



# **Ordway Center for the Performing Arts Concert Hall Technical Information**

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## General Facility Information

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The Ordway, recognized as one of the U.S.'s leading not-for-profit performing arts centers, is home to a wide variety of performances throughout the year that encompass the finest in American musical theater, world music, dance, and vocal artists in its Music Theater and Concert Hall. In addition, each year the Ordway presents its Flint Hills Family Festival and serves over 50,000 children and adults through its Ordway Education programs. Since the Ordway opened, it has become known as Saint Paul's most inviting performance venue, attracting audiences from throughout the region to its diverse range of presentations. The ArtsPartnership comprised of the principal resident organizations (Ordway Center for the Performing Arts, Minnesota Opera, The Saint Paul Chamber Orchestra, and The Schubert Club) brought this state-of-the-art performance and recording venue to life.

### Address

Ordway Center for the Performing Arts  
345 Washington Street  
St. Paul, Minnesota 55102  
[www.ordway.org](http://www.ordway.org)

### Main Contact for Questions

Leslie Brandt	Facility Rentals	(651) 282-3107	<a href="mailto:facilityrentals@ordway.org">facilityrentals@ordway.org</a>
Andy Luft	VP Production & Operations	(651) 282-3041	<a href="mailto:aluft@ordway.org">aluft@ordway.org</a>
Julia Erickson	Director of Production	(651) 282-3039	<a href="mailto:jerickson@ordway.org">jerickson@ordway.org</a>
Samantha Goessner	Technical Manager	(651) 282-3062	<a href="mailto:sgoessner@ordway.org">sgoessner@ordway.org</a>

### General Phone Numbers

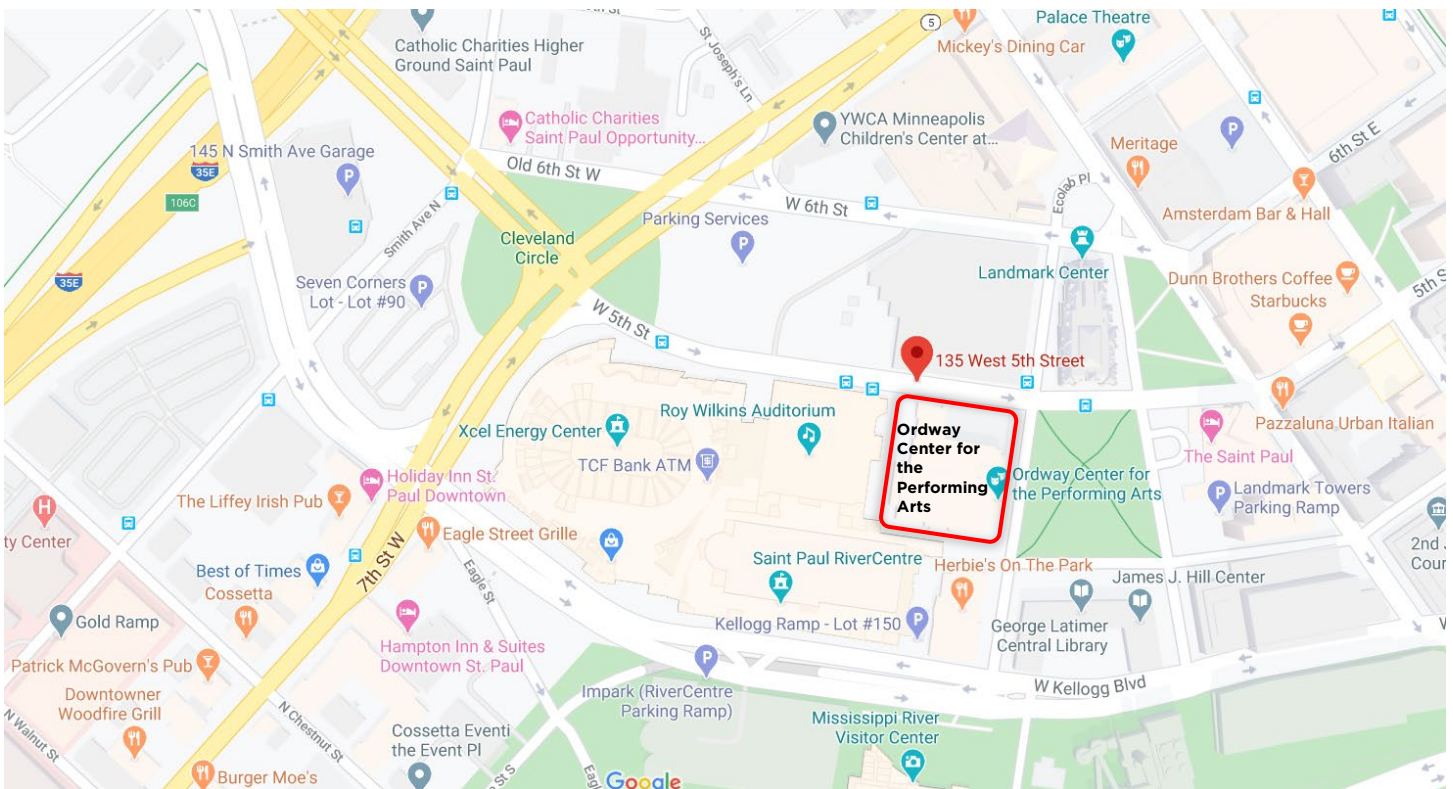
Main Phone Number	(651) 282-3000
Stage Door	(651) 282-3070

