

OFFICIAL

# Venue Specifications

## for



# Ballarat Civic Hall

300 - 304 Mair Street

Ballarat

As of November 2023



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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, or via the Loading Dock to stage.

## **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 Ballarat Civic Hall.**

## **Test and tag**

All electrical equipment entering the venue must have a current test and tag sticker and must be visually inspected before use. Ballarat Civic Hall 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 373 seats in the Balcony.

Auditorium may be configured for up to 642 seats theatre style, or 330 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 Wi-Fi 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. Front rows of seating in the auditorium can be removed to allow for an Orchestra in front of the stage.</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 of House foyer that can be setup to accommodate one.

**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

**33** Tables and **330** Chair Setup (10 Chairs per table)

Balcony

**373** Seats (Permanent)

**Auditorium Dimensions**

Main Floor

Length (back wall to front of stage)      31.22 metres

Width (wall to wall)      26.30 metres

Width (columns to columns)      18.10 meters

Height to FOH Bars      8.30 meters

Height to Roof      10.60 meters

## Stage Dimensions & Specs

<b>Proscenium</b>	Width	10.76 metres
	Height	6.90 metres
	Height to fringe	5.60 metres
<b>Stage width</b>	(wall to wall)	19 metres
<b>Stage depth</b>	Apron to Setting line/House Curtain	0.72 metres
	Back of Proscenium to Back Truss	7.90 metres
	Back of Proscenium to rear wall	11.65 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 Technical Operations Manager if this is a requirement.</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>	Ballarat Civic Hall has a simple lift and loading dock to stage which is accessed via the Library Carpark. SWL is 2000kgs.  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.
<b>Stage Management &amp; Prompt Corner</b>	No permanent setup. Access to House Light Control.
<b>Paging Relay</b>	Civic Hall has a basic call to stage system setup to Greenroom and the 5 Dressing Rooms. Call mic is located in Prompt Corner at Stage managers Location.
<b>Workshop Facilities</b>	Ballarat Civic Hall has no workshop facilities.
<b>Talk Back</b>	Ballarat Civic Hall currently has basic talkback system for communication from Prompt Corner to the Operating Position and access to 4x wireless belt packs if required.
<b>Program/Video Relay</b>	Ballarat Civic Hall has no program/video relay facilities.
<b>Trestle Tables</b>	9 Large Trestle Tables 8 Small Trestle Tables
<b>Stage Power</b>	We have 6x 32A 3phase points for use, located on P side stage.
<b>Noise Levels</b>	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.

## **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	200kg
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**

9350mm	Rear Tabs (Drawable, Dead Hung)
8620mm	LX 2 (Electric Winch)
8100mm	Legs and Border (Dead Hung)
4700mm	Legs and Border (Dead Hung)
2000mm	LX 1 (Electric Winch)
1020mm	House Curtain (operated from P side stage)
920mm	Fire Curtain
820mm	Pelmet (Dead Hung)
720mm	Back of Proscenium (Scene Line)
0mm	Edge of Stage
-4,100mm	FoH 1 (Electric Winch)
-13,300mm	FoH 2 (Electric Winch)

**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.

**Standard Equipment - Lighting**

1x Hog 4 Console + 12 Fader Extension Wing and Touch Screen (Long Term Hire)

2x Streams of 5 Pin DMX

1x 12ch Dimmer

3x 12ch Distro

1x 6ch Distro

Fixtures:	FOH 2	- 4x F-915FC LED Fresnel's (Coloured House LX) - 6x Source 4 750w Profiles (FoH Wash)
	FOH 1	- 6x Source 4 750w Profiles (FoH Wash)
	LX 1	- 4x F915FC LED Fresnel's (Coloured Stage Wash)
	LX 2	- 9x Slim Par PRO H LED Cans (Back Light)
	Floor LX	- 8x Slim Par PRO H LED Cans - 2x Truss Booms consisting of 10x Slim Par PRO H (5 per truss) - 4x Lonestar Moving Head Profiles

### **Standard Equipment - Audio**

FoH System including Front Fill consisting of:

1x Turbosound Mini Flash 550 Line Array – L/R configuration 1x Lo and 5x Hi/Mid cabinets per side (2x Lo and 10x Hi/Mid cabinets in total), 2x EV Quad 15 Sub Woofers (Long Term Hire) and 4x EAW SM200iH (Front Fill)

