



# THE BREEN CENTER

FOR THE PERFORMING ARTS

## RENTAL, VENUE, & POLICY INFORMATION

For further information about rental or to inquire about available dates, contact David S. Gannon,  
Breen Center Operations Manager, 216-961-2563, [dgannon@ignatius.edu](mailto:dgannon@ignatius.edu)

### 1. Rental Fees and Charges

Base rental for the Breen Center is:

- "For profit" organizations--\$1,600 per event w/audience for four hours. (Minimum rental = 4 hours)
  - "Non-profit" organizations--\$800 per event w/audience for four hours. (Minimum rental = 4 hours)
- (Non-profit organizations are required to provide an EIN that will be checked against the IRS database and must match the contractual entity.)*  
*(A \$20 per day electricity surcharge will be billed for use of the full stage and full lighting system.)*

Base rental fee includes:

- Use of the Main Lobby, Seating Chamber, Stage, Box Office, Main Restrooms, Dressing Room areas, and the scene shop for load in/load out purposes only. (Renters are not permitted to use Breen Center Scene Shop tools or to use the space for storage.)
- Use of the Rep Light Plot. (Charges for some items needed beyond the RLP are listed below.)
- Use of the House Sound System. (Charges for items needed beyond the basic HSS are listed below.)
- Cleaning of the spaces listed above at no extra charge for events held during the week which do not serve/sell food.

Rental charges beyond the four hour minimum and/or base use:

- "For profit" organizations - \$150 per hour rental for events w/audience beyond four hours.
- "Non-profit organizations - \$125 per hour rental for events w/audience beyond four hours.
- "For profit" organizations - \$150 per hour for events wo/audience. (Minimum four hour charge.)
- "Non-profit organizations - \$125 per hour for events wo/audience. (Minimum four hour charge.)
- A cleaning fee of \$100 per day for events held on a weekday which serve/sell food.
- A cleaning fee of \$100 per day for events held on the weekend which do not serve/sell food.
- A cleaning fee of \$150 per day for events held on the weekend which do serve/sell food.
- Rental of the Thomas Room when bundled with rental of the theater:
  - "For profit" organizations - \$150 per day.
  - "Non-profit organizations - \$125 per day.
- Rental of the Thomas Room as a "stand-alone" entity:
  - "For profit" organizations - \$50 per hour – four hour minimum.
  - "Non-profit organizations - \$25 per hour – four hour minimum.
- Rental of the Chorus Room when bundled with rental of the theater:
  - "For profit" organizations - \$150 per day.
  - "Non-profit organizations - \$125 per day.
- Rental of the Chorus Room as a "stand-alone" entity:
  - "For profit" organizations - \$50 per hour – four hour minimum.
  - "Non-profit organizations - \$25 per hour – four hour minimum.
- Rental of the Concession Stand when bundled with rental of the theater:
  - "For profit" organizations – \$25 per day.
  - "Non-profit organizations – No charge.

- Rental of microphones – (First two free of charge) \$15 per day for hard wired mics; \$30 per day for handheld wireless microphones; \$45 per day for wireless body microphones
- Rental of sound monitors for the stage; \$20 per day
- Rental of Mac 700 Intelligent lights (not included in house Rep plot); \$10 per day per fixture
- Rental of follow spots (not included in House Rep plot); \$10 per day per follow spot (2 available)
- Rental of video monitors when used in classrooms as added greenroom space; \$20 per day
- Rental of Projector & Projector Screen per day – “For profit” org. = \$175, “Non-Profit Org. = \$125
- Rental of Acoustic Towers - \$75 per day
- Rental of Choral Risers when used on stage - \$75 per day for up to 8 risers
- Rental of Concert B Steinway stage piano – “For profit” Org. = \$300, “Non-Profit” Org. = \$225
- Rental of Orchestra Chairs - \$50 per day up to 50 chairs, \$100 per day between 51 and 100 chairs, etc.
- Rental of rectangular plastic tables \$10 per table – first six free (5’ and 6’ tables are available)
- Orchestra pit cover removal \$828 (Orchestra pit rental is included in this charge.)

