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Arts at the Armory General Contact Info

General Event Questions
Armory Events Team • events@artsatthearmory.org • 617-718-2191

Technical Questions
Valentina Arcila • production@artsatthearmory.org

Mailing Address
Arts at the Armory 191 Highland Ave, Suite 1C Somerville, MA. 02143

For general information, please contact us at:
191 Highland Ave Ste 1c, Somerville, MA 02143
Phone: 617-718-2191
Email: info@artsatthearmory.org

Rooted Armory Cafe & Farmstand
Phone: (617) 7182192
Email: cafe@artsatthearmory.org

WEBSITE
All events listings can be found on the Arts at the Armory website, https://artsatthearmory.org. Important information for patrons such as parking, ticketing, and the café menu can be found on the website. Availability for spaces within the Arts at the Armory can also be found on the website, as is our Booking Contact Form.
**STAFF**
The Center for Arts at the Armory is responsible for managing the Armory Performance Hall, Mezzanine, Café and Classroom B5 at the historic Armory.

- Stephanie Scherpf, Co-Director/Chief Executive Officer - Director@artsatthearmory.org
- Jess White, Co-Director/Chief Operating Officer - operations@artsatthearmory.org
- Chloe Cunha, Booking Coordinator - events@artsatthearmory.org
- Elyse Brown, Contract and Marketing Admin - administrator@artsatthearmory.org
- Valentina Arcila, Production Manager - production@artsatthearmory.org
- Jonathan Casella & Virginia Preston Event Managers - eventmanager@artsatthearmory.org
- Trisha Brown, Office Manager - finance@artsatthearmory.org
- Eliza Vaillant, Finance Assistant - financessaff@artsarmory.org
- Michelle Coimbra, Cafe Manager - cafe@artsatthearmory.org
- Juliana Soltys, Somerville Winter Farmers Market Manager - swfm@artsatthearmory.org

**BOARD OF DIRECTORS**
The Center for Arts at the Armory is a 501c3 Non-Profit organization founded in 2007. Our current board members include:

* Robert Smyth - Board President
* Ruth Faris
* Neil Berman
* Hathalee Higgs
* Pamela Fallon

**THE CITY OF SOMERVILLE** owns the Armory and is responsible for complying with all of the City of Somerville’s safety and fire regulations to create a safe operating environment for all the Armory tenants. The City of Somerville is dedicated to being a good neighbor and measures are taken to ensure that noise, security and other community concerns such as trash and parking are successfully addressed. For any questions regarding how the facility is managed, contact Tom Galligani at TGalligani@somervillema.gov or Ted Fields at Tfields@somervillema.org
TICKETS/BOX OFFICE
Renters are responsible for providing ticketing to the customers. **Box office not provided at the Armory, renter responsible for ticket sales and box office.** To make arrangements for box office needs, please contact events@artsatthearmory.org prior to booking your event.

DELIVERIES
All deliveries can be made to the Rooted Café Mon-Sat, located at 191 Highland Ave Ste 1a, Somerville, MA 02143. To use the street parking in front of the building, a 1 day parking permit is required through the city of Somerville. Renters and Event Hosts are responsible for securing all parking permits from the City of Somerville.

REGULATIONS

*Prohibited Items:*

- Outside food or drink
- Empty bottles or cans (water bottles, glass bottles, any beverage containers, etc.)
- Alcohol or illegal substances
- Animals (except service dogs)
- Weapons or items construed as weapons (knives, guns, mace, pepper spray, lighters, etc.)
- Open flames and smoking
- Personal property that may be hazardous (chains, jewelry with spiked or sharp edges, etc.)

*Alcohol purchased from the bar may not leave the performance hall*

PARKING
The venue offers **free** parking behind the building limited to 44 spots. Additional parking can be found at our overflow lot located on 75 Belmont St. This lot is available Mon-Fri after 6 pm, and Sat-Sun all day. No parking fees should be charged on ticket.

