



University of Illinois Springfield  
**PERFORMING  
ARTS CENTER.**

# Technical Information Packet

Updated March 2023

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## Contact information

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### Director

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### Tech Director/Prod Manager

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### Production Asst.

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### Stage Foreman

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### Business/Finance

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### Marketing

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### Ticket Office Manager

Shannon Smith

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(217) 206-8375

## Technical Information & Directions

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Time zone: Central

Stage Crew: I.A.T.S.E. Local #138 Business Agent: Brian C. Aarup 217-415-4810

Load in 4 hour min. Show 4 hour min. Load out 3 hour min. All rigger calls 2 hour min.

Truck loaders do not convert. Rail loaders blend in.

Curfew: No

Seating capacity: 2,000

Website: [www.uispac.com](http://www.uispac.com)

Current staff contact info:

<https://www.uispac.com/venue-info/staff>

**Address of loading dock/Stage door** for Google or

Apple maps:

2200 Ernest Hemingway Dr, Springfield, IL 62703

[Click here](#) to see a street view of our loading dock and stage door.

### Shipping Address:

UIS Performing Arts Center,  
1 University Plaza, MS PAC 397, Springfield, IL 62703  
Packages can be addressed to the recipient/show.

Oversized deliveries can be shipped to our loading dock. Please contact Craig Norman, production manager at 702-271-4116 or Joe Taylor, stage supervisor at 217-503-0514 to schedule a delivery appointment.

### Loading Dock Address:

University of Illinois Springfield Performing Arts Center  
Public Affairs Building  
2200 Ernest Hemingway Drive  
Springfield, IL 62703



## Parking/Loading Dock

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The UIS Performing Arts Center (formerly Sangamon Auditorium) is located on the campus of the University of Illinois in Springfield IL in the Public Affairs Center building.

Our loading dock is on a large, level lot that can accommodate a maximum of 4 tractor-trailers, and 3 buses at one time. Trucks and buses can park at the dock. Personal vehicles can park in our visitors' lot or get a dock parking pass from the Production Manager.

We have 2 shore power connections on the side of our building located to the right of the #2 dock door. We have a ramp for use with box trucks and low trailers.

Our 2 loading doors are 8' wide x 10'8" high and are 3' 6" above the pavement. Door #1 has a straight, flat, 10' push to the stage. Door #2 can only handle 7' high loads as it routes through our freight elevator. The freight elevator has a weight limit of 4,000 lbs./1800kg.





