WILLIAMSTOWN HIGH SCHOOL
CENTENARY THEATRE
Building the next century

CENTENARY THEATRE

Facility and Equipment Guidelines

ADDRESS - WILLIAMSTOWN HIGH SCHOOL

71 RAILWAY PLACE

WILLIAMSTOWN 3016

ENQUIRES- Theatre-Booking Manager

Stephanie Harper

EMAIL- Williamstown.hs@edumail.vic.gov.au

The Centenary Theatre is a 304 seat theatre suited for theatre productions, seminars, conferences, lectures, dance and music events.

LOCATION

The Theatre is located at Williamstown High School on Railway Place – conveniently opposite Williamstown Beach Train Station. Entry for Bump In and Bump Out is via Railway Place. Patron parking is available on Railway Place and around the school grounds on Pasco and Verdon Streets.

STAGE

Performance area with joist flooring. Dimensions - please refer to Theatre layout.

AUDITORIUM

304 tiered seating with wheel chair access available.

FOYER

The foyer can be equipped with up to eight trestle tables, 50 chairs and folding pin-up boards.

LOADING DOCK

The loading dock is at ground level and has vehicle access for easy loading and unloading of equipment. The loading dock is located on Railway Place and has a roller door for easy stage access.

DRESSING ROOM

There are separate male and female dressing room facilities for performers. Each are fitted with toilets, shower, hand basin, mirrors, power points, 4 x costume racks and lockers.

GREEN ROOM/STOREROOM

Located Opposite prompt side. Dimensions - *refer to theatre layout*.

DATA PROJECTOR

Epson HD Large Venue Projector with middle throw lens.

LECTERN

To be advised

GRAND PIANO

A Yamaha grand piano is available for hire. It is located in the Foyer.

Should you require the piano on stage - notice must be given to the Theatre-booking Manager when filling out the Venue Hire Booking Form. Please note an extra charge will apply for the hire of the grand piano. (*Refer to hire fees and charges*)

KIOSK

The Kiosk comes equipped with serving counter, fridge, microwave, pie warmer, dishwasher and up to six hot-water urns.

BOX OFFICE

The venue has a Box Office located in the Foyer.

CLEANING

Theatre hire charges include cleaning services. It is at the Theatre-booking Manager's discretion. If an additional cleaning charge apply the hirer will be notified, this will occur if any area of the venue is left in an unsatisfactory state. No food or drink is permitted in the auditorium, no glitter, confetti or rice may be used on stage or any part of the venue.

INSURANCE

Hirers are responsible for their own Legal Liability Insurance. A minimum of

$10,000,000 is required for all functions. A copy of the insurance cover must be

provided to the Theatre-booking Manager prior to the date of the booking. Failure to provide a copy of the cover may result in cancellation of the booking.

PAYMENT/BOND

An invoice will be supplied to hirer after hire date/s have been agreed upon, a 50% deposit of the hire cost must be paid four weeks prior to hire in order to confirm booking. Once deposit has been received a contract will be sent through including terms and conditions of hire, the remaining cost of hire is to be paid seven days prior to hire date. Payment can be made via bank transfer, cheque or eftpos.

A $500 bond is required from the hirer prior to hire date. This is to be made in cash and will be returned at the completion of an inspection. Please note this may be forfeited for as a result of misconduct as set out in the Hire contract.

HIRE CHARGES

Please refer to our *Centenary Theatre Hire Fees* form.

BUMP OUT REQUIREMENTS

All venue hirers are expected to restore the lighting, audio and equipment to the set theatre plan. This is to be done to the satisfaction of Williamstown High School. If bump out is unsatisfactory by the hirer - and it is necessary for our staff to restore the theatre lighting rig – the hirer will be charged accordingly. Please refer to the fees and charges form.

STAFF

A theatre supervisor/technician is present during all hours of hire this is included in the hire cost. Venue management will make the decision as to the level of technical support required by the hirer. If the hirer requires the use of the technician outside of scheduled hire hours, extra charges will be added to the hire costs. These charges are outlined in the fees and charges form.

If the hirer intends to include a technician/s as part of the hire - notice must be given to the Theatre-booking Manager when filling out the Venue Hire Booking Form.

ALCOHOL

The Centenary Theatre IS NOT a licenced venue. It is the responsibility of the hirer to obtain all necessary permits and licences to sell and serve alcohol.

FOOD AND DRINK

No food or drink (except bottled water) is permitted in the auditorium at any time.

CATERING

A hirer may arrange for a company to provide catering, providing:

i) The kitchen facilities are available.

ii) The hirer's caterer meets all health and safety regulations

iii) Permission has been granted by the Theatre booking manager.

