

# THEATRE WORKS:

*St Kilda*

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**Hirers Information Pack**

August 2011

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### **Enquiries:**

#### **Venue enquiries:**

Angela Cole [Venue Manager] [tech@theatreworks.org.au](mailto:tech@theatreworks.org.au)

#### **Bookings & Front of House enquires:**

Paula Philip [Administrator / Front of House Manager] [admin@theatreworks.org.au](mailto:admin@theatreworks.org.au)

***In the event of an emergency after hours please contact  
Angela Cole: 0409 234 649***

# Checklist

## Pre-Production:

- Make sure your deposit is paid and your contract signed and returned to secure your booking. **Your booking is only confirmed upon receipt of your deposit and contract.**
- Make sure you organise a production meeting with the Venue Manager, to be held at least 2-4 weeks prior to bump-in. This will ensure that your hire runs smoothly. You will need to bring an up-to-date production schedule as well as any lighting / set plans that you may have. A contact sheet of all cast and crew would also be very helpful in the event that we should have to contact anyone.
- Make sure you have arranged for sufficient crew / riggers / assistants for your production before bump-in begins.
- Make sure you bring along any fliers / posters as soon as they are ready. Front of house staff can put them up in the foyer during any seasons prior to yours to allow current Theatre Works audiences members to take them.
- Make sure you provide an AO poster for the signage boards at the front of the building. This can be done prior to your bump-in to allow for extra advertising. You can discuss this with the Theatre Works Venue Manager during the production meeting.
- If you wish to use the Theatre Works Gallery, please let the Venue Manager know ASAP

## Production:

- Pick up Venue Access key - \$50.00 deposit. Deposit returned upon key return.
- Make sure you have organised a roster for the ushers to be supplied by the hirer and that these ushers understand that they must arrive at the theatre 45 minutes before the performance starting time to enable Front-of House staff to brief them on their duties. A written roster must be provided a week before opening night with all names and contact numbers.
- Theatre Works have provided you with a kettle in the dressing room. (Please make sure it is turned off when you leave). We do not, however, provide tea, coffee, milk etc. Make sure you bring your own. A Bar Fridge is also provided for the use of the Hirers. (Please ensure Kitchen area is left clean and tidy at all times).
- If you are expecting couriers or visitors please let the office staff know as deliveries will need to be collected via the back entrance.
- We recycle paper, bottles (glass & plastic), and cans, so please use the right bins.
- Hirers will need to provide all their own tools for bump-in and out. The Theatre Works workshop is for Staff only.

## Post-Production:

- Make sure you have arranged for all props / scenery / costumes etc to be removed by the end of the night of your final performance. Remember that by leaving them here, you will be incurring a storage and/or removal charge. Any changes must be negotiated with the Venue Manager prior to bump-out.
- Please remember to return your venue access room keys by 5pm on the first business day after the final performance.
- It would be greatly appreciated if you could fill out the Theatre Works evaluation form to help us improve the venue for the future. Our Hirers survey can be found at <http://www.surveymonkey.com/s/J5VFFWS>

# About Theatre Works Ltd

Theatre Works is a creative centre and venue in the heart of St. Kilda. It reaches out to the wider community; it supports innovative arts practitioners through collaborations, partnerships and the imaginative use of its space and resources. Theatre Works always aims to entertain, challenge and surprise its audiences.

## History of Theatre Works:

"Founded in 1980 by a group of young VCA graduates, including Hannie Rayson, Caz Howard, and Peter Sommerfeld to name a few; and with a strong emphasis on new Australian works performed in unusual and interesting locations, Theatre Works quickly developed a reputation as a leader in Location Theatre, with a number of their early productions being performed in non-theatre locations around Melbourne, including trams, boats, old mansions, and pubs. Some of the company's most memorable early productions are *Room To Move* written by Hannie Rayson, *Storming St Kilda By Tram*, performed over 500 times on various moving trams, and *Living Rooms* performed at St Kilda's Linden Gallery, the latter two written by Paul Davies."

"In 1985 the company moved from the Eastern Suburbs to its current location in the old Christ Church Parish hall in Acland St, St Kilda. The '90s, under the artistic direction of Robert Draffin, productions evolved in style and content. With an increasing emphasis on Mythology, storytelling and adaptations, Draffin's production of *Rigoletto: A Perversion* received critical acclaim and an Age Performing Arts Award and the company began to tour internationally with its work."

"Over the last decade, Theatre Works has seen itself more as a producing hub and resource for Melbourne's independent theatre scene and, since 2004, has developed a number of curated programs designed to support and nurture the exciting talent that we have here in Australia. 2004 saw the company unveil its signature program Selected Works, which provides up to four companies a year an opportunity to present their work in the Theatre Works venue, fully supported by a publicist, marketing, front of house, and technical staff. Some of Melbourne's best independent companies are Selected Works alumni, including Stuck Pigs Squealing and Ignite Theatre. In 2008, we introduced a second tier support program called In The Works, which assists four companies a year - *five in 2010; so many great applications, we couldn't narrow it down* - by offering them a week-long creative development period in the venue where they can workshop their new ideas while still in the early stages of development. We then hope to see these works come to fruition in future Selected Works seasons. In 2009, the company unleashed two new support programs; Moving Works, a weeklong showcase of eight dance and physical theatre companies, and Circus Works, a two-week season of four circus and physical theatre companies."

*Excerpt from Inpress - Article: Tony McMahon [February 3rd, 2010]*

## Location

Theatre Works is located in the heart of St Kilda - Melbourne's performing arts, cafe, restaurant bay side and alternative living centre. The venue has become an integral part of the cultural make up of the area, alongside other greats such as the Prince of Wales Hotel, The Esplanade Hotel and of course, Luna Park.

### Address:

The venue is located at 14 Acland Street, and is instantly recognisable by the colourful piazza. It sits on the corner of Acland Street and St Leonards Avenue, right next door to the Church.

### Parking:

Theatre Works has limited on-site parking available to hirers. [Refer later section] Additional parking can be found in the side streets surrounding the theatre in Acland St, St Leonard's Avenue and Robe Street.

Theatre Works advises patrons to allow themselves ample time for parking, as it can be a challenge in the evenings. You could suggest your audience try the Prince of Wales car park @ approx \$10 for the night (at time of printing).

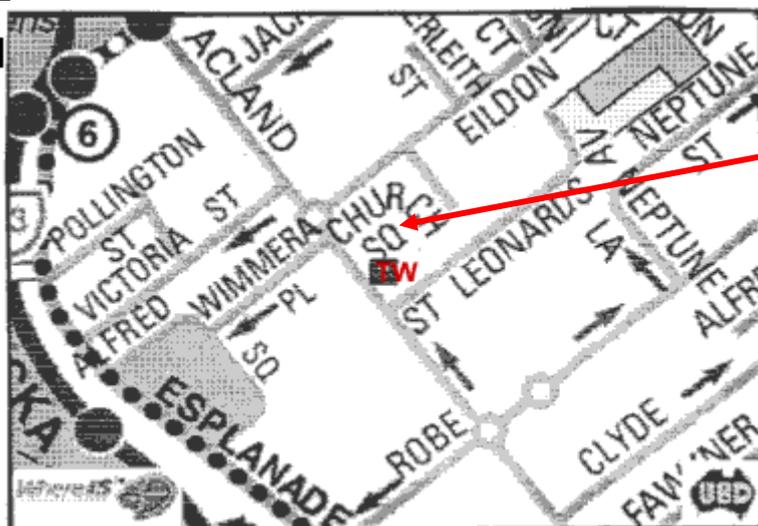
Disabled parking can be found on St Leonards Avenue, adjacent to the theatre.

### Public Transport:

Theatre Works is well serviced by public transport. The following trams and buses all terminate within a short walk from the Fitzroy or Acland Street shopping areas.

Trams: 16, 79 & 112  
Light Rail: 96  
Buses: 600, 606, 623, 246

### Map



### Theatre Works:

Corner of Acland Street  
and St Leonards Ave.  
St Kilda.

# Publicity

Publicity is the responsibility of the incoming company, although Theatre Works does offer some services to assist.

## Noticeboard:

It is a condition of hire that the company provide an **AO [841mm wide x 1189mm long] Portrait format**, for the Front of House notice board.

Suggested Printers who can print AO at reasonable costs are below:

### On Demand Printing

152 Sturt St,  
Southbank Victoria 3006  
(03) 8699 2200

<http://www.on-demand.com.au>

*[Colour Ao laminated posters \$66.00 at time of printing]*

### Dinkums Copy centre

460 Swanston St,  
Melbourne (03) 9349 4355

### OFFICEWORKS

Any branch.

This is to your benefit! Sticking up an A2 (or smaller) poster is not sufficient: it can't be seen from the road!

## E-mail Newsletter:

Theatre Works sends out an E-newsletter to its patron database fortnightly. Forthcoming productions are listed, and Theatre Works will from time to time highlight aspects of up and coming productions.

## Marketing Information Checklist:

Make sure you include the following information on your poster / flyer.  
(It may sound basic but you'd be surprised!)

- Name of production
- Theatre Works address: 14 Acland Street, St Kilda (Note spelling of Acland Street)
- Date and time for all performances
- Bookings Line: 9534 3388
- Online Bookings and payment : [www.theatreworks.org.au](http://www.theatreworks.org.au)
- Cost of tickets [+BF]  
eg. \$XX.00 [+BF]

## Publicists

Here are a few of our favourite publicists. You can contact these people directly to discuss your projects.

