

# **Buena Performing Arts Center (BPAC) Facility Use Information Packet**

Buena Performing Arts Center  
5225 Buena School Blvd.  
Sierra Vista, Arizona 85635

Phone Numbers  
(520) 515 2820, Rick Klein  
(520) 515 2874, Fax

General Information [info@buenapac.com](mailto:info@buenapac.com)

# BPAC Specifications

## Contact Information

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General Information info@buenapac.com

## Mailing Address

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## House Info

The facility was opened in January of 1992. The main auditorium can seat from 907 to as many as 1319 with opening the two pods. The Little Theatre Pod seats 206 and features a small stage with self-contained computer lighting and sound. The Lecture Pod seats 213 and is ideal for group meetings.

## Stage Facilities

The main stage has 4000 sq. ft. of performance and wing space. The proscenium is 40 ft. wide and 17 ft. high. There is a removable floor which makes our thrust over the orchestra pit 20 ft. from the center to the grand curtain. The distance from the grand curtain to the back cyclorama is 32 ft. leaving 5 ft. 4 in. to the backwall for crossovers. The distance from the stage floor to the grid is 56 ft. Performance entrance side is stage right and the mechanical side is stage left. The Grand curtain is pewter and can travel or fly manually. The stage also has 3 pairs of 14 ft. wide black legs, a pewter valance, 3 black, borders and 3 black, stage travelers. There is also a white, flat back cyclorama as well as a white and a black, full stage scrims available. A Garrison size American flag is available.

The fly system has 21 usable line sets with the lock rail on the second level, stage left and it is a single-purchase, counterweight system. The 4 motorized, electrical battens are operated from the floor, stage left. All house electrics are 20 amp., twist-lock connections. There are some adapters and cables for extensions and conversions available.

Off-loading can be accomplished by a ground, stage level, loading dock on stage right. There is a set of double doors with no center brace (6'11" x 5'11") and roll-up doors allowing a 10' x 10' entrance.

## Orchestra Pit

The orchestra pit measures 40' x 9'5" and 8'8" deep. Equipment inventory for the pit is variable and necessary equipment should be prearranged prior to load-in.

## Lighting

Colortran Encore 48/96  
Viewpoint LCD Stations (Stage & Booth)  
02 - 96 E.N.R. Dimmer Racks  
164 - 2.4 Kw Stage Dimmers  
28 - 2.4 Kw House Dimmers  
50 - 6" Fresnel 1000 watts  
30 - 6" Ellipsoidal 1000 watts  
10 - 30-40-50 Mini Ellipse 500 watts  
15 - Focusing Scoops 1000 watts  
08 - Par 64, 8"  
04 - 15 to 35 Zoom Ellipse 1000 watts  
04 - 3 light Far-Cyc 1000 watts  
03 - 2 light Far-Cyc 1000 watts  
04 - 3 circuit 12 light borders  
02 - Mighty Arc II Follow spots (back of house)  
02 - Trouper Follow Spots (beam position)  
06 - Extreme A/S

## Sound

- Yamaha M3000/40channels
- Soundcraft 200SR w/25 channels, 4 outs
- JBL Center Speaker Cluster and side fills
- Playback and Record System - cassette, CD, dat, mini-disk
- Telex Communications with headset communication to control booth, spot bays, sound board, fly rail, stage left & right, beam positions
- Backstage Cueing System, control access stage right

## Dressing Rooms

Dressing/makeup room area includes central wall mirror & table, chairs, and sink. Areas to the left and right include wall lockers and toilet facilities. There is no shower capability. Immediate stage right access to main theatre.

## Tech Crews

Buena High School is fortunate in that a course curriculum of Theatre Technology Classes (beginning, intermediate & advanced) exposing students to the areas of lighting, sound, scenery & stage is available for P.A.C. events.

