

**EVENT GUIDE**  
**FOR THE**  
**GENESEE THEATRE**

203 NORTH GENESEE STREET  
WAUKEGAN, ILLINOIS 60085  
TELEPHONE: (847) 782-2366  
[www.genesee theatre.com](http://www.genesee theatre.com)

Policies and rental rates herein are subject to change without notice and supersede any revision of this guide printed prior to June 2008.

Welcome to the Genesee Theatre!

As Lake County's premiere entertainment destination, this multi-purpose theatre is home to Broadway shows, top comedic performances, concerts and special events. The Genesee Theatre, a cornerstone of downtown Waukegan's revitalization project, boasts state-of-the-art production facilities, spacious accommodations and numerous amenities to meet the needs of your event.

This production guide is intended to provide an overview of the features and services offered by the Genesee Theatre. We hope this will be a valuable resource as you assess our facility and your specific production needs.

In addition to a great theatre, our dedicated team of industry professionals is ready to make your visit to Waukegan and Lake County a success. It is our goal to provide you with exceptional service and personal attention throughout the planning and production process. Please contact any member of our management team for clarification or comments on any of the information contained in this guide.

We are proud you have considered the Genesee Theatre and look forward to working with you and your staff on your upcoming event.

Sincerely,

Gary Zabinski  
General Manager  
SMG

## TABLE OF CONTENTS

|  | PAGE                |
|--|---------------------|
| GENESEE THEATRE ...                              |                     |
| Contact Information/Staff...                     | 4                   |
| Location/Layout ...                              | 5                   |
| Booking Policy ...                               | 6                   |
| Marketing Services ...                           | 9                   |
| Market Profile...                                | 9                   |
| Market Range...                                  | 9                   |
| Market Rank...                                   | 10                  |
| Demographics...                                  | 10                  |
| Local Media Information...                       | 11                  |
| <br>   |                     |
| THEATRE GUIDELINES AND SERVICES                  |                     |
| Accommodations for the Physically Challenged ... | 13                  |
| Box Office Procedures ...                        | 13                  |
| Ticketing Information...                         | 14                  |
| Fire and Safety Requirements ...                 | 15                  |
| First Aid Center ...                             | 16                  |
| Insurance Requirements ...                       | 16                  |
| Marquee ...                                      | 17                  |
| Novelty and Program Sales Policy ...             | 17                  |
| Parking ...                                      | 17                  |
| Security ...                                     | 17                  |
| Smoking Policy ...                               | 17                  |
| Stagehands ...                                   | 17                  |
| Ticket Sellers/Takers ...                        | 17                  |
| Ushers ...                                       | 18                  |
| Signs ...  | 18                  |
| Catering Services and Facilities...              | 19                  |
| Theatre Estimate of Charges                      | 20                  |
| <br>   |                     |
| STAGE SPECIFICATIONS                             | 21                  |
| Stage Draperies ...                              | 21                  |
| Stage Rigging ...                                | 21                  |
| Stage/Dressing Room Access ...                   | 22                  |
| Theatre Lighting Equipment Inventory...          | 23                  |
| Theatre Sound Equipment Inventory...             | 24                  |
| Line Schedule and Rigging ...                    | 25                  |
| Hanging Plot...                                  | 27                  |
| Dressing Rooms and Capacities ...                | 28                  |
| Internet and Phone Access ...                    | 28                  |
| Preferred Vendors ...                            | 28                  |
| <br>   |                     |
| APPENDIX   |                     |
| Rental Application ...                           | Separate Attachment |

## **GENERAL HOUSE INFORMATION**

**THEATRE ADDRESS:** 203 N. Genesee Street  
Waukegan, Illinois 60085

**MAILING ADDRESS:** 203 N. Genesee Street  
Waukegan, Illinois 60085

**TELEPHONE NUMBERS:**

Booking Information: 847.406.3146

Box Office/Group Sales: 847.263.6300

General Information: 847.782.2366

**WEBSITE ADDRESS:** [www.geneseetheatre.com](http://www.geneseetheatre.com)

**GENERAL MANAGER:**

Gary Zabinski 847.406.3146

**PRODUCTION MANAGER**

Justin DiGiacomo 847.406.3148

**SPECIAL EVENTS MANAGER**

Rena Morrow 847.406.3152

**MARKETING MANAGER**

Sarah Muse 847.406.3153

**BOX OFFICE MANAGER**

Larry Frievalt 847.406.3157

**ACCOUNTING MANAGER:**

John Pawlik 847.406.3154

**OFFICE MANAGER**

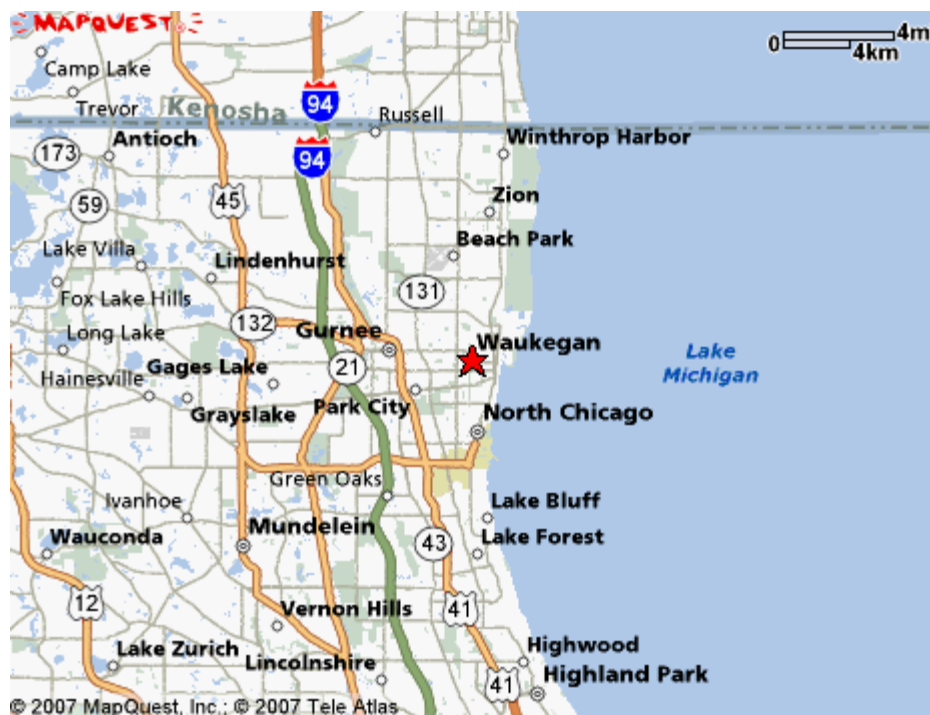
Paula Harris 847.599.2831

## LOCATION/LAYOUT

Located in the heart of downtown Waukegan, the Genesee Theatre has undergone a complete \$20 million plus remodeling as part of the plan to rejuvenate this City of Progress. A stunning design, the theatre is also equipped with the latest technological advances. It is easily accessible from anywhere in Northern Illinois and Southern Wisconsin via Interstate 94 or State Route 41. The theatre contains 2,427-seats utilizing orchestra and mezzanine seating (with orchestra pit seated at 40). Additionally, there are seven (7) private rooms available to host catered events. Also, a full service box office, concession and novelty areas and valet parking are available. (See Box Office, Novelty Sales and Parking)

The Genesee Theatre has the ability to host a vast variety of events, including Touring Broadway Productions; National Dance Companies; Classical Musical Performances; Contemporary Performances; Live Television Broadcasts and Family Shows, as well as other local and regional performances.

Managed by SMG, the world leader in private management for public assembly facilities, the technically sophisticated and acoustically sound Genesee Theatre can elegantly and successfully host a variety of entertainment events.



## **THE GENESEE THEATRE BOOKING POLICY \*\***

### **I. STATEMENT**

The Genesee Theatre (GT) is a regional multi-purpose facility owned by the City of Waukegan and operated by SMG. The facility was redesigned and remodeled in 2004 with the proceeds of a \$20 million bond issue. The City of Waukegan is committed to operating the venue according to policies, which will:

- .. Produce the revenue and operate the theatre in a fiscally responsible manner.
- .. Encourage artistic events that interest the entire community, which include Broadway shows, Symphony presentations, Ballet, Opera, popular presentations, films and revues, etc.
- .. Make the Genesee Theatre available to as many producers as possible so as to maximize the number of days during which events are held.
- .. Contribute to the image of Waukegan as a burgeoning economic and cultural destination and support the above policies by developing and implementing a strong marketing plan using the new image of the theatre as a cornerstone of this effort.
- .. Assist programs from small, local community arts groups and educational institutions by offering incentives.

