

DuPont THEATRE

Technical Package

Revised 4/02/2012

General Information

The DuPont Theatre, formerly The Playhouse Theatre, in Wilmington, Delaware, presents national touring productions of Broadway shows and is the oldest continuously operating legitimate theatre in the country. Located in the luxurious Hotel du Pont, the brightest stars of stage and screen have lit the Wilmington sky and graced the lovely 1,252-seat Victorian theatre since 1913.

Known to residents of Delaware, Pennsylvania, New Jersey, and Maryland as "Delaware's Broadway Experience," DuPont Theatre presents an outstanding six-show Broadway Series and our acclaimed Children's Series entertains and inspires more than 40,000 children per year.

Location

DuPont Theatre
1007 N. Market Street
Wilmington, DE 19801
(800) 338-0881
(302) 656-4401
(302) 594-1437 fax

Directions to Theatre

From Baltimore, the Delaware Memorial Bridge, or downstate Delaware:

Take I-95 North to Wilmington Exit 7 marked "Route 52, Delaware Avenue." From right lane take Exit 7 onto Adams Street. At the third traffic light on Adams Street, turn right onto 11th Street. At Delaware Avenue intersection, stay left, continuing on 11th Street. Follow 11th Street through four traffic lights. DuPont Theatre is on the right in the Hotel du Pont Building. Just prior to the Hotel DuPont, take a left onto Orange St. The two lots on the left, between 11th & 12th Streets are available to our patrons.

From Commodore Barry Bridge (New Jersey):

Follow I-95 South to Exit 7A marked "Route 52, South Delaware Avenue" (11th Street). Follow exit road (11th Street) to intersection with Delaware Avenue marked "52 South, Business District." At Delaware Avenue intersection, stay left continuing on 11th Street. Follow 11th Street through four traffic lights. DuPont Theatre is on right in the Hotel du Pont Building. Just prior to the Hotel DuPont, take a left onto Orange St. The two lots on the left, between 11th & 12th Streets are available to our patrons.

From Philadelphia on I-95 South:

Follow I-95 South to Exit 7A marked "Route 52, South Delaware Avenue" (11th Street). At Delaware Avenue intersection, stay left continuing on 11th Street. Follow 11th Street through four traffic lights. DuPont Theatre is on right in the Hotel du Pont Building. Just prior to the Hotel DuPont, take a left onto Orange St. The two lots on the left, between 11th & 12th Streets are available to our patrons.

From I-476 (The Blue Route):

Follow I-476 to I-95 South. See directions from I-95 South.

From Route 202:

From "Route 202" to intersection with "I-95 South." Follow directions from I-95 South.

Parking:

Parking is available to our patrons at either of the lots on Orange Street between 11th and 12 Streets, just before the Hotel du Pont. The first one is the Community Service Lot and the second one is the Hotel du Pont lot.



Directions to Loading Area

The loading area is a shared facility and is located on Orange Street between 10th and 11th Streets. Please contact Technical Director to schedule access.

Follow directions from I-95 either North or South. At Delaware Ave intersection stay right continuing on Delaware Ave which will become 10th Street. At third traffic light turn left onto Orange Street. Loading gate is at end of block on right side. Trucks and vehicles under 24' long and 13' high can enter through gate into courtyard. Other vehicles must park on Orange Street.

Truck and Bus Parking

The DuPont Theatre does not allow truck or bus parking adjacent to the Theatre. Secure off-site parking is provided at the Chestnut Run DuPont Facility.

House Policies

- ***Safety is the number one core value of the DuPont Theatre and the DuPont Company.***
- ***The DuPont Theatre reserves the right to deny the utilization of materials, equipment, or work methods deemed unsafe to the facility, staff, or road crew. The final safety determination is at the sole discretion of the Technical Director or General Manager.***
- **No one is permitted to be on stage, in the orchestra pit, in the box seat positions, or the house control positions when the ghost light is lit.**
- **Smoking is prohibited in the DuPont Theatre. (You may smoke outside the ground floor upstage right.)**
- **Load out will begin ½ hour following the curtain of the final performance, unless otherwise agreed. No work is permitted during this time.**
- **The stage walls contain the signatures of several guests of the DuPont Theatre. This is not graffiti. The signing of this wall is by invitation only. Please respect our history and tradition.**

- All injuries, no matter how minor, MUST be reported to a member of the DuPont Theatre Staff or Technical Director.
- Please do NOT jump from the stage to the house floor. Utilize the stairs or exit stage right to access the house.
- Absolutely NO nails, tacks, screws, tape, or adhesive of any kind should be used on any surfaces of the theatre, lobbies, dressing rooms, or other areas. Cork boards are available for company use adjacent to the dressing rooms.
- NOTHING can be hung from the lighting fixtures, sprinkler pipes, or other fixtures of the theatre.
- Access to the fire exits, fire extinguishers, fire pull stations, fire standpipes, fire phones, and electrical panels must be unobstructed and open at all times.
- At no time will scenery or materials block the path of the fire curtain.
- At no time will any individual not directly connected to the production and familiar with its execution will be permitted onstage or backstage. Arrangements should be made for friends and family to meet company members in the lobby.
- Food and drink are not permitted onstage, in the house, or at the control positions.
- Under no circumstances should furniture be rearranged or removed from the dressing rooms without authorization from the DuPont Theatre staff.
- No personal pets may be brought into the building without prior permission.
- The DuPont Theatre reserves the right to approve contractors or other service personnel employed by the client.
- If your production utilizes any equipment or props that cause smoke or haze, aspects of the fire detection system will need to be deactivated. All deactivation permits require a 5 day notice.
- If your production utilizes pyrotechnics or open flame, please contact the Technical Director as soon as possible.
- All deliveries and pickups must be scheduled with the Technical Director.
- A representative of the promoting company/show staff should sign for all deliveries. The DuPont Theatre cannot assume responsibility for packages and deliveries that are signed for on behalf of the promoting company when a representative is unavailable.
- All potentially hazardous materials brought into the DuPont Theatre shall be accompanied by a Material Safety Data Sheet

(MSDS.) This MSDS shall be made available upon request to DuPont Theatre Staff.

- Any personnel lifts or hoisting equipment brought into the DuPont Theatre shall be in good working order and currently inspected and certified. Documentation of inspection or certification shall be made available upon request to DuPont Theatre Staff.
- At the conclusion of a Load-Out, all belongings must be removed from the building. Anything left in the building subsequent to an event will be disposed of.

