



PROMOTER'S GUIDE

The following documents provide information you may need in order to plan your event using our facilities.

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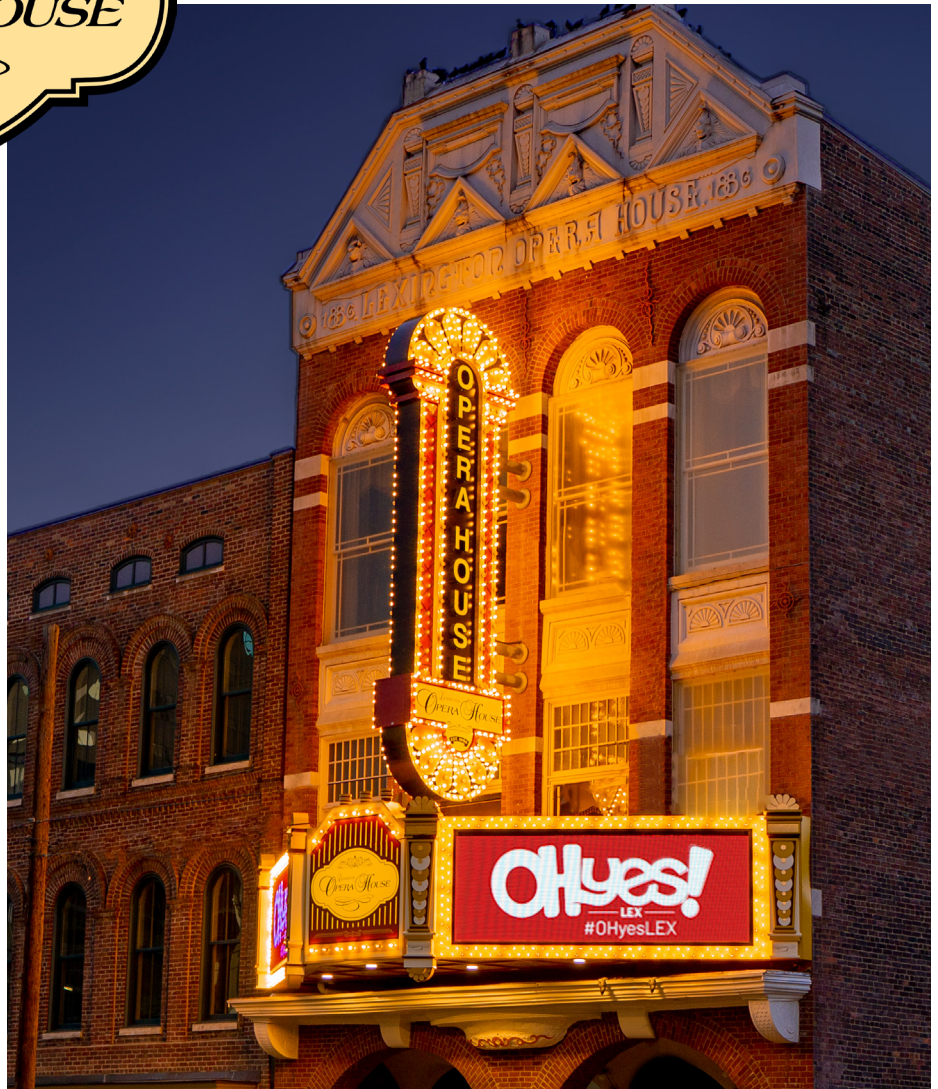
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ADDRESS AND DIRECTIONS

MAILING AND SHIPPING ADDRESS

Lexington Opera House
(Include name of artist/attraction here)
c/o Central Bank Center
430 West Vine Street
Via Manchester Street Loading Dock Door #6
Lexington, KY 40507

PHYSICAL LOCATION - IMPORTANT! DO NOT send deliveries to this address!

401 West Short St. / Corner of Short Street and North Broadway, Lexington, Kentucky.

STAGE DOOR

122 Saunier Street
Lexington, KY 40507

DIRECTIONS TO THEATRE

From I-64/75:

Exit 115, Newtown Pike to 3rd Street; Left on 3rd Street; Right on Jefferson; Left on Short Street. Theatre loading dock is on corner of Short St. and Broadway.

** TRUCKS - DO NOT TAKE BROADWAY (EXIT 113) - LOW CLEARANCE BRIDGE

From Bluegrass Parkway:

Follow US 60 into Downtown Lexington to Broadway; left on Broadway to 2nd Street; left on 2nd Street to Saunier Street; Left on Saunier to Short Street; theatre loading dock is on left.

DIRECTIONS TO CENTRAL BANK CENTER / RUPP ARENA PARKING LOT

From Opera House loading dock:

Turn left onto Short Street; right at first traffic light (Broadway); right at next traffic light (Main St.); proceed to second traffic light on Main Street and turn left onto Oliver Lewis Way; left onto Manchester St. and left into Rupp parking lot.

CONTACT

PHONE NUMBERS:

Central Bank Center
(859) 233-4567

Opera House Backstage
(859) 233-4567 x295

AVAILABILITY & BOOKING:

National & Local Arts Manager

Edd Mackey
emackey@lexingtonoperahouse.com
(859) 551-3017

Director of Bookings

Trevor Chesler
tchesler@oakviewgroup.com
(859) 551-3020

TECHNICAL COORDINATOR:

Ethan Mills
emills@lexingtonoperahouse.com
(859) 551-3045

James Worth
jworth@lexingtonoperahouse.com
(859) 551-3044

TECHNICAL SERVICES

DEPT. MANAGER:

Chuck Hisle
chisle@rupparena.com
(859) 551-3039



Backstage employees are represented by the International Alliance of Theatrical Stage Employees (IATSE).

SEMI TRUCK PARKING

CENTRAL BANK CENTER / RUPP ARENA PARKING LOT

Only exterior lots are available.
Coordinate with House TD.



STAGE DIMENSIONS

Proscenium:	37'-3" width x 21'-0" (max) trim height 26' under arch, when proscenium is open 21' under open area.
NOTE: Proscenium Opening can be expanded to max. 45'-0" (effective masking is difficult at this width)	
Plaster Line to DS lip of Stage:	7'-3" @ CL; 4'-9" @ Proscenium Edge
Plaster Line to US wall:	35'-8"
Last upstage batten to US wall (crossover):	4'-4"
Fly Rail	25'-0" R of CL (Clear under to 18'-0")
Dimmer Bridge	25'-0" L of CL (Clear under to 23'-0")
Width from onstage proscenium to offstage walls (wingspace):	12'-3"
CL to SL Wall:	30'-0"
CL to SR Wall:	30'-0"
NOTE: 50' pinned together light truss will have to go up at an angle to fit. Can trim level either below 18' or above 24'	
Orchestra Pit:	10'-10" deep @ CL x 44'-3" width @ max. Pit is on hydraulic lift which travels from stage level @ 0'-0" to lowest level @ -9'-3"
Trap Doors:	2 @ 4'-0" x 4'-0" Located @ CL 10'-0" US of Plaster Line; 10'-6" to Green Room Floor Below
Overhead Obstructions:	Electric Truss @ 3'-11" US of plaster line Steel Beam in Grid floor @ 15'-8" US of plaster line Electric Truss @ 27'-8" US of plaster line

