

Theatre Works

Stage

Technical Specifications

Updated
14/12/17

This document is subject to change without notice

Venue Production Manager:

Phone number: +61 3 9534 4879
Mobile Number:
Bookings number: +61 3 9534 3388
Email address: tech@theatreworks.org.au

Venue:

Phone number: +61 3 9534 4879
Ticketing number: +61 3 9534 3388
Website: <http://www.theatreworks.org.au>

Additional contact details are located on the final page

STAGE

Brief Stage Description:

Unraked black box studio with fixed lighting grid. Hardwood floor covered with hardwood sheets. Screwing into the surface is permitted but larger holes need to be authorised by the Venue Manager. Stage crossover via the dressing room.

Stage distributed load limit **500kg/m² (5kPa)**
 Stage point load limit **300kg (3kN) – subject to venue approval**
 Stage rake **NO**

Stage Dimensions:

Proscenium **Note:** False proscenium can be set using black drapes

Width **5448mm**
 Height **6000mm**

Setting Line

The setting line is located 1200mm upstage of the seating bank

Distance From (*SL = Setting Line, CL = Centre Line*)

SL to DS edge of apron (false pro) **5621mm**
 SL to Seating Bank **-1200mm**
 SL to rear wall **9536mm**
 CL to OP wall (or obstruction) **6097mm**
 CL to PS wall (or obstruction) **6097mm**
 Stage to underside of grid **6000mm**

This may be different to the curtain rail around the walls.

Overhead obstructions

No overhead obstructions above the grid up to 1500mm. Then work light fixtures may obstruct some areas.

Auditorium:

Black box studio with a fully automatic, retractable seating upholstered seating bank

Seating capacity **144 seated patrons**

Drapery:

Type	Material	Colour	Width	Height	Quantity
Pleated	Wool	Black	4350mm	5000mm	6
Pleated	Wool	Black	3000mm	5000mm	2
Pleated	Wool	Black	1500mm	5000mm	2
Pleated (above exit door)	Wool	Black	2000mm	2400mm	1
Pleated (exit door cut out)	Wool	Black	2000mm	2700mm	1
Pleated	Wool	Black	4350mm	6000mm	1
Pleated	Wool	Black	1100mm	5000mm	1

Access Equipment:

Elevated Work Platform

JLG 20MVL Motorized Elevated Work Platform

Maximum reach is **5820mm**

EWP Restrictions

Visiting technicians must be induced before use. Please fill out log before use.

Ladders

1 x 3m A-Frame platform ladder

1 x 6m Extension ladder with hooks

1 x 1.8 A-Frame ladder

1 x 3m Stepladder

Loading Dock:

Access

Loading door access is via the car park at the rear of the theatre. Entrance is off St Leonards Ave. The maximum sized truck that can access close to the doors is a 3-Tonne, due to car park access restrictions

Door Dimensions **2200mm High**

1600mm Wide

Restrictions / Obstructions

Trucks must park parallel to loading doors

Additional Rigging Notes

All flown items must be rigged with rated equipment and is subject to approval by a venue representative

Limited rigging gear is available in house. Includes straps, shackles and pulleys

Load limits vary from point to point on the lighting grid. Please refer load limit drawing.

The lighting grid is not suitable for suspending an individual, silk work, and most circus rig activities.

Staging Notes:

Screwing into the floor is permitted, but modifications to the venue and infrastructure is subject to approval by a venue representative.

Theatre Works has a small workshop, which is unavailable for outside hirers

Hirers must provide their own tools

Glitter and related products are not be brought into or used inside Theatre Works

Organic materials are not be brought into or used inside Theatre Works

Evacuation routes must be maintained at all times and free from any obstructions.

Test and Tag policy applies to all staging equipment, such as drills.

