

# Renters Manual

Arraymusic 2018

## **Wifi**

Network: Array

Password: 155walnut

## **Emergency Contact**

Kelley Mitchell

House & Production Manager

**416 532 3019 x 1**

Welcome To the Array Space. Please find answers to frequently asked questions below.

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# **Emergency Contact**

## **Local Emergency Services - 911**

(Fire, Medical, Crime in Progress)

**Police - Non-Emergency - 416 808 2222**

**Kelley Mitchell - House Manager 416 532 3019 x 1**

**Sandra Bell - General Manager 416 532 3019 x 2**

**Martin Arnold - Artistic Director 416 532 3019 x 3**

## Rental Practices

### Payment

- Your Invoice is issued the same morning as your rental.
- Payment is due upon receipt of the invoice, or before your rental begins.
- How to pay can be found on the invoice. We take Cash, Cheque, Credit, E-transfer
- When you Pay, **Please Include the Rental Date, your Rental ID, and Invoice Number**

### Rental Time

- Your rental begins at the time you booking starts. This means that when you book, you must include your set up and clean up time.
- If your rental has started and there is another renter in the space, please knock and enter and inform them your rental has started, and that they need to vacate the space.
- Also please call House Manager Kelley at 647 461 3853

### SOP

- The only way to have alcohol at your event is to have a valid SOP.
- At the end of your rental, you need to remove all the empties from the premises

### Common Courtesy

- If you use dishes or cups, please wash them and leave them in the drying rack
- Please shut the door to the studio as a courtesy to our office renters and neighbours

## **Lighting Board**

The Studio is equipped with a Scene Setter 48 Lighting Board.

### **To turn the lights on:**

1. Press the button next to the blinking light on the bottom right corner of the lighting board
2. If the lights do not come up, move your hands to the top left corner of the lighting board and bring up some of the channel faders
3. There is an emergency overhead fluorescent light with a switch to the right of the back door that goes out to the roof.

## **Moving The Coloured Spotlights**

- You can move the coloured spots manually by accessing them with the ladder, releasing and reattaching them to a different location on the ceiling.
- They also tilt back and forth
- Please return to same location on the ceiling when you are done with your rental

## **Moving the White Spotlights**

- The white spotlights can be shuttered in all directions manually by accessing them with the ladder, and gently pulling and pushing the tabs on the front edge of the light.

## **Twinkle Lights**

- The twinkle lights can be turned on and off with an orange extension cord plugged in next to the speaker on the far white wall. \*Please ensure these are off when you leave!

## **Bar Lights**

- The bar lights can be turned on and off at the extension cord located in the top right corner behind the curtain of the bar area. \*Please ensure these are off when you leave!

## **Sound Board**

### **Play Music off of phone / laptop / 3.5mm headphone jack**

1. Turn on Board (on off switch located on back side on bottom corner)
2. Push the Main Mix button (big blue button on left)
3. Plug in Device to board
4. Turn on Speakers (On/Off Switch located at back of each speaker)
5. Push play on the device you are using to play music
6. Bring up the MASTER fader

### **Play Music over Blue Tooth**

1. Turn on Board (on off switch located on back side on bottom corner)
2. Push the Main Mix button (big blue button on left)
3. Turn Bluetooth on your device to discoverable
4. Push the Bluetooth Button (Top Right corner with Bluetooth icon on it)
5. Select StudioLive 24 on your device
6. Turn on Speakers (On/Off Switch located at back of each speaker)
7. Push play on the device you are using to play music
8. Bring up the MASTER fader
9. To bring up more gain, push the Edit button next to the Bluetooth button and turn the knob directly under the screen on the sound board

### **Microphone Set Up**

1. Plug XLR cable into microphone and desired channel
2. Push the Main Mix button (big blue button on left)
3. Turn on Speakers (On/Off Switch located at back of each speaker)
4. Bring up corresponding channel fader you plugged the mic into
5. Bring up Master fader

### **To Add Effects**

1. Press the FX A button in the Mix Select Section (Bottom Left under Mixes)
2. Move the fader up on each channel that you would like to send to FX A. This is your wet/dry parameter
3. Move the Master fader to adjust the overall level of the effected output of FX A
4. Use the arrow buttons in the Bank Section (Top Left Corner) to access the FX A bus return in every mix as well as the mains. To adjust the FX A Returns in any mix, persists Mix Select button and navigate to the FX A channel

## **Curtains**

The studio is equipped with professional heavy duty stage curtains.

- To operate, use the pulley system to the left of the stage near the stage back door.
  - Never pull the curtains to open and close them
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## **Air Conditioning / Heating**

- The Air Conditioning system is currently set to regulate the temperature automatically.
  - The temperature control panel is located on the wall above the lighting board.
  - On the bottom right hand of the touch screen, there are up and down arrows to adjust the temperature temporarily.
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## **Projector**

Array is equipped with a short throw panasonic projector: PT – TW341R (TW341R XGA)

- You can control the projector with the white projector remote, found in the white drawers next to the sound board
- You can connect your laptop or other device with the HDMI cable located on the wall above the mixing board. Adapters to work with most macs and PCs are also available.
- Rental of the projector also comes with the use of a 9'x16' Motorized screen at 6 feet from the upstage wall)

There is an additional screen on the white brick wall. You can bring your own projector and project onto this wall.