Soft Goods:

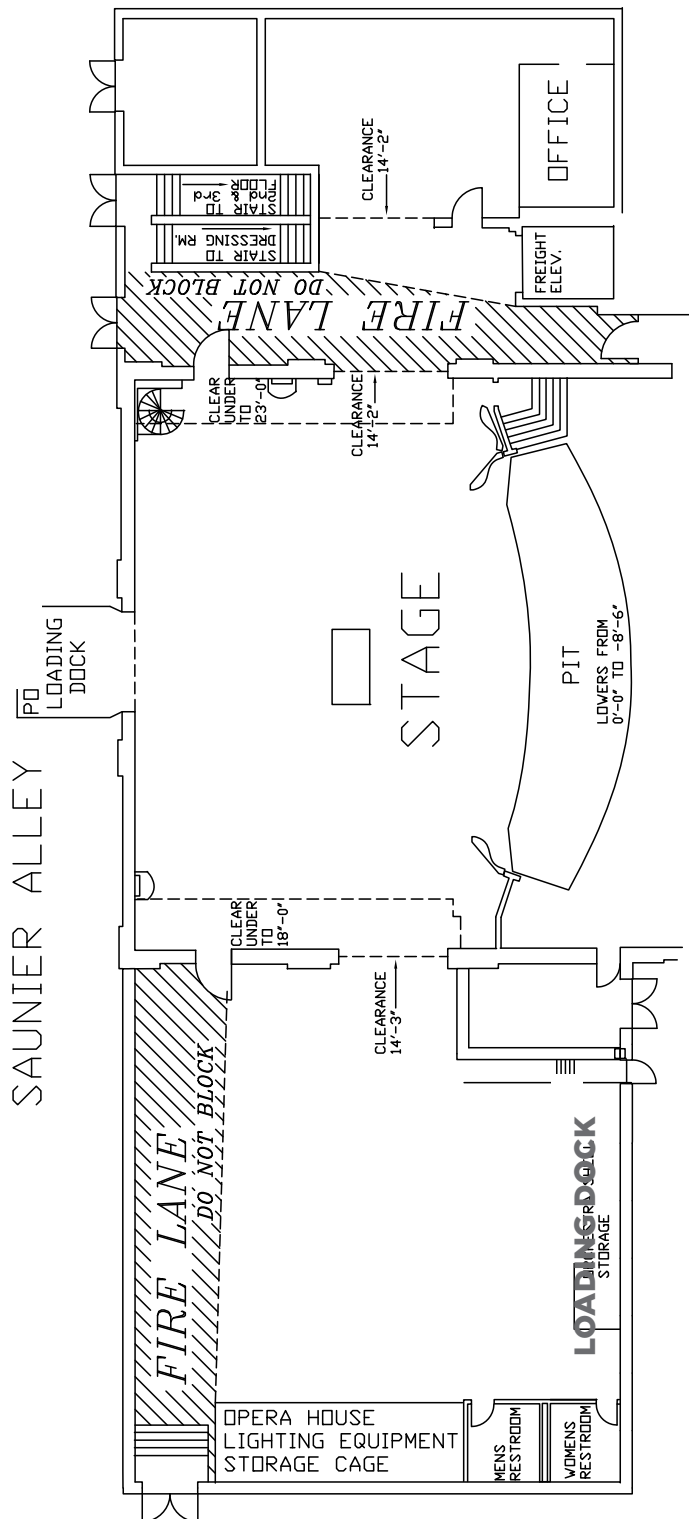
A complete set of black masking goods, sewn flat, is available. Also included in the soft goods inventory are 1 white scrim, 1 black scrim, 1 cyclorama drop (white), 2 blackout drops, a midstage and an upstage traveler (black), and the house main curtain and valance, which are red velour, sewn with 100% fullness.

The following are of black velour sewn flat and hung where indicated:

5 sets of legs	8'8" x 25'0"	Battens #4, #10, #16, #25, & #35
5 sets of borders	49'0" x 10'0"	Battens #9, #15, #24, #34 & spare
2 travelers	27"0" x 25'0" (ea. Panel)	Battens #16, #35
2 blackout drop	49'5" x 20'0"	Spare

Travelers are used as masking legs when in their fully open position.

PLAN VIEW



OPERA HOUSE
PLAN VIEW 4

FACILITIES

STAGE FLOOR:

Sprung Wood (White Oak)

R1: Access to Primary dock and Stacking Motor

To immediate right of Stage; 35' x 45' with oak floor, for storage or rehearsal. Access to cross over location, stage restrooms, and the basement dressing rooms.

TECH ROOM:

To left and across hallway from Stage; 20' x 30' can be used for dimmer rack placement, storage. Hallway fire lane must be kept clear.

R2:

One level up, stage left. 4 Star (1-3 Person) Dressing rooms with individual shower and toilet facilities. With central "green room" area that can double as production space

GREEN ROOM:

In basement below stage; has necessary electric service to function as wardrobe area; Orchestra pit at its lowest level is accessible from here. Also has access to SR.

LAUNDRY ROOM:

In basement, there are 2 washers and 4 dryers available. Additional wig room available with notice.

LOADING DOCK

DOCK

The loading dock is located in the parking lot off of Short Street, facing Broadway. The dock enters into R1 and is offset just a bit from the building. The dock door is 10'4" tall by 8' wide. The dock is 4' above street level, and level to the stage when entering the building. It has an electric dock leveler and roll up door.

