

OVERVIEW

Factory's Studio Theatre is a rectangular black box style theatre. In standard configuration, a 32" high stage is situated in the north end of the room. The stage is 21' wide by 30' deep.

The stage and audience seating risers are modular and can be reconfigured for your individual show requirements. Additional information about the riser systems is included in this package.

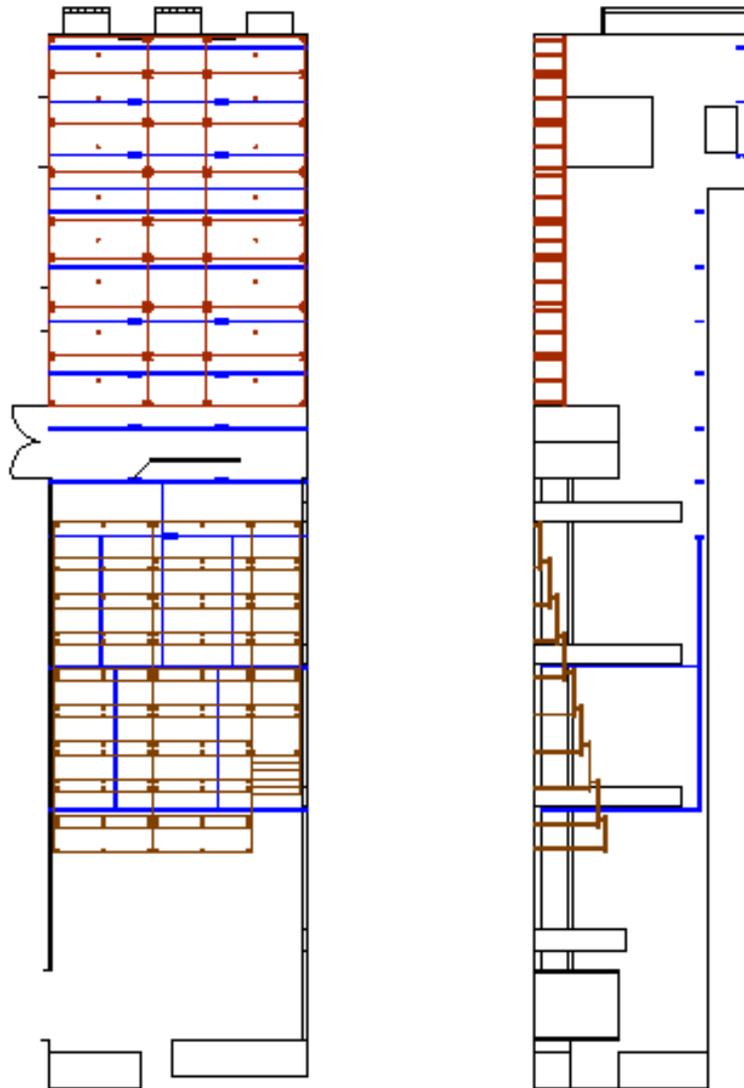
Reconfiguration of the risers from the standard configuration requires additional labour, the cost of which is borne by the renter and must be accomplished during the rental period. Restoring the risers to standard configuration at the end of a rental is the responsibility of the rental company and must be arranged with Factory's Production Manager and Technical Director.

The entire space is licensed. Drinks purchased at the Factory bar are permissible in the theatre.

At the south end of the room from the stage there is a licensed bar which can serve throughout the performance if desired.

The liquor license occupancy load for the room is 110. This number includes all staff, volunteers, cast, crew, and anyone else who will be present in the studio, including all stage, auditorium and lobby areas combined.

Under no circumstances can we seat more than 100 patrons.





FACILITIES:

General Information & Policies:

Access

Access to the building requires a Factory employee for supervision, lock up procedures, and security. Please keep this in mind when scheduling onstage rehearsals, clean-up, laundry, and prep work. Use of any technical equipment in the theatre, rehearsal hall, or other areas of the building requires a Factory approved technician to be on call in the building. No renter is permitted to be inside the building prior to or after scheduled hours unless otherwise arranged, even in inclement weather.