## Stage Dimensions

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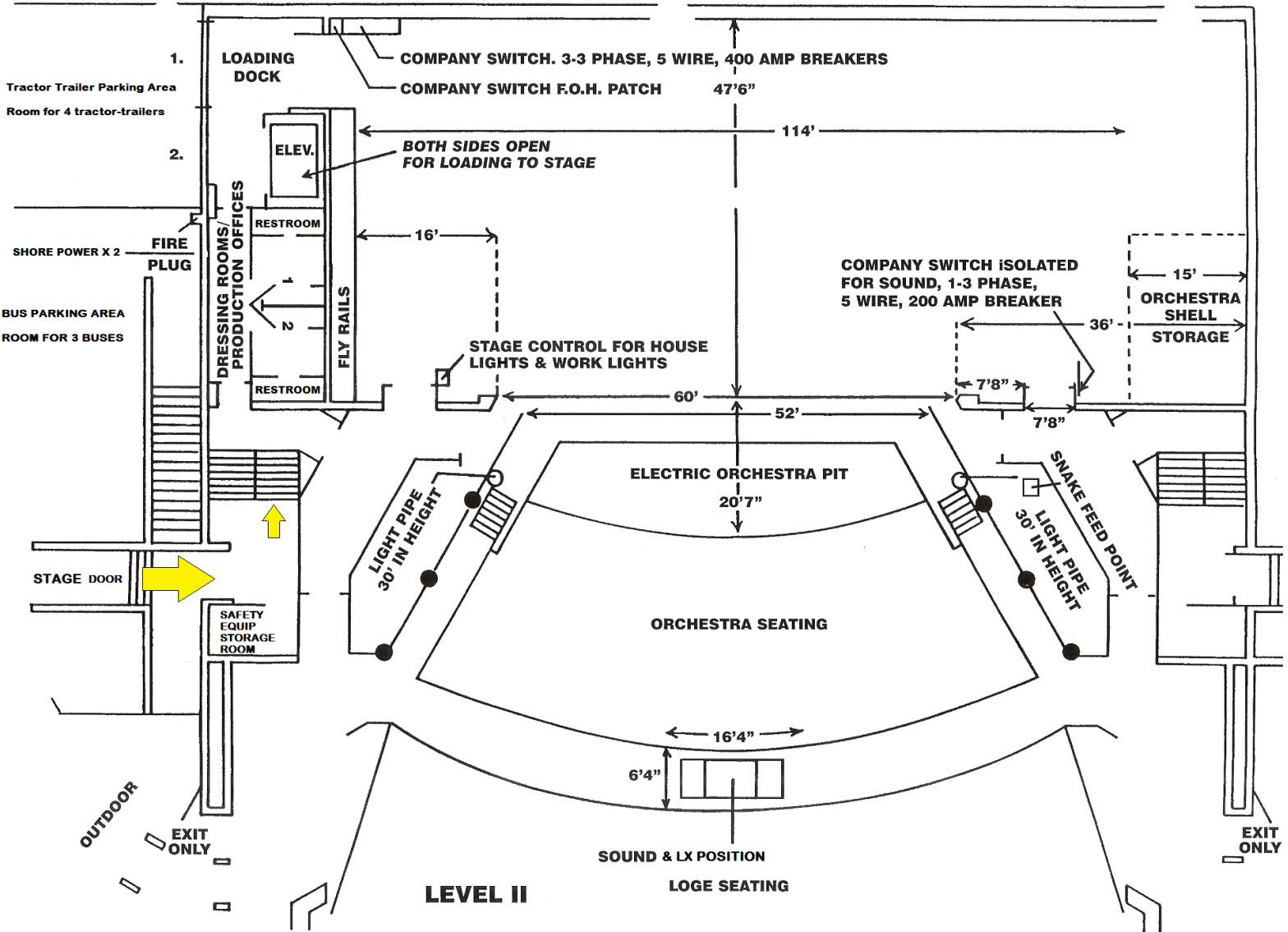
### **Sangamon Auditorium**

Sprung tongue and groove southern yellow pine with black aniline dye surface

- Proscenium - 52'-60' wide x 30' high
- Proscenium to upstage wall - 47' 6"
- Proscenium to upstage edge of orchestra pit - 6' 6"
- Proscenium to down stage edge of orchestra pit - 20' 7"
- Stage right wing - 16' wide x 47' 6" long
- Stage left wing - 36' wide x 47' 6" long
- Approximately 15' wide x 30' long taken for orchestra shell storage SL  
Orchestra shell is too large to leave the stage.....
- Wing to wing - 114'
- Height of stage - 3' 6"

Our orchestra pit runs on an electric spiral lift. Fan shaped; it is 44' long and 9'14" wide at the broadest point. The lift can stop at stage, orchestra level, pit seating level, and the basement.

# Stage Diagram



## Soft Goods

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### Drapes

Main Red Curtain – only flies in and out (hung on pipe A)

Black traveler downstage (hung on pipe B)

Travelers – 2; both are 54' wide x 30' high, on line sets 18 & 40, black velour

Swivel legs – 6; 10' wide x 32' high; on line sets 5, 15, 27, 36, 47, 52

(These legs can also travel on and off by 5'.)

Borders – 6; 60' wide x 12' high; on line sets 4, 14, 26, 32, 39, 50

White muslin cyclorama 62' wide x 28' high; on line set 54

Fiber optic curtain on line set 55

White scrim (in storage)

Black filled scrim (in storage)





## Rigging/Power Specs

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<b>Grid Height</b>	63' 8"
<b>Travel Dist.</b>	62'
<b>Rail</b>	Locking rail stage right, 29' above the stage
<b>No. of Line Sets</b>	55
<b>Arbor Capacity</b>	800 lbs.

