

Historic Holmes Theatre



Detroit Lakes Community & Cultural Center

TECHNICAL INFORMATION PACKAGE

*REVISED
March 2010*



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ALL INQUIRIES SHOULD BE DIRECTED TO:

Amy Stoller Stearns, Theatre Administrator
 The Historic Holmes Theatre
 806 Summit Ave
 PO Box 1863
 Detroit Lakes MN 56502-1863
 Phone: 218-844-4221 x 104
 Fax: 218-844-4224
 Email: amy@dlccc.org
 Website: www.dlccc.org

Department/Area	Name	Email	Phone
<i>Holmes Theatre</i>			
Theatre Administrator	Amy Stoller Stearns	amy@dlccc.org	218-844-4221 x104
Technical Director / Production Mgr.	Kevin Mitchell	Kevin@dlccc.org	218-844-4221 x116 Cell-218-234-5888
Event Coordinator	Vicky Williams	vicky@dlccc.org	218-844-4221 x106
Box Office & Theatre Assistant	Becky Olson	boxoffice@dlccc.org	218-844 7469 SHOW) 218-844-4221 x117
Marketing Director	Viva Klundt	viva@dlccc.org	218 844-4221 x114
<i>Board of Directors</i>			
Chairperson	Dennis Winskowski		
Board Members:	Cyndi Anderson	Catherine Black	David Langworthy
	Greg Potvin	Mike Herzog	Lynn Hummel

Items to be shipped to the Holmes Theatre should be addressed to:

Kevin J. Mitchell Theatre Technical Director
 The Historic Holmes Theatre
 806 Summit Ave
 Detroit Lakes, MN 56501

218 844-4221 806 Summit Ave Detroit Lakes MN 56501



GENERAL INFORMATION & POLICIES

MANAGEMENT:

House retains control of premises, operations, and equipment, and will regulate audio levels, require adherence to standard safety practices, and limit access to backstage to necessary personnel only. No items may be sold from the stage or in the seating areas.

RATES:

To be negotiated with Theatre Director. Additional costs may be incurred for hourly technical wages, catering or equipment rentals. A 10% handling charge may apply. Rental charges are due at contract signing; all other charges are billed at the conclusion of the final performance, and are due within seven working days. All other arrangements regarding lobby displays, concession sales, marquee, etc. will be negotiated at the time of contract signing. Where additional security is deemed necessary by the theatre management, it will be required and billed to the user.

PAYMENT:

A deposit is due at signing of contract; Final payment due per contract terms. All other charges are billed at the conclusion of the final performance and are due within seven (7) business days.

GENERAL TERMS & CONDITIONS:

Access to stage and dressing rooms is limited to members of the company and technical personnel. No smoking is allowed in the Holmes Center Inc. facility or grounds. Alcoholic beverages are not allowed in the Historic Holmes Theatre & Event Center or support areas. *Please see full copy of "Terms & Conditions for Use".*

FACILITY HISTORY:

One of the most unique components of the Detroit Lakes Community & Cultural Center is the renovated Historic Holmes Theatre. Built in 1932, the theatre has been restored to its original grandeur. The orchestra level seats have been restored and padded, the chandeliers polished and the beautiful proscenium arch painted. With more than 800 seats, the Historic Holmes Theatre is the focal point for the performing arts in the Detroit Lakes area.

SEATING:

Main Floor	566 seats
Balcony	<u>264 seats</u>
TOTAL	830 seats

TICKETING

Tickets are sold by phone or in person at the Box Office. Tickets are picked up in person, or held at the Will-Call window. Ticketing program used is WinTix.



BOX OFFICE:

The Box Office is located in the foyer of the Holmes Theatre. Box Office hours are 10:00 a.m. to 2:00 p.m., Monday through Friday. The Box Office also opens two hours prior to the show. House opens ½ hour prior to curtain unless otherwise specified. The Historic Holmes Theatre Box Office is used for all general public ticket sales. Contact the Theatre Director for more information.

