



STANDARD OPERATING PROCEDURE

High Line Car House Patio and Foyer Procedures

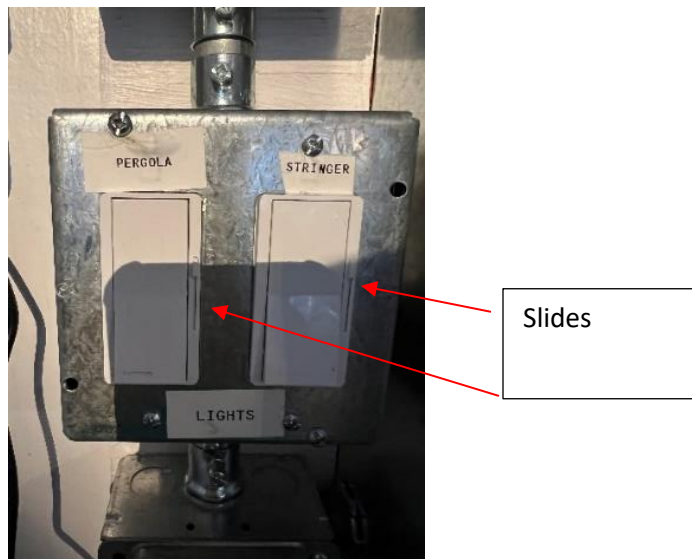
DESCRIPTION

The following outlines procedures for the patio lights, fans, shades, and furniture. Along with the Foyer area that includes the Foyer setup, doors, and keys.

PROCEDURE: PATIO LIGHTS

There are two sets of lights on the patio, hanging fairy lights and pergola lights

1. Both sets of lights are solar powered and will come on automatically at dusk
2. If the client would like the lights dimmed, use the slides on the side



3. At the end of the event, the lights on the patio will be left on and will turn off on themselves

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PROCEDURE: PATIO FANS

1. Patio fans should be on for events
2. The controller will always be stored inside the far right cabinet in the Foyer area



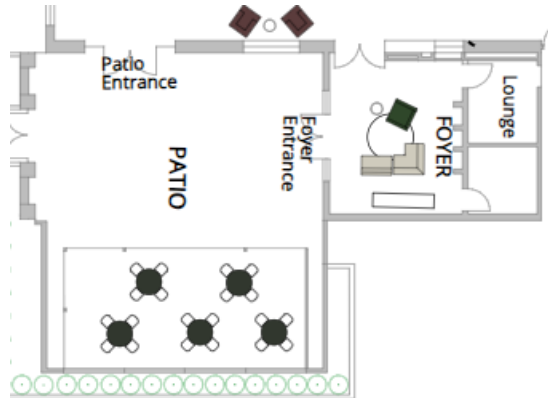
3. There are 3 speeds for the fans and will be controlled with the controller
 - Press on the individual dots for each speed
4. At the end of the event, it is the FOH Supervisors responsibility to turn them off
 - Press middle button twice to turn both fans off



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PROCEDURE: PATIO FURNITURE

1. Patio furniture will be set up before the event by the Operations team (when applicable)
2. All outdoor seated tables and chairs can remain on the locked patio, under the pergola at the end of the event
3. Event staff must move all furniture under pergola to standard set up end of night (when applicable)



4. Cocktail tables will need to be moved inside the Grande Hall through the Patio Entrance at the end of the event.
 - They can be placed right inside of the Patio Entrance door.

PROCEDURE: PATIO SHADES

1. There are 8 individual shades
 - Shade 1 starts on the left side



2. Screens can go all the way down, halfway, or stopped at any length
3. The controller will always be stored inside the far right cabinet in the Foyer area
4. To adjust shades, use the controller
 - Adjust individually, select correct number on the controller – 1 - 8
 - Individually scroll through the numbers, select which zone you want to adjust
 - Adjust all at same time, go to #9 and press the down arrow
 - Shade will auto stop at the bottom
 - Use up and down buttons to adjust accordingly

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- The middle button will stop the shades



5. The shades are weather resistant
6. At the end of the event, it is the FOH Supervisors responsibility to open the shades