DuPont Theatre Work Rules

- Safety is the number one core value of the DuPont Theatre and the DuPont Company.
- There is NO job that cannot be done safely.
- ALL accidents are preventable.
- All injuries, no matter how minor, MUST be reported to a member of the DuPont Theatre Staff or Technical Director.
- Smoking is prohibited in the DuPont Theatre. (You may smoke outside the ground floor upstage right.)
- Possession of or being under the influence of alcohol or other controlled substance while at the theatre is strictly forbidden.
- Access to the fire exits, fire extinguishers, fire standpipes, fire pull stations, fire phones, and electrical panels must be unobstructed and open at all times.
- No one is permitted to be on stage, in the orchestra pit, in the box seat positions, or the house control positions when the ghost light is lit.
- At the start of each load-in and load-out there will be a brief safety meeting led a member of the DuPont Theatre.
Attendance is mandatory. Any unsafe acts observed during a work call should be reported to the DuPont Theatre Staff or Technical Director.
- Hard soled work shoes must be worn while "loading-in" and "loading-out" of a show. Tennis/athletic shoes are not acceptable. NOTE: At other times, use of tennis/athletic shoes is acceptable for the running crew.
- Long pants are required at all times.
- Minimum eye protection requires that employees wear approved safety glasses when performing tasks in areas that present an eye injury hazard. Examples of this are the use of portable

electric tools. If in doubt, contact one of the House Crew or Technical Director for guidance.

- When using portable electric tools or equipment, use a ground fault circuit interrupter (GFCI.)
- A fall protection safety harness must be worn when working on the Box Booms, when working over the Mezzanine rail, when operating the personnel lift, and at the discretion of the Department Heads or Technical Director. Safety harnesses and lanyards must be inspected by the user before each use.
- During the "load-in" and the "load-out", work gloves must be worn for material handling. Department Heads or the Technical Director shall exercise judgment and have the authority to make on-the-spot exceptions whenever the use of gloves could create a hazard greater than working without them.
- Horseplay, fighting, gambling will not be tolerated and are not permitted on the premises.
- At all times, any ladder in use over 6 feet tall must have at least one (1) person at the bottom to stabilize it. Any "A-frame" ladder over 14 feet tall in use shall be stabilized and moved by no less than two (2) people.
- **ALL SAFETY FUNCTIONS AS PROVIDED BY THE MANUFACTURER MUST BE PROPERLY FUNCTIONING ON PERSONNEL LIFTS. PERSONNEL LIFTS WILL NOT BE OPERATED WITH DISABLED OR MISSING SAFETY FEATURES NOR WILL THEY BE ALLOWED TO BE MOVED WHILE ELEVATED. THERE ARE NO EXCEPTIONS.**
- Hardhats are required to be worn for the following:
 - During all Broadway Series "load-ins" and "load-outs"
 - For performing tasks as required by SOP.
 - For all workers engaged in personnel lift operations.
 - When personnel are working over other workers.
 - At the discretion of the Department Heads or Technical Director
- The DuPont Theatre has documented Standard Operating Procedures (SOP's) for several work related tasks within the Theatre. These SOP's are to be followed at all times. Only those individuals trained upon the SOP's may perform those tasks.

These rules exist for your safety and the safety of others. Failure to comply will result in appropriate disciplinary actions.

Technical Labor Information

All labor is provided by the DuPont Theatre through I.A.T.S.E. Local #284. Crew calls should be supplied to the Technical Director as far in advance as possible. There is no full time stage crew; all technicians are scheduled by the Technical Director. Unscheduled calls or changes which arise during the production process should be communicated to the Technical Director in a timely manner.

- Calls are scheduled at a four (04) hour minimum. The minimum call shall apply to the first call worked during a work day.
- After working a maximum of five (05) hours a one (01) hour meal break will be given, OR a meal will be supplied and a ½ hour paid meal break will be given. Meal breaks may be staggered by department. House Crew must be present when work is being performed on stage.
- Overtime (payable at 1-1/2 times the current pay rate) will be assessed for all hours worked in excess of eight (08) in any work day and over forty (40) hours in any work week. Hours paid but not worked shall not be included in the computation of hours.
- Double-time (payable at 2 times the current pay rate) will be assessed for all hours worked in excess of sixteen (16) in any work day.
- Work periods that extend beyond twelve (12) hours worked must be followed by a minimum eight (08) hour rest period before the start of the next work call.
- All overtime must be approved, prior to the work commencing, by the Technical Director or General Manager.
- All work calls must be cancelled 24 hours or more prior to the call time. Work calls cancelled with less notice shall be assessed penalties.
- **Load out will begin ½ hour following the curtain of the final performance, unless otherwise agreed. No work is permitted during this time.**

DuPont Theatre Staff

General Manager	Annmarie O'Hara- Townsend	302-594-3150 office Annmarie.D.O.hara- townsend@usa.dupont.com
Sales and Operations Manager	Diana Hunt	302-594-3192 office 302-594-1437 fax Diana.L.Hunt@usa.dupont.com
Box Office Manager	Diane Angeline	302-594-3193 office 302-594-1437 fax Diane.L.Angeline@usa.dupont.com
Theatre Accountant	Beatrice Manley	302-594-3116 office 302-594-1437 fax Beatrice.F.Manley@usa.dupont.com
House Manager	Nancy McEwen	302-594-3280 office 302-594-1437 fax Nancy.U.Mcewen@usa.dupont.com
Technical Director	Michael Yocum	302-594-3246 office 302-594-1437 fax 302-218-5836 cell Michael.A.Yocum@usa.dupont.com
House Carpenter & IATSE Safety Officer	Max Beaver	
House Flyman & IATSE Safety Officer	Sid Root	
House Electrician	Nathan Gray	
House Sound Engineer	Ernie Bouey	
House Properties Manager	Raymond Harrington	
House Wardrobe	Eva Lynn Penn	
IA Local #284 Business Agent	Michael Harrington	302-750-3752 office 888-988-1481 pager 302-655-6961 fax businessrep@iatse284.org www.iatse284.org

General Measurements

Stage	Measurement
Proscenium Width/Opening	34'-11"
Proscenium Height	26'-1"
Front Edge of Stage to Plaster Line	2'-10"
Plaster Line to Back Wall	36'-8"
Stage Floor to Orchestra Floor	3'-9"
Stage Floor to Grid	62'-6"
Average Batten Length	52'-0"
Batten "In" Trim	5'-0"
Batten "Out" Trim	58'-6"
Average Batten Travel	53'-6"
Stage Width	77'-2"
Stage Left Wing (Pros. To SL Fly Rail)	20'-4"
Stage Right Wing (Pros. To SR Wall)	19'-4"
Loading Door <i>Up Stage Left</i>	5'-11W x 10'-0"H 1'-8" Above Ground

Note: The stage is dark stained hardwood. Lagging into or painting the stage is not permitted.