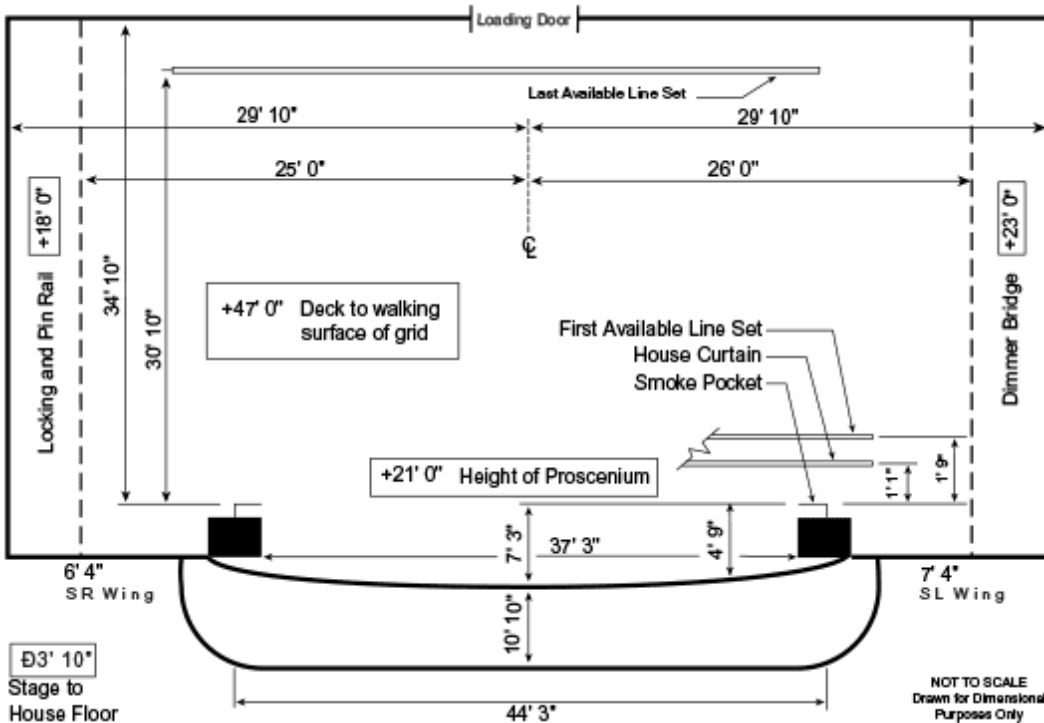
STACKING MOTOR

We have a stacking motor located in R1. It is a 1-ton CM motor, inverted, with a hook height of 15'. It has a pickle with a 20' lead.

SEMI & BUS PARKING

- All parking must be coordinated with the House TD in advance.
- A combination of (2) Semi/Bus can be parked in the front parking lot
- Buses with a trailer will be un-loaded/loaded via the stage door on Saunier St.
- Buses with a trailer parking in the front parking lot must be detached
- Semi's staying parked in the front parking lot must detach and move cab from trailer.
- (2) shore power hook-ups available in the front parking lot next to loading dock door.
- Limited street parking is available but must be reserved and coordinated with the House TD in advance.

FLY SYSTEM DIAGRAM



The house main curtain (lineset #2), will fly out to 46'-0".

The bottom of the main curtain is then 21'-5" above the stage.

Linesets 4, 11, 13, 16, 19, 26, 31, 32, 35, and 38 have long (8') arbors. (Out trim 39')

All other linesets have short (6') arbors. (Out trim 43')

The first and cyc electric are not included in the 40 linesets. They are box trusses which run on chain motors. The first electric is located between lines 4 and 5. The cyc electric is located between lines 36 and 37.

FLY SYSTEM

TYPE:

Double Purchase Counterweight

WEIGHT AVAILABLE:

22,500 lb.

LINESETS:

40 @ approximate 8" centers

ARBORS:

760 & 1,160 lb. capacities

BATTEN LENGTH:

47'-6"

BATTEN DIAMETER:

approx. 2" (1 1/2" interior diameter, schedule 40 pipe)

SHORT ARBOR PIPES:

fly out to 43'-0"

LONG ARBOR PIPES:

fly out to 39'-0"

GRID STEEL:

47'-0"

GRID FLOOR:

48'-0"

FIRST AVAILABLE LINESET (#3)

2'-5" from Plaster Line

LAST AVAILABLE LINESET (#40)