### **II. DEFINITION OF EVENT CLASSIFICATIONS**

Presenters using the facility shall be classified within the following priorities:

- First Priority Users who contract to present at least ten performances over at least four separate events in a subscription series each year for more than one year.
- Second Priority Users who contract to present at least four performances of a single event OR users who contract to present at least one performance each of at least four separate events in one year.
- Third Priority Users who contract to present at least one performance of at least one event.

Within each category, determination of priority shall be made by amount of proposed rental income returned to the facility. Notwithstanding the above classifications, any tentative hold may be challenged outside of twelve (12) months by the following:

- Theatre usage by a major blockbuster event engagement, defined as any event presenting at least fifteen (15) total performances over four consecutive weeks, with additional weeks issued at the discretion of the General Manager. If such booking challenges a hold by either a first or second priority user, and the challenged event fails to respond by contracting and providing the required deposit within forty-eight (48) hours of notification of challenge, upon assignment of the dates to the blockbuster event, the presenter of the blockbuster event will execute a contract within forty-eight (48) hours of notification and be responsible for the full rental as outlined in the contract. Any deposit from the displaced presenter currently held by the theatre management may be refunded to the party who provided the deposit. At the discretion of the General Manager, established first priority users may be afforded revision of deposit requirements.

### **III. SCHEDULING OF EVENTS**

Users according to the following may place tentative date holds:

- First Priority Dates may be placed on hold at any time in the future prior to the event.
- Second Priority Dates may be placed on hold at any time within the 12 months preceding the first performance of the series.
- Third Priority Dates may be placed on hold at any time within the 9 months preceding the first performance of the series.

For any tentative booking, unless protected in the date challenge policy enumerated below, the booking hold will expire automatically after 30 days unless the presenter provides a non-refundable deposit in accordance with the following schedule:

1. For a series of at least four events during a theatre season - \$1000
2. For an event with at least six performances during a theatre season - \$1000
3. For a small community arts group or educational institution programs - \$500
4. All other bookings - \$1500

The paid non-refundable deposit will entitle the presenter to an additional 60 days extension period. Any re-booking of the same date by the same presenter within 30 days of releasing said date may be considered an extension and may be subject to the required deposits as outlined in this section. If the presenter enters into a contract prior to the expiration of the extension period, then the deposit will be applied to the contract. If the tentative date or dates are challenged and another party goes to contract within the extension period, then the deposit will be refunded to the presenter who paid the deposit.

#### IV. DATE CHALLENGES

Tentative, non-contracted date holds may be challenged, exclusive of challenges by blockbusters as outlined in Section II, by users according to the following:

- First Priority Dates may be challenged at any time within 8 months prior to the desired challenge date.
- Second and Third Priority Dates may be challenged at any time after being placed on hold.

Any tentative hold that has not gone to contract is subject to challenge in accordance with the following procedure:

##### First Priority

A presenter will be notified that a bona fide challenger has agreed to enter into contract and SMG is holding a deposit of 50% of the rent. The presenter with the tentative hold will have five (5) business days within which to enter into a contract with an appropriate deposit, or the date(s) will be given to the challenging party. Upon assignment of the dates, the challenging party will execute a contract and be responsible for the full rental as outlined in the contract. If the dates are given to the challenging party, any deposit currently held by the theatre management will be refunded to the party who provided the deposit.

##### Second and Third Priority

A presenter will be notified that a bona fide challenger has agreed to enter into contract and SMG is holding a deposit of 50% of the rent. The presenter with the tentative hold will have two (2) business days within which to enter into a contract with an appropriate deposit, or the date(s) will be given to the challenging party. Upon assignment of the dates, the challenging party will execute a contract and be responsible for the full rental as outlined in the contract.

If the dates are given to the challenging party, any deposit currently held by the theatre management will be refunded to the party who provided the deposit.

#### V. CONTRACT DEPOSITS

- A) The minimum contract deposit required will be 1/2 of the base rental for all users.
- B) New clients will pay a contract deposit of full rent at the management's discretion.
- C) Small community arts groups and educational organizations will pay as contract deposit the minimum rental.
- D) The remainder of the base rent is due two weeks prior to the event.
- E) Producers with a series will be allowed to deposit the base rent for one performance, which will be credited to the final performance of the series.

F) Deposits are non-refundable. Any producer who believes that its event was canceled due to exigent circumstances may request a partial or full return of the deposit, which is subject to the approval of the General Manager.

#### VI. COMMUNITY ARTS AND EDUCATIONAL PROGRAMS

Small local community arts groups and educational institutions (as defined below) will be offered use of the facility, when available, between the hours of 9:00 AM-5:00 PM at a discounted rate of \$1.00/seat - minimum rental - \$600, with a cap of \$1,000 plus front of the house and back of the house expenses. These groups may be eligible to apply for a subsidy for a portion of the expenses from the appropriate City sources or other granting agencies.

#### VII. DEFINITIONS

A) "Not-For-Profit, Section 501(C)(3) Organizations" are defined as organizations, which meet all of the following qualifications:

- 1) Current exemption letter from the IRS.
- 2) Current state certificate of incorporation and good standing.

B) "Small local community arts groups" are defined as organizations, which meet all of the following qualifications:

- 1) Annual cash budget under \$500,000
- 2) A year-round presence in Lake County
- 3) A track record demonstrating successful presentation of cultural and/or educational programs.

C) A "Commercial organization" is defined as any organization that does not qualify as A) or B) above.

#### **\*\*IX. GENERAL MANAGER'S DISCRETION**

**The purpose of the booking policy of the Genesee Theatre is to provide the management with general guidelines for the efficient and profitable operation of the facility. Nothing contained within those guidelines is intended to limit the General Manager's discretion in the booking or negotiation of contracts that in his or her professional judgment would be in the best interest of the Genesee Theatre and the City of Waukegan.**

## **MARKETING/PROMOTION SERVICES**

The Genesee Theatre's marketing team provides a wide variety of media and advertising services for all events booked at the facility. Our staff has extensive experience in media planning and buying, creative services, sponsorship sales, promotions, publicity and public relations. This experience has allowed us to form relationships with local companies and organizations. We are here to assist you with every aspect of your event marketing.

Each event booked at the Genesee Theatre received significant exposure through existing facility programs. The following resources are available for your event.

- Event listing on theatre telephone message system
- Event listed on the Genesee Theatre's website
- Press Release announced to targeted media
- Advertising recommendations and placement if needed

In addition to media placement, advertising, promotions and public relations, the Genesee Theatre marketing department can also assist in coordinating:

- Photography
- Coordination of promotional tickets and passes
- Coordination of Meet and Greets
- Trade for advertising
- Media placement
- Promotional event planning
- Coordination of press conferences and interviews
- Charitable donations to local organizations and agencies

All fees, unless requested, are due at event settlement. Affidavits, tear sheets and other documentation will be presented at settlement. A complete listing of media policies is available upon request.

For more information or to begin your event marketing campaign, please contact Sarah Muse, Marketing Manager at 847.406.3153.

## **MARKET PROFILE**

### **Market Range**

Located within Lake County, the Genesee Theatre has five markets we can utilize for shows.

- *Chicago* –The Genesee Theatre is located approximately 40 miles North of Chicago; as such, the marketing staff utilizes Chicagoland media for advertising and PR opportunities on a regular basis.
- *Lake County* –Specific media and community opportunities exclusive to this market exist.
- *McHenry County* – Located west of Lake County.
- *Kenosha County/Racine County* – The Illinois/Wisconsin border is approximately 20 minutes away, thus there are numerous marketing opportunities in these smaller towns.

- *Milwaukee* – The Genesee Theatre is located 50 miles South of the Milwaukee metropolitan area, which presents many additional media outlets to expand opportunities for show promotion.

### **Market Rank**

The Genesee Theatre is located in the Chicago DMA, which is ranked the third largest media market in the United States.

