

# **Tivoli Theatre** **Technical Information Packet**

Rev. March 10, 2018

**Tivoli Theatre**  
**Downers Grove, Illinois**

DOWNERS GROVE  
PHOTO STUDIO



## **History**

The Tivoli Theatre opened its doors on December 25, 1928, as a mixed use venue, movies and Vaudeville. Coming to life upon the invention of sound films, the Tivoli Theatre is the second theatre in the United States specifically designed to accommodate “talkies”. With the Depression and the shift away from Vaudeville entertainment the Tivoli was not used in earnest for live stage productions until the 1990’s. In the 1950’s the stage was actually rendered useless with the installation of a CinemaScope screen which covered the entire proscenium arch. The Tivoli has changed ownership many times over the years but has never been closed except for repairs and renovations. The present owners acquired the Tivoli building and took over the theatre operations in 1978, and embarked upon a course of restoration and modernization that continues to this day. The CinemaScope screen is gone, the theatre has been lovingly redecorated in a scheme designed by famed decorator Joe Ducibella, and the projection equipment has been updated to the latest in Christie 4K digital equipment and Dolby 7.1 digital sound.

However, the stage remains as a historical entity in many respects, including but not limited to the *original 1928 Frank Adams Major rheostat lighting control system*, fully restored and operational. (Read further; we also have full DMX capability.) Since there was no “live” sound equipment from 1928, the live sound system is modern and completely up to date for most shows in the Tivoli. Provisions are made for touring companies requiring more extensive sound capabilities.

Though not the original instrument, the Tivoli Theatre has a 1924 Wurlitzer Pipe Organ in pristine condition, which can be made available to client musicians. House organists are also available to perform, and play before movies every Friday and Saturday evening.

## **Location & Access:**

5021 Highland Avenue  
Downers Grove, IL 60515  
Manager’s Office: 630-968-0360  
Stage Door on Highland Avenue, north end of building, via parking lot.  
Loading Dock (stage left) on Rogers Street, North end of building,  
via parking lot. (No dock plate is available.)

## **Parking:**

Building parking areas facing on Highland Avenue and Rogers Street.  
Public parking by railroad tracks ½ block to the south.  
Public enclosed parking about 2 blocks south of the theatre.

## **Seating:**

1000 Seats of which 11 are handicap spaces.

## **Orchestra Pit:**

There is no orchestra pit as of March, 2015. The pit has been covered over to make the stage a "thrust stage" design, increasing dramatically the size of the stage. The organ comes up through a trap door on stage left in the thrust portion, on a hydraulic lift. If the organ is used an area about 8' by 8' needs to remain unobstructed. Otherwise the stage is complete and uninterrupted.

## **Dressing Rooms:**

Located in basement, access via stairs on stage right.

(3) 2-3 person rooms with sink.

(1) 4-5 person room with sink.

(1) wardrobe/prop room, locked.

Green room with iron and ironing board.

Additional 20 person room with makeup lights and counter is located adjacent to the green room, under the orchestra pit with another adjacent room for additional 20 persons. This room has closed circuit TV feed showing stage action from audience viewpoint.

(2) restrooms, individual use, male/female or unisex.

Movable wardrobe racks are available.

## **Dimensions:**

Proscenium opening: 40' wide x 22' high

Main Act Curtain opening: 38' wide x 22' high

Depth of stage at center of curved edge: 32'

Curtain line to rear wall: 17'

Front of stage curve to curtain line at center: 15'

Stage width between legs: 36'

Effective stage height: 20'

Height of stage above front row: 4'

Stage Left space: 10' deep x 8' wide

Stage Right Space: 10' deep x 4' wide

Remainder is lightboard, fly system,  
and basement access

Stage Floor: hard maple, flat black

Loading dock upstage left, double width doors.

Driveway lines up with dock directly.

Loading Dock to ground: 41"

Loading Dock to Street: 55'

## **Rigging:**

Single Purchase Counterweight Fly System on stage right.

*No free line sets are available for client scenery.*

*Client goods may not be double hung on existing soft goods.*

No access to grid floor; linesets cannot be moved.