If naked flame and or equipment that produces heat is used. Risk assessments will be required and set/props must be fire treated/cured and rated to Australian Standard

Storage is unavailable outside the contract period

Set and props construction/modifications/painting is not permitted within the dressing room and access areas including, foyer, toilets, driveways, and car park

Stage must be left in an as found condition at the conclusion of the contract, with unwanted items disposed of off site. Failure to do so will incur extra charges

Theatre Works accepts no responsibility or liability for all sets and production equipment.

Theatre Works (must) will supply black floor paint for returning stage back to normal conditions. At the clients expense

Handrails and steps must be installed on the seating bank at all times

Hirers must be inducted before the commencement of any activity at Theatre Works

Food and drink items must not be consumed on the stage.

LIGHTING

Positions:

Stage LX Bars

LX bars are fixed and can't moved from their position

See hanging plot for standard LX bar locations

LX A

Setting Line to lighting bar	9291mm Measured along the floor
Usable bar width	11698mm
Height from floor	6000mm

LX B

Setting Line to lighting bar	7624mm
Usable bar width	11698mm
Height from floor	6000mm

LX C

Setting Line to lighting bar	5621mm
Usable bar width	6089mm
Height from floor	6000mm

LX D

Setting Line to lighting bar	3502mm
Usable bar width	11698mm
Height from floor	6000mm

LX E

Setting Line to lighting bar	1385mm
Usable bar width	6089mm
Height from floor	6000mm

LX F

Setting Line to lighting bar	-667mm
Usable bar width	11698mm
Height from floor	6000mm

LX G

Setting Line to lighting bar	-2734mm
Usable bar width	6089mm
Height from floor	6000mm

LX H

Setting Line to lighting bar	-4814mm
Usable bar width	11698mm
Height from floor	6000mm

LX J

Setting Line to lighting bar	-6833mm
Usable bar width	6089mm
Height from floor	6000mm

LX K

Centre Line to lighting bar	5849mm
Usable bar width	15957mm
Height from floor	5000mm

LX L

Centre Line to lighting bar	2997mm
Usable bar width	20406mm
Height from floor	6000mm

LX M

Centre Line to lighting bar	0mm
Usable bar width	20406mm
Height from floor	6000mm

LX N

Centre Line to lighting bar	3092mm
Usable bar width	20406mm
Height from floor	6000mm

LX P

Centre Line to lighting bar	5849mm
Usable bar width	15957mm
Height from floor	5000mm

DS PS Boom

Setting Line to lighting bar	1377mm
Usable bar width	4927mm
Notes	48 mm round pipe

US PS Boom

Setting Line to lighting bar	9038mm
Usable bar width	4927mm
Notes	48 mm round pipe

DS OP Boom

Setting Line to lighting bar	1377mm
Usable bar width	4927mm
Notes	48 mm round pipe

US OP Boom

Setting Line to lighting bar	9038mm
Usable bar width	4927mm
Notes	Lamps cannot be hung below 1500mm from stage level

House Lights – Permanently installed for house light only

Make	Model	Detail / Accessories	Watt	Total
Strand	Patt123	House Light	500w	4
Strand	Patt123	Aisle Light	500w	1
Strand	Patt23	Aisle Light	500w	2

Additional Lighting:

Item	Make	Model	Detail / Accessories	Watt	Total
Boom Arms	Generic	Flat Steel		N/A	6
Pipes	48mm		Various lengths 1, 1.5, 2, 3m	N/A	
Floor Stands	Generic		Wooden and metal	N/A	9
Scaff Clamps	Generic		90deg	N/A	16
Scaff Clamps	Generic		Swivel	N/A	10

Patching:

Location	Quantity	Numbering (PS to OP)	Detail / Accessories
LX A	12	A12 – A1	10A, 240v Sockets, 2x 6 way Wieland loom
LX B	2	A12, A1	10A, 240v Sockets, Shared with LX A
LX C	6	C6 – C1	10A, 240v Sockets
LX D	6	D6 – D1	10A, 240v Sockets
LX E	6	E6 – E1	10A, 240v Sockets
LX F	10	F10 – F1	10A, 240v Sockets
LX G	6	G6 – G1	10A, 240v Sockets
LX H	10	H10 – H1	10A, 240v Sockets
LX J	6	J6 – J1	10A, 240v Sockets
LX K	2	K2 – K1	10A, 240v Sockets, located DS, upstage patching can be done via booms
LX L	11	L11 – L1	10A, 240v Sockets
LX M	12	M12 – M1	10A, 240v Sockets
LX N	11	N11 – N1	10A, 240v Sockets
LX P	2	P2 – P1	10A, 240v Sockets, located DS, upstage patching can be done via booms
DS PS Boom	3	K5 – K3	10A, 240v Sockets. Run down the boom at various heights
US PS Boom	4	K9 – K6	10A, 240v Sockets. Run down the boom at various heights
DS OP Boom	3	P5 – P3	10A, 240v Sockets. Run down the boom at various heights
US OP Boom	4	P9 – P6	10A, 240v Sockets. Run down the boom at various heights

Power:

3 Phase Outlets

4 Outlets are located in the Bio box. 1 is reserved for the seating bank but can be swapped out as needed.

Cabling:

240v Extension Cable

The venue has a good stock of extension leads to accommodate the venue's equipment stock. Any additional equipment will require addition cable stock to be sourced.

Lighting Notes:

House lights must be rigged in the grid above seating positions. These lights are to be controlled via the lighting console. Two dimmers and one lighting channel must be kept reserved for these lights at all time.

Unused or excess stage lights must be stored in lighting storage area. At no time during the hire period are lights to be stored on the ground

Every light has its own accessory. It is the hirer's responsibility to ensure that accessories are kept with the lamps. Any missing accessories will be charged to the hirer. Accessories include, Barndoors, Colour Frames, Hook Clamp, Safety Chain, Lamp, Gobo Holder, Iris.

Theatre Works does not maintain a standard rig and all lights and equipment must be de-rigged at the conclusion of the contract.

Hirers must be inducted before the commencement of any activity at Theatre Works

All electrical equipment and appliances brought into the venue and requiring to be plugged into a power outlet must be recently tested and tagged to certify the safety of the equipment in accordance with regulations. The equipment and or appliance must bear a regulatory tag carrying the licence number of the "A" grade electrician who tested the equipment and the date of testing. Equipment or appliances not bearing this tag will not be allowed in the venue and the onus for testing and tagging of equipment rests with the person or company bringing the equipment into the venue. Theatre Works staff at a cost of \$5 p/item can do limited testing and tagging.

Pyrotechnics

Documentation as requested below to be provided to Theatre Works before Bump-In

- (a) Documentation from F.E.S.A. and Department of Industry and Resources.
 - All laid-out conditions must be adhered to for departmental inspection check.
- (b) A copy of a current pyrotechnics license, to the Venue.
 - Explosive license and valid certificate must be signed before bump-in

AUDIO

Control Positions:

Bio Box

Dedicated position with no seats pulled

Auditorium

Located in the seating bank. Only for plotting purposes

Control & Amplification:

Primary Mixer

Allen and Heath QU-16

Secondary Mixer

Behringer Xenyx 802

Amplifiers

Mackie FR series M1400

EQ

Rane ME60 30 band graphic equaliser

Speakers:

FOH Speakers

2 x RCF ART 425A Active Speakers 400w

Playback:

Item	Make	Model	Detail	Total
CD Player	Stanton	C400	Rack Mount	2

Microphones:

Make	Model	Detail / Accessories	Use	Total
Shure	SM58		Vocal	4
Shure	SM57		Instrument	2

Accessories:

Item	Model	Detail / Accessories	Total
Tall Boom Arm Mic Stand			3
Small Boom Arm Mic Stand			0
Speaker Stand	K&M		2

Speaker Patching:

Location	Quantity	Numbering	Detail
LX E	2	L – R	Permanente patch for house speakers

