Baldwin Auditorium
Duke University
1336 Campus Drive
Durham, North Carolina 27708
919-684-4444

Technical Venue Information
July 2014
# Table of Contents

- General Information .................................................................................................................. 3
- Location and Address .................................................................................................................. 3
- Administration ............................................................................................................................... 4
  - Ticketing and Audience Services ............................................................................................. 4
  - Venue Scheduling ....................................................................................................................... 4
- Executive Staff ............................................................................................................................... 4
- Hotels ............................................................................................................................................ 5
- Transportation and Taxi Services ................................................................................................. 6
- Campus Dining ............................................................................................................................... 7
- Local Restaurants and Dining ....................................................................................................... 8
- Accessibility and Disability Management Services ....................................................................... 9
  - Entrances and Restrooms ............................................................................................................ 9
  - Seating Area Access ................................................................................................................... 9
  - Ticket Purchases ....................................................................................................................... 9
  - Hearing Devices ....................................................................................................................... 9
  - Interpreters ............................................................................................................................. 9
- Vision Impairment Accommodations ............................................................................................ 9
- Safety .......................................................................................................................................... 10
  - Campus Safety & Security ........................................................................................................ 10
- Parking and Transportation .......................................................................................................... 11
  - Event Parking .......................................................................................................................... 11
  - Visitor Parking and Bus Transportation ................................................................................. 11
- Laundry and Dry Cleaning Facilities ............................................................................................. 12
- Press and Media .......................................................................................................................... 13
  - Photography and Video ............................................................................................................ 13
  - Guidelines for Commercial, Non-News Filming or Photography ............................................. 13
- Management ................................................................................................................................. 14
  - Production Room ..................................................................................................................... 14
  - Green Room ............................................................................................................................. 14
  - Stage Manager Console ........................................................................................................... 14
  - Rehearsal Room ....................................................................................................................... 14
  - Crew .......................................................................................................................................... 14
  - Stage Accessibility ................................................................................................................... 14
  - House Policies ........................................................................................................................ 14
  - Load In Area .............................................................................................................................. 14
- Seating ........................................................................................................................................ 15
  - Capacity ..................................................................................................................................... 15
  - Stage Dimensions .................................................................................................................... 15
  - House Draperies (Soft Goods) ................................................................................................. 15
- Loading Information ..................................................................................................................... 16
  - Loading Gallery ....................................................................................................................... 16
  - Locking Rail ............................................................................................................................. 16
  - Pin Rail ....................................................................................................................................... 16
  - Support Areas .......................................................................................................................... 16
- Lighting Information ...................................................................................................................... 17
  - Power ........................................................................................................................................ 17
  - Dimmers .................................................................................................................................... 17
  - Control Board ......................................................................................................................... 17
  - House Lights ........................................................................................................................... 17
  - Stage Lighting .......................................................................................................................... 17
- Film, Video, and Projection Equipment .......................................................................................... 18
- Sound Information ........................................................................................................................ 19
  - Power ....................................................................................................................................... 19
  - Wiring ...................................................................................................................................... 19
  - Control Locations ..................................................................................................................... 19
Hearing Assist System ............................................................................................................................ 19
Monitor/Paging System .......................................................................................................................... 19
Production Communications ................................................................................................................... 19
Equipment Inventory ............................................................................................................................... 19
Wardrobe Information ............................................................................................................................ 20
Carpentry Information ............................................................................................................................ 21
LOCATION AND ADDRESS

Mailing Address: 125 Science Drive, Room 104, Box 90940 Durham, North Carolina 27708

Street Address: 1336 Campus Drive, Duke University Durham, North Carolina 27708
Located along Markham Avenue; between North Buchanan Blvd and Broad St.

