CANBERRA COLLEGE

INFORMATION FOR HIRERS

CCPAC

(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.

<table>
<thead>
<tr>
<th>CREW:</th>
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<tbody>
<tr>
<td><strong>Technical Crew:</strong></td>
</tr>
<tr>
<td><strong>Front of House Staff:</strong></td>
</tr>
</tbody>
</table>

30 min unpaid break every 4 hours

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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 ($20 per 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.

<table>
<thead>
<tr>
<th>CREW:</th>
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<tbody>
<tr>
<td>Technical Crew:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Front of House Staff:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

$20 per hour/ pre crew member
$15 per hour/ per crew member

30 min unpaid break every 4 hours

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:


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

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Watt</th>
<th>Volts</th>
<th>Total</th>
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<td>CE</td>
<td>Source Floor Zoom 15-30</td>
<td>750</td>
<td>240</td>
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</tr>
<tr>
<td>Rank Strand</td>
<td>Prelude 16/30</td>
<td>500/650</td>
<td>120/240</td>
<td>2</td>
</tr>
<tr>
<td>Prolite</td>
<td>Medium Zoom</td>
<td>500/650</td>
<td>220/240</td>
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<td>Prolite</td>
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<td>500/650</td>
<td>220/240</td>
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<tr>
<td>Strand Electric</td>
<td>Patt23</td>
<td>250/500</td>
<td>120/240</td>
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### FRESNEL

<table>
<thead>
<tr>
<th>Make</th>
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<tbody>
<tr>
<td>Strand Electric</td>
<td>Patt 123</td>
<td>250/500</td>
<td>120/240</td>
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<td>Acclaim</td>
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### PAR

<table>
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<th>Volts</th>
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<tbody>
<tr>
<td>Light Emotion</td>
<td>P645QUADB</td>
<td>100</td>
<td>240</td>
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<td>Pro Shop</td>
<td>Multi Par HPL</td>
<td>575</td>
<td>240</td>
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### PATCHING (Dimmed Lighting)

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Make</th>
<th>Model</th>
<th>Detail</th>
<th>Total</th>
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<tbody>
<tr>
<td>CD player</td>
<td>TASCAM</td>
<td>CD – 200 iB</td>
<td>w/ iPod connectivity</td>
<td>1</td>
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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 it 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
Phone Number: 0481 009 785

Canberra College Business Manager
Roseanne Campion
Phone: 02 62056767
Email Address: roseanne.campion@ed.act.edu.au

Executive Teacher ARTS
Kim Walkom
Phone Number: 02 62056777
Email Address: kim.walkom@ed.act.edu.au