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## Map of Ordway and Surroundings



### Directions From the West

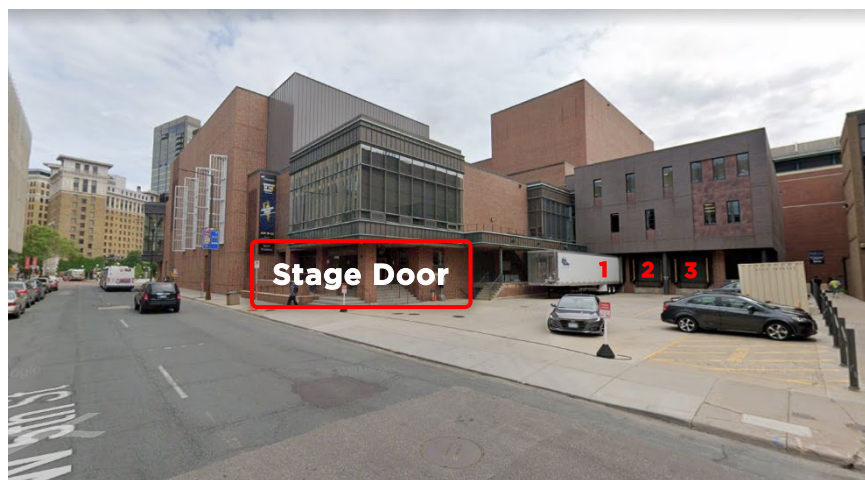
Take I-94 East to Exit 241B - (5<sup>th</sup> Street).  
Follow across 7th Street staying in center lane.  
Slight Right onto 5<sup>th</sup> Street  
Go past Xcel Center.

### Directions From the East

Take I-94 West to Exit 242 D  
Follow to W. 5<sup>th</sup> Street  
Go past Xcel Center.

### Stage Door and Loading Dock

The Ordway Stage Door is located on the 5th Street side of the Ordway, which is a one way street.  
Use the following address for GPS directions: **135 W 5th Street | St. Paul, MN 55102**





## The Concert Hall at a Glance

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The Concert Hall was designed by Architect Tim Carl of *Hammel, Green, and Abrahamson* and Acoustician Paul Scarborough of *a-kus-tiks*. The Concert Hall General Contractor was McGough Construction who built the original Ordway facility in 1985.

The Hall is a “shoebox” style concert hall where there is no separation between the performance platform and the audience. Acoustic dampening curtains can be deployed to accommodate percussive or amplified programming. Reverberation time of the Concert Hall has been designed to showcase small ensembles and is predicted to be 1.8 to 1.9 seconds without dampening curtains deployed.

A spectacular sweeping dowel ceiling adds drama and is integral to the acoustic treatment of the room. The ceiling is practical too as it masks the catwalk structures that support the lighting, sound, and rigging infrastructures as well as the dampening curtain systems.

The Hall seats 1085 and is designed specifically for the presentation of acoustic and electro-acoustic music in a most intimate and beautiful setting. The Hall is also suited to popular music, family events, lectures and corporate events. Equipped with a full service recording facility and a digital infrastructure it can also be used as a recording site.



## General Working Conditions at the Ordway

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The Ordway Center for the Performing Arts works in partnership with IATSE 13 (International Alliance of Theatrical Stage Employees). All work performed onstage and in the areas of wardrobe and hair are under the jurisdiction of IATSE 13 Wardrobe Technicians. The Ordway employs a house crew, technical experts in their areas that are responsible for operating and managing the different technical systems. The Concert Hall has a management representative that is solely responsible for scheduling technicians, maintaining the terms and conditions of Ordway's CBA, and recording payroll for IATSE Employees. Ordway management will provide a labor estimate upon request.

### IATSE Guidelines

Below are some guidelines, ***not a full list of terms and conditions*** on how our labor agreement works for your event in the Concert Hall.

