

TheTimesCenter

Technical Specifications and Back-of-House Information

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General Information _____	3	The Screening Room _____	15
Rental and Booking			
Production Services			
Technicians			
Front-of-House Staff			
Other Event Staffing			
Accessibility			
Nondiscrimination Policies			
Venue Capacities			
Public Safety			
House Policies			
Shipping Policies			
Event Marketing			
Catering Information _____	7		
The Stage _____	8		
General Information			
Greenroom Suite			
Stage Deck Policies			
Floor Plan			
Lighting			
Audio			
Video and Television			

The Hall _____	17
General Information	
Floor Plan	
Audio	
Lighting and Video	
Back-of-House Specifications _____	22
Loading Dock	
Freight Access	
Catering Kitchen	
Power Distribution	

TheTimesCenter features two distinct spaces that are available for rental either individually or in combination.

THE STAGE

The Stage is a 378-seat auditorium featuring a 65' wide stage with a rear, 30' high, glass curtain wall looking into the Times Building's atrium. This state-of-the-art, intimate and unforgettable venue is perfect for a wide variety of events, including conferences, galas, meetings and performances.

THE HALL

The Hall is a 5,000-square foot, unencumbered event space with a clean, modern aesthetic and the audio/video conveniences to help bring any event to life.

THE SCREENING ROOM

The Stage can also be used as a state-of-the-art, theater-quality screening room featuring an alternate, in-house technical package that includes a 22K digital projector, digital cinema server, surround sound package and a 14' x 33' scalable screen.

TheTimesCenter is located at 242 West 41st Street between Seventh and Eighth Avenues. TheTimesCenter’s modern, user-friendly event spaces offer a dramatic and welcoming aesthetic. When you rent TheTimesCenter, you get a modern venue with unobstructed sight lines, state-of-the-art sound, lighting and digital projection, wired and wireless internet throughout the space, a convenient midtown location, kitchen prep areas, a greenroom/dressing room/production office suite, coat check services, large audience restrooms, wheelchair accessibility, street-level loading dock and a professional production staff.

Rental and Booking Information

TheTimesCenter is available for public and private, nonprofit and corporate events. The Stage and The Hall are priced and rented separately. Rental rates are set as basic “four-wall” rentals and are hourly, based on a minimum of six hours of time. Nonprofit rates are available, as are package discounts for renting both The Stage and The Hall and for multiple days.

Rental rates do not include the cost of additional required services such as technical labor, front-of-house staff, security and custodial personnel. A formal, custom quote prepared by the TimesCenter sales manager will include estimates for basic calls in each of these labor departments as well as use of internal audio/visual inventories (lighting, video and audio). In addition, any outsourced equipment rentals, additional labor, cleaning services, loading dock fees, etc., will be billed back to the User.

When booking an event at TheTimesCenter, it is important to inform the booking and production staff of the event’s timeline and technical needs in advance, in order for us to provide you with an accurate price quote.

Production Services

Though TheTimesCenter has an extensive technical inventory to fulfill the needs of many events, additional production services can be provided by TimesCenter production staff or may be sourced from an approved vendor. After booking an event, Users must coordinate with the TimesCenter production staff to advance their technical needs and requirements.

Notes:

Any equipment to be installed and operated by TimesCenter technicians or TimesCenter production staff must be rented by TheTimesCenter, and will be added to the User’s final charges.

Only TimesCenter technicians may work in The Stage’s lighting grid.

BOOKING INQUIRIES

To schedule a venue tour, inquire about availability and to receive a custom quote for your event, please contact the TimesCenter sales manager at:

T: 212.556.4288

E: TimesCenter@nytimes.com

Technicians

All event lighting, audio, video crew and stagehands (a.k.a. “technicians”) are union positions hired and managed by TheTimesCenter. A minimum of four technicians is required for any event with a minimum work period of six hours per technician. The total number of technicians and work hours is based on the scope and needs of each event as determined by TimesCenter production staff. All costs associated with these services will be included in the User’s Final Event Estimate. All Users are required to use TimesCenter technicians.

Front-of-House Staff

All front-of-house staff, comprised of house managers and ushers, are hired and managed by TheTimesCenter based on the scope and needs of each event. The front-of-house staff will facilitate guest management, seating, coat check, etc., as well as monitor the safety and well-being of all persons in TheTimesCenter. All costs associated with these services will be included in the User’s Final Event Estimate. All Users are required to use TimesCenter front-of-house services.

Other Event Staffing

Security and janitorial services will be determined based on the scope and needs of each event. All costs associated with these services will be billed to the User. All Users are required to use TimesCenter security and janitorial services unless otherwise expressly noted in their Facility Use Agreement.

Accessibility

Passenger elevators provide access to all venue levels from the street-level lobby.

Stage is wheelchair accessible via doors from the lobby and greenroom areas.

Wheelchair-accessible seats are located in Row D.

All TimesCenter restrooms are wheelchair accessible.

TheTimesCenter Stage and Hall are equipped with telecoil assisted listening devices for both induction loop and head-set devices. Twelve devices are available for attendee use from the venue.

Nondiscrimination Policies

There shall be no discrimination against, nor segregation of, any person or group of persons on account of race, color, religion or creed, national origin or ancestry, sex, gender identity or sexual orientation, age, marital or domestic partner status, political affiliation or disability (including HIV or AIDS status) in the use or licensing of TheTimesCenter facilities, nor shall the User or any person claiming under or through the User, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of User, patrons, lessees or vendees of the center’s facilities or any parts thereof.

Venue Capacities

In no case shall event attendance exceed the facilities' established capacities:

The Stage: 378, no standing room permitted

The Hall: 390, dependent upon the nature of the event

Lobby spaces: dependent upon the nature of the event

Public Safety Policies

Users of TheTimesCenter and their subcontractors are required to comply with requirements of all state and federal regulations, as well as ordinances and regulations of the City and County of New York, including Safety and Health, Fire and Life Safety, and all other applicable laws. Events may be subject to cancellation for noncompliance with codes.

Users and/or their vendors may not obstruct, dismantle, tamper with or disable any of the fixed or temporary fire protection devices, emergency egress signage, closed circuit security devices, or other public safety components of the venue. All event electrical, décor and floor plans, including the use of candles and/or other heat or smoke generating devices, must be approved in advance by TimesCenter production staff.

As applicable, any TimesCenter event that requires proof of permits (e.g., fire, health, food service, alcohol service, change in capacity/TPA, street activities, etc.) indicating code compliance are the sole responsibility of the User and its subcontractors.