House has 100% of total capacity for all arbors.

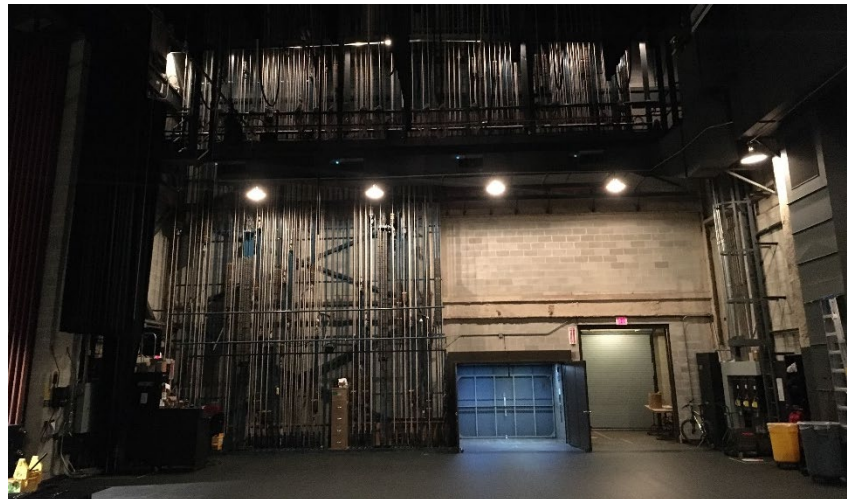
We are a counterweight house with 55 pipes that are 63' long. Linesets 1-34 are single purchase. Linesets 35-55 are double purchase.

All pipes can be operated from the locking rail located 29' above stage right.

There are 9 total rigging points downstage of the proscenium. 7 points are 1' 3" from downstage edge of proscenium wall.

One point is located at center. The other 6 points are measured out from center in each direction at these distances: 8' 10", 18' 9", 24' 7".

We have 2 points located 9' 6" from the downstage proscenium wall and are 29 feet from center line. These are our audio points that hold our line arrays.



We do not have a forklift; however, we do have a half ton stacking motor located upstage left.

We have a 24' one man Genie lift.

### Lighting Power

Our 3 LX company switches are located upstage right.  
Specs: 400 amp, 3 leg, 5 wire, WYE camlock, camlock only, no tails.

### Audio Power

Our single isolated audio company switch is located downstage left.  
Specs: 200 amp, 3 leg, 5 wire, Wye Camlock, cams or tails OK

**Questions?** Contact David Hecht, Technical Director at 217-206-8161 or [dhech3@uis.edu](mailto:dhech3@uis.edu).

## Line Set Schedule

LINE SET NUMBER	USE	DISTANCE FROM PLASTER LINE	SINGLE PURCHASE	DOUBLE PURCHASE	CANNOT BE CLEARED
A	Black Border	0'3"	X		
B	Red Main Curtain	2'0"	X		X
C	Black Traveler	2'9"	X		
1		3'9"	X		
2	#1 Elect.	5'3"	X		
3		6'7"	X		
#1 Orchestra Shell	Same	7'7"	X		X
4	Border	8'6"	X		
5	Legs	9'0"	X		
6		9'6"	X		
7		9'11"	X		
8	#2 Elect.	10'4"	X		
9		10'10"	X		
10		11'4"	X		
11		11'10"	X		
12		12'4"	X		
13		12'10"	X		
14	Border	13'4"	X		
15	Legs	13'10"	X		
16		14'4"	X		
17	#3 Elect.	15'7"	X		
18	Traveler	17'7"	X		
19		18'0"	X		
20		18'6"	X		
21		19'0"	X		
#2 Orchestra Shell	Same	20'0"	X		X
22		21'1"	X		
23	#4 Elect.	21'6"	X		
24		22'0"	X		
25		22'6"	X		
26	Border	23'0"	X		
27	Legs	23'8"	X		
28	#5 Elect.	25'0"	X		
29		26'7"		X	
30		27'1"		X	
31		27'7"		X	
32	Border	28'1"		X	
33		28'7"		X	
34	#6 Elect.	29'1"		X	

