

**Shakespeare Theatre Company  
Harman Center for the Arts  
Sidney Harman Hall Technical Rider**



**Shakespeare Theatre Company Administrative Offices**

516 8th St. SE  
Washington, DC 20003  
Main Line: 202.547.3230  
Fax: 202.547.0226  
[www.ShakespeareTheatre.org](http://www.ShakespeareTheatre.org)

**Sidney Harman Hall**

610 F St. NW  
Washington, DC 20004  
Box Office: 202.547.1122  
Main Line: 202.547.3230  
Fax: 202.547.0226  
Directions: 202.547.3230 ext. 3521

**Lansburgh Theatre**

450 7th St. NW  
Washington, DC 20004  
Box Office: 202.547.1122  
Main Line: 202.547.3230  
Fax: 202.638.3869  
Directions: 202.547.3230 ext. 3521

**For additional information please contact:**

Booking Department  
Telephone 202.547.3230 ext. 2206  
Fax 202.608.6340  
[HCARentals@ShakespeareTheatre.org](mailto:HCARentals@ShakespeareTheatre.org)

**This document is updated frequently and equipment availability is subject to change.  
Please contact the Booking Department with any questions.**

## Location

### Sidney Harman Hall

**Please note: The following addresses are for directional purposes only. They are not intended for mailing or delivery purposes. Please send mail to the Administrative office at 516 8th St. SE Washington, DC 20003. Deliveries must be pre-approved and scheduled through the Booking Department.**

**Address:** 610 F St. NW Washington, DC 20004

**Main Entrance:** At the corner of 6th and F Streets. Across from the Verizon Center.

**Loading Dock:** 560 6th St. NW Washington, DC 20004  
On 6th Street between E and F Streets, NW

**Stage Door:** 560 6th St. NW Washington, DC 20004  
On 6th Street between E and F Streets, NW

**Parking:** Interpark Garage is located under the Harman Hall, entrances off E and F Streets between 6th and 7th Streets. E street entrance strongly recommended.

Additional parking garages are located in the area.  
Street parking is difficult to find any time around the theatre. Parking enforcement is strict and cars are towed regularly. Should you choose to park on the street, please read the signs carefully.

**Directions:** All these directions take you to the main entrance to the Sidney Harman Hall.

**Metro:** Gallery Place -- Chinatown Metro  
Red / Yellow / Green Lines  
Exit: 7th St. NW & F St. NW  
Less than one block walk

**Metro Buses:** Various Metro buses and the DC Circulator stop in the area.  
[www.wmata.com](http://www.wmata.com)

#### From Virginia via I-395

Remain on I-395 North while approaching the District of Columbia.  
Follow signs for Downtown / Route 1 North (Left exit)  
Route 1 turns into 14th Street (after crossing the Potomac River)  
Follow 14th St. to Pennsylvania Ave (4th stoplight)  
Right on Pennsylvania Ave. (Heading East toward the US Capitol)  
Left on 7th Street NW (Heading North on 7th St.)  
Right on F Street.  
Sidney Harman Hall is on the right at the end of the block.

**From Virginia via I-66**

Remain on I-66 East into the District of Columbia.  
Cross into the city via the Theodore Roosevelt Bridge (at which point I-66 becomes Constitution Ave)  
Stay on Constitution Ave. (East toward the US Capitol)  
Left on 7th Street NW (Heading North on 7th St.)  
Right on F Street.  
Sidney Harman Hall is on the right at the end of the block.

