



University  
of Houston  
Clear Lake

# BAYOU THEATRE

## Technical Theatre Packet #1

[www.uhcl.edu/bayoutheater](http://www.uhcl.edu/bayoutheater)

Updated January 2013

This document is designed to give quick answers to several levels of information needed by individuals or organizations renting the University of Houston-Clear Lake Bayou Theatre. It does not include university policies for on-campus guests.

Packet #1 gives a general overview of the facility area, rental costs, seating charts, etc... For most interested parties, this will be enough information. Packet #2, covers the specific technical questions that arise when an interested party is looking at the Bayou Theatre’s performing and scenery display capabilities.

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# Rules And Guidelines

The following are some major rules and guidelines for the UHCL campus in general, for a more complete description see SSP Policies and Procedures handout.

## General Campus Rules and Guidelines:

### **No Firearms or other Weapons**

anywhere on campus.

### **No Alcohol**

is allowed.

### **No Animals are allowed inside buildings**

with the exception of guide animals for the disabled.

### **No tobacco products**

except in designated smoking areas.

The following rules and guidelines apply specifically to the Bayou Theatre.

## Theatre House Rules and Guidelines:

### **No food or drinks**

in the Bayou Theatre seating area.

**This includes gum and candy!**

### **No climbing on or over**

the house seats.

### **Do Not Block Stairways, Exit Doors or Aisles,**

this includes tripods, tables, chairs and people.

# Rules And Guidelines

(Continued)

The following rules and guidelines apply specifically to the Bayou Theatre.

## **Stage Rules and Guidelines:**

### **No Firearms or other Weapons**

all “weapon” type props must be approved before being brought on campus.

### **No Fires, Fireworks or Pyrotechnic Effects**

without prior approval.

**This includes Candles!**

### **Do Not Block Stairways, Exit Doors or Aisles**

this includes tripods, tables, chairs and People.

### **No Live Animals**

without prior approval.

### **The Scene Shop is NOT a dressing room**

and may not be used for this purpose.

### **The Audience is NOT permitted onstage**

without specific approval from the Theatre Supervisor.

# General Information

## UHCL General Provisions and Intent

“The University of Houston-Clear Lake will endeavor to provide meeting space for approved groups or organizations on a space available, first come, first served basis.”

(from “UH-Clear Lake Policies for Requesting use of University Facilities”)

## Brief Description of the Facility

The Bayou Theater is the principle performing arts facility for the University of Houston-Clear Lake. Indeed, it is the premiere performance space for the Clear Lake/Bay Area. As a proscenium stage, built in 1976, the theater seats 500 in a continental configuration offering an intimate environment with no obstructions and no seat farther than 60 feet from the stage.

## The Theater Complex Includes:

- ❖ A box office adjacent to the main theater entrance doors.
- ❖ Two dressing rooms backstage with lighted mirrors, toilets, sinks and showers.
- ❖ A "Green Room" where performers can wait before making entrances onto the stage.
- ❖ The Scene Shop –A woodshop, with large power saws, hand tools, air compressor and paint area with sink. Use of tools and equipment in the shop must be approved by the Theatre Supervisor.

## House Seating Capacity is 500

- ❖ There is no Balcony Seating and no Orchestra Pit.
- ❖ The Bayou Theatre **does not** have wheelchair seating

# Theatre Equipment

## Audiovisual:

The Bayou Theatre has microphones, cables, Digital Projectors, Computers, and Lighting, the following is a brief description:

- ❖ Two Digital LCD Projectors, one for PowerPoint use and one for Motion Picture use.
- ❖ Two DVD players capable of being routed to either projector.
- ❖ A Movie screen capable of displaying Cinemascope size images.
- ❖ One Laptop PC with Microsoft Office 2010.
- ❖ One overhead transparency projector and one ELMO Visual Presenter.
- ❖ Complete Sound System capable of sending audio to the House, Stage, Backstage areas, Shop, and Atrium I.
- ❖ Approximately 8 Vocal and Instrument Microphones.
- ❖ Two Wireless Microphones
- ❖ Two CD players and one cassette tape deck.