Miscellaneous items available for rental – quote upon request; White Drop – 22’ high x 40’ wide w/horizontal seam, 2 black seamless scrims – 22’ high x 50 wide, 10 intelligent lights, music stands, gels, gobos, black lights, etc.

Personnel charges – All Breen Center events require the use of the Breen Center professional staff. Theater Technicians and House Managers are billed to the client at a rate of \$23 per hour with a four hour minimum call.

## 2. Performance Center Spaces Information

Stage: The Proscenium arch is 48’-0” wide and 25’-0” high at center. Two proscenium extension walls may be rolled in to shrink the opening to 38’-0” wide. Stage depth from the proscenium to the upstage wall is 36’-11”. There is 10’-6” of depth from the Proscenium to the front of stage at center. The SR and SL wings are 17’-5” wide and 36’-11” deep. Load-in access to the stage is through the Scene shop on the West side of the building. The load in door is 9 1/2 feet tall and 8 1/2 feet wide. The door is at stage level with a 60 foot push to the stage. There is no loading dock, but there is ample clearance for an 18 wheeler.

Orchestra Pit: The orchestra pit is directly below the apron of the stage. The pit cover consists of 16 sections that are manually removable. It is 9’ deep at each end, 10’ – 6” deep at center, and 40’ wide.

House: The Seating Chamber consists of 526 numbered seats and 2 ADA Accessible seating areas that each may hold up to 4 wheelchairs and/or 6 removable chairs. There is no standing room area in the house per fire code. The “open-air” technical booth from which lights, sound, and projection are controlled is at the back of the house.

Lobby: The Main Lobby is 64’ wide by 27’-6” deep (1,760 square feet) and may be rented separately from the theater. Its square footage is meant to mirror the stage square footage – minus the wings – so that it may double as a rehearsal space.

Dressing Rooms: The Breen Center has 3 dressing rooms off stage left and down a short hall. Each dressing room has lighted mirrors, 15 amp outlets at each station, an audio and video feed from the stage as well as a rolling clothing rack and a metal cabinet for storage. Both Dressing Room 1 and 3 are connected to adjacent restrooms. There are no laundry facilities on site.

Dressing Room 1 - 11 makeup stations

Dressing Room 2 - 7 makeup stations

Dressing Room 3 - 12 makeup stations

Box Office: Is located at the east end of the lobby and is 12' wide by 10' deep. It is equipped with a 6' wide pass-through window, work desk, and work chairs.

Concession Stand: Is located at the west end of the lobby and is 12' wide by 12' deep. It is equipped with a 6' wide pass-through window. There is no access to water, refrigeration, or kitchen equipment of any kind in the concession stand.

Thomas Room: Is a multi-purpose space located at the back of the Breen Center behind the stage left area. It is 32'-8" wide by 30'-8" deep and may be used as a classroom, greenroom, rehearsal, or reception space. The north wall is lined with mirrors which may be covered with a tracked curtain. The floor is covered in Marmoleum to reduce stress on ankles and knees when used as a rehearsal space.

Chorus Room: Is located at the back of the Breen Center behind the stage right area. It is 39'-4" wide by 30'-8" deep. It is equipped with 8 Wenger Signature Series, four-step, choral risers; acoustic curtains and a Yamaha Baby Grand piano. (There is a separate fee for use of the piano.)

### 3. Breen Center Technical Equipment and Information

#### Stage rigging:

The House fly system is motorized and consists of 24 battens. Low trim rests at 4'-0" while high trim rests at 43'-0" (measurements from stage floor to bottom of the pipe). There are two (2) travelers (Main House Curtain and one Upstage), four (4) leg sets, four (4) borders, two (2) black scrim, an upstage white cyclorama, a downstage movie screen, three (3) electrics, and six (6) acoustic towers. There are five (5) open battens available. Only Breen Center personnel may operate the stage rigging system.