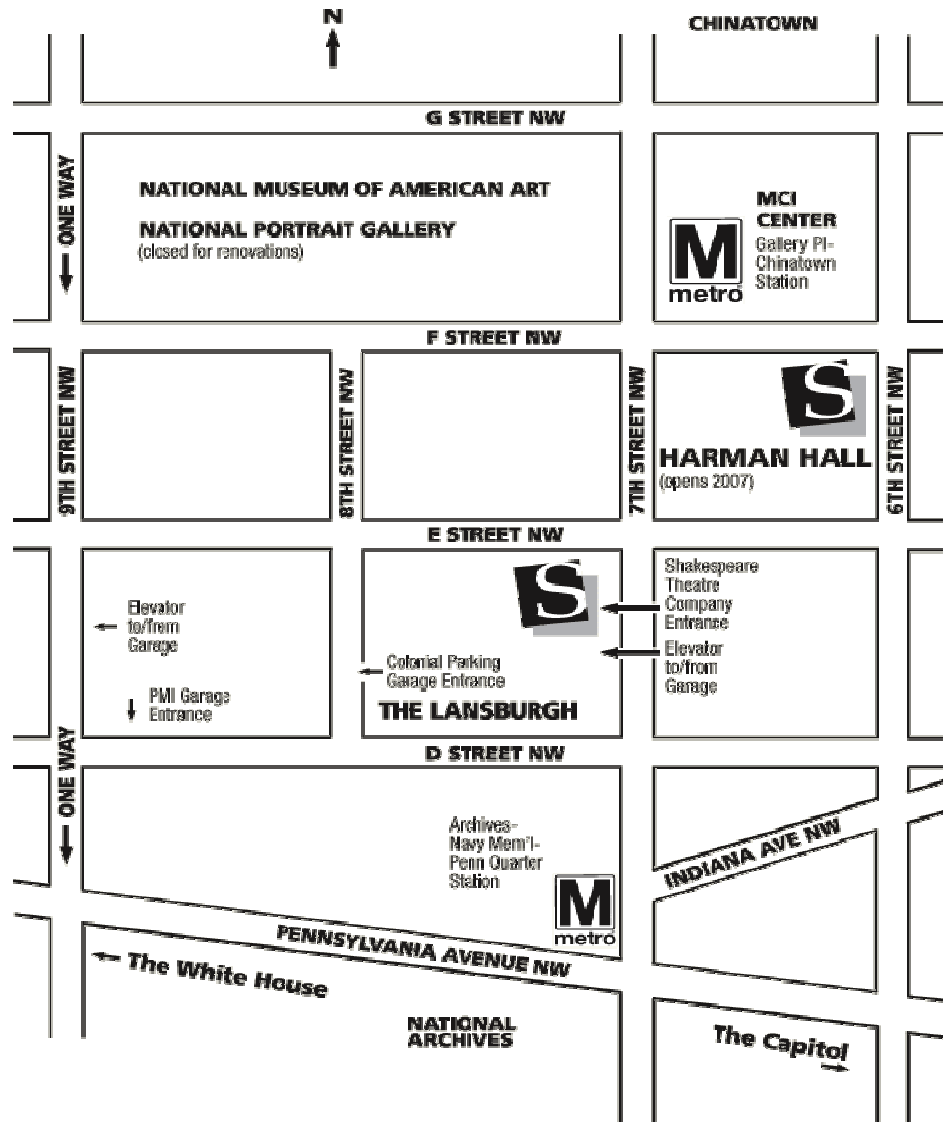
**From Bethesda, Rockville, Potomac, and Points West**

Reach Wisconsin Ave, NW via either I-270 and River Road or Rockville Pike (which becomes Wisconsin Ave.)  
Remain on Wisconsin Ave. Until reaching Massachusetts Ave, NW. (Just south of the National Cathedral)  
Cross over Massachusetts Ave and turn left onto Garfield Street.  
Right onto Mass. Ave. (after two blocks on Garfield St.).  
Follow Mass. Ave. to Mount Vernon Square.  
Right on 9th Street (Heading South)  
Left on F Street NW.  
Sidney Harman Hall is three blocks down F St. on the right.

**From Route 50, Baltimore and Points East**

Reach New York Ave. NE via either Rt. 50, I-95, or the Baltimore Washington Parkway.  
Remain on New York Ave. all the way downtown to 6th Street NW  
Left on 6th Street NW.  
Right on F Street.  
Sidney Harman Hall is on the corner of 6th and F Streets.

Street Map of Area



## Security and Building Access

**Failure to observe the requirements below may result in people and deliveries being denied access to Sidney Harman Hall.**

### Security

**The Renter must submit to the Booking Department, a complete list of company members at least 48 hours prior to an event or production.**

Renters will be provided with badges that can be used to gain access to the building and should be worn at all times backstage.

Renter's staff and company members may be asked to show photo ID to gain admittance at stage door.

Shakespeare Theatre Company staff and Sidney Harman Hall renters are requested to wear ID badges at all times in the theatre.

Uniformed security may be requested by renter at their own expense.

The Bookings Department has the right to require uniformed security officers be present at anytime during the rental at the sole cost of the renter.

### Front Doors

During box office hours the front doors to the Sidney Harman Hall will be open to the public. Access to backstage and office areas through the main lobby will be limited to Harman Center and Shakespeare Theatre Company staff.