## Batten Location (Line Sets and Distances)

<u>Line #</u>	<u>Standard</u>	<u>To Plaster Line</u>
0	Fire Curtain	0' 3"
1	Valance	0' 8"
2	Grand Curtain (Grey)	1' 4"
X	1 <sup>st</sup> Electric (motorized)	3' 0"
3	Open	5' 0"
4	Open	5' 9"
5	Legs	7' 0"
6	Movie Screen	8' 0"
7	Open	9' 0"
8	Open	10' 0"
X	Border ( Hand-crank )	10'8"
X	2 <sup>nd</sup> Electric ( Motorized )	12'-0"
9	Traveler ( Black )	14'6"
10	Open	16'0"
11	Legs	17'0"
12	Open ( Silver )	19'6"
X	Border ( Hand-crank )	20'4"
X	3 <sup>rd</sup> Electric ( Motorized )	21'0"
13	Open	23'3"
14	Traveler ( Black )	24'9"
15	Legs	26'0"
16	Open	27'0"
X	Border ( Hand-crank )	27'9"
X	4 <sup>th</sup> Electric ( Motorized )	29'0"
17	Traveler ( Black )	30'6"
18	Open	32'0"
19	Open	33'0"
20	Open	34'0"
21	Sky Cyclorama	36'0"

Note: Black & white full stage scrims are available for use.  
 Motorized electric battens not suitable for scenic or moving pieces.

# BPAC Policies

## Building Hours & Scheduling

The PAC will maintain a calendar of activities and may accept tentative dates for potential rentals. Spaces will be scheduled and held on the calendar after receipt of a non-refundable performance intent charge. (see fee schedule)

At what ever time a potential user informs the PAC that a date is firm, a contract will be sent to the user for signature. Contracts will always be issued in advance of the rental date, generally not later than five (5) working days prior to occupancy, but not more than one year prior to the date(s) requested. However, no contract will be acted upon for a succeeding school year until after the school district calendar is set and approved by the Governing Board.

## Facilities & Equipment

The user is required to provide all necessary technical information no later than fourteen (14) days prior to the first day of the engagement. Generally the user will provide said information in a pre-production meeting at the PAC, but may provide written specifications with follow-up by telephone. The BPAC Facility Use Information Sheet is to be filled out with all the necessary information the PAC needs prior to the event.

The more complete and accurate the information provided, the better the PAC service will be. The PAC will not be responsible for problems resulting from inadequate advance planning through proper communication with the PAC. The PAC house manager and his assigned representatives reserve the right to alter any aspect of a production of which there is a question of safety for participants and/or protection of PAC equipment.

## Obstructions

No portions of the sidewalks, entries, halls, elevators or ways of access to public utilities of the premises shall be obstructed by the user. Any damage resulting on account of any abuse or of any misuse of any portion, facility or equipment, of whatsoever character, shall be paid by the user.

## Parking

The PAC does not guarantee parking for its users or staff and patrons. The granting of a contract to use the PAC shall in no way obligate the PAC to provide parking for the user.

Trucks carrying equipment to be used by the user in the presentation of the event may be loaded, unloaded and parked at the exclusive direction of the PAC management.

### Flammable Materials

No flammable materials such as bunting, tissue paper, crepe paper, etc... will be permitted to be used for decorations. Open flames in any area of the building are strictly prohibited, regardless of how they are fueled, unless approved by the PAC.

## Storage

In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the PAC, neither the PAC, its officers, agents or employees shall be liable for any loss, damage or injury to such property.

### Broadcasting & Recording

No event may be photographed in the PAC, nor may it be broadcast, video taped, recorded or otherwise reproduced without the consent of the PAC. The location of cameras and video equipment is subject to approval by the PAC House Manager. Outside individuals/businesses (ie: video, audio, photography) providing services for a profit, are considered to be a 3rd party vendor. Additional support charges and/or a separate user agreement may be required.

## Smoking

Smoking is not permitted in any area of the facility. The user shall be responsible for enforcing the no-smoking regulation. Failure on the part of the user to enforce this regulation shall constitute a breach of contract and can, at the option of the PAC, cause the termination of said agreement as well as refusal of future usage.

## Entrances

All performance and participants must use the back stage entrance prior to the show. No other doors are to be used by performers or stage personnel; nor will any doors be propped open. Audience members will be allowed into the hall upon notification of the performance group and contract users; however, the PAC shall determine if and when the doors are to be unlocked.

## Objectionable Persons

The PAC reserves the right to eject from the premises any objectionable persons; and neither the PAC nor any of its representatives shall be liable to the user for any damages that may be sustained by such action.

The term "objectionable persons" shall include those persons by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of building policy or laws, make the proper conduction of business difficult or impossible.