### **Demographics**

Strategically located on the shores of Lake Michigan at the midpoint of the Chicago-Milwaukee Corridor, Lake County has long been recognized as a premier business location for corporate headquarters facilities, hi-tech manufacturing firms, distribution/warehouse operations and small business start-ups. The county balances economic development with environmental protection to provide an enviable quality of life.

Commitment to economic opportunity, a suburban Chicago location, high quality government services, award winning school systems and natural resource preservation make Lake County the choice for businesses and residents alike.

Lake County boasts an expanding, young and affluent population, a well as an educated, diverse, vibrant & cutting edge workforce.

#### General Demographics

|                    |                |
|--------------------|----------------|
| Population:        | 728,224        |
| Households:        | 243,384        |
| Families:          | 181,411        |
| Median Age:        | 35.3 years old |
| Median Home Value: | \$282,359      |
| Per Capita Income: | \$37,724       |

#### Population by Ethnicity

|           |       |
|-----------|-------|
| White:    | 74.9% |
| Black:    | 6.6%  |
| Asian:    | 5.9%  |
| Hispanic: | 20.9% |
| Other:    | 9.5%  |

#### Population by Age

|             |       |
|-------------|-------|
| Age 20 – 34 | 17.9% |
| Age 35 – 54 | 29.9% |
| Age 55 – 74 | 16.3% |
| Age 75+     | 4.2%  |

#### Population by Sex

|        |       |
|--------|-------|
| Female | 49.9% |
| Male   | 50.1% |

#### Households by Income

|                          |           |
|--------------------------|-----------|
| Household Income Base    | 243,384   |
| Less than \$15,000       | 5.3%      |
| \$15,000-\$24,999        | 4.9%      |
| \$25,000-\$34,999        | 6.0%      |
| \$35,000-\$49,999        | 9.7%      |
| \$50,000-\$74,999        | 17.1%     |
| \$75,000-\$99,999        | 18.2%     |
| \$100,000-\$149,999      | 20.3%     |
| \$150,000-\$199,999      | 7.8%      |
| \$200,000+               | 10.6%     |
| Average Household Income | \$111,719 |

**MEDIA INFORMATION**

Lake County is home to unique and targeted media. However, for an effective promotion it is strongly recommended to integrate the surrounding markets' media for great sales results. The list of media represents key media the Genesee Theatre marketing staff targets in advertising and PR opportunities.

**Print**

|                             |                              |       |
|-----------------------------|------------------------------|-------|
| News Sun                    | Lake County                  |       |
| Shaw Newspapers             | Lake County/McHenry County   |       |
| Pioneer Press               | Suburban                     | Zoned |
| Chicago Tribune             | Chicago & Suburbs            | Zoned |
| Chicago Sun Times           | Chicago & Suburbs            | Zoned |
| Daily Herald                | Suburban                     |       |
| The Reader                  | Chicago                      |       |
| The Onion                   | Chicago                      |       |
| Windy City Times            | Chicago                      |       |
| Kenosha News                | Southern Wisconsin           |       |
| Milwaukee Journal Sentinel  | Milwaukee                    |       |
| Red Eye                     | Chicago & Suburbs            |       |
| Happenings Magazine(weekly) | Lake/Kenosha/Racine Counties | Zoned |

**Radio**

|                       |                      |                     |
|-----------------------|----------------------|---------------------|
| WKRS-AM               | Lake County          | Talk                |
| WXLC-FM               | Lake County          | Adult Contemporary  |
| WIIL-FM (WIIL-Rock)   | Pleasant Prairie, WI | Rock                |
| WSRB-FM (V106)        | Chicago              | Soul                |
| WGN-AM                | Chicago              | Talk                |
| WBBM-AM               | Chicago              | News                |
| WBBM-FM (B96)         | Chicago              | Hip Hop/R&B         |
| WCKG-FM (Fresh 105.9) | Chicago              | 80s, 90s & Today    |
| WDRV-FM               | Chicago              | Classic Hits        |
| WGCI-FM               | Chicago              | Urban Contemporary  |
| WGN-AM                | Chicago              | Talk/Personality    |
| WJMK-FM "Jack FM"     | Chicago              | Variety/Open Format |
| WKQX-FM (Q101)        | Chicago              | Rock Alternative    |
| WKSC-FM (Kiss FM)     | Chicago              | Top 40/CHR          |
| WLEY-FM (La Ley)      | Chicago              | Hispanic            |
| WLIT-FM (The Lite)    | Chicago              | Soft Rock           |
| WLS-AM                | Chicago              | Talk                |

|                                  |           |                           |
|----------------------------------|-----------|---------------------------|
| WNUA-FM                          | Chicago   | Hispanic                  |
| WOJO-FM                          | Chicago   | Hispanic                  |
| WRLL-AM                          | Chicago   | Oldies                    |
| WTMX-FM (The Mix)                | Chicago   | Modern Adult Contemporary |
| WXRT-FM                          | Chicago   | Alternative Rock          |
| WSCR-AM (The Score)              | Chicago   | Sports/Talk               |
| WVAZ                             | Chicago   | Urban Adult Contemporary  |
| WUSN (US-99)                     | Chicago   | Country                   |
| WFMT                             | Chicago   | Classical                 |
| WLUP (The Loop)                  | Chicago   | Mainstream Rock           |
| WLS-FM (94.7 True Oldies)        | Chicago   | Oldies                    |
| WCPT –AM (Chicago’s Progressive) | Chicago   | Liberal Talk              |
| WRDZ-AM (Disney Radio)           | Chicago   | Children’s Programming    |
| WKKV-FM (V100.7)                 | Milwaukee | Hip Hop/R&B               |
| WMIL-FM                          | Milwaukee | Country                   |

**Television**

**NETWORK:**

|                  |         |                 |
|------------------|---------|-----------------|
| WBBM             | Chicago | CBS             |
| WMAQ             | Chicago | NBC             |
| WLS              | Chicago | ABC             |
| WFLD             | Chicago | FOX             |
| WGN              | Chicago | Tribune Company |
| CLTV-News        | Chicago | Tribune Company |
| WTTW             | Chicago | PBS             |
| WPWR (My 50)     | Chicago | FOX TV Networks |
| WCIU (The “U”)   | Chicago | Independent     |
| WSNS (Telemundo) | Chicago | NBC Universal   |
| WGBO             | Chicago | Univision       |

**CABLE:**

|             |           |       |
|-------------|-----------|-------|
| Comcast     | Illinois  | Zoned |
| Time Warner | Wisconsin | Zoned |

## **THEATRE GUIDELINES AND SERVICES**

### **ACCOMMODATIONS FOR THE PHYSICALLY CHALLENGED**

#### **ADVERTISING**

In order to accommodate all of our patrons, the theatre strongly encourages presenters to use the following language in all advertising:

Patrons with special needs are encouraged to contact the Genesee Theatre at (847) 263- 6300.

#### **HEARING IMPAIRED**

The theatre is equipped with an RF listening system. Headsets are provided to patrons on a first come, first served basis at no cost to the user. A driver's license, credit card or cash deposit are requested to guarantee return of the equipment. An ASL certified sign language interpreter can be requested with 2 weeks advance notice.

#### **SIGHT IMPAIRED**

Suitable locations are provided to the sight impaired patrons.

#### **PHYSICALLY CHALLENGED**

Seats have been allocated to the patrons in wheel chairs and their companions. These seats will be held for handicapped patrons until 5:00 p.m. day of show; after 5:00 p.m. those seats are offered to the general public.

Signs have been placed in the box office area to indicate that wheel chair facilities are available. Promoters are encouraged to print in all promotional material used for subscriptions, group sales, programs, etc., that the above mentioned services are available for events held at the Genesee Theatre.

Handicap elevators and ramping has been built throughout. Restrooms throughout the theatre are wheelchair accessible. Adjacent parking facilities have specially marked and reserved parking spaces. Valet parking is also available at patron's option. The Theatre Management encourages patrons with special needs to contact the box office for accommodations at (847) 263-6300.