Renters are requested to limit traffic through the front doors, and make use of the stage door for all staff and performers during rehearsals, performances, and events in Sidney Harman Hall.

Patrons and guests will have front entrance access.

### Stage Door

The stage door is located off 6th Street by the loading dock to the building. The stage door remains locked at all times. A security guard or Harman staff member will be stationed during rented hours at the entrance to allow renter's company members into the building.

### Backstage Guest Policy

No audience members or guests are permitted in the backstage, on stage, or dressing room areas before performances.

Prior to the performance the Renter should submit to the Bookings Manager (or House Management) a list of guests that are permitted into the Forum Lobby (Green Room waiting area) directly following the performance.

Guests may be required to show identification.

### Deliveries and Receiving

Renters must notify the Booking Department about any deliveries to Sidney Harman Hall no less than 5 working days prior to the delivery.

No weekend delivery times are available unless Renter pays the daily building rate plus the labor to accept the delivery.

## Regulations and Guidelines

### Access at Sidney Harman Hall

The facility layout and acoustic security of Harman Hall enable the use of multiple areas for multiple events simultaneously.

Public lobby space, particularly Founders Hall, will be shared by all.

Renters are guaranteed use of only the spaces that are specified by contract.

Some backstage areas may be shared by more than one entity, as deemed necessary by the Booking Department.

### Staffing for Harman Center for the Arts

Staffing Rates are available through the Booking Department.

There are minimum crew calls for the Lansburgh Theatre. If you are using the stage, lighting or sound equipment a person from each of those departments is required on site while that particular element is in use. If dressing rooms are being used, a Shakespeare Theatre Company wardrobe crew member must be present.

Holiday Rates are double time for all staff members. Holiday Rates may apply and are determined by the Shakespeare Theatre Company. Please let the Booking Department know if you questions about your usage and a particular holiday.

All work calls must end 30 minutes before the Washington DC Metro Rail stops running or the company can continue the work with double time rates in effect.

\*Washington DC Metro Rail Schedule Below (subject to change, check with Metro for exact times)

Mon - Thurs 5:00am - Midnight (12:00am)

Fri 5:00am - 3:00am

Sat 7:00am - 3:00am

Sun 7:00am - Midnight (12:00am)

If any crew member works more than 5 hours with an hour break there will be a meal penalty of \$35.00 per person in addition to the hourly rate.

### Facility and Equipment Availability

Facilities and equipment are subject to availability, please contact the Booking Department for current inventories.

Use of any facility or equipment must be confirmed by the Booking Department during the contract period. Renters are guaranteed use of only the spaces and equipment that are specified by contract.

## **Flames and Firearms**

**Please contact the Bookings Department at least 5 business days before your event if you are considering the use of smoking, live flame, special effects/pyro, or firearms in your production.**

**Additional staffing and resource charges may be applied.**

The Renter must provide adequate information regarding potential flames and firearms usage to the Booking Department prior to contracting.

Use of flame or firearms in any Shakespeare Theatre Company facility will be permitted only upon the prior written consent of the Director of Production.

The Renter is responsible for notifying and receiving permission from the District of Columbia Fire Marshal for all firearm and flame effects.

If a permit is not granted in writing and given to the Booking Department prior to the first public performance that effect will not be allowed to take place.

The Renter is responsible for notifying and receiving permission from the Gun Control section of the DC Police Department for use of firearms on stage.

All documents must be submitted to the Booking Department to be posted at the Box Office during the entire performance run.

Theatrical fog/smoke is permitted only inside the main theatre space and with prior written permission from the Shakespeare Theatre Company.

## **Smoking**

All Harman Center for the Arts facilities are smoke-free.

Patrons are asked to smoke on the sidewalk at least 20 feet from the main doors into Sidney Harman Hall.

Staff and performers are required to smoke on the sidewalk outside the stage door at least 20 feet from the entrance.

## **Animals**

With the exception of service animals, no animals will be permitted inside Sidney Harman Hall at any time.

## **Clean-Up**

To avoid a fee, the Renter must leave the space they rent in a clean condition according to the following guidelines:

Remove all items brought into the theatre by the Renter.

Dispose of trash in receptacles and notify the Facility Supervisor if receptacles are full and need replacing.

Return any furniture items or equipment to their original locations.

Backstage areas must be properly swept, with all scenery, tape, equipment, etc. removed.

Stage area must be returned to original condition and configuration as received at beginning of rental period.

