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# Safety Guidelines

As set out in the “Safety Guidelines for the Live Performance Industry in Ontario” York’s H&S policy stipulates that during set up/load-in and strike/load-out the theatre space is considered a Construction Site and must follow the regulations as stipulated by the Ontario Health and Safety Act (OH&SA). As such, everyone who enters a performance space during these times (both on stage and in the audience chamber) must be wearing appropriate Personal Protective Equipment (PPE), including CSA approved foot ware (i.e.-steel toes) and a CSA approved hard hat. There are no exceptions.

Between set up/load-in and strike/load-out, the theatre will revert to an Industrial Site (as defined by the OH&SA) and appropriate PPE must be used when hazards are present (i.e. hard hats must be worn when overhead work is being done). The Performance Facilities Lead technicians(s), *Coordinator, Technical Services OR Manager, Performance Facilities* will be responsible for deciding when the theatre changes between a Construction and Industrial site.

For further information about York's Health and Safety policies and in particular Performance Facilities Health and Safety policies please contact the *Manager, Performance Facilities* or the *Coordinator Technical Services*.

**NOTE:** The Martin Family Lounge has existing tables in the room. Moving these tables or adding tables may require additional time and crew

# Capacity

Standing	125
Seating Theatre Style	80
Seating Cabaret Style	45
Wheelchair Access	Yes

# Stage

**NOTE:** *Martin Family Lounge has a fixed stage with stair access on both Stage Right and Left. Please see page 8 to view Room Layout.*

Stage floor (fixed stage)	10' x 20'
Stairs Width (both sides of stage)	7'-4"
Stage Width	20'
Stage Depth	10'
Stage height	1'-5" - 1/2
Room Size (main level)	45'-6" x 35'-7"
Room Size(balcony)	16'-10" x 35'-7"

**Elevated Work Platforms:** Skyjack SJIII 3219, Skyjack SJIII 3226, Genie GR-15

*House rigging accessories and elevated platforms are a shared resource and are therefore available on a first come first serve basis, **please contact the Coordinator, Technical Services for availability.***

## **Rigging**

*The Martin Family Lounge is not equipped with a Fly System. Additional crew member(s) may be required depending on the rigging requirements. **Please contact the Coordinator, Technical Services for rigging requirements/questions.***

## **Soft Goods**

Item	Qty	Size	Colour	Material	Flame Treated
Acoustic Panels	7	13' x 4'-4"	Red/Purple	Velour	Yes

## **Staging and Risers**

*A variety of risers are available upon request. **For more information about all other available risers, please refer to our [Shared Equipment Document](#)***

# Lighting

The Martin Family Lounge is equipped with an ETC Smartfade. *Circuit connectors are 20 amp new style 3-pin twist lock*

Stage lighting dimming system	ETC 12 Dimmer Pack
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## Lighting fixtures

### House Plot Fixtures

*Relocating house plot fixtures is a **chargeable item**.*

*Please contact Coordinator, Technical Services for more details.*

### Available Fixtures\*

*All available fixtures are shared between venues within Performance Facilities, **availability is based on a first come first serve basis**.*

**Colour Media:** Performance Facilities is a Rosco house with some Lee gels.

**Gobos:** An assortment of gobos, breakups and patterns are available.

**Fixtures Accessories:** Gobo holders, Top hats, Half hats, Eyelashes, Drop-in Iris.

**Please contact the *Coordinator, Technical Services* for more details regarding the existing house plot in the Martin Family Lounge.**

***For more information about all available lighting fixtures please refer to:***  
**[Shared Equipment Document](#)**

## Audio

House Mix Location	Front of House
House Audio Console	Allen & Heath QU-16
FOH Speaker System	2 Meyer UPJ w/Powered Meyer sub
Playback Equipment	1/8" cable into mixing console
Computer Software and Hardware	Available upon request

## Stage Monitoring

*If stage monitoring is required please contact the Coordinator, Technical Services*

**NOTE:** An additional technician is required for shows over four individual monitor mixes

*All available audio equipment is shared between venues within Performance Facilities, please contact Coordinator, Technical Services for availability. Backline is available upon request.*