### **BOX OFFICE PROCEDURES**

The theatre can provide one box office for ticket sales to public events, on an exclusive in-house basis. The box office is designed to offer patrons the highest levels of buying convenience. Furthermore, the box office will assist the promoter in realizing maximum returns from ticket sales while maintaining box office security, crowd safety and the accuracy of the ticketing operation. The General Manager will schedule a meeting for you with the Box Office Manager to review show hours, theatre capacities, box office procedures, ticket prices, ticket printing, discount tickets, box office charges, etc., and other items which are the responsibility of the lessee.

Lessee is responsible and must pay directly for ticket printing, shipping and handling, and any premiums prior to the event. Standard Ticketmaster charges will be collected at time of settlement or as otherwise arranged.

|                                       |      |
|---------------------------------------|------|
| <b>Seating Breakdown:</b> Total Seats | 2387 |
| Main Orchestra Level (Rows A-MM):     | 1401 |
| Balcony Level:                        |      |
| Loge (Rows A-H):                      | 275  |
| Lower Balcony (Rows J-P)              | 326  |
| Upper Balcony (Rows Q-Z)              | 385  |

Temporary Orchestra Pit Seating may be added (+ 40)

Maximum Capacity 2427

## **Ticketing information:**

The Genesee Theatre utilizes the Ticketmaster Ticketing system.

- Lessee agrees to provide a minimum of thirty (30) complimentary tickets to the Genesee Theatre for EACH PERFORMANCE, and the Genesee Theatre reserves the right to choose the location of such seats.
- **Events at the Genesee Theatre may not be advertised until a lease agreement has been signed.**
- Please note that it could take up to two weeks after all paperwork has been turned in to have tickets ready for sale.
- Tickets for shows at the Genesee Theatre are available by calling Ticketmaster at 800-982-2787. Tickets can also be purchased in person at the Genesee Theatre box office, any Ticketmaster Outlet, or online at [www.ticketmaster.com](http://www.ticketmaster.com).
- There is a \$3.00 restoration fee included into each ticket price.
- Orders processed through Ticketmaster will be assessed a per order handling and a per ticket convenience fee. Please inquire at the box office for amount.
- There are no additional fees when purchasing in person at the box office.

## **FIRE AND SAFETY REQUIREMENTS**

In the interests of life safety and fire prevention/protection in the Genesee Theatre, the following minimum standards shall apply to all events, private or public:

**EXITS:** No sets, scenery, displays or other impediments shall be so installed or operated as to interfere in any way with access to any required exit or with visibility of any required exit or any required exit sign. Nor shall they be installed or operated as to interfere with the on stage fire curtain. All required exits, including but not limited to, entrance/exits, lobby areas and backstage areas shall be unlocked and free from obstruction during show hours.

**FIREFIGHTING EQUIPMENT:** All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, including those inside exhibit/booth space, shall be visible and accessible at all times.

**COMBUSTIBLES, SPECIAL EFFECTS AND PYROTECHNICS:** Compressed flammable gases, flammable or combustible liquids, open flame devices, hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives and pyrotechnic devices shall be prohibited within the theatre. Under special circumstances, limited use of the above items may be permitted by the authority having jurisdiction provided adequate precautions are taken to prevent the accidental ignition of any materials. Literature on display must be kept to reasonable quantities; reserve shall be kept in closed containers and stored in a neat and compact manner. Per Waukegan City Ordinance Section 9-2, pyrotechnics are prohibited.

**VEHICLES:** Vehicles shall not be displayed inside the theatre lobbies. Vehicles may be displayed on stage subject to the following conditions:

- (a) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-quarter full or contain more than 4 gallons (15.14 liters) of fuel, whichever is less.
- (b) At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.
- (c) Fueling or defueling of vehicles shall be prohibited.

**FLAME RETARDANT TREATMENT:** Draperies, curtains, set pieces, scenery and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by passing both the small-scale and large-scale tests of NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films. Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo and wood chips shall be flame-retardant treated to the satisfaction of the authority having jurisdiction. Sample materials may be required for testing purposes. Certificates of Flame Retardency must be provided. Materials, which cannot be treated for flame retardency, shall not be used.

**Flame Retardant Treatment:** All decorations, drapes, signs, banners, acoustical materials, hay, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon and other plastic materials that are not flame retardant are prohibited. The Fire Prevention Bureau will test any questionable material.

**Combustibles:** Literature on display must be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner.

PERMITS: Applications for a permit for the following shall be made to the Waukegan Fire Marshal fifteen (15) days in advance of the event. Once issued, copies of approved permits shall be kept on the premises throughout the event:

- Display or operate any open flame, flammable liquid device, candles, lanterns, torches, etc.
- Display or operate an electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
- Use of flammable liquids, compressed gases, or dangerous chemicals.
- No flammable liquids, compressed gases or dangerous chemicals shall be stored in the Genesee Theatre. Compressed gas cylinders must be secured to prevent toppling.
- Flammable compressed gas containers are not allowed in the facility.

Please contact the Production Manager if you have questions or require additional information.

Obstructions: Aisles and exits as designated must be kept clean and clear of obstructions.

All fire hose cabinets, fire extinguishers, pull stations and emergency exits inside the theatre must be visible and accessible at all times. Doors must be able to be closed in case of emergency.

### **FIRST AID CENTER**

The theatre requires that life safety be considered in the planning stages of all events. Charges for these services and supplies utilized will be billed on your final statement.

### **INSURANCE REQUIREMENTS**

Lessees using the theatre are required to have insurance coverage in effect during their entire occupancy including move-in, rehearsal/show days and move-out. The Lessee shall bear the full cost and expense of the following insurance:

Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, combined single limit, for bodily injury and property damage including coverage for personal injury, contractual, operation of mobile equipment, products and liquor liability (if applicable).

Workmen's Compensation Insurance covering Lessee's employees:

Employer's Liability Insurance with limits not less than \$1,000,000 each accident, covering injury or death to any employee which may be outside the scope of workman's compensation insurance. (This coverage is usually included in workman's compensation insurance).

Automobile Liability Insurance with limits not less than \$500,000 each occurrence, combined single limit, for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles including loading and unloading operations.

NOTE: Comprehensive General Liability and Automobile Liability insurance policies required by agreements for use of the theatre must name on the policy as additional insured:

- SMG
- Genesee Theatre
- City of Waukegan

ALSO: Certificates of Insurance and complete copies of policies (if requested) satisfactory to the theatre, shall be furnished to the Operations Manager fifteen (15) days before the first day of the event. The certified copies of the Certificate of Insurance or policies shall provide that they may not be canceled without thirty (30) days advance written notice to the theatre.

Your insurance company rating must be A:X or better according to Best's Insurance Guide.

When an agent out of the State of Illinois issues a certificate of insurance, the certificate must be countersigned by an Illinois Resident Agent, and the agency name and address must be included. If your event utilizes independent contractors, we strongly recommend that you require verification of insurance in the same limits defined in our lease with the theatre.

### **MARQUEE (Manual)**

A marquee for the theatre, located at 203 North Genesee Street, is available to users of the Genesee Theatre to advertise their events free of charge. Marquee space is limited and will be allocated at the discretion of the General Manager. The displayed information is limited to Event Title, Date, Time, only. Specific event sponsors may be unable to be recognized on the marquee.

Marquee information must be provided to the General Manager no less than three weeks prior to the event.

### **NOVELTY AND PROGRAM SALES POLICY**

The sale of programs and novelties at the Genesee Theatre is subject to control by the Genesee Theatre. The Genesee Theatre management, based upon anticipated attendance and the volume of merchandise offered, will determine the number of sellers assigned to each event. The Genesee Theatre will acquire thirty percent (30%) of gross receipts based on the total gross receipts on novelty sales, which includes sales tax. There will be no exceptions to the above rules without the specific consent of management.

### **PARKING**

Patron parking is available through self-parking at three municipal lots adjacent to the theatre. Valet parking is handled exclusively by Second City Valet and is available at all theatre performances.

### **SECURITY**

The theatre requires off-duty City of Waukegan Police Officers to be on site during all events. Additional security will be provided through a private security contractor hired by the Genesee Theatre. Additionally, personal security representatives and persons licensed to carry concealed weapons may not bring weapons into the theatre. This policy is strictly enforced. Please encourage your patrons to arrive at least 40 minutes early, allowing ample time to enter the theatre. All persons entering the theatre may be subject to search.