Stage Door/Load-In Entrance

Entrance to the building for rehearsal or show calls is through the Box Office doors during box office hours or through the administration doors before or after the box office opens/closes. The administration doors are to remain locked at all times outside of office hours. The fire escapes are not to be used as entrances or exits from the building unless approved by the Production Manager and Managing Director

Typically load-in will make use of the Box Office Doors at the south end of the court yard or the Administration doors at the north end of the court yard. Access via Box Office allows double-door entry, however stairs, tight corners, narrow hallways and smaller doors abound at Factory, so please consult the Technical Director and Production Manager regarding large or heavy elements.

Parking

Factory has a parking lot accessible via Bathurst Street. Renters are not permitted to park in this lot. The City of Toronto licenses Factory for only 4 parking spaces on the property, and all spaces at the theatre are reserved 24/7 for authorized Factory staff. Use of the parking lot by renters is limited to loading and unloading only. No vehicle is to be left in the parking lot at any other time, and all vehicles must be moved immediately upon completion of such activities. Municipal "Green P" and private commercial parking lots are available nearby, as well as limited on-street parking. Bicycle parking is available along Adelaide Street in front of the building. Factory is not liable for loss or damage when using these facilities.



Dressing/Green Room:

The Studio theatre has a greenroom on the same floor as the theatre with access to FOH, the Audience, and the stage. There are 2 dressing rooms, each suitable for 1-4 people.

The greenroom contains seating, a kitchenette (coffee maker, microwave, mini-fridge, sink, plates, cutlery and glasses) a private washroom, a private shower, and laundry facilities (Washer, dryer, ironing board. Rental companies are required to provide their own iron). Laundry facilities are shared between both venues.

The greenroom and dressing rooms at Factory are not included in our liquor license and thus no alcohol is permitted in these areas.

PLEASE NOTE: The studio theatre's green room is included in the path of egress for fire code purposes from the studio theatre. As a result of this, and unobstructed path must be present at all times from the studio emergency exit, to the exit door in the northwest corner of the greenroom. No exceptions can be made to this under any circumstances. The emergency exit door from the studio greenroom is to be used only under emergency circumstances. Violation of either of these policies may result in loss of use of the greenroom facilities.

Wardrobe:

A washing machine and dryer are conveniently located in the Studio greenroom. Rental companies are welcome to use them, however they are a shared facility between all users of Factory, and use of them is to be coordinated at the start of the rental. The Factory Production Manager and Technical Director will help facilitate this.

No additional wardrobe facilities or equipment are available at the theatre. Under no circumstances may Factory's facilities be used for any dyeing.

All consumables (detergent, softener, bleach, etc.) are the responsibility of the renter. Factory does not supply these products and any products in the vicinity are property of their respective owners and must not be used under any circumstances.

Lobby:

The studio theatre lobby is accessed directly via the box office. The lobby features a bar, washrooms, seating, and the option to play music. Wall space is available for lobby displays. There is access from the lobby to backstage via the workshop, and directly to the auditorium. The lobby is included in our liquor license, however only alcohol purchased under our license is permitted in this area. No outside alcohol of any kind is permitted in this area under any circumstances.

PLEASE NOTE: There is no physical separation between the lobby space and the theatre



space. Separation is achieved by drapery, but sound and light will travel between the two spaces. This should be taken into consideration for things such as on-stage warmups and any activities in the lobby during performances.

Theatre:

The studio theatre is a black-box style theatre. The walls and ceiling are black, and the floor is an authentic antique bowling alley. The space has a default configuration (stage to the north end, audience risers on the south end) but all furnishings within the room are reconfigurable, so there are no inherent limitations on how the room can be used, as long as it fits within the walls, and doesn't violate building or fire codes. There is no additional fee for reconfiguration however additional labour is likely needed, and all work must be accomplished within the rental period, as well as in most cases a restoration to standard configuration before the rental ends.

The room dimensions are approximately 21' wide (east-west) by approximately 82' long (north-south) and the ceiling height is approximately 14'. It is also important to note that these are overall dimensions, and features such as molding, grid, electrical conduits, plumbing, and other such infrastructure may impede on these measurements in some locations. Most of these items are shown in the plan and section, but if your set is approaching these limits, please contact us to arrange a site visit to take precise measurements.

