



WILLIAMSTOWN HIGH SCHOOL CENTENARY THEATRE

Facility and Equipment Guidelines

ADDRESS: Williamstown High School – 71 Railway Place, Williamstown VIC, 3016

ENQUIRES: Rosemary Atallah (Theatre Booking Manager)

PH: (03) 9397 1899

EMAIL: theatre@willhigh.vic.edu.au

The Williamstown High School Centenary Theatre comprises of 304 seats and is suited for Theatre Productions, Seminars, Conferences, Lectures and Dance and Music events.

LOCATION: The Theatre is located at Williamstown High School on Railway Place – conveniently located 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 Street



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 ROOMS

There are separate male and female dressing room facilities for performers. Each are fitted with toilets, shower, hand basin, mirrors, power points, x4 Costume Racks and lockers.

GREEN ROOM / STOREROOM / NORTH GALLERY

Located opposite prompt side.
Dimensions: Please refer to Theatre layout.

DATA PROJECTOR

x1 Hitachi CP-WU8700W projector with large screen on motorised mount. (*Rear projection front of stage.*)
x1 Epson HD Large Venue projector with middle throw lens. (*Front projection front of stage.*)
x1 Epson WUXGA (*Front projection rear of stage.*)

LECTERN

Charges apply.

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 completing the Venue Hire Booking Form. Please note: an extra charge will apply for the hire of the Grand.

KIOSK

The Kiosk is equipped with serving counter, fridge, microwave, pie warmer, dishwasher, a chilled and boiling water tap 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. If an additional cleaning charge applies it will be at the Theatre Manager's and Theatre Booking Manager's discretion and the Hirer will be notified. This will occur if any area of the venue is left in an unsatisfactory condition.

NO FOOD OR DRINK IS PERMITTED IN THE AUDITORIUM.

NO GLITTER, CONFETTI OR RICE MAY BE USED ON STAGE OR IN ANY PART OF THE VENUE.

PUBLIC LIABILITY INSURANCE

Hirers are responsible for their own Public Liability Insurance. A minimum of \$10,000,000.00 is required for all functions.

A copy of the insurance cover must be provided to the Theatre Booking Manager prior to the date of hire.

FAILURE TO PROVIDE A COPY OF THE COVER WILL RESULT IN CANCELLATION OF THE BOOKING.

BOND / THEATRE HIRE PAYMENT

Quotes will be drawn up according to the information the Hirer has provided on their Hire Booking Form. Once the Hirer has indicated that they are happy to proceed with the quotes, invoices for the Bond and Theatre Hire will be drawn up and emailed to the Hirer along with a Contract including terms and conditions of hire.

The Bond amount of \$750.00 is due 3 weeks prior to the hire date (as cleared funds) and the Theatre Hire charges are due 7 days prior to the hire date (as cleared funds).

Payments can be made by way of Direct Deposit, BPAY, Cheque or EFTPOS.

The Bond will be refunded to the Hirer upon completion of a final inspection of the venue and the Theatre is deemed to be in a satisfactory condition. This will be at the discretion of the Theatre Manager and the Theater Booking Manager. Please note this may be forfeited as a result of misconduct as set out in the Hire Contract and if any outstanding charges have not been paid.

HIRE CHARGES

Please refer to our Centenary Theatre Hire Fees and Charges list.

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 will be present during all hours of hire. This is included in the hire cost. If the Hirer requires the use of the Technician outside of scheduled hire hours, the Hirer will be invoiced accordingly after their hire date. These charges are outlined in the Fees and Hire Charges list.

If the Hirer intends to include a Technician/s as part of the hire - notice must be given to the Theatre Booking Manager when completing the Venue Hire Booking Form and Technical Support when completing the online Technical Requirements Schedule.

