

# CANBERRA COLLEGE

## INFORMATION FOR HIRERS

### CCPAC

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(Updated 29.8.2013)



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## CANBERRA COLLEGE THEATRE PERSONNEL

### Business Manager:

Roseanne Campion (6205 6767)

roseanne.campion@ed.act.edu.au

### Venue Hire/Theatre Manager:

Amber Francis (0481 009 785)

CCPACtheatremanager@ed.act.edu.au

## PUBLIC LIABILITY INSURANCE

All hirers **must** hold a current policy of public liability insurance of at least **twenty million dollars**.

## SUMMARY OF CHARGES

**DEPOSIT (please note that the venue must be seen by the hirer before a deposit can be made):**

A non-refundable deposit of 25% must be paid at the time of booking (once a quote has been sent out). Until such payment is made the venue will not be secure.

### Rental Charges

-\$100 per hour

-Four hours (half day) \$400

-Eight hours (full day) \$800

-Weekly rate (one day free) \$4,800

-Double Time Rates (\$200 p/h) will come into effect;

- **Every hour after 10 straight hours**
- **Times listed outside of those written in the booking application\***

**\*Please note that the time specified in the booking application is from your arrival to your departure NOT the duration of your performance!**

***NB: ACT Government schools will be offered a flat fee/ charge of \$450 per day (including the use of the theatre for the duration of the evening performance). Or a reduced charge of less 40% on any hourly rate.***

## Damages

Any damages or extra cleaning will be included in your final invoice

**NOTE:** If a performer Bumps In two days before the opening of a show they will be required to pay for two extra days as the theatre will be unable to be used.

CREW:	
Technical Crew:	\$20 per hour/ pre crew member
Front of House Staff:	\$15 per hour/ per crew member
<i>30 min unpaid break every 4 hours</i>	

## Rental Charges Inclusion

Use of Stage Space

Use of Auditorium

Use of Dressing Rooms

Use of Foyer

Use of Kiosk and Box Office

Use of lighting and sound desk (\* may be operated by crew supplied by CCPAC)

Cleaning

Core management services- including electricity and air conditioning

\* **NOTE:** Crew are not included in Rental Charges and a payment of (\$20per hour-Technical Crew) per crew member will be included as an additional cost in hiring charges.

\***Overtime penalty rates for crew will also be included in the bill if the hirer exceeds 10hrs**

\***Double Time penalty rates will be enforced for crew and hire of the theatre if the hirer uses time outside of the hours agreed upon**

**STAFF** (per performance)

**Standard Technical**

1X Technical Supervisor

1X Audio Technician

1X Lighting Technician

**NOTE:** *Variations to the above levels, for operation and/or safety reasons, are at the discretion of the Operations Manager.*

<b>CREW:</b>	
<b>Technical Crew:</b>	\$20 per hour/ pre crew member
<b>Front of House Staff:</b>	\$15 per hour/ per crew member
<i>30 min unpaid break every 4 hours</i>	

Double Time Rates (\$40 p/h) will come into effect for technical staff when;

- **They are required to work times listed outside of those written in the booking application**
- **The crew member has worked over 10 hours in one working day**
- **The crew member works between the hours of 12am and 5am**

## CANBERRA COLLEGE THEATRE TECHNICAL SPECIFICATIONS

### THEATRE

The Theatre seats 174 fixed seating with the option for a few additional removable chairs to be added to the front row. There is provision for wheelchair access in the front row.

### STAGE

Unraked stage. Soft proscenium arch with use of drapes in wings and full front stage curtains.

White painted wall upstage can be used as rear cyclorama for projection.

