

Koger Center for the Arts
The University of South Carolina
Columbia, SC 29208
803-777-7500
Fax 803-777-9774

Technical Information

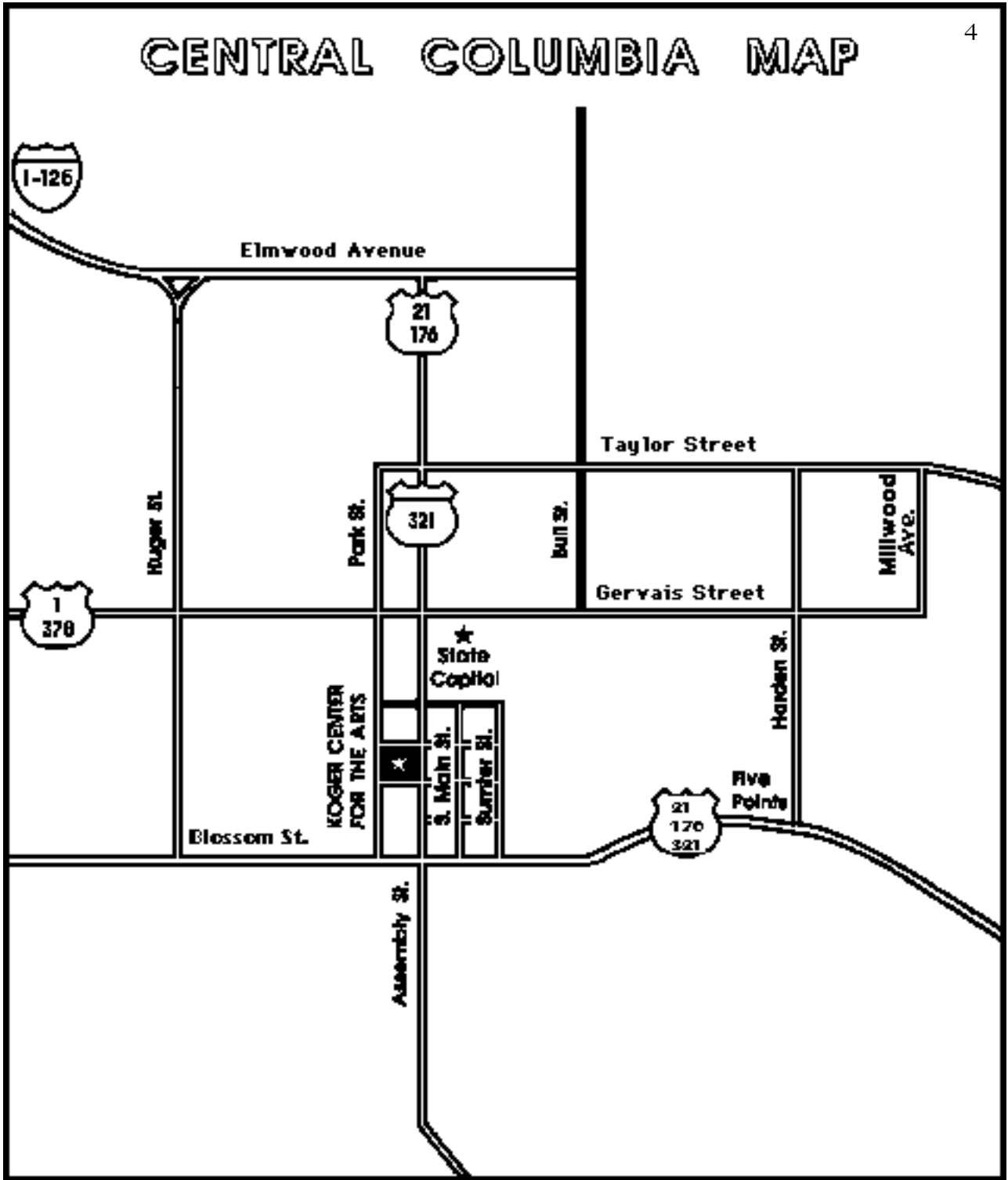


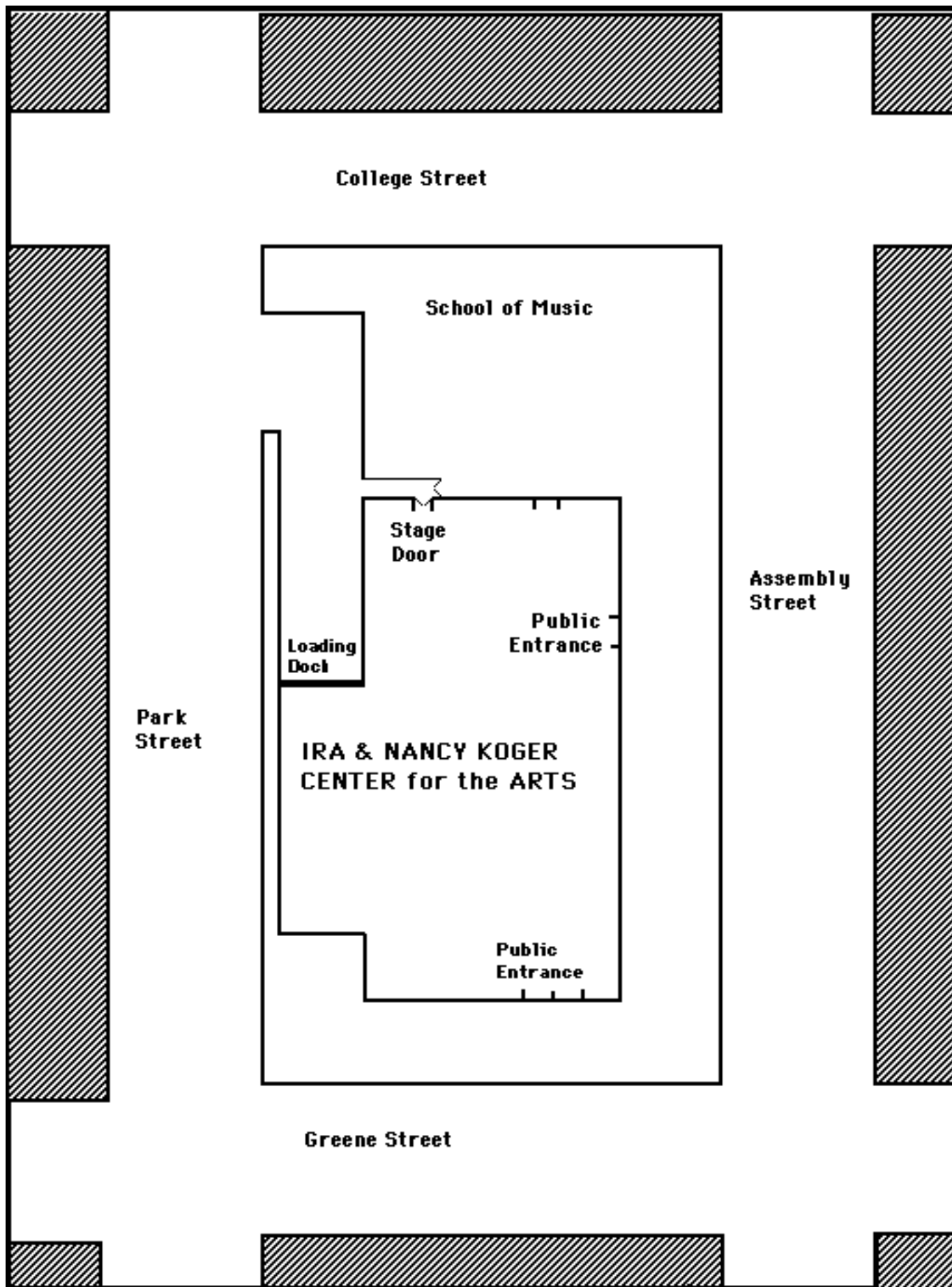
Interim Director:	Michael C. Taylor
Artistic Advisor:	Donald C. Portnoy
House Manager:	Jean Weingarth
Audio Engineer:	Steven M. Borders
Master Carpenter:	Scott C. Rckenbaker
Marketing Director:	Chip Wade
Security Coordinator:	Bryan Willis

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CENTRAL COLUMBIA MAP





College Street

School of Music

Stage Door

Loading Dock

Public Entrance

Assembly Street

Park Street

**IRA & NANCY KOGER
CENTER for the ARTS**

Public Entrance

Greene Street

AUDITORIUM

The auditorium utilizes continental seating at all levels. There are no aisles. Access to seating is through side doors, with each door accessing three rows of seats. The auditorium is not carpeted.

