



CANBERRA  
COLLEGE  
Caring for your future

# CANBERRA COLLEGE

INFORMATION

FOR HIRERS

## CCPAC

(Updated May 2016)





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## CANBERRA COLLEGE THEATRE PERSONNEL

**Business Manager:**

Pam Edwards (6142 3326)

pam.edwards@ed.act.edu.au

**Venue Hire:**

Mel (6142 3310)

CCPACtheatremanager@ed.act.edu.au

**Technical Manager:**

Craig Dear (0416623176)

craigmichaeldear@gmail.com

## PUBLIC LIABILITY INSURANCE

All hirers **must** hold a current policy of public liability insurance of at least **twenty million dollars**. Hirers will be asked to submit a certificate of currency with their booking application.

## SUMMARY OF CHARGES (Updated 01/05/16)

**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.

### **THEATRE RATES\***

Hirer Classification	Hourly Rate	Daily Rate (8 hours)	Weekly Rate by negotiation	Double Time*
Community	100	700		200
Non for Profit	70	560		140
<b>ACT</b>				
Government Schools	60	450		120

\*Technical Manager required for all bookings at an additional rate.

\*Double Time Rates (p/h) will come into effect; Every hour after 10 straight hours and/or times listed outside of those written in the booking application

### **DRAMA/DANCE/MUSIC STUDIO RATES**

Hourly Rate	Daily Rate (8 hours)	Weekly Rate (One day Free)
40	320	1920

\*Double Time Rates (p/h) will come into effect; Every hour after 10 straight hours and/or 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!

## Damages

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

**NOTE:** If a hirer 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. Arrangements can be made to drop off small amounts of equipment/props prior to a booking however the safety and security of items are not the responsibility of CCPAC and its associates. Leave at own risk.

## Rental Charges Inclusion

Use of Stage Space

Use of Audio/lighting/visual systems

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:** *The Technical Manager is required for all bookings at an additional \$30 per hour weekdays and \$50 weekends/public holidays. Additional crew/Technical Manager are not included in Rental Charges and a payment of (\$50-55 per hour) 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

Please **NOTE:** As CCPAC is connected to the Canberra College, staff supplied by us, are trained and trusted year 11/12 work experience students. If arrangements on our part cannot be made to supply Canberra College student technician/s for your event, additional staffing may be required. Additional Technical crew are outsourced by third party contractors at an additional cost outlined below.

### Standard Technical Staff

1X Technical Theatre Manager

1X Audio Technician

1X Lighting Technician

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

<p><b>CREW:</b></p> <p><b>Technical Theatre Manager:</b> \$30 p/h Weekday \$50 p/h Weekend &amp; Public Holiday</p> <p><b>Additional Technical Crew:</b> \$50-55 p/h per crew member</p> <p><i>30 min unpaid break every 5 hours</i></p>
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Double Time Rates will come into effect for all paid CCPAC 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**

**Restrictions on the amount of work a work experience student performs will be set out by the technical manager. We reserve the right to restrict work experience students to undertaking intense labour and/or abnormal long working hours.**

## CANBERRA COLLEGE THEATRE TECHNICAL SPECIFICATIONS

### STAGE

Brief Stage Description:

Unraked stage. Soft proscenium arch with use of drapes in wings and full front stage curtains. **No Flying facilities**

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

Stage distributed load limit           **500kg/m<sup>2</sup>**

Stage point load limit                 **Not Known**

Stage rake                                 **No**

Stage Dimensions:

#### **Proscenium**

Width           **14.1m**

Height         **5.6m**

#### **Setting Line**

400mm in front of house curtain

#### **Distance From (SL = Setting Line, CL = Centre Line)**

SL to DS edge of apron                 **4.5m**

SL to First wing/leg                   **1.8m**

SL to Second wing/leg                 **3.4m**

SL to Third wing/leg                   **5m**

SL to Rear wall/cyclorama           **10.9m**

CL to OP wing/leg (or obstruction)   **5.1m**

CL to PS wing/leg (or obstruction)   **5.1m**

#### **Total usable stage (excluding apron)**

OP – PS = **10.2m**

DS – US = **6.3m**

Old dimensions can be found on (excludes the wings/legs):

[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)

Auditorium:

**Raked seating**

Seating capacity with removable seating included **174**

Seating capacity excluding removable seating **164**

**Flying facilities**

No Fly system but three fixed lighting bars with 24 plugs each, can be patched to dimmer or GPO outlet.