## Sidney Harman Hall Stage Specifics

The Theatre configuration will be in one of the three configurations. Please check with the Booking Department to see which configuration the space will be in for your event. The Theatre may be reconfigured to any configuration but at the sole experience of the Renter and must also return to the original configuration after your event.

Seating capacity at 774.

Seating wagons in the house, set at 2'-6" below stage level.

Mezzanine Level Galleries along sides and back of theatre in place.

### Stage Measurements

The following measurements and mini-ground plans should be used for general purpose and non-critical measurements.

Critical dimensions should be confirmed by field measurements.

Technical drawings are available upon request from the Booking Department.

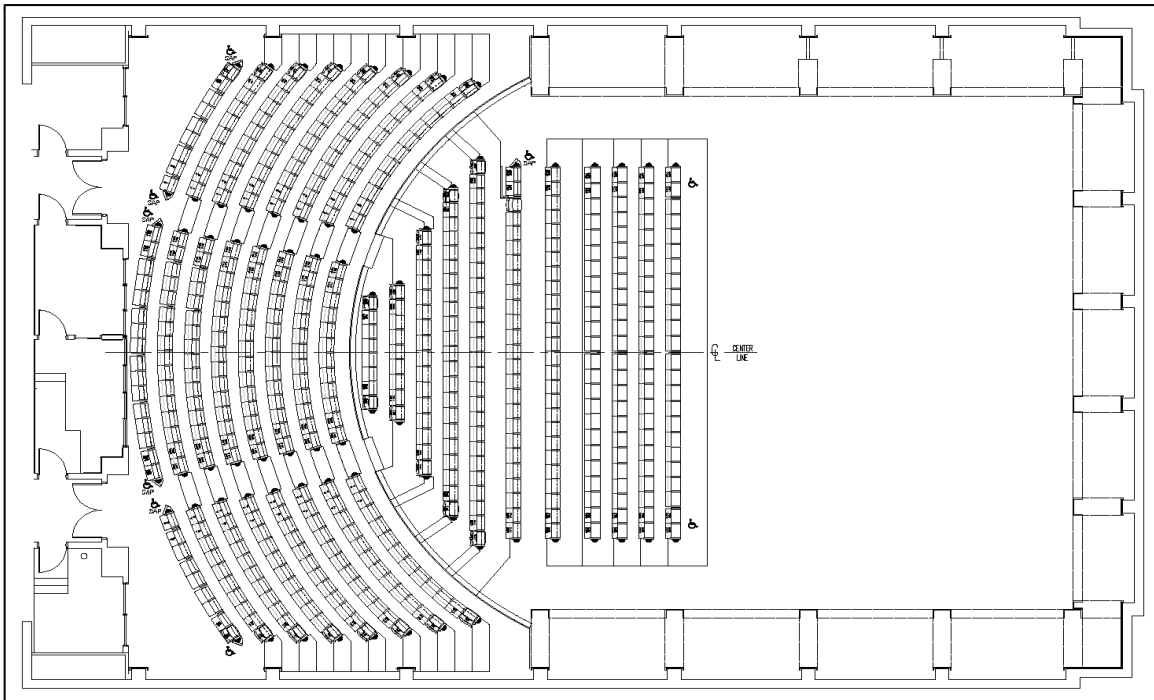
Measurements are taken at floor level and do not account for any gallery overhang.

### End Stage Configuration

Width 74'-0" (measurement from stage wall to stage wall)

Depth 45'-0" (measurement from edge of stage to back wall)

Stage Floor above House Floor 2'-6"



*End Stage Configuration*



## Proscenium Configuration

A gantry proscenium unit can be installed into the space. The Proscenium's opening size and position along the stage is variable.

Installation of the gantry unit will incur additional labor and resource charges.

Maximum proscenium width opening: 47'-4"

Maximum proscenium height opening: 37'-0"