6x Turbosound NuQ112 Powered Wedges

1x Midas M32 Console + 2x I/O (16+8) racks

2x Ethercon for digital multicore (Operating position to Prompt corner)

1x 12ch Distro

4 x Sennheiser H/Held microphones

4x Round base stands with boom arms

1x Stereo DI in Prompt Corner

1x Stereo 3.5mm input at console

1x Wired backup in Prompt corner on 20m XLR

1x Wireless Shout microphone

1x Talk to Stage microphone

1x SM feed and speaker

4x Stage Boxes (8 Sends + 4 Returns)

Civic Hall also has access to a small number of mics, stands and cabling. Please contact the technical department to discuss options.

### **Standard Equipment – A/V**

1x Panasonic 10k Lumen Laser Projector (\*\* This item has a usage fee)

1x 4.5m Fast fold standing screen with front projection surface.

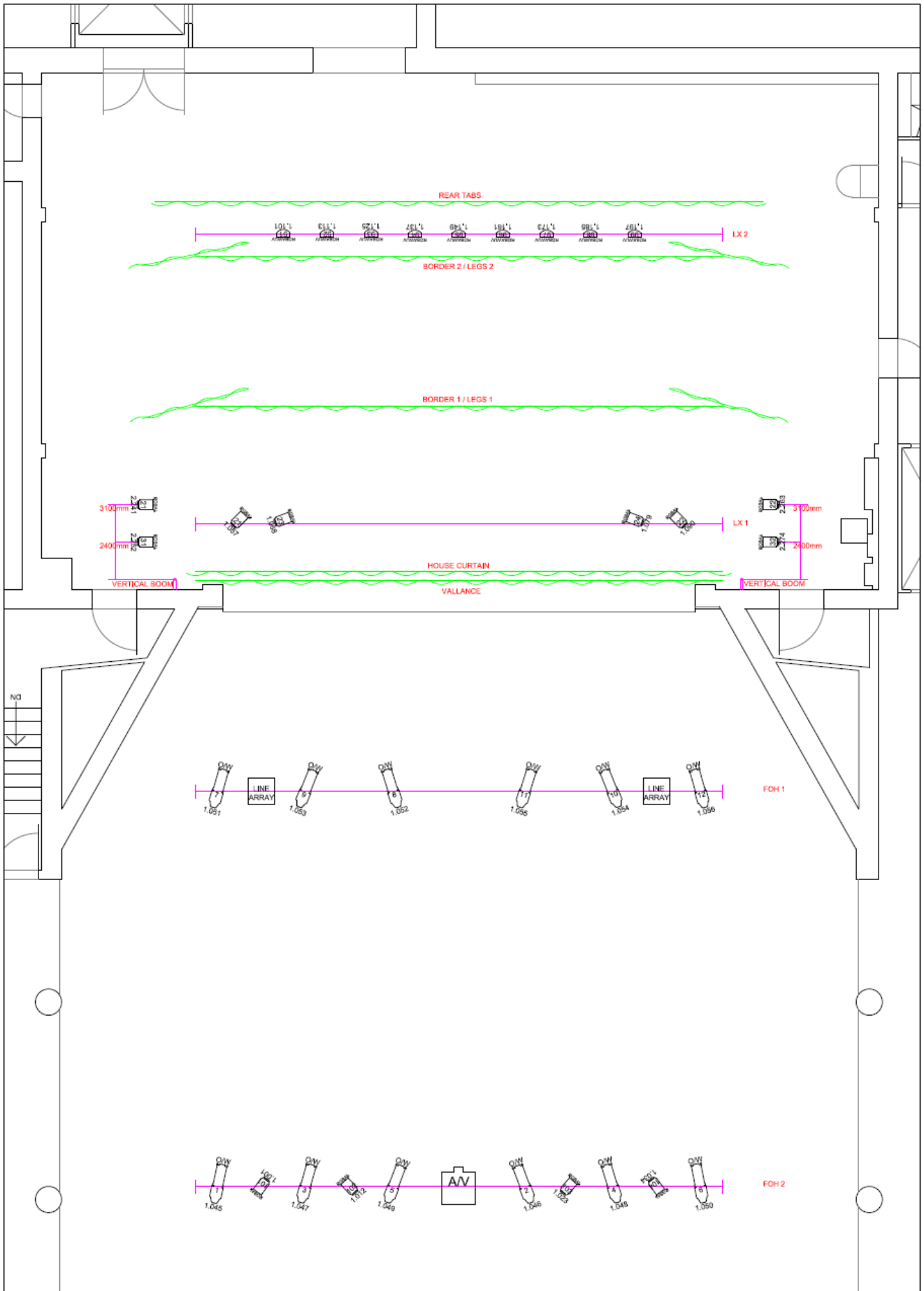
### **Standard Equipment – FX**

2 x Unique 2 Hazers (\*\* This item has a usage fee)