**Orchestra Pit**

No Orchestra Pit

Drapery: (Fixed dead hung battens - Tormentor, house and Traveller w/ Track)

Type	Material	Colour	Width	Height	Quantity	Distance from setting line
Teaser	Flat Wool	Black	15.5m	1.6m	1	140mm
Tormentor	Flat Wool	Black	2.5m	6.8m	1	240mm
House curtain	Velour	Royal Blue	9m	6.4m	1	440mm
Borders	Flat Wool	Black	15.4m	1.6m	3	N/A
Legs	Flat Wool	Black	3.8m	6.8m	3	As above
Traveller	Flat Wool	Black	9m	6.8m	1	6050mm

Access Equipment:

No access equipment including ladders

Stage Covers:

Tarkett can be installed on stage floor at a cost of \$50 per day or \$200 per week (7 days). Setting and removing Tarkett is a labour intensive job and requires additional technical crew to assist. Contact the Technical Manager for more information

Stage traps:

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 Manager

Safety Curtain:

No Safety Curtain installed

Loading Dock:

**Truck access via the main school car park at the rear of CCPAC**

Loading Dock Height **Road Level**

Door Dimensions **4.4m High**

**3.5m Wide**



## Restrictions/Obstructions – A/C Obstruction inside loading dock at 3.6m

## STANDARD TECHNICAL EQUIPMENT

The Theatre has the following audio/visual equipment:

### LIGHTING

#### Maxim Lighting Board

##### Dimmer Racks

Total Dimmers: 3 x 12 Inputs

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 Technical Manager. For structural rigging, a certified rigger must be outsourced by CCPAC.

##### Lighting Positions

Two Lighting Bridges and three overhead fixed lighting bars 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

##### *LX 1 – LX 3*

Dimmed Lighting inputs: 24

3 Phase outlets: 0



**Stage Luminaire:**

**Note:** The lights listed below are subject to change and will be confirmed upon successful booking. Please enquire within. *If you require additional lighting equipment, arrangements can be made to outsource items at the hirers cost.*

**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
FOH	28	Patch bay OP outside control room
Over stage	0	
OP (overlooking Stage + Backstage)	12	
P (overlooking Stage + Backstage)	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 technical manager.

## AUDIO

Control & Amplification:

Primary Mixer/ Sound console - 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	2

## 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. If you require additional sound equipment, arrangements can be made to outsource items at the hirers cost.*

## AUDIO VISUAL

### **Projectors:**

Projector use included with hire. Projects onto back cyclorama wall to cover roughly 1/3 of wall.

## 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 intercom microphone.

### **Talkback**

Master Unit: **JANDS Ezicom E200 master station (2 channels)**

Total headsets including stage managers: 5

Talkback can be located anywhere where patching allows. Common stations are control room, OP wing and Auditorium.

### **Loading Dock**

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

### **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 Technical 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 Technical Manager and/or the local fire safety section or dangerous goods to determine the safety of the device and its use.

### **Parking**

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

**NOTE: Each Sunday morning a farmers market occupies the main carpark. Please contact technical manager to discuss access options for bookings on Sundays.**

### **Money and Equipment left on the premises**

If you require having/leaving money or equipment on the premises, please ask staff for appropriate storage.

### **Please note:**

If you leave any money or equipment on the premises during or after the event hours, it is your responsibility and ownership. CCPAC is not and will not be responsible for these goods at any time if they go missing or are damaged. Please leave at own risk.

## STEPS TO HIRE THE THEATRE

\*Please note that unless all steps 1 – 4 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 **Venue Hirer Mel 61423310** and list the date/s that you are hoping to book for. The Venue Hirer 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 Technical 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.

