



## **Levitt Foundation Site & Structure Requirements**

### **Site Requirements**

The site requirements for developing a Levitt Pavilion have been designed to create a quality musical experience at a first-rate facility in an aesthetically pleasing and welcoming environment. These requirements reflect the high professional standards that artists and audiences can expect of all Levitt venues. Each element creates an inviting, outdoor performing arts venue that becomes an integral part of community life in your city.

The following site requirements of the Mortimer & Mimi Levitt Foundation are the basis for funding eligibility for Friends of Levitt organizations.

### Seating Capacity

The site must be a minimum of two acres in size designed to accommodate an audience capacity of approximately 5,000 people in an open lawn setting. If permanent seating is required, either because of City codes or ADA requirements, it must be located on the sides or at the back of the lawn, such that access and views to the front of the stage are open to all.

### Parking and Public Transportation

The site must have access to adequate parking and Friends of Levitt must develop a parking plan. Adjoining land, existing surface parking, street parking, parking lots and parking garages in the immediate area within reasonable walking distance are all acceptable options. Private parking spaces that are not normally available to the public may be included in the parking plan if a long-term written agreement with Friends of Levitt and the owner of such private parking spaces permits use during concerts. Immediate access to good quality, well-utilized public transportation can be considered when developing the parking plan. Prior to funding, Friends of Levitt must provide a plan to the City that assures adequate available parking and public transportation, if applicable.

### Landscaping

The site must either have a natural bowl or be graded as a gradual upslope away from the stage to achieve optimum viewing throughout the lawn area. Attractive landscaping, appropriate to the site and venue, should include walkways and plantings to enhance a casual and relaxed ambiance. An underground sprinkler system is recommended to maintain four to five inches of topsoil and healthy grass. The site must meet ADA standards.

### Access/Load-in

The venue must be accessible by large vehicles to accommodate load-in and load-out of production equipment. The access way should be concrete and a minimum of 10 feet wide.

### Lighting

Sufficient lighting for safety, at the venue site and in parking areas and along walkways, is required. Ambient lighting at the site is highly recommended. There should also be ample lighting for Friends of Levitt booths, food and beverage vendors, and merchandise vendors. This may require an additional 100 to 150 amps dedicated to grounds lighting.

### Vendor Accommodations

To the sides and back of the lawn, there should be designated areas designed to accommodate Friends of Levitt booths, food and beverage vendors, and merchandise vendors. Such accommodations to include lighting, as mentioned previously, flat surfaces and ample electricity. Vendor areas should be in front of the venue, so vendors and individuals at the booths have views of the stage.

### Public Restrooms

Access to public restrooms is required for Levitt concerts and events. Restrooms may be located at the site or in a nearby building, as long as the facilities are within reasonable walking distance for children and seniors. Restrooms in the backstage area of the venue are only for the use of Levitt personnel and performers.

### Hospitality Area

To ensure successful relationships with Friends of Levitt supporters, a designated hospitality area is required. The hospitality area should be located at either the back of the lawn or the sides of the lawn, so the center and front areas of the lawn remain open to everyone. Throughout the concert season, the hospitality area provides a space for Friends of Levitt to host donors, elected officials, and key stakeholders and for funders and sponsors to entertain their guests. The hospitality area should have, at minimum, a concrete pad to comfortably accommodate tables and chairs for at least 100 individuals and electrical capacity to support catering and sufficient lighting for safety.

### WiFi

Free WiFi capability throughout the venue lawn area is recommended.

### **Structure Requirements**

Whether new construction or renovation of an existing facility, the venue must be designed to include the following basic requirements and must meet ADA standards for accessible design:

- Open air stage with roof – minimum 50 feet wide at the front and 30 feet deep at the center, with minimum approximate square footage of 1,100 square feet; roof must cover at least 70% of stage.
- A minimum of two dressing rooms, at least 130 square feet per room, each equipped with built-in counters, proper lighting, and mirrors for make-up application, and a minimum of one full-length mirror in each dressing room.
- A minimum of two ADA accessible bathrooms located within the backstage area; such bathrooms are only for the use of Levitt personnel and performers and not for use by the general public.
- One artist green room of a minimum of 270 square feet, equipped with built-in counters and kitchenette.
- Climate-control system for all rooms in backstage area.

- Secure and climate-controlled storage space, a minimum of 300 square feet, for sound and lighting equipment.
- Telephone system.
- WiFi capability.
- Standard electrical power for an outdoor performing arts venue – a minimum of 500 amps dedicated to sound and lighting with each system on a separate circuit.
- Overhead beams, lighting grids, and/or side trusses to accommodate professional lighting.
- Prominent permanent, horizontal signage naming the structure “Levitt Pavilion for the Performing Arts” or “Levitt Pavilion City Name” or “Levitt Pavilion” visible to the audience.
- Concrete pad, minimum 8 feet by 8 feet, for a front of house sound station in the lawn area.
- Underground, water-proof duct for conduit to accommodate the front of house station.
- Height of stage between 36 inches and 40 inches to create an intimate environment for the audience and to allow children to experience performers close-up.
- Digital screens, visible to the audience, installed as part of the venue to highlight sponsors and supporters and showcase promotional pieces before and after concerts.

The following design elements are recommended based on the experiences of existing Friends of Levitt organizations. Incorporating these elements into the design of your venue will contribute to successful operations. Recommended venue design elements include:

- Backstage area to include an office, large enough to be functional, for use by Friends of Levitt staff either year-round or specifically during the concert season.
- Backstage area to include one or more showers for performers who travel directly, often long distances, from one engagement to the next.

Friends of Levitt should consult with other arts nonprofits, local schools and universities, other community organizations, concert promoters, various City departments, and other entities that will likely use the venue to ensure the venue is designed to accommodate their use needs as well.

All design components shall be installed to meet or exceed local building codes. The architectural plans shall be acceptable to the Levitt Foundation. The architect of record for the project and Friends of Levitt shall coordinate with the Levitt Foundation to ensure all site and structure requirements are met.

### **Lighting and Sound**

State-of-the-art lighting and sound systems appropriate to the standards of the Levitt Foundation are required. LED lights are highly recommended. It is also highly recommended that recording equipment be included in the sound system. Site plans should include a concrete pad, minimum 8 feet by 8 feet, for a front of house sound station in the lawn area. The exact spot will be the optimal location for highest quality sound production. An acoustician should be consulted to determine the “sweet spot” of your venue site. An underground, waterproof duct for conduit to accommodate the front of house station is required. The duct should be deep enough to allow growth of grass directly above.