House	Measurement
Front Edge of Stage to Rear of House Mix Position	58'-0"
House Mix Position	6'D x 11'-6"W (center) 6'D x 7'-6"W (Left and Right) <i>Note Left and Right Positions require seat kills</i>
Front Edge of Stage to Mezzanine Rail	27'-8"
Mezzanine Rail Height Above Stage Floor	8'-6"
Front Edge of Stage @ Centerline to Box Booms	36'-0"
Box Boom Height Above Stage Floor	25'-6"
Front Edge of Stage to First Row of Orchestra Seats	9'-9"
Front Edge of Stage to Last Row of Orchestra Seats	54'-0"

Pit	Measurement
Depth of Pit to House Floor	3'-3"
Depth of Pit to Stage Floor	7'-0"
Internal Length of Pit	30'-0"
Internal Width of Pit @ Centerline	8'-9" (11'-4" extended, lose 15 seats)

Note: The pit cover is removed manually. Please contact the Technical Director if pit access is required. Orchestra pit capacity is 20-25 musicians.

Power

Quantity	Item	Location/Notes
7	400A 120/208VAC, 3 Phase	SL Trap Room
1	100A 120/208VAC, 3 Phase	SL Trap Room
1	200A 120/208VAC, 1 Phase	SR Trap Room

*Note: DuPont Staff to do all connects and disconnects.
Disconnects are fused and can be protected at lower amperages*

Cable Run Lengths

Length	Description	Notes
150'	SL Stage Level to FOH Mix Position	Thru Plenum Below Orchestra Seating
30'	SL Trap Rm Power to DSL Stage Level	Thru Trap Room
80'	SL Trap Rm Power to DSR Stage Level	Thru Trap Room

Note: All lengths approximate.

Dance Floor

Size	Description	Color
50' Wide x 31' Deep	Rosco Adagio "Marley" Dance Floor	Black

Drapery Schedule

Quantity	Item	Size	Fullness
1	Main Curtain <i>Curtain is Guillotine Open Only</i>	40'-0"W x 28'-0"H	100%
1	Main Valance <i>Valance is Contour Cut</i>	40'-0"W x 8'-0"H	100%
16	Legs, Black	15'-0"W x 30'-0"H	Flat
6	Borders, Black	52'-0"W x 10'-0"H	Flat
4	Panel, Black	28'-0"W x 28'-0"H	Flat
1	Scrim, Black Seamless	52'-0"W x 30'-0"H	Flat
1	Cyc, White Seamless	52'-0"W x 30'-0"H	Flat
8	Legs, Cornflower Blue	12'-0"W x 28'-0"H	75%
4	Borders, Cornflower Blue	52'-0"W x 12'-0"H	75%
1	Skirt, Cornflower Blue	15'-0"W x 6'-6"H	75%

Lighting Inventory

Quantity	Item	Wattage
1	Console, ETC Expression 2x	
192	Dimmers, Strand CD-80	2.4kW
3	Followspot, Strong Super Trouper	1000w Xenon
10	6" Fresnel	500w
60	ETC Source 4 Par	575w
12	R40 Striplight	300w
20	Leko 20deg, Shakespeare	575w
24	Leko 30deg, Shakespeare	575w
10	Leko 40deg, Shakespeare	575w
32	Leko 19deg, ETC Source 4 (Installed at FOH Box Boom positions, 10ea per side, and 12 units in Mezzanine Rail)	575w
2	Leko 70deg, ETC Source 4 (Installed in FOH Mezzanine Rail as curtain warmers)	750w

Lighting Circuit Allocation

Quantity	Location	Type
10	House Left Box Boom	20A, 2 P&G
10	House Right Box Boom	20A, 2 P&G
20	Mezzanine Rail	20A, 2 P&G
20	Stage Floor Pockets	20A, 2 P&G
10	DSR Jump Platform	20A, 2 P&G
126	DSL Jump Platform	20A, 2 P&G

Note: All circuits and dimmers are patched at SL Jump Platform.

Sound Inventory

Quantity	Item	Location/Notes
1	Soundcraft K2 32 Channel Console	House Sound Booth
1	Altec Array	Above Center Prosc.
8 total	Meyer UPA Speakers	4 Ea. SL & SR Prosc.
2	Meyer USW, Sub Woofer	1 Ea. SL & SR Prosc.
10	JBL Speakers, Orchestra Fill	Under Mezz.
8	Crown Amplifiers	SL Sound Cabinet
1	Clearcom Intercom System	SL Sound Cabinet
1	Bogen Dressing Rm PA System	SL Sound Cabinet
2	Mackie SRM 450 Powered Speakers	Stage Monitors
4	QSC K 12 Powered Speakers	Stage Monitors
2	Galaxy PS6S Powered Speakers	Stage Monitors
1	DBX Quad Compressor/Limiter	House Sound Booth
1	TC Electronic M1-XL Effects Unit	House Sound Booth
1	4 Channel 1/3 Octave EQ	House Sound Booth

Playback & Record

Quantity	Item	Notes
1	Tascam MD-350 Mini Disc	Playback & Record
1	Denon DN780R Dual Cassette	Playback & Record
3	Marantz CDR-500 Dual CD Player	Playback
1	Computer Playback Through Sports Sounds	Playback