- **Conditions of Work**

- o Any rehearsal/load-in/load-out/performance will require a minimum of 3 technicians
  - Ordway Management has the right to require additional staff as needed
- o Use of costumes, regalia, or wardrobe equipment will require a wardrobe technician

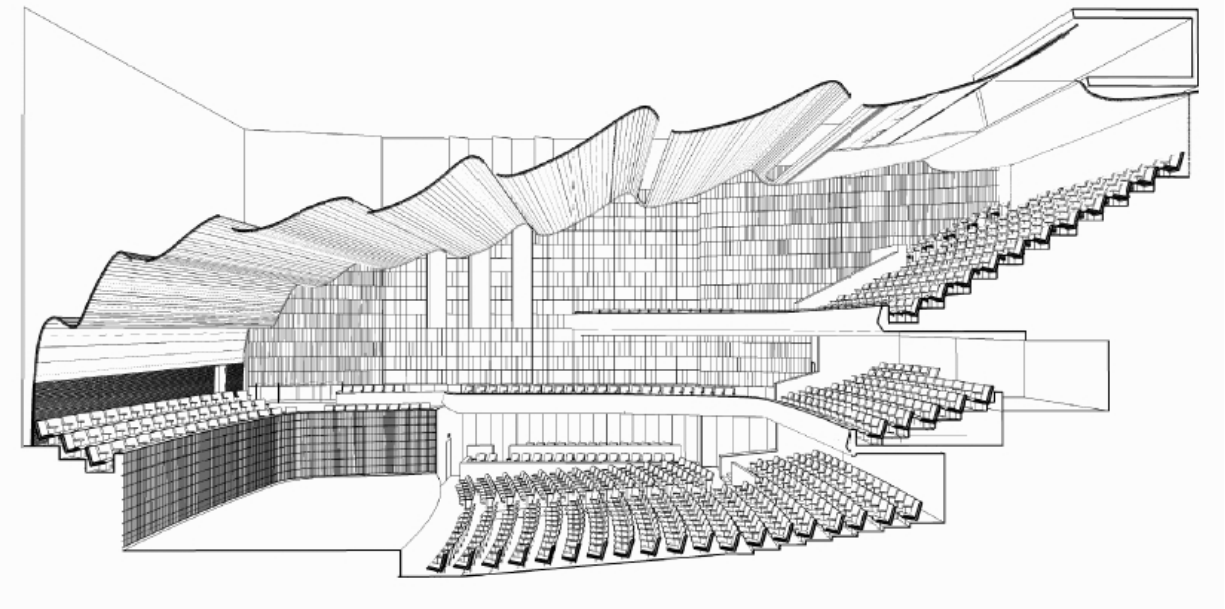
- **Call Segments**

- o Work is scheduled/paid in half hour segments starting at the top or half hour
- o Initial work calls are a minimum of **4** hours and a maximum of **5** hours before a meal break
  - Initial calls may be **3** hours, **only** if there is a subsequent work call
- o Subsequent work calls are a minimum of **2** hours and a max of **5** hours

- **Breaks**

- o For each work call there is a required 15 minute break for all work onstage
- o Meal break are one hour in length, starting at the top or half of the hour
- o Ordway is "Dark Stage" (no work performed in the theater) during meal breaks,
- o Half hour meal breaks are possible, with a meal provided (per IA Contract) and the half hour is paid at prevailing wage rate

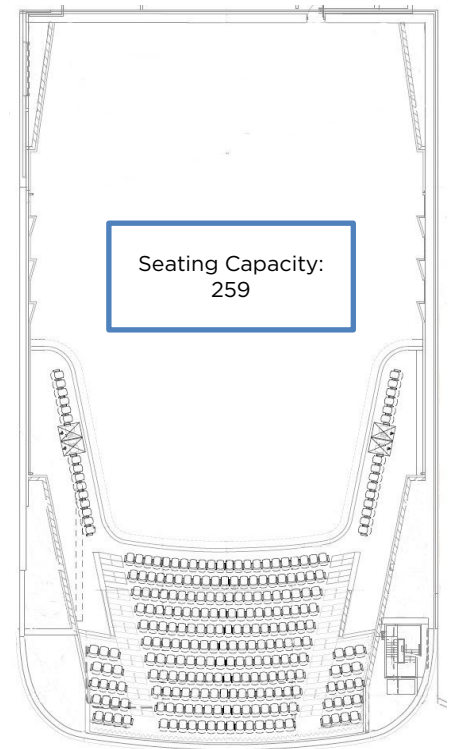
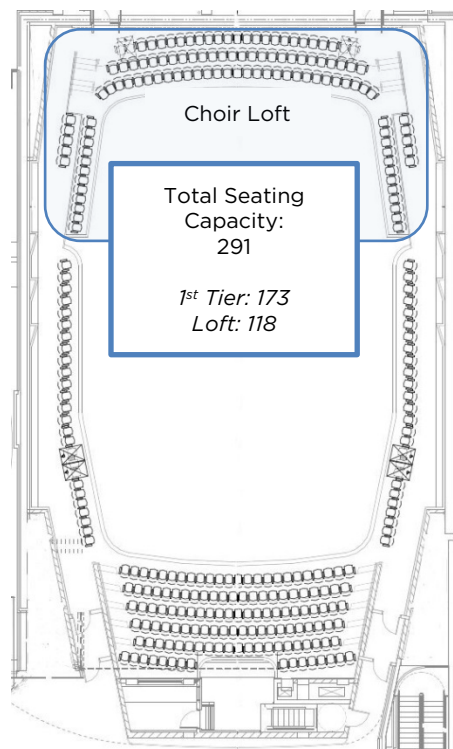
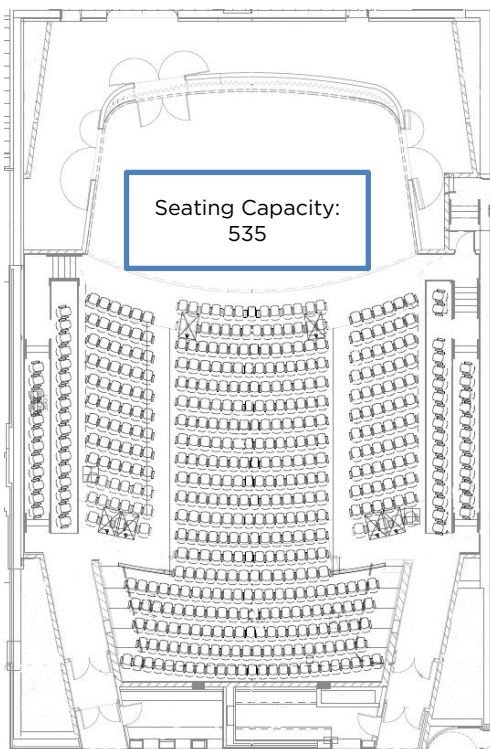