For full details request Technical Packet #2 from the Theatre Supervisor, or visit [www.uhcl.edu/bayouthheater](http://www.uhcl.edu/bayouthheater).

## Other Equipment:

Steinway Studio Grand, size 7'-0"

We strongly recommend that the client engage the services of a piano tuner before use, the Bayou Theatre does not tune the piano on a regular schedule.

Marley Dance Floor

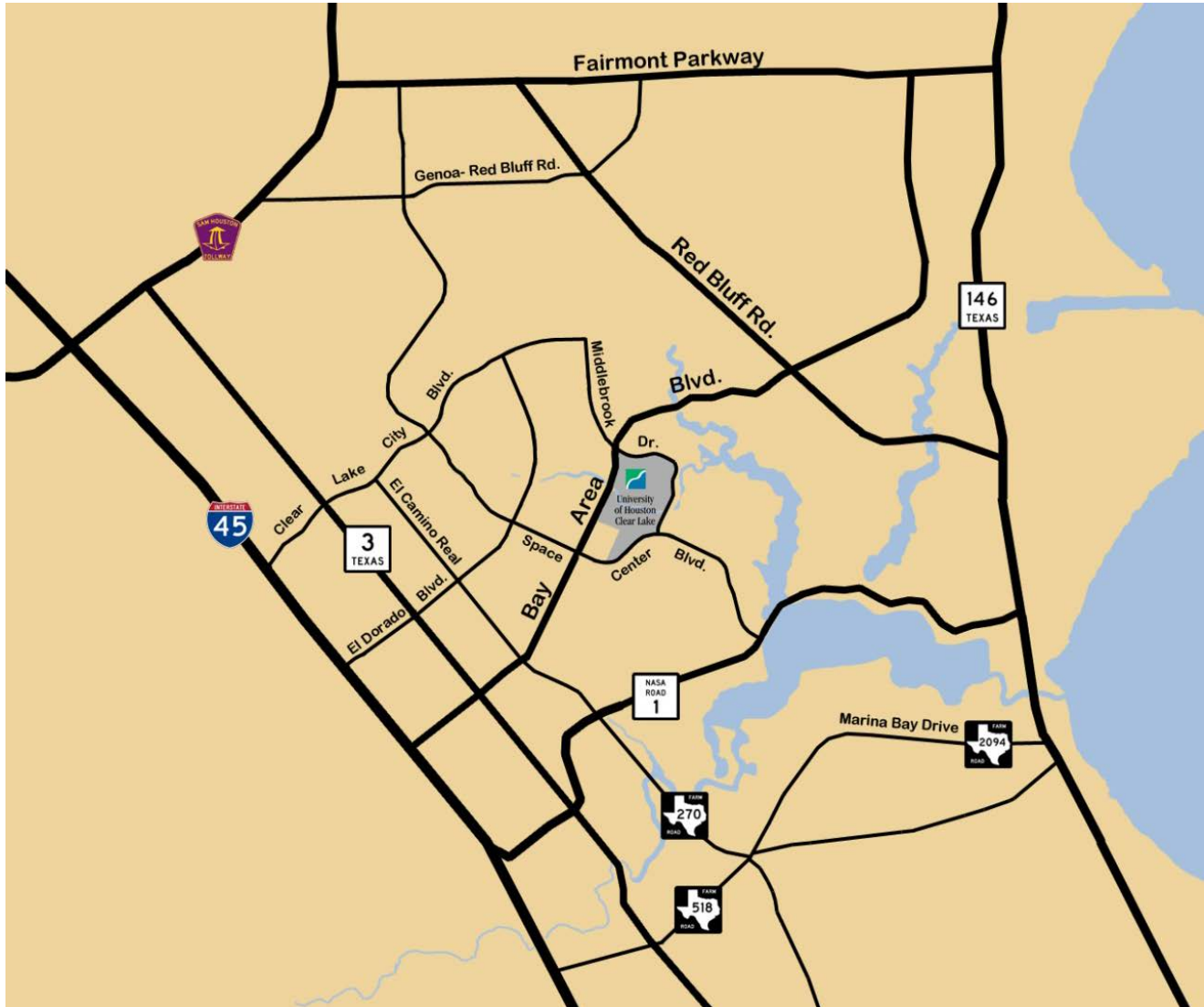
Please contact the Theatre Supervisor at least two weeks in advance to arrange to have the dance floor laid.

