



THE FREY THEATER

Technical Specifications 2025

The Frey is a flexible black box theater located in the north end of The O'Shaughnessy Performing Arts Center at St. Catherine University. Maximum Seating Capacity is 174 patrons.

Located In The O'Shaughnessy
At St. Catherine University

Production Manager: Troy Wilhelmson
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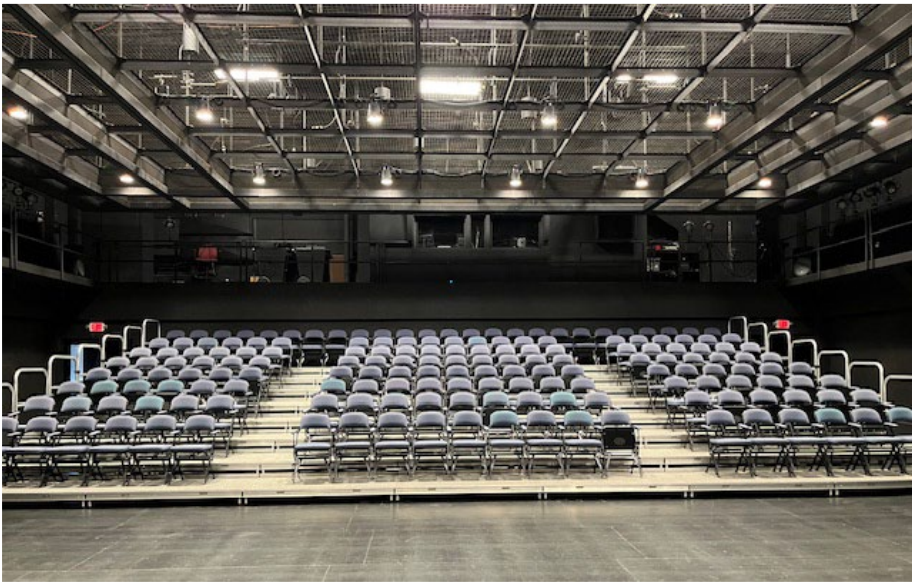
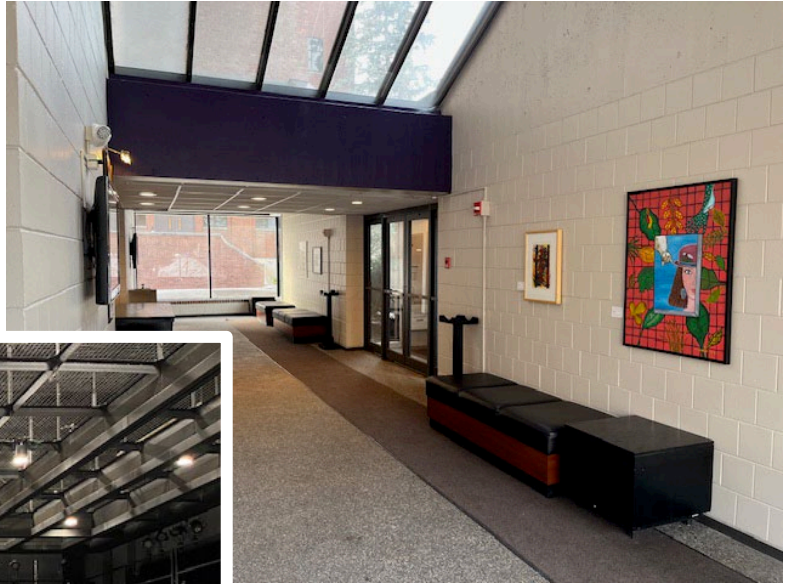


TABLE OF CONTENTS

General Information	1
Parking.....	1
Ticket Office Information	1
Time Zone	1
Emergency Phone Numbers	1
Medical Services	2
Policies.....	3
The O’Shaughnessy / The Frey	3
Load-In.....	5
Loading Dock:	5
Parking.....	5
Carpentry.....	6
House Draperies (Soft Goods)	6
Lighting	7
Lighting Inventory.....	7
Sound	8
Audio Inventory.....	8
Contacts.....	9
St. Catherine University Campus Map.....	10

THE FREY THEATER
At St. Catherine University
The Frey Theater
St. Catherine University
2004 Randolph Avenue, St. Paul, MN. 55105

GENERAL INFORMATION

THE FREY THEATER

The Frey is a flexible black box theater located in the north end of The O'Shaughnessy Performing Arts Center complex on the campus of St. Catherine University. Maximum Seating Capacity is 174 patrons.