31'-6" from Plaster Line

FLY RAIL

20'-0" above Deck SR

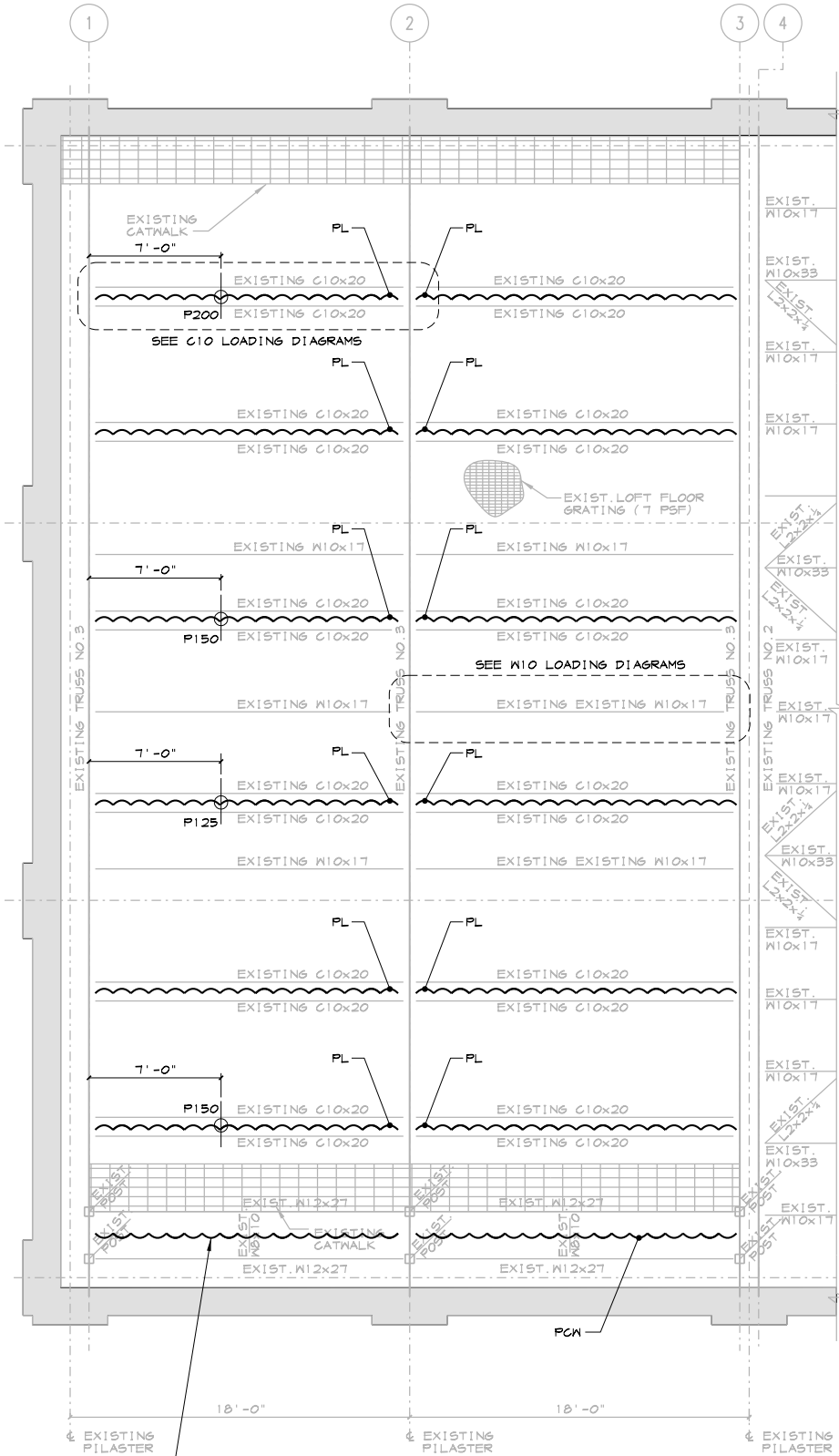
LINESET SCHEDULE

Line #	Distance	House Hang Piece	Max. Trim*	Notes
1	1' 3"	Valance	43'	
2	2'	Main Drape	46'	
3	2' 8"		43'	
4	3' 3"	First Legs	39'	
T1	4' 3"	First Electric Truss	43'	3500 lb. Weight capacity
5	5'		43'	
6	6' 1"		43'	
7	6' 9"		43'	
8	7' 5"		43'	
9	8' 1"	First Border	43'	
10	8' 9"	Second Legs	43'	
11	9' 6"		39'	Recommended Second Electric
12	10' 3"		43'	
13	11' 1"		39'	
14	11' 9"		43'	
15	12' 7"	Second Border	43'	
16	13' 3"	First Traveller / 3rd Legs	39'	
17	13' 9"		43'	
18	14' 4"		43'	
19	14' 10"		39'	Recommended Third Electric
20	15' 4"		43'	
21	16'		43'	
22	17' 5"		43'	
23	18' 1"		43'	
24	18' 10"	Third Border	43'	
25	19' 6"	Fourth Legs	43'	
26	20' 2"		39'	Recommended Fourth Electric
27	20' 10"		43'	
28	21' 8"		43'	
29	22' 4"		43'	
30	23'		43'	
31	23' 8"		39'	
32	24' 5"		39'	
33	25' 1"		43'	
34	25' 10"	Fourth Border	43'	
35	26' 6"	Second Traveler/5th Legs	39'	
36	27' 3"		43'	
T2	28' 5"	Cyc Electric Truss	39'	Cyc lights permanently mounted
37	30' 3"		43'	
38	30' 9"		39'	
39	31' 4"		43'	
40	31' 10"	Cyclorama	43'	

* Low trim for all battens is approx. 4 feet.

* Short arbors can be loaded with 760 lbs. Long arbors can be loaded with 1160 lbs. If this is insufficient, battens can be married together and/or block and falls used. Discuss options with tech coordinator.

BOTTOM CHORD FRAMING PLAN

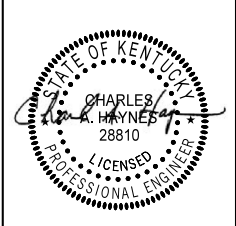


HEAD BLOCK SHOW LOAD NOT TO EXCEED 12,000 lbs.

DRAWING LEGEND	
	PXXX = PERMANENT ELECTRIC TRUSS LOAD LBS (NOT INCLUDING SHOW WEIGHT) EX: P200 = 200#
	PL = 50 #/FT PERMANENT LINE-SET LOAD (NOT INCLUDING SHOW WEIGHT)
	PCN = 330 #/FT PERMANENT COUNTER WEIGHT LOAD FOR LINE-SETS LOAD (NOT INCLUDING SHOW WEIGHT)

Structural Design Group
 220 Great Circle Road, Suite 106
 Nashville, Tennessee 37228
 p. 615.255.5537
 f. 615.255.1486
 SDG Project No. 2014-062.00
 © 2014

JOB NO.	2014-062.00
DATE:	SEPTEMBER 2014
PRODUCED BY:	CH/DH
NOTES:	



AUDIO

HOUSE CONTROL

(Avid or Midas) FOH Console. Monitor Console available on request and with advance notice. Pending Availability. Avid S6I-24C, Avid Profile or Midas M32R consoles are available on request

LINE ARRAYS & AMPS

L'Acoustics Kudos Series Line Array cabinets with LA8 and LA4 amplifiers. There is a left and right flown array of 6 for coverage for Balcony 1 and 2, and a left and right floor stack of 3 for coverage of the orchestra level. 9 Kudo's per side. 4 L'Acoustics 8XT for front fill. No subwoofers in house PA.

MONITOR SPEAKERS

2 Permanently mounted 115XT monitor speakers are hung overhead left and right of stage on tracks for optimum positioning. 10 monitor wedges (8—L'Acoustics 12XT and 2—115XT) with 6 amp channels available for Monitors. L'Acoustics LA4 amplifiers power Monitors.

PAGING SYSTEM

Paging system to all backstage areas, including dressing rooms, is permanently installed; mic and line levels can be patched to this system via XLR connectors located onstage @ DR & DL proscenium walls.

SPLITTER

3 way 54 Channel Transformer Iso Splitter.

CLEAR-COM

Clear-Com system with 8 stations; more available on request; 3 available channels to all locations. House dry lines available to spotlight location from.

HEARING IMPAIRED DEVICES

Listening devices for the hearing impaired and audio descriptive devices for sight impaired are available. FM transmitters will accept mic or line level input.

MICROPHONES & PLAYBACK

A large assortment of microphones and playback devices are available on request.

ELECTRICS

ELECTRICAL SERVICE POWER

600A 3-Phase @ SL Wall on Stage
400A 3-Phase @ Tech Room off Stage Left
100A 3-Phase @ DR offstage - Typical Audio
60A 3-Phase @ DR offstage
60A 3-Phase @ UR offstage

ONSTAGE CIRCUITS

All Circuits are L5-20 Twistlock

There are 8 drop boxes (84 circuits) stage left and 24 circuits stage right for powering electrics. Any of the drop boxes can be clamped to any batten or boom. Additionally, there are 40 circuits at the dimmer gallery stage left.

From a rigging, masking, and electrical standpoint, the best linesets to use for stage electrics are #11, #19, and #26. These lines allow the drop box cables proper clearance, have long arbors for extra counterweights, and are close behind a border.

There is a single permanent electric with 40 circuits hung between lines 4 and 5. This is a box truss with pipes above and below the plugging strip. This electric is raised and lowered on chain motors. This is not removable.

There are six LED cyc lights hung on a box truss between lines 36 and 37. This truss is raised and lowered on chain motors.

Six ground row LED cyc lights are available.

The cyc fixtures are Chroma-Q Color Force 72". They currently run RGBA, and wash 36' of cyc.

FOLLOWSPOTS

3 Robert Juliat Victor follow spots (1800 watts each). Located at the 4th level Front of House, behind the last row of audience seating. Throw is about 70' to the proscenium.

Spots have the "push/pull" boomerang.

LIGHTING CONSOLE

ETC XE20 console with motorized fader wing

FRONT OF HOUSE

Balcony Rail with 35 circuits, transferable; throw is 52'

House Beam with 36 circuits, transferable; throw is 60'

House circuits are 20-Amp New Twistlock L5-20

Balcony Rail has 25 – 19 degree ellipsoidals @ 750w.

House Beam has 20 – 10 degree ellipsoidals @ 750w. These fixtures are not removable

Box Boom positions do not exist in the house and there is no place for booms to be placed temporarily; however, the extreme ends of the balcony rail can be used for placement of box boom lights if so desired.

ADDITIONAL HOUSE INVENTORY

(all instruments are ETC Source Four w/750 watt lamps):

5°, 10°, 19°, 26°, 36°, 50° degree ellipsoidals

PARs w/wide, medium, narrow, & very narrow lenses

Plus drop-in irises, donuts for 19-50 degree instruments. Inventory sheet and availability upon request with the tech coordinator.

MIX LOCATION

(shared with lighting)

Right rear of center section on Orchestra Level (main floor); platform is 8' deep x 12' wide.