LINE SET NUMBER	USE	DISTANCE FROM PLASTER LINE	SINGLE PURCHASE	DOUBLE PURCHASE	CANNOT BE CLEARED
35		29'7"		X	
36	Legs	30'1"		X	
37		30'7"		X	
38		31'1"		X	
39	Border	31'7"		X	
40	Traveler	32'1"		X	
41		32'7"		X	
42		33'7"		X	
43	#7 Elect.	35'0"		X	
44		36'4"		X	
45		36'10"		X	
46		37'4"		X	
47	Legs	37'10"		X	
48		38'4"		X	
49		38'10"		X	
50	Border	39'4"		X	
51	#8 Elect.	39'10"		X	
52	Legs	40'4"		X	
53	Full Black	41'4"		X	
54	Cyc.	42'4"		X	
55	Star Curtain	43'4"		X	

## Lighting Specs, Power

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- Company Switches:** Three (3) 400 Amp 3 Phase Wye Camlock Upstage Right  
One (1) 200 Amp 3 Phase Wye Camlock/Bare Ends DSL
- Dimming:** ETC Sensor 3, all one universe  
4 Racks (320 Dimmers, 2.4k each) circuited to 8 Electrics  
3 FOH catwalks, and other assorted areas, all Stage Pin  
2 Racks (140 Dimmers, 2.4k each) circuited to house lights
- DMX Tie In:** DSR behind Torm or in House Left control booth
- Lighting Positions:** 8 Electrics; 30 circuits spaced evenly on line sets 1, 3, 5, and 7  
24 circuits in 6 groups of 4 on line sets 2, 4, 6, and 8.
- 3 FOH Catwalks:** FOH 1: 5' DS of Proscenium, 32' above stage level, useful only for lighting straight down onto apron, 14 circuits  
FOH 2: 37' above stage level, 48' throw to proscenium line, 104' cable run from center line FOH to stage right edge of proscenium, 24 circuits  
FOH 3: 41' above stage level, 67' throw to proscenium line, 140' cable run from center line of FOH to stage right edge of proscenium, 28 Circuits
- Follow Spots:** 3 Lycian M2 Long Throw, 1.2k; 55' above stage level  
140' to proscenium line; Architecture interferes with shots far US
- Lighting Console:** ETC Ion XE 4k with FW 40 Fader Wing
- Lighting Location:** House Center. This is the preferred audio & LX positions for productions that bring their own console(s). Located in the orchestra level in rows K & J, we have a 16' long, 6' wide lift that can be lowered to 18" below seating level. This is usually enough room to accommodate both the LX & FOH consoles. **NOTE:** Prior to starting the show the lift will be lowered 18" to prevent viewing obstructions. This is a venue requirement.
- Projector:** Christie LW401  
1280 x 800 resolution  
4000 ANSI lumens  
14'x10' front projection screen

# Lighting Inventory

## Fixture and Accessory Inventory:

Type	Brand	Quantity	Notes
ERS Body	ETC Source Four	150	750w at FOH, 575w elsewhere
10° Barrel	ETC Source Four	12	
19° Barrel	ETC Source Four	48	
26° Barrel	ETC Source Four	40	
36° Barrel	ETC Source Four	40	
50° Barrel	ETC Source Four	10	
Iris drop-in	ETC Source Four	2	
Gobo Holders A	ETC Source Four	40	
Gobo Holders B	ETC Source Four	40	
Gel Frames	ETC Source Four	150	
PAR	ETC Source Four PAR	90	575w throughout
Gel Frames	ETC Source Four PAR	150	
Top Hats	ETC Source Four PAR	20	
Fresnel	Altman 8"	50	1000w
Fresnel	Lee Colortran 8"	14	1000w
Barn Doors	8"	10	
Side Arms		80	
Boom Stands	10' Tall Round Base	8	
Extension Cable	3', 5', 10', 15', 25', 50', 75', 100', Plenty of each, all Stage Pin		
Power Adapters	Stage Pin to Edison	10	
Power Adapters	Edison to Stage Pin	2	
DMX Cable	5 Pin, 100'	2	
DMX Cable	5 Pin, 20'	2	

**Questions?** Contact David Hecht at (217) 206-8161 or [dhech3@uis.edu](mailto:dhech3@uis.edu).

**NOTE:** This is the entire operating inventory for two venues on campus. If more fixtures are needed, please contact us in advance.