*For more information about all audio equipment and backline please refer to our [Shared Equipment Document](#)*

**Piano:** The Martin Family Lounge is equipped with a 6' Yamaha piano. Please contact ***the Manager, Performance Facilities for any requests to use this piano.***

**Piano Tuning:** Available upon request for a fee. ***Please contact the Manager, Performance Facilities for pricing details.***

## Video

*All available video equipment is shared between venues within Performance Facilities, please contact the Coordinator, Technical Services for availability.*

*For more information about all available video equipment please refer to [Shared Equipment Document](#)*

## Dressing Rooms

There are no dressing rooms assigned to this venue, however there are dance studios available for use as dressing rooms or rehearsals rooms. These studios are an additional charge. ***Please contact the Manager, Performance Facilities for pricing & availability.***

## Front of House & Box Office

Audience services include professional box office operations and front-of-house services. The box office utilizes the Tixhub Ticketing System, and provides ticketing services (online, in-person and by phone) for clients. Front-of-house services include coatcheck, ushering, catering arrangements and general assistance with event planning.

The CIBC Lobby is a 2,600 sq. ft. shared lobby space fronting the Sandra Faire and Ivan Fecan Theatre and the Tribute Communities Recital Hall. It includes a full-service box office and coat check area. In addition to supporting front-of-house services for the recital hall and theatre, the lobby is an excellent venue for receptions, conference registration, exhibits, marketplaces and small performance presentations. It can be booked separately for special events that may not require a full performance facility.

## Box Office

The AMPD Box Office is located at York University's Keele Campus in Toronto. There are two box office locations:

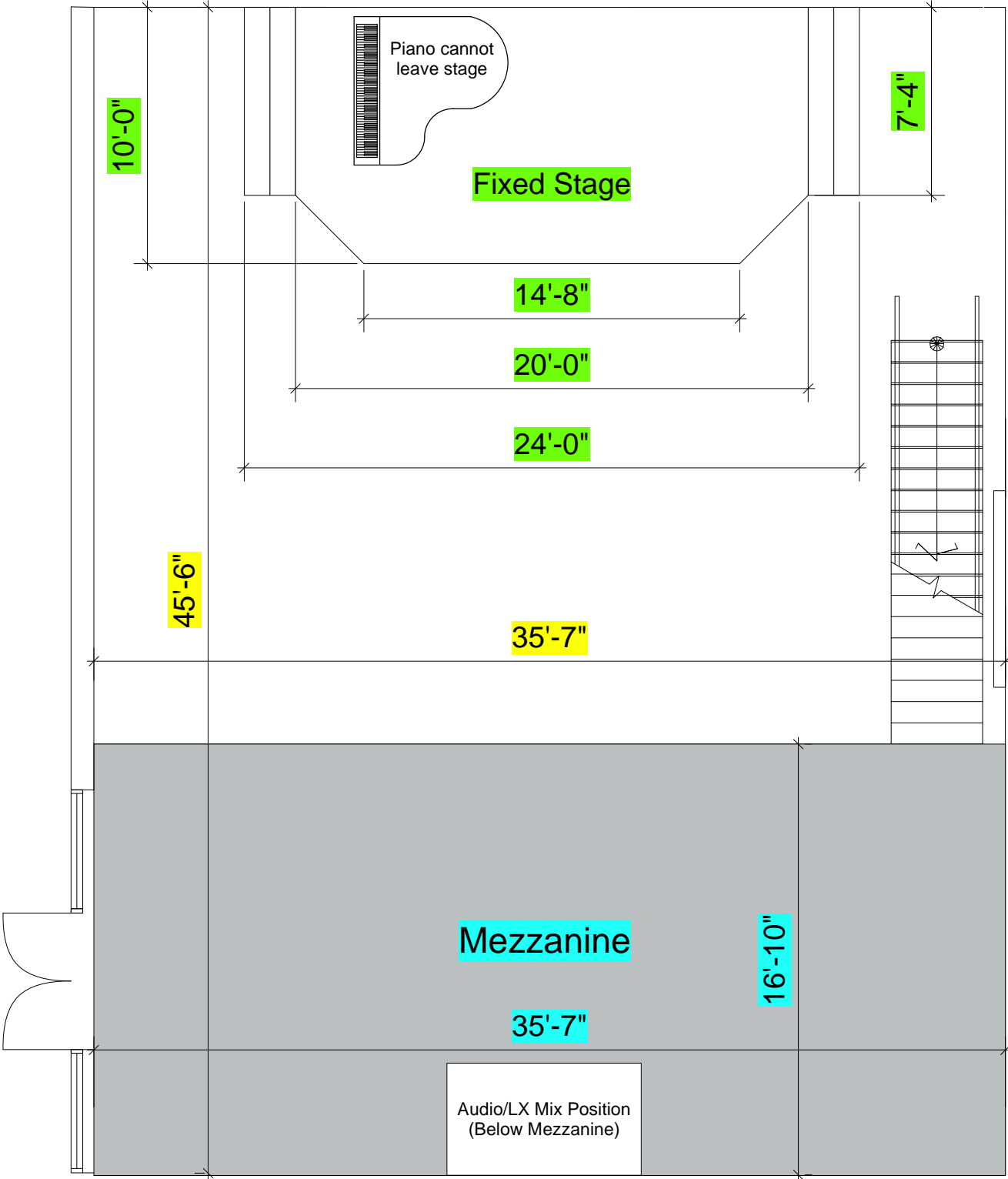
### Accolade East Box Office (main box office):