Platforms and Risers

Heights and sizes vary, please contact Theatre Supervisor for more information.

## Directions to UHCL Campus:

From Houston (and either airport)- Take I-45 south to Bay Area Boulevard. Go east on Bay Area Boulevard for 3.75 miles. The first stoplight after Space Center Boulevard is University Drive and UHCL entrance one. See map below, A UHCL campus map is on the following page.



## Loading Dock

### Directions

From entrance one on Bay Area Boulevard, Follow signs to the Bayou Building. Turn Right on Bayou Drive (toward Student Parking Lot D). Turn Left at the third (3rd) drive on the left hand side. Go straight back till road makes a "T". Then turn left. The loading dock is on the right near the student entrance.

### Specifics

There is at least a 13'-8" clearance for trucks. The loading dock opening is 14'-0" wide and 8'-6" high. Once inside, there is a slight left turn to maneuver in the scene shop to access the stage proper. (The two doors are just offset from one another).

## Parking Information:

We recommend ALL clients contact the UHCL Police department to confirm parking arrangements.

You **MUST** contact the UHCL Police Department if you:

- ❖ Have a large Truck or Trailer
- ❖ Are arriving in busses or expecting audience groups to arrive in them
- ❖ Will need parking on Monday through Friday for more than 50 vehicles

**DO NOT Park in employee lots**, reserved spaces or other areas not designated for parking.

- ❖ Employee Lots and Reserved Spaces are enforced **24/7!**

**Visitor Parking is \$5 at the gate**

### Monday through Friday

Everyone, including performers, technicians, volunteers and members of the audience must park in the "Visitor Lot".

Clients that are expecting to have more than 50 vehicles, must contact the UHCL Police Department to make parking arrangements.

Failure to make arrangements may result in parking tickets, fines, and/or vehicles being towed

### Saturday and Sunday

Parking in "Lot D" is permitted without charge, however vehicles parked in any designated employee lots, reserved spaces or other areas not designated for parking may be ticketed and/or towed.

### Loading Dock

Trucks and cars are not allowed to park in the Loading dock drive and must be removed from the area after they are unloaded.





## Performers Entry:

At the loading dock, the door on the left is the Backstage Entrance for performers and crew.