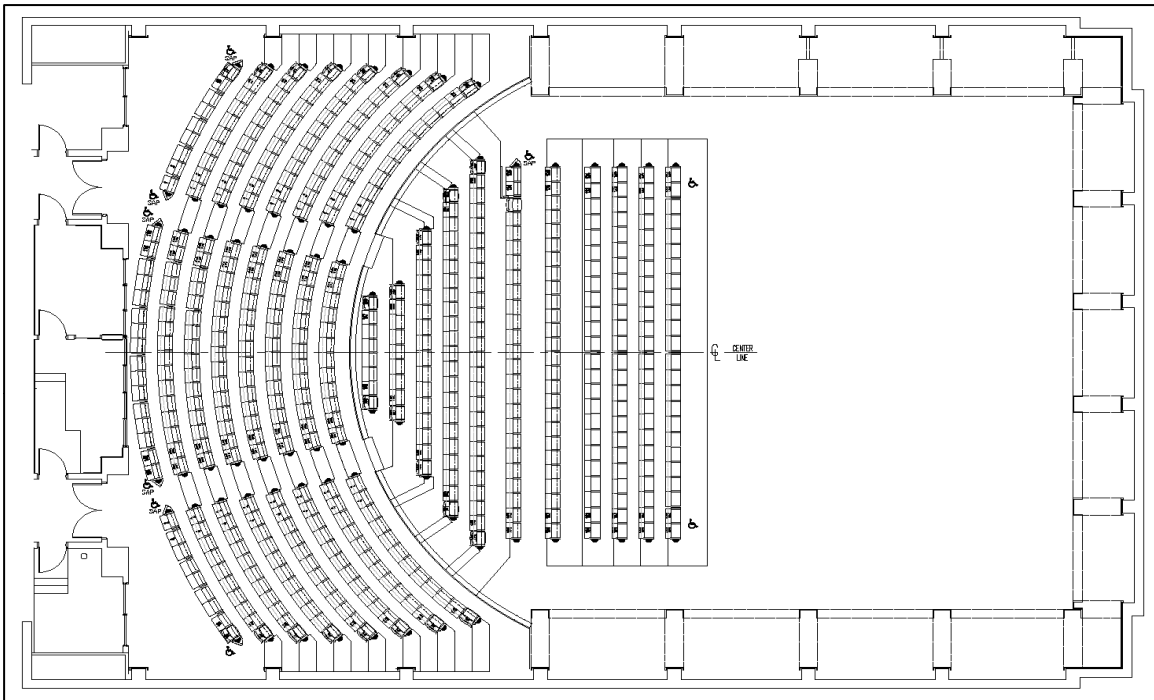
Minimum proscenium width opening: 35'-7"

Minimum proscenium height opening: 20'-5"

Proscenium can be positioned at any location along the upstage-downstage track (from the back wall to 42'-0").

Depth: 45'-0" (edge of stage line to back wall)

Apron: 3'-0" (edge of stage to proscenium limit)



