

On behalf of the entire staff of the historic Tennessee Theatre, it is my pleasure to welcome you to the Official State Theatre of Tennessee.

Originally functioning as a movie palace, the Tennessee Theatre graced Knoxville as the region's most magnificent first-run movie house. Today the Theatre stands poised to serve as East Tennessee's most technically advanced, full-service performing arts facility.

The Tennessee Theatre's \$24.5 Million renovation and restoration provides a venue that will better accommodate its performers and crew with a larger stage, greatly improved backstage support space, and state-of-the-art technical and theatrical equipment. Furthermore, patrons of the Tennessee will experience the utmost in comfort, convenience, and accessibility, all while surrounded by the decorative grandeur of the historic Theatre's interior.

Our experienced and friendly staff will provide you the highest level of service toward the goal of a successful event and a memorable evening for your patrons. Throughout the planning and production of your event, do not hesitate to communicate any questions or concerns. We are available to make your experience at the Tennessee Theatre an exceptional one.

We look forward to working with you and are honored that you have considered the historic Tennessee Theatre for your event.

Sincerely,

Tom Bugg
General Manager

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CONTACT INFORMATION

Theatre Physical Address 604 South Gay Street
Knoxville, TN 37902

Mailing Address P.O. Box 1109
Knoxville, TN 37901

Telephone Number 865-684-1200 (see extensions below)

Fax Numbers

- Main Office 865-684-1201
- Technical Director 865-684-1205
- Facilities Director 865-684-1206
- Box Office 865-684-1204

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BOOKING POLICIES

At the Tennessee Theatre, we will make every effort to provide you with the dates you need to make your event a success. In cases where two parties wish to book the same date, the following policies and procedures will govern how dates are placed on "hold" and how "held" dates can be "challenged."

DATES WILL NOT BE CONFIRMED UNTIL RENTAL APPLICATION IS APPROVED.

Placing a Hold on a Date

- Holds may be placed on any date (up to one year in advance) for which a lease has not been executed. **Any hold on the calendar more than one year in advance will be considered tentative until the final scheduling of Tennessee Theatre Priority Events.**
- We will place a "hold" on any date (or dates) you request, provided there is not a lease agreement already executed with another party for that date.
- If you are the first to request a date, you are given the "first hold" for that date. This gives you first right of refusal so that we will not sell the date to another party without first giving you the opportunity to execute a lease agreement and secure the date.
- If a hold (or holds) already exists on a date in which you are interested, we will place a "second hold" (or third, etc.) on the date. This gives you the option to execute a lease should those with holds above yours not finalize arrangements for the date. This applies to dates held for Tennessee Theatre Priority Events.

Hold Policies

We will hold your date at no cost until:

- *either* ninety (90) calendar days following the date the hold was first placed,
- *or* ninety (90) calendar days prior to the event, *whichever comes first.*

At that time, *or* if the hold is placed within ninety (90) calendar days of the proposed event, you will be required to execute a lease agreement for your date(s) and provide full payment for all deposits and advance fees. Lease and deposits must be returned within fourteen (14) calendar days. Acceptable form(s) of payment will be at the discretion of the Tennessee Theatre.

Challenging a Held Date

Should you wish to secure a date that is being held by another party, the following procedures will apply:

- Notify the Tennessee Theatre management that you wish to challenge the party holding the date you want. Upon approval of rental application, we will prepare a lease agreement for your signature and inform you of all deposits and advance fees due under the terms of the lease. *N.B.: Not all held dates are subject to challenges.*
- Upon receipt of the signed lease and all deposits, we will inform the first party holding the date that they have seventy-two (72) hours in which to secure the date through the execution

of a lease and payment of deposit fees. Should the party release the date or not meet the 72-hour deadline, the date will be yours (under the provisions of the executed lease).

- Should the first party secure the date, your deposit will be refunded in full and your lease agreement will be destroyed.

Rental Rates

Please see the rate card for a listing of all charges. Any questions about the rate card should be directed to the Theatre manager prior to signing the Lease agreement.

