# General Facility Information

**Address**  
Ordway Center for the Performing Arts  
345 Washington Street  
St. Paul, Minnesota 55102  
www.ordway.org  
(651) 282-3000

**Contact**  
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Brandt, Rental and Contracts Manager</td>
<td>(651)282-3107</td>
<td><a href="mailto:lbrandt@ordway.org">lbrandt@ordway.org</a></td>
</tr>
<tr>
<td>Andy Luft, Production Director</td>
<td>(651) 282-3041</td>
<td><a href="mailto:aluft@ordway.org">aluft@ordway.org</a></td>
</tr>
<tr>
<td>Julia Erickson, Associate Production Manager</td>
<td>(651) 282-3039</td>
<td><a href="mailto:jerickson@ordway.org">jerickson@ordway.org</a></td>
</tr>
<tr>
<td>Ordway Ticket Services</td>
<td>(651) 224-4222</td>
<td></td>
</tr>
<tr>
<td>Stage Door</td>
<td>(651) 282-3070</td>
<td></td>
</tr>
</tbody>
</table>
Stage Door and Loading Dock

- The Stage Door and Loading Dock are located immediately off Fifth Street between Washington Street and West Seventh Street immediately adjacent to the River Centre/Roy Wilkins Auditorium. Fifth Street is a one-way street running west to east.
- The Stage Door has an accessible ADA ramp on the east side of the entrance.
- The most direct highway access is the Fifth Street Exit from Eastbound I-94.
- From all other points follow directional signs to the River Centre or Xcel Energy Center. The Ordway is located east of the Xcel Center.
- The Loading Dock is 4’ – 0” above ground level, and level with the stage floor.
- The Loading Dock accesses the Music Theater stage on the Stage Left side of the stage. The Concert Hall is accessed from the dock via a vestibule that feeds into the rear service corridor.
- The Loading Dock can accommodate three (3) 53' tractor-trailers. There are levelers at every dock bay with retractable dock tongues.
- The Freight elevator is located in the rear service corridor and can be accessed from the service corridor vestibule or from the Music Theater stage at the loading doors USL. The freight elevator doors measure 7’-11”w x 8’-11”h x 13’-2”d and has a weight capacity of 12,000lbs. The Freight Elevator accesses the loading dock/stage level, basement/orchestra pit level, and The Drake Room, US Bank Room at the second floor level of the Music Theater.
- During the run of an event, one loading bay may be occupied on a negotiated space-available basis. No other vehicle parking or trailer storage facilities are available.
- Shore power is available for bus parking through special arrangement with The Ordway. Feeder run is approximately 150’. Feeder is not provided.
- A 60 amp 3 Phase -5 wire service disconnect is available at the loading dock with transformer isolated power. This can be used only for audio/video remote vehicles. Feeder is not provided.
Map of Ordway and Surroundings

From the West
Take I-94 East to Exit 241B - (5th Street).
Follow across 7th Street staying in center lane.
Slight Right onto 5th Street
Go past Xcel Center.
The Ordway Loading Dock is adjacent to the Roy Wilkins Auditorium

From the East
Take I-94 West to Exit 242 D
Follow to W. 5th Street
Go past Xcel Center.
The Ordway Loading Dock is adjacent to the Roy Wilkins Auditorium
Dock Doors
- 1, 2, 3 – 9’ w x 9’-3”h (between seals – 7’-7”w x 8’-10”h)
- A – 11’-4”w x 11’-8”h
- B – 5’-8”w x 7’-8”h
- C – 5’10”w x 7’-8”h
- D – 5’-10”w x 6’-10”h

Backstage to FOH Door Openings
- 1st floor – 5’w x 6’-10”h
- 2nd floor – 5’-7”w x 6’-9”h
Seating Layout

*For general reference only, see seating charts for detail.
The Concert Hall at a Glance

The concert hall is a project of the Arts Partnership; a consortium made up of the principal resident organizations:

- The Saint Paul Chamber Orchestra
- The Schubert Club
- Minnesota Opera
- Ordway for the Performing Arts

The Concert Hall was designed by Architect Tim Carl of Hammel, Green, and Abrahamson and Acoustician Paul Scarborough of a-kus-tiks. The Concert Hall General Contractor was McGough Construction who built the original Ordway facility in 1985.