Microphone & DI Inventory

Quantity	Item	Notes
1	Shure Super 55 Deluxe	
6	Shure SM57	
6	Shure SM58	
3	Shure Beta 56	
2	Shure SM81-LC	
6	Shure Beta 87C	Wired
1	Shure Beta 91	
3	Shure SM102B Overhead Mic	
4	Crown PCC 160	
1	Beyer M-88 TG	
2	Audio Technica AT857AMLA	
8	Shure Beta 87C Wireless Microphones	(08) Wireless Channels Available
8	Shure UR1 Wireless Beltpacks	
8	Da Cappel DA12 Boom Microphone Elements (2 Beige, 6 Black)	
4	Sennheiser MKE-2 Lavalier Element	
2	PC Whirlwind DI	
6	Horizon Straightline DI	
1	ProCo DB-1 DI	

Video Inventory

Quantity	Item	Location/Notes
1	Christie Lx66 Projector	Mezz. Rail
1	9x12 "Fast-fold" Screen w/FP and RP Surfaces	
1	FOH HD Camera	Mezz. Rail

House Seating

Quantity	Location
601	Orchestra
8	Orchestra Boxes
448	Mezzanine
195	Balcony
1252	Total

Hoist Inventory

Quantity	Hoist	Capacity	Location/Notes
1	Yale Hoist and Motorized Trolley	2000lbs	SR, access to trap room and 2 nd floor
2	Coffing	1000lbs	SL & SR Prosc., speaker tower

Personnel Lift Inventory

Quantity	Hoist	Height
1	Genie Lift AWP-30S	30ft

Dressing Rooms and Offices

Room	Size	Location	Amenities
#2	13' x 10'	SR 1 Floor Above Stage	Bathroom, Sink, Refrigerator
#3	11' x 6'	SR 1 Floor Above Stage	Sink
#4	11' x 6'	SR 1 Floor Above Stage	Sink
#5	9' x 6'	SR 1 Floor Above Stage	Sink
#7	9' x 6'	SR 1 Floor Above Stage	Sink
#8	9' x 6'	SR 1 Floor Above Stage	Sink
#9	9' x 16'	SR 1 Floor Above Stage	Bathroom, Sink, Shower, Refrigerator
Chorus	15' x 15'	SR 2 Floors Above Stage	Bathroom, Sink, Shower
Chorus	15' x 11'	SR 2 Floors Above Stage	Bathroom, Sink, Shower
Office	10' x 7'	SR 2 Floors Above Stage	
Chorus	13' x 22'	SR Trap Room	Bathroom, Sink, Shower
Chorus, Wardrobe	16' x 16'	SL Trap Room	Bathroom, Sink, 2 Washers, 2 Dryers

Note: All dressing rooms with mirrors and wardrobe racks. All office and dressing room spaces can have internet and phone capability. Please contact Technical Director with requirements.

Merchandise

- Merchandise area is available for use by clients in the inner lobby of the theatre.
- DuPont Theatre is entitled to 20% of sales receipts.
- There is no Delaware Sales Tax
- Due to fire code regulations, the area must not exceed 6' deep.
- Phone line and 20a 115v AC power is available
- **The DuPont Theatre does NOT provide merchandise sellers.**

Rigging System

- Linesets #1-50 Single Purchase, #51-60 Double Purchase
Note: Double Purchase linesets are operated at mid-gallery only
- Capacity 1000lbs
- Batten length: #1-2 @ 40', #3-7 & #56-60 @ 48', #8-55 @ 52'
- Locking Rail SL at stage level and at mid-gallery (30' AFF)
- Hemp Pin Rails at SL and SR mid-galleries (30' AFF)
- Do NOT "kick" sheaves.

Line #	Dist. from PL	Notes	Line #	Dist. from PL	Notes
Fire	0'-4"		31	19'-0"	
1	1'-3"	Main Curtain	32	19'-9"	
2	0'-10"	Main Valance	33	20'-5"	
3	2'-11"		34	20'-11"	
4	3'-11"		35	21'-5"	
5	4'-6"		36	21'-11"	
6	5'-1"		37	22'-5"	
7	5'-8"		38	22'-11"	
8	6'-3"		39	23'-5"	
9	6'-10"		40	23'-11"	
10	7'-4"		41	24'-5"	
11	7'-10"		42	24'-11"	
12	8'-4"		43	25'-5"	
13	8'-8"		44	25'-11"	
14	9'-3"		45	26'-5"	
15	9'-10"		46	26'-11"	
16	10'-4"		47	27'-5"	
17	10'-10"		48	27'-10"	
18	11'-4"		49	28'-6"	
19	11'-10"		50	29'-0"	
20	12'-4"		51	29'-6"	Double Purchase
21	12'-10"		52	30'-0"	Double Purchase
22	13'-4"		53	30'-6"	Double Purchase
23	13'-10"		54	31'-0"	Double Purchase
24	14'-4"		55	31'-6"	Double Purchase
25	14'-10"		56	32'-0"	Double Purchase
26	15'-4"		57	32'-6"	Double Purchase
27	16'-0"		58	32'-11"	Double Purchase
28	16'-7"		59	33'-5"	Double Purchase
29	17'-3"		60	33'-11"	Double Purchase
30	17'-11"				

Security

Security is provided as required for performances and load in's and load out's. Please contact Technical Director with specific security needs. The DuPont Theatre is not responsible for lost or stolen property.

Local Amenities and Services

When walking to and from the Theatre, please walk in a group to protect your personal security and safety.

Hotels

<p><u>Doubletree Downtown</u> 700 N King St Wilmington, DE 19801 Lelia Pierce Ph: 302-655-0400 x 3925</p>	<p><u>Courtyard by Marriott</u> 1102 West St Wilmington, DE 19801 Jonathon Kornblau 302-429-7600 x 328</p>	<p><u>Sheraton Suites Wilmington</u> 422 Delaware Avenue Wilmington, DE 19801 Denise Grose Ph: 302-576-8053</p>
<p><u>Hotel du Pont</u> 11th and Market St Wilmington, DE 19801 Charles Stephenson 302-594-9263 www.hoteldupont.com</p>	<p><u>Quality Inn & Suites</u> 4000 Concord Pike Wilmington, DE 19801 Carole Rogers 302-478-2222 x 4</p>	<p>Above 3 hotels are within 4 blocks of theatre. Hotels to the left: du Pont – In same bldg as the theatre Quality – 10 minutes away Call us if you need more choices</p>