## Audio Specs, Power, Inventory

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<b>Audio Power</b>	Isolated audio company switch is located downstage left. One (1) 200 Amp 3 Phase Wye Camlock/Bare Ends
<b>Consoles</b>	FOH booth Midas Verona 400 40 channel console FOH house Soundcraft Vi3000 digital FOH mixer 48 channel For monitors: Soundcraft Si performer3 32x14
<b>Sound Array</b>	10 powered JBL VRX932lap, 5 per side 1 powered JBL Sub (flown) VRX918sp per side 2 JBL SRX 828SP Dual 18" powered subs per side on stage
<b>Monitor Speakers</b>	8 powered processed JBL stage monitor SRX815m 4 EAW SW109, powered by a separate rack
<b>Monitor System</b>	Four monitor mixes can be run from the FOH board in the booth or from the FOH board placed in the house. Monitor board can be set up backstage and have a total of 12 mixes.

### Sound Mix Positions

Position A – Sound Booth. This is the preferred mix position for productions that do not bring their own console. Loge Level, 250' snake run, approximately 90' from proscenium line. The Sound Booth does not have isolated audio power.

Position B – House Center Position. This is the preferred mix position for productions that bring their own console. 160' snake run, approximately 50' from proscenium line. Located in the orchestra level in rows K & J, we have a 16' long, 6' wide lift that can be lowered to 18" below seating level. This is usually enough room to accommodate both the LX & FOH consoles. **NOTE:** Prior to starting the show the lift will be lowered 18" to prevent viewing obstructions. This is a venue requirement.

<b>Com System</b>	Clear Com 2 channel 5 - Dbl muff 5 - Single muff 1 - Biscuit for loading rail 9 - Belt packs 4 - Wireless belt packs 1 - Clear -Com WBS-6 base station
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- Audio Inventory**
- 4 SHURE ULXS wireless receivers with Beta 87 handheld & WL-185 Lavalier
  - 4 SHURE QLXD 124/85 Handheld and Lavalier Combo Wireless Microphone System
  - 14 SM 58
  - 16 SM 57
  - 9 Crown PZM-30D
  - 7 Crown PCC-160
  - 4 SM 81
  - 8 DI boxes (passive)
  - 1 DI box (active)
  - Whirlwind 58 Channel Concert Series Snake/Splitter System
  - 1 IPOD interface
  - Assorted boom stands

**Questions?** Contact David Hecht at 217-206-8161 or [dhech3@uis.edu](mailto:dhech3@uis.edu).

**Photo of audio company switch**



**Photo of lighting company switches**



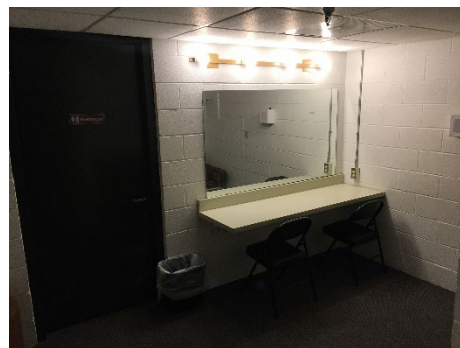
## Dressing Rooms/Wardrobe

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We have 2 star dressing rooms located stage right at stage level. These include a large mirror with makeup lighting, restroom, shower, and video monitoring of the stage. Recently renovated. Can fit 1-2 people comfortably. NOTE: These are often used as production offices due to close proximity to the stage. Couches and easy chairs will not fit in these rooms due to their size. There is an ethernet port inside each room and both rooms have excellent reception to our campus Wi-Fi.



