

# the REP

**CAPITAL**  **theatre**  
REPERTORY managed by PROCTORS

Hello There,

This is your friendly neighborhood company manager, Becca Trimbur here. I'm so excited you will be joining us at theREP for our 2018-2019 Season and on behalf of everyone here at Capital Repertory I want to say a huge WELCOME! In this information packet you will find (almost) everything you need to know about your time here at theREP. To keep it brief some things may have been left out so if you have any questions and concerns do not hesitate to call me or email me.

My office hours are typically 9:30AM-5:30PM, my assistant Alana Canty-Samuel will be assisting production on the show and will be the go to company management person during performances.

My contact information is below and at the bottom of each page of this packet for easy access. It is my duty to make sure your stay with us is as comfortable and enjoyable as possible. With that I will jump into the nitty-gritty.

Again, welcome!

## **Becca Trimbur**

Company Manager, *Capital Repertory Theatre*  
(518) 462-4531 x403 | [btrimbur@capitalrep.org](mailto:btrimbur@capitalrep.org)  
Emergency Cell: (518) 595-9737

IMPORTANT/EMERGENCY PHONE NUMBERS

Police, Ambulance & Fire 911  
Albany Police (Non-Emergency) (518) 438-4000

## EMPLOYEE INFORMATION

**WIRELESS INTERNET (WiFi):** Wireless internet is available for all guests to Capital Repertory Theatre, please use NETWORK ID: **Cap Rep Visitors**, this network requires no password.

**PAY DAY:** Paychecks are issued each Thursday. The Company Manager, their Assistant or a Member of Stage Management will distribute the checks.

**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. There is not a CHASE location within the Capital District. If you don't see your bank listed below, feel free to reach out to company management and we will find you the nearest location.

**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, not to company housing. Mail should be sent to your name or to your attention (see examples 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

All visitors will have a mailbox, which is accessible in the copy room during regular business hours. If you are expecting any packages that you would like to be alerted of, please let company management know.

If, at the end of your stay, you have any packages to be mailed out please package them appropriately and label each box clearly with the address you would like them to be sent to. We strive to have them in the mail within their business days of your departure and will email you your tracking numbers.

**COMPLEMENTARY TICKETS:** Complementary Tickets can be requested through company management only. For book keeping reasons, box office personnel cannot file comps or half price tickets. Please email Becca at [btrimbur@capitalrep.org](mailto:btrimbur@capitalrep.org) with any comp requests. 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 visiting artists. To sign out a vehicle check in with your company manager, you will need to fill out a form and we will need to keep a copy of your valid driver's license on file. 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 producer's permission.
- Company vehicles will have a full tank of gas at the beginning of each production. It is the user's responsibility to replenish gas used, unless otherwise arranged with producer.
- We ask that all users report any and all damage or required maintenance to make sure that company vehicles are kept in good condition.
- When vehicles are used for production purposes, gas will be replenished.

**PARKING AT CAPITAL REPERTORY THEATRE:** All guests at Capital Repertory Theatre are welcome to park in the garage located above Capital Repertory Theatre. To access the garage you will need to get a parking fob from the company manager. Failure to return the fob will result in charges that are detailed in your contract.

If your parking fob stops working please report it to the Company Manager right away.

Street parking is metered during weekdays but is free on evenings and weekends (metered parking ends at 5 or 6PM on week days, depending on location Please read all signs carefully). Our traditional meters have been replaced with a terminal system, which prints a ticket you have to display on your dashboard. Parking enforcement is very attentive so be careful.

## 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 (as well as businesses you may need to drive to) **Note: All area codes are (518) unless otherwise noted.**

### GROCERY STORES

In Albany, there are larger grocery stores located on Central Ave. in and around the Westgate Shopping center. The Company Manager will take you there when you first arrive. After this initial trip, please feel free to sign out a company vehicle or contact the company manager to arrange another shopping trip.

<b>Market 32</b>	40 Delaware Ave	465-2603
	<i>This newly renovated location is the closest supermarket to the theatre. However there central avenue location is closer to other stores, if you're getting more than just groceries.</i>	
<b>Price Chopper</b>	911 Central Ave #21	482-0280
<b>Hannaford</b>	900 Central Ave	438-7296
<b>ShopRite</b>	709 Central Ave	292-1245
	<i>ShopRite offers online and over the phone shopping so you can pick up your groceries without wandering around the store.</i>	
<b>Honest Weight Food Co-Op</b>	100 Watervliet Ave.	482-2667
	<i>Honest Weight has a great selection of vegetarian, vegan and health foods. It's a supermarket-sized co-op.</i>	
<b>Whole Foods</b>	1425 Central Ave.	621-5300
<b>Trader Joe's</b>	79 Wolf Rd, Colonie, NY	482-4538
	<i>This Trader Joe's location is small but might. Parking is a bit tricky.</i>	

### PIZZA DELIVERY

Jonathan's Pizza	463-5100
	<i>A family owned hole in the wall right on North Pearl. It is a local mainstay for good reason. If you call tell Toni her friends at theREP say hey.</i>
NoHo Pizza	433-1111
	<i>One of the best gluten-free pizzas in the area.</i>
Madison's Pizza	437-0001
Dino's Pizza	396-3300
Domino's Pizza Albany	438-3030