Parking

- Short term parking is available in the large O'Shaughnessy Parking Lot located in the SE corner of the campus. Permits are not required in this lot for any guest parking except during school hours.
- Permits may be required in the neighborhood surrounding the campus as posted.
- Free parking is available in the O'Shaughnessy Parking Lot for all patrons and performers.

The O'Shaughnessy Ticket Office Information

- 651-690-6700
- oshaughnessy@stkate.edu

Time Zone

- The Twin Cities are located in the Central Time Zone (GMT - 06:00).
- Minnesota does use Daylight Savings Time in the summer months.

Emergency Phone Numbers

- Dial **911** for off campus emergency services (fire, police, and ambulance).
- Dial **651-690-8888** for St. Kate's Public Safety department, staffed 24/7 and available to all renters at any time.

Medical Services

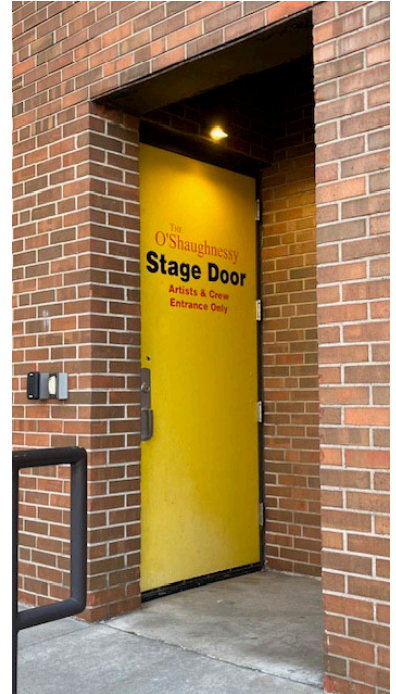
Hospital:

- | | |
|--|--------------|
| • Regions Hospital (Health Partners) 640 Jackson Street, St. Paul, 55101 | 651.254.3456 |
| ○ Emergency Services | 651.221.8922 |
| • United Hospital (Allina) 333 N. Smith Avenue, St. Paul, 55102 | 651.241.8000 |
| ○ Emergency Services: | 651.220.8755 |

THE FREY THEATER At St. Catherine University

TRAVEL DIRECTIONS

The Frey is located at the north end of The O'Shaughnessy complex on the campus of St. Catherine University. The campus is located between Fairview and Cleveland on Randolph Avenue. ([See map in attachments](#)). As you enter the campus through Gate 3 The O'Shaughnessy is the first building on your right. The Stage Door entrance is yellow and located next to the loading dock.



THE FREY THEATER
At St. Catherine University
FREY THEATER RENTAL POLICIES

Space Access – Campus Policies

- Regular hours of access are 8am - 10:30pm.
- Late night access (10:30pm - 12:00am) may be granted by special arrangement with the Production Manager for an additional cost.
- User will receive free parking on campus for all artists, crew, patrons etc. when using the Frey on a first come first serve basis. During regular school hours a parking permit will be requested and provided by The O'Shaughnessy through campus Public Safety Department. No parking permits will be required during performances for patrons.
- Smoking and vaping are not permitted on campus or inside campus buildings, including The Frey Theater.

Space Configuration

- The standard seating configuration of The Frey is 172 seats on risers, facing the performance space. Seating may not be moved, disassembled or alter the seating risers (except by special arrangement with the Production Manager, subject to additional fees).

Use of Technical Equipment

- Use of the house sound and lighting system is included in the rental fee, but is subject to User providing a qualified operator, to be approved by The O'Shaughnessy management.
- The lighting plot may be altered by User. User is required to restore the lighting system to the original rep plot. If plot is not restored, O'Shaughnessy technicians will restore to rep, at User's sole cost.
- Any damage to the equipment will be the sole responsibility of the User if damage occurs during the rental period. The need for repair or replacement will be determined by The O'Shaughnessy staff.
- The User may engage the services of one O'Shaughnessy technician to operate sound, projections, or lighting at an additional cost of \$35/hour. At no time will that technician provide theatrical design services at this rate.