Online: https://tickets.duke.edu

Time Zone: Eastern
**Administration**

**Ticketing and Audience Services**

**UCAE: Duke University Box Office**
104 Bryan Center, Box 90940
Durham, North Carolina 27708
Phone: 919-684-4444
Fax: 919-660-1729
E-mail: tickets@duke.edu
Online: https://tickets.duke.edu
Hours: Weekdays 11am – 6pm; Performances one hour prior to curtain at performance venue

**Venue Scheduling**

**UCAE: Duke University Box Office**
104 Bryan Center, Box 90940
Durham, North Carolina 27708
Office: 919-660-1701
Fax: 919-660-1729
E-mail: tickets@duke.edu
Online: http://events.duke.edu

**Executive Staff**

**Chuck Catotti**
Director
**UCAE: Event Management**
036CC Bryan Center, Box 90816
Durham, North Carolina 27708
Phone: 919-660-1708
E-mail: chuck.catotti@duke.edu

**Marcy Edenfield**
Associate Director
**UCAE: Ticketing and Theater Operations**
112 Bryan Center, Box 90848
Durham, North Carolina 27708
Phone: 919-660-1726
E-mail: marcy.edenfield@duke.edu

**Rich Kless**
Assistant Manager, Theater Operations
112 Bryan Center, Box 90848
Durham, North Carolina 27708
Phone: 919-660-1703
E-mail: rich.kless@duke.edu

**Myra Scibetta**
Manager, Duke University Box Office
104 Bryan Center, Box 90940
Durham, North Carolina 27708
Phone: 919-660-1723
E-mail: myra.scibetta@duke.edu
HOTELS

Washington Duke Inn & Golf Club
3001 Cameron Blvd.
Durham, North Carolina 27705
Phone: 919-490-0999
Fax: 919-688-0105
Reservations: 800-443-3853
Online: http://www.washingtondukeinn.com/

Durham Marriott City Center
201 Foster Street
Durham, North Carolina 27701
Phone: 919-768-6000
Fax: 919-768-6037
Reservations: 800-909-8375

Durham Hilton
3800 Hillsborough Road
Durham, North Carolina, 27705
Phone: 919-383-8033
Fax: 919-383-4287
Reservations: 800-HILTONS

Millennium Hotel
2800 Campus Walk Ave
Durham, North Carolina, 27705
Phone: 919-383-8575
Fax: 919-383-6035
Reservations: 866-866-8086
Online: http://www.millenniumhotels.com/usa/millenniumdurham/

For additional hotel options, visit http://www.durham-nc.com/hotels-inns/.
TRANSPORTATION AND TAXI SERVICES

Charlene’s Safe Ride
Phone: 919-309-7233
Online: http://charlenesaferide.com/

Express RDU Taxi
Phone: 919-771-8222
Toll Free: 800-840-8098
Online: http://www.rduexpresstaxi.com

RDU Taxi, Inc
Phone: 919-840-7277
Online: http://www.rdu.com/groundtrans/taxis.html

For additional transportation service options, visit http://www.durham-nc.com/visitors/transportation/
Au Bon Pain
Bryan Center, West Campus
Hours Vary; Open Daily 7am – 11pm

Events Pavilion
West Campus
Hours Vary, Open Daily 7am – 8pm

Joe VanGogh
Bryan Center, West Campus
Hours Vary; Open Mon-Sat 7:30am – 8pm

Loop Pizza Grill
Bryan Center, West Campus
Hours Vary; Open Daily 11am – 11pm

Marketplace
East Union, East Campus
Hours: Open Daily 6:30am – 10pm

McDonald’s
Bryan Center, West Campus
Hours Vary; Open Daily 12pm-12am

Nasher Museum Cafe
Nasher Museum at Duke University, Central Campus
Hours Vary, Open Tues-Sat 11am – 4:30pm, Sun 12pm-4:30pm

Panda Express
Bryan Center, West Campus
Hours Vary; Open Daily 11am – 11pm

Red Mango
Bryan Center, West Campus
Hours Vary; Open Daily 7am – 11pm

For more dining options on Duke’s campus, visit http://www.dining.duke.edu
Elmo's Diner
776 Ninth Street, Durham NC 27705
Hours: Open Daily 6:30am – 10pm
Cuisine: American - Breakfast, Lunch, Dinner
Phone: 919-416-3823
Online: http://elmosdiner.com/

