

Technical Rider
Common Areas/Multifunction
Rooms
February 2018



Contacts

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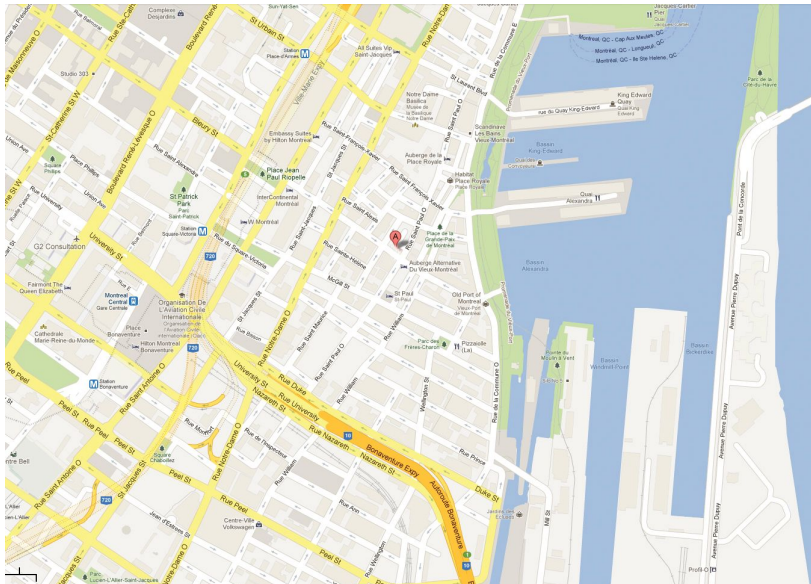
+1 514 844-7474 (5116)

Map & Information

Main entrance: 407 Saint-Pierre Street, Montreal, Quebec H2Y 2M3

Deliveries: Evans Ct, Montreal, Quebec H2Y 2A3

www.phi-centre.com



The Lobby

A few steps up St-Pierre Street, the Lobby is the heart of the Phi Centre. It offers a spectacular view of the historic architecture and state-of-the-art design and technology that defines the Phi Centre. The Lobby is outfitted with a reception desk and is the gateway to the Theatre, the Rhino, the Espace Plateau, and the stairs/elevator up to Spaces B, C, and D. The space also offers a coat check area and accessible restrooms. The Lobby is equipped with a 4-screen digital display system available upon request and under certain conditions. Please speak with your assigned event coordinator for additional details.

The Rhino

In the most strategic corner of the building, straight across from the Lobby, is the Rhino. It is a luminous salon with tall windows on both St-Paul and St-Pierre Streets that offers a unique view of bustling Old Montreal. The space is outfitted with a permanent PA system and usually hosts a variety of “bistro” style tables and chairs as well as a rollaway bar. The Rhino’s capacity is dictated by your event’s layout and furniture requirements. The Phi Centre will establish actual capacity on a case-by-case basis to ensure a pleasant and safe experience for our guests. The Rhino communicates directly with the Espace Plateau.

Space C / The Gallery

Space C, also referred to as “the Gallery”, offers vast wall space with a modular hanging system and a rail-mount lighting system for professional gallery installation. Long-term projects may use fake walls for wall-mounting pieces. A coat check is installed right next to the elevator and steps leading up to Space C. Space C has a posted capacity of 266 people, however, that number needs to be coordinated with other events on the same floor. Refer to your assigned event coordinator to establish the actual capacity for your event.

The Terrace

With an incredible view over Old Montreal and unrivalled privacy, the Terrace offers a comfortable and genuinely relaxing atmosphere. Stairs in the Grand Salon lead straight up to the intimate roof of the Phi Centre’s historical building. The Terrace’s capacity is 49 people and must be counted in the total occupancy of the floor below (Grand Salon). There is also a permanent sound system.

Dimensions

Please use the latest version of the Technical Plan available on our website for the most up-to-date information.

Restrictions

The use of any and all types of fasteners (screws, nails, double-sided tape, etc.) is strictly regulated throughout the Phi Centre. Since the building is classified as historic, the unauthorized use of fasteners will result in reparation and restoration charges. The use of pyrotechnic effects, naked flames, confetti and the distribution of stickers are strictly forbidden at all times throughout the Phi Centre.

Loading/Unloading

Deliveries should be directed to the Evans Court alley on St-Paul Street, right before the corner of St-Pierre. Only cube trucks measuring up to 16' can access the alley. Any longer vehicles will need to unload from St-Paul Street. All truck movements must be coordinated with the Technical Director. No vehicle may remain in the alley without its driver present at all times, as neighbouring residents and businesses rely on access to the alleyway. Vehicles must be parked off premises once unloaded.

Storage

There are no storage or staging areas at the Phi Centre for empty and unused cases. All equipment must be stored within the venue space, or storage arranged off premises. Please discuss this restriction with the Technical Director to avoid last-minute fees and inconveniences. All deliveries and pick-ups must take place on the day of the event.

Hospitality

A green room and two dressing rooms are available on the third floor, accessible either by the stairs or the elevator. These rooms are not exclusive to any venue and must be reserved ahead of time if needed. Please speak with your assigned event coordinator to ensure availability. Fees may apply.