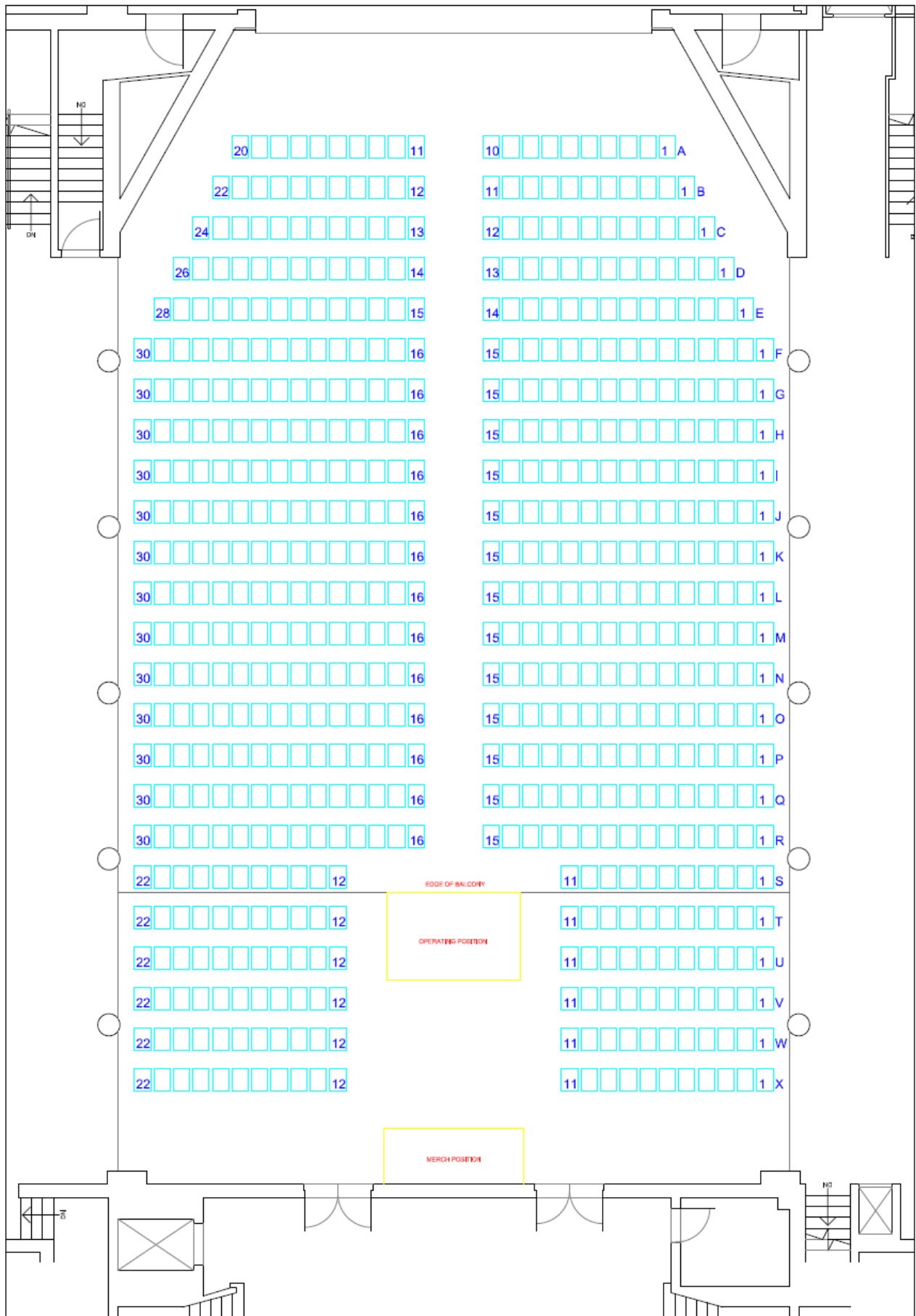
1x 30cm Mirror Ball

8x H1 Battery LED Pin Spots + D-Fi Hub

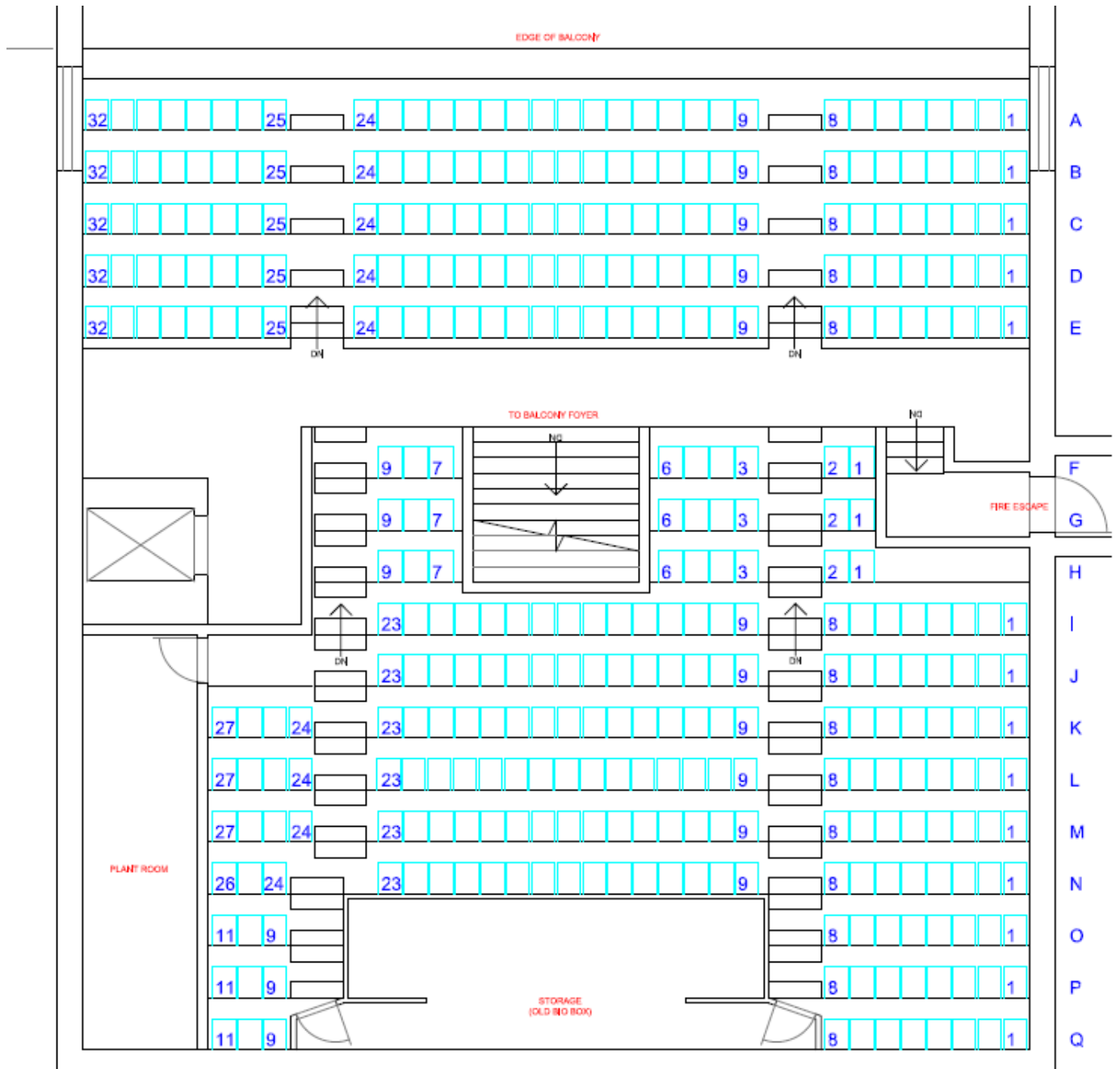
**Standard Lighting Rig**



**Standard Seating Setup**



**Balcony Seating**



**Standard Table Setup**