No portion of the sidewalks, entries, passages, vestibules, halls, elevators and ways of access to public utilities shall be obstructed by User or used for any purpose other than for ingress and egress to and from the Premises. A three-foot minimum clearance is required in and around all areas determined to be fire exits.

Users are responsible for the payment of any special costs necessary for maintaining order, security, public health, safety and protection of the facilities. Potential security concerns may result in suspending an event until security arrangements are approved in writing by the New York City Police Department.

Any event-related activities, materials, branding, signage, or formation of lines or queues that take place outside the venue require written approval from TheTimesCenter at least two (2) weeks in advance of the event. Said approval shall in no way represent, supersede or suffice for any of the necessary permissions, permits or approvals as required by appropriate municipal or other entities for street and/or sidewalk-related activities. As noted, all permits, fees, insurance, labor and technical support, and security for these external activities are the sole responsibility of the User.

Pursuant to New York City ordinances, TheTimesCenter is a nonsmoking venue.

House Policies

No screws, nails, hooks, tacks, tape or adhesive of any kind may be used in any part of the venue, including the walls, floors and windows.

There are no rigging/hanging points in TheTimesCenter lobby areas or The Hall.

All rigging in The Stage must be done by TimesCenter production staff and/or TimesCenter technicians.

Only static cling or very low-tack decals may be applied to the glass surfaces in the venue. Please contact TimesCenter production staff for detailed policies regarding the installation and removal of event graphics in TheTimesCenter.

Only bottled water is allowed in The Stage's seating area. Any sampling or distribution of food or beverages in the venue by any entity other than an approved caterer (see page 7) must be approved in advance by TimesCenter production staff.

The venue shall be restored to conditions found prior to use following all User events. All cleanup, including catering load-out, must be completed within the rental block defined as the License Term of User's rental agreement. Basic custodial charges are included in all rental estimates; however, as determined solely by TimesCenter production staff, in the event that extraordinary garbage or cleaning services are required, this may result in additional charges to the User.

Shipping Policies

TheTimesCenter is not responsible for items shipped or mailed to the venue in advance of a User's License Term. All event materials should be hand delivered to the venue within the User's rental timeframe.

User is also responsible for the packaging and return shipment of all event materials. User is responsible for removal of all unused packing materials. Any materials left on-site after the end of the User's License Term will be disposed of as trash.

Event Marketing

All Users of TheTimesCenter are responsible for promoting and publicizing their own events. Users should refer to their Facility Use Agreement for complete details.

TheTimesCenter is an ideal location for your catered event. The Hall has a catering staging area for banquets or receptions, and refreshments can be set up for events throughout the venue's lobby areas. The Stage deck may be used as a location for a seated meal or cocktail bar. Only bottled water is allowed in The Stage seating area.

Catering Policies

Only caterers on the Approved Caterers List may be contracted to supply food and beverage (including alcohol) services at TheTimesCenter.

All provision and service of alcoholic beverages requires approval by TimesCenter production staff. All Users wishing to serve alcohol from an approved caterer must present evidence of Host Liquor Liability Insurance to TheTimesCenter in advance of the event.

User and their approved caterer must participate in a pre-event walk-through with TimesCenter production staff at least five (5) business days prior to the event.

Caterers shall provide for continuous removal of food, beverages and/or glasses throughout the event.

All catering setup and break-down time must be completed within the rental block as defined in the License Term of the Facility Use Agreement. Any early access to the venue or late exit from the venue that is outside of the License Term will result in additional staff and rental fees.

TheTimesCenter has NO tables, chairs, linens, serving pieces, glassware, flatware or other catering utensils. Please contact a caterer from TheTimesCenter's approved list or TimesCenter production staff to arrange for rental of any necessary equipment for food service.

Please contact TimesCenter production staff with any questions.

APPROVED CATERERS

Abigail Kirsch
71 West 23rd Street
Suite 1611
New York, NY 10010
Chris Diviney, General
Manager
212.696.4076
cdviney@abigailkirsch.com
www.abigailkirsch.com

The Cleaver Co.
Chelsea Market
75 Ninth Avenue
New York, NY 10011
Mary Cleaver, President
212.741.9174
cleaver@cleaverco.com
www.cleaverco.com

Great Performances
304 Hudson Street, Suite 201
New York, NY 10013
Linda Abbey, VP Director
of Sales
212.337.6069
Linda.Abbey@
greatperformances.com
www.greatperformances.com

Rave Catering & Event Planning
(Kosher service)
666 Fifth Avenue, 15th Floor
New York, NY 10103
Noam Sokolow, Owner
212.527.7059 ext. 3
Noam@ravecaterers.com
www.ravecaterers.com

Restaurant Associates
620 Eighth Avenue, 15th Floor
New York, NY 10018
Emily Chin, Catering Director
646.428.2222
echin@restaurantassociates.com
www.restaurantassociates.com



The Stage is a 378-seat auditorium with a platform stage 65' wide by 15' deep. The rear wall of the stage deck has three scenes: glass, revealing the atrium's interior garden; a blackout screen; and a translucent shade system. The Stage has wireless and wired internet access and is equipped with a digital projection system as well as theatrical lighting and audio systems. It is appropriate for lectures, film screenings, workshops, music recitals and concerts, meetings, seminars, educational programs, multimedia presentations, press conferences, product launches and awards programs.

Greenroom Suite

The Stage has a modern greenroom suite consisting of one 8' x 10' dressing room with full vanity mirror, one 8' x 10' work room, plus an open 11' 9" x 18' 4" sitting area, all located adjacent to the stage left entrance.

Amenities include comfortable seating for 12, plus workroom, wet-bar kitchenette, private restroom, magnetic/dry-erase surface walls, 46-inch monitor with audio and video playback from the stage, stage countdown clock, charging ports and phone lines.

Stage Deck Policies

Stage deck may not be screwed into or attached to in any manner.

Any significant set pieces or additional production equipment to be placed on the stage deck must sit on masonite, carpet pads or other protective materials provided by User that will sufficiently protect the wood flooring from marring, scratches or other damage.

Any taping of cabling must be done with masking tape only. Gaff tape is not permitted on any floors throughout the venue. All taping must be done by TimesCenter technicians.

SEATING

378-seat Broadway-style auditorium

STAGE DIMENSIONS

66' 4" wide x 15' 4" deep x 20' 11" high

STAGE HEIGHT

2' 1½" above front row

WING SPACE

There is no natural wing space. Any created wing space would be part of the overall 65' width of the stage.

GRID HEIGHT

Stage floor to grid is 20' 3"

SCREEN DIMENSIONS

21' 9¼" x 12' 2¼"
(24' 11" diagonal)
16:9 aspect ratio.