### Dimensions:

Accurate dimensions can be found on:

[http://www.canberrac.act.edu.au/information2/performing\\_arts\\_centre/12-07-06\\_CCPAC\\_Stage\\_Dims\\_\(2\).pdf](http://www.canberrac.act.edu.au/information2/performing_arts_centre/12-07-06_CCPAC_Stage_Dims_(2).pdf)

**Flying facilities:** No Fly system

**Orchestra Pit:** No Orchestra Pit

### Dressing Rooms:

Two unisex/disabled dressing rooms equipped with 10 mirrors, 2 clothes racks and WC X 1 PER DRESSING ROOM

**Shower: Yes x 1**

Washing Machines : **NO**

Dryers: NO

**Ironing Board : Yes x 2**

Clothes racks: yes x 2

### **Pyrotechnics/Naked Flame**

The Operations Manager must approve any and all use of pyrotechnics or open flame. A demonstration of the effect may be required at the discretion of the Operations Manager and / or the local fire safety section or dangerous goods to determine the safety of the device and its use.

### **Drapery**

Solid black rear curtain (Manually operated)

Light Blue front curtain (Manually operated)

### **Access Equipment**

- **Two FOH LX bridges**
- **Staging Units**

Wooden stage Rostra *may be available on request*

- **Stage Dips**

There are two (2) downstage traps/ dips located 4m from front edge of stage and 3.14m m from O and OP wings. Use of the floor traps must be authorised by the Technical Coordinator.

- **Parking**

Canberra College has free car parking reserved for students and teachers that may be used. Disabled parking is available.

## STANDARD TECHNICAL EQUIPMENT

The Theatre has the following audio/visual equipment:

### LIGHTING

#### Maxim Lighting Board

##### Dimmer Racks

Total Dimmers : 2 x 24 Inputs

(A third dimmer is currently pending)

Dimmer Locations : Adjacent Control Room

##### House Lights –

Independent control – yes

Control Positions: Control Room and Cloak Room/ Box Office

Fade Time adjustable – Manual Control

##### Rigging and staging notes

All rigging must be approved by the Theatre Manager or other venue representative.

##### Lighting Positions

Two Lighting Bridges facilitate the main stage lighting for the theatre.

##### *Bridge 1:*

Dimmed Lighting inputs: 12

3 phase outlets: 1

##### *Bridge 2 (Furthest away from Main Stage):*

Dimmed Lighting inputs: 16

3 Phase outlets: 1



**Stage Luminare:**

**Note:** The lights listed below are subject to change and will be confirmed upon successful booking. Please enquire within

**Profile**

Make	Model	Watt	Volts	Total
CE	Source Floor Zoom 15-30	750	240	5
Rank Strand	Prelude 16/30	500/650	120/240	2
Prolite	Medium Zoom	500/650	220/240	4
Prolite	Not Known	500/650	220/240	2
Strand Electric	Patt23	250/500	120/240	3

**FRESNEL**

Make	Model	Watt	Volts	Total
Strand Electric	Patt 123	250/500	120/240	8
Acclaim	Not Known	Not Known	Not Known	5

**PAR**

Make	Model	Watt	Volts	Total
Light Emotion	P645QUADB	100	240	3
Pro Shop	Multi Par HPL	575	240	3

**PATCHING (Dimmed Lighting)**

Location	Quantity	Detail Accessories
<i>FOH</i>	28	Patch bay OP outside control room
<i>Over stage</i>	0	<b>There is no rigging available over stage at this time</b>
<i>OP (overlooking Stage + Backstage)</i>	12	
<i>P (overlooking Stage + Backstage)</i>	44	

## Power

**3 Phase Outlets:** 10

## Cabling

The theatre has a stock of extension and XLR leads to accommodate standard lighting rig..

Please enquire with the theatre manager.