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ALCOHOL

The Centenary Theatre IS NOT a licensed venue. It is the responsibility of the Hirer to obtain all necessary permits and licenses 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:

- 3 x Selecon Rama HP Convex Spot 1200W 4.5 Deg to 62 Deg
- 14 x Selecon Rama HP Fresnel 1200W 7-56Deg
- 16 x Selecon Axial Zoomspot 600W 18-34 Deg
- 5 x Pro Shop Quad18 LED
- 16 x Event Lighting 12 x 8w Quad LED
- 8 x Event Lighting 8 x 30w COB RGB LED
- 1 x 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 10 way
- 1 x Console – LSC XXL 120 Faders 1024 DMX

AUDIO

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

Front of House System

- 5 x RCF Active 2-way array module 2x8" + 2", 700W RMS, 1400W peak
- 1 x RCF Active line array subwoofer for HDL20



Digital Mixer, Stage box and Audio Accessories

- 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
- 5 x K & M Boom Mic Stand
- 3 x K & M Low Boom Stand
- 1 x Pro D2 Stereo Direct Box with 2 x 1mtr XLR cables with audio jacks.
- 2 x Radial Active J 48V phantom powered direct box
- 2 x RCF Fold Back Speaker 10" + 1", 400W RMS, 800W peak

Comms Talk back

- 1 x EZICOM 401 Master Station 4 channel
- 3 x Comms beltpack
- 3 x Single Muff Head set with Mic

Microphones

- 3 x Shure Wireless 1/2R Handheld system
- 4 x Shure SM 58 Vocal Dynamic Microphone
- 5 x Sennheiser e935 Vocal Dynamic Microphone
- 4 x Sennheiser e914 Condenser Microphone
- 2 x Sennheiser e906 Dynamic Microphon



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

1 x 10mtr power & audio xlr cable

1 x 1 mtr XLR Microphone cables

10 x 3mtr XLR Microphone cables

2 x 5 mtr XLR Microphone cables

1 x 10 mtr XLR Microphone cables (missing)

1 x 25mtr XLR Microphone cable

4 x 5mtr ¼" instrument leads

1 x 3mtr ¼" instrument leads

4 x 2 mtr 240V black ext power lead

3 x 3 mtr 240V black ext power lead

2 x 5 mtr 240V black ext power lead

6 x 10 mtr 240V black ext power lead

1 x 15mtr 240V black ext power lead

1 x 20mtr 240V black ext power lead

2 x 5 mtr 240V black kettle plug

6 x 2 mtr 240V black kettle plug

1 x 6 way 240V black power board

4 x 4 way 240V black power board

3 x 5mtr CAT6a stage box leads.

Back Stage / FOH / Kiosk

4 x Swivel chairs in Bio Box

1 x Yamaha Grand Piano (*Located in foyer*)

5 x Small Trestle Tables

3 x Large Trestle Tables

7 x Dance Mirrors

6 x Hot Water Urns

4 x Heavy Duty Costume Racks

50 x Black Plastic Chairs

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- 1 x Jomach Pie Warmer
- 1 x 4 mtr platform ladder
- 1 x Samsung Frameless TV (*Located in Foyer*)
- 1 x Fridge
- 1 x Dishwasher

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.

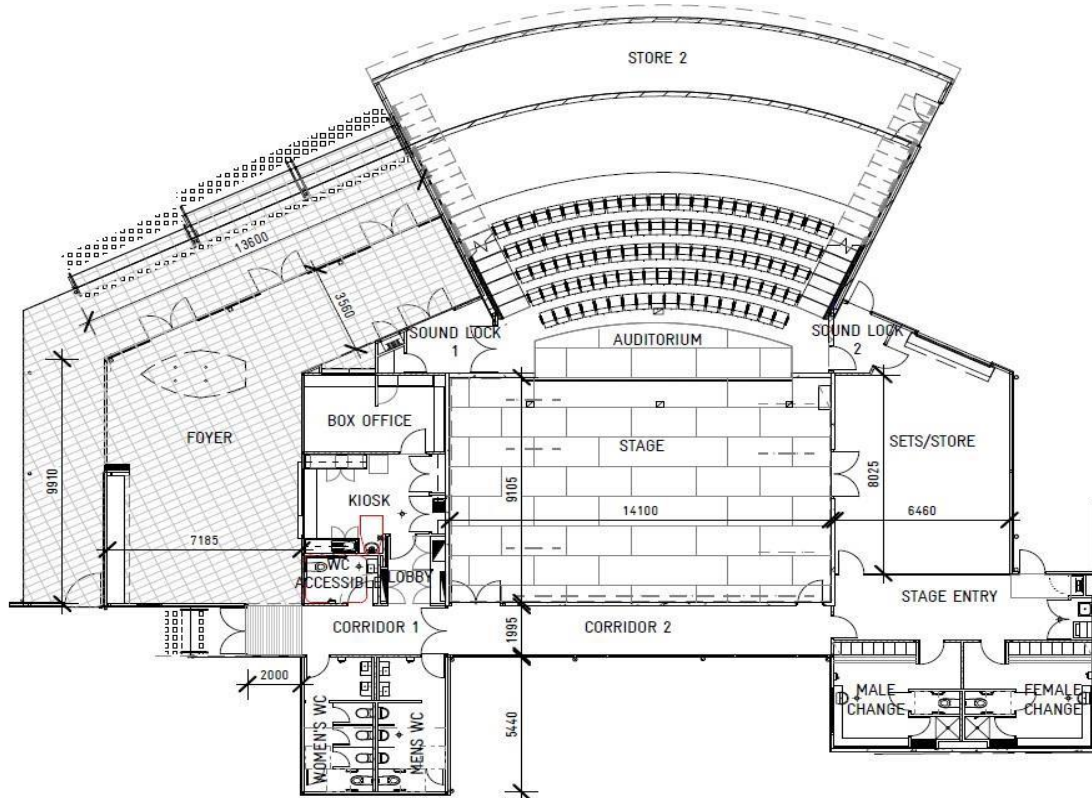
Dimensions approx. 11m total width (5.5m + 5.5m) x 5580mm drop (Bi-parting. Hand drawn)