SOLAR SHADES/BLACKOUT CURTAIN

Available for all events, operated from touch pad at stage right. Utilized for added privacy, defusing natural light, televised events, film screenings, etc.

STAGE FLOOR (DECK)

Blond walnut floor layered on top of ¾" plywood on sprung 2' x 4' sleepers.

CROSSOVER

No permanent crossover located on stage. The lobby can be used as a crossover, though not conveniently.

LOADING DOCK ACCESS

Access to The Stage from the loading dock and/or 41st Street entrance is via a passenger elevator in the main lobby OR via a half-flight of stairs. (See page 24.)

PIANO

Steinway D Concert Grand piano with bench (additional cost for tuning)

STAGE FURNITURE

TheTimesCenter can provide:
8 black armchairs
2 small black side tables (for water)
4 small end tables
20 black armless musician chairs
20 music stands
4 black directors chairs

Note: TheTimesCenter has a very small inventory of additional stage tables and chairs. Please contact TimesCenter production staff for rental cost information.

Gray area is not part of TheTimesCenter rental

Greenroom Suite

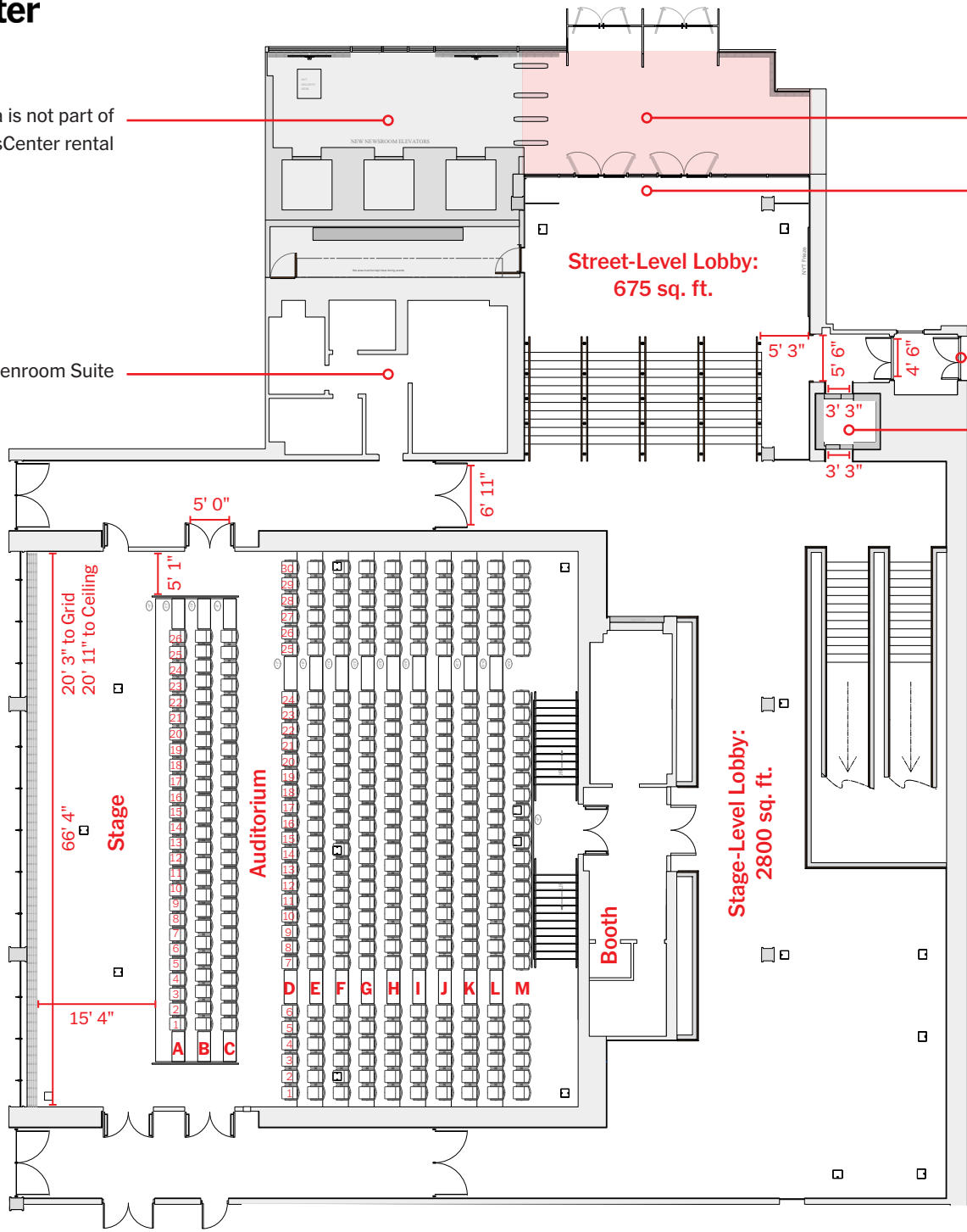
Shared Outer Lobby on 41st Street

TheTimesCenter's Main Entry Doors

Street-Level Lobby: 675 sq. ft.

Doors from Loading Dock area to Street-Level Lobby

Passenger elevator from Street Level to Stage Level



Lighting Specifications

The Stage's lighting system consists of a large repertory light plot that provides a full stage front, side and top wash. Additionally, the rep plot contains a specialized, prefocused wash for a center stage panel discussion, a stage-wide system of RGBA LED downlights, a Lustr2 gobo wash, and a large number of specials available for refocus.

Special arrangements must be made with TimesCenter production staff before refocusing or adding to the rep plot. All requested changes will be performed and restored at the User's expense and will be done by TimesCenter technicians in coordination with the User.

House equipment is to be operated by TimesCenter technicians at all times unless special arrangements are made.

Power

400-amp 3-phase disconnect located in storage room with 35' pass-through to stage right.

400-amp 3-phase disconnect located in loading dock with no easy path to lobby or theater.

200-amp 3-phase disconnect located in service kitchen.

400-amp PD with 36 20-amp circuits (24 Edison circuits and two Socapex) located in stage right hallway.

TheTimesCenter lobby contains very few powered outlets. All event power needs (including catering) must be approved by TimesCenter production staff in advance.

Any 208v power needs must be approved by TimesCenter production staff and will require additional distribution equipment and cabling which will be billed to the User.

Control Boards

ETC ION 3K console with 2x20 fader wing, synced primary and backup. Expression 3 desk with encoders. Main and backup light boards are located in TheTimesCenter production booth.

Dimmers are not located in the theater. Any outside console must be ETCNet2 compatible in order to control house system.

Grid Access

No easy cable access from stage to grid. No easy cable access from booth to grid or stage.