## Laws & Licenses

The user shall comply with all laws of the United States, the State of Arizona, the City of Sierra Vista, and rules and regulations established by designated officers of the Sierra Vista Governing Board.

The user shall obtain all permits and licenses required by the laws, ordinances, rules and regulations needed for the engagement. The PAC shall have the right to require the user to furnish satisfactory evidence that it has obtained all such licenses.

## Right to Alter Manual

The Buena Performing Arts Center may change, alter, amend or cancel any or all of the articles and sections of this Operation Policy Manual at any time without notice.

## Rehearsal Attendance

Rehearsals are defined as productions performed without an audience or with no more than fifty (50) people watching the production. If the user exceeds the stated maximum, the user shall be responsible for payment of performance rates for the days applicable.

## Security

Authorized representatives of the PAC shall be on duty during the time any facilities are being used under contract. All costs for adequate supervision shall be the responsibility of the user. This shall include proper police and fire protection. The presence or lack of security shall not alter the fact that the Buena Performing Arts Center, under the terms of the agreement, assumes no liability for the loss, theft or damage to the property of the user. The PAC reserves the right to retain security, at the cost of the contract user, if determined necessary.

## Insurance Requirements

A comprehensive liability policy at a minimum level of one million dollars combined single limit shall be provided by the user. Proof of this insurance with "Buena Performing Arts Center" named on the certificate of insurance must be provided prior to the first date of the engagement. The period of coverage shall be throughout the term of the agreement, at the user's sole cost. This insurance shall be a broad-form, general public liability insurance against claims and liability for personal injury, death, or property damage arising from the use, occupancy or disuse of the PAC or adjoining areas and ways. Additional limits and qualifications may be specified by the PAC as deemed necessary.

## Royalties & Dues

The user shall be responsible for ASCAP, BMI and any other royalty fees associated with the user's event. Theatrical presentations requiring contracts with Samuel French, Music Theatre International or other companies shall be the responsibility of the user and at no time shall the PAC be expected to enter into such agreements in any way. The PAC may refuse rental to any group which is not in good standing with a theatrical play/music service.

The user shall be responsible for all contracts and fees associated with the employment of its personnel, including actors, technicians, directors, choreographers and all other artistic labor.

### **Address questions and date requests to :**

Buena Performing Arts Center  
5225 Buena School Blvd.  
Sierra Vista, Arizona 85635  
(520) 515 2820, Rick Klein, Manager  
(520) 515 2874, Fax

# BPSC User Classes

## Class I: Sierra Vista Public Schools

This requester category is one of "co-sponsorship" by the school district of certain types of activities generally considered to be directly associated with the district. (PTO, Booster Groups, SVCTA, JROTC, etc.) Fund raising activities may be charged a Class II fee to cover utilities and custodial costs.

## Class II: Community

This requester category includes church groups requesting a facility for services of special functions, civic groups, state tax supported educational institutions, service organizations and other "non-profit" groups.

Fund raising activities by Class II users will be charged as a Class III user unless one of the following conditions apply:

- All sponsors and performers must reside within the boundaries of the Sierra Vista School District. OR
- More than 40% of all proceeds must be dedicated to scholarships or other educational programs for Sierra Vista Public School Students.

## Class III: Commercial

This requester category is a civic, service, religious, governmental agency, or educational user sponsoring an event for the specific purpose of charging a fee.

## Class IV: Entrepreneurs

This requester category is an individual or group desiring to use a district facility to make a profit. They do not qualify as a civic, service, religious, educational or governmental agency. Facilities other than the Buena Performing Arts Center will be dealt with on a case by case basis, also governed by existing policies and fees.