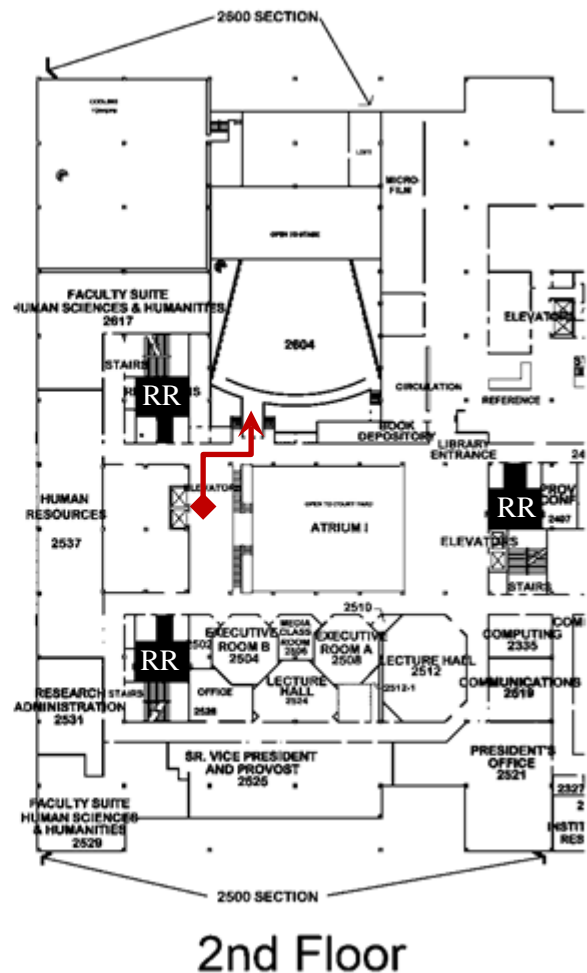
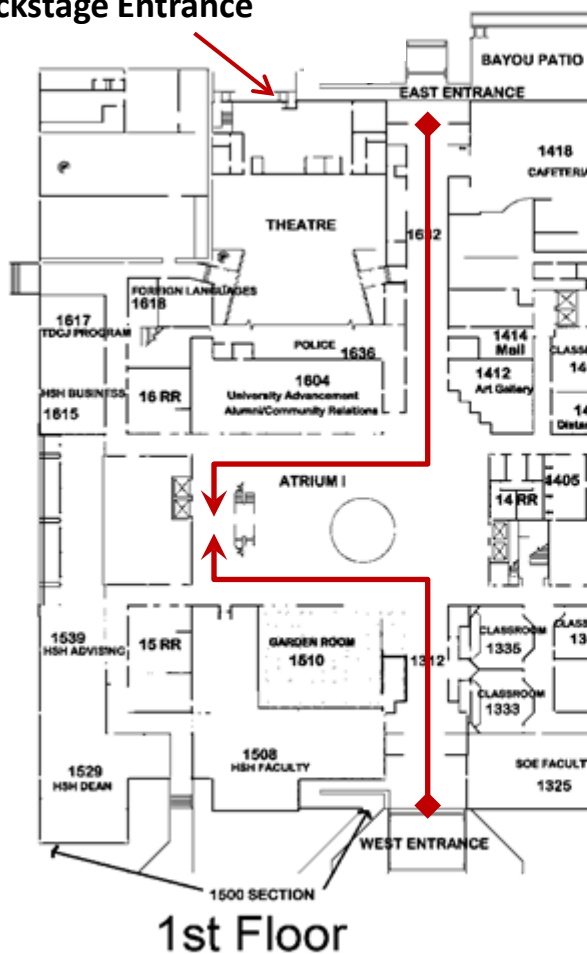
## Audience entry to the Theatre:

From Lot "D" the audience can enter the Bayou Building at the Student Entrance on the East side of the Building (just to the left of the Loading Dock and Backstage Door).

From the "Visitor Lot", the audience can enter the Bayou Building at the Main entrance on the west side of the building.

After entering the building, proceed down the hall and take a right (left if coming from the Visitor lot) at the large open area with large plants, This is Atrium I. Either take the stairs that are directly in front to the second floor or take the elevators behind the stairs. The Bayou Theatre is at the top of the stairs on the student entry side.

### Backstage Entrance



# BAYOU THEATRE

## Rental Fee Charges

effective September 1, 2012 through August 31, 2013

### Facility Fees:

Morning or Evening Block: (7 AM to 3 PM or 3 PM to 11 PM)	\$ 416.00
Consecutive 8-hour Block:	\$ 616.00
Off Hours: (All hours between 11 PM - 7 AM)	\$ 100.00/HR.

### Expendable & Microphone Fees:

#### Out of Pocket Expenditures

Including gel, lamps, rope, cable, tape or engineering/recording materials (to be assessed as needed)

Minimum:	\$ 50.00
Typical (Full Stage Use):	\$ 75.00
With Marley Dance Floor:	\$ 100.00
Earset Microphones (per mic):	\$ 25.00

### Deposits:

	Per Block/Week
Morning or Evening Block : (7 am to 3 pm) or (3 pm to 11 pm)	\$ 600
8 Hour Block : (Any 8 consecutive hours between 7 am and 11 pm)	\$ 800
Morning + Evening Block (Full Day): (7 am to 11 pm)	\$ 1200
Weekly: (3 Days or More)	\$ 3000

Clients using more than 8 hours per day,  
must reserve and pay for the entire day.

# BAYOU THEATRE

## Rental Fee Charges

(Continued)

effective September 1, 2012 through August 31, 2013

### **Staffing Information:**

The Bayou Theatre is located on a university campus and is not a Union House. The theatre has one full-time staff member. It also has three-to-four part time student workers.

### **Staff Fees:**

There is a four hour minimum for all staff.

Minimum Crew consists of Two Technicians and the Theatre Supervisor.