An additional 2 semi-private dressing rooms are in the basement, and include mirror, make up lighting, chairs, restroom, and shower. Accommodates 1-2 people. NOTE: these rooms often have a love seat in them.



## Dressing Rooms/Wardrobe (cont.)

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2 large chorus dressing rooms with seating, mirrors, make up lighting, showers, and restrooms located in the basement. These can fit up to 30 people per room comfortably.



Four small extra dressing rooms are in our black box theatre, the Studio Theatre, and can be used if available. They include a mirror, make up lighting, chairs, and restroom. Accommodates 1-2 people.

Our wardrobe/laundry room is in the basement. Measuring 33 x 20 feet, it has 2 washers, 3 dryers, six 8' tables, 20 folding chairs, and 5 costume racks. Iron and ironing boards, 2 steamers, and bath towels and hand towels are available.



## House Safety Rules

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For large productions, we do a short, 2 min safety meeting upstage right with all members of the road and local crews before work starts.

It's quick and easy & covers some basic topics. We appreciate everyone's attention at that time. It helps things move quicker.

We do require all crews (road & local) to wear hard hats while riggers are on the grid both on the in and the out. Hard hats can be removed when riggers are off the grid.

Our stage foreman will make the call on deck when hard hats are required and when it's okay to remove them.

We have hard hats, safety glasses, and hearing protection to use if needed.

**IMPORTANT NOTE-PLEASE READ:** Safety stanchions will be placed around the orchestra pit when our orchestra pit lift is down. Absolutely no crew or work is allowed past those safety stanchions when they are in place. We have a zero tolerance policy for violating this rule.

If access to downstage is required while the lift is lowered, we can bring the lift to stage level. We are happy to accommodate.

Thanks for your attention to these safety matters.

We look forward to a good and safe day.



## Security/Campus Police

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Any requested “security” is provided exclusively by UIS Police working on overtime shifts. These officers have full arrest powers and work on 4 hour minimum shifts.  
**Please note:** Deadline to book the officers you need is 2 weeks before the date of show.

Please note T-shirt “security” is NOT permitted due to university agreements with the police union. However, “access control” duties can be performed by event attendants or usher staff. These individuals do not have arrest powers and are not authorized to detain individuals but can perform most functions desired by touring productions such as monitoring access to truck/bus area, sound mix, dressing room hallways, access from house to stage, etc.

PLEASE NOTE: As of the publication of this document, the University of Illinois Springfield DOES NOT provide audience weapon screening service. If this service is deemed essential to your production, please contact us immediately to discuss!

## Catering

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Contact Chip Deiss [rdeis2@uis.edu](mailto:rdeis2@uis.edu) or (217) 206-8290.

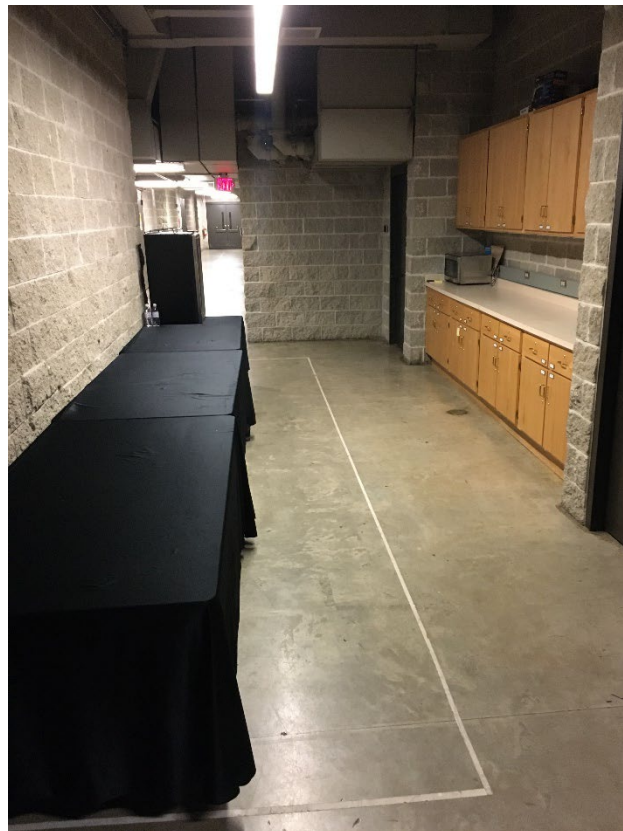
Chip is our production assistant and handles all food ordering, delivery coordination, and placement of non-catered meals e.g. coffee, tea, snacks, deli trays, etc. For large groups we typically have lunch and/or dinner in our black box theater. If that is unavailable, we can access meeting room(s) that are managed by UIS conference services. There is a fee for using the meeting room(s). Please note: crew and performers must cross a public hallway backstage of the auditorium to access these meeting rooms. It's rare that the public is in those hallways.

