

The Elco Performing Arts Center Elkhart, Indiana PROMOTER/TECHNICAL PACKAGE

BOOKING POLICIES

General Information

Resident Companies shall have first preference regarding booking dates for their respective seasons. Resident Companies are required to submit “proposed season holds” by February 1st for the following year’s season. Resident User “final holds” for said season must be confirmed by March 30th. Resident Users have exclusivity regarding the booking of a “season of events” in their particular genre. The Elco has exclusive control after April 1st for the upcoming season regarding the booking of similar Resident User type events.

Qualified Promoter

A Qualified Promoter is a promoter who has done an event at the Elco Performing Arts Center and has satisfied all previous Elco PAC contractual agreements –or- a new promoter who has successfully applied for a license to use the Elco PAC facilities. A new promoter must complete an Elco PAC license. The new promoter becomes a Qualified Promoter when license application has been approved by the Elco PAC management.

Resident User

A Resident Company is an Elkhart County, State of Indiana not-for-profit organization possessing a 501(c) federal classification. A Resident Company is further identified as being a Qualified Promoter that consistently rents the Elco PCA for a minimum of six (6) paid performance days per calendar year. Resident Companies will be afforded special rental fee rates. However, the Resident Company special rental fee rates are not applicable if the Resident Company partners or co-promotes with a Commercial Promoter. A Commercial Promoter is defined as a for-profit company whose primary business is to produce and/or promote touring stage productions, concerts or similar events. Said rentals shall be negotiated on a case by case basis and rental shall be determined based on ticket prices, number of shows, anticipated promoter expenses, and projected promoter net revenue

Not-For-Profit Users

A Not-For-Profit User must also be identified as a Qualified Promoter and possess a current 501(c) federal classification. Not-For-Profit Users will be afforded special rental fee rates. However, the Not-For-Profit User special rental fee rates are not applicable if the Not-For-Profit User partners or co-promotes with a Commercial Promoter. A Commercial Promoter is defined as a for-profit company whose primary business is to produce and/or promote touring stage productions, concerts or similar events. Said rentals shall be negotiated on a case by case basis and rental shall be determined based on ticket prices, number of shows, anticipated promoter expenses, and projected promoter net revenue.

Tentative Date Holds

Only a Qualified Promoter may hold dates for potential events. The “hold” must be documented on a Booking/Scheduling Information Report and must include current address and telephone numbers. “Holds” are for a maximum of 30 days and will be confirmed by fax. “Holds” may be renewed; however, it is the responsibility of all promoters to notify Elco PAC of any desire to

renew or extend an existing “Hold”. As noted above in “General Information,” Resident Companies are required to submit “proposed season holds” by February 1st for the following year’s season. Resident Companies’ “final holds” for said season must be confirmed by March 30th; however, they are not subject to the 30-day use, renew, or lose rule. All “hold dates may be “challenged.”

Date Challenges

If a tentative date is “held” by one Qualified Promoter, a second Qualified Promoter may challenge the date by providing the minimum rental deposit. The promoter with the tentative “hold” has 72 hours to provide the minimum rental deposit to confirm the date. The promoter with the tentative “hold” will be notified by phone that the date is being challenged. It is the responsibility of all promoters to keep the Elco PAC advised of any changes in their telephone numbers.

Confirmed Dates

When the Elco PAC receives a non-refundable rental deposit from a Qualified Promoter and issues a fully executed contract, the date is confirmed. Confirmed dates have an 18-day booking protection versus similar events. Similar events with different promoters have a 7-day grace period regarding release of tickets for public sale. Priority will be determined by booking confirmation date.

Rental Deposits

A rental deposit is equal to 1/2 day’s basic rent and must accompany return of signed contract. Resident Companies are exempt from this requirement.

Contracts

All Elco Performing Arts Center Rental Agreements will be issued for specific day, date, and times. All said agreements will include an expiration date and must be returned promptly with the deposit (if applicable) to avoid cancellation of contract offer and forfeiture of “hold.” The standard expiration date shall be fifteen (15) business days from issuance of agreement.

Smoking Policy

The entire Elco Performing Arts Center is non-smoking. This includes all backstage areas, lounges and lobbies.

Decibel Level

The ELCO Performing Arts Commission has designated that events at this facility not exceed 95db. Please call for more information.