SEATING

All seats are fold up, padded and fabric covered. The total seating capacity is 2,256 saleable seats, which includes 16 seats in the handicapped sections.

ORCHESTRA LEVEL, SEATING

1107 floor mounted seats. (includes orchestra lift of 80 seats.) In addition, there are also special handicapped sections on each side of the orchestra level that will seat a total of 16_eight wheelchair patrons plus their companions.

GRAND TIER, SEATING

844 Riser mounted seats.

BALCONY LEVEL, SEATING

289 floor mounted seats.

There are two elevators, on the right side of the theatre, in addition to the staircases, for access to the Grand Tier and Balcony levels.



KOGER CENTER

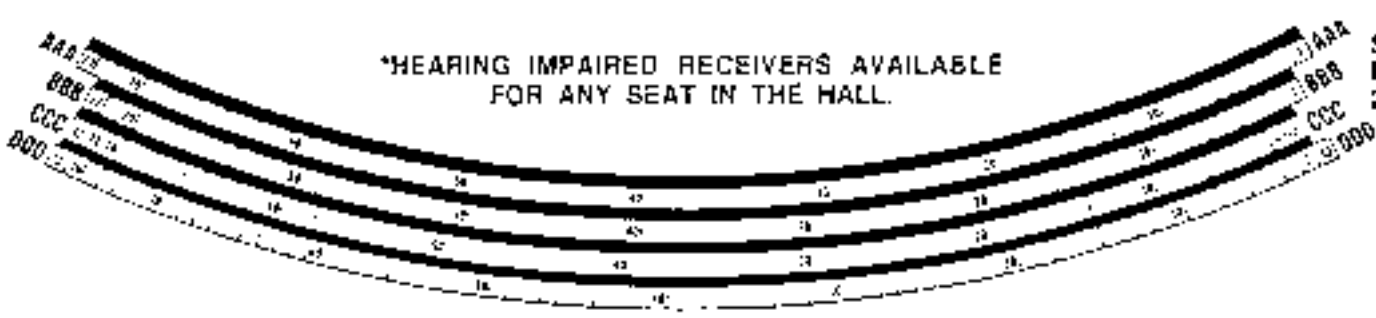
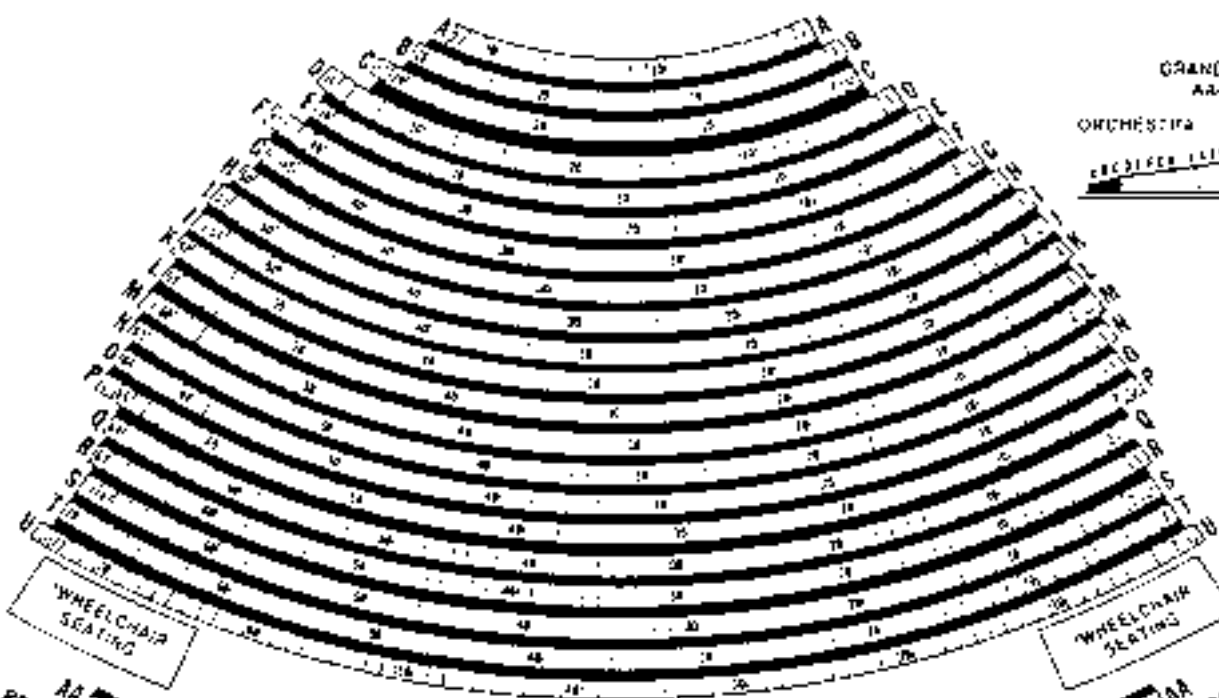
at The University of South Carolina