Deposits & Final Payments

- All lessees will be provided an estimate of rent and all other expenses with the lease agreement.
- For events with paid tickets or other generated income, the minimum deposit required will be one-half of the rent. This amount is due with the signed lease agreement. Any exception to this policy must be incorporated in writing into the lease agreement.
- For non-ticketed, free, or private events where no income is generated, the rental amount will be due with the signed contract. The expenses and/or remainder of the amount due as shown on the estimate will be due seven (7) days before the event. **FAILURE TO PROVIDE FULL PAYMENT WILL RESULT IN AN IMMEDIATE CANCELLATION OF THE EVENT AND THE DEPOSIT WILL BE NON-REFUNDABLE.**
- A damage deposit will be due with the signed lease agreement. If at the assessment at the conclusion of your event, no damages are found, this amount will be applied against the final amount due.
- For events with paid tickets or other generated income, final and full payment of rental fees and charges for all other services are due at settlement immediately after the last performance. Any exception to this policy must be incorporated into the lease agreement.

General Manager's Discretion

The management of the Tennessee Theatre strives at all times to adhere to the Theatre's mission statement while operating it in a fiscally responsible manner. These booking policies are designed to give guidance to the Theatre management. Nothing contained herein is intended to limit the General Manager's discretion in the booking or negotiation of contracts that, in the professional judgment of the manager, would be in the best interest of the Tennessee Theatre.

THEATRE GUIDELINES AND SERVICES

ACCOMMODATIONS FOR THE DISABLED

Wheelchairs

Thirteen (13) orchestra level seats and four (4) balcony level seats have been allocated to patrons in wheelchairs, with an equal number of seats for companions. These seats will be held for disabled patrons until 5:00 p.m. on the day of show; after 5:00 p.m. any unsold seats will be released for sale to the general public.

Additionally, sixteen (16) aisle seats throughout the orchestra level are equipped with transferable arms, which offer patrons with disabilities the option of sitting in fixed Theatre seating when possible.

The box office, main concessions area, and all public restrooms are wheelchair accessible. The public elevator in the lobby serves all levels (balcony, orchestra, and lounge). Parking facilities adjacent to the Theatre have reserved spaces for vehicles with disabled parking permits.

Accommodations for those in wheelchairs are also available in the dressing rooms and backstage areas. For information, please contact the Technical Director.

Hearing Impaired

The Theatre auditorium is equipped with an FM hearing-assist device. Accompanying hardware is made available to any patron upon request, after submitting a refundable deposit. Sign Language interpreters during performances can be arranged upon request up to three weeks before the day of show.

Sight Impaired

Upon request, suitable locations can be made available to sight impaired patrons.

Advertising and Promotions

The lessee is responsible for communicating to its patrons the Tennessee Theatre's accommodations for the disabled. In addition, the Theatre strongly suggests presenters to use the following language in all advertisements and promotional materials:

Patrons with special needs are encouraged to contact the Tennessee Theatre at 865-684-1200.

Special Assistance

While at the Theatre, if a patron needs personal assistance, please ask any Theatre employee and he/she will either assist the patron as requested or locate the house manager immediately.

CATERING SERVICES

The Tennessee Theatre requests that all catering services for your event be provided from the list of its pre-approved preferred caterers. These caterers offer an extensive selection of foods, appropriate for all occasions, tastes, and budgets. If another caterer is desired by the Lessee, the caterer must provide proof of insurance, a copy of its business license, and most recent health department documentation. The lessee will be charged a fee for this exception. See rate card for details.

The preferred caterers for 2010 are:

Knoxville Catering	Shawn Hines	691-0100	www.knoxcatering.com
Rosa's Catering	Zara Mitchell	690-5757	www.rosascatering.com
Luxe Catering & Events	Bettina McCann	310-0983	www.iluvluxe.com
S&W Grand	Jeff Duke	566-9800	www.swgrand.com
All Occasion Catering	Neal Green	579-1128	www.alloccasioncatering.com
Rothchild Catering	Susan Rothchild	690-0103	www.rothchildcatering.com

In accordance with Tennessee Alcoholic Beverage Commission regulations, all alcoholic beverages will be provided in-house by the Tennessee Theatre and served by Theatre staff. Any exception to this rule must be obtained in advance in writing from the General Manager.

DELIVERIES

Technical/Theatrical Equipment

Deliveries of production or technical equipment, such as stage lighting, sound, or other theatrical instruments; scenery and sets; road cases; or the like shall be sent to the loading door on State Street. Please consult the "Technical Information" section of this document for loading door dimensions, exact address, and directions.

Rental Items

A complete delivery schedule of all rental and/or vendors' equipment and other items must be provided in writing at least five (5) business days before your event. Rental items may be defined as chairs, tables, linens, decorative flowers, catering supplies, etc. Any deliveries not listed on the schedule are subject to refusal.