Mix platform is 63' from proscenium. Cable run to DR is 150'. Tie-in to house system is via XLR connectors located onstage @ DR proscenium. FOH Snake Cables can also run DL as show requires (150').

EQUIPMENT

ELECTRICAL EQUIPMENT

- ETC Lights
- Shure ULXD Wireless (Source 4 Leko's and Pars)
- LED Cyc Lights. Chroma Q Colorfore 72
- Robert Juliat Victor spots. 1800 watts.
- Lighting Gel upon request
- Unique Solutions 2.1 Hazers
- Aquafogger Dry Ice Machines

AUDIO EQUIPMENT

- L'Acoustics Kudo's Speakers and Amps
- Assorted mics, cables, etc
- L'Acoustics wedges and amps
- Hot Spot Powered Monitors
- Shure ULXD Wireless
- 54 Channel Transformer Iso Splitter
- House Clear Com
- Consoles

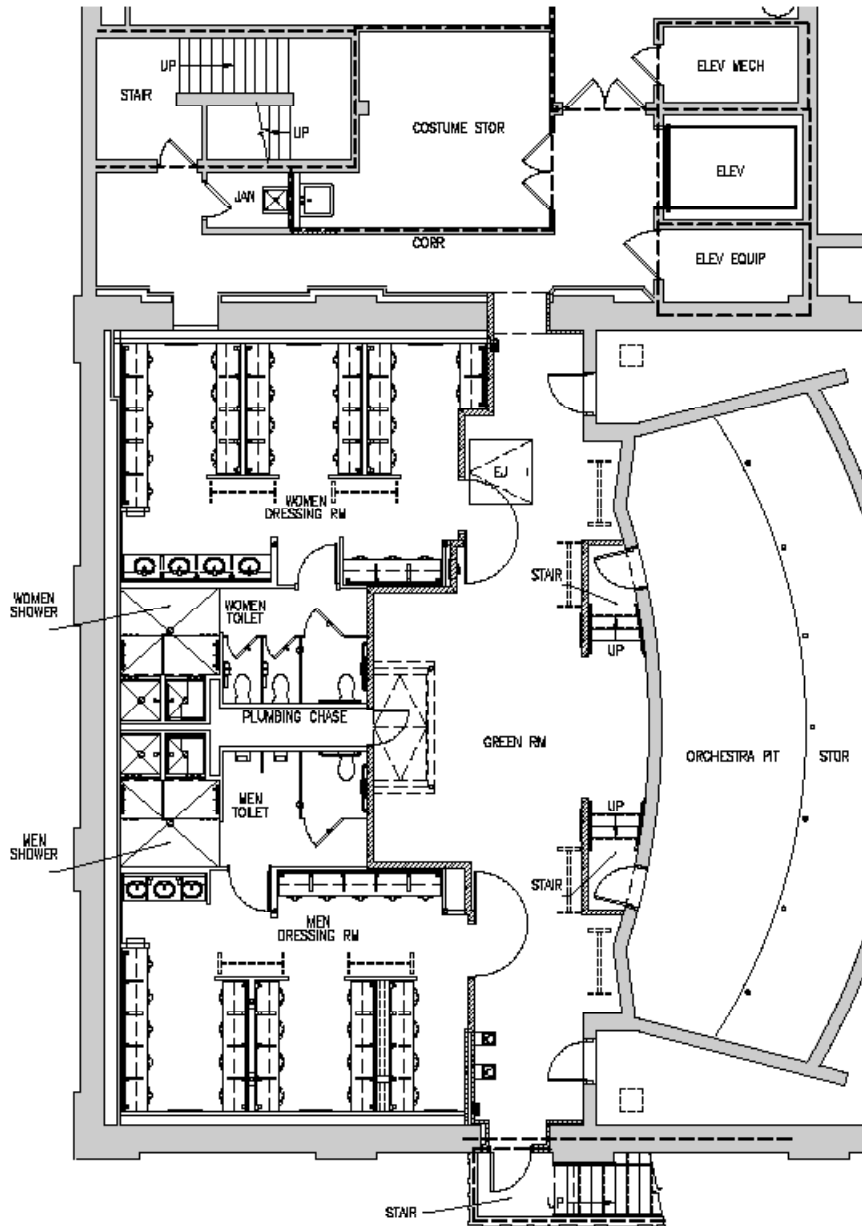
MISC. EQUIPMENT

- Steinway Model D-274 (1976) "9' Concert Grand Piano"
- Yamaha Upright Piano
- Music Stands
- Music Stand Lights
- 2 - Orchestra Pit To Stage Stair Units
- 2 Washers/ 4 Dryers
- Forklift (w/advanced notice + additional labor)
- High Speed Internet. Wired or wireless (with advanced notice)
- Merchandise / Ticket Office Internet Line

FOR RATES AND OTHER INFORMATION CONTACT OPERA HOUSE TECH SERVICES.

LOWER DRESSING ROOMS

LOWER LEVEL ENSEMBLE DRESSING ROOMS - UNDERSTAGE



GREEN ROOM:

In basement below stage; has necessary electric service to function as wardrobe area; Orchestra pit at its lowest level is accessible from here. Also has access to SR.

LAUNDRY ROOM:

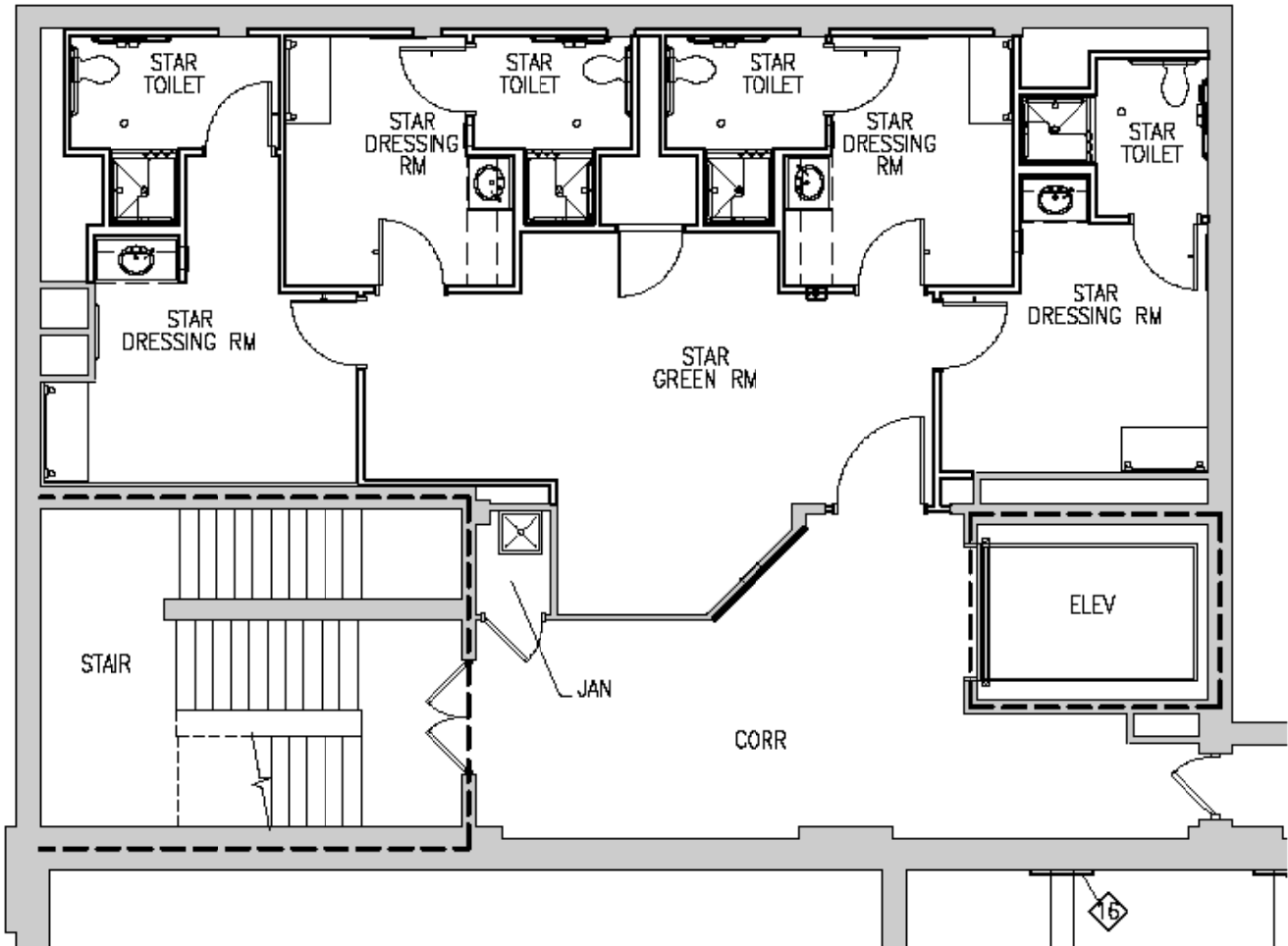
In basement, there are 2 washers and 4 dryers available. Additional wig room available with notice.

Ensemble Dressing Rooms:

Two (2)—26 person rooms. Each one has individual make-up lights, sinks, toilets and showers. These are located one level below the stage."

DRESSING ROOMS

LEVEL 2 STAR DRESSING ROOMS - STAGE LEFT

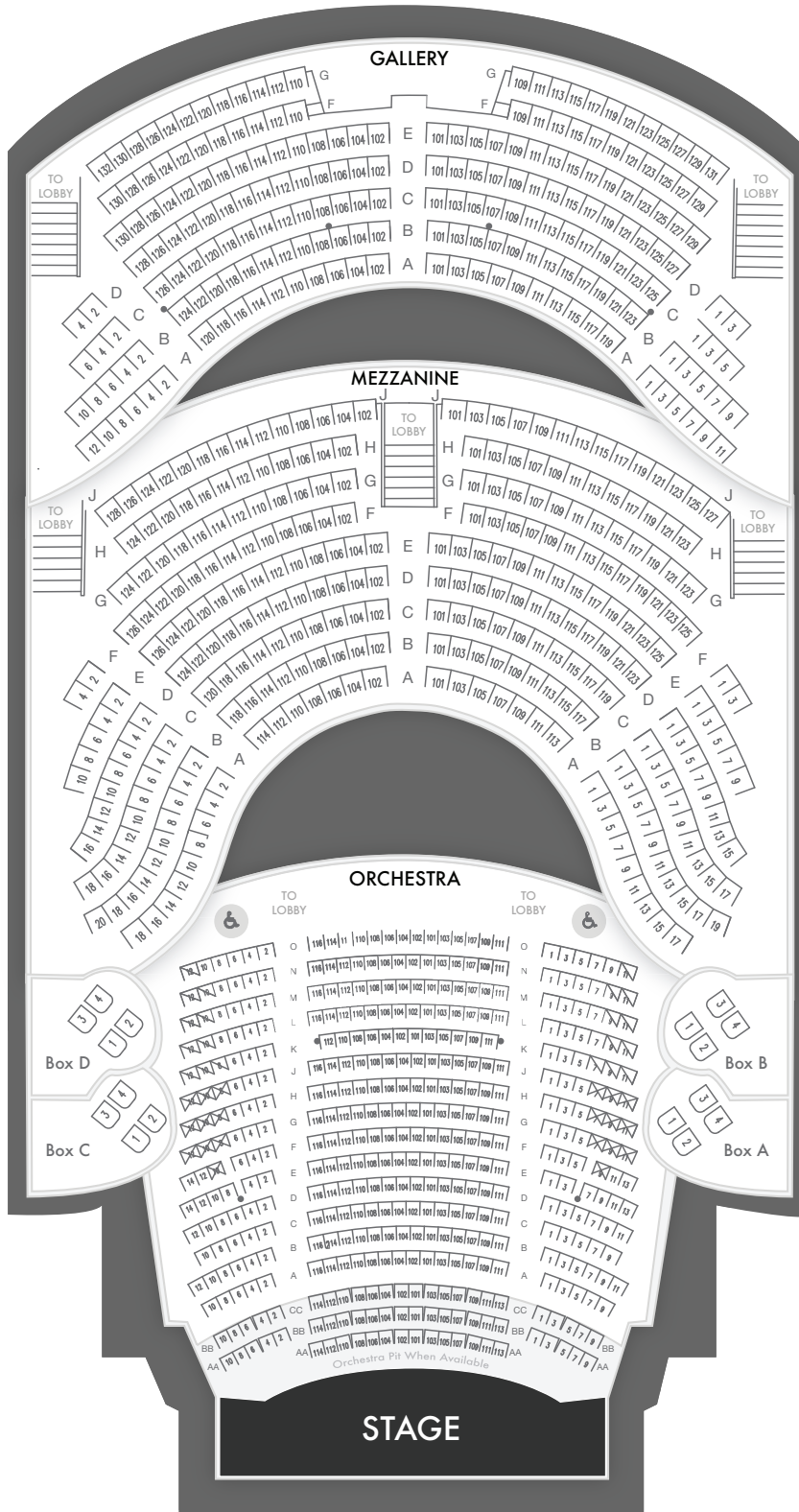


DRESSING ROOMS




Four (4) Star (1-3 Person) Dressing rooms with individual shower and toilet facilities. Also has small “green room” area that can double as production space. Located one level above the stage.

Two (2)—26 person Ensemble Dressing Rooms. Each one has individual make-up lights, sinks, toilets and showers. Located one level below the stage.

SEATING CHART



LEGEND

-  Accessible Seating
-  Irritated View
-  Limited View

CAPACITY

Pit	62
Orchestra	366
Mezzanine	290
Boxes	16
Gallery	206
Total	940

OPERA HOUSE CHALLENGES & SOLUTIONS

The Opera House in Lexington, Kentucky was built in 1886 and renovated in 1976. Throughout most of its existence, it has served the community as a venue for traveling attractions. As Broadway touring shows have gotten bigger and more complex, the staff at the Opera House, in conjunction with touring show crews, has devised solutions to some of the challenges that have arisen over the years. For the majority of theatrical productions touring today, the Opera House can be a workable venue without sacrificing the quality or quantity of the show's scenic elements. Following is a list of challenges, and the solutions that have been employed to overcome them:

GRID HEIGHT - 48 FEET: Roll or trip drops.