1 | Main Floor

2 | 1<sup>st</sup> Tier

3 | 2<sup>nd</sup> Tier



### Seating Capacity:

**Capacity with Loft Seating: 1085 | Capacity without Loft Seating: 967**

The Concert Hall has (12) permanent ADA wheelchair locations. Additionally, seating may be removed in several locations, specifically 4 seats in the last row in the choir loft, as well as the entire first two rows of the main floor. Please note seats must be removed in sets of two.

## Access at the Ordway

*Please visit [Ordway.org/Access](http://Ordway.org/Access) for a full list of access services*




 <p>Accessible Entrances</p>	<p>The main entrance on Washington Street is accessible and a cut-out area is available for drop off. The Travelers Artist Entrance on 5th Street, on the north side of the building has an inclined entrance. Concert Hall elevators operate on Main floor, 1st Tier, 2nd Tier level, and the Lower Level on the northeast side of the lobby.</p>
 <p>Curb to Seat Service and Drop-off</p>	<p>Ordway doorkeepers are available prior to all performances to assist guests before and after the performance. Medics are available to assist guests to their seats and/or wheelchair-accessible locations. Mobility aids that cannot be stored safely within the guest's seating area and wheelchairs for those guests who transfer to a theater seat will be stored by a FOH Staff member outside the theater as close as possible to a guest's seat. At intermission, medics make every effort to check in with guests who may need assistance getting to restroom entrances or intermission bars. At the conclusion of the performance, Ordway staff members are available to assist guests.</p>
 <p>Accessible Parking</p>	<p>Accessible parking near the Ordway is limited. Any parking meter is free for vehicles with a validation. There are numerous parking ramps within two blocks distance. There is no direct skyway connection to the Ordway, but if you are coming through the RiverCentre you can get very close to the main entrance.</p>
 <p>Accessible Restrooms</p>	<p>The Ordway has two accessible family restrooms front of house. Located next to the coat check on the south side of the Ordway's main lobby and on the Concert Hall Lower Level. Backstage, all single occupancy restrooms are accessible. Additionally there are two mothering rooms available, one in the Concert hall Lower Level, and one backstage in the production wing on the second level.</p>
 <p>Accessible &amp; Reserved Seating</p>	<p>Accessible seating includes designated spaces for individuals who use wheelchairs or need aisle transfer seats and companion seats. The Concert Hall has aisle seats with arms that swing away at select locations, allowing people to easily transfer into a seat from a wheelchair, walker or other assistive device. There are also some locations reserved for guests who would wish to remain in their wheelchair at the rear of the Main Floor on the left or right as well as locations in the Tier 1 and Tier 2 levels.</p>
 <p>Assistive Listening</p>	<p>Assistive listening devices amplify and clarify sound by cutting down or eliminating ambient noise. Infrared assistive listening systems are installed in both theaters; headsets may be used at any seat, and are available at all performances. To check out a headset for use during the performance, go to Patron Services counter, be prepared to leave your state identification card, driver's license, or other form of ID with an Ordway staff member. Your card will be returned to you upon receipt of a headset following the show. Headsets are distributed free-of-charge on a first-come first-serve basis. ADA compliant listening assistive systems are available and are the same systems used in the Ordway's Music Theater that can accommodate inductive loops for people with compatible hearing aids</p>
 <p>Service Animals</p>	<p>Trained service animals are allowed in all areas of the facility where people are allowed unless the animal poses a direct threat, a fundamental alteration, is not housebroken or is not under the control of the person with the disability. Service animals must remain on a leash or harness at all times and will rest in the seating area of the individual with a disability. Service animals may not use additional seats unless a ticket has been purchased for the adjacent seat. All other animals are prohibited.</p>