ALL rental and/or vendors' equipment must be removed from the Theatre **immediately** after the last performance. Anything left overnight may result in additional charges.

The Tennessee Theatre is not responsible for the loss or damage to any rental or vendor equipment.

Personal Deliveries

Personal items such as flowers, fan mail, and other hand deliveries intended for a performer or crew member must be addressed with the recipient's name and sent to "TENNESSEE THEATRE STAGE DOOR, CLINCH AVENUE". Items should be left at the stage door security office, and they will be delivered to the recipient by authorized personnel. Security personnel reserve the right to refuse any item deemed inappropriate.

FIRE AND SAFETY REQUIREMENTS

In the interests of life safety and of fire prevention and protection of the Tennessee Theatre and its patrons and staff, the minimum standards stated below shall apply to all events, private or public.

Exits

No sets, scenery, displays or other impediments shall interfere in any way with access to any required exit or with the visibility of any required exit sign. Required exits are including but not limited to entrance/exit doors and doorways, and hallways or corridors leading to these exits. Exits shall remain unlocked and free from obstruction at all times.

Aisles and Pathways

All public aisles and pathways must be clear of any obstruction, including personal items (handbags, umbrellas, etc.), easels and placards, signs, etc.

Firefighting Equipment

All fire hose cabinets, fire extinguishers, manual pull stations, and any other fire protection equipment, whether in public or backstage areas, shall be visible and accessible at all times.

Combustibles, Special Effects, Pyrotechnics

The following are PROHIBITED anywhere in the Theatre: Compressed flammable gases, flammable or combustible liquids, open flame or open flame devices, cut greenery (e.g., Christmas trees), hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives, and pyrotechnic devices. 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. For permits or procedures for the use of pyrotechnics, please contact the Technical Director.

Concert programs, literature on display, etc. must be kept to reasonable quantities; reserves shall be kept in closed containers and stored in a neat and compact manner in areas designated. The Theatre management reserves the right to discard without notice any remaining programs or literature after the rental period.

Stage Fire Curtain

At no time during any rehearsal or performance shall the Fire Curtain be obstructed from full travel to the stage floor. All fixed staging and set pieces shall be placed upstage or downstage of this position with a minimum of a 0'-4" of clearance. Any disregard of this policy may result in immediate cessation of the rehearsal or performance and all deposits will be non-refundable.

Vehicles

Vehicles shall not be displayed in the lobby at any time. Vehicles may be displayed on the stage subject to the following conditions:

- All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall be no more than one-quarter full or contain more than four (4) gallons (15 liters) of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected cable shall then be taped.
- Fueling or de-fueling of vehicles is not permitted.
- Please check the dimensions and weight restrictions of the scenery lift (in the "Technical Specifications" section) to ensure the vehicle can enter the building.

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 such as 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 Retardance must be provided. Materials which cannot be treated for flame retardancy shall not be used.

FIRST AID

The Tennessee Theatre will provide basic first aid services and supplies to patrons as needed. Those requiring assistance should ask any Theatre employee, who will then direct them to the appropriate person. **In case of a life-threatening medical emergency, please alert any Theatre employee immediately and call 911.**

Upon request up to two weeks before day of show, a licensed EMT can be provided on site during public occupancy. This will result in a fee for services rendered.

HOUSE STAFF

Front of House Staff (House Manager, Box Office staff, Ushers, etc.) will be provided and scheduled by the Theatre Management based on the type of the event and at the sole cost of the Lessee. The Theatre reserves the right to determine the minimum number of house staff. Please consult the Rate Card for applicable charges.

At the Theatre's sole discretion, trained volunteers and/or other non-paid personnel may augment House Staff. All House Staff must be approved by the Theatre Management and meet the personal requirements for duties performed.

INSURANCE REQUIREMENTS

Insurance coverage is required of all lessees of the Theatre. Please consult the Lease Agreement for exact insurance requirements, the full cost of which will be borne by the lessee.

MARQUEE

A marquee located on Gay Street is available for users of the Tennessee Theatre to advertise their events free of charge, so long as the event is open to the public. Marquee space is to be distributed fairly at the discretion of the Marketing Director. Displayed information must include the following information: Presenter, Event Title, Date, and Time. Additional information may be listed only if space allows. **Marquee information must be provided in writing to the House Manager no less than thirty (30) days prior to the first performance.**

All private events, advertising, or other special usage of the marquee is subject to availability and will result in a fee charged. Consult the rate card for information.