S T A G E

O R C H E S T R A

G R A N D T I E R

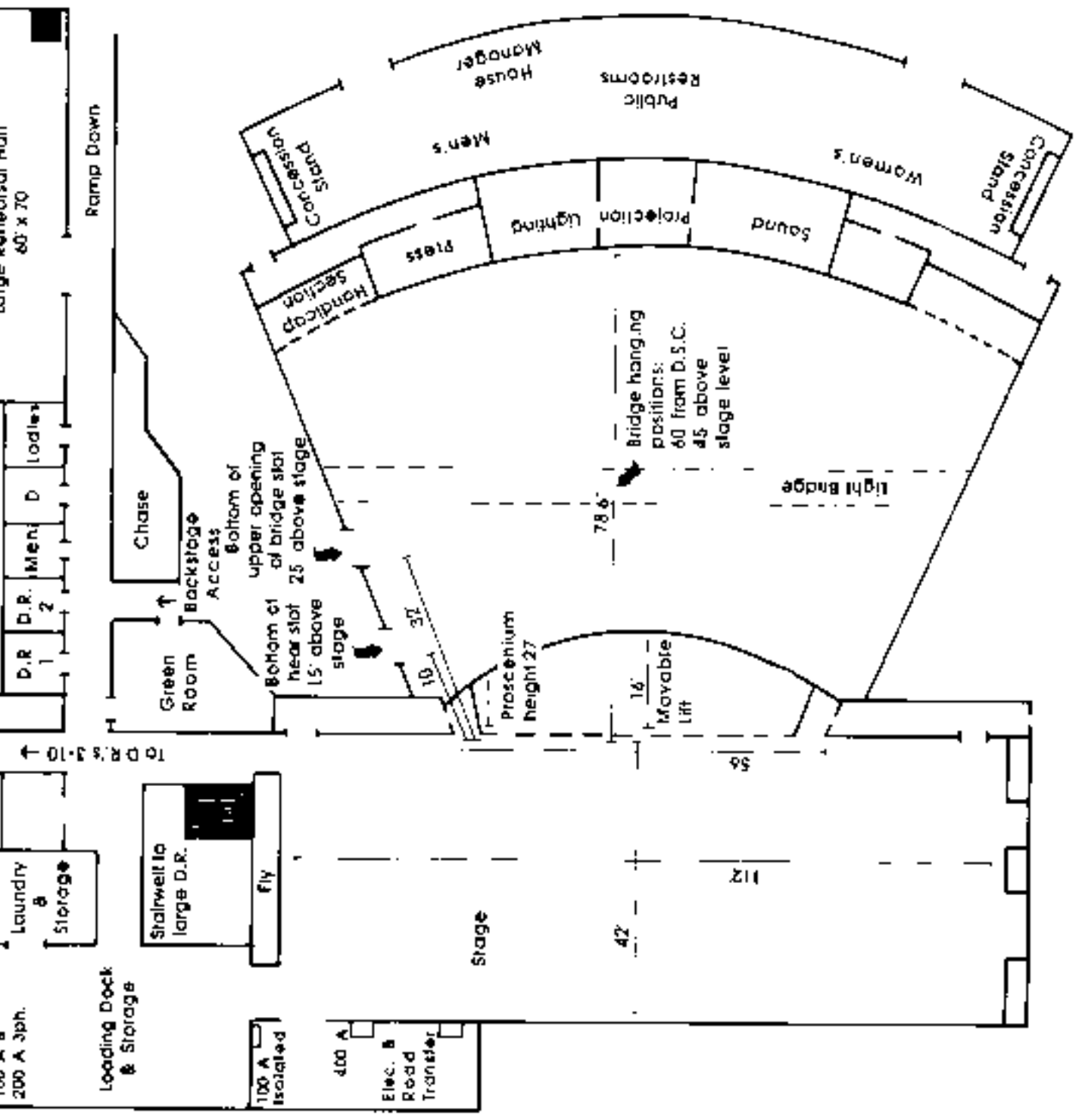
B A L C O N Y



*HEARING IMPAIRED RECEIVERS AVAILABLE FOR ANY SEAT IN THE HALL.

BALCONY
AAA-DDD
GRAND TIER
AA-LL
ORCHESTRA
RESERVED SEATING

Elevators



Lobby

large mechanical room
60' x 70'

D.R. 1
D.R. 2
Men
D
Lodges

↑ TO D.R.'S 3-10

Laundry & Storage

Stairwell to large D.R.

