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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:** Food and drinks are not permitted in the space, except bottled water.

# Capacity

<b>Total</b>	70
<b>Wheelchair Access</b>	Yes

**Seating**

*There are a variety of seating configurations available. Please contact **Coordinator, Technical Services** for more details.*

## Stage

Stage floor	Sprung with Harlequin dance floor
Floor to bottom of grid	18'-6"
Studio Width	42'-10"
Studio Depth	52'-1"

**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

*ACE 207 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 with any rigging requirements/questions.***

## Soft Goods

Item	Qty	Size	Colour	Material	Flame Treated
Drape	7	18'x12'	Black	Velour	Yes

**Note:** *drapery configuration can be rearranged at an additional cost.*

**Please inform the Coordinator, Technical Services with your rigging or drapery requirements well in advance.**

## 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

Studio 207 is equipped with an ETC Ion with a 40-channel fader wing. ***Circuit connectors are 20 amp new style 3-pin twist lock***

Stage lighting dimming system	Strand C21 – 48 Dim cards
Universes available	2
Remote control	iPad control

## 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 about lighting equipment and house plot configuration  
***For more information about all available lighting fixtures refer to our [Shared Equipment Document](#)***

# Audio

## Performance Audio System

House Mix Location	Control booth
House Audio Console	Yamaha MGP16X
FOH Speaker System	4 EV 3-way passive speakers
Playback Equipment	iMac w/Focusrite Sapphire 40

## 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 available audio equipment and backline please refer to our [Shared Equipment Document](#)*

## Studio Audio System

<b>A/V Location</b>	North East corner
<b>FOH Speaker System</b>	4 JBL 6" 2-way passive speakers
<b>Playback Equipment</b>	Sony 6-channel home stereo, Sony blue ray player, Sony dual cassette player, 2 RCA audio inputs.

**NOTE:** Upon request Performance Facilities can provide the appropriate cable for your audio device to play on Studio Audio System.

## Production Communications

<b>Clear-Com System</b>	Single channel
<b>Location of Master Station</b>	Control booth
<b>Clear-Comm Patch Locations</b>	Control booth, all corners of the studio

## Video

### House Video System

<b>Video Display</b>	Samsung 50" flat screen
<b>Location of display</b>	North-east corner

**NOTE:** Projector screen and video components are not permanently installed.  
Additional time and crew are needed for video projection setup.

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

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

## **Live-streaming**

Performance Facilities is able to support live-streaming of events and has a variety of cameras and video equipment available for use for this purpose. Please note this equipment is a **shared resource and is therefore subject to availability**. Please see our [Shared Equipment Document](#) for a full list of equipment and contact the **Coordinator, Technical Services** for availability and details regarding Live-streaming.

Performance Facilities can accommodate various streaming platforms; however, the preferred platform that the department uses is **Vimeo** which works in conjunction with the box office.

**NOTE:** Live-streaming of events will require additional personnel, time in the space and equipment charges apply

## **Dressing Rooms**

Room #	Makeup Stations	Max. Capacity	Handicap Accessibility	Location
205	7	7	Yes	Next to 207

Additional Studios are available for use as an additional dressing rooms, rehearsal rooms or warm up rooms, however they 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.

## 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.

# Room Layout



# Loading Dock

<b>Loading to ACE 207 Studio</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. 7'-9" x 7'-8"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 refer to our FAQ document:  
[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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