

# Frederick P. Rose Hall



## Loading Dock Policy

All deliveries to Frederick P. Rose Hall that cannot be held in one person's hands must be loaded in through the loading dock. (Hand carried deliveries may come through stage door.) Jazz at Lincoln Center shares a loading dock with the rest of the stakeholders of the Time Warner Center. As such, space must be booked with the dock in advance (**no less than 48 hours prior**) of your event to ensure that there will be adequate dock space. Theatrical load-ins (e.g. lighting, sound, scenery) must be coordinated with your production manager and non-theatrical load-ins (e.g. gift bags, furniture) must be coordinated with the operations manager. Non-scheduled trucks or trucks that arrive at non-scheduled times may not be admitted or may result in additional fees. There is no parking at the loading dock and vehicles may not be left unattended.

**\*JALC DOES NOT PROVIDE ANY OVERNIGHT STORAGE – LOAD-OUT ARRANGEMENTS MUST BE MADE FOR ALL CONTENTS.**

### Information required for all dock deliveries/Pick-ups

1. Size and type of truck (Trucks must be no taller than 13'6" and no longer than a 24' box or 40' bumper to bumper. Anything larger than this will require additional arrangements and time for scheduling.)
2. Name of the company delivering (drivers should identify delivery belongs to a JALC Event.)
3. Contents of truck and destination of materials within FPRH.
4. Time frame of delivery and time frame of pickups – access to the loading dock is dependent on volume of activity in the dock; there may be a short delay

### Loading Dock Access and Procedures

#### Entrance to dock (see attached map)

There is no address to the dock proper, but the entrance is on West 58<sup>th</sup> Street between 8<sup>th</sup> and 9<sup>th</sup> Avenue.

All vehicles must line up on 58<sup>th</sup> Street, with engine shut off, prior to security clearance and admittance to the dock. Please advise your drivers to arrive early to allow for unforeseen delays.

#### Freight Elevator

Car dimensions are 8'-6" wide x 23'-4" long x 10' high doorway (12' high inside car). Weight capacity is 20,000 pounds. The freight elevator services the loading dock, orchestra pit and stage levels only. (Not 6<sup>th</sup> Floor)

#### Loading Dock Staff

There is a regularly scheduled loading dock staff M-F from 7:00am-4:00pm and T-Sat from 9:00pm – 5:00am. The Operations Manager will determine loading dock staffing based on your needs. Your time in the dock is charged as follows:

#### Loading Dock Fees

Bay Fee Time (Charge for the time spent in loading dock, not labor)

- 1 hour blocks on the hour at \$25/hour (i.e. 2:15pm to 3:05pm equals a 2 hour block)

Labor

- 1 hour blocks only on the hour at \$63/hour (i.e. a load that occurs from 9:45am-10:30am will result in a labor charge of \$63/per man for 2 hours.)