Bull City Burger and Brewery
107 East Parrish St. Durham, NC 27701
Hours: Open Daily, 11am – Mon-Thurs to 10pm, Fri-Sat to 11pm, Sun to 8pm
Cuisine: Burgers - Lunch, Dinner
Phone: 919-680-2333
Online: http://bullcityburgerandbrewery.com/

Only Burger Restaurant and Food Truck
3710 Shannon Rd., Suite 118, Durham, NC 27707
Hours: Open Daily, 11am - 9pm; Sunday to 8pm
Cuisine: Burgers – Lunch, Dinner
Phone: 919-937-9377
Online: http://onlyburger.com/restaurant
Food Truck Tracker: https://twitter.com/onlyburger

Lily's Pizza
810 West Peabody Street, Durham, NC 27701
Hours: Open Daily, 11am - 10pm; Fri-Sat to 12am
Cuisine: Pizza, Pasta, Salad – Lunch, Dinner
Phone: 919-797-2554
Online: http://lillyspizza.com/

Torero's Mexican Restaurant
800 West Main Street, Durham, North Carolina 27707
Hours: Open Daily 11am
Cuisine: Mexican – Lunch and Dinner
Phone: 919-682-4197
Online: http://www.torerosmexicanrestaurants.com

Foster's Market
2694 Durham-Chapel Hill Boulevard, Durham, North Carolina 27707
Hours: Open Daily 7:30am – 8pm
Cuisine: American – Breakfast, Lunch, Dinner
Phone: 919-489-3944
Online: http://www.fostersmarket.com/
Food Truck: http://www.fostersmarket.com/fostersontheflywherewellbe/

The Parlour Ice Cream
117 Market Street, Durham, North Carolina 27701
Hours: Open Tue-Thur 12pm -10pm, Fri-Sat 12pm – 11pm, closed Monday
Cuisine: Handmade Ice Cream
Phone: 919-564-7999
Online: http://theparlourdurham.com
Food Truck: https://twitter.com/parlourdurham
For more dining options in and around Durham, visit http://www.durham-nc.com/dining/
Duke University encourages persons with disabilities to participate in its programs and activities. Duke University provides accessible seating in each performing venue.

ENTRANCES AND RESTROOMS

Baldwin Auditorium has accessible entrances to the backstage, lobby and seating areas. Two elevators are available in the building, one in the main lobby and one backstage. Chair lifts are also available from the House Left lobby to the backstage areas.

The accessible entrance to the main lobby is located on the right side of the building (when facing the front of the building). The accessible entrance to the backstage area is located on the left side of the building (when facing the front of the building).

Accessible Restrooms are located backstage, in the main lobby and on the lower level front of house. Each level is accessible via elevator.

SEATING AREA ACCESS

The locations of accessible seating in Baldwin Auditorium are in Orchestra Left and Right Row A, Orchestra Center Row P, and Balcony Upper Box seating. It is highly suggested that anyone in need of accommodations contact the Box Office prior to the performance for the best seating options.

TICKET PURCHASES

Accessible seating may be purchased online, over the phone, in person at the Duke University Box Office, or via mail-in order form (when applicable). Additional requests for accommodation beyond what can be indicated online, patrons may e-mail tickets@duke.edu or call 919-684-4444 during normal business hours and ask to speak to a supervisor.

HEARING DEVICES

Baldwin Auditorium is equipped with Listen Technologies© System. Receivers are kept in the Control Room. During an event, patrons may obtain the receivers from Front of House staff. Patrons may use the receivers free of charge, but a driver’s license or Duke ID must be left to ensure return of devices at the end of each event. Renters may not impose any charge or fee on the rental of a device for any reason. For more information on the Listen Technologies© equipment, visit http://www.listentech.com/.

INTERPRETERS

Accommodations for sign language interpreters can be made upon request with at least four week notice. If you anticipate needing this service for an event, please inform staff upon booking an event or contact the Duke University Box Office for more information.