# Access at the Ordway | Contracted Services

## Contracted Access Services

*Ordway has preferred contractors for the following services, and can secure these services for your event.*

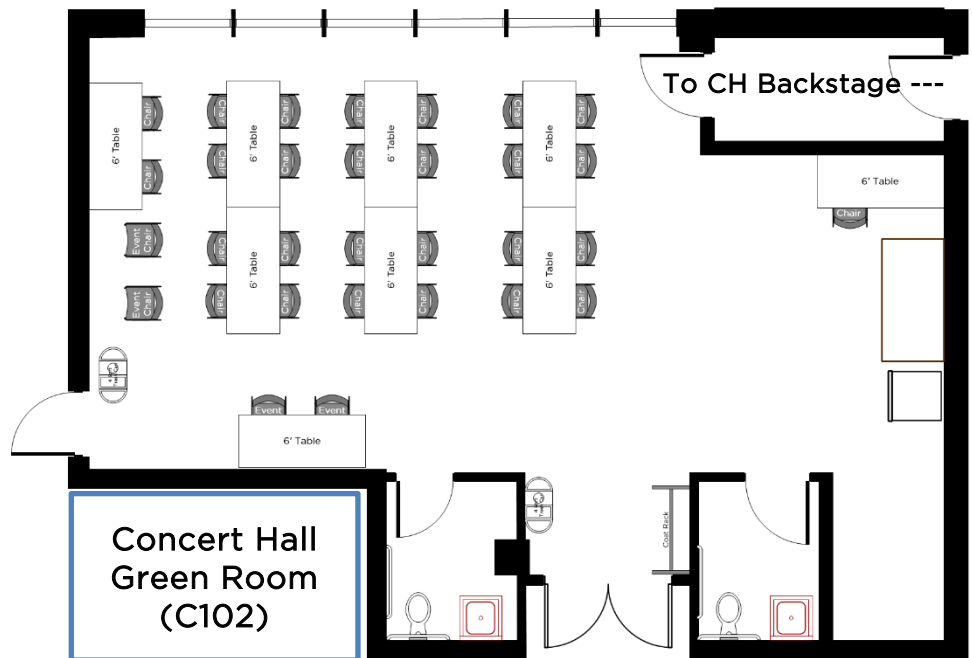
 <p>American Sign Language- Interpretation</p>	<p>Trained professionals interpret spoken words into American Sign Language (ASL). ASL-interpretation is scheduled for select Ordway events throughout the year.</p> <p>Recommended Concert Hall seating locations for ASL-interpreted performances (subject to availability) are on the Main Floor between rows D – H in the 303-306 area. The interpreter is typically located on the floor, house right. Recommended seating locations for individuals who use ASL-interpretation are subject to availability.</p>
 <p>Audio Description</p>	<p>Using an infrared headset, guests can listen to trained audio describers give live, verbal descriptions of movements, facial expressions, costumes, scenery, lighting and other visual elements of a performance, providing the context they would otherwise miss. Parts of the program are also read aloud before the performance.</p> <p>To check out a headset for use during the performance, go to patron services be prepared to leave your state identification card, driver's license, or other form of ID with an Ordway staff member. Your card will be returned to you upon receipt of a headset following the show. Headsets are distributed free-of-charge on a first-come first-serve basis.</p>
 <p>Open Captioning</p>	<p>Open captioning is scheduled for select Ordway events throughout the year. An experienced captioner types a transcript of spoken words and audible sounds that are projected in real time. Three lines of text scrolls up onto a four-foot-long LED sign in sync with the event.</p> <p>The captioning unit is typically located on the floor, house right. Recommended seating locations for individuals who use open captioning are subject to availability.</p>



## Support Spaces and Amenities

### Concert Hall Green Room

The Green Room is located next to the stage door, and has direct access to the Concert Hall backstage crossover hallway. There are two restrooms located inside of the Green Room



