

# Venue Specifications for



## Ballarat Civic Hall

300 - 304 Mair Street

Ballarat

As of 1<sup>st</sup> March 2023



# **CONTENTS**

<b><u>Staff Contacts</u></b>	<b><u>Page 3</u></b>
<b><u>Theatre Access &amp; Parking</u></b>	<b><u>Page 3</u></b>
<b><u>Theatrical Safety</u></b>	<b><u>Page 3</u></b>
<b><u>Test &amp; Tag</u></b>	<b><u>Page 3</u></b>
<b><u>Listed Equipment</u></b>	<b><u>Page 3</u></b>
<b><u>General Information</u></b>	<b><u>Page 4</u></b>
Foyer	
Accessibility	
Alcohol Licence	
Production Office & Wifi	
Amenities	
House Lighting	
Orchestra Pit	
Dressing Rooms	
Green Room	
Stage Door Office	
First Aid	
Laundry	
<b><u>Auditorium Dimensions and Specs</u></b>	<b><u>Page 6</u></b>
Auditorium Floor SWL	
Seating	
<b><u>Stage Dimensions and Specs</u></b>	<b><u>Page 7</u></b>
Proscenium	
Stage Width	
Stage Depth	
Stage Floor	
Rake Angle	
Stage SWL	
<b><u>Stage Facilities</u></b>	<b><u>Page 8</u></b>
Stage Loading	
Stage Manager Desk	

Workshop Facilities

Talk Back

Program Relay

Video Relay

Trestle Tables

---

**Stage Machinery**

**Page 9**

House Curtain

Smoke Curtain

Fly Tower

Stage Truss

FOH Truss

---

**Hanging Plot**

**Page 10**

---

**Technical**

**Page 10**

Lighting and Audio

Power

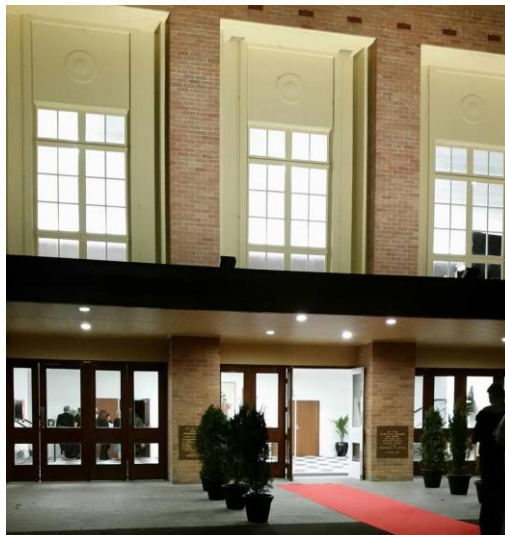
Program Relay

Noise Levels

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**Pictures**

**Page 11**



## **Staff Contacts**

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## **Venue Access, Loading & Parking**

Access for All Crew and Cast is via Stage Door at the rear of the Hall.

There is no Parking reserved at Civic Hall.

No parking is allowed on Civic Hall grounds unless loading or unloading.

Loading can be through the Front Foyer (no stairs), via the back door, stairs to the Stage and Auditorium, via the Loading Dock.

## **Theatrical safety**

At Ballarat Civic Hall, we strive to achieve your performance outcomes, but safety must come first. All OHS policies and guidelines must be followed. Any staging or performance FX requiring extra safety documentation, professional installation or operation, extra sign off's and/or insurance will be required to have this documentation completed before any installation can begin.

**Please contact the Technical Operations Manager to discuss your performance requirements and to clarify any risk and OH&S documentation that will be needed to achieve your performance goals at Her Majesty's Theatre.**

## **Test and tag**

All electrical equipment entering the venue must have a current test and tag sticker and must be visually inspected before use. Her Majesty's Theatre technical staff have the authority to prevent use of equipment without a current tag or if it fails a visual inspection.

## **Equipment listed**

This document outlines the standard technical specifications and equipment for Ballarat Civic Hall. **Please be aware that due to normal wear and tear, not all equipment listed will be available at all times.**

Please contact the Technical Operations Manager to confirm the availability of equipment.

## **General Information**

The theatre is in proscenium arch form, with a raked stage. The Auditorium consists of two levels, the Auditorium and Balcony.

There is NO fixed seating on the Auditorium floor. Civic Hall has 350 seats in the Balcony.