MEETING/RECEPTION ROOM FACILITIES

In addition to the Grand Lobby and auditorium, the Tennessee Theatre can provide two private spaces for your group's Board meeting or other needs. Both rooms are located near the catering prep room and can be set up for seated or standing-room events.

The **Glenn Miller Room** is located backstage and is described in the Dressing Room section of the Technical Specifications. The Glenn Miller Room can accommodate approximately 40 people seated at tables or about 60 people for a standing reception. This room is commonly used for event production or other backstage purposes and is not always available.

The **Opera Angel Lounge** is located front of house at the Lounge Level, adjacent to the elevator lobby. The Angel Lounge can accommodate approximately 12 people seated at tables or about 18 people for a standing reception.

For additional information about either of these rooms or to make a reservation, please contact the Assistant Manager.

MERCHANDISING AND NOVELTY SALES

The sale of any merchandise, programs, or other novelties is subject to control by the Tennessee Theatre. The Theatre will acquire twenty-five percent (25%) of gross receipts of all sales, including sales tax. If the lessee provides a seller, the Theatre will acquire twenty percent (20%).

An inventoried list of all merchandise, programs, or other novelties to be sold shall be provided to the Theatre Management upon request.

PARKING

The City of Knoxville provides free parking for all visitors to downtown at the State Street Garage, a multi-level facility located behind the Theatre on the northeast corner of State Street and Clinch Avenue. **Free parking is only available on weekdays after 6:00 p.m. and all day on Saturday and Sunday.**

The City reserves the right to temporarily suspend this provision and charge a fee for parking during special events, or to cancel it without notice. Available parking spaces are not guaranteed. The Tennessee Theatre has no control over this provision. For questions regarding this policy, please contact the City of Knoxville.

Other parking lots and garages are located near the Tennessee Theatre (consult a local map for exact locations). Many of these charge hourly or flat rates, applicable 24 hours a day. None of these parking facilities offer free or reduced parking rates for Tennessee Theatre patrons. Please contact the managements of these facilities directly with any questions or concerns.

SECURITY

The Tennessee Theatre requires security personnel on site at all events. The Theatre shall provide for a fee a private security contractor and, at the General Manager's discretion, uniformed Knoxville Police officers. The number of security personnel and duration of their service is solely at the discretion of Theatre management.

In accordance with the Tennessee Alcoholic Beverage Commission, firearms and other weapons are not permitted on the property of the Tennessee Theatre "... where alcoholic beverages are sold or served." This policy is strictly enforced and will result in the offender's immediate ejection from the Theatre and notification of law enforcement.

All patrons may be subject to a search upon entering the Tennessee Theatre.

All backpacks, briefcases, large parcels, and other bulky personal items are not permitted inside the Theatre. Patrons attempting to enter with such items will be required to return them to their vehicles. Theatre personnel cannot check such items.

Cameras, recording, and electronic devices are not allowed in the Theatre unless permission is otherwise granted. Signage will indicate only if such items are allowed.

Backstage entry is intended for performers, production crew, and Theatre staff only. Admittance to backstage for all other guests is controlled by a guest list. Guest lists must be submitted in writing to Theatre management on the day of show upon request. Guests under the age of 16 must be chaperoned at all times.

For life safety reasons, NO ONE is permitted on the stage at the Tennessee Theatre, with the exception of performers, production crew, and Theatre staff. Please do not arrange to meet any guests on stage; they will be directed to other backstage areas.

SIGNS, POSTERS, AND DISPLAYS

Exterior

All signage advertising your event must be professionally produced. Hand printed or "homemade" signage will not be accepted. The Theatre's Marketing Director reserves the right to reject any signage deemed inappropriate.

There are shadowboxes facing the sidewalk on Gay Street and underneath the marquee for signs. Please consult with the Marketing Director for size requirements and availability of these shadowboxes.

Prolonged display may result in deterioration of signs. The Theatre will remove any signs showing excessive wear and tear.

Temporary signage may not be taped, hung, or otherwise affixed to any portion of the Theatre's exterior.

Interior

Signage SHALL NOT be taped, nailed, tacked, or otherwise affixed to ANY interior surface of the Theatre. Violation of this policy will result in a 100% forfeiture of the damage deposit noted in Section 1 of the Lease Agreement.