(Click here for line set schedule)

#### Lighting:

The house lighting system is controlled by an ETC Ion with 2x10 Fader Wing located in an open lighting booth in the rear of the auditorium. There are (224) 2.4kW dimmers dedicated to stage lighting. These dimmers are distributed with:

1. (40) Forty circuits in the FOH Catwalk 1 (closest to the stage)
2. (6) Six circuits in the FOH Catwalk 2 (farthest from the stage)
3. (6) Six circuits on the House Left side in a "Box Boom" position
4. (6) Six circuits on the House Right side in a "Box Boom" position
5. (3) Three circuits on the Acoustical Shelf above the Lighting Booth
6. (3) Three circuits in the Orchestra Pit
7. (24) Twenty-Four Onstage circuits in wall outlet boxes USR, USL, DSR, and DSL
8. (36) Thirty-Six circuits on Electric 1
9. (36) Thirty-Six circuits on Electric 2
10. (30) Thirty circuits on Electric 3
11. (18) Eighteen circuits in SL Catwalk
12. (18) Eighteen circuits in SR Catwalk

All remaining dimmers are dedicated to architectural lighting and are unavailable for stage productions.

The lighting instrument inventory is maintained in a standard "rep" plot distributed between the FOH catwalks, stage catwalks and 3 stage electrics. Please consult with the Technical Director for information regarding any changes to this inventory. The available instruments are as follows:

1. 18 – ETC SourceFour, 36 degree Ellipsoidal
2. 26 – ETC SourceFour, 26 degree Ellipsoids
3. 29 – ETC SourceFour, 19 degree Ellipsoids

4. 8 - ETC SourceFour, 10 degree Ellipsoidals
5. 1 - ETC SourceFour, 50 degree Ellipsodial with 3 spare barrels
6. 20 – ETC SourceFour Parnels.24—Altman 8" Fresnels20 – ETC SourceFour PAR's with lens kits
7. 14 – Mini-Strip, 6', 3 circuit fixtures
8. 2 – Robert Juliat "Super Korrigan" followspots.
9. 10 Martin Mac 600e moving lights wide and narrow lenses available
10. 2 Martin Mac 700 Profile

#### Sound and Projection:

The house sound system is controlled by a 40 input Behringer X-32 mixing console located in an open engineering booth at the rear of the auditorium. The auditorium features a traditional Left – Center – Right sub speaker configuration for theatrical performances. For cinematic or screening events, the auditorium is equipped with a 7.1 Dolby surround sound system. There are two monitor speakers available for use at no charge. There are microphone and speaker outlets in wall boxes at the stage level USR, USL, DSR, DSL, SL Catwalk, and SR catwalk. Eight (8) wireless microphones are available for use and may be configured into a handheld or lavalier style. A wired Clear-Com Intercom system is installed throughout the Breen Center.

#### Theater Acoustics:

In addition to our sound system, The Breen Center features an auditorium that can be "tuned" to the acoustic needs of individual performances. Acoustic drapery lines the walls of the auditorium and can be added or removed in order to achieve the desired acoustic atmosphere.

#### Projection Equipment:

The house projection system is designed to provide a High-Definition cinematic experience. The projection screen is 18'-0" high by 32'-0" wide. A variety of input sources, including Blu-Ray, DVD, and computer generated sources like Keynote, can be played through the High-Definition projector. Video monitor outlets are available in the dressing rooms, in the orchestra pit, backstage, and at the tech booth.

#### 4. Basic Breen Center Policies

-All renters of the Breen Center must acquire liability insurance naming Saint Ignatius High School as a covered entity for the dates of rental. Failure to do so will result in termination of the rental contract.

-Renters of the Breen Center wishing to serve or sell alcohol at an event must acquire the appropriate permit from the appropriate state agency. Failure to do so will result in refusal to allow the alcohol onto the premises of the Breen Center.