Eleanor Howlett

**Sassy Red PR**

M: 0419 664 108

E: [sassyredpr@gmail.com](mailto:sassyredpr@gmail.com)

"Sassy Red PR – creative marketing and PR solutions for Independent Artists and Companies, Not For Profit and Charity Arts Organisations. Committed to delivering creative, media-savvy public relations services based on superior industry knowledge, Sassy Red PR aims to ensure a professional yet personal service, with tailored and creative PR and marketing solutions. The main focus of Sassy Red PR is to assist Independent Artists, Not For Profit and Charity Arts Organisations get maximum exposure for minimum cost."

Carolyn Logan

**Penney & Logan**

M: 0400 441025

E: [carolynlogan@bigpond.com](mailto:carolynlogan@bigpond.com)

Penney & Logan PR manages publicity for a range of events across theatre, festival, visual art and music. Some current and recent clients include The Melbourne International Jazz Festival 2009, inaugural Mona Foma Festival 2008( Tasmania) ,The Melbourne Art Fair 2010, Queenscliff Music Festival 2008/09/10, Bellingen Global Carnival (NSW) 2009/10, Theatre Works Selected Works program 2009/10, Melbourne Early Music Festival, African Jazz legend Hugh Masekela, Arts Access, comedienne Fiona O Loughlin(09/10 Comedy Festival), Greg Fleet (09 Comedy fest) , Jim Jeffries, UK (09 Comedy Fest) , John Maloney, UK (09 Comedy Fest) A is for Atlas Theatre Company.

Kathryn Ross

**Ballyhoo Publicity**

M: 0411 286 500

E: [kathrynross@optusnet.com.au](mailto:kathrynross@optusnet.com.au)

Kathryn Ross of Ballyhoo Publicity has been publicising independent arts projects for 15 years, specialising in the performing arts. Only ever taking on a limited number of clients, she guarantees personal service of the highest calibre and prides herself on securing big coverage for small but big-hearted events. Clients have included: Back-to-Back Theatre, Full Tilt at the Arts Centre, Dancehouse, Red Stitch, Daniel Kitson, Asher Treleaven, Yumi Umiuare and Eleventh Hour. Kathryn also offers a copywriting/editing/proofreading service under the name 'Foucault's Pen' for those of you who need help with marketing materials or putting together a media release.

# Front of House Information

## FOH Staff:

- **Theatre Works will provide one box office / front of house manager for each performance which is charged in addition to the standard hire rate.** Front of House staff begin their shift an hour before the performance starting time and are rostered until the last of the audience leave. At Theatre Works' discretion, it may be decided that the FOH manager is responsible for the lock-up procedure at the end of each performance in which case the hirer will be charged accordingly.
- At the Venue Managers discretion, a second FOH staff member will be rostered for a minimum 3 hour call on nights of 50 or more pre-bookings.
- All Theatre Works staff work a minimum 3 hour shift [min 4 hr on Sundays] and receive penalty rates of double time for work undertaken on Sundays, after midnight and on public holidays. Double time also applies to performances beginning at 11pm or later.

## Ushers:

- In addition to the FOH manager, Theatre Works requires the hirer to supply a minimum of one usher per performance. For over 50 audience members we require 2 ushers.
- The ushers are required 45 minutes prior to the performance to be briefed on emergency evacuation procedures. Please note that for OH&S reasons, this person cannot be a company member who has other responsibilities during the show call, eg Stage managers etc.
- It is also a requirement that they are 18+ years old and do not consume alcohol before, during and after the performance.
- A full usher roster, including a list of names and contact details is required to be given to the Front of House Manager a week before opening night.
- *The usher(s) do(es) not have to be the same person each performance.*
- If the hirer is unable to supply an usher for each performance, Theatre Works will roster a staff member and the cost will be charged to the hirer.

## Reconciliation:

Theatre Works will reconcile income against venue expenses within ten working days of the final production. The reconciliation will include a full break down of attendances per performance, and comparison of full price, concession and complimentary tickets.

## Liquor Licence:

Theatre Works holds the liquor licence for the venue, which means that any alcohol sold must be purchased through Theatre Works.

## Opening Night:

Please discuss your opening night catering requirements with the *Administrator* prior to production week. Theatre Works can assist with opening night drinks at reasonable prices.

## Gallery:

The Theatre Works foyer is also a visual arts gallery, which holds regular exhibitions. If your production wishes to decorate the foyer with your own works of art, please let the Venue Manager know ASAP so we do not schedule an exhibition. Theatre Works holds a standard exhibition all other times and the cost for removing and re-installing may fall onto the Hirer.

# Ticketing

The only valid entry ticket is that supplied by Theatre Works. Theatre Works takes all bookings and has a separate box office line for this purpose (\$2.50 surcharge to phone bookings). In addition, tickets can be purchased online via our website (\$2.00 surcharge to customers). Theatre Works charges 75 cents (plus. 10% GST) per ticket sold or given away for the box office facility. Theatre Works does not take a surcharge on the first 20 complimentary tickets, so that production crew can see the show without penalty.

Hirers are to make available to Theatre Works a reasonable amount complimentary tickets per season to be used by Theatre Works Directors, Sponsors and VIPs.

## This is the layout of the standard Theatre Works ticket:

INT – EXC CF#: 1234567 PID: 1234567 TDT: 1234567890 [Ticket Type] \$XX.XX [Short Show Title] SECTION: GA ROW: SEAT:	[SHOW TITLE]  THEATRE WORKS – Australia 14 Acland St, St Kilda, Melbourne, Vic DAY DATE, TIME [Ticket type]    \$XX.XX            GA  NO REFUND / NO EXCHANGES
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Please insert the appropriate information for your production:

Name of Company: \_\_\_\_\_

Name of Production: \_\_\_\_\_

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

Full Price \_\_\_\_\_

Concession price: \_\_\_\_\_

Signature: \_\_\_\_\_

Theatre Works reserves the right to abridge names and titles if necessary.

Please return to:  
 Paula Philip  
 Administrator  
 Theatre Works  
 PO Box 1205  
 ST KILDA SOUTH VIC 3182

[admin@theatreworks.org.au](mailto:admin@theatreworks.org.au)

## Theatre Works Logo & Style Guide

As of January 2009, Theatre Works [two words] has a new brand and logo that needs to be used on all posters and marketing material. There are a number of formats available to choose from depending on the design of your poster and fliers.



**THEATRE**  
**WORKS:**

*St Kilda*

To the left is the primary logo format.

There is also a reverse format and a black and white version.

In some instances, the following 'Horizontal Logo Format' may be more appropriate.



**THEATRE WORKS:**

*St Kilda*

A detailed Style Guide and a selection of logos can be downloaded from 'Venue Hire' page on our website: [www.Theatreworks.org.au](http://www.Theatreworks.org.au) .

Please submit an electronic copy of your marketing / publicity material to [admin@theatreworks.org.au](mailto:admin@theatreworks.org.au) for approval before sending it to print.

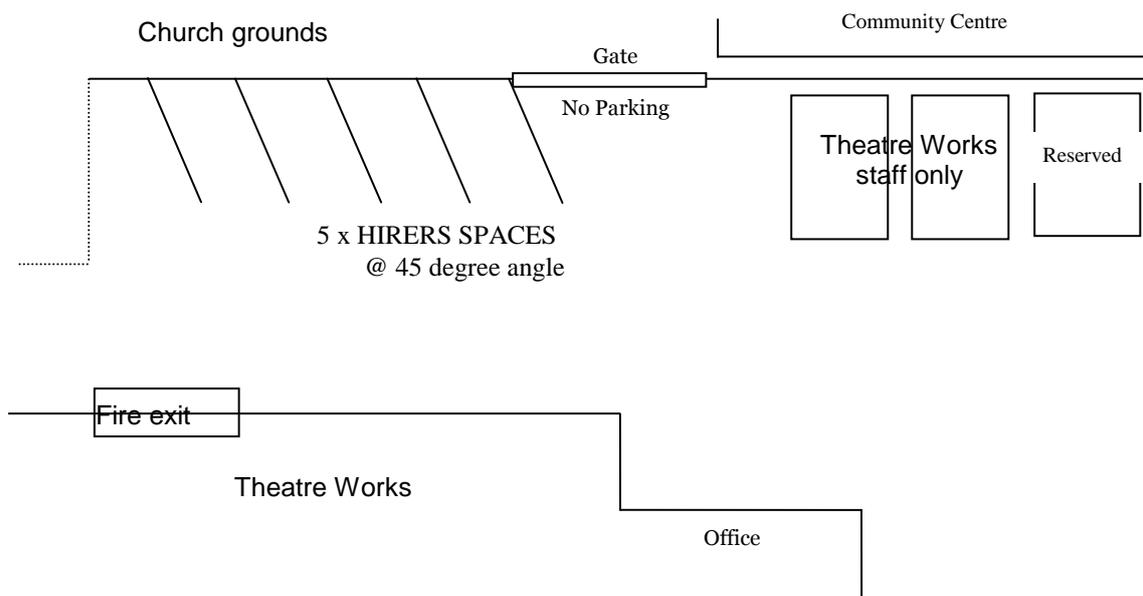
# Theatre Works Parking

Five parking spaces are available to hirers behind Theatre Works at a rate of \$2 / car / day.

Before parking, hirers must notify Theatre Works that they wish to use the parking and the appropriate charges will be taken from your box office. Additional cars will incur a nightly fee that will start small and rise dramatically should you continue to use spaces not allocated to hirers.