Any posters, flyers, handbills, or displays promoting upcoming events are restricted to contracted events occurring at the Tennessee Theatre. Any material promoting events at venues other than the Tennessee Theatre will be removed and discarded.

Except for signage directly related to the performance, 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 "homemade" signage will not be accepted. The Theatre's Marketing Director reserves the right to reject any signage deemed inappropriate.

Temporary signage and displays must not interfere with public aisles and pathways.

Temporary signage and displays must not interfere or cause to be moved or altered in any way displays or signage already set by the Theatre. Permission to change any existing Theatre display must be obtained in writing three (3) days before your event.

The Theatre will, upon request, be provided one skirted, topped 8' 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.

SMOKING POLICY

The Tennessee Theatre expressly prohibits smoking anywhere inside the building, either backstage or front of house. Violation of this policy may result in the offender's immediate ejection and an additional cleaning fee for the lessee.

Patrons may smoke outside on Gay Street and re-enter only if their ticket stub is retained. Performers and production staff and crew may smoke outside at the back of the Theatre on State Street only. Smoking is **not** permitted outside the Stage Door or anywhere on Clinch Avenue.

STAGEHANDS

The Tennessee Theatre requires all technical and theatrical labor to be performed by members of IATSE Local 197, the stagehands' union. The Theatre's Technical Director will schedule all labor and the Theatre reserves the right to determine the minimum number of hands per call. For rates, please consult the rate card and/or the Technical Director.

TICKETING AND BOX OFFICE PROCEDURES

The Tennessee Theatre provides one on-site box office for ticket sales to public events on an **exclusive in-house basis**. The Theatre's box office is designed to offer patrons the highest level of buying convenience. Furthermore, the Theatre's box office will assist in realizing the maximum returns for ticket sales while maintaining box office security and accuracy of the ticketing operation.

The Tennessee Theatre maintains the right to: control the ordering of all printed tickets through a bonded ticket agent (Tickets Unlimited), staffing of ticket sellers, box office hours and operations, ticket sales revenue (both advance and day of show) through the completion of final settlement, and the approval of any complimentary or discount tickets.

The Theatre's Box Office Manager will, through a bonded ticket agent, order all tickets. A bonded ticket printer's manifest and all tickets will be shipped directly to the Tennessee Theatre and verified by the Box Office Manager. No other tickets will be approved for sale at the box office, nor will they be honored at the door.

Consignment tickets will be issued at the sole discretion of Theatre Management. All consignment and/or group sales will be required to pick up and pay for tickets at the box office. **NO TICKETS WILL BE DISTRIBUTED WITHOUT FULL PAYMENT IN ADVANCE.** Discount tickets and coupons or other special offers must be approved in writing, in advance, by the Marketing Director and/or the Box Office Manager **or they will not be honored at the box office or at the door on day of show.**

The General Manager will schedule a meeting for you with the Box Office Manager to review show hours, seating capacity, box office procedures, ticket prices, ticket printing, discounts, and other items that are the lessee's responsibility.

The lessee shall provide twenty (20) complimentary tickets to the Tennessee Theatre for each performance. The Theatre reserves the right to select the corresponding seats.

TECHNICAL INFORMATION

DRIVING DIRECTIONS

The Tennessee Theatre is located in downtown Knoxville at 604 South Gay Street. Please call the Theatre at 684-1200 to verify directions/street closures.

From Northeast of Knoxville:

(Bristol, Kingsport, Johnson City)

I-81 South to I-40 West I-40 West to Exit 389 (Broadway & Hall of Fame Drive) Go Left (South) onto Hall of Fame Drive Travel through several traffic lights then turn Right onto Summit Hill Avenue Get into left lane of Summit Hill
At S. Gay Street, turn left (Gay St is third traffic light)

From North of Knoxville:

(La Follette, Lexington, KY)

I-75 South to I-275 South

I-275 South to I-40 West (toward Nashville)

first exit, #387, 17th Street & Western Avenue

As you begin the sharp turn, keep turning right following signs to Western Avenue

Merge straight ahead onto Western Avenue

Western Avenue becomes Summit Hill Avenue (no turns)

Turn Right onto S. Gay Street

From South of Knoxville:

(Chattanooga, Athens, Cleveland)