SEATING
Seating including chairs and tables can be configured at an additional cost. The venue offers the following for sit-down events:

- 302 folding chairs
- 61 dining chairs
- 6 round banquet tables (75 in.) - seat 10
• 8 round banquet tables (60 in.) - seat 8
• 15 rectangular tables - various sizes below
  ○ [4] 8ftx30in
  ○ [2] 8ftx36in
  ○ [4] 8ftx24in
  ○ [2] 6ftx30in
  ○ [1] 6ftx35in
  ○ [1] 7ftx24in
  ○ [1] 4ftx24in
• 4 small folding tables (70 in. by 30 in.)
• 14 sewing tables (33.5 in. by 25.5 in.)

CONCESSIONS

Beer and wine can be purchased at the bar staffed by the Arts at the Armory. The Rooted Armory Café & Farmstand is also open during some events (M-F 8:30 am - 6 pm, Sat 9am – 6 pm, Sun closed). Their menu can be found on the Arts at the Armory website as well as the online ordering service.

ADA COMPLIANCE

Arts at the Armory is in ADA compliance as there are no steps from the front of the building into the performance hall. The venue does have an elevator accessible to the mezzanine, main entry, and basement/green room. The elevator doors are 84 in. by 42 in. Arrangements for an interpreter can also be made prior to the event date. All signs in the main entrance of the venue, as well as the bathrooms, accommodate using braille.

CAPACITY

The Performance Hall Capacity: 395 guests seated or standing.
Mezzanine Capacity: 100-120 standing
Café Capacity: 52; with chairs and tables for 35.
TRANSPORTATION

There are many Transportation options that can get you to The Armory.

**MBTA** - The Armory is about a 15-minute walk from Davis Square which is located on the MBTA red line.

There are also a few **bus** options: MBTA Rt 88 and 90 that can be either caught at Lechmere (green line) or Davis Square (Red line). Get off at Highland Ave and Lowell Street Stop. You can also use MBTA rt 90 from Sullivan Square (Orange Line). Get off at Highland Ave and Benton Rd Stop.

In addition to the free 44 spot parking lot located behind The Armory there is an overflow parking lot that is available after 6 PM Mon-Fri and all day on the weekends located at 75 Belmont St Somerville, MA

HOTELS

If you are traveling from out of town there is unfortunately no hotel accommodation around the area. The Armory recommends looking for hotels around Harvard and Kendall Square, each of which is located off the red line. For listings and ratings go to [www.tripadvisor.com](http://www.tripadvisor.com).

FIRE SAFETY

A fire extinguisher as well as a fire notifier can be found in the performance hall, mezzanine, basement, main entrance, and café. Each floor also has at least two emergency exits labeled with an exit sign.

BATHROOMS

Bathrooms can be found in the performance hall, main entrance, café and basement. All signs contain braille, and the rooms are wheelchair accessible.

DRESSING ROOMS

A dressing room is available for artists in the basement of the Armory in room B5. This space may be rented out for other functions by contacting the Arts at the Armory. The room includes a sofa, table to seat 6, vanity/mirror, practice piano, coffee maker, refrigerator, games and books.
GENERAL PRODUCTION INFO:

- The Armory has a strict, non-negotiable sound limit of 110 dB A-Weighted and measured from front of house
- Haze and open flames are prohibited without prior explicit venue permission and paying an additional fire marshal fee.
- Performers may not bring alcohol under any circumstances. Any alcohol brought on premises will be confiscated, dumped, and will likely result in a ban from the venue.
- Performers may bring non-alcoholic drinks or food for personal consumption and also receive a discount from the café on food and non-alcoholic beverages.
- The armory has a strict, non-negotiable curfew for entertainment of 10:00 pm Sunday through Wednesday and 11:00 pm Thursday through Saturday
- Alcohol must stay inside of the performance center
- Sound and lighting techs need to be provided by the venue
- Lights and sound system cannot be moved
- Genie lift is available on site, lift must be operated by Armory personnel
- No smoking anywhere inside the building

TECH INFO:

Sound System: The Performance Hall has a professional-grade sound system, along with stage lights, projector and screen, mics (with stands and cables) and monitors, etc. The Cafe has a smaller sound system with a mixer, speakers, monitors, and a limited number of microphones/cables/etc. Mezzanine performances can use a smaller portable PA system. More details on any of the systems available on request.
Sound Tech: When an event is scheduled, there will be discussions if a tech is needed and will be given a quote rate including a tech if needed. Cafe and Mezzanine events typically don’t have sound techs, but our staff can help you with the initial connection into our sound system, or we may have a sound intern/volunteer available. Performance Hall events generally require a tech to be present if our sound equipment or stage lights are being used. In any case, you’re welcome to bring your own tech, you can do the mixing, lighting, etc.