The designated hirer's spaces (as shown in the diagram below) are FIVE cars parked at 45 degree angle along the wooden fence. No cars are to be parked in front the fire exit doors which are not to be blocked under any circumstances, it is important that no cars be parked in such a way as to block anyone in or restrict access to doors or gates. The two spaces directly at the end of the driveway are reserved for Theatre Works staff and are not to be used by hirers.

Parking availability would be through the day on bump in days and for show calls. Hirers must leave the car park before the Front of House manager leaves for the evening.



## **Venue Information**

### **Double Bookings:**

Theatre Works reserves the right to schedule other activities during your booking. You will of course be consulted, and every effort will be made not to disturb your schedule.

### **Insurance:**

The Hirer shall be responsible for obtaining a policy of liability insurance for both public and product liability cover which indemnifies Theatre Works and the Hirer, its contractors and subcontractors against loss of or damage to any property or injury to or death of any persons arising out of or in connection with the Event for not less than \$10 million. The Hirer shall provide copies of proof and details of such insurance to Theatre Works if requested to do so.

The Hirer shall be responsible for insuring all its sets, properties, costumes and all effects against loss, theft or damage of equipment installed in the Theatre during the Event. The Hirer shall provide copies of proof and details of such insurance to Theatre Works if requested to do so.

The user/s will not neglect to do or permit to be done or leave undone anything which will affect Theatre Works' insurance policies relative to theft, fire or public risk in connection with the building. In the event of breach of this condition, the user indemnifies Theatre Works from any effects to any breach or act of commission or omission in relation to Theatre Works' insurance policies.

### **Production meeting:**

Approximately 2-4 weeks before the commencement of your booking, the Theatre Works Venue Manager will contact you for a production meeting. The aim of this meeting is to ensure that your booking runs as smoothly as possible, so the more information you give us, the more we can assist you. Personnel that attend the meeting are as follows; Production Manager, Stage Manager, Lighting designer, Set designer, Audio Visual designer (if appropriate), Sound designer, Director, Producer.

### **Access:**

Hirers will be issued with an access key to the stage door/dressing room. A \$50 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.

Instructions for lock up will be given on induction. Please ensure you follow this carefully.

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

## **Workshop:**

**Hirers do not have access to the workshop.** It is not available for storage of equipment, sets or props. Only Theatre Works technicians have access to this area.

### **HIRERS MUST PROVIDE THEIR OWN TOOLS.**

Most items available for hirers use can be found outside the workshop. These include Lighting equipment, leads, spare globes and other consumables as well as a few simple tools. These tools must be returned to where you found them or a replacement fee will be charged. Other items such as curtains and microphones can be obtained from the technician on duty. Please let the Venue Manager know if you wish to use these items before you bump in as they are also available for hire to outside companies.

## **Smoking:**

Theatre Works is a non-smoking venue. This applies during bump in and bump out as well as rehearsals and performances. Ample ashtrays are located outside the front door and the dressing room/stage door. Please do not throw stubs onto the brickwork - they are difficult clean up. Strictly no smoking outside the double emergency exit doors

## **Rigging:**

Rigging anything to the grid (apart from lights) must be done by a fully qualified, ticketed rigger. If you intend to rig, please let us know as soon as possible. Theatre Works has a preferred rigger available at reasonable rates. If you choose to use an outside rigger, a copy of their current ticket must be provided to the Venue Manager upon request.

## **Theatre Works Technicians:**

Up to 20 hours of Technical Supervision is included in the standard hire charge. This is usually 16 hours bump in and 4 hours bump out. The tech is available Monday-Saturday and Sundays [double rates apply]. They are there to ensure the safety of your crew, to ensure that all work is carried out in a safe efficient manner, and to give you the benefit of their knowledge of the venue.

They are not present to provide you with another crew member/rigger, so please make sure that you have sufficient people on hand for your requirements. Additional technical crew can be requested and the cost will be charged to the Hirer.

All Theatre Works staff work a minimum 3 hour shift [min 4 hrs on Sunday] and receive penalty rates of double time for work undertaken on Sundays, after midnight and on public holidays.

## **Fire Exits:**

Fire exits are to be clearly visible to the audience at all times and unobstructed. Fire extinguishers are not to be covered or removed.

## **Set & Floor attachment:**

All set components are not to be reliant on fixing to the floor. French Bracing and sand bags or weighting are the preferred method of supporting set requirements. Unless deemed unsafe to do so, in which case set drawings are to be provided with an application requesting attachment to the floor

## **Liquids:**

Liquids are not to be used on stage without prior permission from the Venue Manager

## **Animals:**

Animals are not permitted in the venue without prior permission from the Venue Manager. All users of the venue must comply with all statutory and other prevention of cruelty to animal regulations.

## **Naked Flame / Pyrotechnics:**

The use of naked flame / Pyrotechnics etc is prohibited without prior approval by the Venue. Please complete a Fire Plot Application Form and return to:

Venue Manager  
Theatre Works.  
P.O. Box 1205.  
St Kilda 3182.

Or e-mailed to: [tech@theatreworks.org.au](mailto:tech@theatreworks.org.au)

Please include all details regarding your proposed use of naked flame etc and your safety plan eg. Fire blankets, buckets of sand, fire monitor etc. Also include your return address, email or fax number for you written reply.

## **Safety Check:**

For the safety of performers, crew and patrons, please ensure that:

- You are aware of the location of fire extinguishers.  
A technician will show you during the first day of Bump-in.
- You have supplied a minimum of one usher for each performance.
- Exits are not blocked by set or by debris left in front of them.  
Theatre Works has the right to insist that changes be made if hirers do block exits. In the event that these changes are not made, insurance may be voided if the hirer does not comply and therefore Theatre Works staff are obliged to make changes, the hirer will be charged for staff hours.
- You have read the instructions for the operation of the EWP.  
A technician will brief you at the beginning of your bump-in period.
- You know the lock up procedure. (A copy can be found at the end of this booklet.  
A technician will also guide you through the lock-up procedure during the first day of bump in.)
- Exit lights are “on”

## **Bump out:**

**ALL** equipment, set items and props **MUST** be removed immediately after the last performance.

If any equipment, set pieces, props and costumes are not removed after the hire period, Theatre Works may charge the hirer a storage or removal charge.

## **Cleaning:**

Basic cleaning is included in the hire charge. However, to keep costs to a minimum, cleaners are not employed after every performance. It is therefore advisable that you check the auditorium for any rubbish, which the audience may have left. Back stage is to be kept clean and tidy at all times. Broom and dustpan are available outside the workshop. The vacuum cleaner is kept in the dressing room for your convenience.

## **Valuables:**

There are currently no facilities to lock up props or personal items within the dressing room. Hirers are advised to bring in their own lockable storage if required for valuable items.

## **Lost property:**

Theatre Works will keep personal items left after bump out for one week. Any items unclaimed after this time will be donated to a local charity.

## **Consumables:**

Theatre Works does not provide consumables free of charge for your use. However, a consumables kit will be issued to you at the beginning of your bump in with a number of items for your convenience. If any items are missing after bump out, the cost will be added to your invoice. If additional items are required, please contact the Venue Manger.

## **Painting:**

Theatre Works allows the hirer to paint the venue on the following conditions;

- That the venue is painted back to black, immediately at the end of the season.
- That the venue be painted back to black using paint chosen by Theatre Works. No other paint is to be used to return the venue to its black state.
- That all paint used on walls, floors etc **MUST BE ACRYLIC**. I.e. Water based. No enamel, metallic, Glitter or other non-acrylic paint substances etc will be acceptable. Failure to comply will result in additional charges for removal of said substances off venue surfaces.

TIP: Rough guide to painting amounts and time.

- < Back wall [screen] takes approx 4litres of paint per coat and 2 people approx. 1 hour to paint.
- < Full floor [24m x 12m] takes 12 litres per coat and 2 people approx. 2 hours to paint.

## **Theatre Works Testing & Tagging Policy for Hirers:**

All portable electrical equipment brought into the venue must be Tested and Tagged according to Australian Standards; this includes power boards, desk lamps, sound equipment, lighting equipment, extension leads, hair & makeup appliances, computer accessories and so on. Equipment from hire companies can usually be assumed to be tested but should be checked.

### **Lock-up Procedure:**

You will be given keys for access through the dressing room/stage door. You need to go to the gate down St Leonard's Avenue. The large key will open the padlock on the gate. Please relock the padlock to the gate.

The dressing room/stage door needs two keys: the deadlock and door handle. It is strongly recommend that once you are inside, you snib the door closed using the door handle key. That way you can get out in a hurry, but other people can't get in. Security is an issue in St Kilda and we recommend that you never leave valuables unattended in the dressing room.

Check that all external doors are closed and locked, including the crash doors, front doors and kitchen. Ensure that all windows have been closed.

Please ensure all technical equipment has been powered down including sound and lighting desks and 3 phase power.

Please ensure that all lights are turned off, including:

- Foyer
- Theatre (metal halides & workers)
- External
- Seating Aisle Lights
- Toilet
- Dressing room lights.

Ensure all heaters are off in the foyer, auditorium and dressing room. Failure to comply may result in a power consumption charge.

Snib the dressing room door and deadlock it from outside. Close and padlock the driveway gate on your way out.