Restaurants

<p>The Grill - cafeteria Lower level, Hotel DuPont - same bldg as theatre Monday thru Friday Breakfast – 6:30-10am Lunch – 11am-2pm</p>	<p><u>Vinoteca 902</u> 1 Block 902 N Market St</p>	<p><u>Washington St Ale House</u> 1206 Washington St 4 blocks – open late Ask us at the theatre for discount cards Also available for parties– call Suzy Casey at 302-658-9070 302-658-2537</p>
<p><u>Chelsea Tavern</u> 821 N Market St 2 Blocks – open late 654-8688</p>	<p><u>Two Fat Guys</u> for backstage/crew catering Hockessin, DE 302-235-0333</p>	<p><u>Ernest & Scott Taproom</u> 1 Block 902 N Market St 302-384-8113</p>
	<p><u>Green Room</u> at the Hotel DuPont 11th & Market St. 800-441-9017</p>	

Transportation

<p>Cab Yellow Cab 302-656-8151</p>	<p>Bus <u>Greyhound</u> 101 N French St 12 blocks from theatre 2 hrs to NY 302-655-6111</p>
<p>Train <u>Amtrak</u> 100 S French St 12 Blocks from theatre 2 hrs to NY 1-800-USA-RAIL</p>	<p><u>Airport</u> Philadelphia International 8000 Essington Ave Philadelphia PA 19153 20-30 minutes from theatre</p>
<p><u>Delaware Express Shuttle</u> (302) 454-7800 or 1-800-648-5466</p>	

Medical and Emergency Services

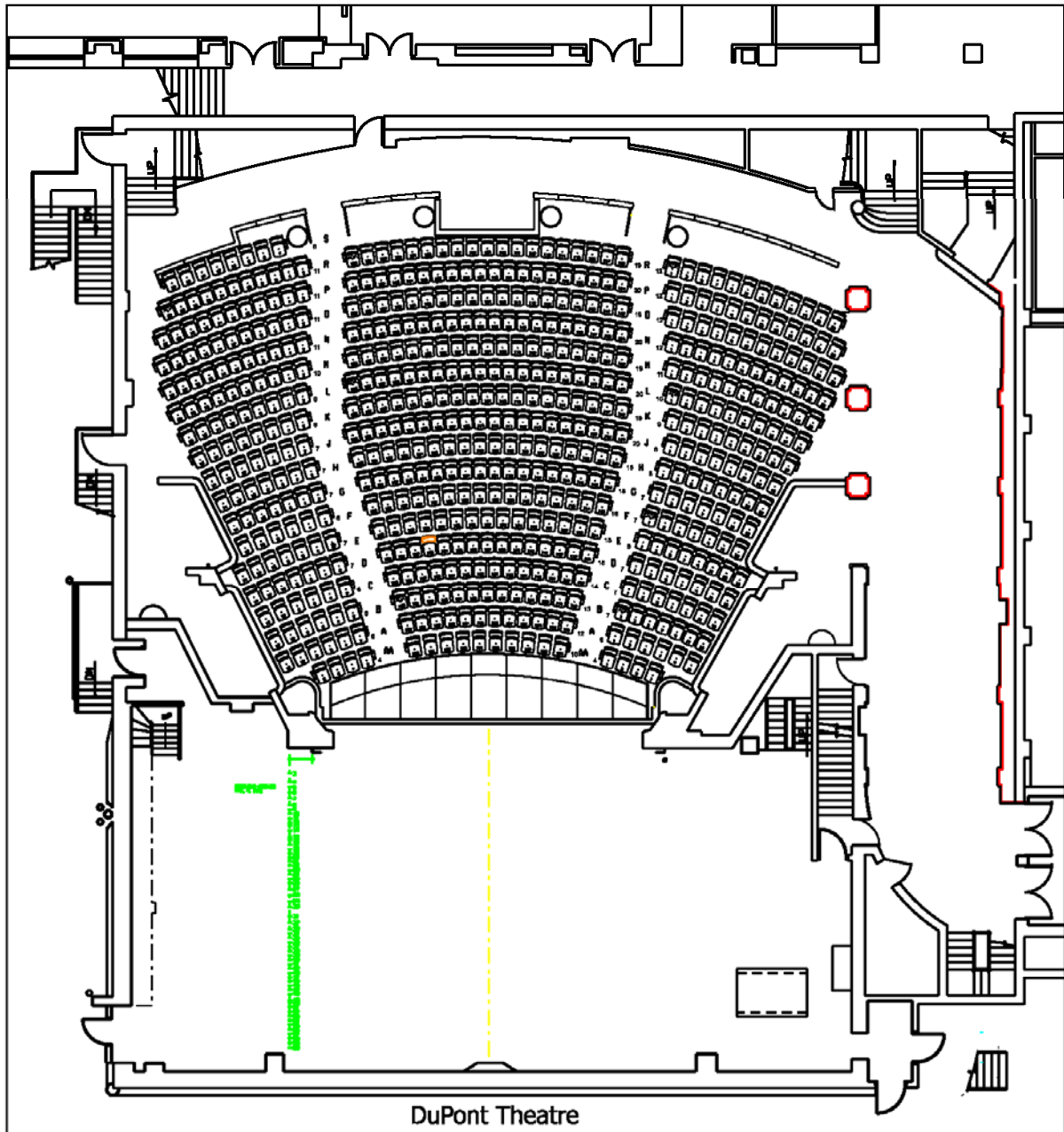
<p>Wilmington Hospital 5 blocks from the theatre 501 W 14th St Wilmington, DE 19801 302-733-1100</p>	<p>Christiana Care Referral Services Many doctors have offices in Wilmington Hospital or in downtown Wilmington 302-623-CARE or 800-693-CARE</p>
<p>ENT Dr. Emilio Valdes 302-656-6510 7th & Clayton St</p>	<p>Dentist Dr. Thomas E. Jenkins 2323 Pennsylvania Ave. 302-426-0526 cell: 302-562-6962</p>
<p>Physical Therapy Ken Dill Physiotherapy Associates 1010 N.Bancroft Pkwy Wilmington DE, 19805 Map it! Tel: 302.655.8989</p>	<p>Chiropractor Dr. Jeffrey M. Cheskin Member ACA Council for the Performing Arts (302) 998-7008 pager(302) 434-0866</p>
<p>Massage Therapist Amy E. Cowdright Licensed massage therapist 1601 Milltown Road Lindell Square, Suite 21 Wilmington, DE 19808 302-633-4428 Cell: 610-633-5979 Chris Garrett State Certified Massage Therapist Integrated Body Works (610) 459-8877</p>	