TheTimesCenter owns one self-driving Genie, one 24' extension ladder and one "Little Giant" ladder. Pipes 0, 1, 3 are accessible via a Genie or other lift. Pipes 2, 4, 5, 6 are accessible only by extension ladder or "Little Giant" ladder. This equipment may only be operated/used by TimesCenter technicians.

Cable

TheTimesCenter has a small supply of Edison cable. Please coordinate any potential cable needs with TimesCenter production staff. Gaff tape is not permitted on any floors throughout the venue. Any taping of cabling on floors must be done *with masking tape by TimesCenter technicians.*

Color Inventory

User is responsible for supplying all color inventory for conventional lighting units.

Courtyard Lighting

The Atrium courtyard behind the stage is equipped with pre-set architectural uplights. They may not be altered/dimmed, and no additional units, color or theatrical effects may be added to courtyard lighting.

LED Uplight Package

TheTimesCenter also offers an optional LED uplighting system which includes 25 Color Force 12 units that can be deployed in The Stage, The Hall or lobby areas for specific scenic lighting needs.

Notes: Although LED uplighting system can be used in either The Stage or The Hall, no piece of equipment can be used in both rooms simultaneously. Priority use of any technical package or piece of equipment will be determined by contracted date for use of the venue.

Use of the uplight package is subject to additional service fees and labor costs.

INSTRUMENT INVENTORY

ETC Source Four 750w ellipsoidal:	4x 50deg ETC	Source Four Lustr 2:	ETC Source Four lens tubes:
2x 10deg	2x S4 PAR NSP	4x 26deg	2x 10deg
2x 14deg	26x S4 PAR MFL	6x 36deg	4x 14deg
11x 19deg	13x S4 PAR WFL	2x 50deg	6x 19deg
38x 26deg	9x S4 PAR XFL		6x 26deg
37x 36deg	16x Chroma-Q Color Force 12		8x 36deg
	88x Chroma-Q Color One 100X		3x 50deg

Audio Specifications

The audio system is in a repertory plot. Special arrangements must be made with the TimesCenter production staff for any adjustments or additions to the existing plot. All necessary and requested adjustments will be performed and restored at the User's sole expense and all work will be done by TimesCenter technicians.

At all times, all equipment will be operated by TimesCenter technicians unless advance arrangements are made with the TimesCenter production staff.

Send/Returns

The Yamaha Rio1608-D can be placed nearly anywhere in TheTimesCenter, including The Stage, the typical video control areas, and the loading dock via a single Cat5e connection providing 16 inputs and eight outputs directly to the CL5.

The Aviom 6416y2 slot card can simultaneously send and receive 16 channels via a single Cat5e connection to other Aviom products.

For analog connections, there are hardwired XLR patches in various floor pockets and wall panels throughout TheTimesCenter. Thirty-six channels can be patched to/from the stage via discrete floor pockets and wall panels. Floor pockets throughout the seating in the house can send audio to camera feeds and recording devices, receive ambient microphones and patch com. Audio can be tied between The Stage and The Hall to simulcast events, link communications and for other required audio sends and returns. Tie lines to the loading dock also are ideal for satellite and video truck connections.

For isolated analog splits, nearly every input channel that is patched to the two Rio3224-Ds can be half normalled and sent via any XLR patch to a guest mixing console or recording rig.

Audio can be sent from The Stage to speakers in the upper and lower lobbies for announcements and music, and to the greenroom to hear the program.

Note: Although wired microphones and most miscellaneous audio equipment can be used in both The Stage and in The Hall, no piece of equipment can be used in both rooms simultaneously. Priority use of any technical package or piece of equipment will be determined by contracted date for use of the venue.

REINFORCEMENT SYSTEM

- 1× Yamaha CL5 digital mixing console
- 2× Yamaha Rio3224-D (permanently installed in the booth)
- 1× Yamaha Rio1608-D (portable rack case)
- 1× Dugan-MY16 slot card
- 1× Aviom 6416y2 16 × 16 A-Net slot card
- 2× d&b Q7 passive compact array loudspeaker (75 × 40) left and right
- 1× d&b Q10 passive compact array loudspeaker (110 × 40) center
- 2× d&b Q-Sub passive compact subwoofer
- 4× d&b E8 compact 2-way loudspeaker (90 × 50) surrounds
- 4× d&b D6 stereo amplifier, digital signal processor
- 2× JBL Control 25 monitor speakers (fixed at mix position)
- 4× EV 28LPM monitor wedge (four monitor mixes)
- 2× QSC CX404 4-channel amplifier

OUTBOARD GEAR

- 2× Klark Teknik DN360 2-Channel Graphic EQ
- 1× Dolby CP750 (See Screening Room on page 16 for details.)
- 1× Innkeeper 1rx digital hybrid (a.k.a. Gentner Box)
- 1× Rupert Neve Designs 5045 primary source enhancer

WIRELESS MICROPHONES (THE STAGE USE ONLY)

- 8x Shure lavaliers
- 4x Shure UR4D J5 Band dual wireless microphone receiver
- 8x Shure UR1 bodypack
- 8x Sennheiser MKE102 Omni lavalier fitted for Shure UR1
- 8x Shure handhelds Shure ULXP4 receiver Shure wireless SM58 (4 of the 8 are Beta SM58)
- 8x Sennheiser MKE104 cardioid lavalier fitted for Shure UR1
- 16x Shure WL185 cardioid lavalier
- 8x DPA 4080-BA10 cardioid lavalier
- 8x DPA 4061-BM omni lavalier
- 10x Shure UR2/SM58
- 6x Shure UR4D+ G1 dual-band wireless microphone receiver

Note: If the User intends to use lavalier microphones, the speaker(s) must wear appropriate clothing to adequately clip the microphone within range of their mouth and to carry the bodypack.

WIRED MICROPHONES

- 6x Shure SM58
- 6x Shure SM87
- 8x Sennheiser ME35 (chair/table mic)
- 4x Sennheiser ME36 (lectern mic)
- 9x MZH 3015 gooseneck (for use with either ME35 or ME36)
- 2x Earthworks FM500 19" cardioid podium microphone
- 4x Shure SM58S (with on/off switch)
- 1x Shure SM7B

MISCELLANEOUS AUDIO EQUIPMENT

- 2x QSC HPR 100i powered speakers
- 6x Whirlwind EDB1 direct box
- 2x Horizon LTI laptop audio interface
- 8x tripod mic stands (with or without a boom extension)
- 1x round-base mic stand
- 6x small mic clamp, various adapters and turnarounds
- 6x Radial JDI Passive Direct Box
- 12x small table mic base
- 1x 8-channel analog mixer

Intercom

TheTimesCenter utilizes a multichannel Clear Com Freespeak II 1.9GHz digital wireless communication system. The venue's production booth has two wired Com stations available to User's production team but very limited access to wireless headsets. If the User employs an external production team, they must provide, set up and operate their own communication system outfitted to the needs of the event. A qualified technician must program a Clear-Com-compatible base station with ground isolation to tie into the house system, sufficient channels, belt packs, headsets and cable. (See Specific Frequencies section on this page regarding interference with house wireless frequencies.)