Track approx. 13m width.

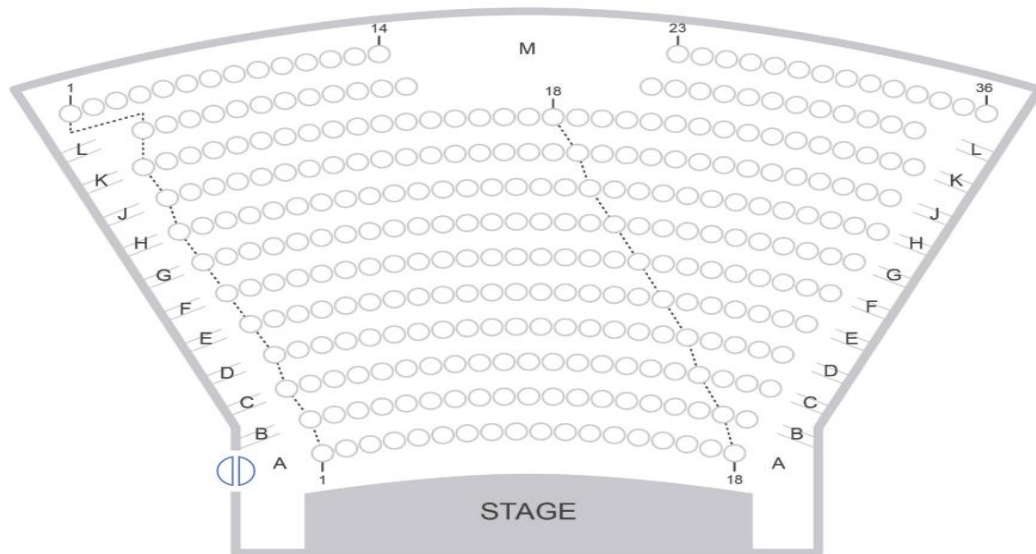
3 x valance (Boarders) for masking. Black wool 50% fold. 12m width x 1000mm drop.