STAFF:

The Holmes Theatre employs one full-time Administrator, a full time Technical Director, a full-time Events Coordinator, a full time Box Office Manager and a part-time Box Office/Office Assistant, a full-time Marketing Director. All other staff is hired on an as-needed basis, or is volunteer help. Since most of our staff is volunteer, we cannot routinely promise to have more than 4 crewmembers for events/load-ins, etc. Therefore, please be completely honest and realistic about your staffing needs. The house reserves the right to determine minimum staff size and call. Meal and work breaks for house staff is required. There must be at least a 10-hour break between each continuous day of work.

Included in the rental charge is the Historic Holmes Theatre technical staff person who must be on duty at all times when the facility is being used. Only the Historic Holmes Theatre staff will be allowed to operate lighting and sound equipment. The cost of this person is included in the rental charge. The Historic Holmes Theatre Director may require additional staffing as needed; i.e. stage manager, house manager or other personnel. The charge for additional staff will be billed back to the renting organization. Organizations with qualified board operators may operate the sound/light boards for their performances with prior approval by the theatre staff. Any hourly wages for staff necessary beyond the required technical person will be billed back to the renting organization.

PHONES:

There is a visiting artist phone line in the Green Room. This phone can be used for long distance calling by phone card. The number is 218-844-4221x 208. Internet access is available by special advance request only.

TIME ZONE:

Detroit Lakes is on CENTRAL TIME (Standard and Daylight Savings).

AIR TRAVEL: Hector International Airport Fargo ND

Northwest Airlines 1-800-225-2525. 9 flights daily via Minneapolis and Las Vegas.

United Express Airlines 1-800-241-6522. 6 flights daily to Chicago O'Hare and Denver CO.

Allegiant Air Airlines 1-800-432-3810. 1 flight daily to Las Vegas

LOCATION:

806 Summit Avenue, Detroit Lakes, Minnesota. Located on Summit Ave. between the blocks of Front and Holmes Streets.

PARKING:

There is a parking lot for the building with no permit charges.

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TRAVEL DISTANCES:

Fargo ND	50 miles	Minneapolis MN	230 miles
Grand Forks ND	135 miles	Duluth MN	210 miles
Dickinson ND	340 miles	St Cloud MN	160 miles
Devils Lake ND	210 miles	Albert Lea MN	320 miles
Des Moines IA	465 miles	Minot ND	315 miles
Bismarck ND	245 miles	Madison WI	490 miles
Sioux Falls SD	290 miles	Winnipeg, Canada	265 miles

MEDICAL:

The theatre does not have a Doctor On-Call. The nearest hospital is:

St. Mary's Regional Health Center
 1027 Washington Ave.
 Detroit Lakes, MN
 Phone: 218-847-5611

BANKING:

There are several banks in the local area.

Midwest Bank 613 Hwy 10 E Detroit Lakes MN 56501 218-847-4771	Midwest Bank 1583 Hwy 10 W (Wal-Mart store) Detroit Lakes MN 56501 218-847-9700	Bremer Bank 115 E Holmes St Detroit Lakes MN 56501 218-847-9292
Wells Fargo Bank 211 W Holmes Detroit Lakes MN 56501 218-847-1361	Wells Fargo Bank 310 Hwy 10 E (Central Market grocery store) Detroit Lakes MN 56501 218-847-2137	First Security Bank 611 Summit Ave Detroit Lakes MN 56501 218-847-3041

SMOKING:

ALL parts of the DLCCC Facility, including the Theatre are designated Smoke Free. This policy will be rigorously enforced.

CANCELLATIONS:

The Holmes Theatre reserves the right to cancel events due to extreme weather conditions.



Wardrobe Information

GREEN ROOM:

Dressing rooms are located backstage stage left with access from the Green Room. There are two rooms equipped with mirror & lights

CHORUS ROOM:

The Chorus Room: is located downstairs one flight. From the backstage hallway, go down the stairs, turn right and enter the doorway. There are two large rooms equipped with shelving, clothing bar for hanging clothes and a large mirror.

WARDROBE RACKS:

2 rolling racks are available.

LAUNDRY:

There is a washer and dryer located in the building.