Note

The Elco Performing Arts Center policy requires reserved seating for all public concerts. General admission, standing room and dancing are not permitted. Elco PAC designated or approved personnel must be used exclusively for all event staffing. Rules and regulations concerning the conduct of the performers and audience established by the Elco PAC must be strictly observed. All ticket sales must be through a Elco PAC approved ticket outlet. Until there is such a contract no ticket sales or advertising of an event shall take place.

STANDARD HOUSE EXPENSES

RENTAL FEE

\$900 Dollars vs. 7% of gross single performance sales (whichever is greater)
Additional Performances – negotiable. Not-for-profit rates available.

BOX OFFICE FEES

3.0% of Gross Tickets Sold
3.6% Blended Rate for Visa, MasterCard Credit Card Sales.

SURCHARGE

A \$.50 ELCO PAC Improvement Fund Surcharge Fee must be included in all advertised ticket prices.

LABOR

Ticket-Taker / Usher - \$14.00 / hr.
Security - \$23.00 / hr.
Maintenance - \$15.00 / hr.
Police Officer - \$38.00 / hr.
Paramedic / Nurse - \$21.00 / hr.
Stagehands - \$19.00 / hr.
Riggers - \$26.00 / hr
Stage Manager - \$23.00 / hr.

*Minimum four hour call for all of the above.

House Manager - \$125.00 / show
Box Office Manager - \$75.00 / show

EQUIPMENT

Basic Sound System w/2 mikes - \$50.00 (does not include wireless systems)
Complete Sound System - \$350.00 (plus labor. Additional equipment beyond listed extra)
Cluster Tie-In Only - \$150.00
Complete Lighting System - \$350.00 (plus labor)
Specific Gel Request - \$7.00/sheet
Followspot Xenon Super Trooper (2) - \$75.00 each plus operator
Instruments Only - \$5 ea.
Grand Piano - \$125.00 (includes tuning)
Production Office – 1 telephone & 1 fax line provided
Additional phone lines \$100 ea.
Additional equipment quoted on request.

CATERING

Contracted caterer must be used for all events.
Please call: Elco Performing Arts Center

MERCHANDISING

15% House Commission on gross sales of all promotional merchandise

LICENSE APPLICATION

In order to properly fill out your application for submission, please *print* and fax your application to (574) 293-8096.

Event: _____

Space to be used: _____

Date(s): _____

Move In: _____ Move Out: _____

Start Time(s): _____ Length of Show: _____

Est. Attendance: _____ Ticket Prices: _____

Contracting Organization: _____

Contact: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

EMAIL: _____

Contracting Organization Principals: _____

Other Promoters involved in Event: _____

List all performers and/or groups in show for which this License Application is being submitted:

PROMOTER INFORMATION

Box Office and Address

Box Office & Mailing Address:
Elco Performing Arts Center
410 South Main Street
Elkhart, IN 46516
(574) 293-4469 - Box Office Phone
(800) 294-8223 - Box Office Toll Free

Box Office Hours are:
10 am to 5pm Monday thru Friday

Payment Information

- o The Elco Box Office accepts Cash, Visa, MasterCard
- o A check will only be accepted with a form of identification.
- o Patrons who write checks that are returned to the box office due to insufficient funds will be charged a \$25.00 service fee.

Seating Breakdown Per Area

SECTION	# OF SEATS	
Orchestra	477	10 Wheelchair Positions available on main floor could subtract from total seats available. Each wheelchair position is the equivalent of 14 regular seats.
Main	561	
Boxes	30	
Mezzanine	245	
1 st Balcony	381	
2 nd Balcony	245	
TOTAL		Note: A \$.50 Elco Improvement Fee/Surcharge <u>must</u> be included in all advertised ticket prices.

Technical Information

PHYSICAL ADDRESS:

410 S. Main Street,
Elkhart, IN 46516

TECHNICAL DIRECTOR:

James Beck

POWER:

STAGE

2 – 400 amp, 3 phase
2 – 200 amp, 3 phase
1 – 100 amp, 3 phase
1 – 80 amp shore SR

PROSCENIUM OPENING

43' x 26' x 21' w/Main

DEPTH:

26' (plaster line to wall)

WING SPACE:

15' x 20' SR – 6' x 20' SL

LOADING ACCESS:

9' 10" H x 8' W Door ULC

COUNTERWEIGHTS:

58,500lbs.