The Accolade East Box Office is located in the CIBC Lobby of the Accolade East Building. Tickets for all events taking place in AMPD facilities can be purchased in advance at this location.

On the day of performance, the Accolade Box Office provides ticketing services for events in ***the Sandra Faire & Ivan Fecan Theatre, the Tribute Communities Recital Hall, McLean Performance Studio and Foster Acting Studio***. In addition, ticketing services can be provided for any performance in any studio space.

# Groundplan

## Martin Family Lounge



# Loading Dock

<b>Loading to Martin Family Lounge</b>	1 floor below
<b>Dock heights</b>	Two at 4'-7" and one at 2'-6"
<b>Type of docks</b>	Two level loading, 1 van dock
<b>Size of dock doors</b>	h. 9'-10" x 7'-9" w.
<b>Sizes of doors between the dock and the stage</b>	h. 9'-10" x 7'-11' w.
<b>Location of street level loading</b>	On Fine Arts Road at West end of Accolade East building
<b>Maximum truck size capacity</b>	53'-0"
<b>Types of elevators available</b>	Person elevators, one freight elevator which must be operated by a York University Technician

*For a list of our frequently asked questions please go to our FAQ page at:*  
[\*Frequently Asked Questions\*](#)



# Parking

Parking in the loading dock is strictly prohibited; Clients are allowed 10 minutes to load/unload their vehicles.

Parking passes are available upon request,  
***please contact the Manager, Performance Facilities for pricing & availability.***

For more detailed information about navigating through York University Keele Campus, please visit our interactive map: [Accolade East Building](#)



# Contact Information

## Venue Contact

### **Performance Facilities**

120 Accolade East building  
York University, 4700 Keele Street  
Toronto, Ontario, M3J 1P3  
T- 416.736.5292  
[perform@yorku.ca](mailto:perform@yorku.ca)

## Jacquie Lazar

### **Manager, Performance Facilities**

T- 416.736.5776  
[jacquel@yorku.ca](mailto:jacquel@yorku.ca)

## Victor Wolters

### **Coordinator, Technical Services**

T- 416.736.5254  
[victorw@yorku.ca](mailto:victorw@yorku.ca)

## Scott Rennick

### **Front of House and Box Office Coordinator**

T – 416.736.5951  
[scottren@yorku.ca](mailto:scottren@yorku.ca)

## Box Office

T- 416.736.5888  
[boxoffice@yorku.ca](mailto:boxoffice@yorku.ca)

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[Frequently Asked Questions](#)*