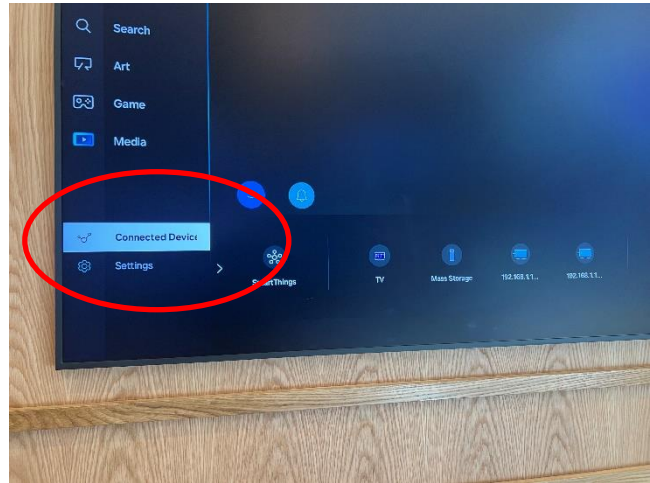
PROCEDURE: TV FOYER

1. The TV will always be on with a photo loop of TC photos when there is a tour or event unless specified differently from the client
2. If a client wants to have their own pictures/presentation displayed on the screen, they will supply a Zip Drive to their Event Manager on the day of their rehearsal or prior to the Event Designer
3. The Event Manager will insert the Zip Drive into the black box in the far right cabinet with the controllers

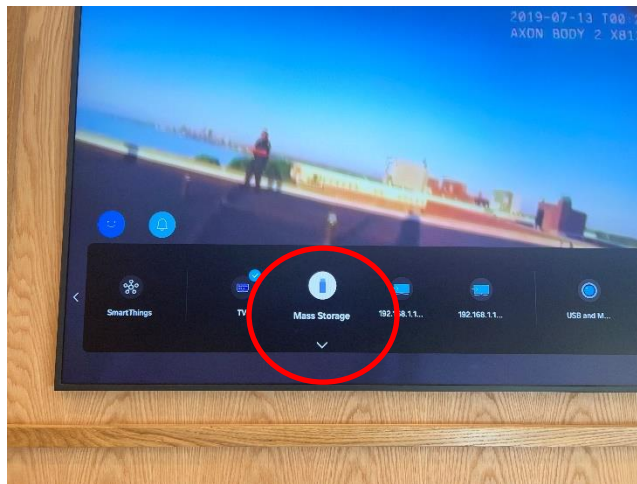


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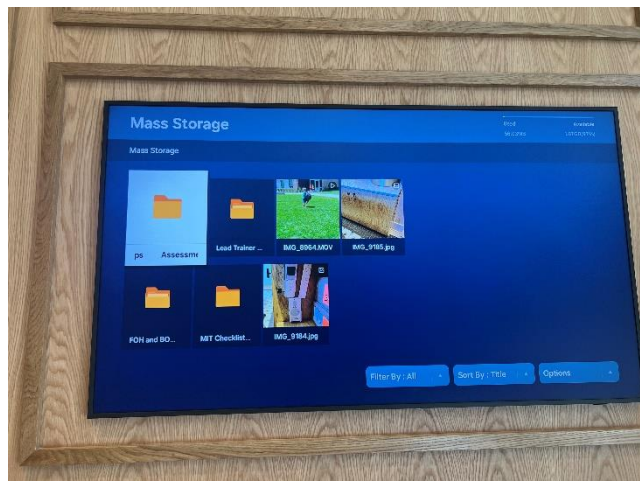
4. Once Zip drive is inserted, with the TV controller do the following:
 1. Turn on TV (if not already on)
 2. On the left side of the options to choose from, scroll down and select Connected Devices



5. Then scroll over to Mass Storage icon and select



6. Zip drive will open up, select what is to be shown on the screen



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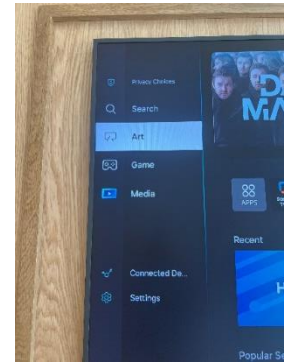
- When done with the Zip Drive, close out on the screen, a message will pop up asking the following, select Exit and then remove the Zip Drive from the black box and give back to the client



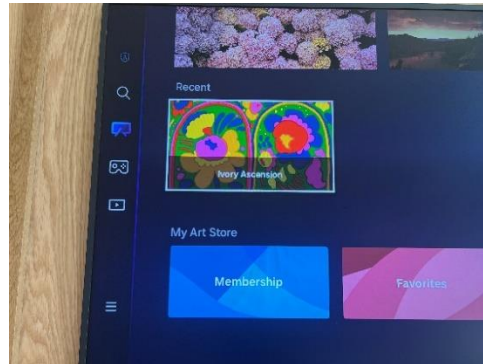
- Turn TV off at the end of the event by pressing the power button twice on the controller.

DISPLAY ART ON FOYER TV PROCEDURE:

- The process to display a photo from the Art tab is the following:
 - Turn on the TV
 - With the controller, scroll up to the Art icon and select



- Once on the Art screen, scroll down to the Recent and select the picture. A picture will automatically come up



Who to contact/call with questions: Call appropriate individual according to **Who to Contact Document** posted at each venue.

Revisions		
REVISION DATE	WHO (INITIALS)	NOTES
05.20.24	AS	Created SOP