Auditorium may be configured for up to 642 seats theatre style, or 400 seated at round tables for dinners/dance. The round tables are 1.8 meters wide.

<b>Foyer</b>	<p>There are two Foyers at Ballarat Civic Hall.</p> <p>The Main Foyer is accessed directly off Mair Street. The Balcony Foyer is accessed through the Main Foyer.</p>
<b>Accessibility</b>	<p>Wheelchair/disabled persons access to the Balcony and Balcony Foyer is available via the Front Foyers, and Disabled Toilets on the lower levels.</p> <p>Wheelchair access available to the Stage, Dressing Rooms, Greenroom, Auditorium, Front Foyer and Balcony levels via Lifts, both FOH and BOH.</p>
<b>Alcohol Licence</b>	<p>Ballarat Civic Hall is not licenced for Alcohol provision. You must obtain your own permit if serving/consuming alcohol in the venue.</p> <p><b>*Please Note: If using a Caterer, please insure they provide their own Liquor Licence.</b></p>
<b>Production Office</b>	<p>Ballarat Civic Hall does not have a dedicated production office or Wifi access FoH or BoH.</p>
<b>Amenities</b>	<p>Male and Female toilets in Front Foyer.</p> <p>Male and Female toilets located on the lower-level backstage which have shower facilities.</p>
<b>House Lights</b>	<p>Main control unit is located in the FoH Switch Room. House Lights are located P Side Stage and rear of Hall. These cannot be controlled through a lighting desk.</p>
<b>Orchestra Pit</b>	<p>Please be aware there is <b><u>NO</u></b> Orchestra Pit at Civic Hall.</p>

**Dressing Rooms** There are 5 dressing rooms on the bottom level below stage.  
These are available to the Hirer, all have one table, bin and one mirror.

<b>Dressing Room</b>	<b>Size</b>	<b>Area M<sup>2</sup></b>	<b>Occupancy</b>
1	2.0 x 6.0	12	6
2	2.6 x 6.0	15	8
3	2.6 x 3.1	8	4
4	2.6 x 3.1	8	4
5	2.6 x 3.1	8	4

**Green Room** 10.9 x 7.6 82.84 Area M<sup>2</sup> Occupancy: 40  
Fitted with fridge, microwave, kettle, coffee and tea making facilities.

**Stage Door Office** No Stage Door Office, we do have a back foyer when one could be set up.

**First Aid** First Aid Kits are available in the Green Room, Stage level (P Side), FOH Foyer and Balcony Foyer.

**Laundry** Ballarat Civic Hall is not currently fitted with Laundry Facilities.  
Closest Laundromat's are:

**Bright n Bubbly Laundry**

919a Macarthur St, Lake Wendouree. Ph. 0434 564 345

Opening Hours 5am – 11pm

Or

**Ballarat Laundry**

711 Stuart St, Ballarat Central. Ph. 5331 6476

Opening Hours 6am – 12am

## **Auditorium Dimensions & Specs**

**Auditorium Floor**      **Concentrated load = 2.7 kN (270 kg)**

**Uniformly distributed load = 4.0 kPa (400 kg/m<sup>2</sup>)**

Based on the above loading a mobile scaffold with a total loaded weight of 1000 kg can be used. As the limit for a concentrated load is based on the flooring, a higher localised load for a fixed scaffold or similar may be able to be used subject to providing spreader boards over the joists.

### **Seating**

#### Auditorium

**642** Seating Theatre Style

**1000** Standing

**40** Tables and **400** Chair Setup (10 Chairs per table)

#### Balcony

**350** Seats

### **Auditorium Dimensions**

#### Main Floor

Length (back wall to front of stage)

30.9 metres

Width (wall to wall)

26.3 metres

Width (columns to columns)