The walls and ceiling of the theatre are parged masonry with limited ability to screw/nail to them. The hardwood floor of the theatre also is not to be attached to, and must be protected from paint, chemicals, and other means of damage. If alterations or attachments to the floor are required, renters must provide a subfloor to protect the hardwood. Please consult the Technical Director and Production Manager on this to ensure a mutually acceptable design. Anything deemed to irreparably damage the walls or ceiling may be vetoed by the Technical Director at any time. The walls may be painted for a production, however they must be restored to black within the rental period. This may require painting the entire room to maintain a consistent paint surface.

There are three entrance/exits from the Studio, all of which are on the west wall, and at least two of which must be signed as, and accessible as fire exits at all times. Please consult the Production Manager and Technical director if you are reconfiguring the room to ensure that appropriate exits will remain. The first entrance/exit is via the lobby at the south end of the room. This is the primary entrance/exit to the studio, and is generally a fire exit. Next is a set of double doors located more or less in the centre of the west wall. These doors lead to the greenroom and workshop area. This is also generally a fire exit, with the egress route through the greenroom to an exit in the northwest corner of the building. The third is at the north end of the room leading to the greenroom via a small backstage area. Typically, this is used only as an entrance/exit for the stage, however depending on room configuration, may

be used as egress purposes as well.

The studio has a permanent, fixed pipe grid installed in the North half of the room. Grid pipes span the room east-west spaced approximately 5' apart (north-south) and the bottom of the pipe is approximately 13'8" from the floor. Near the east and west walls the grid drops approximately 6" due to plumbing, conduit, and sprinkler pipes that run along the walls. In the North-most approximately 12' of the room, the ceiling rises approximately 4' putting the bottom of the pipes in that section of the grid at approximately 17'3".

Only Factory staff are permitted to use ladders, or Factory's tools and equipment in the theatre.

Under no circumstances may anything be hung, attached, stabilized by, or in any other way affect electrical conduit, plumbing, sprinkler system devices, fire detection, exit signage, or any other such equipment or devices in the building. All hardware and equipment used in rigging must be sufficiently rated and adequate for its purpose. If in doubt, please consult the Technical Director and Production Manager for approval before hand. Any rigging or construction that is deemed unsafe or inadequate by the Technical Director may be vetoed at any time.

In addition to the theatrical dimming power, there is an assortment of non-dim 15 amp U-Ground (Edison) power circuits available throughout the theatre. These circuits may be used by the rental company to power equipment and accessories. Wi-Fi is also available in the studio theatre. Confirm login details with the Production Manager or Technical Director at the start of your rental. Use of Factory's Wi-Fi is subject to further policies available separately. Heat at Factory is provided by a radiator/boiler system and can be less than ideal on the coldest of days. The theatre itself has in addition to this electric baseboard heating, allowing for a comfortable temperature in the auditorium. If additional space heaters are required, renters are permitted to bring them in, however must inform the Technical Director and or Production manager and ensure that they are used safely. Air conditioning units are also present in the theatre, however the temperature is still difficult to regulate on the hottest summer days. These units are also noisy, and by default are turned off prior to the start of a performance, however this is ultimately at the discretion of the renters, who may opt to leave them on.

The stage and auditorium in the studio are formed of reconfigurable risers. The stage risers are Wenger StageTek and the auditorium risers are Wenger Versalite. These two systems of risers work together, however their parts vary and so inventories are not necessarily interchangeable. There is a variety of leg heights available, and several different deck sizes. Inventories are available upon request. Renters must supply anything additional required for a reconfiguration. The auditorium risers must not be painted, screwed or nailed into or subjected to any other modification or usage that could cause damage to them. The stage risers may have minimal screws used in them, only in the plywood surface, ensuring no damage is done to aluminum framing. Renters are encouraged to use self-supporting sets



to avoid this, and to consult the Technical Director and Production Manager should screws be necessary. Painting of the stage risers is permitted if the Masonite hardboard surface is intact. Paint must be restored to black prior to the end of the rental period. This may require repainting all stage risers even if only some were altered in order to maintain consistent paint surfaces on the entire stage.