Specific Frequencies (MHz)

If the User intends to bring in any additional wireless equipment (wireless microphones, wireless communication, wireless camera feed devices, etc.), such equipment must avoid all the radio frequencies in use for the audio equipment at TheTimesCenter.

THE STAGE LAVALIERS

J5 Band
583 – 623 MHz

THE STAGE HANDHELDS

G1 Band
512 – 522 MHz

THE HALL LAVALIERS

L3 Band
639 – 698 MHz

Video and Television Specifications

The video system is in a static repertory plot. Special arrangements must be made with the TimesCenter production staff for any refocusing or additions to the existing repertory plot. Any requested changes will be performed and restored at the User's sole expense and will be done by TimesCenter technicians.

At all times, equipment will be operated by TimesCenter technicians unless special arrangements are made.

Broadcast Fiber

TheTimesCenter has a 1.5G HD-SDI video fiber circuit for the transmission of live, broadcast-quality video with connectivity into Encompass Digital Media's N.Y.C. Waterfront PoP (the largest video switching center in the northeastern U.S.).

This circuit can support uncompressed SD/SDI, HD/SDI and ASI video transmission with embedded audio. Please note that Users need to supply a single BNC cable or connector with the combined video/audio feed for transmission. TheTimesCenter can recommend a video production vendor to support this if necessary. Access to this circuit is available from anywhere within TheTimesCenter via BNC patching.

Please note that use of this circuit is subject to additional costs and requires a minimum of four (4) weeks advance notice to the TimesCenter production staff. The User is responsible for working directly with Encompass Digital Media to schedule and pay all costs associated with any "hand off" of their signal from Encompass to other uplink, conversion, or PoP partner destinations.

Internet/Telephone

Wireless internet available throughout. All hard-line internet and phone needs must be coordinated through the TimesCenter production staff no less than two (2) weeks prior to the event. This includes lines for webcasting and analog lines for phone conferences, fax machines and credit card machines. For internet lines, please specify if a static IP is needed.

Additional Notes

User is responsible for supplying all computers and an operator for their video/presentation content and playback. If necessary, TheTimesCenter can rent playback computers, which will be billed to User. It is incumbent on User to provide an operator familiar with and capable of running and editing User's content.

There is a video tie-in station located in the 40th Street loading dock. Use of this area must be coordinated with the building through the TimesCenter production staff.

The booth contains a patch bay with HD/SDI capable BNC connections to panels located in The Stage, The Hall and the 40th Street loading dock. Please speak with the TimesCenter production staff for more information.

PROJECTORS

2x Christie HD14K-M 1920x1080 DLP with Christie 2.8-4.5:1 zoom lens

SCREEN

21' 9¼" x 12' 2¼" (24' 11" diagonal)

16:9 aspect ratio

Motorized and retractable into the ceiling

SWITCHER

Barco Screen Pro 2 HD w/EOC

MISCELLANEOUS

A fixed-position camera is permanently mounted in the control booth (to feed backstage monitors).

1x Clock/countdown timer

2x PerfectCue systems

1x Barco PDS902 switcher

1x Barco DCS200 switcher

1x 21" confidence monitor

2x 40" confidence monitors
(subject to additional cost)



The Stage can be outfitted with a state-of-the-art screening room technical package featuring digital projection, a digital cinema server, digital surround sound processor and a 14' × 33' scalable screen. Along with The Hall and the venue's soaring lobby areas for receptions and/or seated dinners, TheTimesCenter is suited for a wide variety of film and television events all under one roof.

For screenings, when a perforated screen is deployed (note that this is NOT part of in-house inventory), the main L/C/R speakers and subwoofers can be placed behind a screen for a traditional cinematic experience. In this configuration, any microphones required onstage for a lecture or interview will only send to the surround speakers.

If the screening event includes a musical performance, the speakers need to remain flown in the grid to accommodate the audio needs of both the performance and the film.

PROJECTION AND DIGITAL SERVER

Christie 2220 digital video projector (resolution: 2048 × 1080 2k DMD DLP Cinema chip)

Christie 1.4-2.2 lens

Dolby DSS200 cinema server

PLAYBACK FORMATS

DCP

Blu-ray and DVD

HDCAM, laptop or other formats to be rented/ provided by client.

SCREEN

Da-Lite 14' × 33' audio vision fast fold screen and dress kit

Acoustically transparent masking panels for 1.85 to 2.39 ratio conversion

AUDIO

1× Dolby CP750 cinema processor

2× d&b Q7 passive compact array loudspeakers (L&R)

1× d&b Q10 passive compact array loudspeaker (C)

4× d&b E8 compact 2-way loudspeakers (surrounds)

2× d&b Q-sub passive compact subwoofers

Note: Use of screening room equipment subject to additional costs.



The Hall is located directly below The Stage. The 5,000-square-foot, open, unencumbered event space can accommodate 350 for sit-down banquets and up to 500 for standing receptions when including The Hall lobby. The Hall is appropriate for receptions, banquets, lectures, workshops, meetings and small trade shows. The Hall can be also used as a simulcast/overflow location for content from The Stage.

Catering

For more information about catering events at TheTimesCenter, please refer to the Catering Policies and approved caterers list on page 7 or contact the production administration manager.

A/V and Lighting

Rental of The Hall includes a basic audio, visual and lighting package which can be enhanced with in-house equipment depending on the scope of your event. Please see the following pages for more A/V options for this portion of the venue.

Rigging/Branding

There are no rigging or hanging points in The Hall and nothing can be attached to the ceiling or walls of the room. All branding and/or additional A/V resources deployed in this room must be ground-based and either truss- or self-supported.

Loading Dock Access

The Hall offers direct access to the building loading dock via a central access corridor and two freight elevators to the street level. (See pages 22–25 for more information.)

Restrooms

All venue restrooms (other than the greenroom's private restroom) are located on The Hall level and are accessible by elevator from all levels of the venue.

DIMENSIONS

74' 3" long × 66' 9" wide

Roughly 5,000 sq. ft.