Lineset #1: Main Act Curtain (dead hung), motorized traveler

Lineset #2: Grand Valance

Lineset #3: 1<sup>st</sup> Electric (currently at max load)

Lineset #4: Movie Screen

Lineset #5: 2<sup>nd</sup> Electric (short width, not full stage width)

Lineset #6: Masking & Side wings

Lineset #7: 3<sup>rd</sup> Electric (short width, not full stage width, currently at max load)

Lineset #8: Rear black traveler and upstage wingset combination

Main Act Traveler and Grand Valance are red with gold trim.

All other softgoods are black velour.

## **FOH Booth:**

Sound and DMX lighting control is in open booth, center rear of house, between Aisles 2 & 3. There is no room to accommodate client equipment, nor will house equipment be removed for any reason. Booth will seat three persons. Client member is welcome to a seat if not used by Tivoli personnel.

## **Sound:**

### **Control:**

Soundcraft Si Performer 3 digital mixer

32 mic/line channels available from stage

2 main house sends to fixed speaker arrays

6 aux sends to stage with amps

2 extra general purpose sends without amps to stage

All sends can be on separate mixes

(2) professional CD decks w/ pitch & cue, plus MP3 and USB Drive capability

Windows PC with digital audio for recording, playback, sound editing

### **Amplifiers: (mounted in audio rack stage right)**

(4) Electro-Voice Dual 300 Watt Amplifiers (8 channels total)

(normally assigned to Main L&R, plus Aux 1, 2, 3, 4, 5, 6)

(1) Dual 150 Watt amplifier for backstage monitor and dressing rooms

## Speakers:

### House Mains:

(2) LaScala Model 525 Speaker Systems

### Stage Monitors:

(4) JBL Control Monitor speakers

(6) 12" wedges, various brands

(1) 15" wedge

## Circuits:

32 XLR balanced, Switched Phantom Powered lines from stage right to mixer

12 XLR balanced high-level lines from mixer to stage

(2 are fixed for main house speakers, remainder are patchable)

## Mics:

(4) Sennheiser EW135 Handheld Wireless Microphones

(3) Sennheiser EW112 Wireless Bodypack Microphones

Note: two of the handheld mics share receivers with two of the Bodypack mics. 5 wireless mics can be used at any one time.

(1) Audio-Technica wireless handheld mic

(4) Shure BG4.1 condenser microphones

(9) Sennheiser E835 condenser microphones

(2) Samson R11 dynamic microphones

(4) Crown PCC160 boundary microphones

(2) Shure Omnidirectional dynamic microphones

(1) Set of 7 Nady drum mics and rim clips

(4) Audio-Technica Propoint hanging mics (on 1<sup>st</sup> light pipe)

(6) D-I boxes (4 single channel, 2 dual channel)

(4) microphone stands, round base to 66 inches (two chrome, 4 black)

(18) Tripod mic stands with attached booms (black)

(2) Short boom mic stand (black)

(6) short microphone stands for floor or desk use

(2) tall mic boom stands, to 10 feet

## Wireless Frequencies Used:

740.100 mHz

631.500 mHz

630.300 mHz

520.525 mHz

740.600 mHz

## Other Features:

Mono Hearing Impaired system off main house feed.

Mono Lobby Speakers on separate mix

Mono Backstage and Dressing Room monitors on separate mixes.

Live recording or audio feed is possible with feeds from main mixer.

***In order to protect our antique and delicate decorative plaster we strictly enforce an average sound limit of 98dB (C weighting) with peaks not more than 103dB (C weighting). There will be no exceptions to this.***

## Lighting:

### **Lighting Control:**

#### **Conventional Control:**

1928 restored Frank Adams Major Control System  
Location: Stage Right  
Dimmers: 30, capacities 1000W to 2000W  
No remote control capability  
Operated by Tivoli Crew members only.

#### **DMX Control:**

ETC ColorSource 20 console  
Location: Sound & Light booth  
Universes: 1 from the console  
(A second Universe is wired to the stage right patch bay if needed)  
Patch/Intercept bay: Stage Right  
Operated by Tivoli Crew members only.