Packages, backpacks, briefcases, cameras, recording and electronic devices are not permitted inside the Genesee Theatre. Patrons attempting to bring such items into the theatre will be required to return them to their vehicles. We are unable to check such items at the theatre.

### **FIREARMS**

As stipulated by City of Waukegan Ordinance, Firearms are not permitted in the venue.

### **SMOKING POLICY**

The theatre has adopted a No Smoking policy in all public areas. Smoking is permitted in the exterior patio areas only.

### **STAGEHANDS**

The Genesee Theatre is a union house and all stagehands will be scheduled by the Production Manager per requirements provided by Lessee and in compliance with the theatre's agreements with the International Alliance of Theatrical Stage Employees. Rate schedules and overtime costs will be provided upon request.

## **TICKET SELLERS/TAKERS**

All ticket sellers/takers are scheduled per event requirements. Rate schedules provided upon request.

## **USHERS**

Ushers will be provided and coordinated through the Front of House Manager. Rate schedules will be provided upon request.

## **SIGNS**

### **INTERIOR**

- Posters, flyers, pamphlets, handbills or displays promoting upcoming events may not be placed in the theatre lobby.
- Signage will not be affixed or taped to any interior surface.
- Except for signage directly related to the performance such as cast boards, the use of temporary signage on easels and banners is discouraged. When temporary signage must be used, it must be professionally produced; hand printed or "home made" signage will not be accepted. The Marketing Manager reserves the right to reject any signage or banners deemed inappropriate.
- All banners or promotional signage must be approved no less than 72 hours in advance by the Marketing Manager or his/her designee. Approved articles that require installation must be delivered to the Operations Manager 24 hours before the event. The Genesee Theatre cannot guarantee installation of signage delivered late. Signage/banner installation should be coordinated with the Operations Manager.
- Presenters will, upon request, be provided one 6' table for temporary displays during the run of their event. Materials displayed at this table must conform to the policies outlined in this document. Placement of this table rests solely with theatre management.
- Posters, flyers, pamphlets, handbills or displays promoting events at venues other than the Genesee Theatre may be removed and discarded.
- Signs must be hard backed and subject to approval of Theatre Management.

**CATERING SERVICES AND FACILITIES** The theatre offers full food and beverage service for all public and private events. Concession and banquet rooms can accommodate a variety of reception configurations and include seven lounges, two lobbies, and the stage. The theatre's preferred caterer is fully licensed and insured and has an extensive list of beverage and menu items available.

**Jack Benny Lounge**, 1<sup>st</sup> floor facing Genesee Street  
Room Capacity 214, Reception Capacity 100  
Rough Overall Dimensions 62'-0" X 25'-5"  
Gross Square Footage 1,588 sq. ft.

**Road Show Lounge**, 1<sup>st</sup> floor facing Clayton Street  
Room Capacity 118, Reception Capacity 50  
Rough Overall Dimensions 50'-6" x 20'-11"  
Gross Square Footage 1,154 sq. ft.

**Stage Door Lounge**, 2<sup>nd</sup> floor facing Genesee Street  
Room Capacity 238, Reception Capacity 120  
Rough Overall Dimensions 62'-8" x 25'-0"  
Gross Square Footage 1,530 sq. ft.

**Strings and Things Lounge**, 2<sup>nd</sup> floor facing Clayton Street  
Room Capacity 238, Reception Capacity 120  
Rough Overall Dimensions 73'-6" x 24'-7"  
Gross Square Footage 1,740 sq. ft.

**Spotlight Lounge**, 3<sup>rd</sup> floor facing Genesee Street  
Room Capacity 238, Reception Capacity 120  
Rough Overall Dimensions 62'-10" x 25'-8"  
Gross Square Footage 1,612 sq. ft.

**Laugh Track Lounge**, 3<sup>rd</sup> floor facing Clayton Street  
Room Capacity 238, Reception Capacity 120  
Rough Overall Dimensions 76'-2" x 24'-11"  
Gross Square Footage 1,851 sq. ft.

**Red Carpet Lounge**, 4<sup>th</sup> floor facing Clayton Street  
Room Capacity 354, Reception Capacity 100  
Rough Overall Dimensions 62'-2" x 24'-11"  
Gross Square Footage 1,579 sq. ft.

# **THEATRE ESTIMATE OF CHARGES**

*\*ALL RATES SUBJECT TO CHANGE AND REVISION WITHOUT NOTICE*

THEATRE CAPACITY 2427 with orchestra pit seated, 2387 without pit seating

RENT (COMMERCIAL) ... Call for Inquiries

COMMERCIAL EVENTS WITH MORE THAN 3 PERFORMANCES SUBJECT TO NEGOTIATION WITH MANAGEMENT.

RENT (NOT-FOR-PROFIT – TICKETED EVENTS) ... Negotiable

RENT (NOT-FOR-PROFIT – NON-TICKETED EVENTS) ... Negotiable

RENT (REHEARSAL DAY) ... Negotiable (up to 8 hours)

RENT (MOVE IN DAY WITHOUT A PERFORMANCE) ... Negotiable /DAY

BOX OFFICE FEE... 3% OF GROSS SALES

HOUSE SPOTLIGHT RENTAL ... \$150/SPOT/PERFORMANCE (additional spots will entail outside rental costs).

STAGEHANDS ... IATSE LOCAL 2 UNION SCALE

F.O.H. STAFF (House Manager, Ticket Takers, Ushers) ... HOURLY AS NEEDED

POLICE (ONE REQUIRED - 4HR. MINIMUM) ... HOURLY AS NEEDED

SECURITY (Stage Door, Pass Door, Stage) ... HOURLY AS NEEDED

FIREMAN (IF PYROTECHNICS ARE USED) ... HOURLY AS NEEDED (4HR. MINIMUM)

TICKET SELLER – \$275 for EVENT DAY

CLEANUP – \$350 min/DAY. Use of Confetti, streamers, etc. will require higher cost

UTILITIES - \$350 min/DAY

NOVELTY SALES ... SOFT GOODS 80%/20% MEDIA 90%/10%  
(A seller can be provided for an addition \$75.00/person)

SALES TAX ON NOVELTIES ... 7.5%

## **STAGE SPECIFICATIONS**

### **STAGE FLOORING**

Stage flooring is 1/4" masonite hardboard on 2 layers of 3/4" plywood sub floor and 2 layers of resiliently mounted 2" x 4" sleepers; color is black.

### **STAGE DIMENSIONS**

Height of Steal - 57'-0"

Deck to Grid- 54'-3"

Height of Proscenium - 26'-10"

Width of Proscenium - 49'-6"

Depth of Stage House - 51'-8"

Width of Stage House Center to SR DS - 43'-2"

Width of Stage House Center to SR US - 57'-0"

Width of Stage House Center to SL - 41'-6"

Plaster Line to DS Edge of Apron - 4'-6"

Plaster Line to DS Edge of Orchestra Pit - 13'-0"

Plaster Line to Follow Spots - 128'-0"

### **ORCHESTRA PIT**

Ellipsoidal in shape, removable pit filler system extends audience seating area.

Overall width of pit filler - 34'-1"

Depth of pit filler from US edge of pit wall - 12'-4"

Apron Overhang from US edge of pit wall - 3'-10"

Stage level from pit floor - 10'-6"

### **STAGE DRAPERIES**

1 Valance - 26'0" high by 62'0" wide - sewn flat

1 Main Curtain - 26'0" high by 62'0" wide - 100% fullness

1 Pair no. 1 legs - 26'0" high by 15'0" wide each - 50% fullness

6 Pair of legs - 26'0" high by 6'9" wide each - 50% fullness

1 Speaker Curtain - 26'0" high by 62'0" wide - 50% fullness - Black

1 Mid-Stage Traveler - 26'0" high by 62'0" wide each - 50% fullness

1 Rear Traveler - 26'0" high by 62'0" wide each - 50% fullness

5 Borders - 8'0" deep by 62'0" wide each - 50% fullness

1 Seamless Natural Muslin Cyclorama - 26'0" high by 62'0" wide

1 White Sharktooth Scrim - 26'0" high by 62'0" wide

1 Black Sharktooth Scrim - 26'0" high by 62'0" wide

1 Framed Picture Screen - 21'0" high by 42'0" wide Matte White viewing surface

### **STAGE RIGGING**

66 Single purchase manual counterweight sets - 1500 lb. capacity, which include five (5) stage electric lighting positions

1 Motorized Front of House Lighting Truss - 40'0" long

1 Motorized Fire Curtain for proscenium opening - 26' 10" high by 49' 6" wide

### **LABOR**

IATSE Local 2

## **STAGE/DRESSING ROOM ACCESS**

### **STAGE LOADING AND DELIVERY ENTRANCE**

One 9' x 10' door from street level is located north of the marquee on Genesee Street. Loading door has direct stage access and an approximate 10 ft push to stage right. More than one semi may unload at the same time if one faces north and on faces south as shown below.