NEAREST LAUNDROMATS/CLEANERS:

Super Suds Laundry 802 W Lake Dr Detroit Lakes MN 56501 218-847-9931 Hours: 8:00am-9:00pm 7days/wk No drop-off laundry service Self- Service	Service Cleaners 700 Minnesota Ave Detroit Lakes MN 56501 218-847-4802 Hours: 7:30am-5:30pm M-F 8:00am-1:00pm Sat Same day service before 10am, NO 1 Hr Service available
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STAGE & CARPENTRY

STAGE TYPE:

Screwed Masonite with flat black finish

LOADING DIMENSIONS:

Street level-- no Loading Dock directly to 8' garage door

STAGE DIMENSIONS:

Proscenium	39'-4" W x 24'-6" H x 25'-1"D
Load In	Behind stage, 8' garage door with accessible rig lift (10'd x 12'w x 7'h), 2000# max to scene shop 10' door from scene shop to stage

ORCHESTRA PIT:

None	An orchestra pit can be designated by stanchions on house floor
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SCENE SHOP:

Building	Behind stage accessible via lift (10'D x 12'W x 8'H), 2000# maximum. Renter to provide all tools and construction materials Room Dimension 26'6"d x 40'6"w x 13'h Fluorescent Lighting
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LIGHTING EQUIPMENT INVENTORY

Ellipsoidal Spotlights 10 - ETC Source Four 50° w/575w HPL 575/115x Lamp
12 - ETC Source Four 36° w/575w HPL 575/115x Lamp
18 - ETC Source Four 26° w/575w HPL 575/115x Lamp
Fresnel Spotlights 22 - 6" Altman 65Q w/750w BTN Lamp
Par Spotlights 22 - ETC Source four par with lens kit w/575w HPL/115 Lamp
Cyclorama Lights 6 - Altman Triple ground CYC with Hanging Arms 1000w FCM Lamp
Flood Lights 2 - Altman Single ground CYC with Hanging Arms 1000w FCM Lamp
Follow spots 2 - Lycian Midget 1207-2000w CYX Lamp
Moving heads 4 - American DJ - DJ Spot 250

STAGE LIGHTING HARDWARE & ACCESSORIES

6 Single T 18" sidearms
4 12' Light Stands (Stage Trees).
8 Template holders
12 - 6" 4-way barn
Stage pin Cable (4) - 5'
(6) - 10'
(4) - 15'
(8) - 25'
(12) - Two-fers

Edison black cables
(10) - 25'
(5) - 50'

DMX Cable 5Pin
(2) - 50'
(2) - 25'