Please discuss meal schedule and location, as well as the number of people to be fed with the Production Manger during the advance phone call.

We can purchase alcohol and we do have the ability to provide alcoholic beverages for dressing rooms and crew meals. Subject to minor limitations.

Although cannabis is legal in the state of Illinois, due to the university receiving federal financing, possession of cannabis is not allowed on campus including the UIS PAC.

Our crew break area is in the basement outside 2 single dressing rooms. We have coffee makers, hot water for tea, ice machine, refrigerator, microwave, and mini fridge available.



# Merch/Lobby Information

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## **FRONT OF HOUSE**

House Manager: Betsy O'Brien, [eobri4@uis.edu](mailto:eobri4@uis.edu), office: 217-206-8287

## **GENERAL BUILDING INFORMATION**

UIS PAC is inside the Public Affairs Center building therefore lobby areas are public spaces open to the public 24 hours a day although the performance spaces are lockable and secure. Both spaces have lobby waiting areas outside the performance halls but are still inside the public space. Lobby areas are not secure! Please keep this in mind when setting up merchandise displays, meet-n-greet or autograph areas, etc. where product may be available without supervision.

## **DOORS OPEN**

Our standard doors open policy is 30 minutes prior to showtime unless otherwise arranged. Since the building has lobby and waiting areas for audiences to gather, 30 minutes is usually enough and allows artists and tech crew the opportunity for last-minute show prep up to ½ hour before showtime.

## **USHERS/VOLUNTEERS**

Show staff consists of full-time and part-time employees along with a large group of volunteer Ushers who serve in various FOH capacities. However, volunteers cannot serve as “security” personnel (see section on Security/Campus police). Specific security requests must be arranged with appropriate staff during the contractual process.

## **MERCHANDISE**

UIS Performing Arts Services has the following items available for use. Please let us know in advance what is needed so it can be set up and ready for use.

6' tables – up to 10

Black tablecloths

Chairs

Merchandise display grids – six (6) with horizontal coat hanger bars for displaying t-shirts, wearable merchandise, etc., and 8-1/2 x 11 clear plastic sign holders

Wired or Wi-Fi internet connections: These connections can be accessed using either the unsecured university access or a secure portal. Password for the secure portal will be supplied by front of house staff upon arrival. NOTE: Depending on security protocols of various POS systems, some devices are unable to utilize the secured network. If security is necessary for sales, it is advised that you also have a private, portable hotspot available as a backup.

Up to 8, 120V/110W AC receptacles on at least two separate circuits for isolation and to prevent circuit overload. There are no 240V/220W circuits or receptacles in the lobby areas.

Please note: the entire lobby is poorly illuminated after sundown. It is recommended that merchandise display areas carry portable lighting if possible. We have a few adjustable track lights to assist in dark areas.

### **MERCHANDISE SETTLEMENTS**

Unless otherwise arranged before arrival, merchandise settlements will be in cash at the close of the event. The House Manager will settle with the Merchandise Manager using either the merch representative settlement report or a UIS settlement form, or both.

### **MERCHANDISE SELLERS**

Local merch sellers may be available and need to be requested at least two (2) weeks prior to show. We cannot guarantee local sellers if requested later than two weeks before a show. Seller rates are \$20/hour per person with a 2-hour minimum for each seller. Sellers are paid as UIS employees and cost for sellers are included in merch settlement, not event settlement. More information is available on the required Merchandise Seller form completed as part of the contract signing process.