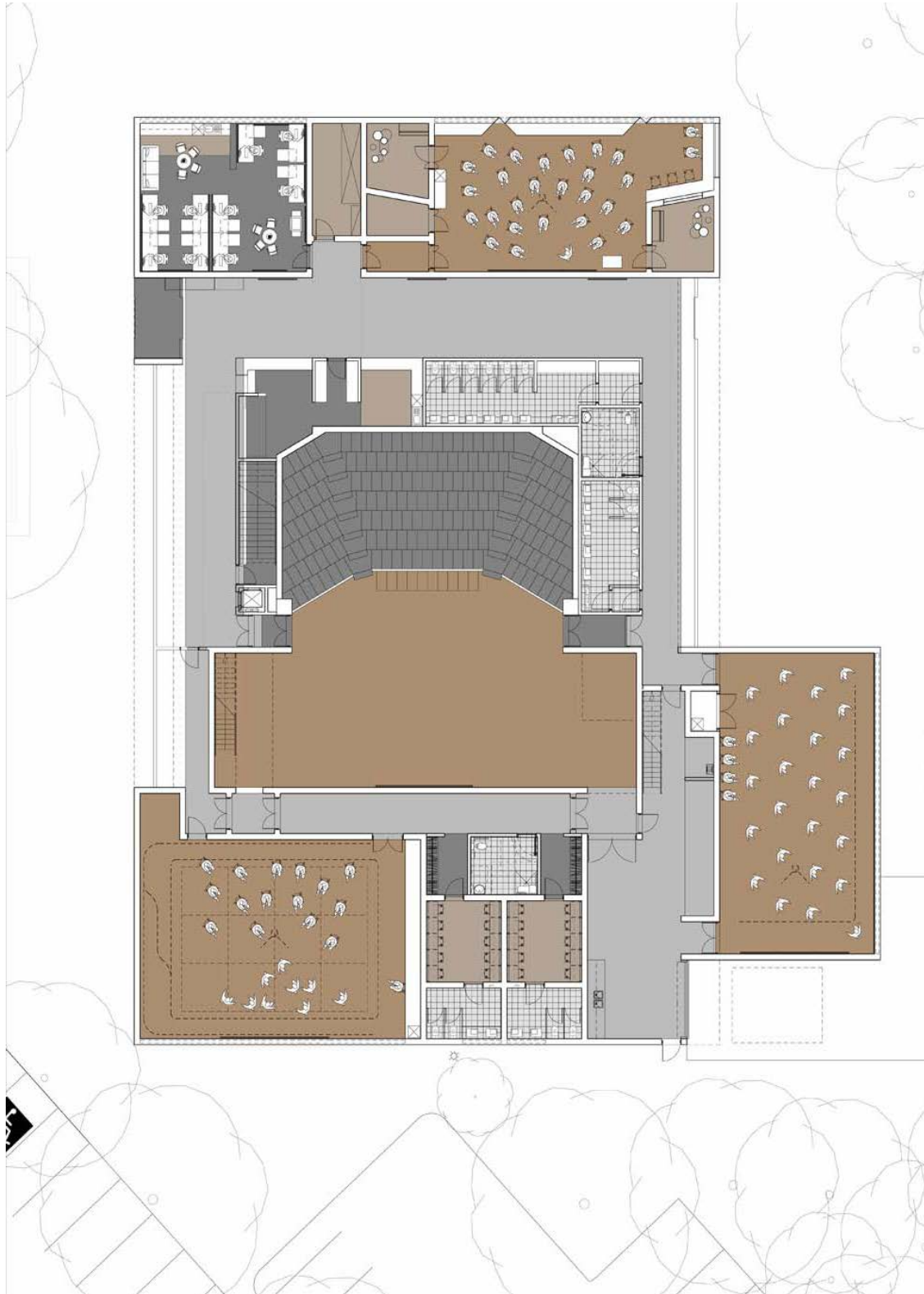
#### **5. You will now be handed over to the Technical Manger from this point for your hire.**