The studio theatre has 100 seats available. The seats are non-fixed and non-folding. They have a footprint of approximately 20"x20", are padded, have arm rests, and blue upholstery. These seats may be moved or removed at request, and or replaced with other seating but cannot be altered physically in any way. Any replacement seating is the responsibility of the renters. When positioning seating it is mandatory to keep egress routes unobstructed. Please consult the Technical Director and Production Manager to ensure a configuration is suitable. No more than 100 seats may be used under any circumstances.

Illuminated exit signs and emergency lighting must be present and visible at all times in the theatre. These units are typically at or near fire exit routes and doors. These units may not be obstructed unless additional units are used where the obstruction occurs, or altered in any way. The power circuits supplying them may not be used for any other equipment or purpose. If additional signage or emergency lighting is needed, the renters will be responsible for providing them. All exit signs and emergency lighting must meet requirements of the Fire Code.

Off the North West corner of the theatre is a small backstage room. This room is primarily used for storage of theatre equipment, but may be used by rental companies as they see fit, as long as the dimmer-loft ladder remains accessible (North East corner of the room.)

Factory has strict restrictions on fire and flame imposed by the fire department. Use of open flame is not permitted, and only self-extinguishing sources (i.e. Bic style lighters, no matches or Zippos) are acceptable. Any candles or other flames must be contained, and appropriate means for extinguishing must be present, as well as additional fire-safety measures as determined on a case-by-case basis. Any renters wishing to use flame or fire of any kind must coordinate this with the Technical Director and Production Manager in advance, and understand that we reserve the right to deny permission. We do not permit the use of any type of cigarette or similar item unless unlit or electronic. No tobacco, herbal, clove or other such products may be used when lit.

In accordance with the fire code, all self-closing doors in the building must remain closed and unobstructed at all times while not actively in use. Exceptions to this may be made on a case-by-case basis, if necessary, however additional fire safety measures will be required. Please consult the Technical Director and Production Manager if you think this may be required. Renters should understand that the privilege of such exceptions is the prerogative of the fire department, and our ability to implement them could be revoked at any time for any reason. Factory will not be responsible for any impact should the policy be required to change.



Fire and emergency evacuation policies and procedures will be made available to renters at the start of the rental period and discussed with all parties present at the start of the rental. It is the responsibility of the renter to ensure that all persons related to the rental are familiar with them.

Any renters using weapons of any kind, in any manner, must contact the Production Manager and Technical director in advance. Factory must be satisfied that renters are following appropriate legal and best practice procedures with regards to any and all weapons before they will be permitted in the building. Any weapons requiring specific licensing are the responsibility of the renter and may not be stored or left unattended at Factory under any circumstances. Factory does not provide any services of any kind with regard to weapons. Factory may at its sole discretion require proof of possession by renters of a license for any weapons requiring one, or proof that a license is not required.

Any scenic or wardrobe elements brought by the renters to Factory must comply with fire retardancy requirements. Factory reserves the right to request proof of retardancy at any time, and any elements which do not qualify or for which proof cannot be provided may not be permitted inside the building.

Renters are permitted to use food, beverage, or other potentially messy props or elements in the theatre however any mess must be cleaned in a reasonable time, and to a reasonable measure. Any edible elements must be stored in sealed, air-tight containers even if non-perishable. Liquids and other messy elements must be kept clear of any electrical equipment as well as any soft-goods in the theatre. Cleaning and repair costs for anything stained, damaged, or otherwise affected by food, beverage or generally messy props. Glitter is forbidden at Factory.

Box Office:

Factory's Box Office is located at ground level in our brand new Adelaide street foyer. It is accessible from the courtyard via Adelaide Street. The Box Office serves both the Studio Theatre and the Mainspace Theatre, and thus renters are not permitted to use the space for any purpose. All displays, promotional material, scenic elements, etc. must remain in the studio theatre lobby or the theatre its self. The studio theatre lobby is accessed directly from the Box Office. The Box Office is not included in Factory's liquor license and thus no alcohol of any kind is permitted. The Box office also allows direct access to Factory's courtyard. Additional policies may apply to the Box Office and are available via the Box Office Manager.