Theatre Supervisor:	\$ 18.00
Overtime Rate:	\$ 27.00
Technicians:	\$ 14.00
Overtime Rate:	\$ 21.00

(This includes any work accrued during load in/setup, during performance, and during load out)

### **Overtime Rates Apply:**

For all staff for any time worked during off hours. (11 PM – 7 AM)

For any time Technicians work after 8 hours (Daily).

For Theatre supervisor based on a 40 hour work week, Tues-Wed.

all fees are subject to change without notice

# Event Setup and Planning

## On-site Visits

Tours and walkthroughs of the theatre are available by appointment, Monday through Friday, based on availability.

## Event Setup and Strike

The Client is responsible for all time used in the theatre, and any and all staff time required to Setup, and Strike (teardown) the event. This includes setup of platforms, microphones, curtains, chairs, tables, etc...

All staff and facility rental fees will be billed in minimum time increments of 30 minutes.

**No Activities may take place in the theatre without Technicians Present!**

## Stage Lighting Setup

The Bayou Theatre's "House Standard" lighting plot typically provides satisfactory lighting for most events. If sufficient time is reserved, the theatre staff can refocus a limited number of specials without a lighting designer present.

The Client Must provide a Lighting Designer to:

- Hang, Gel, and/or Circuit lighting Instruments
- Focus any wash lighting from house standard.

Any changes needed to the lighting plot are subject to approval from the Theatre Supervisor, the client is responsible for all time needed to make any changes, and for all time required to restore lighting back to house standard after the event.

## Ticketing Information

The Bayou Theatre does not have a staffed box office, or sell tickets, the client is responsible for all ticket handling, sales, and pricing.

# Event Setup and Planning

(Continued)

## Reservation information

For up to date availability information, and to reserve the Bayou Theatre, please contact the Office of Scheduling & Space Planning.

For technical inquires, theatre information, and rental estimates contact the theatre supervisor.

### Scheduling Office Contact:

Tatyana Royer  
[royer@uhcl.edu](mailto:royer@uhcl.edu)  
281-283-2199

### Theatre Supervisor:

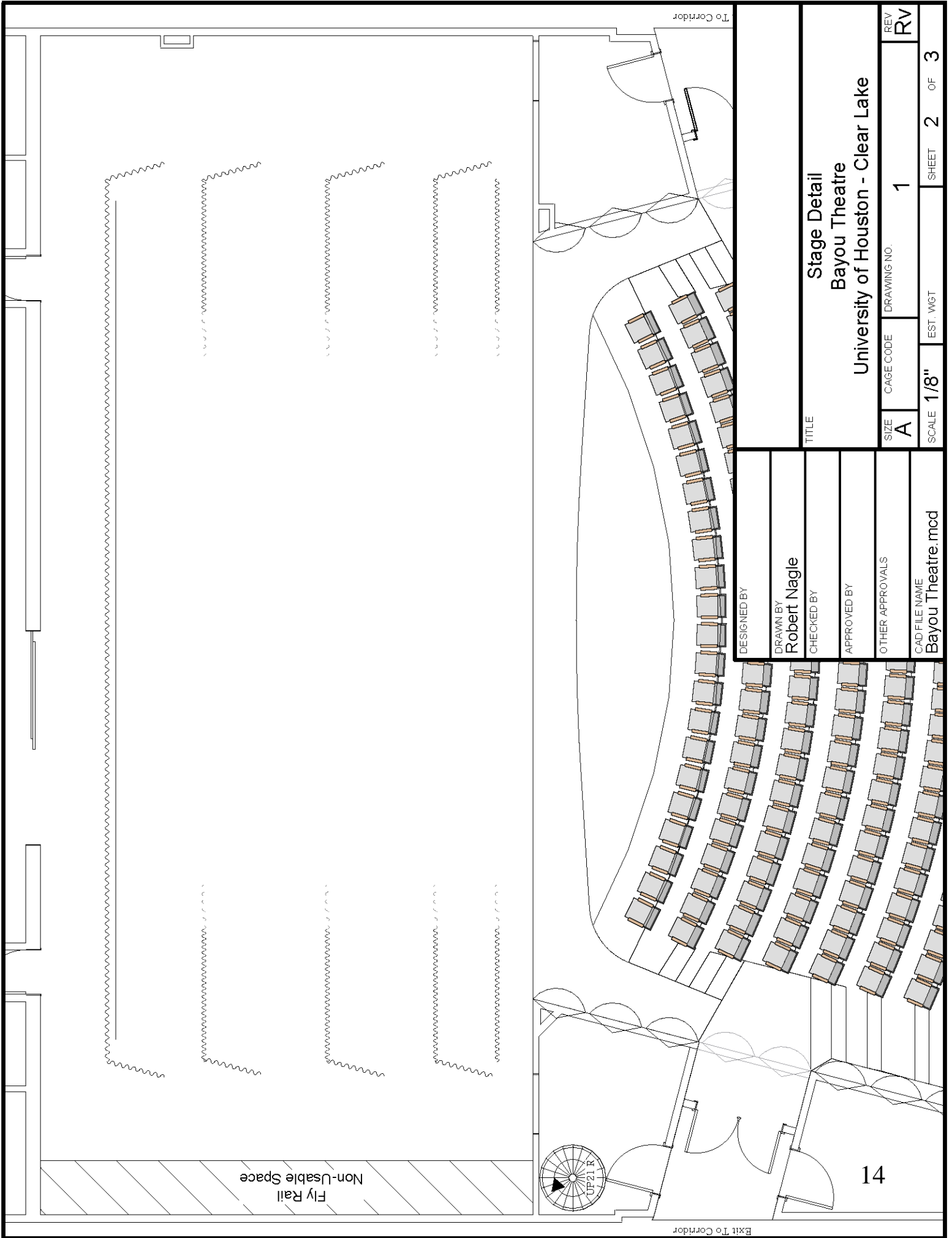
Robert Nagle  
[nagler@uhcl.edu](mailto:nagler@uhcl.edu)  
281-283-2562