Lighting Console ETC Express 48/96
2 - Color Monitor
1 - Remote Focus Unit

Ball Room

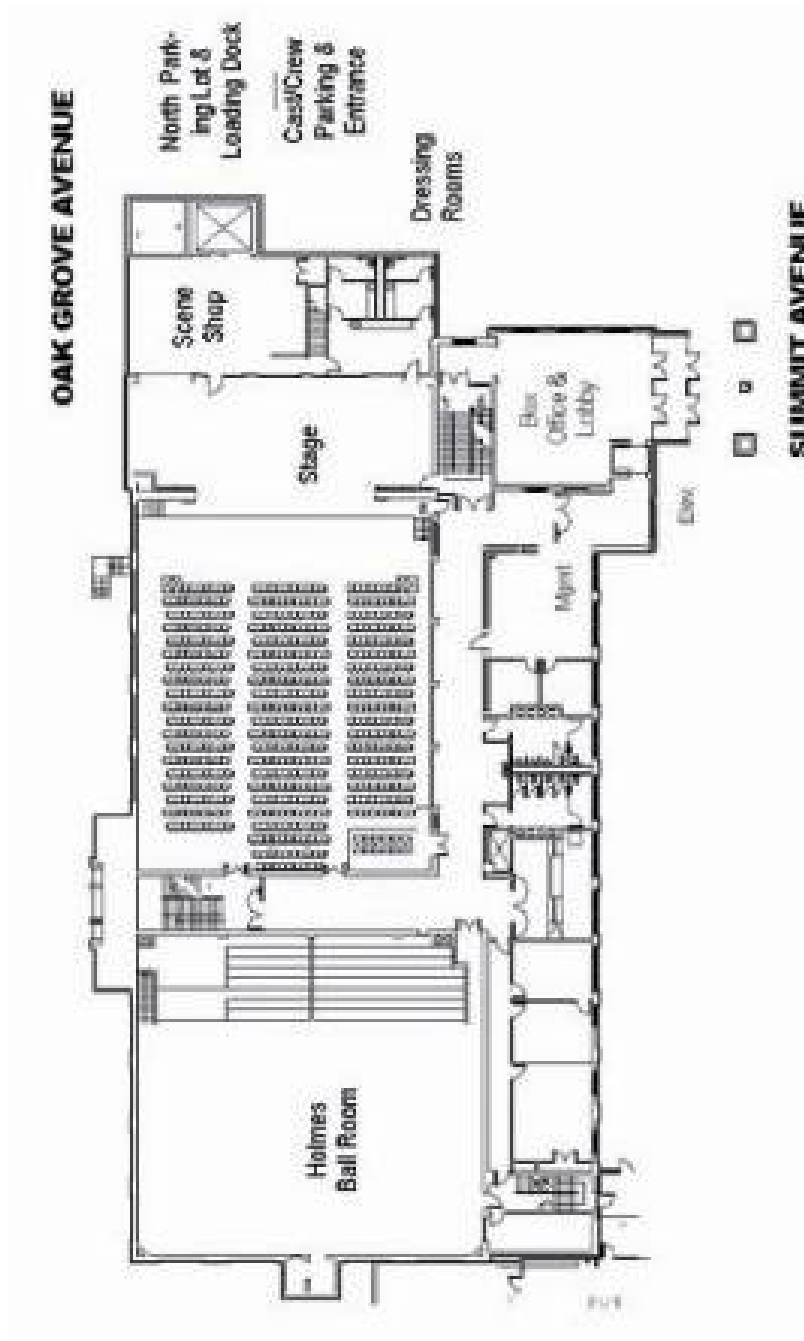
Flying 10' tuss
Portable DMX Lighting System with Truss and EnT Tec DMXUSBpro Contler and Laptop
2 Leighton Dimmer Packs 4 Channels/Pack, 8 Plugs per Pack max 1200Watts
8 Par 56 300W Light

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STAGE MAP



218 844-4221 806 Summit Ave Detroit Lakes MN 56501

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**RIGGING INFORMATION
SOFT GOODS INFORMATION**

RIGGING INFORMATION:

15 line sets
See drawing page 10

*Additional charges may apply

SOFT GOODS:

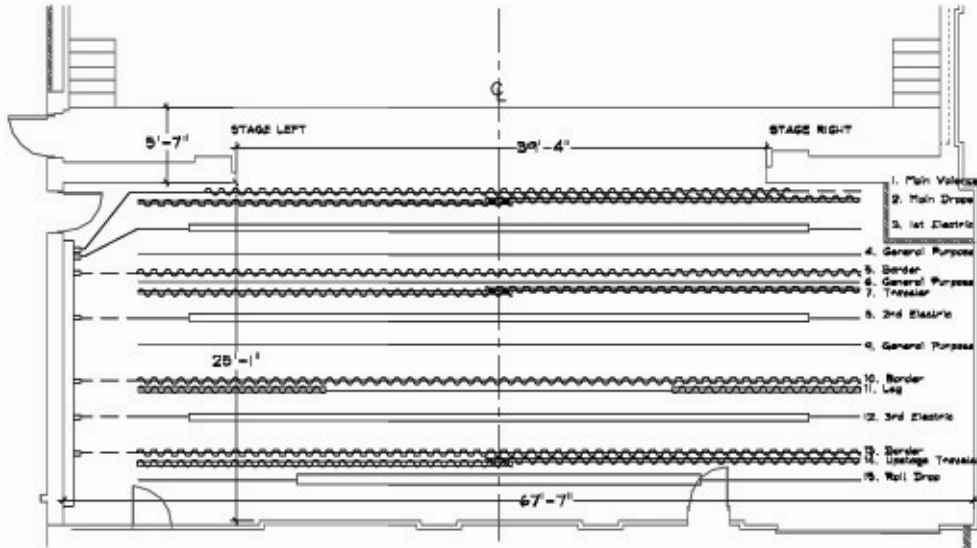
Set No.	Distance from Proscenium Wall to Centerline of Set	Line Set Specification					
		Set Description	Batten Length	Rigging	Size H x W	Material	Color
1	0' – 8"	Main Valence	43'-4"	Hand Winch	1pc. 7'-0" x 43'-4"	25 oz. Velour	Red
2	1'-4"	Main Drape	53'-4"	Dead Hung	2 pcs. 26'-4" x 27'-8"	25 oz. Velour	Red
3	3'-4"	1 st Electric	(2) 53'-4"	Hand Winch			
4	5'-4"	General Purpose	53'-4"	Dead Hung			
5	6'-8"	Border	53'-4"	Hand Winch	1pc. 7'-0" x 50'-0"	20 oz. Velour	Black
6	7'-4"	General Purpose	53'-4"	Dead Hung			
7	8'-0"	Mid Stg Traveler	53'-4"	Dead Hung	2 pcs. 26'-4" x 27'-8"	20 oz. Velour	Black
8	10'-0"	2 nd Electric	(2) 53'-4"	Hand Winch			
9	12'-0"	General Purpose	53'-4"	Dead Hung			
10	14'-8"	Border	53'-4"	Hand Winch	1pc. 7'-0" x 50'-0"	20 oz Velour	Black
11	15'-4"	Legs	53'-4"	Dead Hung	2 pcs. 26'-4" x 28'-0"	20 oz Velour	Black
12	17'-4"	3 rd Electric	(2) 53'-4"	Hand Winch			
13	20'-0"	Border	53'-4"	Hand Winch	1pc 26'-4" x 50'-0"	20 oz Velour	Black
14	20'-8"	Up Stg Traveler	53'-4"	Dead Hung	2 pcs. 26'-4" x 27'-8"	20 oz Velour	Black
15	22'-0"	Roll Drop	53'-4"	Dead Hung	1pc 26'-4" x 30'-0"	Scenery Duck	Natural

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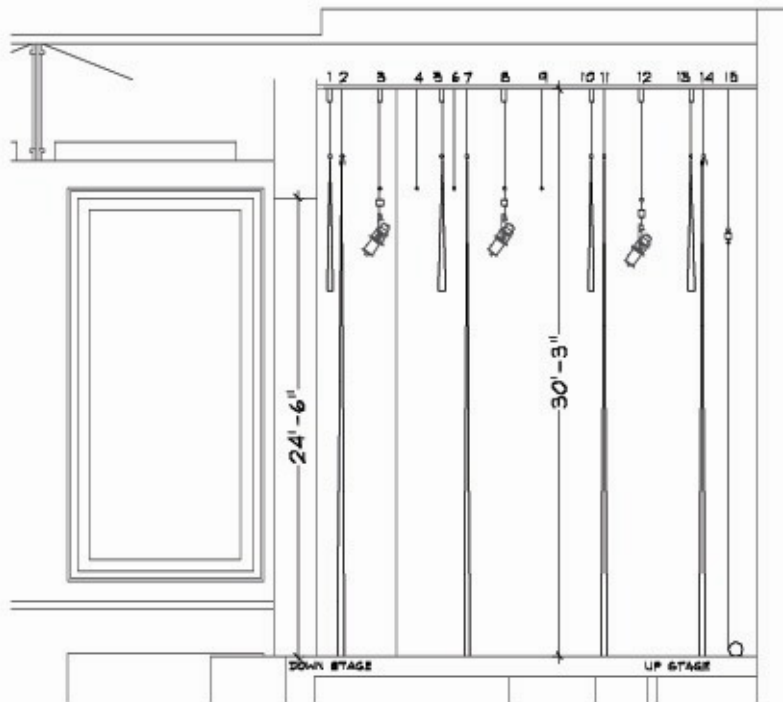


