



560 Music Center

 Washington University in St. Louis

Venue Rental Information Packet



Ballroom Theatre

Features a terrazzo floor and a Steinway Piano, the venue can accommodate up to 300 guests. The spacious room allows for a variety of layouts and uses. The perfect fit for a small concert or reception.

Concert Hall

Traditional auditorium space provides 1,092 seats on a single gently sloped level. Featuring a partial-thrust stage and two Steinway Pianos, this is the perfect venue for your concert or community gathering.



Recital Hall

Our beautiful and intimate Recital Hall features a Steinway Grand Piano and seats up to 90 people.

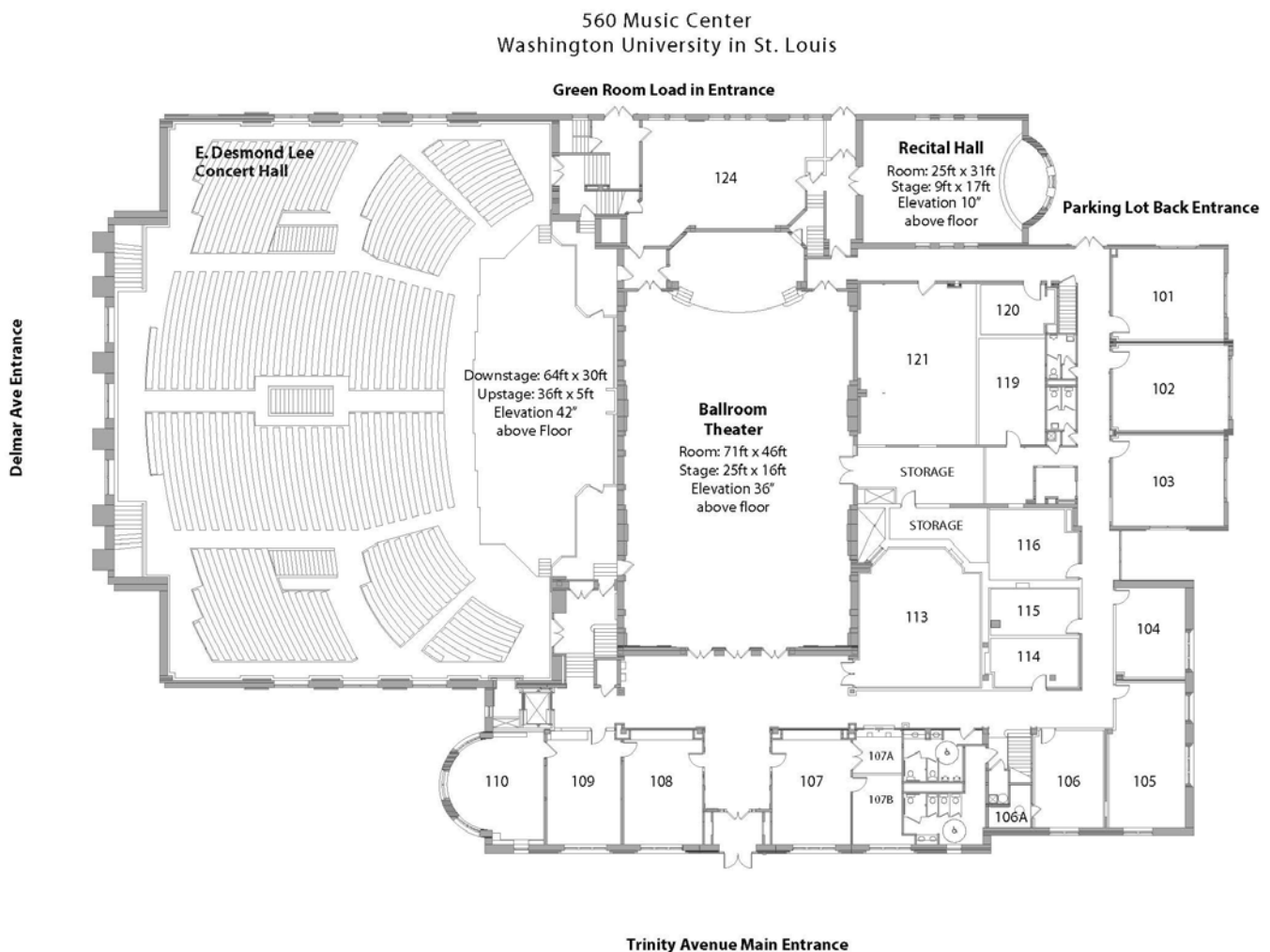
560 Music Center Box Office Fees:

560 Music Center encourages all LESSEES selling tickets to utilize the 560 Music Center Box Office

| | |
|--------------------------------|---------------------|
| Event Set-up Fee | \$75.00 |
| Per Ticket Charge | \$0.60/ticket |
| Box Office Staff for the event | \$13.00/person/hour |

- A 2% handling charge applies to all internet sales
- A 4% processing charge applies to all credit card sales (Visa, MasterCard, Discover, American Express) and WU Bear Bucks sales

*Renter must provide the recommended amount of ushers for their event.



Ballroom Theatre

Large open ballroom, Art Deco style, features a terrazzo floor and historical reproduction chandeliers and sconce lighting.

This space is ideal for recitals, lectures, seminars and receptions. Entrance is via Trinity Ave lobby.



Specifications

Address: 560 Trinity Ave, St Louis, MO 63130

Capacity: 300 people standing, seated at tables, or theatre style

Accessibility: All entrances are wheelchair accessible. Mechanically assisted doors on east side of Ballroom.

Main Floor Area: 46ft wide x 71ft deep

Stage Dimensions: 25ft wide x 16ft deep; Stage elevation 36" above house floor

Stage Type: Proscenium with black stage curtain, no rigging capabilities or electrical battens.

Stage Floor: Tongue and groove, no traps.

Access: A single side door at stage right and stage left (rear). Two permanent stairs from house level downstage right and left. Stage not handicapped accessible.

Lighting: 24 150-watt PAR38 lamps attached to Viewpoint dimmer operated from stage right. No capacity to alter or add to this dimmer or the attached lights. Dimmable chandeliers and sconces.

Audio: 2 QSC K-12 powered speakers fed by an Allen & Heath Zed 10 mixer, with 4 microphone inputs and two stereo line inputs.

Electrical: 1 20 amp circuit downstage right. 1 20 amp circuit downstage at house level. 1 20 amp circuit with 5 between house left wall and upstage wall. 1 20 amp circuit on house right wall by closet.

Piano: Steinway B grand piano on house level. Requests for tunings or to move piano to stage must be made in advance to Production Coordinator and are at the expense of renter.

Loading: Doors are at street level. Preferred loading entrance on east side of building. Maximum width and height are 58in and 94in.

Support Spaces: Support space availability varies depending on school activity.

3 dressing rooms on second floor with counters and mirrors. 1 external unisex bathroom with two showers across from dressing rooms.

Catering Kitchen: A multi-purpose room (Green Room) located directly behind the Ballroom Theatre provides preparation space. Deep well sink, however there is no oven, stove, fryer, etc. Dedicated 20amp circuit for food warmers.

E. Desmond Lee Concert Hall

This traditional auditorium space provides 1,092 seats on a single gently sloped level and features a partial-thrust stage that can accommodate performances from solo recitals to full orchestra concerts. Entrances are via Trinity and Delmar Avenue lobbies.