Fly

Loading Dock & Storage

100 A Isolated

400 A

Elec. B Road Transfer

Stage

Proscenium height 27

Movable Lift

Light Bridge

Bridge hanging positions:
60 from D.S.C.
45 above stage level

Green Room

Chase

Backstage Access

Bottom of upper opening of bridge stat near stat 15' above stage

Bottom of upper opening of bridge stat 25' above stage

10

37

78.6'

42

112

56

Concession Stand

Men's

Public Restrooms

House Manager

Women's

Concession Stand

Sound

Projection Lighting

Press

Handicap Section

Ramp Down

ORCHESTRA PIT

The orchestra pit will hold up to 80 Musicians. The pit is 48' long at its longest point, 20' wide at the sides, and 28' wide at the centre. Its operating depth is variable, and can be operated from the stage left bay or from the pit itself, with the operator being able to see it move from either position. It is equipped with flush mounted electrical sockets for music stand lights, of which, we have 80 plus a conductors rostrum and stand, and 40 lights. We have 110 orchestra chairs, 130 padded folding chairs.

Musicians can enter the pit from either side, on the lower level of the theatre. The musicians dressing rooms are on this level, conveniently located one each side of the pit, near the entrance to the pit.

DRESSING ROOMS

Stage Level

Two Star Dressing Rooms. These will seat up to two people.

Eight other rooms at stage level, each of which will seat up to four people comfortably.

Lower Level

Two Chorus rooms, each of which will hold approximately thirty people. Two Musicians rooms, one each side of the orchestra pit, which will hold approximately forty five people.

All Koger Center dressing rooms have mirrors, chairs, lights, sinks, tables, costume rails, telephones, toilets, and showers.

There is a small, separate wardrobe room on stage level. There is a washer and dryer located in a room adjacent to the dock.

The Koger Center also has its own printing and engraving shop, for the production of signs, notices, and ID badges etc.

Green Room

The entrance to the Green Room is opposite the Star dressing rooms at stage level. It is equipped with closed circuit and cable TV plus Programme sound. It is available for members of the visiting company to meet guests after the performance and as a relaxation area prior to and during the performance. Because of its size this facility is offered for use, only when the production has a cast of eight or less. The Event Manager will discuss other options for greeting guests with a visiting company's management prior to arrival. The green room cannot be used as an extra dressing room.

Security

Visitors, including family, are not allowed in the backstage area. The Green Room is available for members of the performing company to meet guests, provided the cast does not exceed eight members. However, all guests must have a backstage pass, or some other acceptable arrangements must be made, in order to gain admittance to the Green Room. The visiting company is responsible for providing backstage passes and copy of the pass MUST be delivered to the House Manager, or the Security Director, no later than 90 minutes prior to the performance.

For security reasons, the Koger Center requires that a list of company members be provided, to the Security Director, at least one week prior to the company's arrival at the theatre. This list should include the names of ALL personnel who will require access to the theatre. Any staff that require access to the Front of House prior to, or during the performance, should be identified on the list, and have an appropriate pass.

Whilst the above may seem to be very restrictive, fire and insurance regulation make it a necessity. Additionally, it is done to protect both the artist and their personal items, as well as the stage equipment used in the theatre.

If possible, a dressing room allocation list should be sent, to the Event Manager. This will allow the Koger Center staff to print name cards for the dressing room doors.

Rehearsal Rooms

Capacities determined by the Fire Marshall

The **Large Rehearsal Room** can accommodate 150 Guests, plus caterers for a sit down meal. For a stand up, buffet style event this number increases to 200 including the caterers. A maximum of 225 guests can be accommodated in a theatre style setting.

The Small Rehearsal Room can accommodate 60 Guests including caterers at a stand up event and 30 guests at a sit down event. We can seat 60 Guests in a theatre style setting.

Stage Loading Dock Facilities

The loading dock is at stage level, and can accommodate two tractor trailers simultaneously. The exterior doors are 10' wide and 14' high. The dock doors open at 90 degrees to the Upstage Stage Left bay, through two steel fire doors 10' wide X 14' high. The dock itself measures 25' wide, 26' lo

Other Spaces

Receptions and meetings can be held in the **Donor Room** at Grand Tier level. This can accommodate 70 Guests plus caterers at a sit down meal or 150 Guests including caterers at a stand up reception. We can also seat 100 Guests in a theatre style setting. If work tables are required as part of a meeting the number of guests is restricted to 70. For meals held on the Grand Tier crosswalk we are limited to 16 round tables, six chairs to a table.

Stage

A. Stage Floor.

The stage floor is level and constructed of tongue and groove Fir, suspended on neoprene resilient pads, and cross-hatched 1' X 6" timber, and painted black. Nails and screws can be used to secure things to the stage floor. A black Harlequin dance floor is available. There are six pieces in all that cover the whole stage.

Datum line is the US edge of the fire curtain pocket.

Setting line to back wall Upstage 42'

Setting line to apron edge Downstage 16'

Backstage width wall to wall, clear 112'

Centre line to Stage Left clear 56'

Centre line to Stage Right clear 56'

Each bay is 28' X 42'.

Proscenium height is 27' to acoustic clouds and 40' to arch.

Proscenium has a maximum width of 56'.

Furthest Upstage lineset is 38' 1" from setting line.

Crossover is located Upstage of the last lineset, and is 4' wide.

There is no crossover when the acoustic shell is in use.

Height of the stage above audience level is 3' 6".

The smallest door leading to dressing rooms & elevator and rehearsal halls is 4'w X 7'h.

B. Flyrail & Rigging

The height from the stage to the loft beams is 80'. The effective flying height is 76'. Access to the beams is via a catwalk system that runs parallel to the five main beams, the middle beam is over the centerline of the stage. These beams are 16' apart and run up and down stage. Rigging from the beams is accomplished with in-house, custom designed beam clamps that have a 2,000 lb capacity. The flying system is a single purchase counterweight system, with underhung loft blocks, located on the stage left at a height of 40'. There are 40 line sets, 37 of which can be cleared, plus two house electric battens. The pipes have a length of 70', with an outside diameter of 1 15/16", and can be flown in to a height of 4' to 5' from the deck. The loading gallery is 65' above the stage floor.