I-75 North to I-40 East I-40 East to Exit 388 (Rt 441, Henley St, Downtown) as you exit, bear to the right for Summit Hill Avenue and Western Avenue Turn Left onto Western Avenue, which becomes Summit Hill Avenue (no turns) Turn Right onto S. Gay Street

From East of Knoxville:

(Newport, Asheville)

I-40 West to Exit 389 (Broadway & Hall of Fame Drive) Go Left (South) onto Hall of Fame Drive At fourth traffic light, turn Right onto Summit Hill Avenue Get into left lane of Summit Hill At S. Gay Street, turn left (Gay St is third traffic light)

From West of Knoxville:

(Kingston, Crossville, Cookville, Nashville)

I-40 East to Exit 388 (Rt 441, Henley St, Downtown) as you exit, bear to the right for Summit Hill

Avenue and Western Avenue Turn Left onto Western Avenue, which becomes Summit Hill Avenue (no turns) Turn Right onto S. Gay Street

Please note directions below for the front of the Theatre, Administration, Stage Door, and Load-in.

To Loading Door:

From Gay Street, Pass Theatre on your left, and turn LEFT on Church Avenue. Turn LEFT on State Street, and rear of Theatre/loading door is ahead on your left.

To Stage Door:

From Gay Street, Pass Theatre on your left, and turn LEFT on Church Avenue. Turn LEFT on State Street. Turn LEFT on Clinch Avenue. The Theatre is immediately on the left. The stage door is #204.

To Theatre Administration (including catering deliveries):

From Gay Street, Pass Theatre on your left, and turn LEFT on Church Avenue. Turn LEFT on State Street. Turn LEFT on Clinch Avenue. The Theatre is immediately on the left. The administration office is door #224, about halfway up the block.

DRESSING ROOMS & OTHER BACKSTAGE FACILITIES

All dressing rooms are located below stage level. A total of 63 dressing/make-up stations (mirrors, shelves, and incandescent light) are in the dressing room area.

Each of the following rooms is equipped with at least one shower, toilet, and sink:

- 4 Star Rooms – each with 2 stations
 - “Helen Hayes”
 - “Chet Atkins”
 - “Lionel Hampton”
 - “Tom Mix”

- 4 Principal Rooms – three with 4 stations, one with 5 stations
 - “Donald O’Connor”
 - “Butterfly McQueen”
 - “Anthony Perkins”
 - “Johnny Cash”

- 2 Chorus Rooms – each with 12 stations
 - “Fanny Brice”
 - “Robert Preston”

The following rooms are equipped with dressing/make-up stations and a hand sink:

- “Frank Capra” – with 6 stations, also with multiple analog phone/fax lines, Internet connection, etc. (Can serve as production office)

- “John Payne” – with 4 stations, also with multiple analog phone/fax lines, Internet connection, etc. (Can serve as production office)

- “Fifi D’Orsay” – with 4 stations (Adjacent to “Fanny Brice” Chorus Room; can serve as additional chorus room space)

Other Backstage Facilities

A passenger elevator on SR and stairwells on SR and SL serve all backstage levels and connect to audience chamber. A scenery lift serves the Stage, Pit, and State Street Levels. Consult the “Stage Specifications” section for more information.

Below stage, Pit level:

- Crossover corridor
- Orchestra pit, seating approximately 55 – 60 musicians
- Musicians’ Storage Room, adjacent to orchestra pit
- Wardrobe/Laundry with 2 washers & 2 dryers, clothing racks, mirrors, etc.
- Stagehand/Crew Room with lockers
- Women’s Restroom, general use

Below stage, Dressing level:

- All dressing rooms listed above
- Stage Door – Access to/from Clinch Avenue
- “Vaughn Monroe” Green Room – comfortable furnishings, wet bar, & video monitor of stage.
- “Glenn Miller” Room – 475 sq. ft. multipurpose room with a Marmoleum floor, a mirrored wall, and removable ballet barre. Door access to/from Clinch Avenue.
- Catering Prep Room – Adjacent to the Glenn Miller Room, with sinks and disposal, refrigerator, microwaves, dishwasher, icemaker, counter space, storage shelves, etc.
- Access to Front of House, Lounge Level

Below stage, State Street level:

- Men’s Restroom, general use
- Loading Door
- General Storage (Theatre use only)
- Extra-wide corridor for empty road case storage
-

MISCELLANEOUS EQUIPMENT INVENTORY

Acoustic “Shell” Enclosure

A custom acoustic shell, manufactured by the Wenger Corporation, has been designed for the renovated Tennessee Theatre. It consists of three adjustable ceiling panels, permanently rigged (see Line Plot for exact location), and nine tri-fold towers. Combinations of towers and ceiling panels can be used to increase or decrease the depth of the enclosure. For exact dimensions, weights, and other information about the shell, please contact the Technical Director.