Specifications

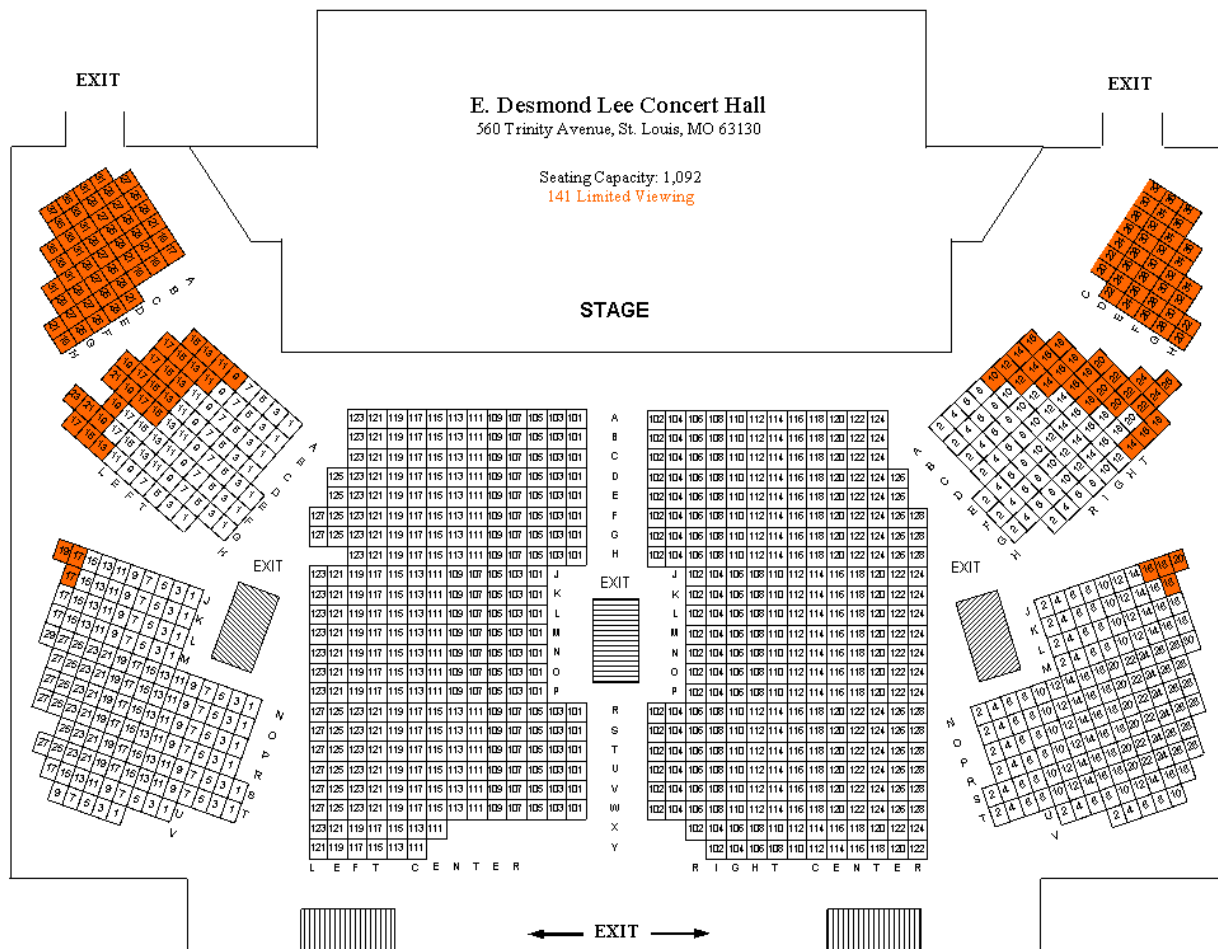
- Address:** 560 Trinity Ave, St Louis, MO 63130
- Capacity:** 1,092 seats
- Accessibility:** 1 elevator, from ground floor to house level, located at the southwest entrance to the house level. This area must be clear of all cabling and equipment after house is open and during the event.
- Stage Dimensions:** 64ft wide by 30ft deep; stage elevation 42in above house floor; 27ft clearance upstage center
- Stage Type:** Open stage. No proscenium, curtains, rigging capabilities or electrical battens. Two 12ft by 16ft section of black velour drape partially masking what was previously organ chambers stage left and stage right. Requests to move Pipe & Drape must be made in advance.
- Stage Floor:** Tongue and groove, no traps.
- Access:** Two single side doors at stage right and stage left. Two permanent stairs from house level at sides. Wheelchair lift available from house to stage left. Use is key activated and must be coordinated with Production Coordinator in advance.
- Lighting:** 16 Pendant lights over the stage platform, dimmable at FOH
2 Canto follow spots on platforms front of house.
(6) Parnel fixtures for stage wash, (2) 19 degree ellipsoidal fixtures for center stage special
ETC Element Lighting Control board
Existing lighting positions provide a warm white stage wash and are unalterable. Additional lighting may be brought in.
- Audio System:** Midas M32 Digital Mixing Console
40 x 8 Snake with monitor splitter and stage boxes
Renkus Heinz ICONYX Column Array with subwoofers
(4) Shure SLX Wireless Microphones
- Electrical:** 1-100 amp single-phase disconnect at backstage stage-left
1-200 amp three-phase disconnect located behind stage-right below stage.
3-20 amp circuits located down-stage in floor pockets.

Instruments: 2 Steinway D concert grand pianos, 4 Timpani permanently located on stage. Requests for tunings must be made in advance to Production Coordinator and are at the expense of renter.