LIGHTING

The following equipment is included in the standard cost of the performance hire.

Console – LSC Maxim 72 Faders 1024 DMX, MDI VGA and USB

Hazer – ROBE Hazer 400ft (*Fluid provided*)

4 x Jands WMX 12 channel wall mount dimmers

1 x Jands Power Distribution System 12 x 2.4kW.

1 x DMX Splitter 5 way

QTY	Fixture
3	Selecon Rama HP Convex Spot 1200W 4.5 Deg to 62 Deg
4	Selecon Arena Theatre Fresnel 2k 7-60 Deg
10	Selecon Rama HP Fresnel 1200W 7-56Deg
10	Selecon Axial Zoomspot 600W 18-34 Deg
2	LED Flood EX36 Fixtures
5	LED Quad 18 Fixtures

AUDIO

The following equipment is included in the standard cost of the performance hire.

Front of House System

6 x RCF Active 2-way array module 2x8" + 2", 700W RMS, 1400W peak

1 x RCF Active line array subwoofer for HDL20, 18", 1000W RMS, 2000W peak

Foldbacks

2 x RCF Digital active speaker system 10" + 1", 400W RMS, 800W peak

Digital Mixer and Stage box

1 x Allen & Heath Digital Rackmount 32M/3S in, 6 subgroup, fully featured, moving

1 x fader standalone digital mixer – QU 32 Allen & Heath.

1 x Allen & Heath Audio Rack/Stage box: 24 XLR in 12 XLR out.

1 x Maximum Multicore 16 send 4 return

Comms Talk back

1 x EZICOm 401 Master Station 4 channel

3 x Comms beltpack

3 x Single Muff Head set with Mic.

Microphones

2 x Shure Wireless 1/2R Handheld system

2 x Shure SM 58 Vocal Dynamic Microphone

2 x Sennheiser e935 Vocal Dynamic Microphone

4 x Sennheiser e914 Condenser Microphone

2 x Sennheiser e906 Dynamic Microphone

10 x Wireless Radio Microphone - Sennheiser Body Pack with Rode head set pink colour

(*Refer to hire fees and charges*)

Paging System

Zone routing mixer. 6 dual balances mic/line inputs to Change and Green rooms, Toilets and Foyer. 3 x Goose neck style desk microphone.

Leads and Cables

2 x 10 mtr Audio Cable

1 x 20 mtr 240V Black Ext cable

1 x 15 mtr 240V Black Ext cable

1 x 10 mtr 240V Black Ext cable

2 x 5 mtr 240V Black Ext cable

2 x 5 mtr Black 240V Kettle plug

1 x 6 way 240V power board

CURTAINS & TABS

1 x cyclorama (white) with chained bottom placed at rear of stage on track – suspended down stage.
Dimensions: 11m wide x 5580mm drop.
Track: 13m length
Mounted from ceiling approx. 300mm from back wall to allow actor cross over.

1 x cyclorama (white) with chained bottom placed at front of stage (located behind proscenium, refer to plans) suspended on track (behind house drape)
Dimensions of cyc: 10m width 4500mm drop
Track: 13m length to mask cyc - opposite prompt side.