Scenic Details

- The floor may not be painted. Nails, staples or screwing into the floor or walls of The Frey Theater is not permitted. or marring any surface in any fashion. No taping to walls or doors is permitted.
- User is free to construct any sets as necessary in the Frey Theater as long as construction does not permanently alter space. Any construction must be mindful of the upholstered seating in the space as well as the carpeted risers.
- Additional cleaning fees will be assessed as required.
- Set pieces may not be attached or anchored to the lighting grid, except by the prior approval of the Production Manager.
- Scenery must not obstruct access to exits. Exit signs may not be covered or obstructed in any fashion.
- Any rigging or aerial equipment must be approved by the Production Manager prior to installation.
- The use of pyrotechnics, open flames, candles, or other dangerous materials is forbidden and may result in termination of contract.
- Glitter, flitter, or Mylar confetti is not allowed in The Frey Theater (including glitter body makeup). Paper confetti may be used. An automatic \$200 cleaning fee will be assessed for use of glitter, flitter or Mylar confetti per incident.

Front of House Services

- Rental of The Frey Theater includes full-service Front of House services including ticketing, ushers, House Manager and may, by prior arrangement, at the sole discretion of the Facility, include concessions.
- The University does not guarantee the availability of concessions at any event without prior arrangement.
- All concession services must be staffed by Facility personnel. When prior arrangements are made, alcohol service for receptions, special events or other Facility related events must be staffed by University staff and will be charged at the prevailing hourly rate.

Ticket and Lobby Sales

- All seating is general admission. A link for the Google form to submit ticketing setup information will be included with the contract.
- The O'Shaughnessy reserves the right to hold up to 10 seats in reserve from pre-sale to accommodate late arrival and accessible seating needs.
- Ticket proceeds will be remitted to the User following the close of the performance via ACH. Fees and costs will be deducted from the ticketing proceeds in the final settlement, unless otherwise arranged.

THE FREY THEATER

At St. Catherine University

- A \$2.75 per-ticket fee will be charged directly to patrons for online sale; this fee goes directly to the ticketing provider and is not included in User's ticketing proceeds.
- Note: Online ticket sales incur an additional \$2.75 vendor fee per ticket. This fee is not charged for in person (on site) purchase of tickets.
- Ticket credit card sales incur a 3% processing fee. Other fees may be incurred (depending on ticket service provider).
- User MAY NOT sell tickets through any other third-party provider, including but not limited to Eventbrite, Brown Paper Tickets, or User's own ticketing system.
- All ticketing details and policies must be approved by The O'Shaughnessy prior to any public announcement of the event or ticket availability.
- User may request and receive all patron data collected by O'Shaughnessy in the course of selling tickets to User's event.
- User may request scheduled delivery for reports of advance ticket sales.

Concessions and Lobby Sales

- User may sell merchandise in the lobby. All Merchandise sales must be staffed by the User. No access to Point of Sales (POS) equipment, cash box, change or other sales supplies will be provided by the Facility.
- Concessions are typically not sold in The Frey Theater due to space limitations. If concession service is requested, concessions staff time will be billed at the prevailing hourly rate.
- Any alcohol sales or service of any type must be provided through The O'Shaughnessy concession services with Facility staff at the prevailing hourly rate.

THE FREY THEATER At St. Catherine University

LOAD-IN

Loading Dock:

The loading dock of The O'Shaughnessy / Frey is located on the east side of the building with access from Randolph Avenue through Gate 3 ([See Attachments](#)).

There is a short (2'-3" [.68m] wide x 5'-0" [1.52m]) ramp available.

The dock can accommodate 1 truck at a time at dock level. The dock is 11'-0" (3.35m) wide X 2'-0" (.609m) high.

The dock is approximately 45' (13.71m) from the stage right doors. The load-in is through the theater department scene shop & across a hallway.

The dock door is 10'-8" (3.25m) wide X 9'-3" (2.82m) high.

The hallway doors are 9'-8" (2.94m) wide X 9'-11" (3.02m) high.

Truck, Artist bus, and truck loaders are available by special arrangement. Contact the [Production Manager](#) to discuss labor requirements.

There is [one](#) shore power or hook-up for tour buses available.