1. The Opera House has enough hardware in stock to roll at least 8 drops. Most touring shows that have used this method of shortening drops have found it effective without compromising quality. The maximum visible trim height at the Opera House is 21'-6", so if you have a 25 to 30 foot drop, the top 5 to 10 feet will not be seen by most of the audience. As an example, say a drop is ten feet too long to fly out of view. The top five feet of the drop is folded over onto itself, then rolled onto 1"x 4" boards. The boards are then attached to the pipe using wooden clamps. This procedure has been used for scrims, translucent drops and even fiber optic drops. The logic holds that if a drop can be folded for storage, it can be folded for rolling on batten boards.
2. If an open lineset is available immediately upstage of a drop, it can be used as a trip line to pick up the bottom of the drop and fly it out of view. In many cases, however, a second lineset is not available. Some touring show carpenters have used a method of self-tripping a drop which requires only one working pipe per drop. Typically, three trip lines attach to the bottom of the drop on the upstage side, go up through sheaves attached to the working pipe and then run offstage to the end of the pipe. At that point they run through a multiple sheave block and down to the fly rail, where they are tied off. As the pipe flies out, the trip lines automatically raise the bottom of the drop at twice the speed of the batten pipe.
3. The pickup lines on a piece of hard scenery can be choked for shorter length and clove-hitched to the pipe, then secured with Crosby clamps. The batten pipe can be masked with soft goods for low trim.
4. Another method of gaining more clearance is to rig the piece to the pipe at a point lower than the top of the piece of scenery. The grid steel is four feet higher than the maximum trim height of our short arbor pipes, and eight feet higher than high trim for the long arbor pipes. As long as the pipe will be hidden behind the scenery and not visible to the audience, this method of rigging can gain a considerable amount of trim height.

OFF STAGE WING SPACE:

The large roll-up doors located down left and right (see plan view pg. 3) can be utilized efficiently for moving large set pieces off stage as long as they are under 14'-2" tall and less than 10'-6" wide. The room stage right (R1) has a storage area of 45' x 35' and the room off left has storage space measuring approximately 20' x 30'. In order to use these areas for scenic storage, most empty crates, meat wagons, hampers, etc. will need to be stored elsewhere in the building or reloaded onto trailers. Please note there is a hallway between the stage and the off-left storage room that serves as an emergency exit from the theatre, and a fire lane against the wall must be kept clear and open at all times.

STORAGE SPACE:

There is a small storage space on the third floor backstage (R3), accessible by a freight elevator that is 6'-1" wide x 9'-8" deep x 6'-8" high.

OPERA HOUSE CHALLENGES & SOLUTIONS

PROSCENIUM WIDTH AND MASKING PROBLEMS:

The proscenium wings at the Opera House can be swung open to create a much larger opening, however, masking is difficult when this is done. To compensate for this, we have permanently hung two steel pipes, one on each side of the proscenium, to which we attach a set of our house black legs. The legs hang in the same plane as the proscenium, and can be used to adjust the proscenium opening from 36' to a maximum of 42'. On all other pipes, short extensions can be added (18" or less) for masking goods as long as the pipe does not move during the show.

If the show carries its own soft goods for masking, the house black velour legs can be hung as side maskers running up and down stage from the two gallery rails on each side of the stage. If side masking would interfere with set pieces moving on and off stage, a stagehand can breast them aside as needed. If necessary, additional hands can be added to the show call to accomplish this. For upstage masking, the show must accept the fact that the theatre has very little wing space. The house black soft goods, including a 20' x 50' blackout drop, can be used if additional masking is needed to conceal the upstage areas from view. Again, the availability of the house goods would be determined by whether the show has its own masking goods, or uses the house goods.

SIGHTLINE PROBLEMS CAUSED BY P.A. TOWERS:

By swinging open the hard proscenium wings, a larger footprint area is created for setting P.A. stacks. However, the balcony boxes are only eight feet above the stage floor at this location on each side of the stage, so P.A. stacks higher than eight feet will obstruct the view from these seats. In some instances, the show's sound engineer has either left off the upper part of the stack, and stacked it next to the lower part, or used the house line array to cover the balconies. It is strongly recommended that touring shows use the house line array speakers to ensure even audio coverage and avoid many sightline issues.

These solutions have proven themselves worthy on many occasions. However, new challenges arise every season and we are always eager to work with the touring show staff to find new solutions. If your show has particular needs or problems that should be addressed, please call the Technical Services department well in advance of your show dates. We will be glad to assist in making your visit to the Opera House a successful one.

EMERGENCY CARE & IMMEDIATE CARE

List of health professionals in Lexington area that you and your company may feel free to contact

SERVICE	ADDRESS	PHONE NUMBER
Nearest Hospital UK Good Samaritan Hospital	310 South Limestone	859-226-7000
Orthopedist Dr. Lisa DeGnore	1780 Nicholasville Rd. #501	859-278-3481
Chiropractor Bluegrass Chiropractor Dr. Barry Pelton	1132 Winchester Rd #125	859-254-0059
General Practitioner Dr. Mary Findley	2101 Nicholasville Rd. #204	859-977-2273
Dentist Dr. Katherine Green	1081 Dove Run Rd.	859-269-7135
Massage Therapist Goran Posvandzic	89 Southport Dr.	859-489-2521
Physical Therapist St. Joseph Rehab Services Anthony Howell	1 St. Joseph Dr.	859-313-1699
Urgent Treatment Center Concentra Urgent Care	1498 Boardwalk Dove Run Springs	859-254-5520
Ear, Nose, and Throat Specialist Dr. Sanford Archer	UK Medical Center	859-218-2145

POLICIES, RULES AND REGULATIONS

EXHIBIT 1

Rules and Regulations
Central Bank Center (CBC)
Lexington Opera House

In order to assist our users, the following list of Policies, Rules & Regulations is provided to answer the most frequent inquiries regarding the CBC's policies:

GENERAL INFORMATION

CBC/OPERA HOUSE is a non-smoking facility. In accordance with Section 14.97 of the Municipal Code of the LFUCG, the Opera House is a smoke-free facility. Additionally, CBC prohibits the use of E-cigarettes inside its facilities. With approval of the CBC in writing, an area may be designated as a smoking area for private events.

PARKING

There is no free parking in lots owned and operated by CBC at the Lexington Opera House.

Parking on the circle at the Short Street entrance of the Opera House is reserved for CBC staff only. As posted, vehicles without valid CBC permits will be towed at the expense of the vehicle owner. Licensee is responsible to inform all event participants of this policy. CBC will not be responsible for towing charges for unauthorized vehicles.