AUDIO:

- All Loudspeakers, Subwoofers and Monitors are passive.
- The Mix position is at FOH.
- Speakers:
  - (4) Tri-amped EAW KF650z (1ft and 7 ¾ in)
  - (2) EAW SB528zR Subwoofers (29 ½ inches)
- Monitors:
  - (4) Roland SSM-151 s with 12in woofers and horn tweeters’
  - Can be set at 35 degree and 55 degree angles
  - Supports up to four monitor mixes
  - System Processor is a DBX Driverack PA2 3-Way Stereo Crossover
- Front of House:
  - 16 input Behringer X32 Compact Digital Mixing Console
  - Located in the house rear floor of the venue, used for both PA and Monitor control (FoH L: 8ft /W: 8ft 3in/ H: 5ft 9in and 40ft 3in from the stage.)
  - FOH also has a Sony DVD Player and a 3.5mm headphone jack input
  - (1) Subsnake - 6 XLR sends + 2 ¼” TRS returns
  - (2) 25’ Stage snakes - 8 XLR sends
- Microphones + DI’s:
  - SHURE
    - (1) Beta 52
    - (4) SM58 - wired
    - (4) SM57 - wired
    - (2) handheld wireless Shure mics
    - (6) lav wireless Shure mics
    - (6) Drum Claws
  - CAD
    - (2) Small Diaphragm Condensers
    - (1) Drum mic Pack (Kick, Snare, 3 Toms)
  - DI Boxes
    - (1) Radial passive stereo DI
    - (1) Radial passive stereo DI
    - (2) Whirlwind Director passive DI
  - Mic Stands
    - (5) K&M Tripod boom stands
ii. (3) Desktop stands
iii. Further assorted tripod stands
  ○ Portable PA - Fender Passport Event (BT capable)
    i. (4) XLR inputs
    ii. (2) ¼” inputs

STAGE:

We have a newly installed modular stage. The stage consists of 16 individual 8’x4’ panels that can be reconfigured to be different sizes, can be completely broken down, or made to be a 360/in the round stage. The size of the stage at full setup is 32ftL x 24ft W x 3ft H. Our default stage size is 32ft L x 16ft W x 3ft H, and is set up along the front of our curtain. Stairs are on both stage right and left, with the option of moving their position upon request.

- 32ft L x 16ft W x 3ft H (default setting) - any changes to the default stage setting requires a $400 additional fee.
- Double sided 8’x4’ panels - one side black carpet, one side no carpet
- Marley available for an installation fee request
- Stage extensions available for an installation fee upon request
- (8) 8’x4’ stage extension available for an installation fee upon request
- Backdrop H: 12ft / L: 58ft 8in
LIGHTING:

- Console and System:
  - ETC Expression 3 Console
  - (1,536) DMX-512 Outputs
  - (600) cues per show
  - (10) pages 24 recorded submasters each
  - Dual-Screen setup

- Lights:
  - (6) RGBAW LED RokBox Pars
  - (12) PAR64 Front Lights (above stage)
  - (7) PAR64 Back Lights (Center White, Outer Gels)
  - (4) Source Four Leko units with 26-degree barrels
  - (4) Source Four jr Zoom
  - (7) VBAR 270 LED Uplights

VIDEO/PROJECTION:

- Rear projected over stage (approx. 7ft above stage at upstage edge)
- Projector and screen are fixed and cannot move
- Screen is 16ft wide by 9ft tall

- Projector:
  - Model: Panasonic PT-EZ590
  - Resolution: 1920 x 1080
  - Brightness: 5400 Lumens
  - Inputs: HDMI, VGA, and MiniDisplayPort
  - Input is limited to behind, on, or in the immediate vicinity of stage
LOADING:

- Loading in and loading out can only be done from the main entrance
- A parking permit for in front of the Armory is needed
- Request permit from the city 2 weeks in advance
- Max amount of 2 buses
- No Shore powers
- (3) Ladder one 6ft tall ladder two 8ft tall ladder three 12ft tall
- Stage is 229ft 7in from the back parking lot
- Front door is 124ft 2in from the back parking lot
- Stage is 104ft 5in from the sidewalk
- One baby grand piano (K. Kawia) L: 5ft 4in/ W: 4ft 11in/ H:3ft 3 ½ in
- Venue dimensions W: 70ft 2in/ L(wall to wall): 79ft 2in/ L(wall to backdrop): 59ft 2in/ L(wall to stage): 47ft 2in
- Doorway (venue entrance) H: 6ft 8in/ W: 8ft 8 ½ in
- Front door (armory entrance) H: 8ft/ W: 8ft 8 ½ in
- Curb is 30ft from the front door
- Mezzanine L: 64ft 9in/ W: 21ft 4in
- Mezzanine balcony stage left L: 23ft 4in/ W: 12ft 7in
- Mezzanine is 10ft 10in of the floor
VENUE RENTAL RATES:

Commercial Rates:

- **Public** Events
  - Free events are charged at a rate of $900 for 8 hours of use. If the event is shorter, is outside the standard hours, or does not require tech, fee can be lowered to $750.
  - Free markets are charged at a rate of $850 for 10 hours. Hours can be flexible, and tech is not included
  - For-profit ticketed events are charged a minimum fee of $900 but can be reduced to $750 if there is no bar/tech, or if hours are reduced. There is an additional $1.00 per ticket sold facility fee on top of the base rental.
  - Non-profit ticketed events are charged a minimum fee of $750.

- **Private** Events during Peak Season (September-December & April-June)
  - Weekends, Fri/Sat; $5,000
  - Evenings, Thurs-Sun; $4,500
  - Weeknights, Mon-Wed; $4,000
  - Weekday; $3,500 for a full day. 4-hr set-up on prior day for $1,000. Half a day (4-hr) ending before 3:00 P.M goes for $300/hr

- **Private** Events during Off-Peak Season (January-March, July-August)
  - Weekend, Fri/Sat; $3,500
  - Evenings, Thurs-Sun; $3,000
  - Weeknights, Mon-Wed; $2,500
  - Weekdays; $2,000 for a full day. 4-hr set-up on prior day for $1,000. Half a day (4-hr) ending before 3:00 P.M goes for $300/hr

- **Non-Profit Private** Events (all year)
  - Evenings, Thurs-Sun; $2,000
  - Evenings, Mon-Wed; $1,500

- Rates for extra days (non-peak hrs)
- Extra days for rehearsal **with tech** go for $100/hr (4-hr minimum). Day rate goes for $1,000/day. $750 for a full day with 4 hrs of tech.
- Extra days for rehearsal **without tech** go for $75/hr (same applies to day rate).

EQUIPMENT RATES:

The rate includes: use of the space, use of our plastic folding chairs, use of our tables, use of our sound/light/video systems, an event tech to run sound/light/video on the day, bar staff, and an event manager to coordinate everything on the facilities side.

When we schedule the event with you, we’ll discuss whether an Armory event tech is needed, and will quote a rate that includes a tech if necessary. In general, Cafe and Mezzanine events typically don’t have sound techs (but our staff can help you with the initial connection into our sound system, or we may have a sound intern/volunteer available).
Performance Hall events generally require a tech to be present if our sound equipment or stage lights are being used. In any case, you’re welcome to bring your own tech, you can do the mixing, lighting, etc.

**VENUE RENTAL PAYMENT:**

DEPOSIT: 50% non-refundable deposit due upon issue of contract.
Payable to: Center for the Arts at the Armory. A payment form is attached to the contract for electronic payment. ACH payments are recommended, if paying by credit card, a 3% transaction fee will be added to the charge.