Use of the acoustic shell is not included in the base rental and will incur an equipment charge plus labor (see Rate Card). Only authorized stagehands are allowed to set and strike the shell.

Film Projection System

The Tennessee Theatre’s film projection system consists of two (2) Century 35mm projectors, installed in summer 2000, and a Dolby Stereo sound system with digital processor.

House Movie Screen

The movie screen measures 45'-0" by 20'-0" and is permanently rigged (please consult Line Plot for exact location). Masking can adjust to any size projected image.

House Piano

Restored 1928 Kanabe, measuring 6'-8", suitable for rehearsals and some solo and/or ensemble performances. Those needing a piano for guest artists or for professional-quality ensemble use are advised to rent an instrument to their specifications.

Ladders

The Theatre owns the following step ladders: one 10'-0", two 8'-0" and one 6'-0".

Man Lift

"Genie" one-person lift with a maximum extension of 24'-0". Authorized use only.

Music Stands

The Theatre owns 80 Manhasset music stands.

Risers

The Theatre owns three (3) Wenger Duralite risers, measuring 4'-0" x 8'-0" with an 8" height.

Wurlitzer Organ

The Theatre's organ is a 1928 3/16 Wurlitzer, an original installation fully restored in 2001 by Ken Crome. The main and solo pipe chambers flank the proscenium opening, disguised by faux "box seats." When not in use, the organ console is housed in a locked room one level below stage at the back of the orchestra pit. The console is brought to stage level on the pit lift. It can be located anywhere on the lift. A complete stop list is available upon request. Only approved organists may play the Wurlitzer.

SEATING CAPACITY

Fixed seating, orchestra level	1164*
Fixed seating, balcony level	394
ADA & non-fixed companion seating	40 (17 ADA, 15 companion)
Pit seating (removable, ganging)	<u>47</u>
Maximum capacity	1645

*39 of these fixed seats are on removable sleds to accommodate touring sound mix position.

For additional information on seating capacity, please consult the seating chart or contact the General Manager.

STAGE SPECIFICATIONS

Dimensions

Proscenium width	54'-0"
Proscenium height	26'-0"
DS lip to rear wall	45'-3"
Fire line to rear wall	43'-0"
Last US batten to rear wall	1'-0"
SR proscenium to SR Pin Rail	16'-0"
SL proscenium to SL wall	25'-6"
Wall to Wall (SL Wall to SR Pinrail)	95'-6"

Stage Floor

The stage floor is quarter-inch-thick, double-tempered masonite over 3 layers of three-quarter-inch plywood, sprung on 2" resilient mounts, which are spaced 16" off-center in each direction. Mineral fiber insulation is placed between mounts. Floor surface is painted flat black.

Rigging System

T-Track Counterweight system, located SR, with locking rail accessible at stage level or at fly floor.

Line sets	47
Grid Iron Height	65'-0"
Battens fly out to:	61'-6"
Batten length	56'-0"
Arbor capacity	1900 lbs. max.
Total weight available	75,000 lbs. (5000 lbs. at deck level)

Drapes

Sets of Legs, flat (Black)	5
Sets of Borders, flat (Black)	5
Mid-Stage Traveler, 75% fullness (Burgundy)	1
Upstage Traveler, 75% fullness (Black)	1
Cyclorama (Sky Blue)	1
Scrim (Black)	1
Decorative House Curtain, guillotine only	1

Scenery Lift & Loading

Measuring 9'-5" x 24'-0" is located off-SL, serving all backstage levels. Mechanical spiral-type lift. Also used as off-SL wing space when not in use (16'-0" from proscenium). Surface is double-tempered masonite and sprung surface, identical to stage floor.

Loading occurs at lowest level, off State Street through 12'-0" x 9'-0" coiling door directly onto lift. Ramp from truck to street can be provided; no curb exists at street level. Early morning/day Load-ins: maximum two trucks at door. Late load-out (Midnight or later): maximum four trucks at door. (See "Driving Directions" for details on location of loading door.)