Cabling:

Audio Cable

The venue has a good stock of cable to accommodate the venue's equipment

Multicore

1 x 30m 20 lines, 16 sends, 4 returns

Audio Notes:

Main PA speakers are rigged on LX E can not be move with out prior consent of Theatre Works staff

Theatre Works does not own fold back or subwoofer speakers

AUDIO VISUAL

Projectors:

Type	Model	Detail / Accessories	Total
Epson	EB-1965	5K Data Projector	1

Projector Rigging Points:

Projector has a mounting cradle and be rigged from any horizontal lighting bar

Cabling:

The venue has limited cable stock for long runs. VGA extensions are done over Cat5

Audio Visual Notes:

The lack of stage depth restricts possibilities for rear projection

Theatre Works does own a projection screen

The use of the projector will incur an extra cost

BACKSTAGE

Dressing Rooms:

Dressing Room	Capacity	Toilets	Shower	Details
Main Stage Dressing Room	15	1	YES	Tea and coffee facilities available, Small kitchenette

Laundry / Wardrobe:

Washing Machines	NO
Dryers	NO
Drying rooms	NO
Iron / ironing board	NO
Clothes racks	YES, Limited

Production Facilities:

Production Desk

Yes, Production desk can be setup in the middle of the seating bank. Lighting and Sound operation can be moved to desk.

Production Office

No

Phone

Access to phone available in Management Office

Fax

Yes

Internet access

Yes, Wireless only

Greenroom:

Tea / Coffee facilities	YES
Fridge / freezer	YES
Microwave	YES
Running water	YES

Stage Door:

Access

Stage door is located at the rear of the theatre. Entrance is off St Leonards Ave.

ADDITIONAL INFORMATION

Safety and Induction:

It is important at all time hirers, performers; technicians observe the venue stage safety guidelines and practices

Stage Safety Guidelines

1. Wear appropriate clothing and covered footwear.
2. Wear appropriate personal protection equipment as required.
3. Be aware of hazards on stage “look for hazards”, alert co-workers of hazards.
4. Be aware of other people; take stock of what other crew and performers are doing around you, particularly when flying or moving heavy objects in and around the stage area.
5. Be aware of the “standard hazards” around the stage e.g. stage effects, hanging lines, power cords and know the location of any necessary hazardous chemicals.
6. Be aware of personal safety. Do not lift heavy or awkward objects alone, always call for assistance.
7. Never leave an area unattended that may be unsafe for another person.
8. Be aware of the fire fighting equipment available to you, where it is stored and know it’s proper usage.
9. During rehearsal and performance modes, clearly explain the dangers to performers. They must be warned to look up and around for potential obstacles and listen for crew alert calls when entering, on and exiting the stage area. Mark entries/exits to stage or curtains where necessary.

Stage Safety Standard Practice

1. Any liquid spillages must be mopped up straight away.
2. Look for any power cables, audio cables, lighting cables that may be loose on the ground or hanging down from booms and ensure that they are safely taped down and cannot snag on performers, staff or musical instruments.
3. Gaff down any loose cables you come across that may cause a walkway or scenery obstruction.
4. Do not coil live power cables.
5. Ensure that only trained venue staff use motor controls.
6. Pay close attention to manual handling; always ask for assistance if you think it might be necessary.

In an effort on behalf of Theatre Works to keep venue/ staff costs low for hirers. Theatre Works allows hirers to supply their own technical staff for works in the theatre. Hirers, Outside and non-technical employees must complete an induction to the space before work can commence. A minimum of 1 person per production/hire must be inducted to carry out unsupervised work in the theatre. The inductee will be responsible for safety in the theatre during this time. The inductee must be on site at all times work is being conducted within the studio. The induction process takes 30 minutes and may only be done at Theatre Works by a Theatre Works representative.