BALANCE: All balance payments, including any overages or additional fees (see Exhibit B) will be paid in FULL on the date of the event. Ticket Sales must be verified by the Facility. Licensor must have written documentation of final sales.

**INSURANCE:**

A certificate of insurance must be provided by the Licensee to the Licensor no later than one week prior to the event date. The Center for the Arts at the Armory, its landlords and their respective members, partners, divisions, subsidiaries, and their respective officers, directors, shareholders, employees, agents and representatives must be added to the Certificate of Insurance as Additional Insured.

**SETTLEMENT:**

Rental of the Facility includes the use of space, the house sound system, the house lighting system, a Technician (for duration of LICENSING PERIOD), Bartenders, Ticket Taker(s), and an Event Manager (Mezzanine and Hall events ONLY).
The balance of the rental fee and any overages (percentages of ticket sales, etc) must be paid at settlement which will take place on the day of your scheduled event. Additional expenses incurred by the LICENSOR will also be paid by the LICENSEE during this settlement.

**CATERING:**

Renters are responsible for catering, table or other equipment rentals, linens, glassware/silverware/plates (the bar serves in plastic cups otherwise), and any decorations. You can bring in any professionally prepared food (from a caterer, restaurant, supermarket, deli etc. – but nothing homemade). There’s no fee or restricted list of caterers, but we would need to talk to your caterer in advance to make sure they can work within the constraints of the venue.

Rooted Café is also an option (in house) for catering options.
ADVERTISING AND PROMOTION:
Licensee is responsible for marketing and promoting this Event. In all Marketing and Promotional materials, Licensee agrees to include the Facility name and logo as provided by the Licensor.

The Armory provides online promotion through our website, social media outlets, and newsletter for all upcoming events. If you provide us with a flyer, we would be happy to hang it up on our bulletin boards.

MERCHANDISE:
No merchandise split – artists sell their merchandise.

ROOF LOAD CAPACITY:
Single Truss Loading Condition

1-point Load: SR point (“xR”)
1-point Load: SL point (“xL”)
1-point Load: Mid-stage point (“xM”)
2-point Load: SR point + SL point (“xR”+“xL”)
2-point Load: SR point + ML point (“xR”+“xL”)
2-point Load: MS point + SL point (“xM”+“xL”)
3-point Load: SR point + MS point + SL point (“xR”+“xM”+“xL”)

Maximum Allowable Static Vertical Load (per associated loading condition)

Point xR 1,750 # -
- 1,550 # 1,400 # - 1,100 #

Point xM -
- 2,400 # - 1,400 # 1,400 # 1,100 #

Point xL - 1,750 # - 1,550 # - 1,400 # 1,100 #

- The table’s values are not transferable to another node or any other location, but are unique to the node named and the associated condition listed.
- The table’s values accommodate only vertical static loads—not the dynamics associated with lifting/moving a load into position. We recommend dividing the table’s values by: minimum factor of 4 for vertical static working load limits.
- A minimum factor of 6 for vertical dynamic working load limits.
Truss and node locations in the Drill Hall are noted on the next page, and for reference the same table as above appears with those drawing views.

**Somerville Armory – Drill Hall Trusses: Vertical Static Load Limits**

Maximum Allowable Static Vertical Load values appearing in the table below are not transferable to another node or location, but are unique to the node named and the associated condition listed. Divide the table’s values by suitable work load factors.

**Single Truss Loading Condition**

1-point Load: SR point (“xR”)
1-point Load: SL point (“xL”)
1-point Load: Mid-stage point (“xM”)
2-point Load: SR point + SL point (“xR”+“xL”)
2-point Load: SR point + ML point (“xR”+“xL”)
2-point Load: MS point + SL point (“xM”+“xL”)
3-point Load: SR point + MS point + SL point (“xR”+“xM”+“xL”)

**Maximum Allowable Static Vertical Load (per associated loading condition)**

Point xR 1,750 # -
- 1,550 # 1,400 # - 1,100 #

Point xM Point xL --
- 2,400 # - 1,400 # 1,400 # 1,100 #

1,750 # - 1,550 # - 1,400 # 1,100 #