- No food or drink (with the exception of bottled water) will be allowed onstage, either in the wings, or in the auditorium. This includes all setup, rehearsal, and performance times. Some exceptions are made for events that take place when the seating is removed.
- The selling of goods or any fundraising activities on the premises must be approved in advance with the theatre. Please note that absolutely no food or drinks can be sold anywhere on the premises.
- The Al Green Theatre and Miles Nadal Jewish Community Centre have both a Code of Conduct and a Scent-Free policy. All external renters, company members, patrons and others are expected to abide by these policies without exception. The AGT Bookings Coordinator can make these policies available to companies.