#### **Lighting Positions (\* designates DMX controlled fixture):**

FOH from rear of ceiling dome:

(8) Source 4 575 watt 10 Degree  
\*(4) Moving Head Spots, Osram 7R 230W HID  
(2) Dedicated organ console spots, 500 & 1KW, 6" & 8"  
(1) Dedicated Stage Right "Podium" Spot, 1KW 8"

1<sup>st</sup> Electric:

Worklights  
(8) 6" 500W Fresnels  
\*(8) 7x10W RGBW LED wash lights  
\*(2) 36x10W RGBW Zoomable moving head LED wash lights

2<sup>nd</sup> Electric:

(3) 6" 500W Ellipsoidal Spots  
(3) 5" 500W Zoom Ellipsoidal Spots  
\*(4) 7x10W RGBW LED wash lights  
(This pipe has only two circuits. Not all the above can be used simultaneously for a specific show.)

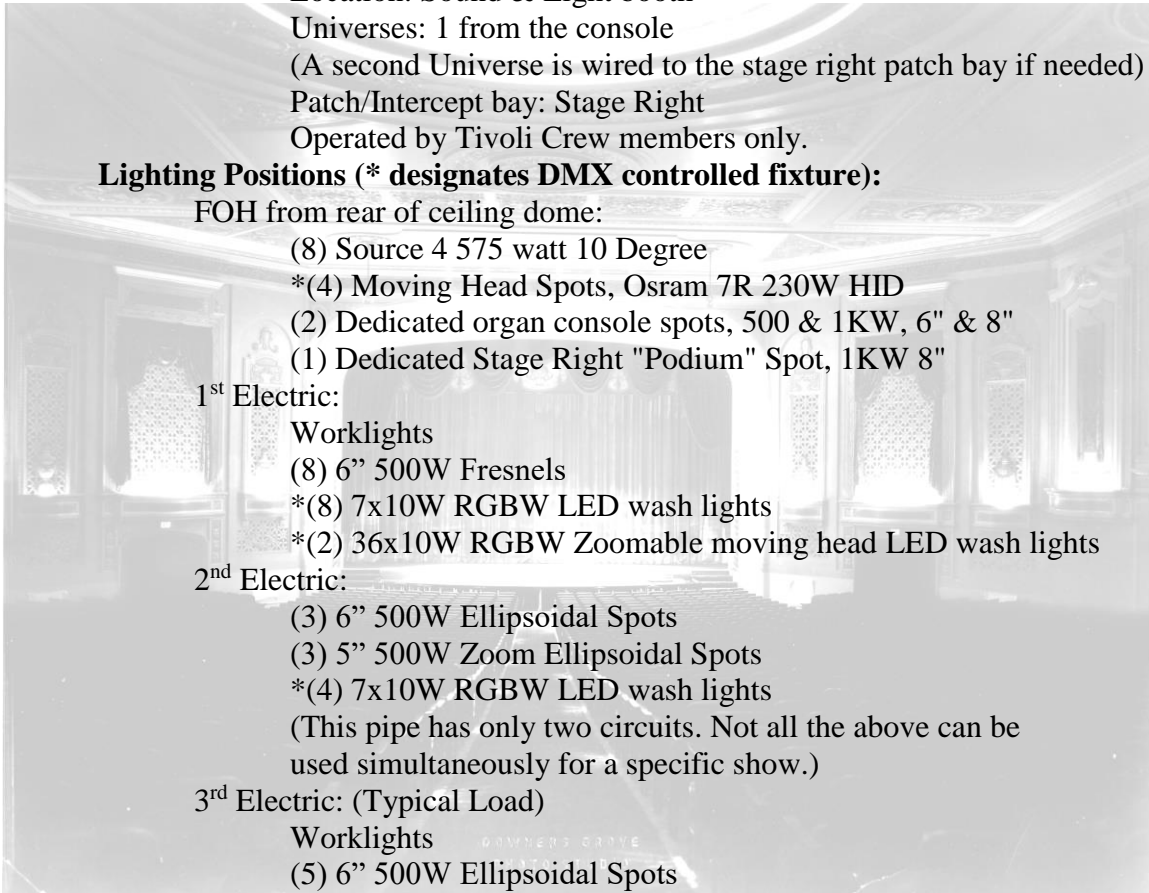
3<sup>rd</sup> Electric: (Typical Load)