The Hall is a “shoebox” style concert hall where there is no separation between the performance platform and the audience. Acoustic dampening curtains can be drawn to accommodate percussive or amplified programming. Reverberation time of the Concert Hall has been designed to showcase small ensembles and is predicted to be 1.8 to 1.9 seconds without dampening curtains in.

A spectacular sweeping dowel ceiling adds drama and is integral to the acoustic treatment of the room. The ceiling is practical too as it masks the catwalk structures that support the lighting, sound, and rigging infrastructures as well as the dampening curtain systems.

The Performance Platform measures 48’ wide x 32’ deep and is a sprung wooden mahogany floor.

The Platform “white light” lighting plot is comprised of standard theatrical lighting units that are focused and controlled by zones. Presets balance illumination equally to the musician or performer regardless of their orientation to the audience planes. Additional units are available to highlight the conductor and soloists. Planned primarily for amplified artists and special events there is a series of LED PAR units and Intelligent Lighting to add color and movement to the performance allowing the Ordway to maintain a cost efficient lighting infrastructure that is flexible for the majority of our artists and clients.

The Concert Hall has a performance audio system that includes a Front of House Audio System and Stage Monitoring System for amplified events installed on a per event basis at a competitive rental rate. This system is industry standard and includes a complement of standard reinforcement quality microphones, stands, and cables. A limited number of wireless mics are available.

A speech reinforcement system is always available as a part of the Hall infrastructure. Current plans are for a ground supported system but infrastructure for flying speaker arrays is available. Fill systems for side loge and choir loft seating are permanently installed and will be a part of the speech.

Rigging points and a chain hoist system are provided for in Catwalks 1 – 5 to ensure the room is flexible for touring concert and special events.
The Concert Hall at a Glance continued

The Concert Hall is the home of the Saint Paul Chamber Orchestra and like the Music Theater, boasts a full digital recording and broadcast studio and a “host” booth. The recording system includes state of the art microphones and electronics as well as (5) remote controlled microphone reel systems. The recording platform is ProTools Native HD. This is available to clients on an additional rental basis but only with the use of pre-approved engineers or thru arrangement with The Ordway and MPR. This is to be considered a tracking studio or live streaming studio for practical purposes as it is not available for post-production work.

A digital wiring infrastructure is be the backbone of the performance audio and recording systems utilizing fiber optic and high-bandwidth copper connections. This infrastructure is able to tie the Concert Hall and Music Theater together as well as having connections at the loading dock to feed remote production trucks.

The Stage Manager’s console is located on Stage Left and has hi-Definition closed circuit camera views of the stage.

There are (6) practical positions for video projector placement as well as an acoustically isolated “Projection Niche” located adjacent to the Sound Mix “porch”.

The Concert Hall has (12) ADA wheelchair locations.

ADA compliant listening assistive systems are available and are the same systems used in the Ordway’s Music Theater that can accommodate inductive loops for people with compatible hearing aids.
Support Spaces and Amenities

Concert Hall Support Spaces:

- 4 Dressing Rooms that can hold up to 4 artists each. **
  - #C114
  - #C115
  - #C116
  - #C117
- Conductor’s Dressing Room Suite at stage level.
  - #C107
- Men’s and women’s changing rooms located in the lower level.
  - #C016
  - #C018
- A green room located immediately off the Backstage Stage Right crossover corridor.
- Access to the lounge and vending area in the lower level.

Concert Equipment

- (50) Wenger Musician Chairs
- (6) Cello Chairs
- (6) Bass Stools
- (50) Manhasset Music Stands
- 4’ x 8’ risers at varying heights.
  - (8) - 4’ x 8’ x 8”
  - (8) - 4’ x 8’ x 16”
  - (8) - 4’ x 8’ x 24”
  - (8) - 4’ x 8’ x 32”

Pianos

The following instruments are available and must be scheduled in advance. Tuning and voicing of the instruments over and above the maintenance on the pianos that is regularly performed by The Ordway will be a client charge.

- 1984 Steinway 9’ Concert Grand *(For performance use only and additional fees incurred).*
- 1998 Steinway 9’ Concert Grand *(For performance use only and additional fees incurred).*
- Yamaha 6’-6” Baby Grand
- Rehearsal Quality Upright Pianos including one Steinway and one Yamaha U3.
- Baldwin 9’ for Drake Room use only

** All dressing rooms and changing rooms are equipped with restrooms, showers, makeup counter and mirrors and hanging racks for clothing. The Green room has adjacent restrooms.