## AUDIO

### Control & Amplification:

**Primary Mixer/ Sound desk** - ROLAND ( v – mixer M480 )

**Amplifiers** - I – AMP 300 - 11

## Speakers

### FOH Speakers

- 3 x QSC KW 152 Horn powered speakers
- 2 x QSC KLA 181 Powered sub woofers

### Fold back

- 2 x Yamaha MSR 400

## Playback:

Item	Make	Model	Detail	Total
CD player	TASCAM	CD – 200 iB	w/ iPod connectivity	1

## Microphones:

**May** be hired from the school, with plenty of notice.

## Accessories:

*Please note that we do not hire out microphone stands or additional speakers*

## AUDIO VISUAL

### Projectors:

Projector Available for use

## BACKSTAGE

### Communications - Stage Managers Desk

The Stage Managers desk is located in the prompt wing corner. The desk can be moved to OP and is fitted with a light and microphone.

### Talkback

**Note:** our coms system may subject to change, sometime this year

### Master Unit **JANDS Ezicom E200 master station (2 channel)**

Total headsets: 4

Talkback located at: control room

Prompt wing

OP wing

Stage Managers desk

### Loading Dock

Small Truck access via the rear of the CCPAC Building on the OP side of the backstage area.

## STEPS TO HIRE THE THEATRE

\*Please note that unless all of these steps are taken the theatre will not be confirmed as booked. Canberra College does NOT hold dates (first in best dressed). Thank you for your understanding.

### Contact Canberra College

If you are interested in hiring Canberra College's Theatre please contact the **Theatre Manager on 0481 009 785** and list the date/s that you are hoping to book for. The Theatre manager will reply to your enquiry and will let you know if the dates that you have requested are available. A brief tour of the space is then given by the Theatre Manager.

#### **1. Tour –**

You will be asked to come in to the venue for a brief tour of the space. This is to insure that our facilities suit your hire needs.

#### **2. Booking Application**

Once you have registered your interest you will receive a booking application which you must then fill out as accurately as possible and send back.

#### **3. Quote**

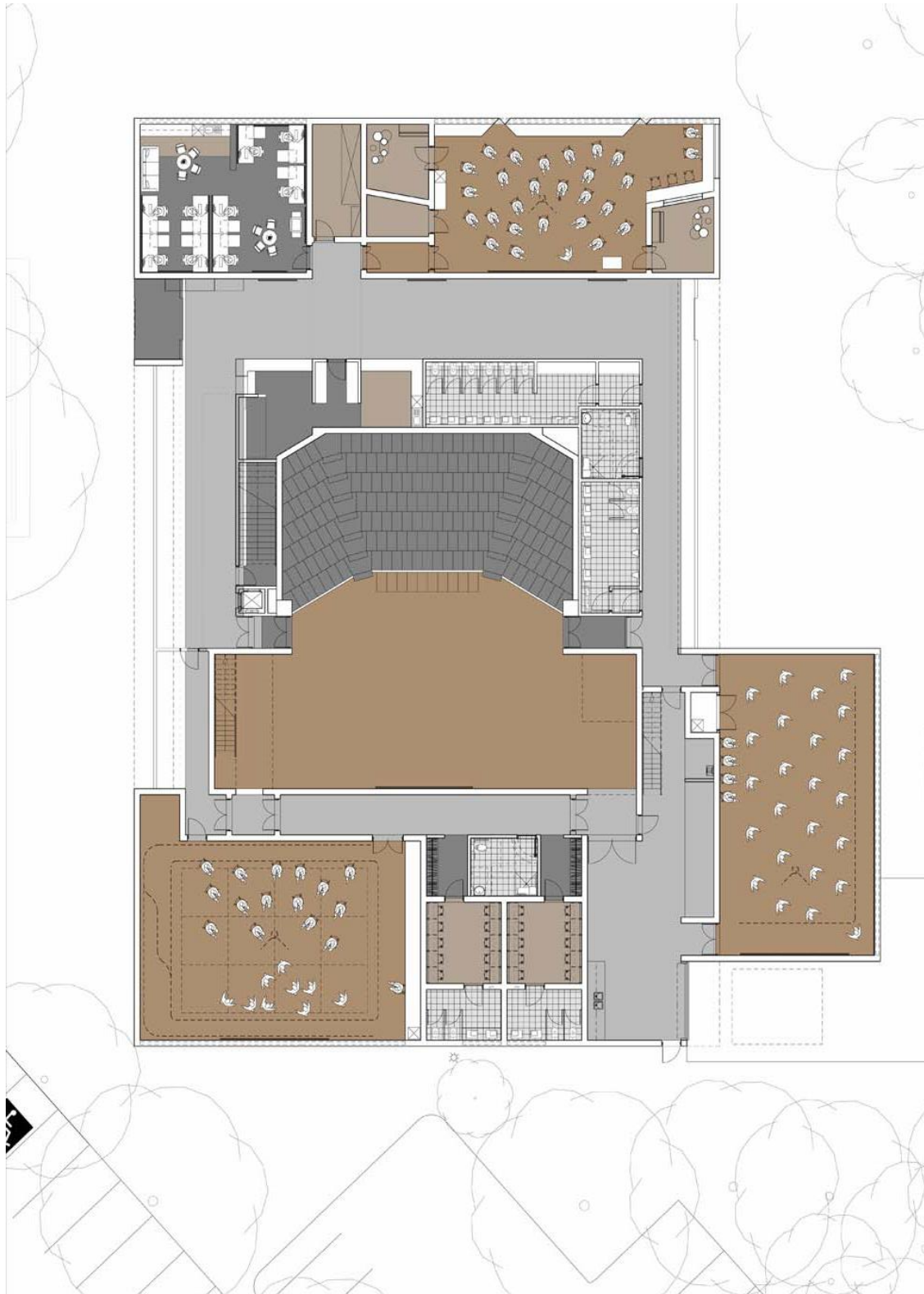
A quote will be sent out to you based on the information given in your booking application. This quote will include the price of a 25% non-refundable deposit that should be paid within 14 days of receiving the quote. (If you choose to go ahead with the booking)