Banking

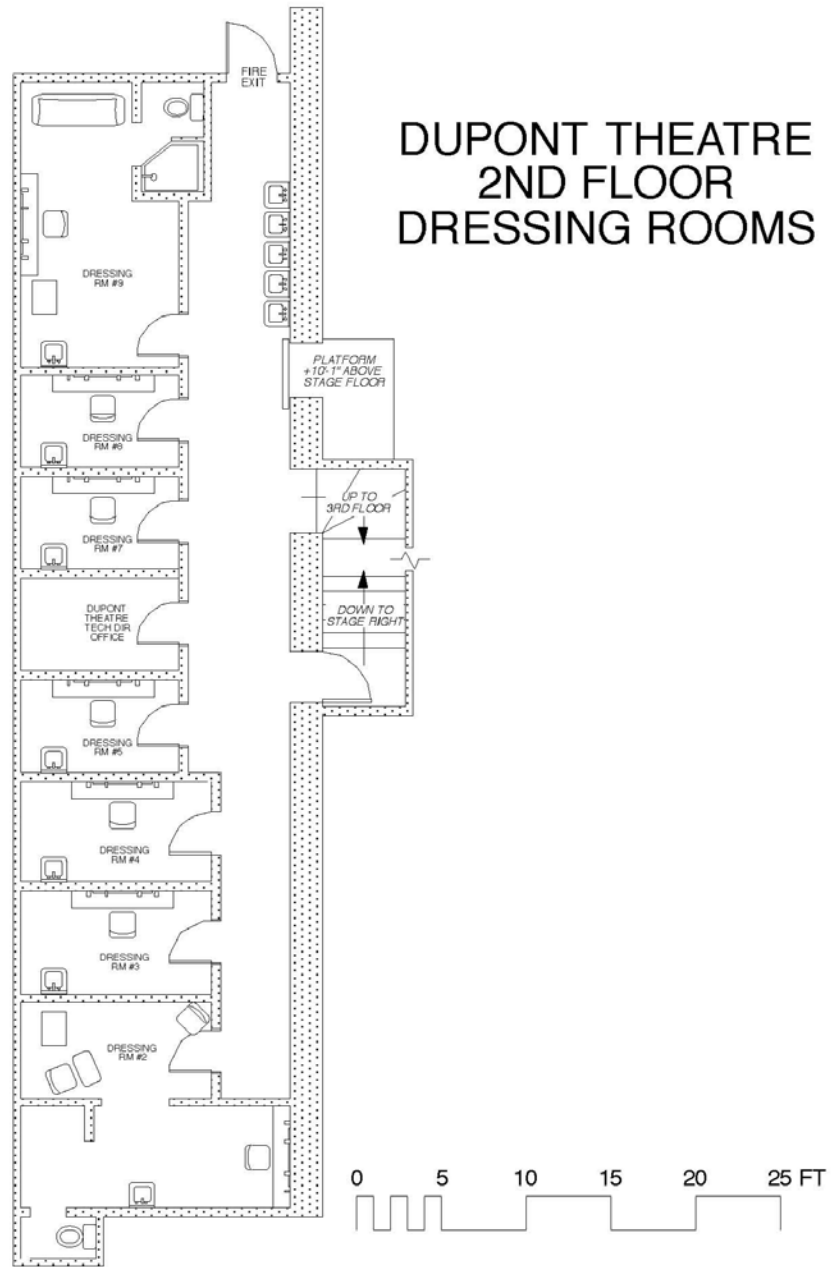
M & T Bank – Tellers and ATM DuPont Building 302-651-1401	Citizen's Bank – Tellers and ATM 10 th and Market St. 302-421-2229
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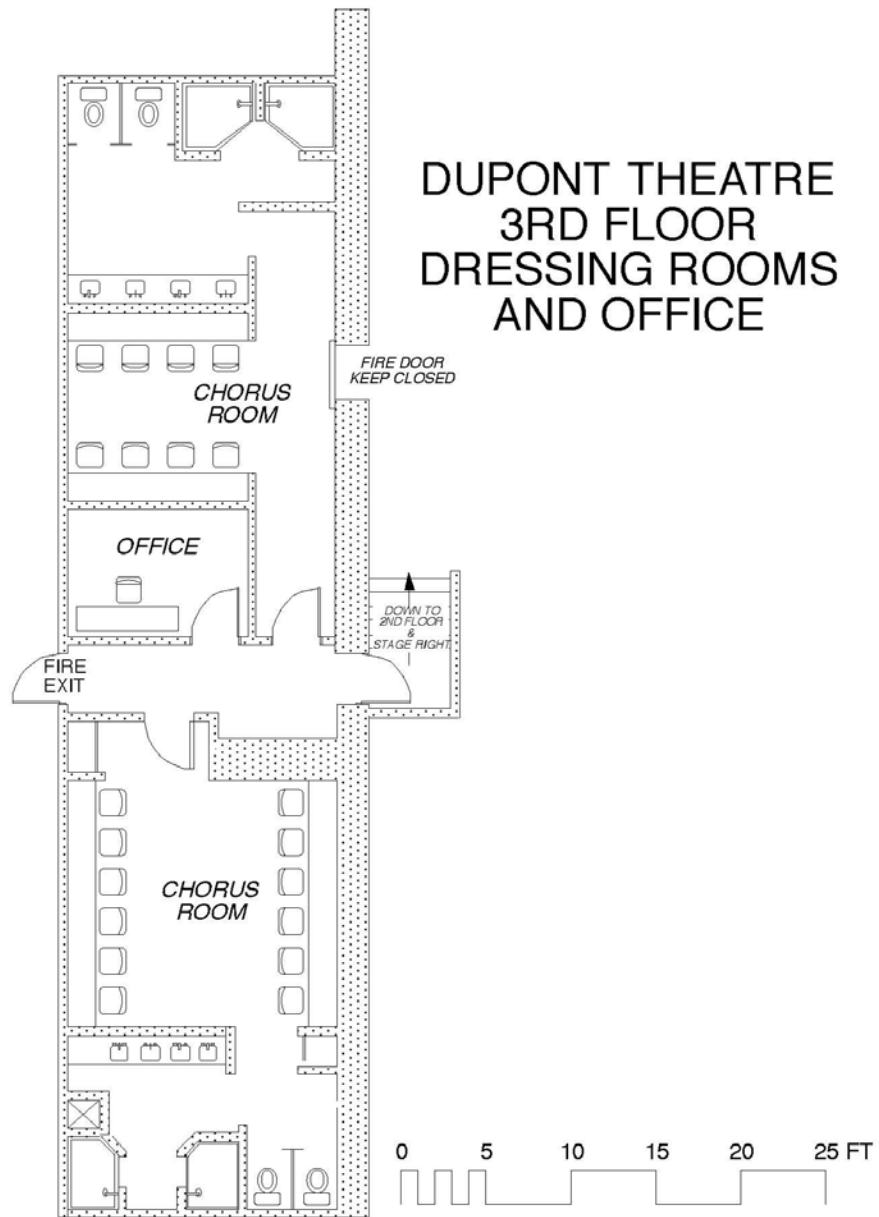
Other Necessities