Worklights  
(5) 6" 500W Ellipsoidal Spots  
(6) 6" 500W Fresnels  
\*(6) 7x10W RGBW LED wash lights  
\*(2) LED RGBW Moving Head spots  
\*(2) LED RGB Moving Head mini-spot/wash

L & R Tormentors:

Behind Proscenium on stage left and right  
Each torm (Typical Load):

\*(2) 7x10W RGBW LED wash lights  
(2) 6" 500W Ellipsoidal Spot  
(1) 5" 500W Zoom Ellipsoidal Spot  
\*(1) Chauvet Hurricane 2D water based Hazers



Floating:

- \*(2) Moving Head Spots, Osram 7R 230W HID
  - \*(3) 40" RGB Strip lights
- Assorted generic RGB wash lights may be available

House Lights:

- Chandeliers (dimmbable)
- Side wall sconces (dimmbable)
- Red, White, Blue Proscenium Cove lights (dimmbable)
- Up lighting in red, white, blue on faux boxes and organ grills (dimmbable)
- Dome lighting in red, yellow, and blue (dimmbable)

All architectural lighting is controlled by a programmable automatic controller with 16 various "looks" pre-programmed. Though it is possible to re-program scenes, this is done only as time permits and if available trained technicians are on duty.

**Lighting Control:**

Though the 1928 control board is fully functional and may be used for any specific event as determined by the Technical Director, the theatre also has electronic dimmers, DMX controlled, which can connect to any of our traditional incandescent spotlights. The capacities are:

- (16) 1.2KW dimmers
- (4) 600W dimmers

DMX control is provided by an ETC Colorsource 20 console located in the same booth as the sound console.

**Lighting Colors:**

A wide selection of Roscolux colors are stocked, the exact colors and quantities are at the whim of the Technical Director and may vary.

**Follow Spot:**

1500 watt Strong Troupier Xeon from Projection Booth. ***FS must be requested in advance to insure a stage crew operator has been assigned!***

**Road Sound & Lighting:**

There is limited facility for road lighting. There are DMX lines between sound/light booth and stage right, and from there to a floor pocket center stage at front edge, and to stage left and the rear wall. Portable lighting may NOT be hung from the fly system electrics. (4) 20A and (2) 15A circuits are available, in addition to the sound company switch.

**Road Sound Power:**

200A 3 phase female CamLocks (White/Green gender changers available)  
Company Switch on Stage Right.

Note: The use of generators is not allowed.

**Cable Entrance:**

Stage left has two 12" diameter mouse holes to the outside for truck mounted equipment cable access.

**Speaker Hanging Points:**

Speaker clusters may be hung left and right of the proscenium arch via two hanging points anchored on the roof trusses through the attic. Only the hanging links are provided. Clients must provide speakers and chain hoists and are responsible for installing same. 75 ft of rope is required to perform the installation.

**Road Mixer/Lighting Controller Location:**

A seat-spanning platform that will support at least 250 pounds is provided for touring sound house mixer and is located over the last row of seats plus adjacent handicap location at the rear center of the house off Aisle 2. The platform is 60" wide and 44" deep and will support the majority of road mixers. No other location for house mixer is allowed. *No seats are removable for any reason.* (Show sponsors must remove 3 tickets from sale if this position is used. Seats GG201-203 on the seating diagram.)