Outer ceiling 12' 10"

Inner ceiling 11' 11"

WALLS AND FLOOR

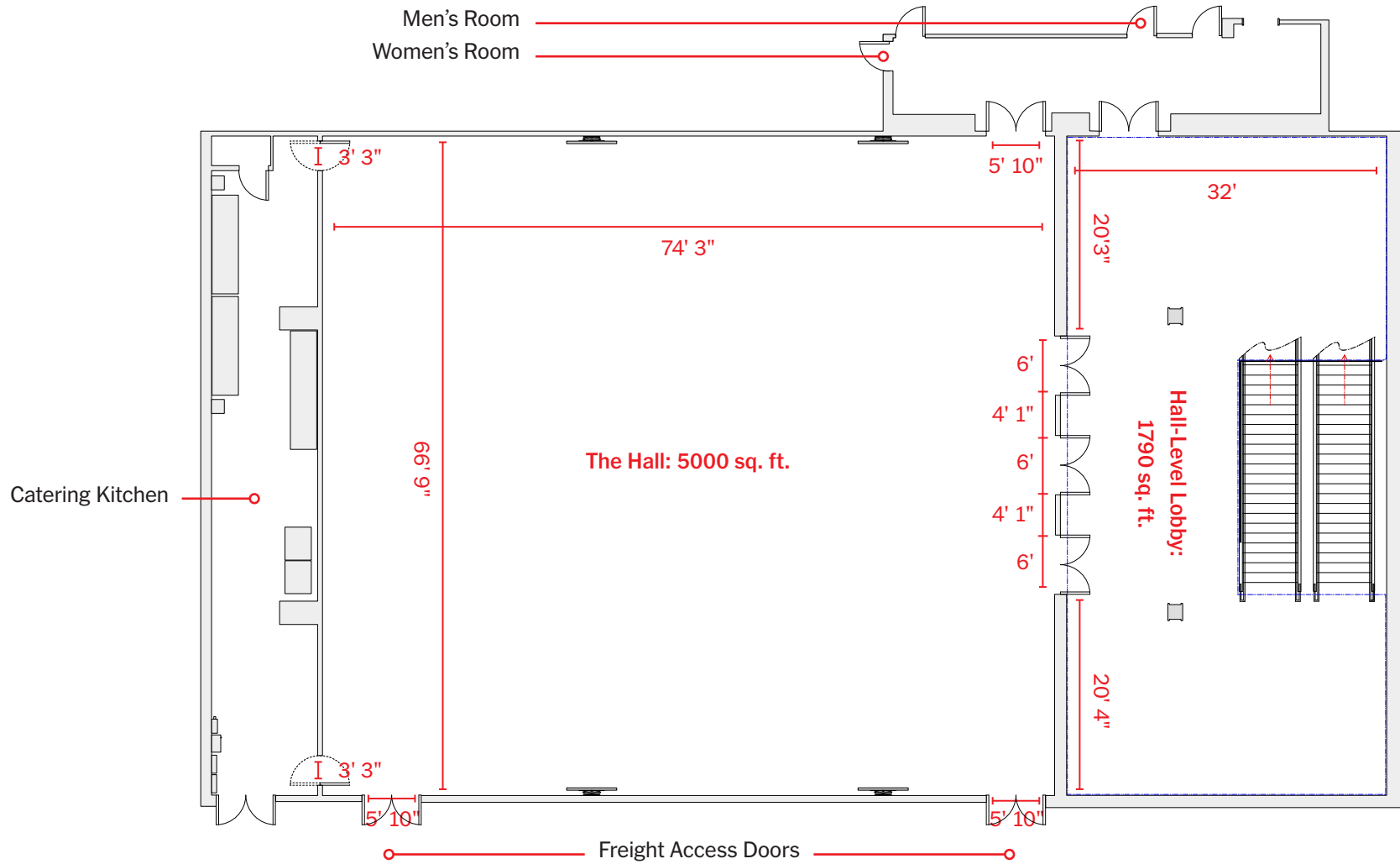
The Hall has gray wall-to-wall carpet and white walls.

ENTRANCE

The Hall has three (3) sets of wooden double-doors that lead out to The Hall's lobby on the lower level.

FURNITURE

TheTimesCenter does not provide furniture for The Hall. Please contact one of our approved caterers (page 7) or the TimesCenter production staff for rental information.



Note: Maximum clearance for items going from the freight elevator to The Hall is 6' 8½" wide x 7' 1" high. See photo and details on page 25.

Basic Audio Package

Ideal for technically straightforward events such as simple presentations, speeches during meals or receptions for up to four wired microphones with support for at most two playback sources (i.e., iPod, CD, DVD, laptop, etc.).

- 1× Portable rack unit
- 1× Mackie CFX12
- 4× Wired microphones
(any from The Stage inventory)

Basic sound reinforcement for The Hall is provided by an elegant ceiling speaker system seamlessly integrated in the ceiling that is capable of receiving audio from The Stage for simulcasts, cocktail receptions and brief housekeeping announcements:

- 2× QSC CX404 4-channel amplifier
- 1× QSC CX302 2-channel amplifier
- 30× Meyer MM4 speakers
(mounted in the ceiling)

Comprehensive Audio Package

Suited for a wide range of applications, this significantly larger system featuring a 32-channel digital console can accommodate all types of technically involved events including high-profile conferences and elaborate musical performances. This package can be tied into the ceiling system and has the option of adding two 12" EAW speakers to optimize audio for live music and playback.

- 1× Portable rack unit
- 1× Yamaha LS9-32 digital mixing console
(on board MP3 archival recording available for every event)
- 8× Shure lavaliers
- 4× Shure UR4D L3 band dual wireless microphone receiver
- 8× Shure UR1 bodypack
- 8× Sennheiser MKE104 cardioid lavalier fitted for Shure UR1
- 2× Shure handhelds
(from The Stage inventory)
- 2× Shure ULXP4 receiver
- 2× Shure wireless SM58
- 1× Dugan E1 automixer
- 1× Stanton C.501 dual-deck CD player
- 1× QSC CX302 2-channel amplifier

Sound reinforcement for this package includes the ceiling speaker system described above, featuring:

- 2× QSC CX404 4-channel amplifier
- 1× QSC CX302 2-channel amplifier
- 30× Meyer MM-4 speakers
(mounted in the ceiling)
- 2× EAW JFX100i (optional)

Notes:

Although wired microphones and most miscellaneous audio equipment can be used in both The Stage and in The Hall, no piece of equipment can be used in both rooms simultaneously. Priority use of any technical package or piece of equipment will be determined by contracted date for use of the venue.

Use of Comprehensive Audio Package subject to additional costs.