Bar:

The studio theatre bar is located within the studio theatre lobby. Factory operates this bar, and generally it is open up to one hour prior to performances, during intermissions, and for a limited time after performances. Due to separation issues with the performance space it is



generally closed during performances and all lights and equipment are powered off to avoid interference. For renters wishing to keep service open during performances please contact the Front of House Manager to arrange for this. Because the studio theatre is included in the liquor license area, any drinks purchased at the bar are generally permitted in the auditorium. If a renter wishes for a no-food or no-drink policy in the theatre, please contact the Front of House Manager to make arrangements. Renters wishing to host opening night or other receptions or special functions at the theatre should contact the Front of House Manager to make arrangements. Some additional policies may apply and are available from the Front of House Manager.

Courtyard:

At the southwest corner of Factory's heritage facility is a fenced-in outdoor terrace area we refer to as our courtyard. Use of the courtyard is not generally included in a rental of the studio theatre, however can be negotiated separately. If the courtyard is not in use for a separate function, we generally encourage our patrons to mingle there while waiting for a performance, especially when the weather is nice. It is important to note however that this is not an area included in our liquor license, thus no alcohol of any kind is permitted in the courtyard. Renters are not permitted to use the courtyard, or the fences surrounding it for any promotional, displays or other such uses unless otherwise negotiated in your rental agreement. If not otherwise in use, and weather permitting, the courtyard is also often used as a marshalling area for renters unloading and loading vehicles at the start and end of their rental period. Please keep in mind that this is on a case-by-case basis and no guarantee or warranty is made as to its practicality or availability.

Please consult with the Box Office Manager and Front of House Manager for accurate information on specific policies and practices associated with their departments.

Technical Specs:

Equipment, Infrastructure, and specifications:

Lighting

There is no house plot or pre-hang for the studio theatre. All companies will be required to hang, focus and strike their lights within their contracted rental unless other arrangements have been made and approved by Factory's Production Manager and Technical Director. There is no requirement that designs be submitted in advance, however renters are encouraged submit designs to the Technical Director as soon as possible, as it allows the Technical Director and Production Manager to flag potential issues, hopefully resolving them beforehand, and assists in determining appropriate crew needs. Any and all issues that arise in situ must be resolved at the expense of the renter. The technical director has final say on use of equipment and space.

- Booth:** The control booth is located above the bar at the south end of the theatre. The booth is generally suitable for approximately two operators and their equipment, as well as a stage manager. If additional operators or personnel are required in the booth, please consult the Technical Director and Production Manager. The booth is not isolated from the lobby or theatre space in terms of light and sound. Access to the booth is via a narrow staircase with a 180 degree turn. Large equipment may be difficult to install in the booth due to access restrictions. Please consult with the Technical Director and Production Manager to make arrangements or find alternatives. Head room is low in the booth (approximately 6'6") with some intrusions on that space (light fixtures, and plumbing.)
- Dimmers:** 48 - 2.4k Strand CD80s. Dimmers 1 through 24 have a single 20A Twist-Lock outlet, and dimmers 25-48 have two 20A Twist-Lock outlets per dimmer. Dimmer 48 is typically used for house lights.
- Patching:** Circuits are hard patched to dimmers and dimmers are soft patched in the lighting software for each production. House lights require 1 dimmer (Typically dimmer 48.)
- Circuits:** There are 57 circuits in the grid and 6 circuits at "deck height" (3 in the northwest corner of the room, and 3 in the northeast corner) in the theatre and a 25' Socapex (typically a homerun from the dimmer loft to the lip of the stage, but may be moved to suit.) Circuit 29 is typically used for houselights. Circuit locations are represented on the plan and section drawings. All Circuits are 20amp Twist-Lock.
- Inventory:** The studio theatre allows designers access to a variety of fixtures and equipment. These may include* 6x9 ellipsoidal fixtures, 6 and 8 inch fresnels, PAR 64s, Source 4 ellipsoidals, Strand SLs, colour scrollers, I-Cue mirror, gel frames, pattern holders, iris kits, side-arms, Twist-Lock cable, XLR4, XLR5, XLR3, power supply units, an optical splitter, a mirror-ball and motor, add-pipes and more.
- *Please contact the Technical Director or Production Manager for an up-to-date inventory as we are always adding to (and retiring older equipment from) our inventory!*
- All consumables, gobos, gels, tape, foil, and non-inventory equipment required are the responsibility of the renter.
- Console:** The studio theatre lighting is operated on an ETC Ion console. If another console is required, the renter is responsible for providing it. Renters must provide their own media for back-up copies of saved show files. A rheostat or household dimmer is available for manual operation of houselights.