*Proscenium Configuration*

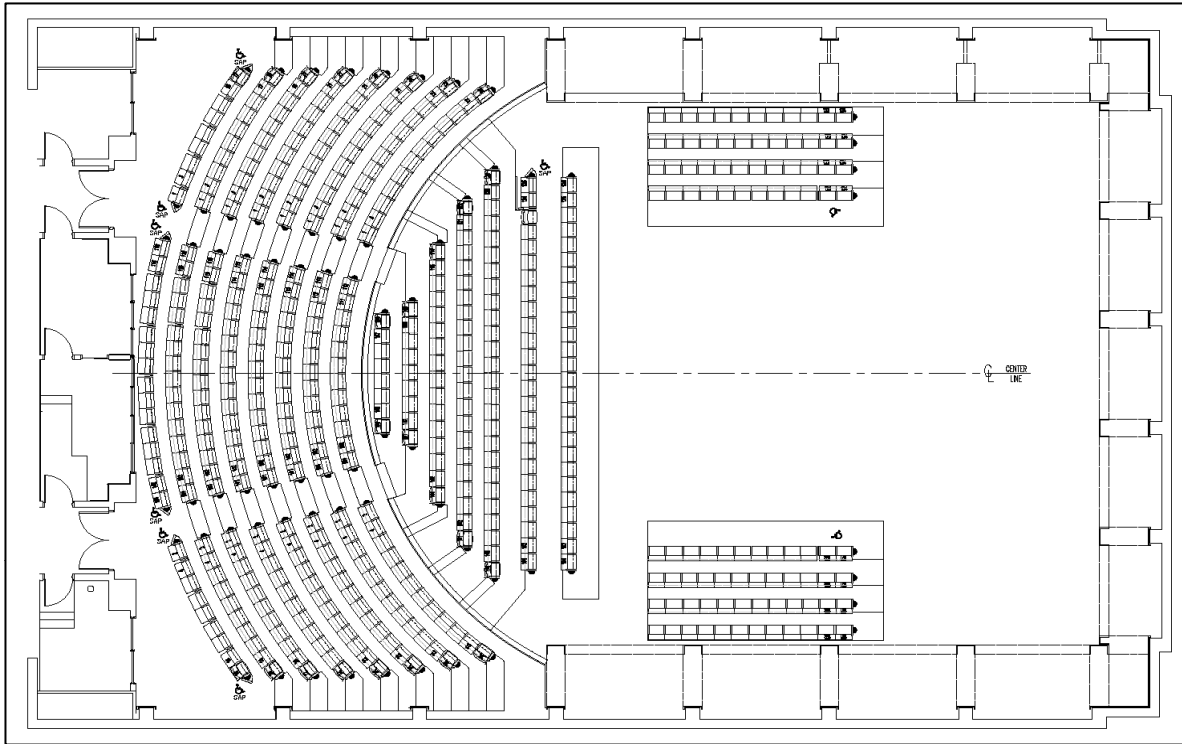
## Thrust Configuration

Two seating carts can be moved from the house onto the stage to convert the space into a thrust stage.

Installation of thrust configuration will incur additional labor and resource charges.

Thrust depth: 58'-0"

Stage floor is flush with the house floor in thrust configuration.



*Thrust Configuration Drawing*

## Galleries

Galleries wrap the stage along the Mezzanine Level. They can be used for additional seating or staging areas.

Gallery Height: 11'-6"

Upstage Gallery Width: 4'-6"

Stage Right and Stage Left Gallery Width: 6'-6"

At gallery level, the End Stage width is reduced to 60'-0"

At gallery level, the End Stage depth is reduced to 60'-0"

The stage right and stage left galleries are fixed. The upstage gallery is removable.

Removable stairs can be installed to join the stage right and stage left galleries to the Mezzanine level seating area.

Any changes to the gallery set up require advanced notice and may incur additional labor and resource charges.

### **Stage Extension**

Use of stage extension may incur additional labor and resource charges. Stage Extension can be converted into an orchestra pit, reducing the seating capacity to 678. Use of the orchestra pit will require advanced notice.

Depth 13'-0"

Stage floor is flush with the house floor with the stage extension in place.

### **Trap**

Use of trap will require advanced notice.

Maximum width 48'-0"

Maximum depth 14'-6"

Trap can be split into grids of 3'-0" x 6'-0"

### **Orchestra Pit**

There is no designated orchestra pit area in the Sidney Harman Hall though the stage extension may be used as one.

### **Stage Floor**

Black masonite

Marley dance floor is available for rental.

### **Linesets**

Double Purchase Fly System

Locking Rail on the stage right wall at Gallery Level

Line sets

Fifty line sets.

Batten length: 56'-0"

Maximum weight per line set 1600 lbs.

Lineset schedule is available from the Booking Department.

### **Soft Goods**

Soft goods subject to availability and may incur additional resource or labor charges. Please contact the Booking Department for complete availability. Standard configuration of soft goods TBD.

### **Legs and Borders (availability subject to change)**

- 6 Black Legs 12'-0" W x 36'-0" H
- 10 Black Tabs 6'-0" W x 36'-0" H
- 1 Downstage Border (black) 58'-0" W x 16'-0" H

### **Full Stage Goods (58'-0" W x 36'-0" H)**

- 1 House Curtain -- bi-parting traveler (color to match interior design of house)
- 1 Traveler (bi-part)
- 1 Cyclorama
- 1 Black Scrim
- 1 White Scrim

### **Offstage Areas (availability subject to change)**

Openings along the stage wall are up center, stage right and stage left  
10'-0" wide x 16'-0" high roll doors

11'-0" maximum ceiling in offstage areas

Permanent upstage crossover.

Maximum width 3'8"



**Loading Dock**

Loading dock is only available if approved by the Booking Department.

Loading dock door located directly off stage right

Location: 550 6th St. NW Washington, DC 20004

Half-block down from the corner of 6th and F Streets, NW.

Clearance: 13'-6"

Depth: 24'-0"

**Freight Elevator**

The freight elevator is only available if approved by the Booking Department.

The freight elevator located off stage right.

5'-11 1/4" W x 8'-6 5/8" D x 9'-7" H

Access to Artist Level (including backstage areas and trap room), stage level, orchestra level, and mezzanine level.

**Deluge System**

There is no permanent fire curtain installed in the theatre.