### Concert Hall Dressing Rooms

C107- 6 Stations

C114- Conductor's Suite with Piano

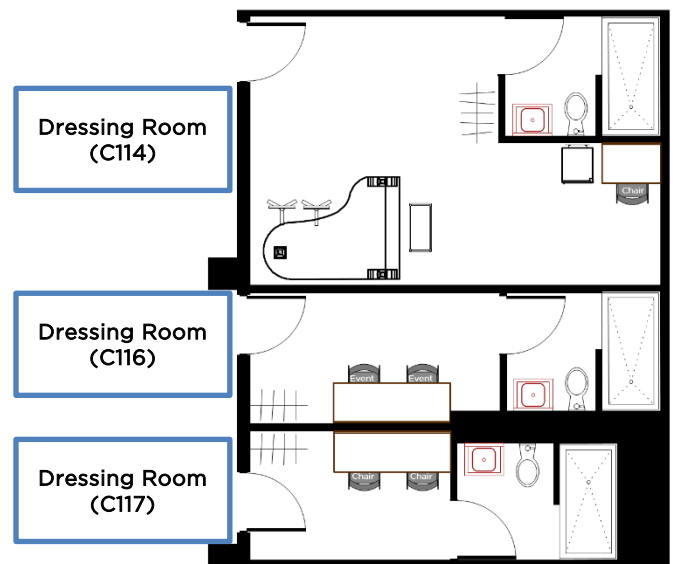
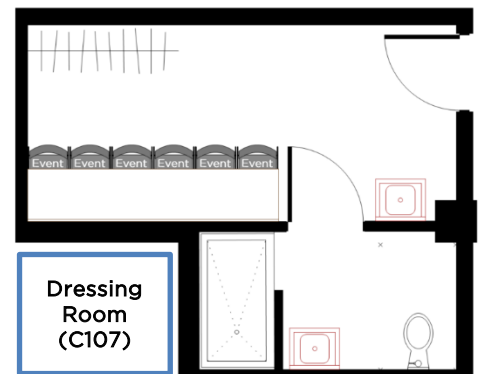
C116 - 2 Stations

C117 - 2 Stations

C110 - 1 Station with lounge area

*C110 is available upon request and subject to building activity.*

*All dressing rooms are equipped with restrooms, showers, makeup counter and mirrors and hanging racks for clothing.*



### Additional Support Space & Amenities

Men's and women's locker rooms located in the lower level. Equipped with Restrooms and Lockers

Access to the Lower Level lounge and vending area

*See Floor Plans for all Concert Hall Support Space on the next Page*

## Stage Door and Loading Dock

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### Stage Door & Loading Dock Access

The Stage Door and Loading Dock are located on Fifth Street between Washington Street and West Seventh Street immediately adjacent to the River Centre/Roy Wilkins Auditorium. Note that Fifth Street is a one-way street running west to east.

### Stage Door

The Stage has an accessible ADA ramp on the east side of the entrance.

There is a Stage Door Attendant on duty 24/7. You must sign in when entering the building, the stage door attendant will either escort you to your location, or call a production coordinator to assist you

### Loading Dock

- The Loading Dock is 4' – 0" above ground level, and level with the stage floor.
- The Loading Dock can accommodate three (3) 53' tractor-trailers. There are levelers at every dock bay with retractable dock tongues.
- When unloading a trailer, Ordway has an aluminum 14'x29" Ramp that can be used through the loading dock

### Freight Elevator

The Freight elevator is located in the rear service corridor and can be accessed from the service corridor vestibule or from the Music Theater stage at the loading doors USL. The freight elevator doors measure 7'-11" w x 8'-11" h x 13'-2" d and has a weight capacity of 12,000lbs.

### Bus Parking & Shore Parking

There is a max of 105' of available bus parking per bay, if bus parking in the loading dock is not available, street parking is available upon request, and approval from the city for hooding meters. The meter hooding can be requested solely through Ordway staff and will be a direct expense.

50 Amp Shore power is available for bus parking upon request, Shore power is under the jurisdiction IATSE, connecting and disconnecting needs to be scheduled. There are up to (2) 75' whips that terminate from Shore Power panel to NEMA 14-50 connector. An additional 50amp single phase or 50 amp 3 phase service is available but no whip or feeder is provided. This is a bare ends connection to the panel breaker.



### Audio/Video Remote Vehicle information

Available at Loading Dock:

- A 60 amp 3 Phase -5 wire service disconnect with transformer isolated power.
  - o This is the same isolated power that feeds Concert Hall audio and video systems.
  - o It accepts CamLock or bare end feeder, OCPA does not supply feeder.
- SDI , Multi-mode, Single-mode fiber, and Ethernet connections to the Concert Hall fiber networks
  - o Can be used to feed remote trucks or distribute from trucks into the Concert Hall.



## Stage Specifications & Equipment

- The Concert Hall is shoebox style Theater with a performance platform. The stage is widest at the edge of the stage at 52' and narrows to 44' wide at the upstage back wall
- The Stage Floor is sprung, and the decking is mahogany, screwing or lagging into the stage floor is strictly prohibited.
- The only soft goods in the space are for acoustic dampening, there is no masking that comes standard with the room.
- The Door in the upstage wall is masked in the same vertical dowels, this door is primarily for load-ing in and out, but can be used during a performance.
- The Walls on stage are covered in a wire mesh fabric and vertical dowels, nothing can be affixed to the dowels.