Factory Studio Theatre Technical & Policy Package

Snake: The studio theatre has a 12+4 channel snake that runs from the control booth to the north end of the room from the dimmer loft. At least one channel on this snake produces a hum and should be considered non-functional.

Program Snd: The studio theatre does not have program sound equipment permanently installed however it is an option using the equipment within the inventory.

Audio Inventory: The studio theatre allows designers access to a variety of speakers, microphones, amplifiers and equipment. These may include* Bose and Mackie speakers, QSC Amplifiers, Shure microphones, stands, XLR cables, patch cords, adapters, speaker wire, CD Players, DVD players and more.

**Please contact the Technical Director or Production Manager for an up-to-date inventory as we are always adding to (and retiring older equipment from) our inventory!*

Console: Mackie CR1402-VL23 - 6 mic/line inputs, 4 stereo inputs, and up to 7 outputs (Main 1L/2R, Main 3/4, Aux 1/2, Control Room)

Soft Goods:

Please enquire about the studio theatre's inventory of soft goods. Any renter using Factory's soft goods accepts liability for damage occurring to them as a result of their use.

Other Equipment:

Other equipment such as hazers, projectors, subwoofers and more may at times be available at an additional cost. Please contact the Production Manager or Technical Director for details, availability and pricing.

Plan, Section and Inventories:

Detailed drafting of the space is available upon request to confirmed renters. Drawings are available in AutoCAD formats, as well as PDF. Hard copies are not available from Factory. Renters requiring hard copies must produce their own from the available digital formats. Within reason, it is possible to customize the amount of detail on the PDF versions of the drawing, however please understand that this may take some time depending on how busy the theatre is at any given time. Factory is unable to provide drawings in Vectorworks formats, and is also unable to open drawings sent in those formats. To ensure that we can open drawings and other paperwork, Factory requests all such files be transmitted in PDF format. AutoCAD formats are also acceptable for drawings, however unless the features of AutoCAD are necessary for review, PDF is preferred.

Full inventories for Lighting, Audio, and Soft Goods are also available upon request to confirmed renters. They are sent in PDF format. These inventories are updated as regularly as possible, but are not always 100% accurate. Updates, notes, changes, and other such information is generally noted in the body of the email to which the inventories are attached. It is the responsibility of renters to read these emails and make note of changes. Even with



these notes there is no guarantee that all equipment will be available at all times, as equipment may be taken out of service at any time for maintenance, repairs or other reasons. Factory will attempt to communicate any changes in inventory leading up to the start of a rental, but some accommodation may from time to time be required by renters, up to and including during the rental period. Factory's Technical Director and Production manager will make all reasonable efforts to facilitate and assist in mitigating any affect such a situation may have on a rental.

REMINDER:

Any equipment not explicitly listed in the inventory or other such written communication is the responsibility of the renter to provide. All consumables are to be provided by the renters. No production waste may be disposed of at Factory. All items brought to the theatre must be removed by the renter prior to the end of the rental period. Additional labour required for a production will be billed to renters at cost. Only Factory staff may use Factory tools or equipment including ladders. Contact TD or PM with any questions.

Contact Information:

Jasmine Knox

Production Manager

416 504 4473 x 233

jasmine@factorytheatre.ca

Quinn Hoodless

Technical Director - Studio

quinn@factorytheatre.ca

Jonathan Heppner

Managing Director

416 504 4473 x 222

jonathan@factorytheatre.ca

Scott Wisdon

Patron Services Manager

416 504 4473 x 225

boxoffice@factorytheatre.ca