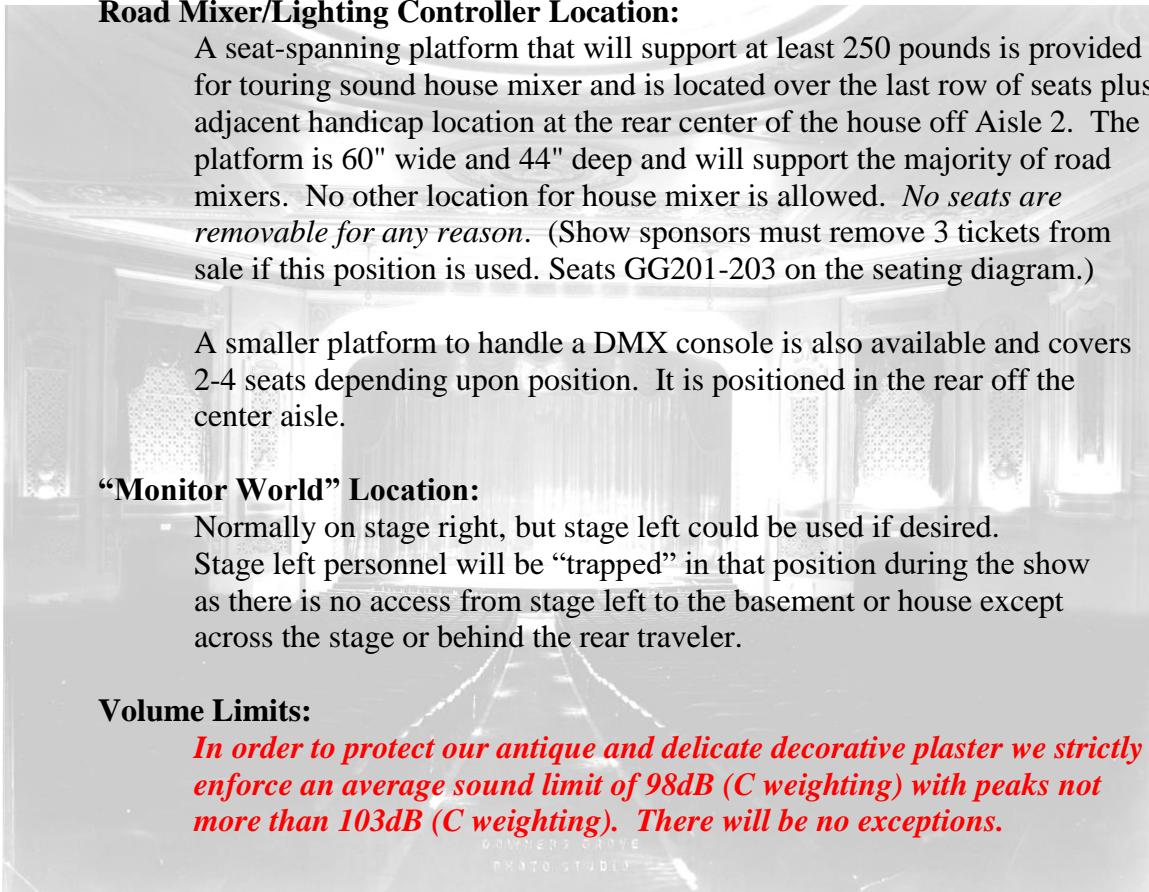
A smaller platform to handle a DMX console is also available and covers 2-4 seats depending upon position. It is positioned in the rear off the center aisle.

**“Monitor World” Location:**

Normally on stage right, but stage left could be used if desired. Stage left personnel will be “trapped” in that position during the show as there is no access from stage left to the basement or house except across the stage or behind the rear traveler.

**Volume Limits:**

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## **Organ:**

1924 Three Manual 10 Rank Wurlitzer on lift, located on stage left side of the thrust stage, lit by spotlights from the dome and overhead.  
Chambers on each side of Proscenium Cove  
Professional independent organists are available upon request at their current rates.