VISION IMPAIRMENT ACCOMMODATIONS

Accommodations can be made for guests, performers, artists, and patrons in advance in need of special seating, or alternative print format programs and documents. Accommodations can be requested at the time of booking or contact the Duke University Box Office for more information.

Information about general campus accessibility is available online with the Duke Disability Management System at http://www.access.duke.edu/.
CAMPUS SAFETY & SECURITY

All Emergencies (Safety and Medical): Call 9-1-1

From Campus Phones: 9-1-1 or 919-684-2444

Duke University Police
Non-Emergency Calls, Campus Help Phones, and Crime Reporting
502 Oregon St., Box 90425
Durham, North Carolina 27708
Phone: 919-684-2444
http://duke.edu/police/

Duke University Occupational and Environmental Safety Office
Workplace Safety/Unsafe Working Conditions
5 Genome Court, Box 3914
Durham, North Carolina 27710
Phone: 919-684-2794
http://www.safety.duke.edu/

Duke Fire and Life Safety Office
Phone: 919-684-5609
http://www.safety.duke.edu/FireSafety/

MEDICAL CENTER INFORMATION

Duke University Hospital
2301 Erwin Road
Durham, North Carolina 27710
In an emergency, call 9-1-1
Phone: 888-275-3853 (888-ASK-DUKE)
http://www.dukehealth.org/

Duke University Hospital Emergency Room
In an emergency, call 9-1-1
2301 Erwin Road
Durham, North Carolina 27710
Phone: 919-684-8111
http://www.dukehealth.org/services/emergency/about/

Duke University Hospital Urgent Care
Multiple Locations
Near Campus: 1901 Hillandale Road, Suite D
Durham, North Carolina 27705
Phone: 919-383-4355
http://www.dukehealth.org/services/urgent_care/about

Duke University Eye Center
3475 Erwin Road
Durham, North Carolina 27705
Phone: 919-681-4089
Phone: 888-800-7397
http://www.dukehealth.org/eye_center
EVENT PARKING

Duke’s campus offers plenty of options to cater groups and event attendees. Spaces at Duke are reserved on a first-come, first-serve basis. In some cases, a member of Duke’s campus safety staff will be needed to assist in parking or managing events. The average charge per officer is $30 an hour with a three hour minimum. Not all events need an officer, but it is suggested for groups of 20 or more for assistance with parking or attendance.

Contact Duke Parking at least two weeks and no more than six months in advance. A $100 charge is required if an event is scheduled three days or less before it occurs. Your event parking request will be confirmed by phone or e-mail within five business days of submittal. Confirmation will include a cost estimate, parking availability and equipment/signage information.

All events must submit an online request for Parking Services. Provide one form per event. Non-Duke departments may print the form and submit the information via mail, fax, or email.

ONLINE EVENT PARKING REQUEST FORM: http://parking.duke.edu/event_planning/special2.php

Submit Event Parking Requests to:
L. Renee’ Adkins
Duke University Parking and Transportation Services
Box 90644
Durham, North Carolina 27708
Phone: 919-668-5407
Fax: 919-681-7746

VISITOR PARKING AND BUS TRANSPORTATION

Hourly Parking
Duke University strives to provide convenient and cost-effective parking for all visitors. Directional signs and friendly staff are available to assist visitors in finding available spaces near buildings or venues of interest.

Daily Passes
Visitors to campus may purchase daily passes for the lots on East Campus and Central Campus.

City & Regional Bus
Local and regional bus transportation is provided off-campus by the Durham Area Transit Authority and Triangle Transit. Be sure to check out the Bull City Connector, a fare-free service that connects downtown with Duke University and medical facilities.

Duke Buses
Duke Transit operates more than 30 buses with routes throughout the campus and health system. Visitors can ride campus buses at no charge. Riders must abide by these guidelines.

For more information about campus parking and transportation options, visit http://parking.duke.edu.
There are no washing machines or dryers available in Baldwin Auditorium.