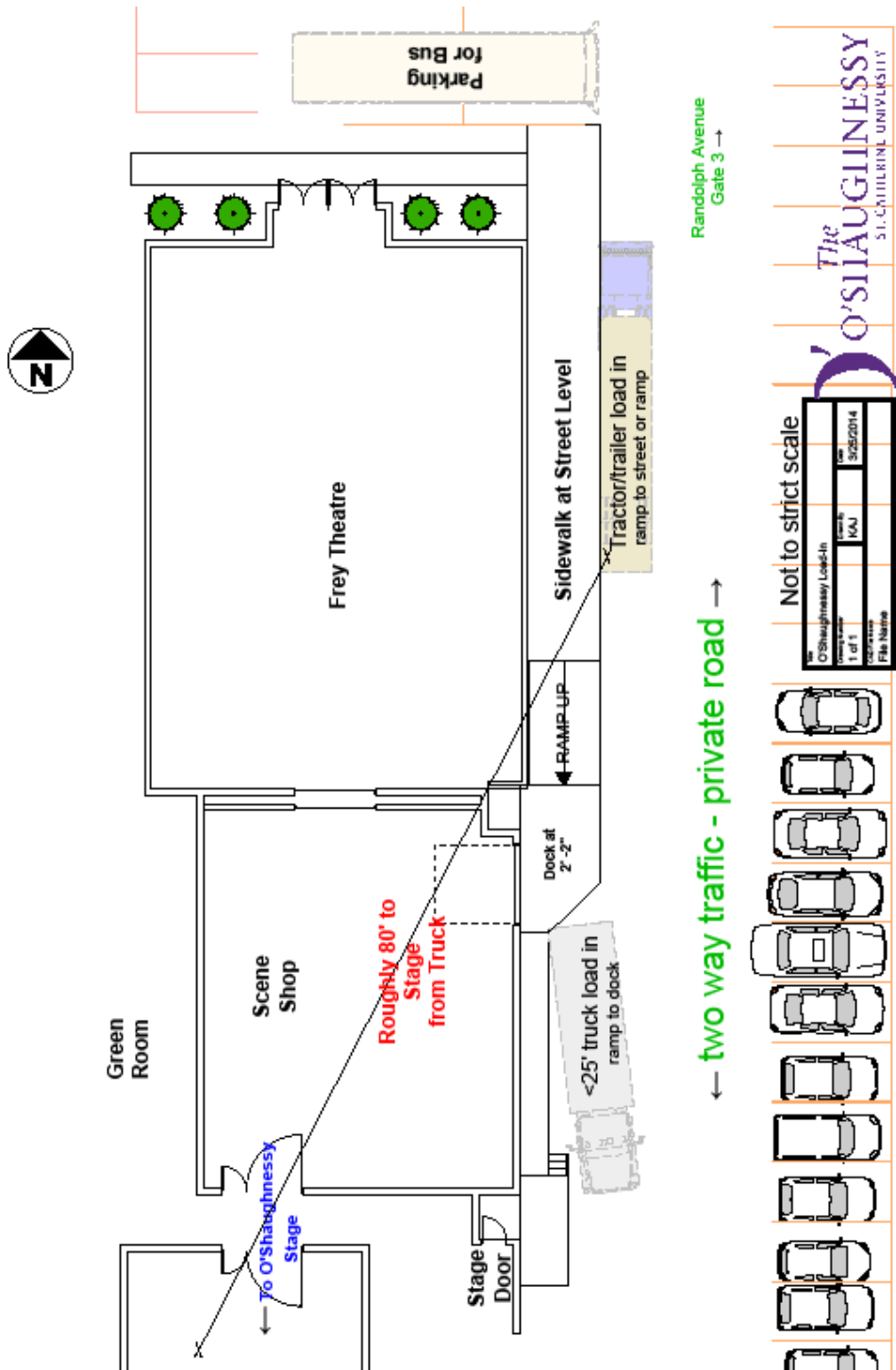
Parking (see map on page 12):

Trucks and other performers may be parked in the large O'Shaughnessy lot located in the southeast corner of the campus. This is approximately one city block away from the [stage door](#). Special arrangements can be made at certain times of the year for special parking needs. Contact the [Production Manager](#) to discuss parking requirements.

- There is one shore power or hook-up for tour buses available in the loading dock area.
- There are standard exterior ac outlets in the area north of the Frey Theatre.



THE FREY THEATER
At St. Catherine University



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CARPENTRY

House Draperies (Soft Goods)

Item	Width	Height	Fullness (if sewn in)- Description		Quantity	Notes
Frey Side panels	12'-8"	12'-3"	no	black velour	7	
Legs	6'	19'-7"	yes	black velour	2	
small drape	13'	10'-6"	no	black velour	1	No chain pocket
Traveler panel	25'	18'-6"	no	black velour	1	
Plastic cyclorama (Rear Projection)	31'-8"	16'-9"	no	cream	1	Must be hung upstage of proscenium
Sharkstooth scrim	32'	16'-6"	no	sky blue	1	in white muslin bag
Sharkstooth scrim	29'-10"	16'-6"	no	black	1	repairs near bottom SR
White Leno Scrim	32'	15'-9"	no	filled scrim	1	in white muslin bag slight water damage SR
Leg	8'-6"	18'-9"	no	black velour	1	
Leg	8'-0"	19'-3"	no	black velour	1	
Leg	8'-0"	19'-2"	no	black velour	1	paint on front + tear(s)
Leg	8'-0"	19'-2"	no	black velour	1	1-1/2" hole near bottom
Leg	8'-6"	19'-0"	no	black velour	1	
Traveler			no	black velour	1	Dead Hung