## **Internet Access:**

WiFi access is available, subject to conditions set by the Network Administrator of Tivoli Enterprises, Inc., and requires the client computer have up-to-date anti-virus, malware, and firewall protection. In order to insure a safe workplace, web content filtering is employed and not all websites will be accessible. Because of PCI compliance requirements, no direct physical connections to the network are allowed. Both 2.4GHz and 5GHz access is available. As of March 2016 a secondary internet connection via ComCast is available on Stage Left or WiFi (2.4 & 5ghz). This is a high speed dedicated circuit not connected to any house equipment and its use is unrestricted. Typical upload speed is in excess of 10gb/sec, with download speeds in excess of 30gb/sec. Access is via jacks on stage left.

## **Communications:**

The intercom is a Eartec ComStar system, fully wireless & full duplex, with 7 belt packs and associated headsets. Stage Crew has first call on belt packs and clients can be provided access only if belt packs are otherwise not in use and at the Technical Director's discretion. Two-way handheld radios are also available, as well as an in-building phone system. The Eartec system will interface with a client-supplied ClearComm wired system.

## **Dual Use:**

The Tivoli Theatre is normally run 7 days a week as a movie theatre. In movie mode the screen is flown in and fastened to the floor. Three large arrays of speakers on wheels are situated behind the screen. Scenery left in place between shows, if movie will be shown, must not interfere with the speakers nor their storage and recovery from stage left. Because it takes 15-20 minutes to switch from live to movie mode or vice-versa, it is usually impractical to incorporate the movie screen into a live production.

## **Computer Video:**

Video from a client's PC or Laptop may be routed from the sound booth or stage right to the projection booth, into the main digital projector. Sound from the computer may be fed into the house sound mixer. Since the screen must be down this normally precludes use of the stage except for the thrust portion. Laptop must provide a VGA output. ***Note that connection may only be made through our VGA adapter and scalar to protect the projector from damage.***

## **General Information and Policies:**

### **Management:**

House retains control of premises, operations, and equipment, and will regulate audio levels, require adherence to standard safety practices, and limit backstage access to necessary personnel only. Access to dressing room areas is limited to authorized personnel only and is not open to the public.

### **Concessions:**

Tivoli Theatre staff reserves the exclusive right to dispense and sell all concessions and food items.

### **Retail Sales:**

With approval of corporate management, retail sales by client will be allowed in the lobby. No items may be sold from the stage or the seating area. No food items may be sold. Client may not sub-lease space in the lobby to theatre to other vendors.

### **Phones:**

No phone services are provided by Tivoli Theatre. However, the theatre is pre-wired for up to 6 standard phone lines to the stage right area, for which clients may contract with AT&T for services. Such arrangements MUST be made a minimum of 3 weeks before service is required.

### **Smoking:**

***The entire Tivoli Building is a No Smoking Zone*** and is strictly enforced as such. Smoking is allowed outside the building at least 50 feet from any door or window or other building entrance. Tivoli Enterprises, Inc., has a Zero Tolerance Policy in place for smoking and tobacco products. ***This includes pipes, cigars, smokeless tobacco products, and E-Cigs (Vaping).***

**Cancellations:**

The Tivoli Theatre has the right to cancel events due to extreme weather conditions or building mechanical failures that would affect the health and safety of the public, clients, or Tivoli staff.

**Consumption of Alcohol:**

The Tivoli Theatre discourages consumption of alcohol by show performers and staff before and during a performance, but does not disallow that practice except as follows:

- Show technical staff, in-house and client, may not possess or consume alcoholic beverages while on premises and on duty, nor may they be under the influence of alcohol or drugs. This is a safety violation and a violation of our liquor license.
- Tivoli Enterprises reserves the right to remove from the premises anyone who is intoxicated to the point of inability to perform their duties properly and interact with other staff members in a safe and proper fashion.
- Minors may not possess or consume alcohol. Period.
- **Alcoholic beverages are not allowed on the stage proper under any circumstances.** They must be confined to dressing rooms, the house, and lobby.

**Consumption or possession of illegal substances (drugs):**

Tivoli Enterprises, Inc., has a Zero Tolerance Policy of illegal substances on the premises. Anyone under the influence of, using, or possessing any illegal substance will be subject to immediate arrest by Downers Grove police.