FACILITY FEES

Facility Fees at the Opera House are based on ticket price. Please refer to table below:

Not-for-Profit Organizations	\$2.00 Per Ticket
Commercial Clients	\$3.50 Per Ticket

All Clients

A fifteen percent (15%) administration fee will be included on all equipment rentals beyond the inventory of the CBC made at request of LICENSEE.

LICENSEE (or exhibitor) is responsible for the security of items in meeting rooms and exhibit areas. CBC shall not be responsible for damage or loss of property.

The use or distribution of lighter than air gas filled balloons is prohibited without prior approval. Approval would require a signed waiver of responsibility for costs associated with removal of said inflatables. Other common event decorations that require advance authorization include but are not limited to candles, glitter and confetti. Additional fees may be incurred for cleanup of these items.

Attachment of signs, display materials, decorations, etc. to wall surface, windows, lectern or drapery is prohibited. The hanging of signs and banners from ceilings must be approved and installed by CBC personnel only as an Ancillary Service.

Pets are prohibited with the exception of those authorized by CBC due to the nature of the event.

Exhibits using water features are prohibited in carpeted areas.

POLICIES, RULES AND REGULATIONS

FOOD AND BEVERAGE

The sale, service, or distribution of food or beverage products is an activity that is restricted to those licensed by the CBC. This includes, but is not restricted to, food/beverage items used as traffic promoters in trade shows such as coffee, popcorn, sodas, bottled water, bar service, etc.

Trade Show vendors may request authorization to sample food items specific to their business by submitting the Food Sampling Authorization form to CBC prior to the event. Vendors requesting permission to sell food items must submit the Food Sale and Distribution Authorization form for CBC approval. Should approval be granted these vendors are subject to a \$5/day food vendor fee.

Receptions: A (pre-show, intermission, or post show) reception in (Pardy's Pub, Level 3 Gallery, Level 2 Lounge, Backstage R-1) may be allowed for up to one hour. Additional hourly rates required for Technical Coordinator and Front of House Staff will apply. Alcoholic beverages must be provided through the CBC with all costs borne by Licensee. Cooking on site will not be permitted at any time. Food preparation is not permitted in carpeted areas.

Possession, distribution and consumption of alcoholic beverages is prohibited except through properly authorized vendors. CBC, at its discretion, may require full payment of estimated host bar costs one week prior to event. Events seeking an alcohol sponsor must discuss this in advance with their Sales or Event Manager to ensure steps are taken to adhere to Kentucky Revised Statutes governing the sale of alcohol.

As stipulated by KRS 243.036, the auction of any alcoholic beverage requires a temporary permit issued by the Alcohol Beverage Control Board. The application process takes 30-45 days to complete. A permit must be presented in order for the item to be sold. For further details and the application, please contact the ABC Board at (859)258-3796.

FIRE AND SAFETY REGULATIONS

This Facility is located in a School Zone as defined by the Gun Free School Zone Act 18 U.S.C. adopted November 29, 1990 (the Act). All persons are prohibited from possessing firearms on the premises unless such possession is authorized by exceptions listed in the Act or as authorized by the Commonwealth of Kentucky. Licensor also reserves the right to restrict or prohibit possession of other weapons such as knives and other dangerous weapons.

Use of the Facilities for a trade show or public exhibit purposes requires a detailed floor plan depicting the intended use of the area. Floor plan will be submitted to the CBC for review and approval by CBC and local fire marshal where appropriate. Displays located in corridors shall be located to one side, leaving an approved clear walking path. Approval of plans shall be obtained prior to sale or allocation of space to potential exhibitors.

Rigging plans must be submitted for approval for events that require equipment in excess of 100 lbs. to be suspended from the ceiling. Rigging of AV equipment and/or production equipment must be performed by CBC staff or its authorized representatives as an Exclusive Service.

Any use of open flames or smoke generating substances or equipment must receive prior approval and will incur extra fees.

LICENSEE agrees to make all production elements, decorations and construction materials non-combustible or flame retardant according to the National Fire Protection Association Code and any applicable local Fire Department Regulations (documentation is required). This includes, but is not limited to, organic decorations such as mulch, hay bales, etc. Treatment must occur prior to delivery to the Opera House. The Opera House Staff and the LFUCG Fire Prevention Bureau reserve the right to perform a flametest on any production piece to verify flame retardant properties (applicable fees will be charged to LICENSEE). The Opera House and/or the LFUCG Fire Prevention Bureau can disallow any production element that is either not flame retardant or contains material that could be considered unsafe.

Electrical devices must be installed, operated, and maintained in accordance with manufacturers' intended use and applicable codes. In any case, electrical devices that create a hazard to life or property are not permitted.

POLICIES, RULES AND REGULATIONS

Internal combustion equipment and motor vehicles may be displayed under the following conditions:

- Fuel supply limited to that necessary for installation and removal of equipment.
- Fuel tanks must have pressure released by removing fuel cap after vehicle has reached display position, and then the fuel cap must be locked or sealed.
- Electrical power supply must be disconnected.
- Keys must be removed from ignition and will be retained at CBC Security Headquarters.
- Motor vehicles are prohibited in carpeted areas, unless under the direction of CBC management, to take precautions for protection of CBC property.
- Any use of motorized vehicle in the Facilities is subject to prior approval of the CBC. Use of motorized vehicles during public occupancy of Facility is prohibited.

The use, display, or storage of flammable liquids, including liquid propane gas, is prohibited except as authorized by local and state fire regulations. Complying vendors using propane for the purpose of authorized food preparation are subject to the following limitations:

- Compressed gas cylinders must be firmly secured in an upright position.
- Propane storage tanks may be no larger than 5 pounds per booth.
- Booths using propane shall be located no closer than 100 feet apart.
- Additional propane tanks must be stored outside of the building.
- Food preparation is not permitted in carpeted areas.

Please contact the Lexington Fire Prevention Bureau if you need further information or clarification. 859-231-5602 (phone) or 859-231-5606 (fax).

Vendors for Fire Retardant Supplies:

Production Advantage proadv.com	800-424-9991
Rose Brand rosebrand.com	800-223-1624
Lexington Fire Extinguisher	859-299-4686

SECURITY

License Fee includes the service of one Security Guard, posted at stage door according to event scheduled access. All other security necessary for Front of House/Performing Staffing will be included as ancillary fees.

SUPERVISION OF MINORS

A schedule, detailing exacts dates and times when minors are expected to be backstage must be provided to the Opera House Technical Director in advance of load-in, for any event involving minors in the production. At least one adult representative [SUPERVISOR] from the Licensing organization must be named and positioned at the stage door to be present and responsible for supervision, prior to minors' entry into the building, throughout the duration of minors' participation and until the last minor has vacated the premises. A "point person" [CLIENT REPRESENTATIVE] should be named as secondary contact. (i.e. production supervisor or main technical contact for the LICENSEE).

LICENSEE must provide the name, title and both email address and cell phone number of SUPERVISOR AND CLIENT REPRESENTATIVE for the entire schedule prior to load-in. The entire schedule, along with names and contact information should be available at the tech office throughout the engagement. Any modifications to the schedule or supervisory personnel should be documented with the Opera House Technical Director, plus applicable fees will be charged.