## Elevator

Array has installed an elevator so its performance space on the second floor is accessible to all. This is always included in your rental.

### To Use the Elevator

1. Open the lock box on the door of the elevator on the main floor with the following code: **2580**
2. Insert the key into the elevator and turn it clockwise
3. Push and hold the button down until the elevator reaches your floor and unlocks

Please note, the door will auto lock after one minute, even with the key inserted, so make sure to prop it open.

### To Go to Another Floor

1. Enter the elevator and shut the door
2. Hold down the floor you would like to do to
  1. Basement
  2. Main Floor
  3. Array Space

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## Ice

If you need ice for your event, The Iceman is located in our same building. To access their public office, please exit the building and go around to the entrance on Adelaide towards Niagara street.

The Iceman  
782 Adelaide Street West  
Toronto, ON Canada M6J 1B4

**Email** · [info@the-iceman.com](mailto:info@the-iceman.com)

**Phone** · 416-504-6615

**Toll Free** · 888-928-8395

### Onsite Pick Up

Open Daily – 8am to 7pm

\* At the end of your rental, please dump ice out into the kitchenette



## **Parking**

The Array Space does not have designated Parking. The Parking Spaces in front of the space are reserved for the Iceman only. There is a surface lot with pay parking half a block north of the Array Space on Walnut Avenue. There is also street parking in the area. Please note the signs and time restrictions.

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## **The Neighbourhood (Food)**

The Array Space is located in the heart of Queen West. There are many shops and restaurants along Queen street to grab snacks and meals at.

### **Pizza Delivery to Array**

Pizza Pizza (\$) : Corner of Queen & Bathurst 416 967 1111

Pizza Nova (\$) : Corner of King and Strachan 416 439 0000

Dominos Pizza (\$) : 51 Niagara St (Niagara (curves down) and Bathurst) 416 364 3939

North of Brooklyn (\$\$) : above Queen and Tecumseth 647 352 5700

### **Other Restaurants within a 10 minute walk from Array**

7-11 (\$) : corner of Queen & Walnut (Gas Station)

UFO Restaurant (\$) : Corner of Adelaide & Niagara (Local Diner)

Tokyo Smoke (\$) : Coffee Tea & Pastries (Adelaide & Stafford)

Loaded Pierogi (\$\$) : Corner of Niagara & Queen (Pierogis)

Sud Forno (\$\$) : Queen and just east of Niagara (Italian sandwiches, pizza, pastries)

Fresh (\$\$) : Queen & Crawford (Vegetarian & Healthy)

Smoque N Bones (\$\$\$) : Queen and Walnut just east of 7-11 (BBQ)

Terroni (\$\$\$) : Queen and Claremont (Italian)

# Alcohol at the Array Space

## SOP (Special Occasion Permit) Always Required

If you would like alcohol at your rental in any way at the Array Space, you must:

- 1. Apply for and be Approved for an SOP. \*New Cost: \$150 / day**
    1. This means your event must fall under the category of a Private event. This means you can NOT advertise your event to the public. (You can only promote your event publicly and serve alcohol if you are a registered Charity or Non-Profit.)
  - 2. Have a bartender with a valid Smart Serve License serving the Alcohol at your event**
  - 3. Display your SOP next to the area you are serving the Alcohol**
  - 4. Have enough food to feed the total number of people attending**
- If you serve alcohol without an SOP in the Array Space, our non-profit organization could get Shut Down! If we or the AGCO find you serving alcohol in our space without an SOP, we will not be able to continue renting to you.

### More Tips

- **Apply for an SOP:** <https://www.iagco.agco.ca/prod/pub/en/login.aspx>
  - **How to Video:** <https://vimeo.com/223175522>
- **Private Event Definition:** <http://www.agco.ca/alcohol/special-occasion-permits-private-event>
- **Do you feel that your event has cultural or societal impact and would benefit from serving alcohol and promotion to the public?** Email me at [housemanager@arraymusic.com](mailto:housemanager@arraymusic.com)
- **Smart Serve License:** <https://smartserve.ca> (\$34.95)
- **Example of Acceptable Food:** No Name Cheese Slices and Bread, enough to make a sandwich for everyone in attendance. Chips are NOT enough!
- You must have a receipt for the alcohol you are serving stapled to the SOP displayed at your event. Bring your SOP to the LCBO when you purchase the Alcohol you are serving so the LCBO can check it.

If you have any questions, please send me an email at [housemanager@arraymusic.com](mailto:housemanager@arraymusic.com) .