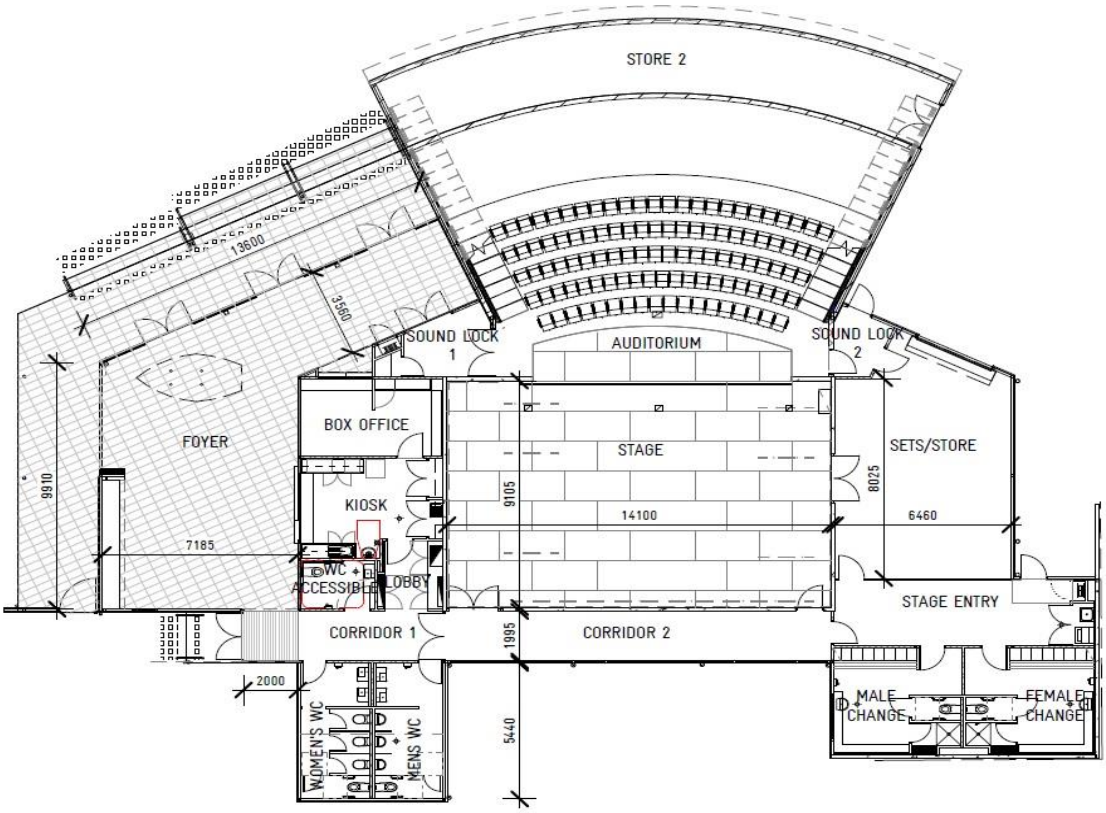
1 x Pair Grand Drape front Curtain 50% fold with track.
Colour: Red velour
Bi parting, chord operated.
Dimensions: 10m total width (5m + 5m) x 4500mm drop
Track: 13m to mask curtain prompt and opposite prompt sides.

6 x Black legs wool 50% fold (3 x Opposite Prompt and 3 x Prompt.)
Each leg dimension: 2m width x 5580mm drop
Each leg mounted on bar suspended from ceiling. For layout, please refer to plan.

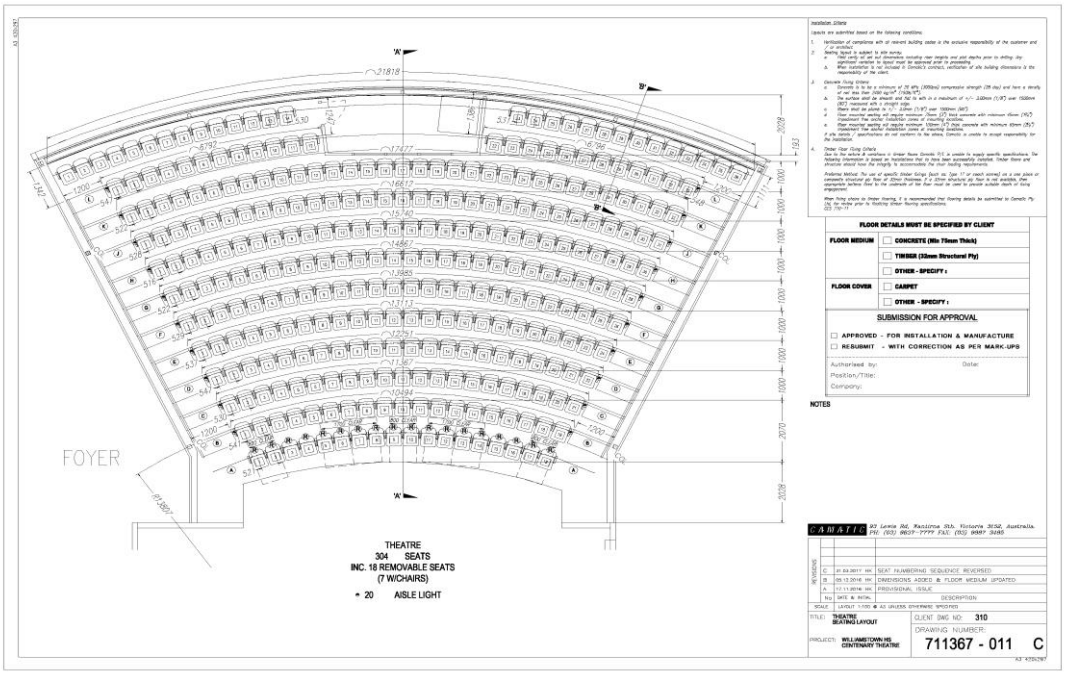
1 x Pair Curtain Centre Stage black wool 50% fold with track suspended from ceiling. These curtains are to divide the stage area in half and mask any potential set changes etc. between scenes.
Dimensions approx. 11m total width (5.5m + 5.5m) x 5580mm drop (Bi-parting. Hand drawn)
Track approx. 13m width.