**Time Zone:**

Downers Grove, IL is in the Central Time Zone and observes U.S. standard Daylight Savings Time.

**Firearms:**

The Tivoli Building is a "no-gun" zone with posted signs as required by the Illinois Concealed Carry Law. No one, including those with concealed carry permits from any state, may have firearms (as defined by the Law) in the Tivoli Building. Law enforcement and licensed security officers are exempt. Blank firing or unloaded firearms for use onstage in performances are allowed, but must be inspected by the Technical Director (who is also a certified firearms instructor) before use, who will specify the safety protocols to be used.

## **Contact Info & Staff:**

### **Booking and contracts:**

Shirley Johnson  
Tivoli Enterprises, Inc.  
603 Rogers St., Downers Grove, IL 60515  
630-786-4636 Fax: 630-968-1626  
[sjohnson@classiccinemas.com](mailto:sjohnson@classiccinemas.com)

### **Technical Director:**

Steven Margison  
Tivoli Enterprises, Inc.  
603 Rogers St., Downers Grove, IL 60515  
Office: 630-786-4620  
[steve@tivolistagecrew.com](mailto:steve@tivolistagecrew.com)  
[smargison@classiccinemas.com](mailto:smargison@classiccinemas.com)

### **Tivoli General Manager:**

Linda Smith  
[lsmith@classiccinemas.com](mailto:lsmith@classiccinemas.com)

### **Stage Crew:**

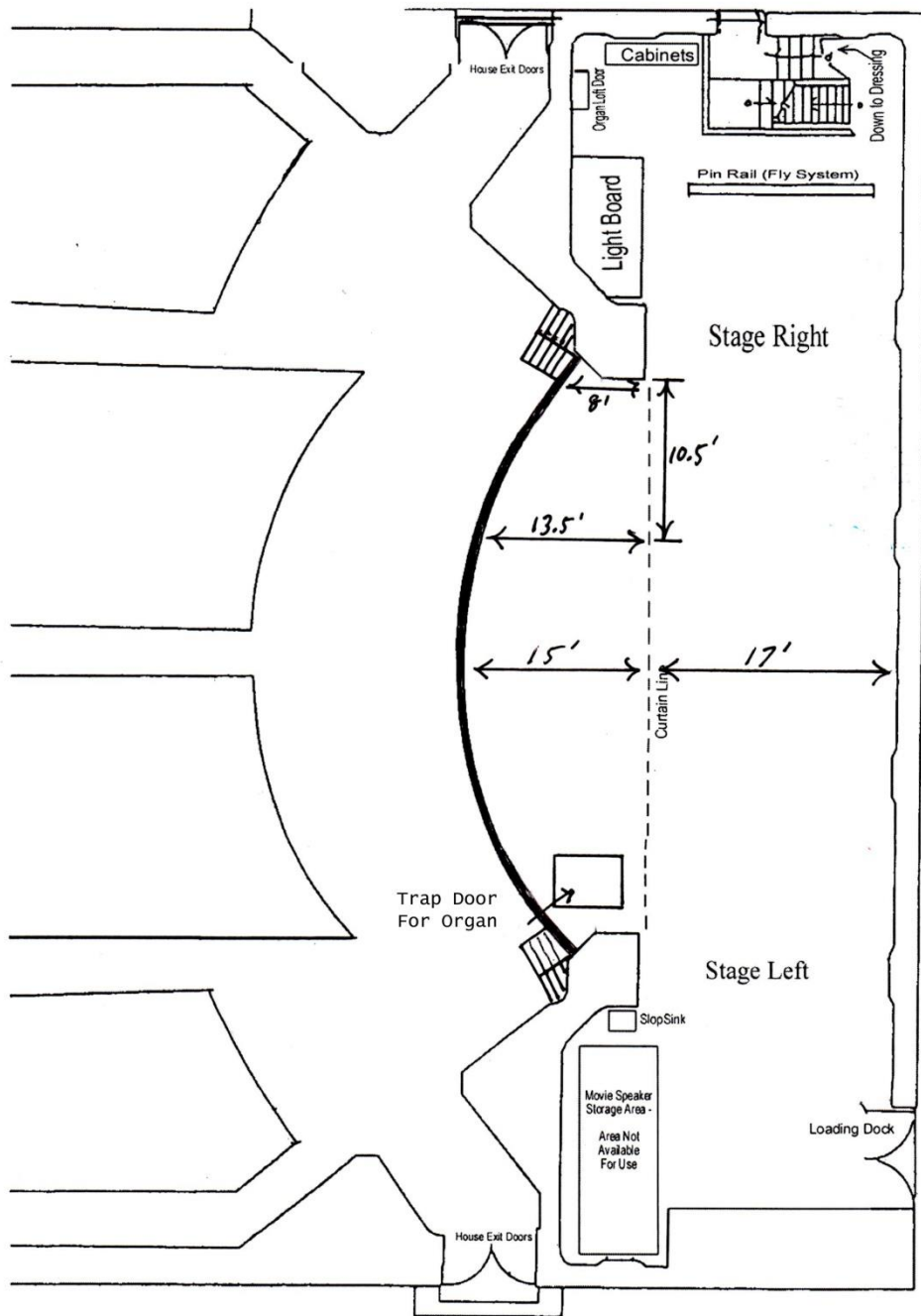
The Tivoli Theatre employs one full time Technical Director. Stage services are provided by members of the **Tivoli Stage Crew**. The stage crew members are non-union employees of Tivoli Enterprises, Inc. *All crew members automatically have "all access" to all areas of the theatre at all times without further authorization.* All TSC members have unique identification tags and uniforms.



