

COMPANY MANAGEMENT INFORMATION

WIRELESS INTERNET (WiFi): Wireless internet is available for all guests at the theatre, please use the following information to log on. No password is required.

NETWORK ID: **Capital Rep Visitors**

Our hidden network must be added (usually under wifi “Add Network” or “Other Network”). Simply type network ID and you should have instant access.

NETWORK ID: **101**

EMPLOYEE INFORMATION

PAY DAY: Paychecks are issued each Thursday. The Production Manager or Company Manager will distribute the checks to your mailbox (located backstage left or in the copier room)

DIRECT DEPOSIT: Please note that direct deposits post the beginning of business on Thursday. Your first payment will be a hard check as it takes a week for our system to process direct deposits. If you have any questions, feel free to ask your company manager.

BANKING: There are several banking options located within walking distance with locations outlined below.

Bank of America
69 State St
Albany, NY 12201

Citizens Bank
10 N Pearl St
Albany, NY 12207

M&T Bank
80 State St
Albany, NY 12207

Pioneer Bank
90 State St
Albany, NY 12207

KeyBank
50 State St
Albany, NY 12207

TD Bank
125 State St
Albany, NY 12207

MAIL & POSTAGE: All mail forwarded to you should be sent to the theatre’s physical address. Always include your name or department when shipping items to the theatre to avoid confusion, as below:

[Your Name]
C/O Capital Repertory Theatre
111 North Pearl Street
Albany, NY 12207

Capital Repertory Theatre
ATTN: [Your Name]
111 North Pearl Street
Albany, NY 12207

If you are expecting any packages that you would like to be alerted of, please let company management know. All packages larger than your assigned mailbox will be placed on the credenza in front of the admin office for pick up.

COMPLIMENTARY TICKETS: Complimentary Tickets can be requested through company management only. For book keeping reasons, box office personnel cannot file comps or half

price tickets. Ticket request should be submitted through email to Company Management (btrimbur@capitalrep.org) with the date, time, # of tickets, and the name of person picking them up. The Company Manager will then process your requests and send a confirmation email. Comp tickets can be picked up the day of the performance at box office will call. We ask that you submit requests at least 48 hours in advance.

COMPANY VEHICLES & PARKING

COMPANY VEHICLES: Capital Repertory Theatre has vehicles that can be made available for any staff member. Before signing out, a vehicle check in with your company manager, you will need to fill out a form for our insurance and we will need to keep a copy of your valid driver's license on file. This form may take up to 48 hours to process.

Please return keys promptly as they are shared vehicles and are often reserved in advance.

- Company vehicles may not be signed out for longer than a 36 hour period, as they are shared.
- Company vehicles may not be driven outside of a 45-mile radius of the theatre without company managers or your direct supervisor's permission.
- Company vehicle gas is to be maintained by management please alert company management if gas is low and you are unable to refill at the time you return the vehicle.
- We ask that all users report any and all damage or required maintenance to make sure that company vehicles are kept in good condition.
- All company vehicles must be returned to the garage each evening.
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IN AND AROUND ALBANY

DOWNTOWN ALBANY: Like many Capital cities, Albany caters to its state government schedule. Most stores and restaurants downtown plan their hours accordingly. You will notice that on weekends downtown can seem very quiet when there aren't any events at going on. I've done my best to outline some businesses of interest in the area. **Note: All area codes are (518) unless otherwise noted.**

GROCERY STORES

Steuben Street Market	58 N. Pearl St.	977-4030	steubenstmarket.com
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PIZZA DELIVERY

Jonathan's Pizza	31 N. Pearl St	463-5100
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DOWNTOWN RESTAURANTS

McGeary's Restaurant	4 Clinton Sq	463-1455
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Miranda's (Deli)	52 Columbia St.	542-5219
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Pizzeria 54	48 N. Pearl St.	432-5454
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DP an American Brasserie	25 Chapel Street	436-3737
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The Hollow Bar + Kitchen	79 N Pearl St	426-8550
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The Merry Monk	90 N. Pearl St.	463-6665
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COFFEE AND SWEETS

Cider Belly Donut	25 N Pearl St	253-4640
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Mug Shot's Café	54 James St	390-0998
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FLORISTS

The Enchanted Florist 54 Columbia St 813-4990

ICE SKATING

Empire State Plaza Ice Rink 474-4759
Outdoor rink; Seasonal

PHARMACY

Rite-Aid 17 N. Pearl St. 434-6024

MISCELLANEOUS

New York State Museum 222 Madison Avenue
Spectrum 8 Movie Theatre 290 Delaware Avenue
McGreevy Prolab, Photo development and reproduction
462-1039 376 Broadway

TRAVEL

BUS

Adirondack Trailways 436-9651 <http://www.amtrak.com>
Greyhound 434-0121
Megabus 1-877-462-6342 <http://us.megabus.com/>
Departs from Amtrak Station in Rensselaer.

AMTRAK

Reservations 1-800-872-7245
Rensselaer Station 462-5763

RENTAL CARS

Enterprise Rent-A-Car 51 South Pearl Street 472-1111
Hertz 40 Lodge Street 434-6911

TAXI SERVICE

Duffy's Taxi 783-8294
OK Cab 453-8888
Capitaland 456-8294

OTHER RIDE SERVICES

Uber available through phone app
Lyft available through phone app

EMERGENCY & HEALTH CARE

Emergency 911
Albany Police 438-4000
State Police 457-7254
Albany Fire Dept. 447-7879

Capital Repertory Theatre Emergency Cell Phone (518) 595-9737

HOSPITALS

Albany Memorial		471-3221
Albany Medical	New Scotland Ave.	262-3125
	<i>Emergency Room</i>	262-3131
	<i>Patient Condition</i>	262-3791
St. Peter's Hospital		525-1550

HEALTH CARE PROVIDERS

The following are doctors and specialists used by visiting artists in the past, friends of the theatre, and recommendations. When setting up your own appointments remember to mention you are working with Capital Repertory Theatre.

General	Dr. Ted Zeltner	437-5970
Chiropractor	Dr. Eric Luper	472-9130
	Dr. Tim Tulmage	439-7644

IMPORTANT/EMERGENCY PHONE NUMBERS

Emergency	911
Albany Police	438-4000 (Non-emergency)
State Police	457-7254
Albany Fire Dept.	447-7879

Capital Repertory Theatre Emergency Cell Phone (518) 595-9737

Through this number someone (typically the company manager) is always on call 24-7 to help with issues that must be addressed immediately but are not life threatening. Please leave a message if there is no answer and your call will be returned ASAP.