**NB:** On performance nights, each hiring company is responsible for ensuring that a nominated company member remains on site until our Front Of House staff have finished and locked up for the night. The nominated hiring company member and our front of house staff member will then escort each other off site. On nights where no performance are held [*e.g. Bump-in/out*] or nights where the Stage Manager has a particularly long post show clean-up, I urge all companies to ensure that members of your company are not left alone in the venue at night.

Theatre Works takes the safety of it staff and hirers seriously and considers this policy as another step in ensuring Theatre Works remains a safe and comfortable environment.

**As of August 2011**

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## **Venue Stock List:**

NB: The Theatre Works Equipment Stock List is updated after every maintenance week (usually 2 times a year) and when necessary. Please remember that our equipment is heavily used and there are sometimes stock out of order. While we strive to repair this equipment frequently, the stock levels do fluctuate. Please record any problems with lanterns or any other equipment and report to the Venue Manager. This will help us with our maintenance and enable us to keep our records up to date for future hirers.

# THEATRE WORKS:

St Kilda

As of August 2011

## LANTERN STOCK:

Lanterns:	Wattage:	Globe:	Beam Angle:	Frames:	Accessories:
<b><u>PROFILES:</u></b>					
2 x Patt 23	(500w)	T24	17		
9 x Harmony	(1000w)	T19	15-28		6 x B size Gobo holder
8 x Acclaim Axial Zoomspot	(600w)	GKV	24 -44	8 x gel frames	6 x M size Gobo holder
14 x ETC Source four Jnr	(575w)	HPL Heat Sink	25-50	8 gel frames	12 x M size Gobo Holder, 10 x Iris,
<b><u>FRESNELS/PC's:</u></b>					
8 x Harmony F	(1000w)	T19		8 x gel frames	6 x Barn doors
6 x Selecon 1.2Kw F	(1200w)	T29		6 x gel frames	6 x Barn doors
24 x Selecon Rama 1.2 Kw F	(1200w)	T29		24 x gel frames	24 x Barn doors, 24 x safety mesh guards
9 x Prolite PC	(650w)	T27		9 x gel frames	9 x Barn doors
2 x Strand Patt 123 F	(500w)	T24			
<b><u>OTHER:</u></b>					
8 x Par64(240v)	(1000w)			8 gel frames	
<b><u>House Lighting:</u></b> Perminantly installed in rig for use as house lx only					
4 x Strand Patt 123 (house lights)	(500w)	T24		4 x gel frames	
2 x Strand Patt 23 (aisle lights)	(500w)	T24			

# THEATRE WORKS:

St Kilda

As of August 2011

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## Lighting Equipment

Desk:	LSC Maxim 48/96
Dimmers:	3 x Jands - GP12 Channel @ 2.0KVA 1 x Jands - FP12 Channel @ 2.0KVA
Power:	4 x 3phase (5-pin) 30A
Grid:	see separate plan
Patch:	34 patches in Lighting grid. 18 patches on side bar. 4 patches on LX Bar A
Lantern Stock:	Refer separate schedule of venue stock list.
New 240v Lead stock:	10 x black piggy back (1m) 10 x black piggy back (2m) 10 x black piggy back (5m) 10 x black piggy back (10m) 10 x black piggy back (20m)

Various other single 240v extension leads

4 x 30m 5way weiland looms

1 x 30m 5 pin DMX lead

## Miscellaneous

1 x JLG 20MVL Elevated Work Platform  
1 x Extension ladder with scaffold hooks  
1 x 3m platform ladder with safety cage  
1 x 3 step ladder

9 x boom arms  
15 x H-stands

1 x basic projector floor stand

10 x sand bags available for use

# THEATRE WORKS:

St Kilda

As of August 2011

## Sound Equipment

Please discuss sound requirements before your bump in as Theatre Works cannot otherwise guarantee access to all additional stock.

### Standard Sound System: to remain permanently installed.

Desk;	Allen & Heath MixWizard WZ3 16:2
Equaliser:	Rane ME60 stereo 30 band graphic equaliser
Amplifiers:	Mackie FR series M1400
Speakers:	2 x RAMSA (Panasonic) with brackets– permanently rigged
CD-Player:	2 x Stanton C400 CD Players
Cabling:	Speak-on speaker leads & couplers [In Grid]

### Additional Sound Equipment:

Amplifier:	Peak EU 800 AMP
DVD Player	2 x Sonic multi zone player with remotes
Cassette Deck:	Marantz PMD502 professional cassette deck (single)

Microphones:	3 x Shure SM58
	2 x Shure SM57
	1 x 'Realistic Highball' microphone (Dynamic)
	1 x clip-on lapel mic to XLR **

\*\* Note: these microphones are in 'as found' condition.

Stands:	3 x Tall Boom Arm Mic Stands (2 black, 1 silver)
	2 x Small Boom Arm Mic stands
	2 x K & M Speaker Stands
	2 x Music Stands

Microphone Leads:	1 x 3m XLR	Patch Leads:	2 x RCA to RCA
	1 x 5m XLR		2 x XLR Patch
	1 x 6m XLR		2 x 1/4 inch to RCA
	1 x 8m XLR	Adapters:	2 x 1/4 inch male to RCA
	2 x 10m XLR		
	1 x 13m XLR		
3 x 20m XLR			

# THEATRE WORKS:

St Kilda

As of August 2011

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## Curtains & Tabs

- Black pleated wool:
- 6 x [4.35m x 5.0m drop] with eyelets & ties
  - 2 x [3.0m x 5.0m drop] with eyelets & ties
  - 1 x [1.5m x 5.0m drop] with eyelets & ties
  
  - 2 x [4.35m x 6.0m drop] with eyelets & ties to cover back wall
  
  - 1 x [2.0 x 2.4m drop] with eyelets & ties for *above* fire exit door
  - 1 x [2.0m x 2.7m drop] with eyelets & rings with scrim exit sign cover
- Red Corduroy curtains: 2 x [6m x 5.9m drop] pleated with eyelets & ties. Slightly stained

## Theatre Seating

**Acromat 146 seater. Fully automatic, retractable upholstered seating bank. NB: 2 seats are reserved for ushers.**

9 rows of seating; Back row of 18 seats.  
8 rows of 16 seats.

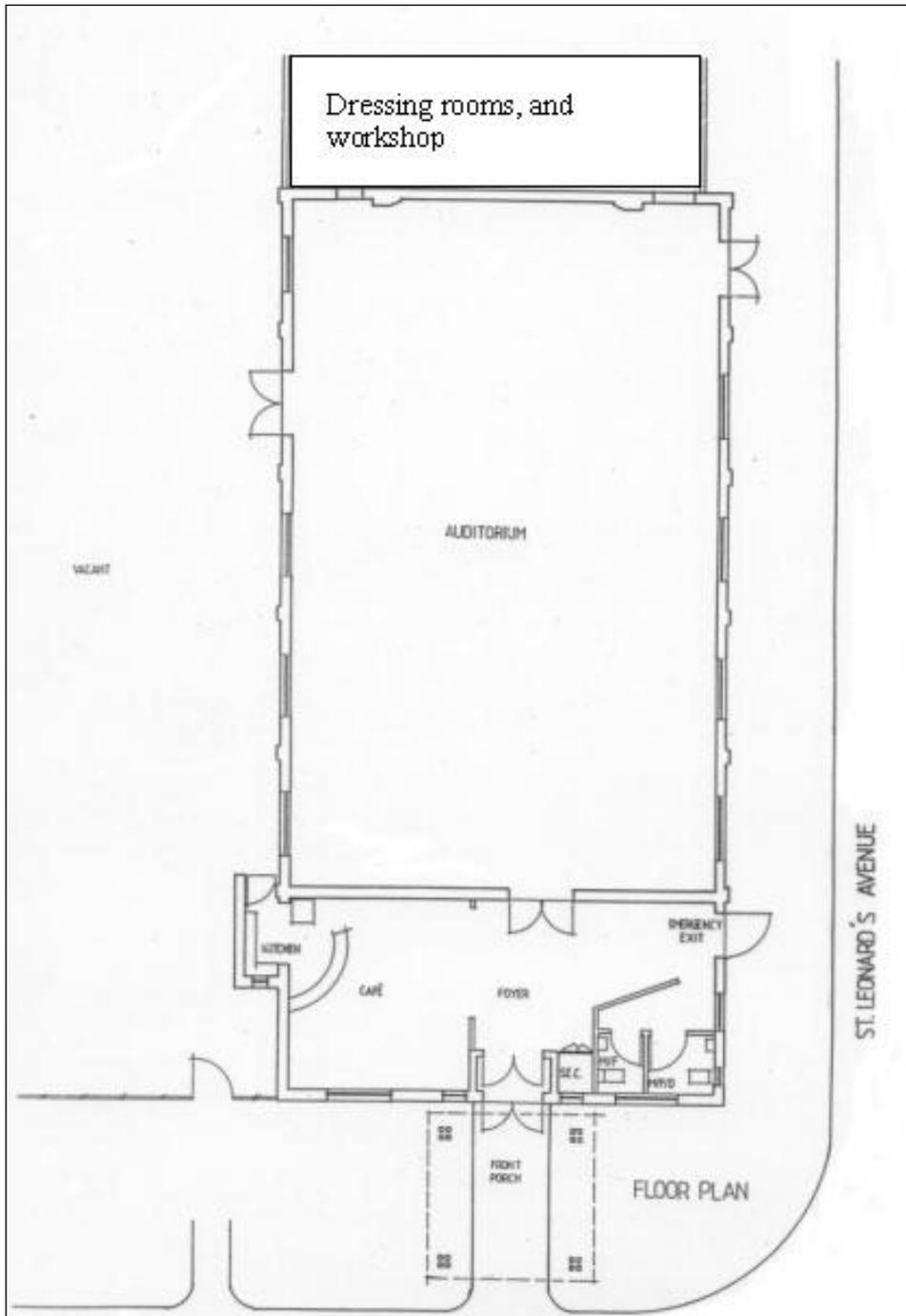
Please note: If you wish to change the configuration, ie. Decrease seating capacity / increase performance space, negotiations need to be made with the Venue Manager.