CENTENARY THEATRE OVERVIEW



SEATING PLAN










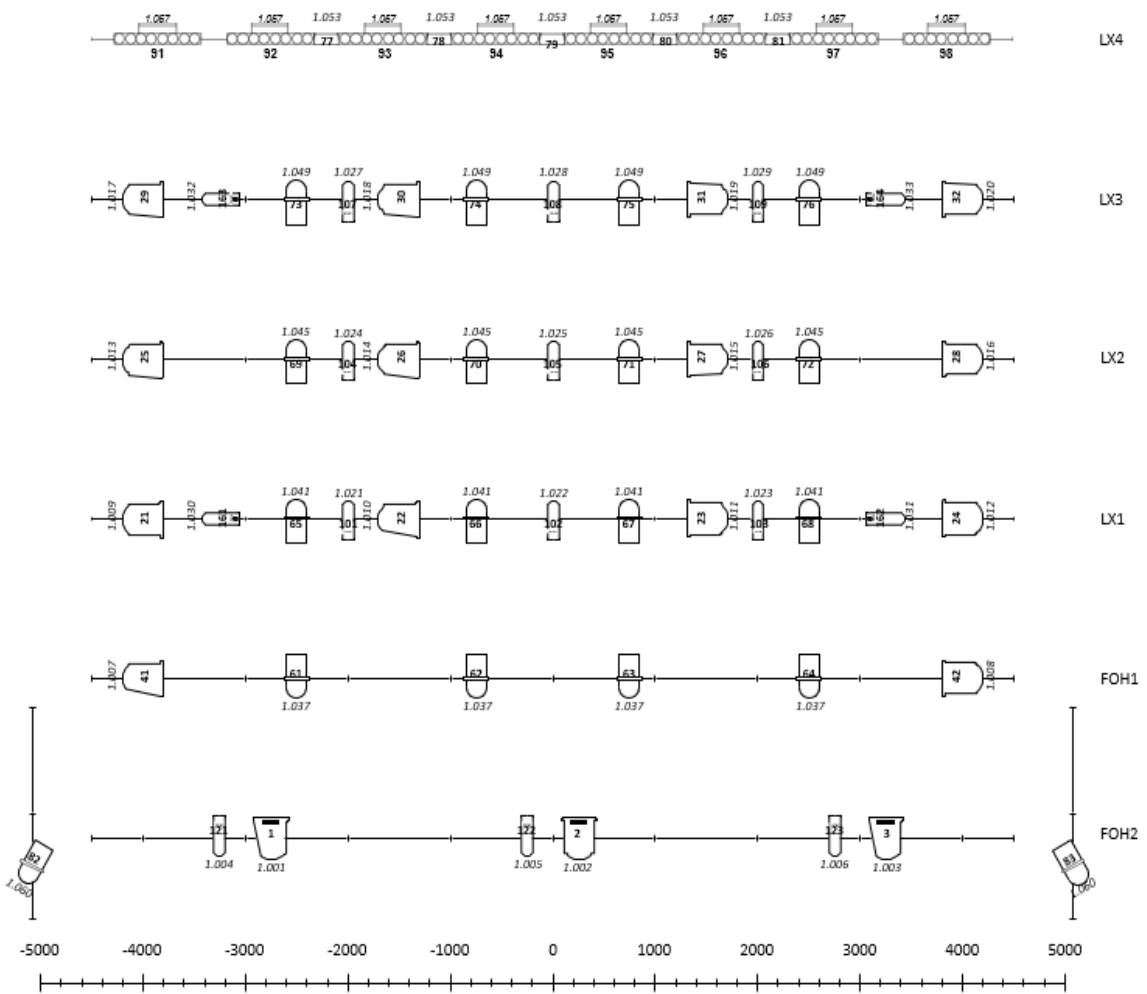


LIGHTING PLAN – LIGHTING FIXTURES



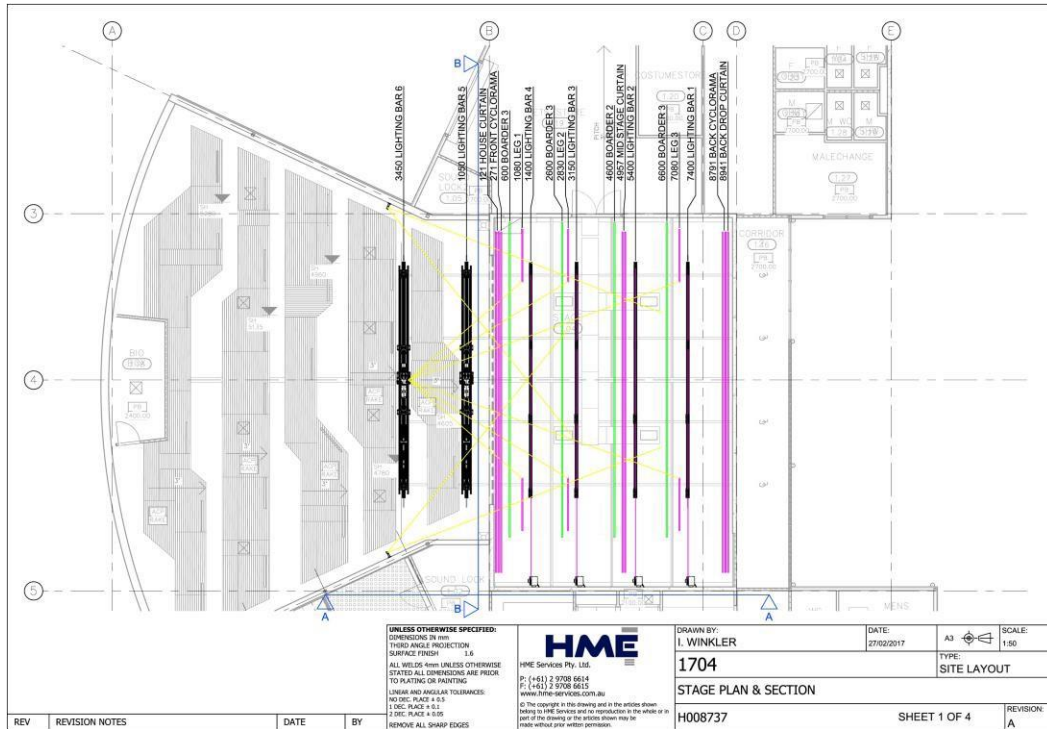
S01 STANDARD LX PLAN Scale: 1:40

-  x5 **ProStage** Quad18 LED
-  x4 **Selecoo** Axial Profile 18/34 (Breakup)