OF LINE SETS:

30

GRID HEIGHT:

57'

BATTEN HEIGHT:

30 lines – 2" x 52' – 1,000lb max.

BACKSTAGE ELEVATOR:

6' x 7' Opening

DRESSING ROOMS:

1 – On stage SL

1 – Women's Chorus

7 – Dressing Rooms

1 – Hair/Wardrobe Room

1 – Catering Room

STAGE CREW:

In-House Staff

ELCO Pac Line Set Schedule

LINE #	DESCRIPTION	DISTANCE FROM PLASTER LINE
1	MAIN	1' 4"
2		1' 10"
3		2' 10"
4		3' 4"
5		4' 10"
6	1 st ELEC. & STRIPLIGHT	5' 4"
7		5' 10"
8		6' 10"
9		7' 10"
10		8' 10"
11		9' 10"
12		10' 10"
13		11' 4"
14	2 nd ELEC. & STRIPLIGHT	11' 10"
15		12' 4"
16		13' 4"
17	MIDSTAGE TRAVELER	14' 10"
18		15' 4"
19		15' 10"
20		16' 10"
21		17' 4"
22	3 rd ELEC. & STRIPLIGHT	18' 4"
23		19' 4"
24		19' 10"
25		20' 4"
26		21' 10"
27		23' 4"
28		23' 10"
29	BLACKOUT	24' 10"
30	SKY BLUE CYC	25' 4"

LIGHTING:

ELCO PAC LIGHTING SYSTEM:

1- ETC EXPRESS 72/144

96 - 2.4kw DIMMERS

IN HOUSE LIGHTING FIXTURES:

48 - 1 KW PAR 64 (MEDIUM)

24 - 8" 1KW FRESNELS

6 - 6" 500 WATT FRESNELS

41 - 6X9 AXIAL ELLIPSODIALS

13 - 6X12 AXIAL ELLIPSODIALS

16 - 6X16 AXIAL ELLIPSODIALS

10 - 8X10 AXIAL ELLIPSODIALS

16 - 6X22 AXIAL ELLIPSODIALS

12 - R40 STRIP LIGHTS

5 - 4 CEL CYC LIGHTS

DMX "TIE IN" LOCATIONS ARE AT THE FOH MIX POSITION AND IN THE
DOWN STAGE RIGHT WING

2 - Zenon 2kw Super Trouper Followspots

ELCO PAC SOUND SYSTEM

Console - Allen & Heath GL4000 48 x 8 x 2 x 1

Main system compression and eq - dbx 166xl and dbx 2031

Cluster - JBL Venue Series w/underbalcony fills.

Crown IQ USM 810 active crossover

Outboard Gear - 4 dbx 166xl (insertable)

4 dbx 266xl (insertable)