- 18 x folding black chairs (6 used in foyer)
- 18 x Single red chairs with arms (Vintage style)
- 15 x round Cabaret Tables (3 used in foyer)

# **Theatre Floor Plans**

1. Building Layout.
2. Floor Plan.
3. Floor Plan & lighting grid
4. GPO Plan.
5. Approx. seating plan.
6. Pros. Arch Elevation
7. Acland St. Elevation
8. St Leonard's St. Elevation
9. Church yard Elevation
10. Lighting Rig Rating

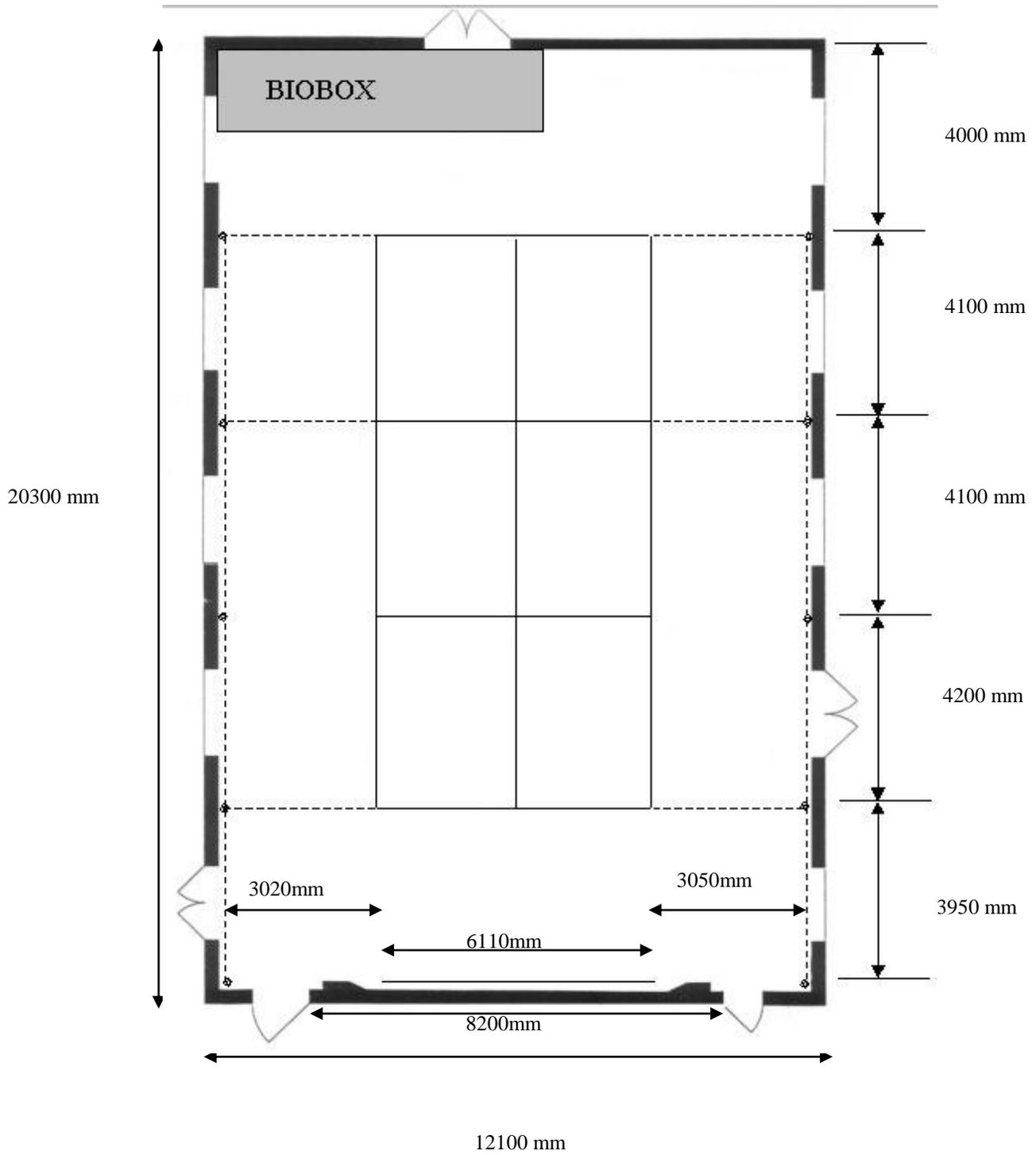
**1. THEATRE WORKS - BUILDING LAYOUT**



[Please note: lighting bars approximate only]

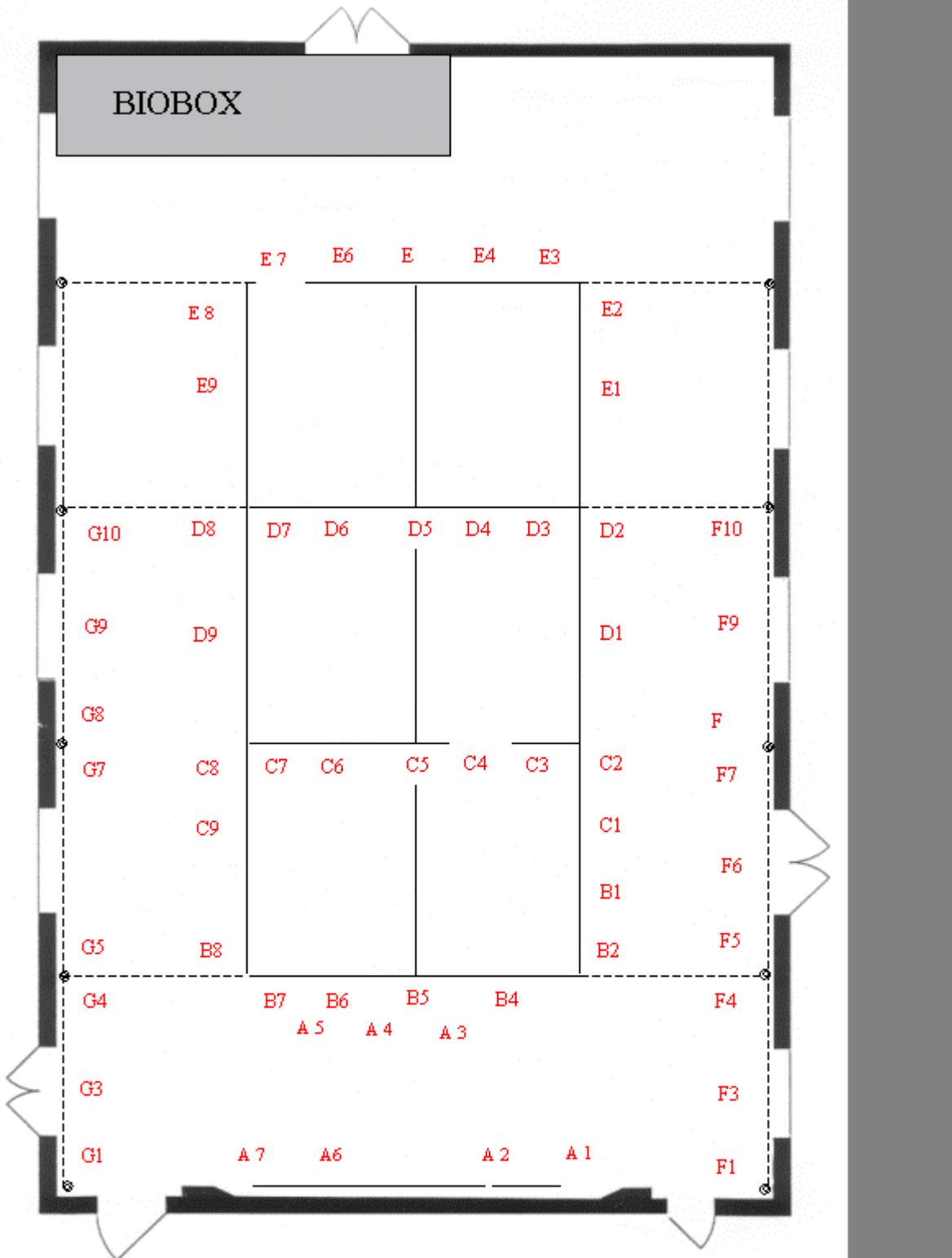
**2. THEATRE WORKS - FLOORPLAN**

(To Foyer)



[Please note: lighting bars approximate only]