A list of additional contacts for other departments on campus is available on [page 16](#)

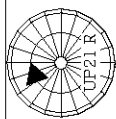
## Presentation of Copyrighted Content

The University of Houston Clear Lake does not cover license rights for content to be presented. Clients are responsible for obtaining the rights to present content such as, Music, Motion Pictures, Musicals, Ballets, and Dramatic productions (Plays). In most cases, separate rights are also required for recording, such as audio recording, photography, videography and streaming over the internet.

The Theatre Supervisor may request proof of rights before any copyrighted content is presented. Failing to obtain rights may result in the cancelation of the event without refund, if an event is canceled after load-in, the client is responsible for any rental fees and any other charges incurred.



Fly Rail  
Non-Usable Space



Exit To Corridor

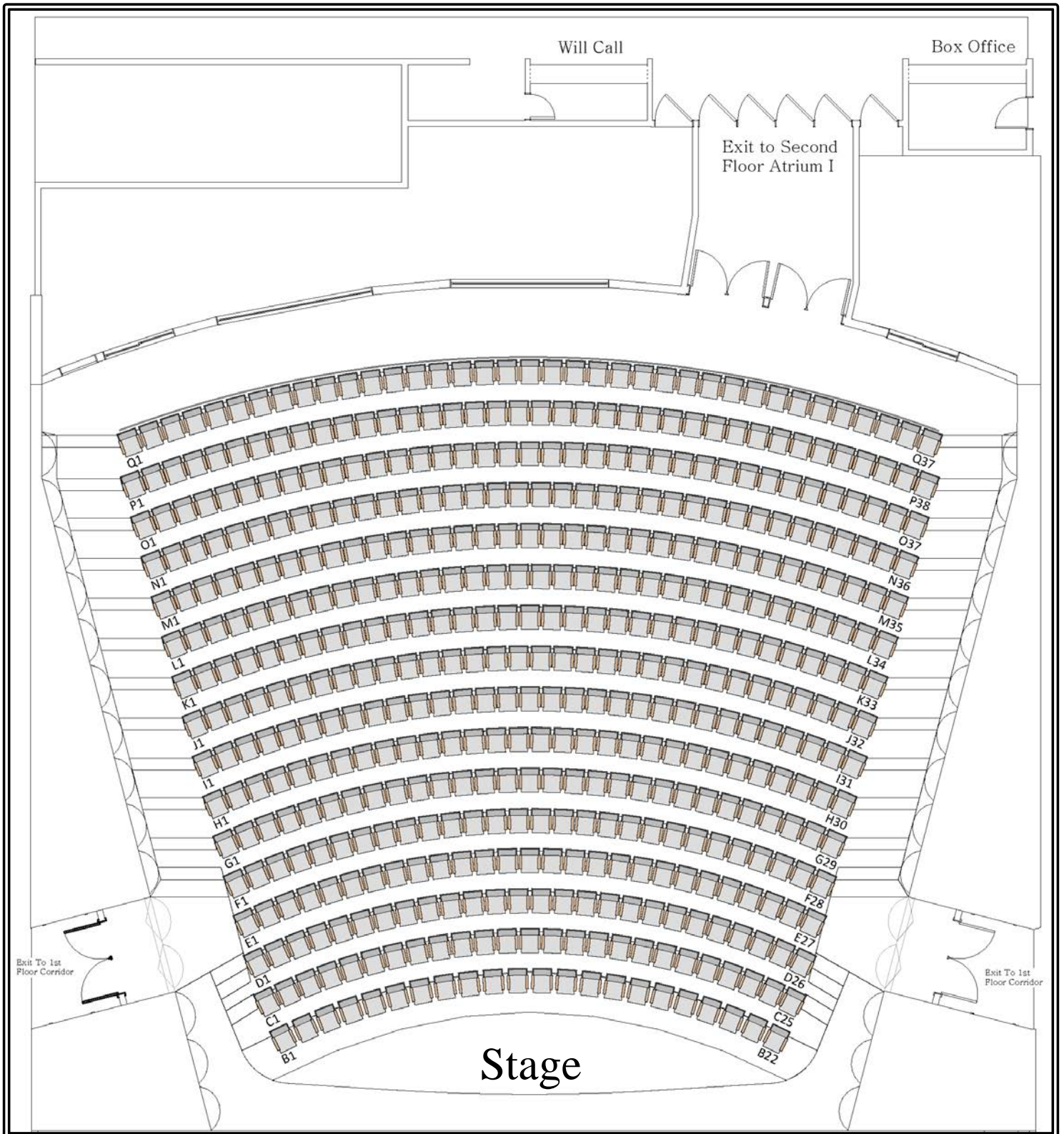
To Corridor

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Stage Detail Bayou Theatre University of Houston - Clear Lake		SHEET		2 OF 3

# BAYOU THEATRE

## House Seating Chart



## Address

University of Houston-Clear Lake  
Bayou Theatre  