**PIPE PLOT
KOGER CENTER, COLUMBIA, SC**

Pipe #	Depth Form Proc	Pipe #	Depth From Proc
1 (TEASER)	4"	20	18' 8"
2 (House Tabs)	1' 2"	21	19' 2"
3	1' 10"	22 (Mid-Stage Traveler-moveable)	20' 2"
4	2' 6"	23	22' 2"
House ELX 1	4'	24	22' 8"
5	5' 6"	25	23' 2"
6	6' 2"	26	23' 8"
7	6' 8"	27	24' 2"
8	7' 2"	28	24' 8"
9	8' 2"	29	25' 2"
10	8' 8"	30	26' 2"
11	9' 2"	31	27' 2"
12	9' 8"	32	28' 2"
13	10' 8"	33	29' 10"
14	11' 8"	34	31' 2"
15	12' 8"	35	32' 7"
16	13' 8"	36	33' 7"
House ELX 2	15' 4"	37	35' 1"
17	17' 2"	38	36' 1"
18	17' 8"	39 (Cyc)	37' 1"
19	18' 2"	40 (Full Sateg Black)	38' 1"

Audio Technical Information

MICROPHONE CABLES

Length	X	Number	Total Feet
10'		30	300
25'		50	1,250
50'		40	2,000
100'		15	1,500
Totals:			5,050

SPEAKER CABLE

Cable Type	Number	Length
EP-4 (FX Cable)	10	35
EP-8	4	50
EP-8	2	100

MICROPHONE STANDS

Type	Quantity
AKG Straight Tripod	10
AKG Small With Boom Arms	20
AKG Desk Top	4

AMPLIFIERS / CROSSOVERS

Type	Quantity	Power	Ω (Ohms)
JBL 6260	2	300 Watts	4 Ω
JBL 6290	2	600 Watts	4 Ω
JBL 5235 (2 Way X-Over)	4		
QSC 3200 Series Three	18	140 Watts	4 Ω
QSC 3500 Series Three	6	450 Watts	4 Ω

EQUALIZERS/LINE DELAYS

Type	Quantity
Klark Technic DN 360	1
UREI feedback Suppressors	1
Industrial Research / Transversal	5
Industrial Digital Line Delay	4

MIXERS

Type	#Channels	Quantity
DDA	32 X 4 X 2	1
JBL 5330	8	2

EFFECT PROCESSORS

Type	Quantity
Yamaha SPX-90 II	1
DBX 160 Compressor	2

TAPE DECKS / COMPACT DISC

Type	Quantity
Otari 5050 Reel To Reel	1
Tascam 122 mk II	2
Tascam 122	1
JVC Compact Disc CDP-710	1
Sony PCM 2500 DAT Machine	1

HEARING IMPAIRED SYSTEM

Type	Quantity
Sennhieser Infrared Transmitter SI 1013	1
Sennhieser Infrared Transmitter SI 1013	1
Sennhieser Hearing Aid Receivers	8

INTERCOM SYSTEM

Type	Quantity
Clear Com Main Station MS 400 A	1
Clear Com Remote Stations	4
Belt Packs RS 501	12
Headset PH-7 (Double Muff)	3
Headset 240 B (Double Muff)	4
Headset CC 75 B (Single Muff)	6
Handset HS-6 (Telephone)	4
Mic PT-4 (CB Mic Type)	2

The intercom system reaches the Lighting, Audio, and Projection booths, as well as the FOH Follow Spot positions, Flyrails, Orchestra Pit, both sides of the stage, and House Managers office.

MICROPHONES

Type	Quantity
AKG 460 C (Condenser Microphone)	8
AKG CK 22 (Omni Condenser Capsule)	8
AKG CK 1 (Cardoid Condenser Capsule)	8
AKG D 330 BT (Dynamic)	5
Beyer M 500 N (Dynamic)	8
Beyer MCE 5.11 (Lavelier)	1
C-ducer Piano Pick-Up	1
Countryman Direct Boxes	4
Crown 6 FS (PZM)	2
Isomax Z-C (Lavelier)	2
Sennhieser 441 (Dynamic)	4
Sennhieser 421 (Dynamic)	6
Shure SM 58 (Dynamic)	10
Shure SM 57	6
Shure Beta 57	2
Shure Beta 58	4
Shure 819 PCC	2
Crown PCC 160	3
Neumann KA100 (Preamp)	4
Neumann KA 160 (Cardoid Capsule)	4
Neumann KA 140 (Omni Capsule)	4
Neumann TLM 170	4

MONITOR SYSTEM

DDA	16 X 8 X 2 Monitor Console	1
Biamp Mixes		4
Full Range Mixes		2

Biamp mixes have individual 31 band EQ's. Four compressors available for mixes. Alesis 3630 compressors as well as Alesis Quadaverb.

Types Of Speakers

Power Ratings

JBL 2204 H 12" Speaker	300 Watts At 4 Ω
JBL 2344/2425 H Horn	70 Watts At 16 Ω

There are a total of six monitors. Each monitor is loaded with One JBL Horn and One JBL Speaker

FLOOR FILL SPEAKERS

Types Of Speakers

Power Ratings

JBL 2225 H Speakers	800 Watts At 4 Ω
JBL 2380 Horn	150 Watts At 16 Ω

There are a total of four of these cabinets. Each one of these cabinets contain the following speaker configurations, Two JBL Speakers and One JBL Horn.

CABLE ACCESSORIES

Item Name	Quantity
C-16 Multi-Trunk 10'	8
C-16 Multi-Trunk 25'	2
BM-16 Multi-Trunk / Box 50'	2
C-16 Multi-Trunk 50'	2
C-16 Multi-Trunk 100'	1
F-16-M Fan Out	4
M-16-F Fan Out	4
16 XLR-F Stage Boxes	2

The theatre is equipped with a PA system that will relay programme sound and paging to the backstage area. There is also a system that allows announcements to the public areas of the building.