-Eating and drinking is prohibited in both the theater and on the stage.

-Smoking is not permitted anywhere inside the facility or on the grounds of Saint Ignatius High School; this includes using vaping devices.

-Helium balloons are not permitted anywhere inside the lobby, seating chamber, or stage areas.

-Media and music to be to be played through Breen Center equipment must arrive at least 72 hours in advance of the event in order that it may be tested and deemed workable. The Breen Center and its personnel will not be responsible for issues with media turned in beyond this deadline.

-No alterations may be made to the theater seating, including the taping of signs to the seats, without the permission of the Operations Manager.

-Only blue painters' tape may be used to affix posters, fliers, etc. to the walls and windows of the Breen Center. Nothing is allowed to be taped or affixed in any way to the "Wood Wall" in the lobby.

-Fire exits and house entrances must remain clear at all times per fire code.

-Per fire code there is no standing room within the theater; therefore, all patrons must be seated in the theater seats during an event.

-The following equipment may not be moved without prior approval of the Breen Technical Director and/or Operations Manager; drapes and soft goods, lighting instruments, follow spots, sound equipment, film screen, film projector, furniture, and dressing room equipment. However, any changes agreed to by Breen Center staff may carry an added charge.

-The stage floors and walls may not be painted without prior approval, nor may nails or screws be driven into the stage floor without prior approval.

-All chemicals or paints brought into the Breen Center must be accompanied by Material Safety Data Sheets, which includes cleaning fluids, paints, hazer fluids, and all other chemicals. (For more information on how to find Material Safety Data Sheets, or MSDS, please see [www.msdsonline.com](http://www.msdsonline.com).)

-Open flames, including hand held candles, votives, and tea lights are not permitted anywhere in the Breen Center.

-Fire laws require that when an audience is in attendance, there will be no cables, tripods, equipment, or obstructions of any kind in the audience seating area, aisles, exit doors, and hallways. In addition, fire code prohibits sitting or standing in the aisles during a production – this includes photographers. TV cable from production vans to camera platforms must be taped down and approved by the Technical Director prior to the start of the production.

-There is a midnight curfew for all load-ins and rehearsals. The building must be completely clear by 12 a.m. The only exceptions to curfew are post-show strikes and occasional load-ins delayed by a prior event and then only by prior arrangement with the Technical Director and/or Operations Manager.

- All Breen Center crew members have a four hour minimum call. In addition, all Breen Center crew require a one-hour meal break after every four continuous hours of work. If required to work beyond four hours without a break, all crew are paid at one and a half of their regular rate until a one-hour break is received. Load-ins, rehearsals, and performances should be planned with this in mind. The theatre and stage will be locked during this break and no one will be allowed into these spaces until the staff returns.

-Any technical or house crew brought in by renting groups must operate under the direction and supervision of the school's Technical Director and/or Operations Manager and should not expect to operate Breen Center equipment.

-The Breen Center does not have a crew of ushers; therefore, clients generally provide their own. It is recommended that at least 4 ushers/ticket takers be used for an event using General Admission seating, and at least 6 ushers/ticket takers be used for an event using Reserved seating. In the event a client is unable to secure ushers, the Breen Center Operations Manager may be able to do so at a rate of \$60 per usher, per event.

-The Breen Center does not charge for parking, but also cannot guarantee parking is available due to the ever-changing nature of the scheduling of campus events. (There are 120 spaces – plus 4 ADA - in the lot directly adjacent to the building and another 227 – plus 5 ADA – in the lot one block to the east.

-Clients who provide their own marley floors will be responsible for the installation, cleaning, care, and removal of their floor. However, it is possible that Breen Center personnel may assist in this process, but this must be arranged with the Breen Center Technical Director.

- The scheduling of Breen Center personnel needed for any event is up to the sole discretion of the Breen Center Operations Manager.

-Usage of the lobby for displays, vendors, or set-ups of any kind during an event must be approved by the Breen Center Operations Manager.

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