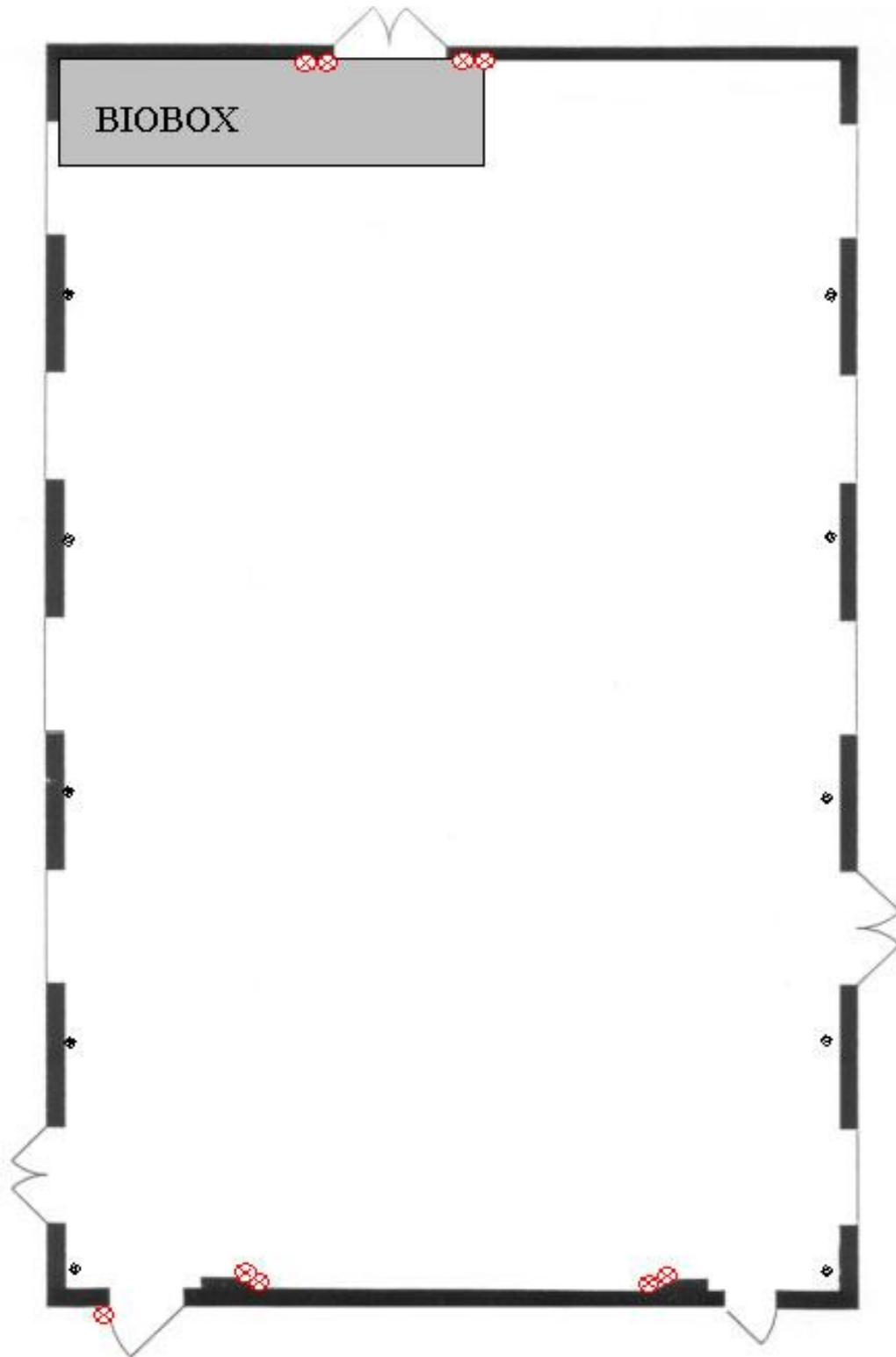
**3. THEATREWORKS - FLOORPLAN & LIGHTING GRID**



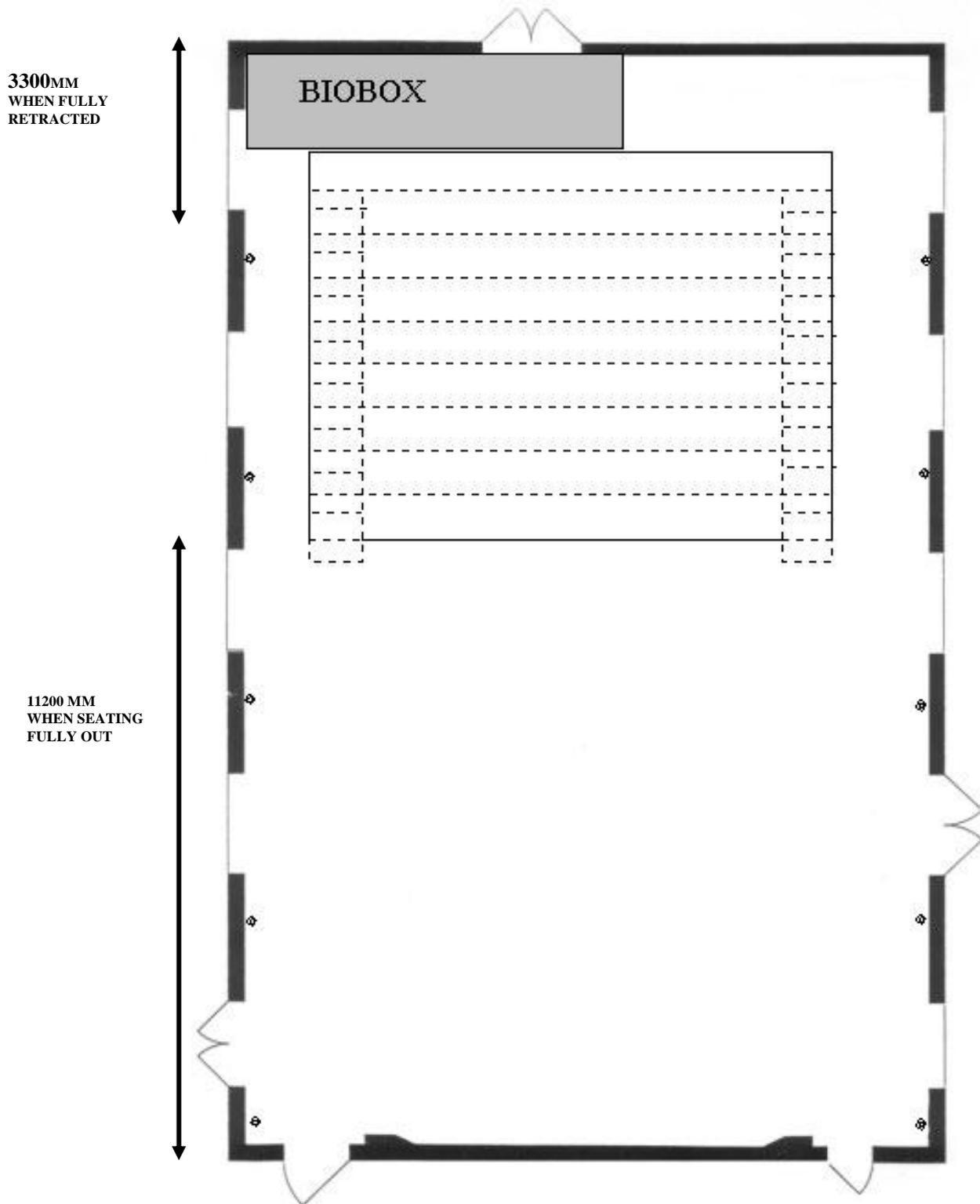
Lighting bar KEY:

- Solid lines are 6 meters from floor.
- - - - - Dashed Lines are 5 meters from floor