### Chain Hoists

The Concert Hall has 13 Chain Hoist Motors that are permanently installed above the stage in the catwalk, and controlled from backstage.

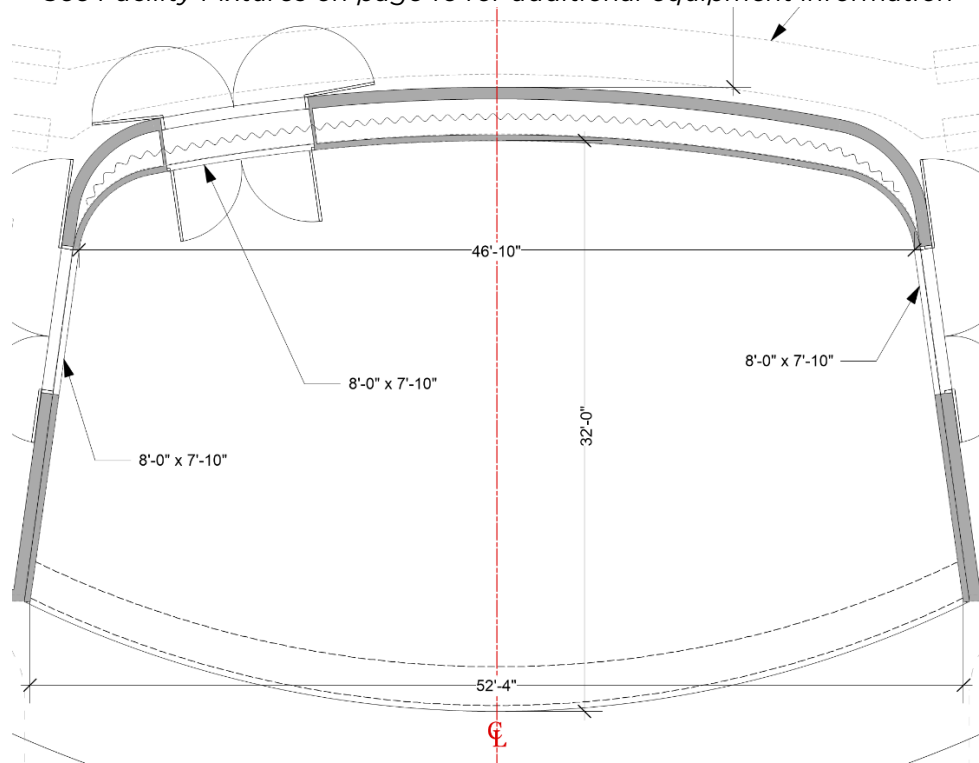
### Concert Equipment

- 50 | Wenger Musician Chairs
- 6 | Cello Chairs
- 6 | Bass Stools
- 50 | Manhasset Music Stands