Box #198  
2700 Bay Area Boulevard  
Houston, Texas 77058

## Phones:

- |   |                             |              |
|---|-----------------------------|--------------|
| – | Scheduling & Space Planning | 281-283-2200 |
|   | Fax #                       | 281-283-2257 |
| – | Bayou Theatre Control Room  | 281-283-3340 |
| – | Theatre Supervisors Office  | 281-283-2562 |
|   | Fax #                       | 281-283-2566 |

## Contact Information for Other Departments:

### [University Computing & Telecommunications](#)

281-283-2828

E-mail: [Supportcenter@uhcl.edu](mailto:Supportcenter@uhcl.edu)

### [Campus Bookstore](#)

281-283-2180

### [Food & Catering Services \(Aramark\)](#)

281-283-2650

E-mail: [FoodService@uhcl.edu](mailto:FoodService@uhcl.edu)

### [Facilities Maintenance & Construction](#)

281-283-2015

### [Copy & Printing Services](#)

281-283-2220

### [University Advancement](#)

281-283-2021

### [Disability Services](#)

281-283-2627

### [Library](#)

281-283-3900

### [UHCL Police Department](#)

Phone: 281-283-2222

E-mail: [policechief@uhcl.edu](mailto:policechief@uhcl.edu)

### [Receiving](#)

Phone: 281-283-2204 Fax: 281-283-2208

### [Student Life Office](#)

281-283-2560