Theatre Works can employ extra technical staff to assist you with your bump-in/out and or show crew. Technical staff operates under the 2010 Live Performance Award. Please note there is limited technical staff available for production work

Access:

Hirers will be issued with an access key to the stage door/dressing room. A \$50 cash deposit is required, which is refunded when the key is returned by 5pm of the first working day after the last performance. If the key is returned after this time, the deposit is forfeit. The Hirer will have access to the Venue two (2) hours before the performance or event, unless otherwise agreed with Theatre Works' Venue Manager. All other times must be requested in writing and specified in the Production Schedule.

The Hirer must confine their activities to the designated areas of the Venue as instructed by the Venue Manager. The Hirer must leave the Venue no later than one (1) hour after the conclusion of any performance or function unless otherwise agreed with the Venue Manager.

The Hirer is responsible for opening up and securing the Venue unless agreed to by the Venue Manager. Instructions for lock up will be given on induction.

Sleeping in the venue will not be tolerated, as this will void insurance

Theatre Works is located in a quiet residential street in St Kilda and we ask that you respect the neighbours and any other local businesses by keeping noise to a minimum, especially at night, in particular whist bumping out. If it is predicated that your bump IN/OUT will run late into the night, Theatre Works asks that you aim to finish by midnight and re-schedule to do the remaining work the next day if possible. All production schedules will need to be approved by the Venue Manager prior to the commencement of the Hire Period. Due to noise restrictions, working late (past midnight) must be agreed to by the Venue Manager.

Technical Requirements:

Provide a crew for Bump In, Bump Out and a Stage Manager and Operating Technician(s) for the production. Theatre Works can employ extra technical staff on your behalf (see Additional Charges).

Provide the Production/Venue Manager with a complete Contact List of all personnel who will be in the Venue

Provide Production/Venue Manager with a Production Schedule to Theatre Works no less than two weeks prior to Bump In or other use of the Venue for the approval of the Venue/Production Manager. Once it is approved, changes in the Production Schedule need approval of the Venue/Production Manager.

Provide Production/Venue Manager with a Script or detailed description of the activity is to take place at the Venue must be submitted no less than two weeks prior to the Production.

Provide Production/Venue Manager with a Risk Assessment in writing no later than two weeks prior to the first performance of the Production.

Arrange and attend a production meeting approximately four weeks prior to production, with Theatre Works' Venue/Production Manager.

Provide the full design and installation, of any sets, lighting, sound, AV, costumes and props.

Theatre Works does not undertake to provide set materials, equipment or other consumables or to supply any items not included in the Technical Specifications Document

Following the use of the Venue, the Venue must be left in the same condition in which is found. All items brought into the Venue for production use including any third party equipment must be removed. Any items left in the Venue will be disposed of at the hirer's expense.

Adhere to the Theatre Works Rules of the Theatre document as outlined in the contract.

VENUE:

Venue Contacts:

Venue Address **14 Acland Street, St Kilda, Victoria, 3182, Australia**
Venue Postal Address **PO BOX 1205, St Kilda South, Victoria, 3182, Australia**

Staff Contacts:

General Manager **Dianne Toulson**
Email Address gm@theatreworks.org.au
Phone Number +61 3 9534 4879

Box Office Manager **Adam Gardner**
Email Address admin@theatreworks.org.au
Phone Number +61 3 9534 3388

Finance Administrator **Christine Ritter**
Phone Number +61 3 9534 4879
Email Address finance@theatreworks.org.au

Head Technician **Aaron Cananzi**
Phone Number +61 3 9534 4879
Email Address tech@theatreworks.org.au

Venue Plans:

Venue Plan Available
YES, PDF / DWG / VDW file emailed upon request

Venue Section Available
YES, PDF file available upon request

Venue Information:

Theatre Works is a creative hub in the heart of St Kilda. We support visionary artists, nurture the development of ideas and provide space for bold artistic adventures. We connect to diverse communities through live performances and participatory experiences that disturb, pleasure, provoke and entertain.