There are a number of Laundromat and Dry Cleaning services in the area.

**Regency Cleaners**  
3912 University Drive  
Durham, North Carolina 27707  
Phone: 919-493-5815  
http://www.regencycleaner.com/

**White Star Laundry & Cleaners**  
904 9th Street  
Durham, North Carolina 27705  
Phone: 919-286-2271  
http://www.regencycleaner.com/

**Bull City Suds Laundry & Cleaners**  
1203 University Drive  
Durham, North Carolina 27707  
Phone: 919-489-3292  
http://www.bullcitysudslaundromat.com/

**Durham Cleaners & Laundromat**  
1811 Martin Luther King Jr. Parkway  
Durham, North Carolina 27707  
Phone: 919-493-7755  
http://www.valpak.com/coupons/printable/Durham-Cleaners/41815?slugId=996778
PHOTOGRAPHY AND VIDEO

Photography and videotaping is not permitted in Baldwin Auditorium without prior arrangements with the artist, house staff. Flash photography is prohibited at all times for the safety and comfort of the performers, speakers, artists, and guests.

GUIDELINES FOR COMMERCIAL, NON-NEWS FILMING OR PHOTOGRAPHY

In general, news filming and photography is allowed in outdoor areas on the academic campus. All video graphic and photographic shoots on the medical campus must be coordinated through the Medical Center News Office.

All commercial, non-news photography or videotaping must be approved in advance by the Office of News & Communications Director.

Duke University Office of News and Communications
615 Chapel Drive, Box 90563
Durham, North Carolina 27708
Phone 919-684-2823
Fax: 919-684-5760
Email: dukenews@duke.edu
http://newsoffice.duke.edu/resources-media
PRODUCTION ROOM

None available

GREEN ROOM

There is a large room located under the stage that may be used as a green room. Tables and chairs and limited. Additional accommodations can be made upon advance request.

STAGE MANAGER CONSOLE

None available

REHEARSAL ROOM

None Available

CREW

Union & Non Union

STAGE ACCESSIBILITY

Access is available to the stage from all levels via elevator and chair lift.

HOUSE POLICIES

Average curtain time is 8:00pm. Seating area open at the discretion and coordination of house staff only.

On average, the seating area opens 30 minutes prior to performance for the safety of all guests. The auditorium will be cleared of all persons and belongings prior to opening for seating.

Posters, advertising and notices may not be adhered or posted to any place in the Auditorium without prior consent of House Staff. Notices may be displayed in designated areas backstage or in the main lobby.

Baldwin Auditorium is a smoke free environment. Smoking is permitted outside in designated areas only.

Under no circumstances may food or drinks be taken into the Auditorium seating area.

LOAD IN AREA

A ramp leads to the building from the traffic circle at the back of the building. A loading dock is available on the loading dock of the Biddle Music Building. There is a ramped pathway between the Biddle loading dock and Baldwin Auditorium. A freight elevator is available in the backstage area of the Auditorium.
CAPACITY

House capacity is 691 for reserved seating.

Orchestra Level: 439 seats
Balcony Level: 252 seats

STAGE DIMENSIONS

Proscenium
Baldwin is built as a concert venue and has no formal Proscenium Opening.

Wing Space
Various musical instruments (pianos, drums, etc.) often occupy the wings and back wall behind the sound shell reflectors.

Stage Measurements
Opening at downstage edge of Acoustic Shell: 46’ 6”
Edge of apron to back wall: 39’ 9”
Widest point left to right of Apron: 72’ 4”
The stage is 2’-9” from the audience floor.

Orchestra Pit
None

Grid Height
There is no grid.

Stage Floor
The stage is a tongue and groove beech wood floor, and is not natural in color. Painting or modification of the flooring is not permitted.

HOUSE DRAPERIES (SOFT GOODS)

House Curtain: None
Legs: None
Borders: None
Full Stage: One manual acoustic curtain 3ft from back wall 25oz tan velour with fullness
LOADING INFORMATION

LOADING GALLERY

None

LOCKING RAIL

None

PIN RAIL

None

SUPPORT AREAS

Crossover
There is a crossover underneath the stage accessible by staircase stage left and right.