## Facility Rates

*The Facility Rates and User Descriptions may be altered, amended or canceled at any time without notice. Please contact the BPAC offices for current guidelines and rates. The information provided is current as of July 2004.*

### Main Theater

One (1) Unit Minimum - Four (4) Hours  
 \*\* Two (2) Hour Minimum  
 ~ Additional hours to include load in and load out ~  
 A \$100 Calendar deposit is required for every event

Class Category	Program Facility Fee	Rehearsal/Additional hrs. with stage lighting	Rehearsal/Additional hrs. without stage lighting
Class II : Community	\$300/unit	\$50/hour	\$35/hour
Class III: Commercial	\$650/unit	\$100/hour	\$50/hour
Class IV: Entrepreneurs	\$1,050/unit	\$150/hour	\$100/hour

### Theater Pod

Class Category	*Performance	Rehearsal/Additional hrs.
Class II : Community	\$120/unit	\$24/hour
Class III: Commercial	\$200/unit	\$48/hour
Class IV: Entrepreneurs	\$250/unit	\$60/hour

### Lecture Pod

Class II : Community	**Event - \$18/hr
Class III : Commercial	**Event - \$28/hr
Class IV : Entrepreneurs	**Event - \$38/hr

### Fine Arts Rooms

Class II : Community	Event - \$18/hr
Class III : Commercial	Event - \$28/hr
Class IV : Entrepreneurs	Event - \$38/hr

## Labor Fees \*\* (2 hour minimum) holiday rate additional

- PAC Supervisor(s) - \$25/hour
- PAC Event Staff - \$18/hour
- PAC Custodial - \$18/hour
- PAC Production Staff (students) - \$ 7/hour
- PAC House Ushers (6) - \$60/per event
- SVPS OTHER Or Sub Contract - cost, plus 15%  
(i.e. security, electrician, maintenance, food service)

## Holiday Rate

A holiday rate of time and one half is charged when any BPAC employee must work during the following holidays:

New Year's Eve	Labor Day
New Year's Day	Veteran's Day
MLK Day	Thanksgiving Day
Easter Day	Thanksgiving Friday
Memorial Day	Christmas Eve
July 4th	Christmas Day

*\*\*\*Resource Fees will apply to all class categories designed to recover costs for the areas of audio, lighting, labor and misc. equipment. (see Resource Schedule page)*

# BPAC Resource Schedule

*The Facility Rates and User Descriptions may be altered, amended or canceled at any time without notice. Please contact the BPAC offices for current guidelines and rates. The information provided is current as of July 2004.*

## Audio Fees

- House System - no charge
- Custom System - \$100 To be determined by management.
- Portable System (to other areas)
- 6 Channel System with Two Speakers - \$100 (Does not include playback or recording)
- DJ System - \$125 plus Labor
  - Labor is Production Staff member(s) (4 hour minimum). Does not include recording
- Custom - To be determined

## Single Item Audio Fees

- Available wireless handheld mics (per unit) - \$10
- Available wireless lavalier mics (per unit) - \$15
- Cassette Tape - \$ 5
- DAT Tape - \$ 8
- Minidisk - \$ 5
- Additional speaker, monitor, or amplifier (per unit) - \$50
- Sub-contracted/rental equipment - cost, plus 15%