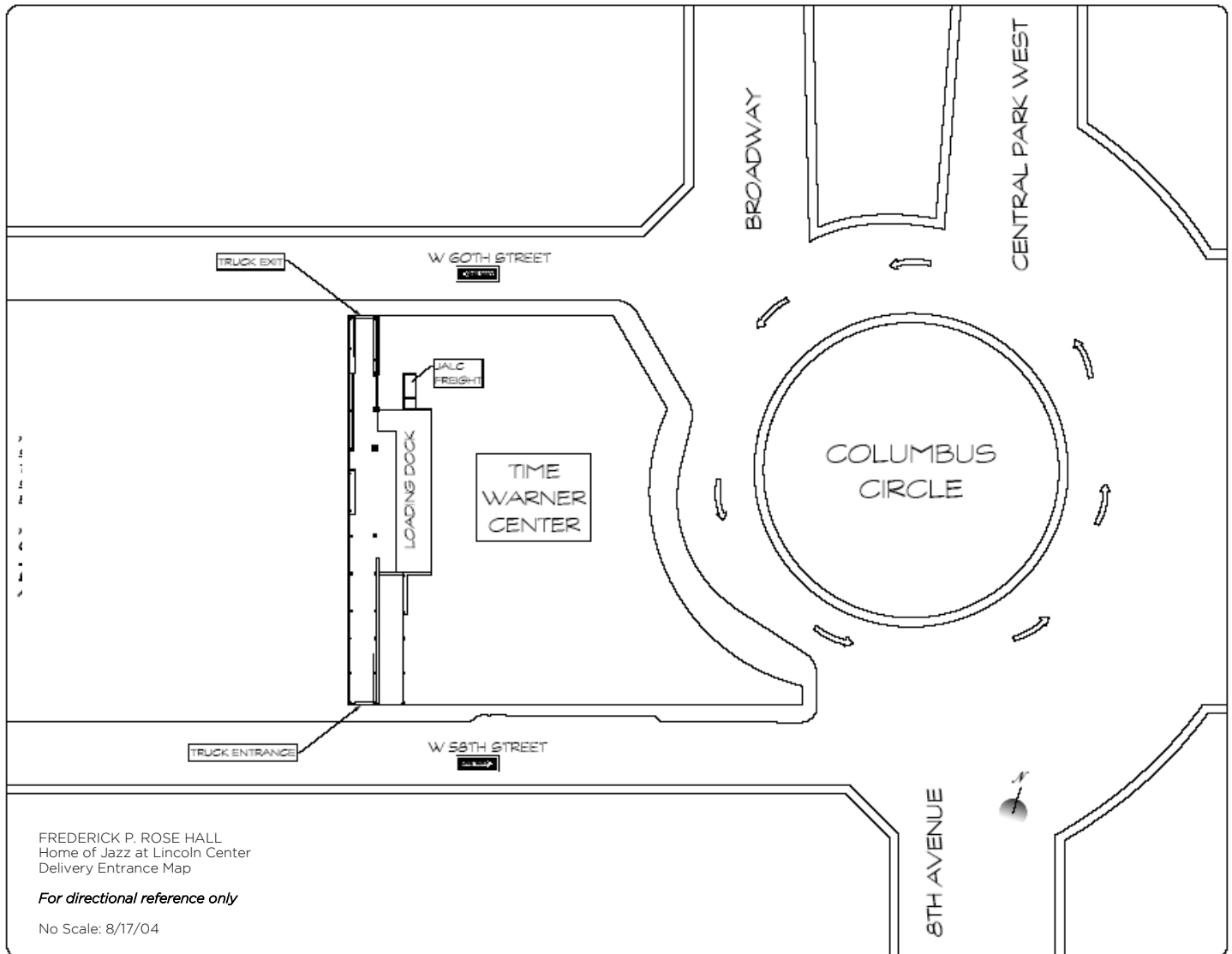
Additional charges

- Deliveries or pickups more than 2 hours before or after a shift will result in a 4 hour minimum for each porter assigned, ( i.e. load in on Sunday at 10am, requiring 4 porters, will result in 4 hour minimum call for 4 porters, at a total of \$1008.

***For more information regarding loading dock fees and labor, please contact your Event Manager.***

# Frederick P. Rose Hall

## Loading Dock Map



The chart below is helpful in determining loading dock charges. Please use as a guide - Estimates and Final costs will be confirmed by your Event Manager.

	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
7:00am-4:00pm	4Hr Minimum	\$63	\$63	\$63	\$63	\$63	4Hr Minimum
4:00pm-9:00pm	4Hr Minimum	\$63*	\$63*	\$63*	\$63*	\$63*	4Hr Minimum
9:00pm-5:00am	4Hr Minimum	4Hr Minimum	\$63	\$63	\$63	\$63	\$63

- If a vehicle arrives during off-hour-shifts (weekdays 4pm -6pm or 7pm -9pm) charges will be billed at \$63 per hour, per man. Any weekday deliveries between 6pm - 7pm will require a 4hour minimum crew call. Please contact the JALC Operations Manager with any questions.
- Note: Above charges do not include \$25 per vehicle, per hour parking fees.