STAGE LIGHTING

The House has a Colourtran, Prestige 3000 Plus lighting Board. There are 384 x 2.4K dimmers, 80 of which are dedicated to houselights. 440 memory presets. Back-up board, Colourtran Patchman, two scene preset.

The road panel is located in the upstage, stage left electrics room. The total number of circuits on the road patch panel is 40 (30 FOH, 5 in each box boom).

Stage Floor Pockets: 3 per side, 2 upstage, 3 to 5 circuits in each. Two power operated house elx battens with 30 circuits on each. The F.O.H bridge has 30 road sockets and 56 house sockets. F.O.H slots have 5 road sockets and 6 house sockets on each side. Flyrail drop boxes: 4 each side with 12 circuits each.

Stage & Audio Electriccal Supply

400 amp 3 phase AC supply in USL electrics room.
50 amp shore power receptacle on the loading dock.
200 amp 3 phase AC supply on the loading dock
100 amp 3 phase supply on the loading dock.

There is an isolated 100 amp 3 phase AC supply in the USL electrics room.

Stage Lighting Equipment continued.

73 x 20°, 30°, 40° 1K Colourtran ellipsoidal with conversion kits to make up to 53 in any one type of field angle.

28 x 10° 1K ellipsoidal.

43 x 6x9 1K ellipsoidal.

4 x 4.5x6.5 ellipsoidal.

28 x 8" 1K Fresnel (10 Colourtran, 12 of various types).

20 x 6" 1K Fresnel (Colourtran).

3 x 150w 3' Fresnel.

24 x 1K Par 64s. (Wide, Medium, & Narrow angles are available).

14 x 6' Groundrows. (12 compartments. 4 circuits. 300w R40FL).

5 x 1K four circuit cyc lights.

2 x Xenon followspots. (located on rear balcony bridge).

30 x 8' barndoors.

20 x 6' barndoors.

Front of house lighting is permanently mounted in place. There are 6 source 4s lanterns in the near box booms on either side of the auditorium and they are arranged in pairs, from top to bottom 2 x 19°, 2 x 26°, 2 x 36°. There are 6 x source 4s (19°) lanterns in the far upper box booms on either side of the auditorium and three source 4s (19°) in the far lower box booms. These instruments cannot be removed for use elsewhere and, for safety reasons, we will not add additional instruments to the side arms in these positions. The lighting bridge is permanently mounted with Four 20° ellipsoidal lanterns, 28 x 10° ellipsoidal lanterns, four 19° Source 4s, two 20° Source fours and 3 x 8" fresnals that can be used as curtain warmers. WE WILL NOT CHANGE THIS CONFIGURATION.

A DMX to CMX converter box is available for use by outside companies.

The back wall of the theatre is 80' from the stage. The lighting booth, projection booth, and sound booth, are all located behind this wall and enjoy an unobstructed view of the stage.

The intercom system reaches the lighting, audio, and projection booths, as well as the FOH followspot positions, flyrails, both sides of the orchestra pit, and the house manager.

Stage Equipment

Ladders

1 x 6' A Frame
 2 x 8' A Frames
 2 x 16' A Frames
 1 x 32' A Frame (rolling)
 1 x 12' Rolling stairs.

2 Hand trucks.
 4 x four-wheel dollies.

Soft Goods

Five sets of black legs & tormentor set. 30' h x 14'w.
 Four sets of black borders 14'h x 70w.
 Black house teaser 56'w.
 One black scrim 28'h x 56'w.
 One light blue scrim 36'h 70'w.
 One non-permanent white cyclorama.
 One full stage black that can be used as a traveler.
 Six rolls of black Harliquin dance floor. 2m x 20m (6' x 60').
 House tabs are on a traveler track and can also be flown. Manual operation.
 One traveler track that can be used on any lineset.

Risers

11 x 8" platform.
 9 x 16" platform.
 9 x 24" platform.
 9 x 32' platform.
 6 set choral risers with 18" treads.
 6 sets of choral risers with 14" treads.

Pianos

1 x 9' Steinway concert grand.
 1 x 7' Steinway.
 1 Emerson upright piano with original Emerson sound board.

Music Stand etc.

158 music stands.
 62 clip-on music stand lights.
 1 conductor's podium.
 1 cello podium.

Equipment Rental Companies

ACS
Sound & Lighting
3935A Sunset Blvd
West Columbia, SC 29169
(803) 791-7200

Paragon Productions
Alan Smith)
720 Old Friendship Road
Rock Hill, SC 29730
(803) 329-3939

Southern Lights
(John Albrecht)
105 Reynolds Road
Summerville, SC 29483
(803) 821-3140

Nearest Hardware Store

Hiller Hardware Co.
710 Lady Street
Columbia, SC 29201
(803)-779-3131

Nearest Electrical Supplier

Hesco Inc.
1740 Blanding Street
Columbia, SC 29201
(803)-254-4575

Dixie Electronics Inc.
1900 Barnwell Street
Columbia, SC 29201
(803)-779-5332

AV Equipment Rentals

Sounds & Images
805 Buff Street
P. O. Box 2102
West Columbia, SC 29171

contact: Eddie Wright
(803) 791-3925

Advanced Video

614 Meeting Street
West Columbia, SC 29169
contact: Doug Polk
(803) 791-5094

Blumberg Communications
1700 Alta Vista Drive
Columbia, SC 29223
(803) 786-5350

Medical Assistance

OB/GYN

Dr. George Watt
Suite 400
9 Medical Park Road
Columbia, SC 29201
(803) 254-4110

Internalist

Dr. William K. Robinson
Midlands Internal Medicine
Suite 300
1 Medical Park Road
Columbia, SC 20201
(803) 434-4601

Chiropractor

Dr. Roman Cooper
1106 12th Street
Cayce, SC 29033
(803) 796-2424

Dentist

Richland Memorial Hospital Clinic
5 Richland Medical Park
Columbia, SC 29203
(803) 765-7000

Pulmonary

Dr. Preston Jones
Carolina Pulmonary & Critical Care
1333 Taylor Street
Columbia, SC 29201
(803) 256-0464

Medical Assistance continued.