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RIGGING INFORMATION



STAGE PLAN
NOT TO SCALE



STAGE SECTION
NOT TO SCALE

THE HISTORIC HOLMES THEATRE - DETROIT LAKES, MN

218 844-4221 806 Summit Ave Detroit Lakes MN 56501



PROPERTIES & STAGE EQUIPMENT

MUSICAL EQUIPMENT:

Piano	7.5' Yamaha Grand Piano
	Upright Piano
Music Stands	29 black stands
Electric	Yamaha Clavinova

PORTABLE STAGING:

2 4' x 8' x 6"	Carpeted Riser
2 4' x 8' x 12"	Carpeted Riser

PROJECTION/A-V:

Projector	Viewsonic, 800 lumens, portable
	Panasonic DLP 3200 lumens, fixed Ballroom
	Addlogix Wireless Video Adapter for Projectors
Projector	Overhead
Screens	21'X12.5' (ballroom, but can be moved)
	50" Portable projector Screen

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AUDIO INFORMATION

SOUND:

Portable/Monitor Speakers	2 JBL Wedge Style Monitors TR105 1 JBL SP-212-A 2 EV 12in SXA 100 4 JBL Control 29 AV
Mixing Board	32-8 Mackie Yamaha 01V 96 V2 Digital Mixing Board 1 Presonus 8/8 light pipe with pre amp Attached computer with Studio manager, media player, and ect.
Recording/Playback	2 Dual Cassette Decks, Dual CD with CDR capability, Tascom Mini Disc Player/Recorder, and Numark CDN 25 ⁺ G
Wireless headset intercom system	Telex TR-300, 3 single channel belt packs with headsets plus one headset on base station in sound booth
Effects Processor	Lexicon MPX-100
Shure Audio Processor with Feedback	Reduction and Delay to Control room Audio

MIXING POSITION:

In equalization to Theatre Distance
 Back of House Right in Handicap area (snake ran)
 In Control Booth Back of House in Balcony Area
 (Hard Wired)
 Crow's nest which is front of balcony house
 left(Hard Wired)

MICROPHONE INPUTS:

6 inputs stage left and right
 4 inputs front of stage left and right
 1 center input front of stage
 2 rear of stage, stage left
 3 hanging mic inputs stage left, right, and center
 26 Inputs Total from Stage Area

Audio Snakes

16 Channel 150ft Audio Snake /w 4 returns

PATCHING:

From Amp Rack Stage Right 12 channels return
 to sound board in Control Room then continue on to
 crows nest
 XLR input direct to Processor (Shure P4800)

House Speakers:

Front of Stage Left and Right 1 each
 JBL AM4212-95 High/mid speakers

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Front of Stage Left and Right 1 each JBL AL6125
Bass Speakers
Apron Warmers
Box boom side fills
Upper Balcony 3 JBL SP-212-A
Under Balcony 4 JBL Control 28
Lowel R158-70-K Green Room / Backstage Speakers
Control Room Monitors JBL S38II

SYSTEM AMPLIFICATION:

QSC PLX 3002 Main High-Mid L/R
QSC PLX 3002 Amp Bass Speakers L/R
250 watt Apron speakers L/R
250 watt amp for Box Boom L/R
QSC PLX 3002 Amp Upper Balcony
QSC RMX 850 Amp Under Balcony
QSC RMX 850 Amp Stage Monitors
Crown CE-1000A Amp Monitor Speakers Control
Room
All controlled by a Shure P4800 Processor
(This can be controlled on crows nest computer)

Portable Amplification:

1-Pig Nose Portable PA System
1-QSC PLX 1802 Amp
1-Crown 2ch (660watt)
3-TOA P300M (Mono amp)

ASSISTIVE LISTENING SYSTEM:

The facility is equipped with a Williams Sound FM Assisted listening system and is in full compliance with ADA assertive listening requirements. Because this system must be operated at all times, all events will require the presence of an audio operator/technician, even if no other audio equipment is being used.