Storage
Very limited storage available
LIGHTING INFORMATION

POWER

One 100 amp company box located stage left outside the acoustic shell

DIMMERS

Sensor Dimming Rack

(1) SR3_48 Black Sensor3 48 Module Dimmer Rack. Designed for 3 phase 4 wire and ground operation at a maximum of 800A, 120/208V, 60Hz AC.
(1) SR3_48 Door _ Black SR3_48 Locking Door with Filter
(1) SSSh24_48 – Black Sensor Sound Suppression Hood for SR24+, SR48+ and SW24+ Racks
(2) CEM3 _ CEM3 Control Module
(34) D20 _ Dual 20A Dimmer Module, 350ms rise time (68 Dimmers)
(1) D20F _ Single 20A 3_wire Fluorescent Dimmer Module (1 Dimmers)
(11) R20AF _ Dual 20A Relay Module with Advanced Features (22 Relays)
(2) CC20 _ Dual 20A Constant Current Module (4 Constant Breakers)

Note: This dimming system is designed for 1 feed at a maximum of 800A.

CONTROL BOARD

ETC Element 60 with 2 15” flat panel monitors

HOUSE LIGHTS

There are several different types of house lights in the venue. See Lighting plot info for detail.

STAGE LIGHTING

Overstage: Selador 21” Luster

FOH: ETC Source Four units of varying lenses

Please see Light plot for more information.

Front of House Transfer

None Available

Follow Spots

None
A variety of film and video equipment is available or rent in this space.

Additional information and pricing estimates of suitable equipment can be provided upon request.
SOUND INFORMATION

POWER

One 100 amp company switch located stage left

WIRING

Audio inputs available both digital and analogue available throughout the theater

CONTROL LOCATIONS

Booth is located at the Rear of the house on the Orchestra level
The last row of seats on the center section is removable for use as an audio position

HEARING ASSIST SYSTEM

Listen RF system with ADA required number of receivers available. 72mHz

MONITOR/PAGING SYSTEM

Monitors are located in green room and booth. Paging system located stage right and in the booth

PRODUCTION COMMUNICATIONS

Inputs for Clear Com located throughout the Auditorium. Two wired belt packs are available on site.
Additional headsets may be rented in at an additional charge.

Additional information and pricing estimates of suitable equipment can be provided upon request.

EQUIPMENT INVENTORY

Mixing Console: Behringer X32 Mixing Console

Fixed Speakers
(20) Meyer Sound MINA Loudspeakers, Arrayed 10 per side
(10) Meyer Sound UP-4XP Loudspeakers, Front fill
(2) Meyer Sound MM-4XP Loudspeakers, Box fill
(4) Meyer Sound 500HP Subwoofers

Playback: Mixing console has built in playback for playlists in .wav format only

Signal Processors
(2) Galileo 616 signal processors
Includes six inputs, 16 outputs, and a fully digital matrix processor

Amplifiers: None

Microphones and Portable Gear
Microphones, Mixers, Cables, and other portable gear are available for rent.

Additional information and pricing estimates of suitable equipment can be provided upon request.
WARDROBE INFORMATION

There are no dressing rooms or wardrobe equipment in Baldwin Auditorium.

Irons, steamers, costume racks, and other wardrobe equipment are available for an additional rental fee. Additional information and pricing estimates of suitable equipment can be provided upon request.

Duke University Theater Operations operates a full service Costume Shop on West Campus. Requests for equipment and access or consultation must be made at least six weeks in advance with Theater Operations. All access and use must be supervised by a Theater Operations Shop Supervisor.
Due to the nature of Baldwin Auditorium, limited sets and props may be used on the stage.

Duke University Theater Operations operates a full service Scene Shop on West Campus. Requests for equipment and access or consultation must be made at least six weeks in advance with Theater Operations. All access and use must be supervised by a Theater Operations Shop Supervisor.