**4. THEATRE WORKS - GPO PLAN**

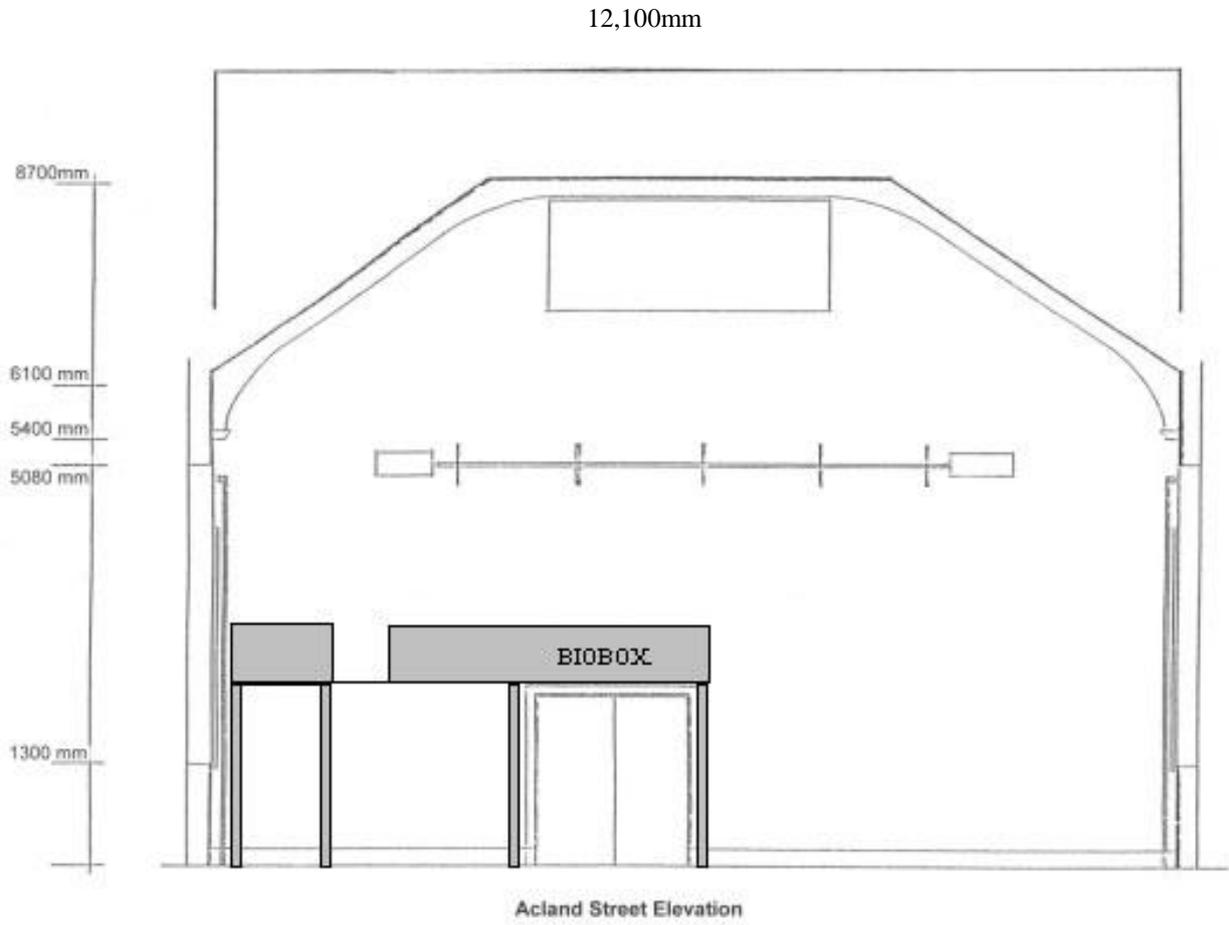


**5. THEATRE WORKS - APPROX SEATING PLAN**

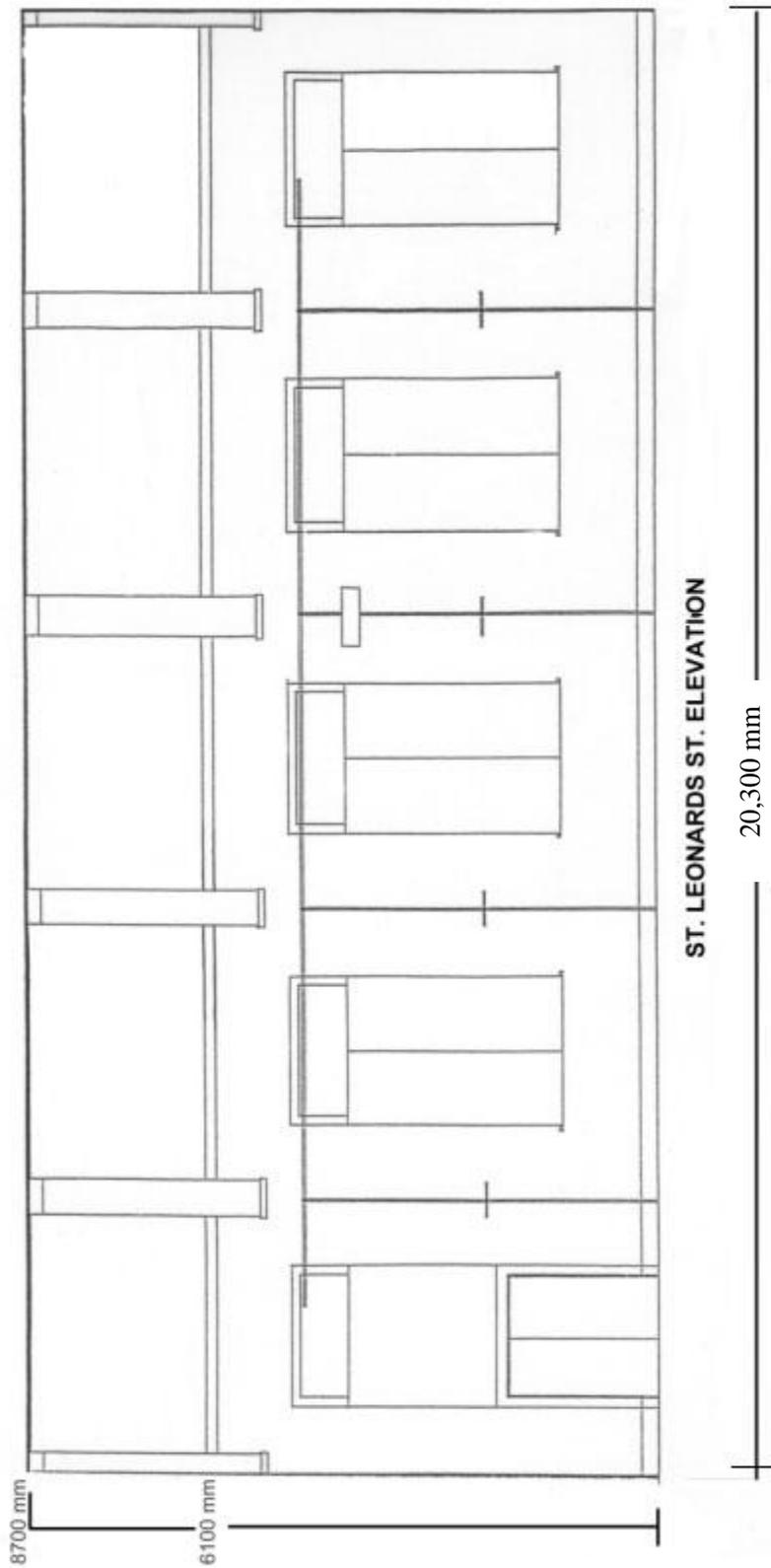




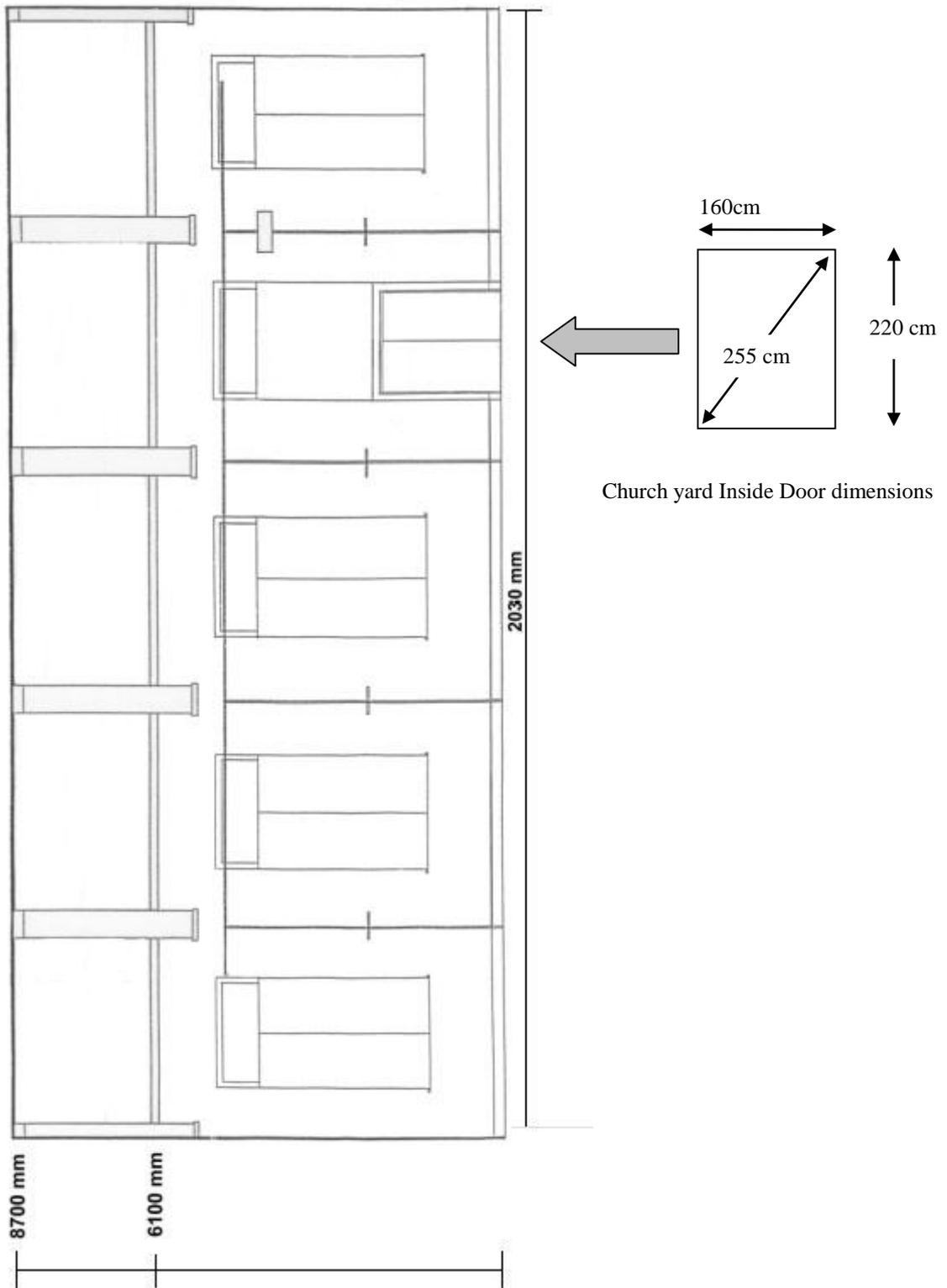
**7. THEATRE WORKS – ACLAND ST. ELEVATION**