18.1 meters

Height to FOH Bars

8.3 meters

Height to Roof

10.6 meters

## **Stage Dimensions & Specs**

<b>Proscenium</b>	Width	10.75 metres
	Height	6.90 metres
	Height to fringe	5.60 metres
<b>Stage width</b>	(wall to wall)	18.8 metres
<b>Stage depth</b>	Apron to Setting line/House Curtain	0.7 metres
	Setting line to Back Truss	7.9 metres
	Setting line to rear wall	11.75 metres
<b>Stage floor</b>	<p>Surface is Masonite panels laid over a concrete floor. Colour is Matte black.</p> <p>If a colour change is required by the hirer and possible in Venue Timetable, the cost to return it back to black is charged back to the Hirer. Please contact the Venue Coordinator.</p>	
<b>Rake Angle</b>	Rake angle is approx.	<b>1:25</b>
<b>Stage SWL</b>	<p><b>Concentrated load = 30 kN (3000 kg)</b>  <b>Uniformly distributed load = 4.2 kPa (420 kg/m<sup>2</sup>)</b></p> <p>Please note that the concentrated load of 3000kg is based on a load applied over an area of 1m x 1m and this can be applied at any location on the floor but is not considered in conjunction with the uniformly distributed load.</p>	



## **Stage Facilities**

<b>Stage Loading</b>	<p>Ballarat Civic Hall has a simple lift and loading dock to stage which is accessed via the Library Carpark. SWL is 2000kgs.</p> <p>Stage loading is from either the front doors through the Hall to the stage (no stairs), via the back foyer (passenger lift or stairs), or via the Loading Dock Lift.</p>
<b>Stage Management</b>	No permanent setup. Access to House Light Control.
<b>&amp; Prompt Corner</b>	No Paging to dressing rooms and backstage areas currently.
<b>Workshop Facilities</b>	Ballarat Civic Hall has no workshop facilities.
<b>Talk Back</b>	Ballarat Civic Hall has no talkback facilities.
<b>Program Relay</b>	Ballarat Civic Hall has no program relay facilities.
<b>Video Relay</b>	Ballarat Civic Hall has no video relay facilities.
<b>Trestle Tables</b>	<p>9 Large Trestle Tables</p> <p>8 Small Trestle Tables</p>

## **Stage Machinery**

**House Curtain** French tab style opening, operated from prompt corner. (Red)

**Smoke Curtain**

Material	Fire resistant fibre
Auto control/Manual control	Prompt or OP corner
Operating time	Approximately 30 Seconds

***Please Note: Nothing is to be placed beneath or impede the operation of the Smoke Curtain at any time.***

**Fly Tower**

Stage to Grid	DS.	16.4 metres
	US.	16.6 metres
Stage to Fly Gallery	DS.	7.38 metres
	US.	6.95 metres
Width between fly galleries		15 metres

**Stage Truss**

2 electric winches operated from stage floor PS.	
Load capacity	300kg
Length	12 metres

**FOH Truss**

2 electric winches operated from stage floor PS.	
Load capacity	700kg
Length	12 metres

**Truss Patching**

Each truss consists of 18x 240v 10A non switched patchable outlets  
 Each truss features 2 DMX points  
 FOH Truss 2 features data and video ports and audio on each end of the bar

Please Note: This system includes a 36-way patch panel.

## **Hanging Plot**

-13,300mm	FoH Truss 2
-4,100mm	FoH Truss 1
0mm	Proscenium Wall
100mm	Pelmet
200mm	Fire Curtain
300mm	House Curtain (operated from P side stage)
1,000mm	LX 1
4,000mm	Legs and Border
7,500mm	Legs and Border
8,000mm	LX 2
8,750mm	Rear Tabs

## **Technical**

The standard operating position for sound and lighting are located at the centre, rear of the Auditorium.

There are currently floor traps in this position equipped with 240V power, DMX, SDI, Ethercon and standard CAT 6 lines.

**Lighting & Audio**      **Ballarat Civic Hall has no standard house equipment. Please contact Technical Operations Manager to see what options may be available for your performance. Contact details on Page 3.**

**Power**      We have 6x 32A 3phase points for use, located on P side stage.

**Program Relay**      No Program Relay currently available at Civic Hall.

**Noise Levels**      Sound Pressure Levels within the auditorium should not exceed an average of 88dB continuous exposure per four hours per day (National Health and Medical Research Council of Australia). For Sound Pressure Levels in excess of 88 dB to a maximum Peak Level of 140dB hearing protections must be made available to Civic Hall staff and patrons.

## **Pictures**

Here are some examples of what the Civic Hall can achieve, from round table functions, theatre & live music, dances and exhibitions.



**Theatre seat setup**



**Round Table Dinner Event**





**Sir Bob Geldof – Round Table Dinner Event plus Stage**



**Sir Bob Geldof – Round Table Event**





**Round Table Dinner and Dancing**



**Theatre Performance Setup**



**Live Music Performance**



**Exhibition Setup**