### **PARKING AND ARTIST/ CREW ENTRANCE**

Tour busses and Trucks park behind the theatre off of Sheridan Ave. Crew and Artists can enter from the backstage door located at the North West end of the parking lot.



### **SHORE POWER**

Located in front of building on Genesee Street.

### **DEAD CASE STORAGE**

Available on the upstage wall and in basement/ pit area.

## **THEATRE LIGHTING EQUIPMENT INVENTORY**

6 ETC 360 Source Four Ellipsoidal  
20 ETC 260 Source Four Ellipsoidal  
36 ETC 190 Source Four Ellipsoidal  
45 ETC 100 Source Four Ellipsoidal  
40 ETC Source Four Par  
6 Altman 3-cell Cyc Light  
6 L&E 1000w 3-cell Cyc Striplight  
5 Vari\*Lite VL1000 ERS Automated Fixture  
5 Dots Small  
5 Dense Dust  
5 Tempest  
5 Turtlesell  
5 Cone  
24 High End Color Merge with power supply (2)  
2 Lycian XLT 2K Xenon Followspot 2000W

### Lighting Accessories:

5- 10' Medium Duty Truss, Black  
10 Source 4 "B" size pattern holders  
20 Source 4 10 deg Top Hat  
20 Source 4 Par Top Hats  
10 Source 4 Par Barn Doors  
200 Safety Cables  
4- 50 lb. Boom Base  
2- 4-rung Light Ladder

Console: Marquee ILC; Location: FOH

Dimming System: ET Capio

192 Dimmers, plus 16 constant circuit modules

### Power Distribution:

2- 400amp, 5 wire lug and cam-loc connections

### Mix Location:

Last row of Orchestra Level, left of center and right of aisle 1  
(Approximately 100 ft from down stage edge).

▪ Dimmer Locations and Rep Plot information is available upon request.

## **THEATRE SOUND EQUIPMENT INVENTORY HOUSE SOUND SYSTEM**

### FOH Sources:

- 1 Denon DN-680 CD Player
- 1 Denon DN-C550R CD Recorder
- 1 Denon DN780R Cassette Deck
- 5 dbx 2231 1/3 Octave Equalizer
- 1 PreSonus ACP88 Compressor/Limiter
- 1 Lexicon MPX 550 Multi Effects Processor
- 1 Soundcraft MH3 Mixes 40 Mono 4 Stereo

### Main System:

- 3 Symetrix Symnet 8X8 DSP
- 2 Symetrix Symnet BreakOut 12
- 1 QSC CX204V 70V Power Amplifier
- 12 Meyer Sound M2D Line Array Loudspeaker
- 6 Meyer Sound UPA-2P Downfill Loudspeaker
- 4 Meyer Sound M2D-SUB Line Array Subwoofer
- 12 Meyer Sound UPM-1P Front Fill/ Under Balcony Delay Loudspeaker
- 2 Meyer Sound 650-P Floor Subwoofer
- 2 Meyer Sound MG-2D Line Array Rigging
- 2 Meyer Sound MG-1D
- 19 Bogen WB1EZ Distributed Loudspeakers
- 2 JBL Control 29AV Stage Announce Loudspeaker
- 4 Meyer Sound USM-1P Narrow Coverage Stage Monitor Loudspeaker
- 2 Meyer Sound USM-100P Wide Coverage Stage Monitor Loudspeaker
- 2 Meyer Sound MTS-4A Sidefill/ Cinema Center Channel Loudspeaker

### Accessories:

- 6 Shure SM58 Voice Microphones
- 6 Shure SM57 Instrument Microphones
- 1 Shure ULXP124/58 Dual Combo Wireless Microphone
- 1 Shure ULXP24D/58 Dual Handheld Wireless Microphone
- 1 Shure UA844US Antenna Combiner Wireless Microphone
- 1 Countryman Beige Isomax E6 w/TA4F Wireless Microphone
- 1 Countryman Black Isomax EMW w/Ta4F Wireless Microphone
- 2 Whirlwind Director DI boxes
- 2 Whirlwind Direct 2 DI boxes
- 1 Clear-Com MS-232 Intercom
- 6 Clear-Com RS-501 Intercom Beltpacks
- 1 Clear-Com RS-522 Intercom Beltpack
- 1 Clear-Com YC-36 Adaptor Cable
- 6 Clear-Com CC-95 Intercom Headsets
- 1 Clear-Com CC-260 Intercom Headset

### Mix Location:

Last row of Orchestra Level, just left of center aisle  
(Approximately 100 ft from down stage edge).

- Sound system specifications and features available upon request.

**LINE SCHEDULE and RIGGING (SINGLE PURCHASE COUNTERWEIGHT SYSTEM)**

Weight

| FC | 0'-21/2" | FIRE CURTAIN      | Pipe Batten 51'-10"                                  |  | STAYS |
|----|----------|-------------------|--|--|-------|
| 1  | 0'-9"    | VALANCE           | Drapery 30'-0"H x 62'-0"W                            |  | STAYS |
| 2  | 1'-0"    | MAIN              | Traveler (2) pcs. 26'-0" H x 32'-6" W (closed 62' W) |  | STAYS |
| 3  | 1'-6"    | LAMBREQUIN        |  |  | STAYS |
| 4  | 2'-8"    | NO. 1 ELECTRIC    | Double Batten (trim at 23')                          |  |       |
| 5  | 4'-0"    | DS TRAVELER       | Traveler (2) pcs. 26'-0" H X 32'-6" W (closed 62')   |  |       |
| 6  | 4'-6"    | OPEN              |  |  |       |
| 7  | 5'-0"    | PROJECTION SCREEN |  |  | STAYS |
| 8  | 5'-6"    | OPEN              |  |  |       |
| 9  | 6'-0"    | OPEN              |  |  |       |
| 10 | 6'-6"    | NO. 1 BORDER      | Drapery 8'-0" H x 62'-0" W                           |  |       |
| 11 | 7'-0"    | NO. 1 LEG         | Traveler (2) pcs. 26'-0" H X 15'-0"W                 |  |       |
| 12 | 8'-0"    | OPEN              |  |  |       |
| 13 | 9'-0"    | OPEN              |  |  |       |
| 14 | 9'-6"    | NO. 2 BORDER      | Drapery 8'-0" H x 62'-0" W                           |  |       |
| 15 | 10'-0"   | NO. 2 LEG         | Traveler (2) pcs. 26'-0" H x 6'-9" W                 |  |       |
| 16 | 10'-6"   | OPEN              |  |  |       |
| 17 | 11'-6"   | NO. 2 ELECTRIC    |  |  |       |
| 18 | 12'-0"   | OPEN              |  |  |       |
| 19 | 12'-6"   | OPEN              |  |  |       |
| 20 | 13'-0"   | OPEN              |  |  |       |
| 21 | 13'-6"   | NO. 3 LEG         | Traveler (2) pcs. 26'-0" H x 6'-9" W                 |  |       |
| 22 | 14'-6"   | OPEN              |  |  |       |
| 23 | 15'-6"   | OPEN              |  |  |       |
| 24 | 16'-0"   | OPEN              |  |  |       |
| 25 | 16'-6"   | NO. 3 BORDER      | Drapery 8'-0" H x 62'-0" W                           |  |       |
| 26 | 17'-0"   | NO. 4 LEG         | Traveler (2) 26'-0' H X 6'-9" W                      |  |       |
| 27 | 17'-6"   | OPEN              |  |  |       |
| 28 | 18'-0"   | OPEN              |  |  |       |
| 29 | 18'-6"   | NO. 3 ELECTRC     |  |  |       |
| 30 | 19'-0"   | OPEN              |  |  |       |
| 31 | 19'-6"   | OPEN              |  |  |       |
| 32 | 20'-6"   | NO. 5 LEG         | Traveler (2) pcs. 26'-0" H x 6'-9" W                 |  |       |
| 33 | 21'-6"   | 3A ELECTRIC       | 2 movers on pipe ends                                |  |       |
| 34 | 24'-0"   | OPEN              |  |  |       |
| 35 | 24'-6"   | MS TRAVELER       | Traveler (2) pcs. 26'-0 H x 32'-6 W (closed 62')     |  |       |