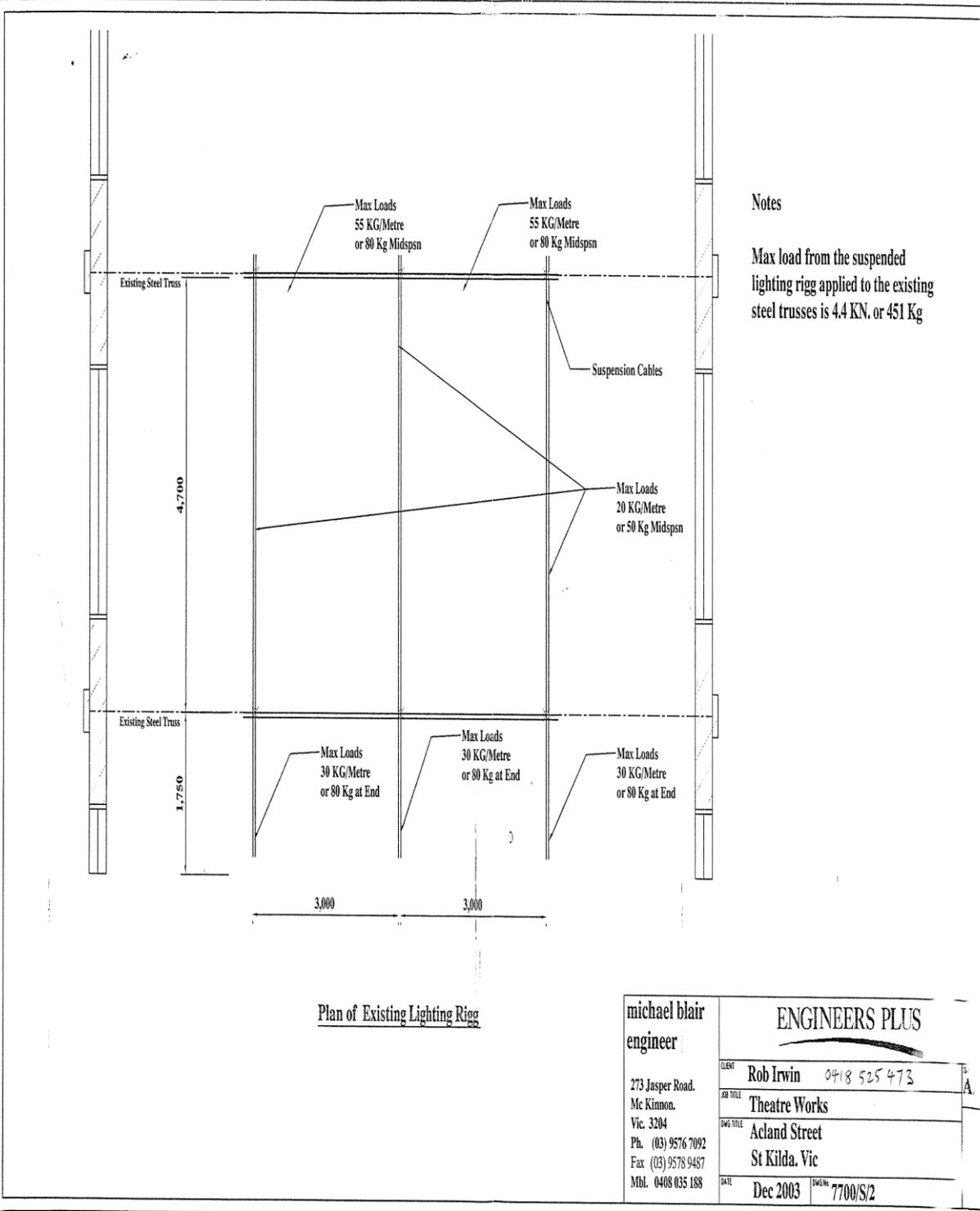
**8. THEATRE WORKS – ST LEONARDS ST. ELEVATION**



**9. THEATRE WORKS – CHURCH YARD ELEVATION**



**10. THEATRE WORKS – Lighting Rig Rating**



michael blair  
engineer

273 Jasper Road.  
Mc Kinnon.  
Vic. 3204  
Ph. (03) 9576 7092  
Fax (03) 9578 9487  
Mbl. 0408 035 188

**ENGINEERS PLUS**

CLIENT	Rob Irwin	0418 525 473	A
JOB TITLE	Theatre Works		
DWG TITLE	Acland Street St Kilda, Vic		
DATE	Dec 2003	DWG No: 7700/S/2	

## Local Services

### Medical / Emergency, Catering, Hardware, Sound and Lighting Equipment

NB. A **First Aid Kit** can be located underneath front of house bar in foyer. A smaller first aid kit can be found in the dressing room.

#### Medical / Emergency:

Ambulance, Fire and Police	Tel: 000
The Alfred Hospital	Tel: 9276 2000
Emergency Department [24hrs]	Tel: 9276 3405
Commercial Road, Prahran 3181	
Poisons Information Centre	Tel: 13 11 26
St Kilda Medical Group	Tel: 9525 5200
81 Grey Street, St Kilda 3182	
Barkly St Medical Centre	Tel: 9534 0531
60 Barkly Street, St Kilda 3182	

#### Catering & Beverage suppliers:

Claypots	
213 Barkly Street St Kilda	9534 1282

#### Lighting Hire:

C.L.S	Tel: 9682 6111
63-65 Kingsway, Southbank 3006	<a href="http://www.clsa.com.au">www.clsa.com.au</a>
Clearlight	Tel: 9553 1688
5 Horscroft Place Moorabin	<a href="http://www.clearlight.com.au">http://www.clearlight.com.au</a>
Lighting Lab.	Tel: 9898 7064
16 Clarice Rd. Box Hill	<a href="http://www.lightinglab.com.au">http://www.lightinglab.com.au</a>

**Audio Visual:**

System Sound	Tel: 9645 2600
5 Westside Ave Port Melbourne	<a href="http://www.systemsound.com.au">http://www.systemsound.com.au</a>
Solution Red	Tel: 9940 0600
	<a href="http://www.solutionred.com.au">http://www.solutionred.com.au</a>
Durham AV Hire	Tel: 9690 2288
65 Haig Street, South Bank 3205	<a href="http://www.durhamav.com.au">http://www.durhamav.com.au</a>
Pink Noise	Tel: 9416 3636
22 – 26 Johnson St, Collingwood, 3066	<a href="http://www.pinknoise.com.au">http://www.pinknoise.com.au</a>

**General Electrical Supplies:**

Lawrence and Hanson	Tel: 9697 1599
142 Dorcas Street, South Melbourne 3205	
Middy's data & Electrical	9525 4366
7 Vale Street off Barkly st. St kilda	
AWM	Tel: 9696 6121
65 Moray St South Melbourne	

**Hardware:**

Earls Thrifty Link Hardware	Tel: 9534 5454
67 Inkerman St, St Kilda	
Bisbas Hardware	Tel: 9690 4114
196 Bridport Street, Albert Park 3206	

**Other:**

Scenic Studios.	PH: 9484 3422
	<a href="http://www.scenicstudios.com.au">http://www.scenicstudios.com.au</a>
Solver Paint: Brite Glo Poster Black – Venue paint	
1-5 Queens Parade, Clifton Hill	PH: 9482 9299
Jims Test & Tag service	PH: 0414 987 894

# Other Information:

## Important information for Production Managers.

- A **First Aid Kit** can be located underneath the front of house bar in the foyer as well as a smaller kit near the production desk in the dressing room. If something is missing or upon use, needs replacement, it would be greatly appreciated if a note could be left on the Office door.
- Theatre Works supply only the most basic of tools for hirers' use which can be found outside the workshop on the Hirers shadow-board. **Hirers must supply their own tools** and equipment required for your bump-in.
- **No structural alterations to the building**, including fixing to the walls and floor, can be made without prior permission from the Venue Manager. All alterations are to be 'made good' at the end of your season.
- Gaffer tape is not to be used to attach lighting gels to lamps.
- Blue globes can be purchased from most local hardware and electrical shops.
- The QI floodlights (work lights) operate from three locations.
  1. On the wall next to the dressing room door.
  2. Inside the foyer entrance to the theatre.
  3. Up in the Biobox.
- We have a system of metal halide work lights, which can be turned on from the biobox only.
- Feel free to use our stock of tables and chairs but please return the space to a bare floor when you leave.
- We are unable to provide insurance, security or lock up facilities to hirers.
- A refrigerator and kettle are available for you to make tea and coffee in the dressing room or foyer. Please clean up dirty dishes after use.

## Rinnai manual ignition super Ray (WMA 40) heaters.

1. Pull the cord down slowly until a 'click' is heard. (The unit should ignite, if not, release the cord and try again).
2. When heater is alight, keep holding the cord down for a further 20 seconds, then release. Heater should remain alight. If it does not, repeat the procedure from step 1.
3. If the unit has been in use, allow a 30 second interval before attempting re-ignition.
4. To extinguish unit, gently flick cord and release.

**Please make sure there are no curtains hung in the vicinity**

## Reverse Cycle air-conditioning.

1. 4 units are mounted on the wall above the operator area of the Theatre. These units have 1 remote control to operate all units. Ask Venue Manager for instructions. The use of 2 units is adequate unless in extreme conditions. Being kind to the environment these units should be used only as needed. Be mindful of power consumption whilst running a full grid of lighting. Unit's found to be left on whilst the theatre is not in use may incur a fee.