For insurance reasons Tivoli Theatre equipment is operated by the Tivoli Stage Crew only. Clients are not permitted to operate house equipment.

## **Websites:**

Photos, online theatre tours, and further information can be found at:  
[www.tivolistagecrew.com](http://www.tivolistagecrew.com)



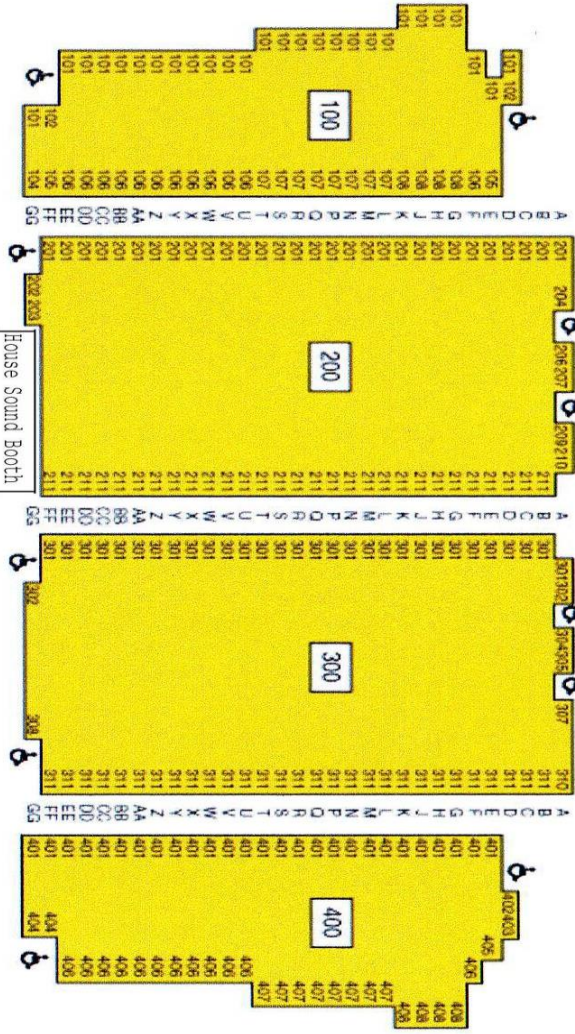
Tivoli Stage Floor Plan  
 (illustrative only, not scale)



# Tivoli Theatre Seating Plan

STAGE

Drawing is not  
to scale or  
exact shape



House Sound Booth  
House Rear Wall & Doors