## Lighting Fees

### House Hang/Color - no charge

- Includes 1 hour programming time.
- Additional time charges at Labor Rates

### Custom Hang/No color - \$200 plus Labor

- Labor includes hang and restoration

### Special Need Lighting Fees

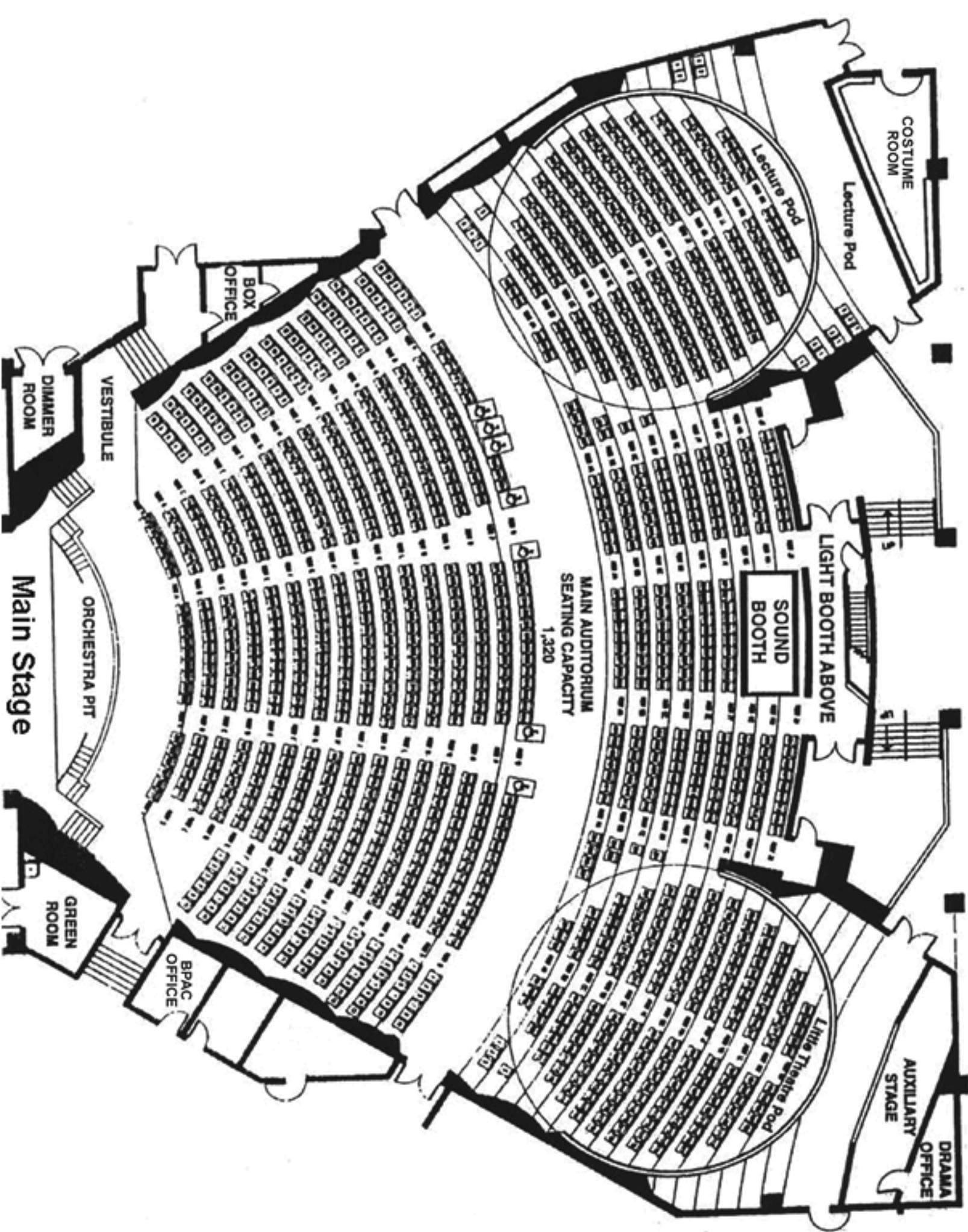
- Special instrument hang (per instrument) - \$ 5
- Side Trees (4 total) (per tree) - \$ 5
- Follow Spots (per unit/session) - \$35
- Intelligent Lighting (per session) - \$25
- Foot Lights (per strip) - \$20
- Rental equipment/special purchase - cost, plus 15%
- BPAC use RoscoLux color - recovery cost plus 15%

## Media Recording Fees

- Multi media recordings services available to support productions
  - Materials and Production order must be made available to facility at least one week prior to event
  - Labor and material costs will apply on a case by case basis

## Miscellaneous Equipment (pending availability)

- 9' Kurtzman Grand Piano (rehearsal & performance) - \$40
- Upright Sohmer Piano - \$30
- Piano Tuning (per piano - user must request) - \$70  
*BPAC pianos are tuned periodically. Tuning fees will apply if the user requests tuning for a specific event.*
- Special Effects Snow/Fog (per session) - \$10
- Orchestra Pit Uncovered (fee) - \$100
- Wenger Portamaster Riser (per riser) - \$ 5
- Wenger 3 Step Choir Riser (per riser) - \$10
- Wenger Acoustic Shell (12 total) (per shell) - \$ 5
- Video Projector (per session)- \$50
- House Fixed VHS Camera Recording (per session) - \$10
- VHS Video Cassette Tape (per tape) - \$ 6
- Other musical equipment not listed will be dealt with on a case by case basis
- Sub-Contract/Rentals/Special Purchase - cost, plus 15%



Phoenix - Tucson

Benson

Wilcox



It is approximately 28 miles from I-10 To Sierra Vista and the Hwy 90 Bypass

90



Hwy 90 Bypass

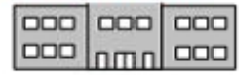
90

Ft Huachuca East Gate

Sierra Vista

UA South

Buena High School



BPAC

E Buena School Blvd

Cochise College

N Guilio Cesare Ave.