3 x valance (Boarders) for masking. Black wool 50% fold. 12m width x 1000mm drop.

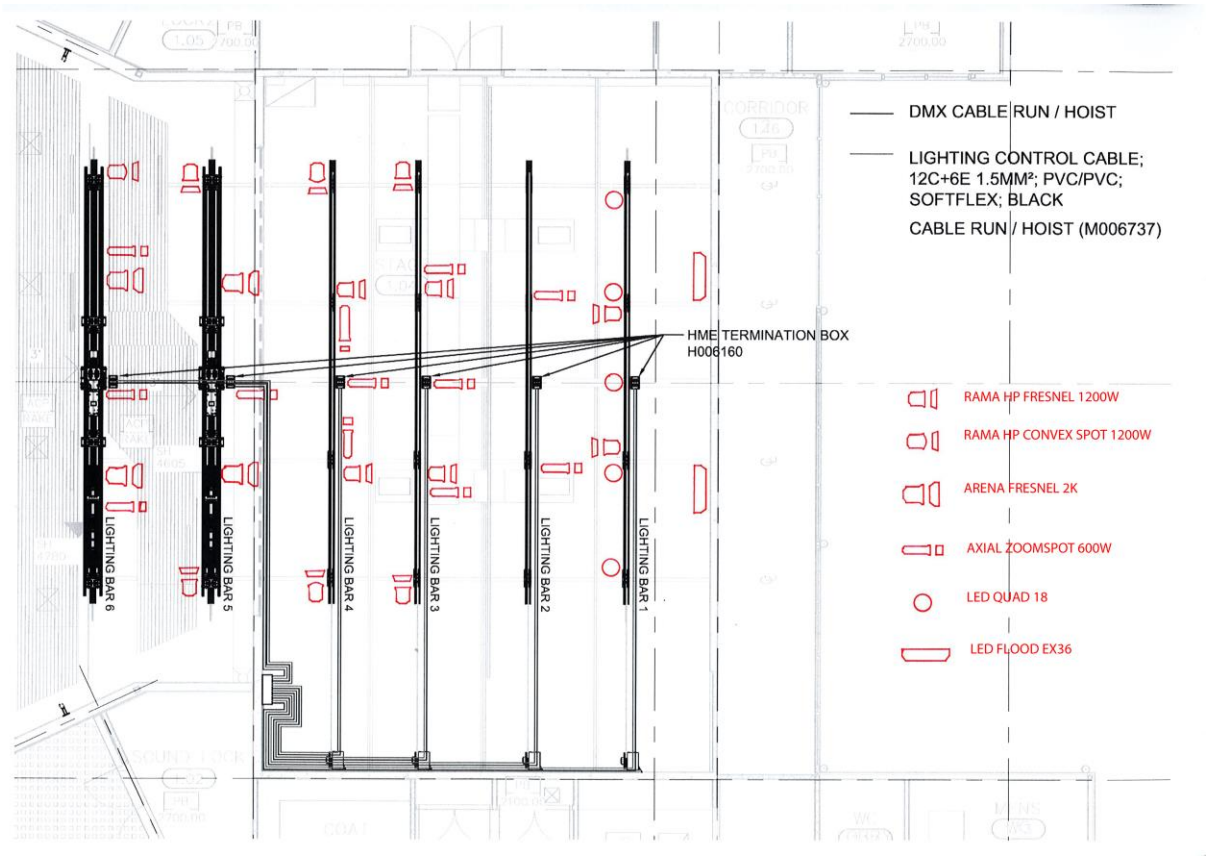
CENTENARY THEATRE OVERVIEW