Track Lighting Package

In addition to the basic architectural lighting in the room, The Hall is equipped with 12 independent, track-lighting circuits concentrated in the western half of the space. This system offers lighting support for theater-style and banquet events featuring a dais and/or stage at the west end of the room as well as for a wide variety of performances, product displays, parties or other events with basic lighting needs.

The room's 12 circuits are controlled by one of The Hall's two available light boards, including a SmartFade 24/48, or an Expression 3. This system can also be controlled via DMX by any outside console. DMX inputs are located in the kitchen and in the northeast wall panel. The ceiling circuits ONLY use house-supplied and -installed units, including 12 x Juno T4 halogen floods and 25 x Con-Tech MR16 halogen spots, all of which are dimmable. These units may not be gelled for color.

Please contact TimesCenter production staff for more details and to discuss the additional cost and labor associated with the use of this system. Please note that advance notification is required for the use of these lighting systems, as they are not in a repertory plot.

LED Uplighting Package

TheTimesCenter also offers an optional LED uplighting system which includes 25 Color Force 12 units that can be deployed in The Stage, The Hall or lobby areas for specific scenic lighting needs.

Notes:

Although LED uplighting system can be used in either The Stage or The Hall, no piece of equipment can be used in both rooms simultaneously. Priority use of any technical package or piece of equipment will be determined by contracted date for use of the venue.

Use of the uplight package is subject to additional service fees and labor costs.

Video Playback

The Hall's monitors and drop-down screen can be fed from a single playback source or individually. User is responsible for supplying all computers and an operator for their video/presentation content and playback. If necessary, TheTimesCenter can rent playback computers which will be billed to User. It is incumbent on User to provide an operator familiar with and capable of running and editing User's content.

Additional Notes

Events on The Stage can be simulcast in The Hall using the in-house fixed-position camera or another camera of the User's choosing. There is the choice of either the camera feed or the projector feed.

The Stage, The Hall and loading dock are equipped with HD/SDI capable BNC connections that terminate at a patch bay in The Stage control booth.

PROJECTOR

1 @ NEC PX602UL (6k lumens)
(motorized mount retracts into the ceiling)

SCREENS

1 @ 120" x 67.5" (16 x 9)
(motorized and retracts into the ceiling)

4 @ Sharp 70" LED HD monitors
(permanently mounted to the walls)



Loading Dock Information and Policies

Loading dock is located on West 40th Street between Seventh and Eighth Avenues. Shipments to the loading dock should be addressed to:

TheTimesCenter
The New York Times
620 Eighth Avenue
New York, NY 10018

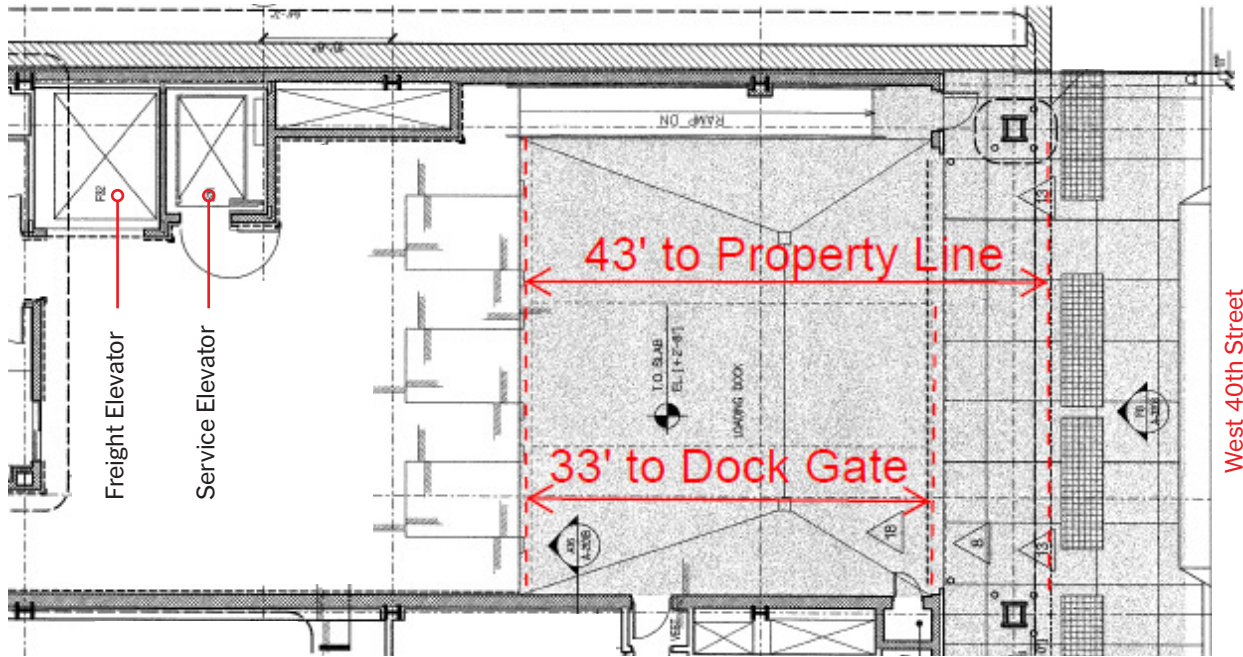
- All shipments and deliveries must be coordinated through the TimesCenter production staff no less than one (1) week prior to the event.
- Only vehicles with commercial plates are allowed access to the loading dock.
- All vehicles accessing the loading dock must have a pre-approved Certificate of Insurance on file with TheTimesCenter.

Note: After-hours loading dock access fees may be charged to User's final invoice.

Shipping Policies

TheTimesCenter is not responsible for items shipped or mailed to the venue in advance of a User's License Term. All event materials should be hand delivered to the venue within the User's rental timeframe.

User is also responsible for the packaging and return shipment of all event materials. User is responsible for removal of all unused packing materials. Any materials left on site after the end of the User's License Term will be disposed of as trash.



Loading dock on West 40th Street

Loading Dock Capacity and Dimensions

The loading dock is equipped with three (3) bays, each with dock leveler.

Maximum Vehicle Height = 13' 6"

Maximum Vehicle Length = 43'

- 33' to dock gate
- 43' to property line

- All vehicles that exceed 33' in length must be scheduled in advance with the TimesCenter production staff
- Vehicles must not extend beyond the property line; vehicles are not permitted to block the sidewalk.



Loading dock freight elevator provides freight access for The Hall and Lower Lobby.