THE FREY THEATER
At St. Catherine University

LIGHTING

Lighting Inventory

Quantity	Fixtures	Details	Wattage	Notes
26	ETC Source 4 26 Degree	6 1/4 " Frames	575	
40	ETC Source 4 36 Degree	6 1/4 " Frames	575	
13	ETC Source 4 50 Degree	6 1/4 " Frames	575	
30	ETC ColorSource Par (Deep Blue)*	7 1/2" Frames	90	12 are houselights
42	6" Fresnel	7 1/2 " Frames	500	
12	CCT Single Cell Cyc Lights		500	
Quantity	Accessories	Details		Notes
1	Spare 26° lens tube	Shared with Main Stage		
5	Spare 36° lens tube			
7	Spare 50° lens tube			
4	Barn Doors	7 1/2"		4 leaf style
6	Top Hats	6-1/4" Short		
3	Top Hats	7-1/2" Tall		
3	Donuts	6-1/4"		
5	Donuts	7-1/2"		
198	Safety Cables			red painted, bright
13	Izenour Single Side-arms			<i>several are in use</i>
32	Izenour Double Side-arms			<i>several are in use</i>
15	Izenour Side-arms extensions			
20	Altman Side-arms (C-Clamp)	18" long		Shared with Main Stage
2	Altman Side-arms (C-Clamp)	12" long		
Quantity	Jumpers	Details		Notes
9	Extension jumper w/ twistlock	50'		
27	Extension jumper w/ twistlock	25'		
34	Extension jumper w/ twistlock	10'		
34	Extension jumper w/ twistlock	5'		
3	Jumpers w/ twistlock	<5'		
Quantity	Adapters	Details		Notes
21	Twofer (M+F+F)	Twistlock		
7	Male Edison to female twist-lock			
10	Male twist-lock to female Edison			
Console				
1	ETC Element Board			
1	RFU, wireless			
Quantity	Dimmers	Details		Notes
96	ETC Sensor Dimmers w/CEM3	1 rack of 48 units		2.4 kW dimmers

Note: All Twistlocks are UL Standard 498 (Old Style, Non NEMA - Ground Out) Connectors

***Various secondary lenses are installed in the fixtures for smooth washes. All CS Pars are underhung.**

THE FREY THEATER
At St. Catherine University

SOUND

Audio Inventory

Speakers	Details	Quantity	Notes
Mackie Powered Speaker (Thump Series)		4	Active –XLR In
Yamaha Speakers		5	Passive – 1/4" In
Cables	Details	Quantity	Notes
	XLR cable 6"	1	Orange
	XLR cable 3'	2	Orange
	XLR cable 10'	6	Orange
	XLR cable 25'	4	Orange
	XLR cable 15'	6	Black
	XLR cable 20'	1	Black
	XLR cable 25'	4	Black
	XLR cable 50'	7	Black
	Male 3pin XLR to 1/4" adapter 25'	2	
	Male 3pin XLR to 1/4" adapter 10'	2	
	Speakon cable (thru) 25'	1	
	1/4" speaker cable 4'	2	
	1/4" speaker cable 5'	5	
	1/4" speaker cable 10'	2	
	1/4" speaker cable 25'	8	
	1/4" speaker cable 50'	3	
Other Gear	Details	Quantity	Notes
Horizon Power Series stage box/ snake	75'	1	8 XLR + 4 Returns
Spirit Power Station 600 Sound Console		1	Powered mixer (If Required)
Mac mini (M1)		1	
Tascam USB Audio Interface (for QLab)			8 inputs
QLab 4 & 5 License		1	
QLab USB / MIDI Remote interface		1	go and stop options
Shure ULXS4 Wireless Mic		2	
Shure PG185 Lav		2	
Yamaha keyboard w/ stand & amp		1	
Yamaha MG102C Mixing Console		1	10 Channels

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At St. Catherine University

CONTACTS

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The O'Shaughnessy Ticket Office Information:
651-690-6700
oshaughnessy@stkate.edu

St. Catherine University Office of Public Safety
651-690-8888
dps@stkate.edu

THE FREY THEATER
At St. Catherine University
ST. CATHERINE UNIVERSITY CAMPUS MAP