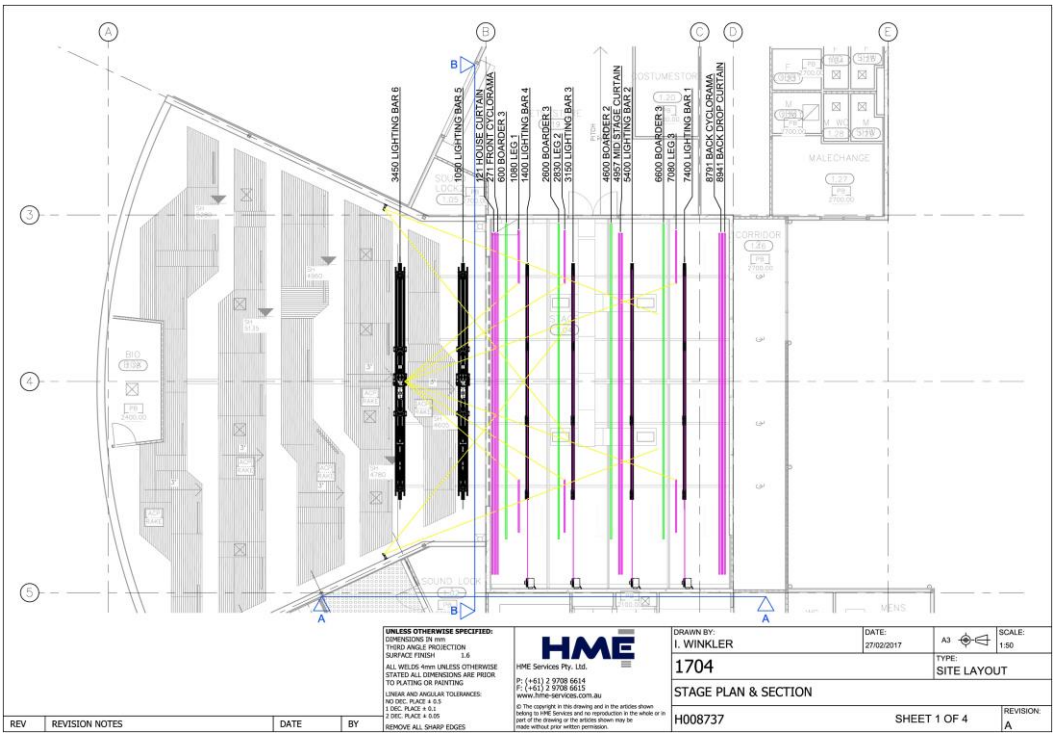
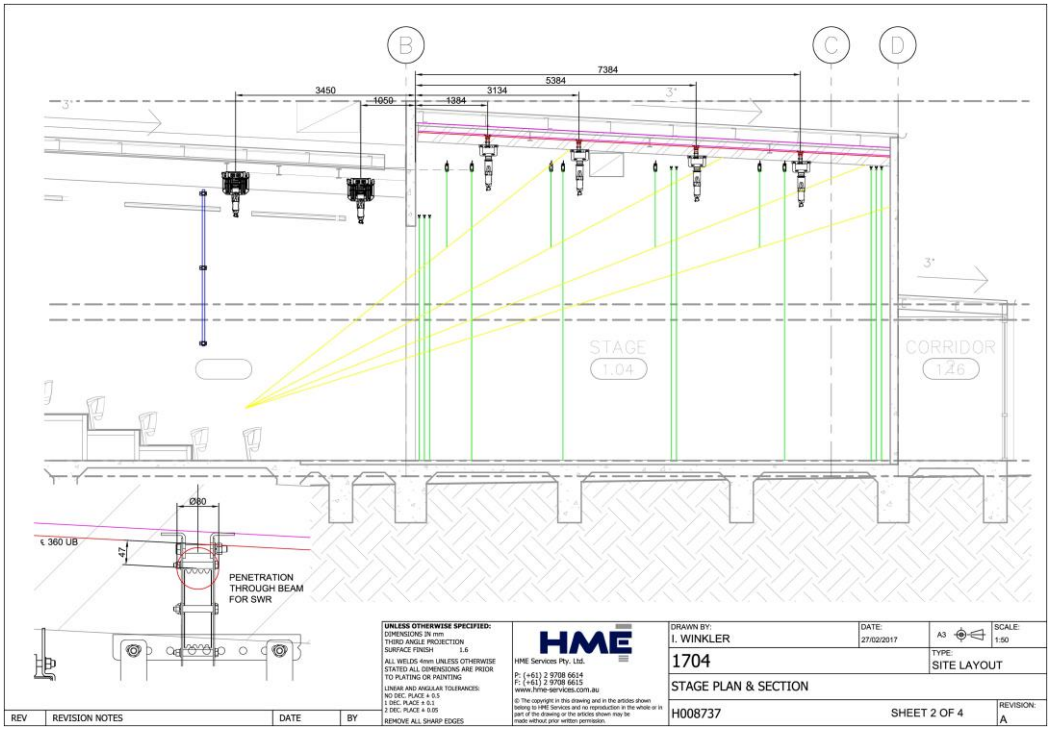
SEATING PLAN



LIGHTING PLAN – LIGHTING FIXTURES



LIGHTING BARS - STAGE PLAN



LIGHTING BARS - SIDE ELEVATION