Pediatrician

Dr. James Hammond
Suite 6D
1333 Taylor Street
Columbia, SC 29201
(803) 799-9044

Orthopedics

Dr. Barry D. Oliver
1416 Calhoun Street
Columbia, SC 29204
(803) 252- 5791

Masseur

Robin P. Gunwall, N.M.T
Carolina Neuro-Muscular
1900 Broad River Road
Columbia, SC 29210
(803) 772-5563

Plastic Surgeon

Dr. Ram Kalus
1333 Taylor Street
Columbia, SC 29201
(803) 733-5881

Hospitals

Palmetto Richland Memorial Hospital

5 Richland Medical Park
Columbia, SC 29203

Patient Information	(803) 765-6111
Admitting	765-7301
General Information	765-7000

Richland Memorial has the best Trauma Centre in the area.

Providence Hospital

2435 Forest Drive
Columbia, SC 29204

Patient Information	(803) 256-5963
General Information	256-5300

Providence Hospital provides the best in Cardiac Care.

Palmetto Baptist Medical Center

Taylor at Marion Street
Columbia, SC 29220

Patient Information	(803) 771-5440
General Information	771-5010

Hotels

Adam's Mark Hotel

1200 Hampton Street at Main
Columbia, SC 29201
(803) 771-7000

The Adam's Mark is located about six blocks from the theatre.

Holiday Inn

630 Assembly Street
Columbia, SC 29202
(803) 799-7800

Contact: Gina Lord

This Holiday Inn is one and a half blocks from the theatre.

The Whitney

700 Woodrow Street
Columbia SC 29205
(803) 252-0845

The Whitney is located about 7 minutes from the theatre and offers special rates to Guests that are appearing at the Koger Center.

Hotels Continued

The Embassy Suites Hotel

200 Stoneridge Drive
Columbia, SC 29210
(803) 252-8700

Contact: Elise Council

This hotel offers special rates for Guests who are appearing at the Koger Centre. It is within a few minutes easy driving distance of the theatre and within walking distance of Riverbanks Zoo, which has been rated as one of the top ten zoos in the country. Rate includes free evening cocktails, and free breakfast. The hotel also features an indoor, heated swimming pool, whirlpool, sauna, a pool room, and a gym.

Hotels continued

Budgetel Inns

911 Bush River Road
Columbia, South Carolina, SC 29210
Contact; Hal Goodwin
803-798-3222

Special rates for Guests appearing at the Koger Center.

Clarion Hotel

1615 Gervais Street
Columbia, SC 29201
(803) 771-8711
Contact: Lisa L. Melton

This hotel offers a special room rate for Guests who are appearing at the Koger Center. The hotel is about five minutes from the theatre.

Residence Inn by Marriott

150 Stoneridge Drive
Columbia, SC 29210
803-779-7000
or 1-800-331-3131
Contact: Donald Feaster
Emma Farmer

Comfort Inn

2025 Main Street
Columbia, SC 29201
(803) 252-6321
1-800-800-0835

Special rates for Guests appearing at the Koger Center upon request.

Governor's House Hotel & Suites

1301 Main Street
Columbia, SC 29201
(803) 779-7790

Special rates for Guests appearing at the Koger Center.

Hotels continued

Fairground Plaza Hotel
621 South Assembly Street
Columbia, SC 29201
(803) 252-2000

Special rates for Guests appearing at the Koger Center.

Sheraton Columbia
Hotel & Conference Center
2100 Bush River Road
Columbia, SC 29210
(803) 731-0300

Special rates for Guests appearing at the Koger Center. Group rates, caters to up-scale end of the market. Local Restaurants.

Super 8 Motel
2516 Augusta Highway
West Columbia, SC 29169
(803) 796-4833

This motel is located at the junction of Interstate 26 and Highway 1 about three miles from the Koger Center.

Travelodge
221 Bush River Road
Columbia, SC 2921
(803) 798-9665

Located close to I-20 and I-26 intersection.

Restaurant Map

Restaurant Key

1	Wendy's	Hamburgers
2	Fastfair/Subway	Convenience Store & Sandwhich Shop
3	Hardies	Hamburgers
4	California Dreamin'	Full Service Restaurant
5	Domino's Pizza	
6	Pizza Hut	
7	Big Bird Restaurant	
8	Stuffy's	Deli
9	Mauiro's Pizza	
10	Sandy's	Hotdogs
11	Hunter-Gatherer	Micro Brewery
12		
13	Immaculate Consumption	Deli (Lunchtime Only) & Coffee Shop
14	The Basil Pot	Health Food
15	Sammi's	Deli
16	Nice N' Easy	
17		
18		
19	China Express	Chinese Food
20	Subway Sandwiches	Deli
21	Primo	
22	Palmetto Sandwich Shop	
23		
24	Sandy's	Hotdogs
25	The Sherlock Holmes	Pub
26	Eddie's	Hamburgers
27	Capitol Restaurant	
28	Frog & Brassiere	Pub & Restaurant
29	Macready's	Full Service Restaurant
30		
31	Longhorn Steaks	
32	International House of Pancakes	

Transportation

Bustops
1531 Broad River Road
Columbia, SC 29210
(803)-750-0047

Dutch-Boy Lines
1-800-922-2877
or (803)-278-3300

Limousine

Longriders/Longcars Limousine LTD
Rick Gore
803-251-5950

Car Rental

Budget
408 Blossom Street
Columbia, SC 29201
803-779-1212

3000 Aviation Way (Columbia Airport)
West Columbia, SC 29169
803-822-8346

They do not offer delivery
and pick up service.

Do have special weekend rates.

Hertz Rent A Car
Columbia Metropolitan Airport
803 822-8341
1-800-654-3131

Do not offer delivery
and pick up service.
Have excellent weekend rates.

Enterprise Rent A Car
3830 West Beltline Blvd.
Columbia, SC 29204
803-254-0168

2226 Airport Blvd
West Columbia, SC 29169
803 -791-1984

Will pick up client.

They have special weekend rates.