## **DOWNTOWN RESTAURANTS**

- McGeary's Restaurant                      4 Clinton Sq                      463-1455  
*Tess, the owner of McGeary's is a staple of Albany nightlife. She loves artists, so much so that anyone working at Capital Rep gets a **percentage off their tab** if they mention it to their waitress.*
- Miranda's (Deli)                              52 Columbia St.                      542-5219  
*A lunch only, cash only deli that serves up some tasty specials and pretty good pizza, the owner, Charlie, makes the sauce himself. **Discount for Cap Rep employees!***
- Coulson's News & Deli                      420 Broadway                      447-7577  
*A classic convenience store with a twist; including beer on tap, soft serve ice cream, a new coffee bar, and grab and go snacks, including fresh fruits and vegetables, and a deli counter.*
- Pizzeria 54                                      48 N. Pearl St.                      432-5454
- DP an American Brasserie                      25 Chapel Street                      436-3737
- The Hollow Bar + Kitchen                      79 N Pearl St                      426-8550  
*One of our favorite restaurant partners, you'll often find the REP's staff here for lunch, dinner or happy hour.*
- Dawn's Victory Sports Café                      10 Sheridan Ave.                      463-9113  
*Do you like sports, darts and bar food? Well walk on over to Dawn's*
- Cider Belly Donut                              25 N Pearl St                      253-4640  
*The best way to spend a "cheat day". These donuts are out of this world. They also have a mean cup of coffee.*
- Mug Shot's Café                              54 James St                      390-0998  
*Quick and convenient, this coffee and sandwich shop is a great place to grab something on the go with specials named after the streets of Albany.*

## **HOTELS and LODGING**

*Company management may have access to discounted rooms depending on availability.*

- Albany Hilton                                      State and Lodge St.                      462-6611  
*(2 blocks from theatre)*
- The Hampton Inn and Suites                      Sheridan and Chapel St.                      432-7000  
*(across from theatre) Ask Company Management for our theatre discount here!*
- The Desmond                                      660 Albany-Shaker Rd.                      869-8100  
*(15 minute drive)*
- The Morgan State House                      393 State St.                      427-6063  
*(20 min walk/5 min drive) [www.statehouse.com](http://www.statehouse.com)*

## **BARBERS & HAIR DRESSERS**

- Mens' Room                                      54 Columbia St.                      449-1400
- Tru-Images                                      262 Washington Ave                      449-7133
- Townsend & Co.                                      153 S. Swan St.                      449-1535

## **MASSAGE**

Center for Natural Wellness

School of Massage Therapy      3 Cerone Commercial Dr.    489-4026

### **FLORISTS**

The Enchanted Florist	54 Columbia St	813-4990
My Favorite Things	85 Lexington Ave	427-7758
Ambiance	116 Everett Rd.	446-9900

### **ICE SKATING**

Empire State Plaza Ice Rink <i>Outdoor rink; Seasonal</i>		474-4759
Knickerbacker Ice Arena <i>Indoor rink</i>		235-7761

### **SHOPPING MALLS**

Crossgates: JCPenney, Macy's, GAP, Banana Republic, H&M, CVS Pharmacy, Hallmark, Regal Movie Cinema and more.

*Take I-90 West to Exit 1S/87S. Follow to mall exit road. Also accessible by CDTA bus service.*

Colonie Center: Macy's, Sears, Boscov's, Barnes and Noble, Cheesecake Factory, Hallmark, Regal Movie Cinema.

*Take I-90 West to exit 1N/87N follow to Exit 2E, go straight through light and the mall will be on your right.*

Stuyvesant Plaza: Offers fine specialty shops and a Starbucks coffee.

*Located on Western Ave, near Crossgates.*

### **PHARMACY**

Rite-Aid	17 N. Pearl St.	434-6024
CVS	885 Central Ave.	459-4550

### **MISCELLANEOUS**

New York State Museum	222 Madison Avenue
Spectrum 8 Movie Theatre	290 Delaware Avenue
<i>Independent cinema featuring independent films as well as box office hits.</i>	
McGreevy Prolab, Photo development and reproduction	
462-1039	376 Broadway

A packet of local maps, brochures and other information can be provided to you upon request. If there is any particular activity or service you are interested in please contact the Company Manager and we will gather information for you.



# 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  
*This signature green cab is a favorite. With friendly service, reasonable rates and prompt arrival, you can't go wrong.*  
OK Cab      453-8888  
Capitaland      456-8294

## **UBER/LYFT**

Now available in the Albany area! Can be requested through the apps downloaded on your phone.

# 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

*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.*

*If you need medical attention for a non-immediate condition please use this number, if it is immediate feel free to call the hospitals and healthcare providers below. It is always best to keep the company manager abreast of medical situations to ensure your health is taken seriously.*

## **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. If you would like more information or help setting up an appointment feel free to ask a member of Company Management. 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 Tulumage	439-7644
Ear, Nose & Throat	Dr. Arthur Falk	262-7193