Freight Access to The Stage and Stage-Level Lobby

The only elevator access from street-level loading dock to the Stage/Stage-Level Lobby is via a passenger elevator in the main lobby measuring:

Passenger Elevator Door = 3' 3" wide x 7' 8" tall

Inside dimensions = 5' 10" wide x 8' 5" tall x 5' 6" deep

Freight that cannot fit into the passenger elevator may be carried down a half flight of stairs (12 steps) from the Street-Level Lobby to the Stage-Level Lobby.

Max Widths: Access to Lobby Passenger Elevator

Loading Dock Doors = 4' 6" (between push bars)

Elevator Hallway = 5' 6" wide

(Detailed on The Stage floor plan on page 10.)

Freight Access to The Hall and Lower Lobby (pictured)

The Hall and Lower Lobby are accessible via freight elevator on loading dock measuring:

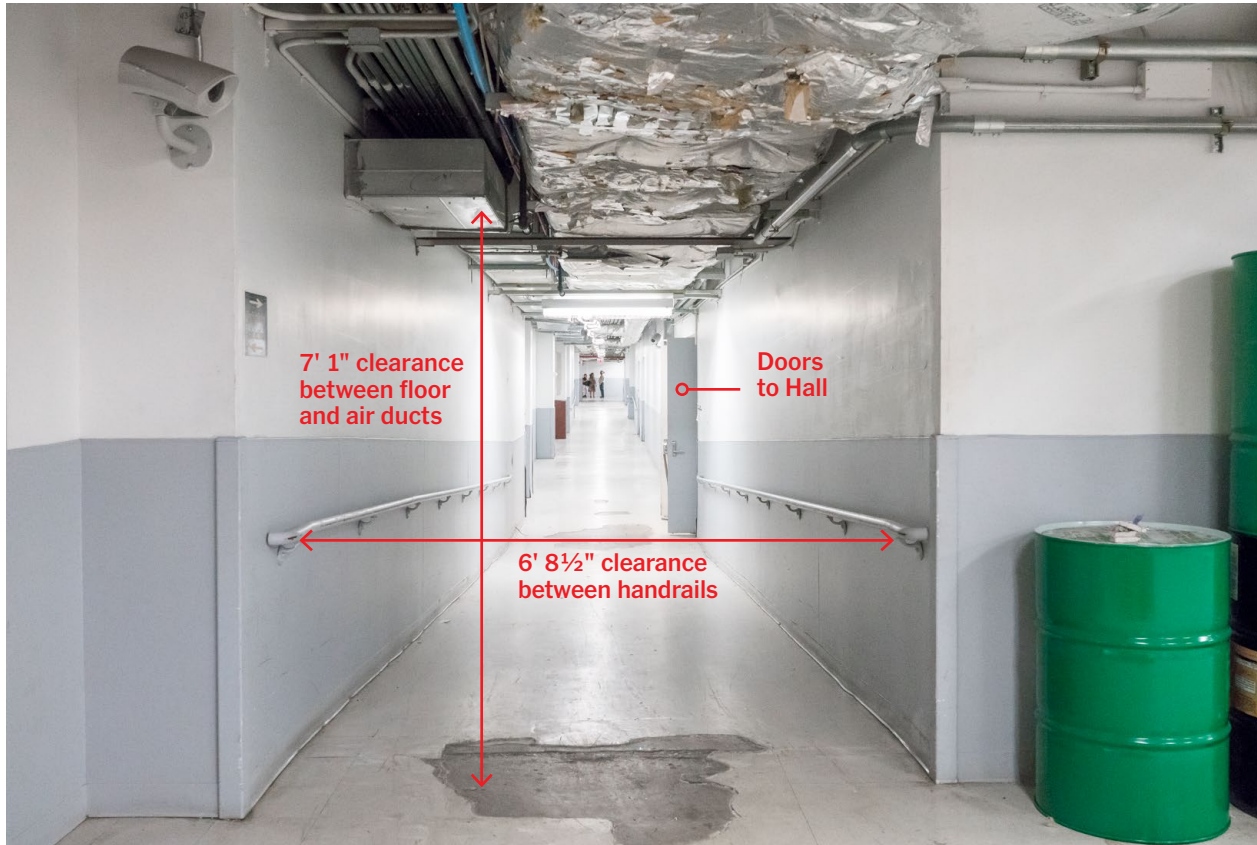
Freight Elevator Door = 7' 11" wide x 10' tall

Inside dimensions = 7' 9" wide x 11' 6" tall x 9' 8" deep

Note: The maximum dimension of all items going from the freight elevator to The Hall is:

MAX: 6' 8½" wide x 7' 1" tall

This is due to a low-hanging air duct at the top of the ramp between the freight elevator and the doors to The Hall. (See photo and details on page 25.)



Service hallway ramp leading down to The Hall load-in doors with maximum height and width clearances.

Service Hallway From Freight Elevator to The Hall

Maximum height and width of the service hallway from freight elevator to The Hall:

Max Width = 6' 8½" (between handrails)

Max Height = 7' 1" (between floor and air duct)

Low max height clearance is due to an air duct at the top of the ramp between the elevator and the entrance door to The Hall.

Doorways into The Hall

Dimensions of the doorways into The Hall from the service hallway:

Max Width = 5' 1" (between push bars)

Max Height = 8'

Doorway max width is the distance between the push bars when doors are in open position.



Catering Kitchen

TheTimesCenter catering kitchen includes the following equipment:

- 1× Manitowac ice maker with large capacity Follet LSG700 ice storage bin
- 2× Vulcan VC44ED series electric convection warming ovens
- 2× Double-sink basins and separate hand-wash sink and stainless countertop work areas

Note: TheTimesCenter catering kitchen has NO tables, chairs, linens, serving pieces, glassware, flatware or other catering utensils. Please contact a caterer from TheTimesCenter's approved list or the TimesCenter production staff to arrange for rental of any necessary equipment for food service.

WALL/FLOOR OUTLET POWER DISTRIBUTION

The Hall

Wall outlets: Each wall has one 20-amp circuit with multiple outlets.

Floor pockets: Seven separate 20-amp circuits located throughout the floor.

The Hall Lobby (Lower Level)

There is only one 20-amp circuit shared by all three wall outlets.

Catering Kitchen Area

Seven 20-amp circuits located around the distribution panel.

These will also be used by catering.

Main Lobby

There are fifteen 20-amp circuits in floor pockets in the main lobby and stage-level area.

Note: Please consult with TimesCenter production staff before plugging into ANY power sources.

MAIN POWER DISCONNECTS

41st Street Loading Dock

400-amp 3-phase disconnect (GND and neutral are reversed).



Stage Right Closet

400-amp 3-phase disconnect (GND and neutral are reversed).



Catering Kitchen

200-amp 3-phase disconnect (GND and neutral are NOT reversed on this disconnect).



www.thetimescenter.com

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