-  x12 **Selecoo** Axial Profile 18/34
-  x18 Event Lighting PUCK12
-  x14 **Selecoo** RAMA Fresnel
-  x3 **Selecoo** RAMA PC
-  x6 Event Lighting PANBAR

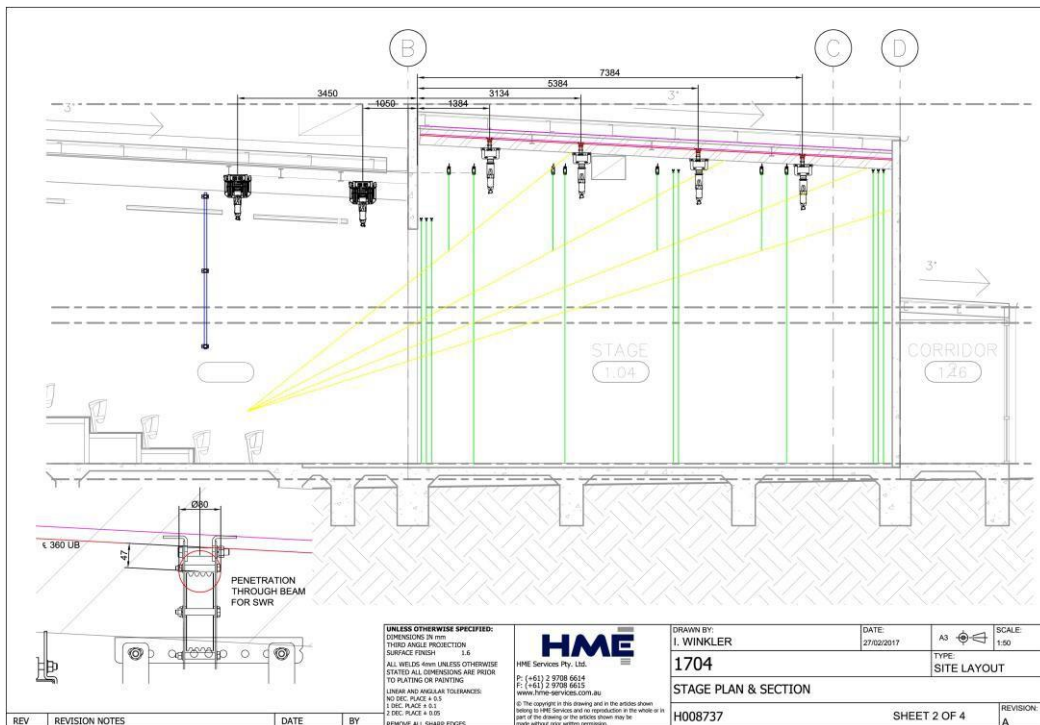




LIGHTING BARS - STAGE PLAN



LIGHTING BARS - SIDE ELEVATION



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