|           |        |                       |  |  |  |
|-----------|--------|-----------------------|--|--|--|
| <b>36</b> | 26'-0" | <b>NO. 4 ELECTRIC</b> |  |  |  |
| <b>37</b> | 26'-6" | OPEN                  |  |  |  |
| <b>38</b> | 27'-0" | OPEN                  |  |  |  |
| <b>39</b> | 27'-6" | OPEN                  |  |  |  |
| <b>40</b> | 28'-0" | <b>NO. 4 BORDER</b>   | Drapery 8'-0" H x 62'-0" W                       |  |  |
| <b>41</b> | 28'-6" | OPEN                  |  |  |  |
| <b>42</b> | 29'-6" | <b>NO. 6 LEG</b>      | Traveler (2) pcs. 26'-0" H x 6'-9" W             |  |  |
| <b>43</b> | 30'-6" | OPEN                  |  |  |  |
| <b>44</b> | 31'-0" | OPEN                  |  |  |  |
| <b>45</b> | 31'-6" | OPEN                  |  |  |  |
| <b>46</b> | 32'-0" | OPEN                  |  |  |  |
| <b>47</b> | 32'-6" | OPEN                  |  |  |  |
| <b>48</b> | 33'-0" | OPEN                  |  |  |  |
| <b>49</b> | 33'-6" | <b>NO. 5 BORDER</b>   | Drapery 8'-0" H x 62'-0" W                       |  |  |
| <b>50</b> | 34'-0" | <b>NO. 7 LEG</b>      | Traveler (2) pcs. 26'-0" H x 6'-9" W             |  |  |
| <b>51</b> | 34'-6" | OPEN                  |  |  |  |
| <b>52</b> | 35'-0" | <b>NO. 5 ELECTRIC</b> |  |  |  |
| <b>53</b> | 35'-6" | OPEN                  |  |  |  |
| <b>54</b> | 36'-0" | <b>BLACK SCRIM</b>    | Drapery 26'-0" H x 62'-0"                        |  |  |
| <b>55</b> | 36'-6" | <b>WHITE SCRIM</b>    | Drapery 26'-0" H x 62'-0"                        |  |  |
| <b>56</b> | 37'-6" | <b>US TRAVELER</b>    | Traveler (2) pcs. 26'-0 H x 32'-6 W (closed 62') |  |  |
| <b>57</b> | 39'-0" | <b>NO. 6 ELECTRIC</b> |  |  |  |
| <b>58</b> | 40'-0" | OPEN                  |  |  |  |
| <b>59</b> | 41'-0" | OPEN                  |  |  |  |
| <b>60</b> | 42'-0" | OPEN                  |  |  |  |
| <b>61</b> | 43'-0" | OPEN                  |  |  |  |
| <b>62</b> | 43'-6" | OPEN                  |  |  |  |
| <b>63</b> | 44'-0" | OPEN                  |  |  |  |
| <b>64</b> | 44'-6" | OPEN                  |  |  |  |
| <b>65</b> | 45'-0" | OPEN                  |  |  |  |
| <b>66</b> | 46'-0" | <b>CYCLORAMA</b>      | Drapery 26'-0" H x 62'-0"                        |  |  |

## **HANGING PLOT**

High Trim is at 54'-3"

Low Trim is at 5'-0"

All Arbors are 8'-0" long with a total capacity of 1,275 lbs.

All Arbor capacity travel height – 49'-1"

## **DRESSING ROOMS AND CAPACITIES**

### **Dressing Rm. 01**

Rough Overall Dimensions 25'-5" x 10'-0"

10 individual locations and 2 sinks

### **Dressing Rm. 02**

Rough Overall Dimensions 25'-5" x 10'-0"

10 individual locations and 2 sinks

### **Dressing Rm. 03**

Dressing Rough Overall Dimensions 25'-5" x 9'-2"

6 individual locations and 1 sink

### **Dressing Rm. 04**

Overall Dimensions 25'-5" x 9'-2"

6 individual locations and 1 sink

### **Dressing Rm. 05**

Rough Overall Dimensions 12'-0" x 9'-6"

1 individual location and 1 sink

### **Dressing Rm. 06**

Rough Overall Dimensions 13'-0" x 9'-7"

2 individual locations and 1 sink

### **Dressing Rm. 07**

Rough Overall Dimensions 17'-5" x 12'-0"

8 individual locations and 1 sink

\*Equipped with DSL and phone lines

### **Dressing Rm. 08**

Rough Overall Dimensions 13'-0" x 12'-8"

6 individual locations and 1 sink

\*Equipped with DSL and phone lines

### **Dressing Rm. 09**

Rough Overall Dimensions 25'-5" x 15'-0"

14 individual locations and 2 sinks

### **Dressing Rm. 10**

Rough Overall Dimensions 32'-2" x 16'-3"

14 individual locations and 2 sinks

\*Equipped with DSL and phone lines

**Star Dressing Rooms**

2 rooms that fit 1-2 people with attached shower and restroom facilities

**Green Room**

Generally used as hospitality area

Rough Overall Dimensions 81'-4" x 26'-8"

16 individual locations (w/o counters)

**INTERNET AND PHONE ACCESS (Central Time Zone)**

DSL and phone lines are available in the Star Dressing Rooms and Dressing Rooms 7, 8 & 10. Charges apply for use as follows:

Local- \$25.00

Chicago Local- \$50.00

National- \$100.00

Line 1: 847-406-3052

Line 2: 847-406-3053

Line 3: 847-406-3056

Line 4: 847-406-3059

**PREFERRED VENDORS:****AUDIO****Gand Concert Sound**

Tim Swan

1944 Lehigh Ave., Suite B

Glenview, IL 60026

Phone: 847.724.3333 Fax: 847.724.3626

24 Hr/Cell 847.630.7964

**TC Furlong Sound**

27885 N. Irma Lee Circle

Unit 101

Lake Forest, IL 60045

Phone: 847.367.9588

Fax: 847.367.9592

**LIGHTING****Litronix**

Fritz Cripe

1765 Cortland Court

Unit M

Addison, IL 60101

630.620.7874

**Theatrical Lighting Connection**

Bill Grzejka

411 Heathrow Court

Burr Ridge, IL 60527

**Upstaging, Inc.**

821 Park Ave.  
Sycamore, IL 60178-2419  
Phone: 815-899-9888  
Fax: 815-899-1080  
[www.upstaging.com](http://www.upstaging.com)