Pit Lift/Stage Extension

Measuring 44'-0" x 12'-0" at its widest points. Mechanical spiral-type lift. Operational at three levels: a) 8'-9" below stage, as floor of orchestra pit for approx. 55 – 60 musicians; b) 3'-8" below stage at audience level, for additional seating; and c) at stage level, adding a maximum of 13'-6" to stage depth.

SERVICE PROVIDERS & CITY INFORMATION

RECOMMENDED EVENT SERVICE PROVIDERS

Sound

M&L Sound
122 Sherlake Drive
Knoxville, TN 37922
tel. 865-693-5058
fax 865-693-3718

Theatrical Lighting

Bandit Lites
2233 Sycamore Drive
Knoxville, TN 37921
tel. 865-971-3071
fax 865-971-3072

TERI (Theatrical Equipment Rental, Inc.)
2040 Magnolia Avenue
Knoxville, TN 37914
tel. 865-546-2083
fax 865-546-2135

Audio/Visual Presentations

DV Communications
6120 Industrial Heights Drive
Knoxville, TN 37909
tel. 865-602-2524
fax 865-602-2538

Television/Film

True Grip & Lighting
1919 Leslie Street
PO Box 27098
Knoxville, TN 37927
tel. 865-523-5018
fax 865-523-2741

Two Productions
1611 E. Magnolia Avenue
Knoxville, TN 37917
tel. 865-595-0249
fax 865-595-0300

EMERGENCY CONTACTS

Ambulance Services

Rural Metro Ambulance Service
Regional Office
2030 Falling Waters Road
Knoxville, TN 37922
tel. 865-560-0011

Medic One Ambulance Service
4157 Appalachian Way
Knoxville, TN
tel. 865-688-4218

Fire Department

City of Knoxville Fire Department
900 Hill Avenue
Knoxville, TN 37915
General Information: 865-595-4480
Emergency: 911

Hospital

Baptist Hospital

137 Blount Avenue
Knoxville, TN 37920
General Information 865-632-5011
Physician Referral 865-632-5200

Fort Sanders Regional Medical Center

1901 Clinch Avenue
Knoxville, TN 37916
General Information 865-541-1111
Physician Referral 865-673-3678

Police Department

City of Knoxville Police Department

800 Howard Baker Jr. Blvd.
Knoxville, TN 37915
General Information: 865-215-7000
Non-Emergency: 865-215-7450
Emergency: 911

LOCAL SERVICES

Airport

Metropolitan Knoxville Airport Authority

McGhee Tyson Airport (TYS)
2055 Alcoa Highway
Alcoa, TN 37701
Administration: 865-342-3000

Banking

AmSouth Bank

505 South Gay Street
Knoxville, TN 37902
tel. 800-267-6884

First Tennessee

First Tennessee Plaza
800 South Gay Street
Knoxville, TN 37929
tel. 865-971-2100

Convention and Visitors Bureau

Knoxville Tourism and Sports Corporation

One Vision Plaza
301 South Gay Street
Knoxville, TN 37902
tel. 865-523-7263

Laundry/Dry Cleaners

Prestige Cleaners

418 South Gay Street
Knoxville, TN 37902
tel. 865-544-7751

Super Wash House

3909 Western Avenue
Knoxville, TN 37921
tel. 865-673-8347

Mail/Shipping

United States Postal Service

501 Main Avenue
Knoxville, TN 37902
tel. 800-275-8777

FedEx/Kinkos

1715 Cumberland Avenue
Knoxville, TN 37916
Tel. 865-523-8213

Massage Therapy

Natural Alternatives SalonVenue

Knoxville, TN 37919
tel. 588-3738

Well by Nature

6516 Kingston Pike
Knoxville, TN 37919
tel. 865-584-3864

Pharmacy

Walgreens Pharmacy (24-hour)

4001 Chapman Highway
Knoxville, TN 37920
tel. 865-573-0081

CVS Pharmacy

2800 North Broadway
Knoxville, TN 37917
tel. 865-688-0400

Walgreens Pharmacy (24-hour)

2400 North Broadway
Knoxville, TN 37917
tel. 865-544-0123

Taxi/Limo Service

Chariots of Hire

711 North Fifth Avenue
Knoxville, TN 37917
tel. 865-522-8108

Event Rentals

Event Rentals by Rothchild

120 W King's Way
Knoxville, TN 37923
tel. 865-531-0269
www.eventrentalsbyrothchild.com