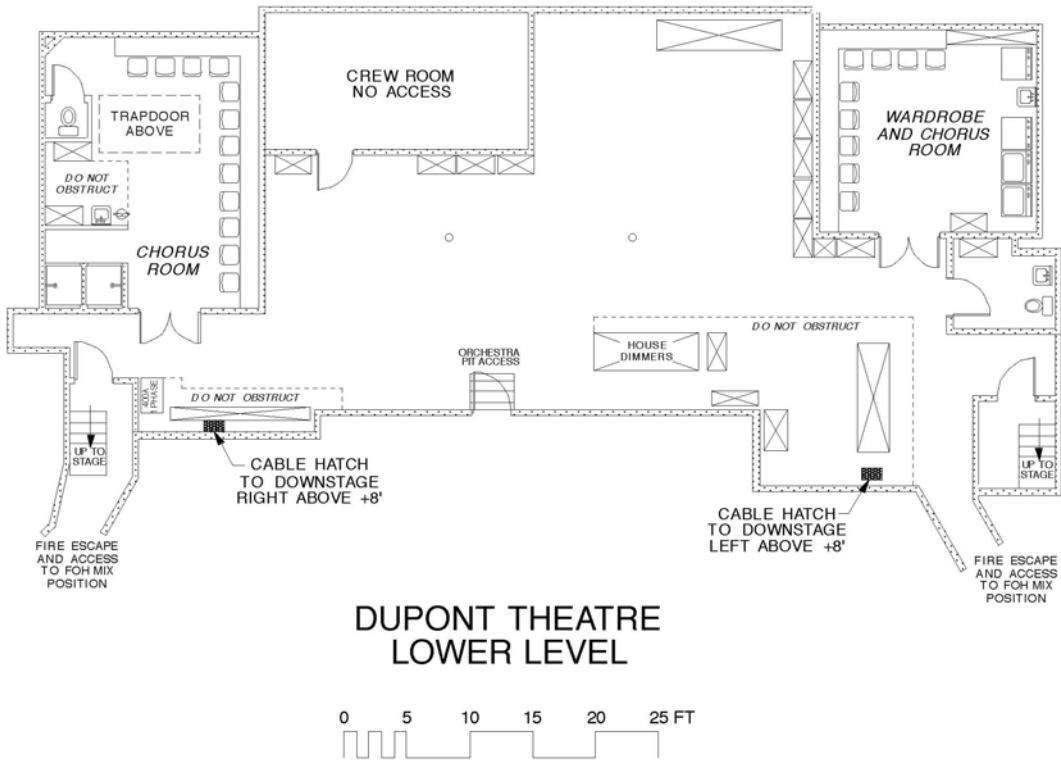
Rite-Aid 801 N Market St 302-655-7432 24 Hour Rite Aid approx. 7 mi from Theatre Graylyn Crest Shopping Center (302) 478-7200	Happy Harry's (Walgreen) 2 blocks from Theatre 839 N Market 302-654-1834
Acme 1401 N Dupont St 19806 (1.5 miles from theatre) 1901 Concord Pike 19803 (3.2 miles from theatre)	Dry Cleaners Fairfax Valet (302) 652-6725 City 1 Hour Cleaners across street from Doubletree 615 King St Wilmington, DE 19801 658-0001
Post Office 4 blocks from theatre 500 Delaware Avenue 302-656-0228	Movie Theatres Theatre N 11 th & Tatnall -1 block from theatre Art house – mostly weekend times Regal Cinemas Brandywine 16 3300 Brandywine Pkwy off Concord Pike 5 miles from theatre
Florist Flowers By Yukie 916 N. Union St Wilmington, DE 302- 658-8292	Salon Alexis' Hair Design in the DuPont Bldg (down hall from theatre) 302-655-4303
ASL Interpreter Doreen Duluka 610-742-1507	Piano Tuning Jim Fica Piano Service 302-475-7946



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DuPont THEATRE

Equipment Liability Waiver

It is understood that during the set up of the Production to be held at the DuPont Theatre (Presenter) it will be necessary for the Producer to use certain equipment and tools of their own and may, with permission, use certain tools and equipment provided by the Presenter. As a condition of allowing Producer to access the premises, Presenter requires that Producer employees and agents be properly trained and certified to use Presenter's equipment and tools. It is understood that Producer (including employees and agents) shall exercise reasonable care and judgment in their work and the use of any such equipment and tools. Producer shall have complete responsibility for the actions of and training of its employees, contractors, agents, and others under its control and accepts responsibility for any resulting personal injury, death, or damage to property. Presenter shall be indemnified and held harmless for the actions of and any injuries to the employees, contractors, agents, and others under the control of Producer or those acting at the direction of Producer.

Signed: _____ Date: _____

Print Name: _____

Position: _____

Production: _____

DuPont Theatre Emergency Evacuation Procedures

CALL (302) 594-3187 OR (302) 774-3131 TO REPORT ANY EMERGENCY

Security will call 911 to coordinate the appropriate emergency personnel's response to the DuPont Theatre.

GENERAL INFORMATION:

- The City of Wilmington's fire prevention code requires that the responsibilities as explained in this document be carried out by ALL personnel located at the DuPont Theatre.