**Other**

Toilet offstage left

## Sidney Harman Hall Backstage

**All backstage facilities are located one floor below stage level with stairs off stage right and left and a freight elevator off stage right.**

**Back of house facilities are subject to availability. Use must be confirmed by the Booking Department during the contract period.**

### Green Room

Size: 44'-0" x 49'-0"

Amenities:

- Refrigerator (standard size)
- Dishwasher
- Microwave
- Coffee Maker
- Water Cooler
- Kitchen sink
- Two couches and two arm chairs
- Dining table with 9 chairs
- Computer desk and chair and internet
- Phone line (with local phone service)
- First Aid Kit

### Dressing Rooms

**The use of Dressing Rooms and/or Wardrobe Facilities will require a Wardrobe technician to be present during the time those spaces are being used.**

Dressing rooms contain counter stations, chairs, and mirrors for each station and an adjacent toilet and shower.

- C-131 Eight-person Dressing Room
- C-135 Eight-person Dressing Room
- C-142 Six-person Dressing Room
- C-144 Six-person Dressing Room
- C-146 Six-person Dressing Room
- C-149 Star Dressing Room
- C-151 Star Dressing Room

### Wardrobe Facilities

Please contact the Booking Department for more information about wardrobe facilities.

See note above about staffing requirements.

### Offices

Other business office equipment may be available through the Booking Department.

### Other Amenities

- Lockers of various sizes
- Additional single men's and women's restrooms

# Sidney Harman Hall Front of House

## Seating

Maximum Seating Capacity (Endstage) = 774

Orchestra Level Seating = 425

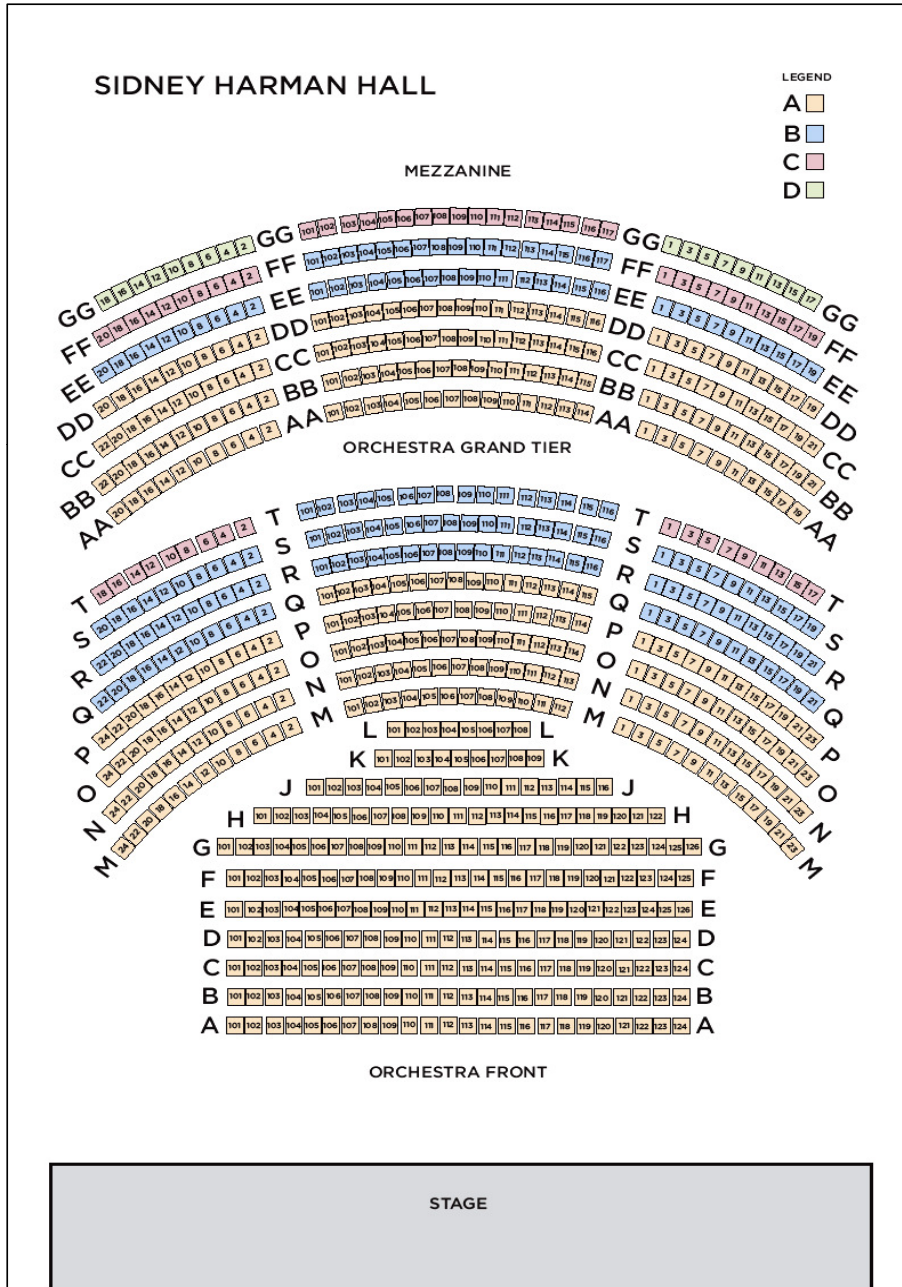
Movable Seating Platforms (on Orchestra Level) = 96