MICROPHONE INVENTORY

Handheld: 4 – Shure Beta 58A
2 – Shure Beta 87C Condenser
1 – EV RE510 Supercardioid Condenser
Wireless: 2 – Shure SM 58 VHF Handheld(built-in)
2 – Shure 184 VHF lapel(built-in)
4 – Shure SM58 UHF Handheld/mic packs
4 –Country E6 Head worn
Area: 3 – Choral Mics Hanging just behind Proscenium
1 - Audio-Technica AT961R Unidirectional Condenser Boundary Microphone
1- Oktava MC 012
DI: 1 – Behringer Ultra DI100
1 – Nady DB-1
Stands: 6 –Floor Stands
6 - Tri-leg stands
3 –Table Stands
7 –booms
1 - kick drum stand
4 - drum kit clips.

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DETROIT LAKES AREA INFORMATION

Travel, Medical and Banking information can be found on page 6

The Detroit Lakes area community has young, active, and growing population of approximately 8,000. In addition, the area is home to over 710 students at colleges & universities. .

Combined Minnesota/City of Detroit Lakes sales tax is 6.5%. Clothing, and most groceries are exempt. The Washington Square Mall, on Washington Ave between Front and Holmes streets, includes Dairy Queen, Pizza Hut, Faithful Expressions, Cost Cutters, Hallmark Cards, Sunflower Hill Coffee and Gift Shop, Jerry’s Optical, etc. (over 50 specialty stores).

Family Style Restaurants include: The Mattine, Up Town Café, Sunflower Hill, Speak Easy, Beachfront, Lakeside fast-food : Burger King, McDonalds, KFC, Subway (3 Locations), Taco Johns, Quiznos Subs, Miguel’s, Dairy Queen, A&W, Burger Time, 5 pizza/Italian: Pizza Hut, Godfathers, Dominos, Giovanni Pizza, Zorbaz, gourmet: Fireside, 2 Mexican: Taco Johns, Miguel’s, and 3 Oriental restaurants: Chinese Dragon, China Buffet, Hunan Spring Buffet in the area. Our staff will be happy to offer their suggestions for dining out.

Detroit Lakes is also known for the availability of legalized gambling (for charity). The Shooting Star Casino, located 35 miles away in Mahanomen MN, features blackjack, poker, bingo, and pull-tabs.

HOTELS:

AmericInn Lodge & Suites 777 Hwy 10 E Detroit Lakes MN 56501 218-847-8795	Best Western Holland House & Suites 615Hwy 10 E Detroit Lakes MN 56501 218-847-4483	Country Inn & Suites by Carlson DL 1330 Hwy 10 E Detroit Lakes MN 56501 218-847-2000
Holiday Inn 1155 Hwy 10 E Detroit Lakes MN 56501 218-847-2121	The Lodge on the Lake 1200 East Shore Drive Detroit Lakes 218-847-8439 800-761-8439 www.thelodgeonthelakedetroit.com	

MOTELS:

Super 8 Motel 400 Morrow Ave Detroit Lakes MN 56501 218-847-1651	Budget Host Inn 895 Hwy 10 E Detroit Lakes MN 56501 218-847-4454	
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www.visit-detroitlakes.com for hotel information



CAR RENTAL:

Ace Rent-A-Car (Lunde Ford) 4001 W Main Ave Fargo ND 701-277-4155	Alamo Rent A Car 800-327-9633	All American Auto Rental 2705 5 th Ave S Fargo ND 701-237-6569
Generic Rent-A-Car 1122 Main Ave Fargo ND 701-232-2600 www.generic-rentacar.com	Enterprise 501 38 th St SW Fargo ND 701-277-8349 800-325-8007	Enterprise 4453 W Main Ave Fargo ND 701-492-9595 www.enterprise.com
Hertz Rent A Car Hector Airport Fargo ND 701-241-1533 800-654-3131 www.hertz.com	Avis Hector Airport Fargo ND 701-241-1580 800-831-2847 www.avis.com	U-Save Auto Rental 1036 1 st Ave N Moorhead MN 218-271-8994 www.usave.net National: 800-272-USAVE (8728)
Rent Rite 1122 Main Ave Fargo ND 701-232-2600	National Car Rental Hector Airport Fargo ND 701-241-1576 800-227-7368 www.nationalcar.com	U-Save Auto Rental 2231 Main Ave Fargo ND 218-241-7802 800-303-8644