**PIANO RENTALS AND TUNING**

**Alden's Piano Service**

10174 West Chaney Avenue  
Beach Park, IL 60099  
847.623.4543

**Family Piano Company**

114 South Genesee Street  
Waukegan, IL 60085  
847.775.1920

**AMBULANCE SERVICES**

A-Tec Ambulance Service  
847.362.0200

**FIRE DEPARTMENT**

**Waukegan Fire Dept.**

1101 Belvidere St.  
Waukegan, IL 60085  
847.249.5410 (non-emergency)

**HOSPITAL**

**Vista Health System**

1324 N. Sheridan Road  
Waukegan, IL 60085  
847.360.3000

**Vista Medical Center West (St. Therese)**

2615 Washington Street  
Waukegan, IL 60085  
847.249.3900

**POLICE DEPARTMENT**

**Waukegan Police Department**

420 Robert V. Sabonjian Place  
Waukegan, IL 60085  
Phone: 847.599.2601  
Fax: 847.360.9853

## **BANKING**

### **Associated Bank**

1 South Genesee Street  
Waukegan, IL 60085  
847.623.3800

### **Chase Bank**

3950 Fountain Square Plaza  
Waukegan, IL 60085  
847-688-0603

### **Consumer's Credit Union**

2570 Washington Street  
Waukegan, IL 60085  
847.623.3636

### **Fifth Third Bank**

800 South Waukegan Road  
Waukegan, IL 60085  
847.473.5302

### **First Midwest Bank**

214 West Washington Street  
Waukegan, IL 60085  
Phone: 847.623.1250  
Fax: 847.360.3183

### **Harris Bank**

6547 Grand Avenue  
Gurnee, IL 60031  
847.855.3163

### **Norstates Bank**

1601 North Lewis Avenue  
Waukegan, IL 60085  
847.244.6000

### **North Shore Trust & Savings**

1233 North Green Bay Road  
Waukegan, IL 60085  
947.625.3100

### **PNC Bank**

1802 Belvidere Road  
Waukegan, IL 60085  
847.360.2841

**Seaway National Bank**

2835 Belvidere Road  
Suite 13A  
Waukegan, IL 60085  
847.662.1799

**TCF Bank**

927 North Green Bay Road  
Waukegan, IL 60085  
847.625.3030

**ACCOMODATIONS**

**Best Western of Waukegan**

411 South Green Bay Road  
Waukegan, IL 60085  
847.244.6100

**Candlewood Suites**

1151 South Waukegan Road  
Waukegan, IL 60085  
847.578.5250

**Comfort Inn**

3031 Belvidere Road  
Waukegan, IL 60085  
847.623.1400

**Comfort Suites**

5430 Route 132 (Grand Avenue)  
Gurnee, IL 60031  
847.782.0890

**Country Inn Suites**

5420 Route 132 (Grand Avenue)  
Gurnee, IL 60031  
847.625.9700

**Courtyard by Marriott**

3800 Northpoint Boulevard  
Waukegan, IL  
847.689.8000

**Days Inn**

3633 North Lewis Avenue  
Waukegan, IL 60085  
847.249.7778

**Hampton Inn**

5550 Route 132 (Grand Avenue)  
Gurnee, IL 60031  
847-782-8085

**Hawthorn Suites at Midlane**

4555 West Yorkhouse Road  
Wadsworth, IL 60083  
847.596.8936

**Holiday Inn Express & Suites**

77 West Buckley Road  
Libertyville, IL 60048  
847.549.7878

**Key Lime Cove**

1700 Nations Drive  
Gurnee, IL 60031  
847.360.0403

**Ramada Inn**

200 North Green Bay Road  
Waukegan, IL 60085  
847.244.2400

**Residence Inn by Marriott**

144 South White Oak Drive  
Waukegan, IL 60085  
847.689.9240

**AIRPORTS****DB Aviation (private)**

3550 North McAree Road  
Waukegan, IL 60085  
847.263.5600

**O'Hare International Airport**

Phone: (flight info) 773.686.2200  
[www.flychicago.com](http://www.flychicago.com)

**CONVENTION AND VISITORS BUREAU****Lake County, Illinois****Convention & Visitors Bureau**

5455 West Grand Ave. Ste. 302  
Gurnee, IL 60031  
[www.lakecounty.org](http://www.lakecounty.org)  
847.662.2700

## **CURRENCY EXCHANGE**

### **Western Union**

126 Washington St.  
Waukegan, IL  
847.662.0670

## **FLORISTS**

### **Balmes Flower Shop and Greenhouses**

1720 Green Bay Road  
North Chicago, IL  
847.689.3222

### **Pierce Florist**

218 North Genesee Street  
Waukegan, IL 60085  
847.336.0460  
*Across the street from the Genesee Theatre*

## **LAUNDRY/DRY CLEANERS**

### **Clarke's One Hour Dry Cleaning**

1901 Grand Ave.  
Waukegan, IL  
847.623.5882

### **Laundry Magic**

1819 Grand Ave.  
Waukegan, IL  
847.249.4466

## **MAIL/SHIPPING**

### **Federal Express**

800.463.3339

### **FedEx Kinko's**

6411 Grand Ave.  
Gurnee, IL  
847.856.8020

### **Mail Boxes Etc.**

2500 Sheridan Rd.  
Zion, IL  
847.746.5454

### **United States Post Office**

362 N. Genesee St.  
Waukegan, IL  
847.662.6800

**United Parcel Services**

800.742.5877

**PHARMACIES**

**CVS Drug**

10 S. Lewis  
Waukegan, IL  
847.623.9087

**Walgreens - 24 hour**

Grand Avenue & Green Bay Road  
Waukegan, IL  
847.623.8091

**RESTAURANTS**

**Bob and Anne's Restaurant 2.1 miles**

1739 Sheridan Road  
Waukegan, IL 60085  
847.662.8770

**Big Ed's Bar & Grill .17 miles**

30 North Genesee Street  
Waukegan, IL 60085  
847.782.8772

**Booner's Place .96 miles**

1210 Washington Street  
Waukegan, IL 60085  
847.360.8836

**China Garden .012 miles**

318 North Genesee Street  
Waukegan, IL 60085  
847.623.3336 or 847.623.8887

**Dockside Deli .56 miles**

Madison Street at Harbor Place  
April thru October, Lunch only

**Dockside Dogs .56 miles**

Madison Street at Harbor Place  
April thru October, Lunch Only

**Dockside Ice Cream .56 miles**

Madison Street at Harbor Place  
April thru October 11 am to 9 pm

**Gojo's Restaurant 2.69 miles**

2929 Belvidere Road  
Waukegan, IL 60085  
847.623.1300

**Greentown Tavern .3 miles**

110 South Genesee Street  
Waukegan, IL 60085  
847.244.1001

**Honeybaked Ham Café 5.15 miles**

Grand and Milwaukee Avenues  
Southwest Corner  
Gurnee, IL  
847.775.1616  
*Full service café, 7 days a week*

**Jerry's Tacos .04 miles**

120 North Genesee Street  
Waukegan, IL 60085  
847.249.4838  
*Mexican*

**La Huitzuquena .59 miles**

318 Belvidere Road  
Waukegan, IL 60085  
847.599.3130  
*Mexican*

**Louie's Restaurant 1.17 miles**

1009 North Avenue  
Waukegan, IL 60085  
847.244.0101

**McDonald's .2 miles**

304 North Sheridan Road  
Waukegan, IL 60085  
847.244.6280

**Ostioneria Briza Azul 1.58 miles**

1611 Belvidere Road  
Waukegan, IL 60085  
847.599.8629

**Peacock Family Restaurant 2.33 miles**

2670 Belvidere Road  
Waukegan, IL 60085  
847-662-3333

**Plato's Corner .28 miles**

31 South County Street  
Waukegan, IL 60085  
847.662.5355  
*Counter service*

**Ramiro's Tacos .12 miles**

29 North Genesee Street  
Waukegan, IL 60085  
847-336-4222  
*Mexican*

**Risotto's 5.2 miles**

5101 Washington Street  
Gurnee, IL 60031  
847.662.7100  
*Italian Ristorante*

**Sabor Borinqueno .52 miles**

226 South Sheridan Road  
Waukegan, IL 60085  
847.249.7021  
*Puerto Rican*

**Saddle Ridge 2.58 miles**

200 North Green Bay Road  
Waukegan, IL 60085  
847.336.6842

**Saje Café and Lounge .18 miles**

300 Grand Avenue  
Unit B  
Waukegan, IL 60085  
847.599.0677

**San Luis Restaurant 2.45 miles**

50 South Green Bay Road  
Waukegan, IL 60085  
847.244.3636

**Sweet Tomatoes 4.96 miles**

850 South Waukegan Road  
Waukegan, IL 60085  
847.578.0474

**Taqueria Guerrero .29 miles**

205 Water Street  
Waukegan, IL 60085  
847.244.9051

**Waukegan Yacht Club .56 miles**

199 Harbor Place  
Waukegan, IL 60085  
847.623.4188  
Friday and Saturday from 5:30 pm to 9 pm, Tuesday thru Friday 11:30 am to 2 pm  
Open on show nights to ticket holders  
*Casual and fine dining*

**TAXI SERVICE**

**303 Taxi**

847-244-1673

**American Taxi**

www.americantaxi.com

847-566-3131

**Checker Cab of Northern Illinois**

847-662-4114

**Express Taxi & Transportation**

847-360-9680

**Yellow Cab of Lake County**

847-662-6000

**LIMO SERVICE**

**Goldcoast Limo**

847-672-9932