Avis
3237 Service Drive
West Columbia, SC 29170
803 822-5100
1-800-331-1212

Do not deliver and pick up cars.
Call 800 number for weekend
rates.

The Koger Center is a **NO SMOKING** building. The only smoking permitted in the building is that associated with the action of the production, and is confined to the stage only.

Food and Drink are not allowed in the stage area, unless it is part of the action of the play, or in the auditorium and rehearsal rooms . However, drinks in sports bottles are acceptable when cleared through prior arrangement. This is an exception to our normal policy and will be announced as such when in concerns Front of House activities.

Photographic equipment, of any type, or tape recorders are not allowed in the auditorium without proper written permission of the artist and theater management. It is essential that this information is passed along to parents, and that the Koger Center management are notified when cameras are allowed. Video equipment requiring tripods is restricted to the handicapped sections and, should it be necessary, will be removed to accommodate wheelchair patrons.

The **front of house areas** are off limits to performers, during performances and rehearsals. Artists are asked to remain in their allocated place in the backstage area. We ask that artists enter the building via the stage door, not via the front of house. Everyone entering the auditorium during a performance, including babies, is required to have a ticket.

Visitors, including family and pets, are not allowed in the backstage area before, during, or after a performance or during a rehearsal. Special arrangements are made when artists wish to greet guests. These arrangements may vary, depending upon the nature and size of an event.

Security at the Koger Center is designed for the benefit of people using the building, as well as for the protection of their personal items. Security staff do their best to be accommodating, but they cannot remember everyone who uses the building—no matter how many times a person may have been here. If someone challenges you, please remember that it is a necessary part of our security procedures. The Koger Center does not have facilities available to secure ladies handbags during a performance; these items should be locked in the trunk of their cars. A water cooler is located in the large rehearsal room, and toilet facilities are available in the hallway outside

the large rehearsal room. Priority is given to the performance on stage.

Therefore, organizations using the rehearsal rooms while a performance is taking place are asked not to use the hallway beyond the toilet facilities, because this becomes a distraction to the artist appearing on stage.

Parking is available in the lots along Park Street, including those behind the Coliseum and the City of Columbia lot behind the Koger Center. Only Handicapped parking is available at the Koger Center and towing is enforced when vehicles are park in a Handicapped space without displaying a proper decal. The Loading Dock area is for unloading only. There are occasions when semi-tractor trailers and busses are parked in the loading dock area, but this is not a parking area for private cars. It is possible to unload at the dock but cars must then be removed to a properly designated parking space. This applies to Koger Center staff as much as it does to any other building user. Koger Center staff will not make any attempt to find the owner of a car that is improperly parked. We assume that people who park illegally do so knowingly, and are prepared to take the risk of being towed. Guests are reminded to allow extra time when a rehearsal or performance coincides with an event scheduled at the Coliseum, because parking becomes a premium.

Pyrotechnics can be used in the Koger Center. However, they must be operated by a licensed "shooter." Visiting companies are required to submit the name of the shooter, licence number, a full description of the materials to be used, and a copy of the company's liability insurance to the City Fire Marshal, no less than three weeks prior to the performance. A Fire Marshal will be present during the performance, and the cost will be borne by the visiting company.

Smoke Guns and Dry Ice: Because of the need to have a Fire Marshal in the building when these effects are being used, the Event Manager must be given at least FIVE working days notice of the inclusion of these effects in a production. Failure to obtain a Fire Marshal will necessitate that these effects are excluded. The cost of having a Fire Marshal in attendance during performances will be borne by the visiting company.

Signs and notices etc. No sponsor displays may be erected inside or outside the Koger Center without the written consent of the Koger Center management. Additionally, no items may be attached, permanently or otherwise, to the walls or windows of the Koger Center.

No **table, chair or lobby display** may be placed in such a manner that it blocks or restricts the path to an exit. Nothing can be placed along the red wall in the lobby.

Helium balloons are not permitted in the Koger Center.

Naked flames, other than Sterno dish warmers, are not allowed in the Koger Center.

Electrical cables in the lobby areas cannot be taped to the carpets or walls, or across areas where Guests will walk over them.

Only Koger Center staff may operate the house equipment.

The minimum staff call is four hours. After the first four hours, the staff are paid in one hour increments. In the event that staff do not receive a one hour break at lunch time, between either rehearsal and performance, or between two performances, they are paid straight through plus an additional penalty payment of one hour. Staff must be given a one hour break after five hours of work. While it is always appreciated, the visiting company is under no obligation to provide a meal for the stage crew between performances on days when there are two performances in one day. However, should the company elect to do so, it will still incur the penalty payment if a one-hour break is not given. The penalty payment is charged at the basic carpenter's rate.

Overtime is charged at a rate of time and a half when staff work more than eight hours of technical work in any one day. However, that does not apply to a load out which is a special call. And, of course, no overtime is charged when performance rates are paid. So if a staff member works eight hours of technical work during the day plus a performance, a building user would not incur overtime.

Hours worked after 12:00 a.m. (midnight) and before 8:00 a.m. are charged at the rate of time and a half.

Overtime is not charged for a late-night performance, which has a special rate.

As per the standard contract, Koger Center management will determine the staffing needs for performances. While there are no minimum staffing requirements, the Koger Center does require that two staff members are used on the flyrail, one on the controls, one throwing weights, when scenery or lights are being hung. In the event that the production requires that spot-lines are rigged from the grid, three riggers will be needed to perform the task. Community groups are limited to one person per side on stage. All other staff will be supplied by the Koger Center.

When smoke guns (foggers/hazers) or dry ice machines are being used in

connection with performances, such machines, for safety reasons, must be operated by Koger Center staff.

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In the interests of safety, "snow dumps" are not allowed unless it is done as part of the action of the performance.

All requests for technical information and all technical information supplied to the Koger Center must be requested from/presented to the Event Manager and not to other staff members. The Event Manager will then take the appropriate action.

Koger Center policy provides for intermissions of 15 minutes in duration. Please do not request the House Manager or staff to change this policy, they cannot do so.