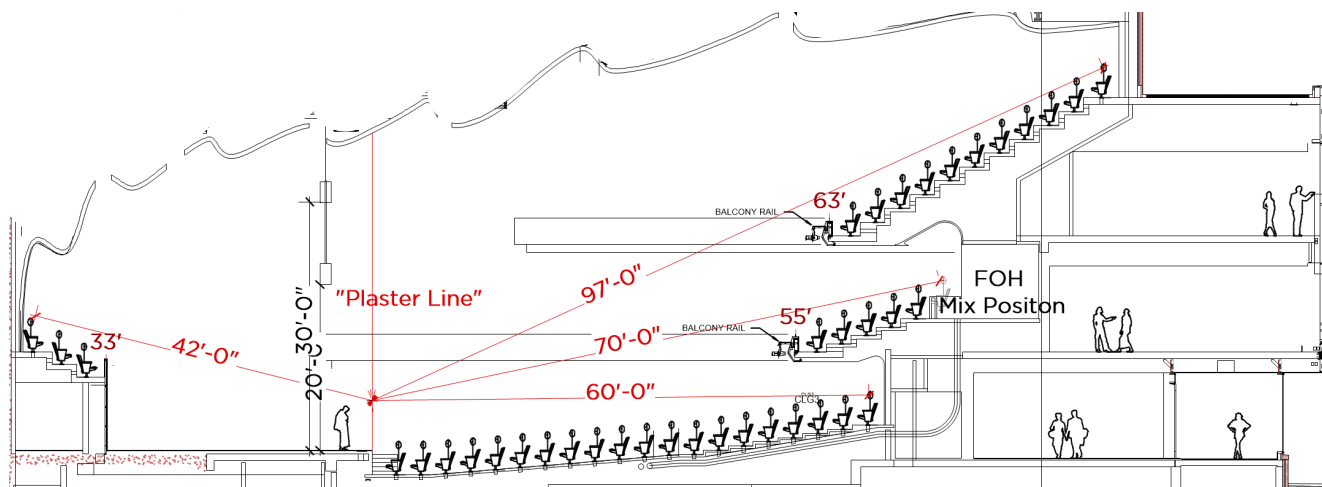
### Additional Equipment

- 8 | 4' x 8' risers (8" | 16" | 24" | 32")
- 2 | Chairs and 1 table

*See Facility Fixtures on page 16 for additional equipment information*



The Concert Hall has a fully equipped professional sound system is available for use, there are matching FOH, Monitor and Broadcast consoles (DiGiCo SD9) with MADI and Multi-Mode Optics ST Connectors. The house mixing location is in rear of the 1<sup>st</sup> Tier at center. Additionally there is an Audio recording suite located in the lower level of the facility. The Concert Hall has a variety of amplification and recording microphones for client use. Upon request a hung PA can be installed for events that require more amplification than the standard speech amplification system.



## Lighting

The Concert Hall has a fixed rep plot, providing a full stage no color concert wash. Gel and gobos may be added to the rep plot but the focus cannot be changed. In addition, there are 9 ellipsoidal front light specials and 6 par backlight specials that may be focused as needed. Operation either is from a panel with multiple pre-sets or operated from the lighting console. Lighting can be augmented using the 6 Vari-Lite 1100 Arc, Colorblast LED Groundrow and 4 Color source LEDs. The Concert Hall has 2 -200 Amp Company Switches to power additional rented gear.



## Monitoring

Concert Hall is equipped with two camera shots (FOH and Conductor feed). Video is sent to monitors backstage left and right, lobbies and green room.

**Lobby Monitors** – custom content can be sent to lobby monitors pre and post show

- File format for custom content: Powerpoint (16:9), .JPG, .PNG, .MP4, (Aspect Ratio: 1920x1080)

## Projection – *use of projection equipment is subject to additional cost*

Fixed in the concert hall is a 14k DLP Projector located next to the Front of House Mix Position.

Projector can be controlled from FOH Booth, Backstage Left or Right, and from Onstage



11'x20' Screen  
MinneDemo 2018



11'x20' Screen  
IIAD FAB Awards 2019



18'x30' Screen  
MEDA Annual Meeting 2019

Screen Rental is the responsibility of Ordway Management and is a direct expense to client.



**Wardrobe Equipment:**

- Professional Grade Steamers, Irons
- Mobile Makeup stations
- Z-racks with hangers



Example Concert Hall Dressing Room

*Ordway has some fixtures that are available for use that are not specific to a Hall and are subject to the facility schedule and availability. Some fixtures do require an additional usage fee.*

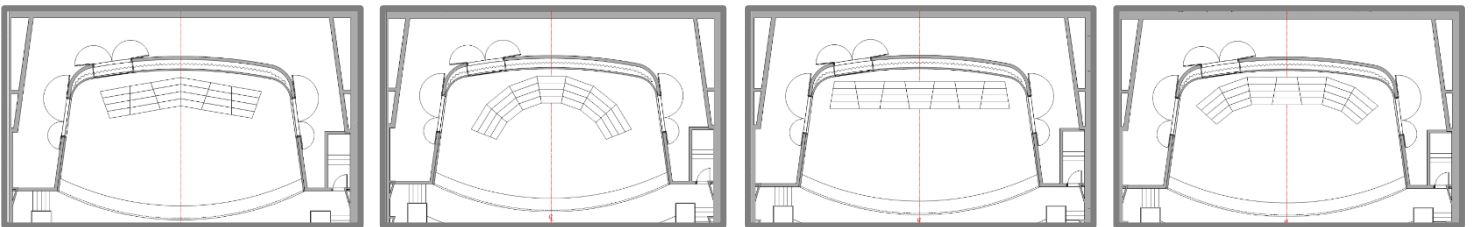
### Pianos

The following instruments are available and must be scheduled in advance. Use and tuning are a direct expense to user.

- 1984 Steinway 9' Concert Grand
- 1998 Steinway 9' Concert Grand
- Yamaha 6' Baby Grand
- 2|Rehearsal Quality Upright Pianos



### Choral Risers



The Ordway has 7 units of the Wenger Signature 4 step choral Riser Units available for events. The risers are reversible and can be configured in different layouts. The standard configurations are shown above. Use is a direct expense to client.

#### Riser Capacity

*Information from Wenger Website*

Units	Group Capacity
1	17- 23
2	34-46
3	51-69
4	68-92
5	85-115
6	102-138
7	136- 184

First number indicates how many high school students will fit on a riser set if all students stand shoulder to shoulder. Second number indicates how many students will fit on a riser set if they are facing center with shoulders overlapping. Numbers include a row of students standing on the floor. Adult groups should use lower numbers.





### Lectern

Custom signage can be printed on 16"x20" material;  
visible image will be 15.5" X 19.5"



### Furniture

*Ordway has a selection of furniture that is available for use, pending availability including, chairs, sofas, tables and rugs at no additional cost.*