### **MERCHANDISE ARRIVAL, PICKUP, STORAGE**

Merchandise sent prior to show day should be sent with the following routing information

NAME OF SHOW  
University of Illinois  
c/o UIS Performing Arts Center  
1 University Plaza, MS-PAC 397  
Springfield, Illinois 62703

**Please note:** your shipment will go to University central receiving. It will take an entire day for us to receive the shipment in our production offices. Please plan accordingly.

Need to send and emergency package? Please call us first for assistance!

Merchandise must arrive prior to show day, preferably 1-2 days in advance. If a show is on a weekend, merchandise must arrive on campus by Thursday or Friday as there is no weekend, on-campus mail delivery. UIS Performing Arts will work with artists/companies to store merchandise arriving ahead of a show, however we have limited storage space available. If a large shipment is expected, please let us know in advance.

If merchandise is left behind for post-show shipment, it must be properly boxed, taped, sealed, and labeled with shipping and account information such as UPS or FedEx. Artist or company rep must contact shipper and arrange for pickup. We can store items for only 2-3 days following a show, so pickup must be made within that timeframe.

## Lighting & Audio Rental

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UIS PAC can arrange for the rental of any additional gear that is not part of our house inventory. We charge cost plus a 15% service charge. If you desire to rent your own gear here are several companies that have provided service in the past.

We do not recommend any particular rental company. Nor do we recommend anyone NOT on this list. These are close to campus. Please do your due diligence in selecting a rental company.

### **Audio Rental**

Mason Sound

<https://www.masonsound.com/>

2074 Poor Farm Road

Jacksonville IL 62650

(217) 370-0336

[masonsound@yahoo.com](mailto:masonsound@yahoo.com)

### **Backline Rental**

CC Backline & Audio

<http://www.ccbbackline.com/>

202 Concord Ave.

East Peoria IL 61611

(309) 241-2994

[Chad@ccbbackline.com](mailto:Chad@ccbbackline.com)

### **Lighting Rental**

Brent Theatrical Lighting

<https://www.brenttheatricalighting.com/>

2905 Eagle Ridge Ct.

Springfield IL 62707

(217) 546-9608

[mark.brent@brenttheatricalighting.com](mailto:mark.brent@brenttheatricalighting.com)



## Local Interests & Dining

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### Sightseeing

Springfield Visitor's Bureau

<https://visitspringfieldillinois.com/Default>

Abraham Lincoln Presidential Library & Museum

<https://www.alplm.org/>

Lincoln Home National Historic Site

<http://www.abrahamlincolnonline.org/lincoln/sites/home.htm>

The Lincoln Tomb

<https://lincolntomb.org/>

Dana Thomas House, Frank Lloyd Wright Home

<https://dana-thomas.org/>

Lincoln Memorial Garden Nature Center

<https://www.enjoyillinois.com/explore/listing/lincoln-memorial-garden-nature-center>

### Restaurants

Vele Restaurant

<https://www.velerestaurant.com/>

Augie's Front Burner

<http://augiesfrontburner.com/>

Cooper's Hawks

<https://chwinery.com/>

American Harvest Eatery

<https://www.americanharvesteatery.com/>

Bella Milano

<https://www.bellamilanos.com/>

D'arcy's Pint

<http://www.darcyspintonline.com/>

Obed & Isaacs Restaurant & Microbrewery

<https://www.connshq.com/obed-and-isaacs/springfield/>

Engrained Brewery, Farm to Table Restaurant

<https://www.engrainedbrewery.com/>

The Feed Store

<http://www.thefeedstorespringfield.com/>

Incredibly Delicious

<https://www.incrediblydelicious.com/>

### **Mexican**

Blue Margaritas

<http://bluemargaritas.com/>

Casa Real

<https://www.mycasareal.com/>

### **Local Coffee Shops**

There is Starbucks on campus located in the Student Union. It is a short walk across campus from the PAC. Hours vary, please check before visiting.

Custom Cup Coffee

<https://www.customcupcoffee.com/>