NOTIFICATION OF EVACUATION:

- Evacuation will be initiated in one of the following ways:
 - Audible/visual alarm with strobe lights and voice announcement. Activated by pull stations, smoke detectors, heat detectors, or sprinkler system activation.
 - Public address system

EVACUATION PROCEDURES:

If an emergency should occur in the DuPont Theatre that requires the evacuation of personnel, it will be announced over the Fire Alarm System and/or the public address system. **Anytime you see a fire or a large amount of smoke anywhere in the DuPont Theatre, notify Hotel Security (594-3187) and/or pull a fire alarm pull station.**

All DuPont Theatre employees are required to follow the instructions set forth by these procedures (individual responsibilities are detailed in the following pages). All patrons of the DuPont Theatre are required to follow the instructions announced over the Fire Alarm System and/or the public address system.

When an evacuation is warranted follow the instructions below:

- DuPont Theatre employees will respond to their predetermined locations to assist with evacuating patrons.
- Patrons will evacuate the DuPont Theatre using the closest available emergency exit.
- DuPont Theatre employees will instruct patrons to follow exit signs to the street level and to assemble in Rodney Square (or await other instructions)
- Once the area is cleared, employees will follow the last person out of the theatre and into the street

GENERAL INFORMATION

It is important to know and remember your duties. You must stay calm and in control at all times. This will help keep the patrons calm. Their anxiety will be lessened if the situation appears to be under control.

- Evacuation is a large responsibility of your job.
- You must be able to effectively handle an evacuation to protect the safety of patrons.

REASONS FOR EVACUATION:

Fire, Smoke, Bomb Threat, or some other potentially life-threatening problem.

NOTIFICATION OF EVACUATION: Audible alarm with strobe lights

Initiated on one of the following ways:

- Automatic with pull station activation
- Smoke or heat detector activation
- Public address system

An evacuation announcement will be heard when alarm and strobes begin.

USE OF FIRE PHONES:

- Do **NOT** attempt to use the fire phones to report an emergency. The red fire phones connect only to the DuPont Building Fire Command Center located near the Market St. entrance. The Fire Phones are answered only after an emergency has been initiated and emergency personnel have staffed the Fire Command Center.

USHER EMERGENCY PROCEDURES

It is important to know and remember your duties. You must stay calm and in control at all times. This will help keep the patrons calm. Their anxiety will be lessened if the situation appears to be under control.

ROUTINE DUTIES:

- Head Usher will assign ushers to doors that they will be responsible for during an emergency. It will be in the area that your normal usher assignment is.
- Check door at the beginning of each show. Does it open? Is anything blocking the evacuation route? Report any problems to Head Usher.
- Position yourself close to the door during Intermission
- Evacuation doors are for emergency egress only
- Take special notice of any disabled persons in your area. They may need special assistance.
- Always have your flashlight in your hand.
- Familiarize yourself with the DuPont Theatre – get to know it well!

USHER EMERGENCY PROCEDURES – continued

EMERGENCY DUTIES:

- Respond to your assigned door immediately
- Once an evacuation announcement is made, open the evacuation door.
- Assist patrons out the door and onto the fire escape stairway.
- Instruct patrons to follow the exit signs to the street level and out onto the street where they will receive further instructions.
- Ask patrons to move quickly, but safely. Use handrails.
- If a problem arises, have another usher call the Coatroom (#3983), state the nature of the problem and ask for assistance.
- Once area is clear, one usher should follow the last person out and down the evacuation route. If safe to do so, one usher from each area should report to the Head Usher that their area is clear of all patrons.
- If obvious danger exists, all ushers exit evacuation doors and report to Head Usher from alternate route/location
- Use your common sense. Don't put your self in a dangerous situation.
- Do not let anyone re-enter the Theatre building for any reason.

Security will always be in the theatre during any performances. Security will be of limited assistance is assisting with the evacuations. DuPont Security will be dealing with the cause of the evacuation and coordinating incoming emergency services. Life safety comes first above all else. If an usher has a life-threatening emergency arise during an evacuation, it is Security's priority to assist the usher.

MEDICAL RESPONSES:

There will be times when a medical emergency arises. This could be a fall, heart attack, or any other emergency potentially requiring medical assistance.

- Use the telephones located I your area to report any problems to Head Usher
- Security is trained in CPR and First Aid
- Ushers assist by keeping aisles clear, assisting security and managing other patrons in the area.
- City or County emergency services may be called to assist.
- Help guide them to the scene.
- Be observant of the situation. Report any observations to Security and/or the Head Usher
- Help keep other patrons out of the way and calm.

BACK STAGE EMERGENCY PROCEDURES

DUPONT THEATRE STAGE AND FLYLOFT AREAS:

In the event of an emergency in the DuPont Theatre, follow these instructions:

1. If you are on the stage, leave the building by the exit located at the front of Stage Left.
2. DO NOT exit the stage by using the Stage Right doors.
3. Once you are in the courtyard, proceed to the Orange Street exit from the courtyard in an orderly fashion.

UNDER STAGE AREA:

1. Exit the under stage area via the direct exit located Stage Left.
2. Once you are in the courtyard, proceed to the Orange Street exit from the courtyard in an orderly fashion.
3. As an alternate, you may exit via the basement level Men's Room exit and up the stairs through the Main Lobby entrance.
4. DO NOT exit via any doors from Stage Right

ORCHESTRA PIT:

1. Exit the orchestra pit area by proceeding to the under stage area and leave the building via the under stage Stage Left exit.
2. Once you are in the courtyard, proceed to the Orange Street exit from the courtyard in an orderly fashion.
3. As an alternate, you may exit via the basement level Men's Room exit and up the stairs through the Main Lobby entrance.
4. DO NOT exit via any doors from Stage Right

HOUSE CREW EVACUATION PROCEDURES

Property Head:

- Sweep for people in the 1st and 2nd Floor dressing room areas.

House Electrician:

- Go to basement and shutdown power to show
- Sweep basement area for any people.

House Carpenter:

- Sweep offices for people.
- Make sure stage area is clear when the fire curtain is dropped.

House Flyman:

- Mechanically lower fire curtain if possible, otherwise just pull emergency release (stage right or left).

House Carpenter and/or House Flyman:

- Sweep stage area for any people.
- Only open smoke hatches at the request of the Fire Department.

Sound Lead:

- Shut down house sound.

House Crew:

- Do not do anything to jeopardize your personal safety.
- Everyone meet in Rodney Square for head count