Wal Mart

Charleston Road



Ft Huachuca Main Gate

Martin Luther King Blvd.

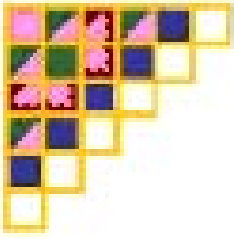


90

Fry Blvd.

92

Buffalo Soldier Trail



# *Buena Performing Arts Center*

## *Facility Use Information Sheet*

Please Fill Out All Sections That Apply

General Information	
Event:	Producing Organization:
Contact Name & Number:	Contact Name & Email:
Date of Event:	Arrival Time:
Estimated Number Of Performers:	Number Of Additional Personnel:

House Information	
Event Start Time:	Expected Time For House To Open:
Admission Price(s):	Is Seating Assigned?
Are Tickets Pre-sold?	If Yes, Where?
Will You Be Providing Your Own House Manager?	If Yes, who?
Will You Be Providing Your Own Ushers?	If Yes, How Many?
Will You Need The Box Office, Tables, Chairs Or Other Equipment? Please List:	

Staging Information					
4' x 8' Risers	Number	Stage Location	Type	Number	Stage Location
8"			Podium		
16"			Orchestra Shell		
24"			Tables		
32"			Chairs		
3 Step Choral Riser			Music Stands		
Additional Comments or Information:					
How Many Separate Stage Settings Do You Plan To Have?					
Please Explain Settings:					
Please Attach A Plan Of Your Anticipated Stage Setup Or Forward One To the Facility As Soon As Possible.					

## Lighting Info

Will You Be Using The Standard BPAC Lighting Plot?

Please Describe Your Anticipated Lighting Needs:

Will You need Any Areas Of The Stage Specially Lit? If So, What:

Will You Be Using Follow Spots? If Yes, How Many?

Additional Comments/ Information:

If Using A Custom Lighting Plot, Please Attach A Copy Of The Plot Or Forward One To The Facility  
 ☆ As Soon As Possible. ☆

## Audio Information

Number of Microphones Needed

Use	Number	Stage Location	Requested Type
Speaking:			
Singing:			
Instrument:			
Floor:			
Wireless Handheld:			
Wireless Lavalier			
Wireless Headset			

Monitors Needed

Monitor Send	Number Speakers	Stage Locations
Monitor Send 1:		
Monitor Send 2:		
Monitor Send 3:		
Monitor Send 4:		

Playback Needs

Recording Needs

Type	Please Check	Type	Please Check
CD		MD	
MD		DAT	
DAT		Cassette	
Cassette		Line to Outside System	

Additional Comments/ Information:

Please Attach A Plan Of Your Anticipated Audio Set Up Or Forward One To The Facility As Soon  
 ☆ As Possible. ☆



**Video Production Information**

<b>If Using The House Video System, What Will Be Needed?</b>			
<b>Projection</b>		<b>Playback</b>	
Fixed Projector Stage Left		SVHS	
Fixed Screen Stage Left		VHS	
Fixed Projector Stage Right		DVD	
Fixed Screen Stage Right		DV	
Flexible Projector		Composite Line Input	
Center Screen Line Set # 6		Digital Line Input	
Other Projection Surface		Will The Input Include Audio?	
<b>If Playback Is A Computer Media, Please Describe Type:</b>			

**Miscellaneous Information**

<b>Do You Plan To Have Displays In The Lobby?</b>		<b>Do You Plan To Have Vendors In The Lobby?</b>	
<b>Is There A Power Requirement For Either Displays Or Vendors? If Yes, What?</b>			
<b>Would You Like Concession Services for Your Event?</b>			
<b>Does Your Event Include Catering?</b>	<b>If Yes, For Whom?</b>	<b>If Yes, By Whom?</b>	
<b>Will You Have Additional Dressing Room Needs?</b>			
<b>Will A Company Other Than Your Own Be Photographing Or Videotaping This Event?</b>			
<b>If Additional Security Is Required, Who Will Be Providing This Service?</b>			

**Comments:**