2 Lexicon MPX1 effects

1 Denon DN-T620 CD/Cassette Deck

Microphones - 5 EV RE 20

12 EV RE 200 condenser

6 EV N/D 767 vocal mics

1 EV N/D 868

5 Crown CM700 vocal mics

5 Crown CM200 condenser

4 AKG handheld/lav wireless microphones

4 direct boxes

Stands and cables for all mics

Intercom System - 8 station Clear Com System

TELEVISION/RADIO ADVERTISING

<p>WHME-TV 46 61300 Ironwood Rd. South Bend, IN 46614 (574) 291-8200</p> <p>WNDU-TV 16 NBC 54616 US 31 N South Bend, IN 46637 (574) 631-1616</p> <p>WNIT-TV 34 Public Television 2300 Charger Blvd. Elkhart, IN 46515 (574) 674-5961</p> <p>WSBT-TV 22 CBS 300 W. Jefferson Blvd. South Bend, IN 46601 (574) 233-3141 (574) 288-6630</p> <p>WSJV-TV 28 FOX P.O. Box 28 South Bend, IN 46624 (574) 674-5106 (574) 522-7609--Fax</p> <p>WBND-TV 58 ABC 431 E. Colfax South Bend, IN 46617 (574) 287-9263</p> <p>WBYT B-100 (Country) 237 W. Edison Rd. Mishawaka, IN 46545 (574) 258-5483</p> <p>WHLY (Adult Lite) 3371 Cleveland Rd. South Bend, IN 46614 (574) 234-1580</p> <p>WNDV U93 (Adult Contemp./ Top 40) 3371 Cleveland Rd. South Bend, IN 46628 (574) 273-9300</p>	<p>WNSN SUNNY 101.5 (Contemporary Lite) 300 W. Jefferson Blvd. South Bend, IN 46601 (574) 233-3141</p> <p>WRBR (Adult Rock, The Bob & Tom Show) 237 W. Edison Rd. Mishawaka, IN 46545 (574) 258-5483</p> <p>WAOR 95 (Classic Rock) 237 W. Edison Rd. Mishawaka, IN 46545 (574) 258-5483</p> <p>WNDV AM 1490 (Oldies, Talk, ND Football) 3371 Cleveland Rd. Suite 310 South Bend, IN 46616 (574) 273-9300</p> <p>WSBT AM 960 (News, Talk) 300 Jefferson Blvd. South Bend, IN 46601 (574) 233-3141</p> <p>WUBS (Urban/Christian) 702 Lincoln Way West South Bend, IN 46619 (574) 287-4700</p> <p>WUBU (Smooth Jazz) 237 W. Edison Rd. Mishawaka, IN 46545 (574) 258-9333</p> <p>WHME (Christian) 61300 Ironwood Dr. South Bend, IN 46615 (574) 291-8200</p>	<p>WSMK (Urban/R&B) 925 N. 5th Street Niles, MI 49120 (269) 683-4343</p> <p>WVPE (Public Radio) 2720 California Rd. Elkhart, IN 46516 (574) 262-5660</p> <p>WTRC (News, Information) 58096 County Rd. 7 Elkhart, IN 46516 (574) 293-5611</p> <p>WIRX (Rock) 580 E. Napier Benton Harbor, MI (269) 684-1071</p> <p>WFRN (Christian) 25802 County Rd. 27 Elkhart, IN 46517 (800) 933-0501</p> <p>WZOW - Z-97.7 (Classic Rock) P.O. Box 497 Goshen, IN 46527 (574) 533-1460</p> <p>WZOC (Oldies) 300 W. Jefferson Blvd. South Bend, IN 46601 (574) 233-3141</p>
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PRINT ADVERTISING

SOUTH BEND

South Bend Tribune

225 W. Colfax
South Bend, IN 46601
(574) 235-6266
(574) 239-2648 Fax
Punch Section--Thursday
Entertainment Section--Sunday
Open Rate \$35.00 and \$49.00

Michiana Now

(Free Delivery)
2102 S. Michigan St.
South Bend, IN 46613
(574) 233-9337
(574) 282-4415 Fax

Penny Saver

(Free Delivery)
2102 S. Michigan St.
South Bend, IN 46613
(574) 282-4439
(574) 282-4409 Fax

Music Revue

(Free Delivery)
Premier Publications
P.O. Box 673
Coloma MI 49038
(269) 468-7009

The Source of Northern Indiana

118 E. 8th Street
P.O. Box 1230
Mishawaka, IN 46546
(574) 255-6677
(574) 257-1919 Fax

NOTRE DAME UNIVERSITY

Notre Dame Observer

University of Notre Dame
South Bend, IN 46556
(574) 631-5303
(574) 631-6927 Fax

ELKHART

The Elkhart Truth

421 S. 2nd St.
Elkhart, IN 46516
(574) 294-1661
(574) 294-3895 Fax

GOSHEN

Goshen News
114 S. Main Street
Goshen, IN 46526
(574) 533-2151 Ext. 398

LAPORTE

LaPorte Herald Argus

701 State Street
LaPorte, IN 46350-3328
(219) 362-2161
(219) 362-2166 Fax

MICHIGAN CITY

Michigan City News-Dispatch

121 W. Michigan St.
Michigan City, IN 46360-3274
(219) 874-7211
(219) 872-8511 Fax

NILES

Niles Daily Star

217 N. 4th Street
Niles, MI 49120
(269) 683-2100

ROCHESTER

Rochester Sentinel

118 E. 8th St.
P.O. Box 260
Rochester, IN 46975
(574) 223-2111
(574) 223-5782 Fax

PLYMOUTH

Plymouth Pilot News

P.O. Box 220
Plymouth, IN 46563
(574) 936-3101

ST. JOE, MICHIGAN

The Herald Palladium

3450 Hollywood Road
St. Joseph, MI 49085
(269) 429-2400
Entertainment Section – Thursday