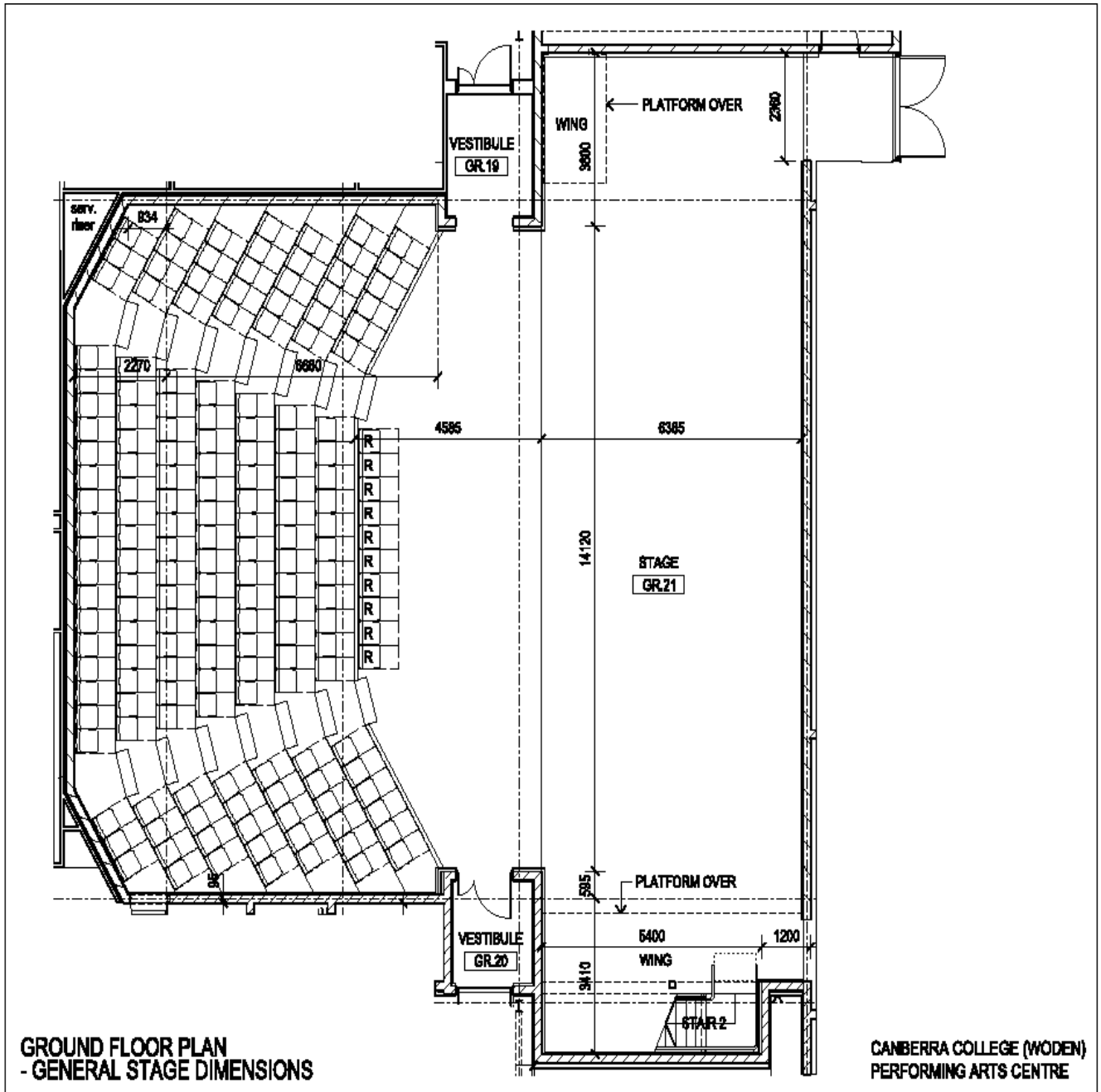
#### **4. Booked!**

Once the deposit is made the theatre hire is official. Please remember to keep in contact with the theatre manager and if any changes arise do let them know as soon as possible.

#### **5. Before your booking you will be required to come in for a brief safety induction, at your convenience**

## CCPAC FLOOR PLAN





## CCPAC Facilities:

### Phone

Access to phone in control room and Box Office

### Fax

Fax located in Admin Office of main college building. (Access to fax line on arrangement with venue staff.) Fax Number: 6205 5757

### Internet access

Wi Fi is available in the theatre. Password is required.

Tea / Coffee facilities **YES located in Cloak Room/ Box Office**

Fridge / freezer **YES located in Cloak Room/ Box Office**

Microwave **Yes located in Cloak Room/ Box Office**

Running water **YES located in dressing rooms #1 and #2 and cloak room/ Box Office**

## Stage Door:

### Access

Stage Door is located beside the loading dock. Access to dock through car park  
Access is controlled by the theatre Manager and/ or Building Services Officer.

## ADDITIONAL FACILITIES & INFORMATION

**CCPAC hires out the dance studio and drama studio.  
There is a gallery space by arrangement.**

## VENUE:

**Venue Address:** The Canberra College

Launceston Street Woden Canberra

CCPAC is at the rear of the main College building. It is stand alone and does not form part of the main college building.

## IMPORTANT CONTACTS:

### CCPAC Theatre Manager

**Email Address:** [CCPACtheatremanager@ed.act.edu.au](mailto:CCPACtheatremanager@ed.act.edu.au)

**Phone Number:** 0481 009 785

### Canberra College Business Manager

**Roseanne Campion**

**Phone :** 02 62056767

**Email Address :** [roseanne.campion@ed.act.edu.au](mailto:roseanne.campion@ed.act.edu.au)

### Executive Teacher ARTS

**Kim Walkom**

**Phone Number** 02 62055777

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