Loading: Loading doors are 6' below stage at street level and located on the east side of the building. There are two sets of double doors, a seven-step stairway, and a single door (stage-right) or Double doors (house-left) between loading doors and stage with 6 steps to stage level. Front side load-in with elevator to Concert Hall level may be arranged through Production Coordinator.

Support Spaces: Support space availability varies depending on school activity.
3 dressing rooms on second floor with counters and mirrors. 1 external unisex bathroom with two showers across from dressing rooms.
A multi-purpose room (Green Room) located directly behind the Ballroom Theatre provides preparation space.

Note: Food and beverages are not allowed on stage or in the audience.



Recital Hall

This venue is a more intimate setting and features a small stage and stained glass windows and is ideally suited for recitals, lectures, and meetings. Entrance is via Trinity Ave Lobby



SPECIFICATIONS

Address: 560 Trinity Avenue at Delmar, St. Louis, MO 63130

Capacity: 90 includes performers/presenters
70 chairs theatre style standard set. Expandable up to 84.

Accessibility: Entrance is wheelchair accessible.

Main floor area: 25' wide x 31' deep

Stage Dimensions: 17' wide x 9' deep x 10" high

Type: Proscenium; no curtains or drapes.

Floor: Tongue and groove, no traps. No rigging capabilities, grids, borders, lines, electrical battens, empty pipes, or pin rail.

Access: Entrance is through 1 set of double doors 4' 10' ' wide x 8' high.

Lighting: Typical room lighting. No stage lighting available

Audio System: None

Piano: 1 Steinway B grand piano

Loading: Loading doors are at street level and located on the east side of the building.

Dressing rooms: Dressing room availability varies depending on school activity.
3 on second floor, 1 external ½ bath across hall
A multi-purpose room located directly across the hallway provides essential preparation space.

Note: Food and beverages are not allowed in this room.

Equipment List

Tables:

Cabaret Tables (3' diameter, adjustable height) - 12

Large Rounds (6' diameter, seat 8-10 people) - 24

Rectangular Folding (6' long) - 5

Rectangular Folding (8' long) - 5

- Black skirting for rectangular tables available upon request. The 560 does not have any linens in house.

Chairs:

Green Upholstered Banquet Chairs- 300

Grey Upholstered Orchestra Chairs- 100 (Concert Hall Only)

Music Stands:

Manhasset #48- 75

Lighting (Concert Hall):

Follow Spots- 2

Source4 19 - 6

Console- 24 channel stage/Dimmer control with DMX control running to two ETC SmartBar dimmers

Lighting (Ballroom):

LED Stage Bars for up lighting- 6 (static color)

LED Colorado Zoom4- 9, permanently focused to stage and floor in front.

Control- Touch screen panel, pre-programmed looks.

Staging:

Wenger Conductor Podium- 1

Oak Lectern- 1

10' Boom and pole- 2

Pipe and drape-

- 4 X 16 black velour Drape- 16
- Adjustable uprights 9' -16' - 6
- Base with pin- 6
- Telescoping crossbar 7' ,10' ,12' - 4

Trouper Seated band Risers (Concert Hall)- 9

- 4 X 6 X 8- 3
- 4 X 6 X 16- 3
- 4 X 6 X 24- 3

Choir risers- 5

Audio :

Midas M32 Digital Mixing Console (Concert Hall) - 32 mono inputs, 16 Aux busses, 8x matrix

Behringer X32 Digital Mixing Console - 32 mono inputs, 16 Aux busses, 8x matrix

HJB CD Player/Recorder, Dual well (Concert Hall)

QSC K-12 powered loudspeaker, 12" 2-way (used as on stage monitors) Quantity-2 (Concert Hall)

Mackie SRM451 powered loudspeaker, 12" 2-way (used as on stage monitors) Quantity -4

K&M Microphone Boom Stand Quantity-6

Shure SM58 Dynamic cardioid vocal microphone Quantity-4

Sennheiser e614 Condenser super-cardioid instrument microphone Quantity-2

AKG C451B Condenser cardioid all-purpose microphone Quantity-2

AKG C414XLS Multi Pattern Condenser microphone Quantity-2

Shure SLX Wireless Microphone System (Concert Hall - 4, Ballroom - 2)

**For more information or to schedule a tour, please contact:*

Bess Moynihan- Production Manager (314) 935-2926

Bess.moynihan@wustl.edu

Street Address:

560 Trinity Ave.

St. Louis, MO 63130