Mezzanine Level Seating = 253

Flexible Gallery Seating = 20

Available in Endstage configuration only

Use of Gallery Seating may incur additional labor and resource charges.



**Lobby Information**

Over 10,000 sq. ft. of lobby space located over three floors.

**Founders Hall - Street Level Entry**

Box Office  
Merchandise and Gift Shop

**Orchestra Level Lobby - Second Floor**

Coat Check  
Concessions Bar  
Men's and Women's Restrooms  
Water fountains  
Café style seating

**Mezzanine Level Lobby - Third Floor**

Coat Check  
Concessions Bar  
Men's and Women's Restrooms  
Water fountains  
Café style seating

**Box Office**

Five sales or will-call windows  
Tessitura Ticket System  
Box office staffing and ticketing services as per contract.

**Accessibility**

Harman Hall and all of its facilities are accessible for audience and performers with disabilities.  
Assisted listening and audio-described capabilities available. See Sound section for more information.  
Handicap seating is located in on both Orchestra and Mezzanine levels of the theater



# Sidney Harman Hall Lighting

## House Plot

Technical Resource Package includes the use of lighting already in the air. Additional hang/focus will require written permission and incur additional labor costs. Additional instruments and specials may incur additional labor and equipment rental charges.

## Console

ETC Eos

## Dimmers

600 2.4 kw ETC Sensor  
12 6kw ETC sensor

## Follow Spots

2 Lycian M2 2500w with Electronic Ballasts in follow spot booth at the back of the Mezzanine Level.  
Use of follow spots by request. Use may incur additional labor and equipment rental charges.

## Additional Equipment

Lighting equipment inventory available by request.  
Equipment needs outside Shakespeare Theatre Company inventory will be handled as per contract.

# Sidney Harman Hall Sound

**Shakespeare Theatre Company reserves the right to limit sound levels.**

## **House Sound System**

Technical Resource Package includes the use of general sound reinforcement and playback.

Digital and CD playback.

Up to three (3) microphones, excluding lavalieres.

Front fill speaker system.

## **Monitor and Paging System**

Video and audio monitors throughout the backstage areas.

Backstage page system.

## **Intercom System**

ClearCom Systems with wireless headsets provide coverage throughout the building.

8 Wireless belt packs

## **Assisted Listening and Audio Described**

Listen LT Series Xmitters FM Assistive Listening Dual-Transmitters for both Assisted Listening and Audio Description.

80 Receivers with both earphones and inductive loops.

## **Additional Equipment**

Sound equipment inventory available by request.

Additional charges will apply for any equipment outside of House Sound System.

Equipment needs outside Shakespeare Theatre Company inventory will be handled as per contract. All outside vendors and equipment must be pre-approved by the Shakespeare Theatre Company.

# Sidney Harman Hall Additional Equipment

## **Additional Spaces and Facilities**

Other facilities and spaces are available for additional rental at Sidney Harman Hall.  
Contact the Booking Department for more information regarding these facility.

## **Projection Equipment**

Projection, video, and film capabilities are available, please contact the Booking Manager for details.  
Additional charges will apply for any equipment requests.

## **Dance Floor**

Marley-type dance floor providing full stage coverage is available for an additional rental charge.

## **Concert Equipment**

Music stands, musician chairs, and music lights are available, please contact the Booking Department for details.  
Additional charges will apply for any equipment requests.

## **Additional Equipment**

Event equipment inventory available by request.  
Additional charges will apply for any equipment requests outside standard rental.

Equipment needs outside Shakespeare Theatre Company inventory will be handled as per contract. All outside vendors and equipment must be pre-approved by the Shakespeare Theatre Company.