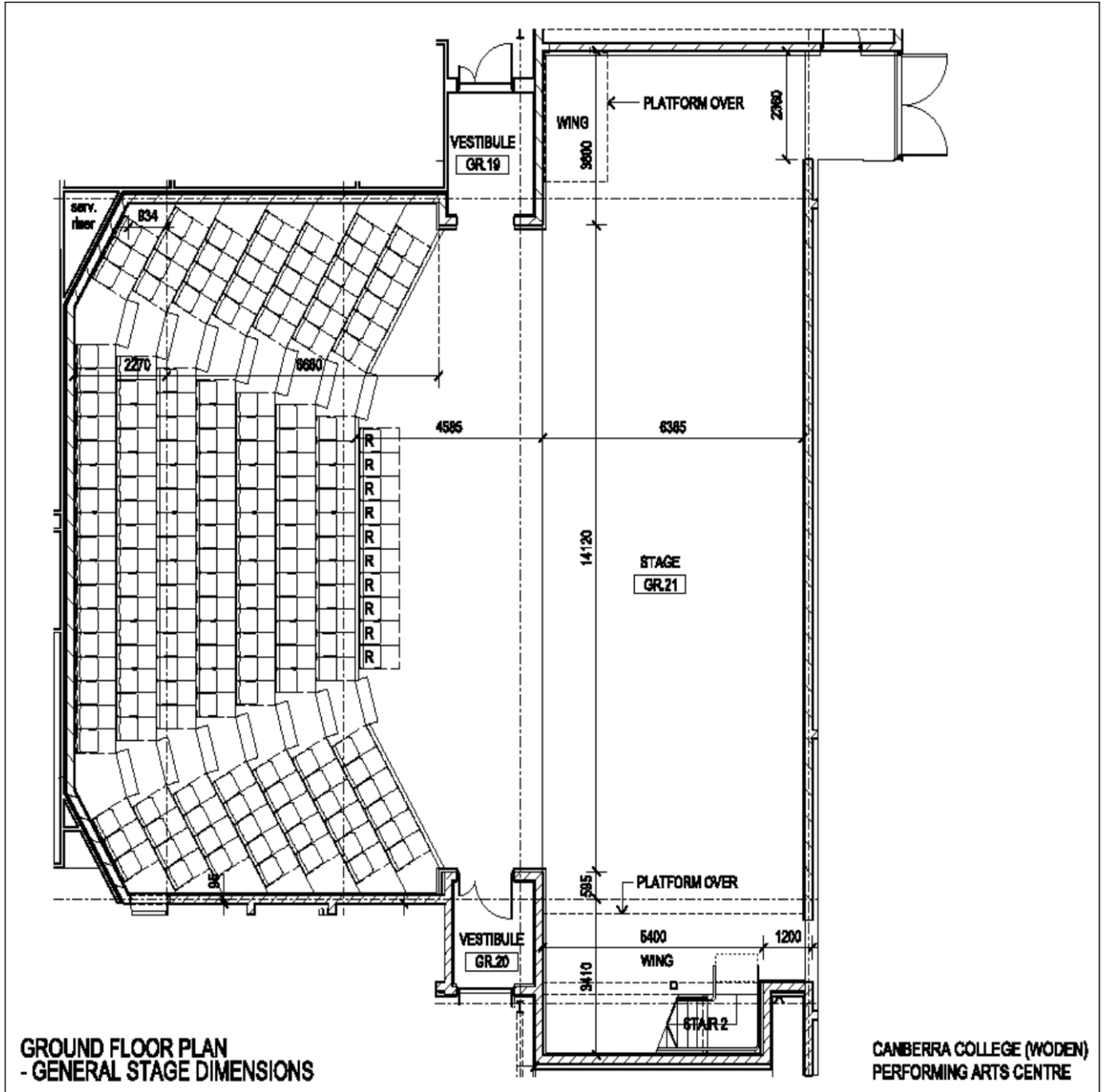
#### **6. A Final invoice will be sent to you at the completion of your hire.**

**Please note:** Payments are to be made within 7 days of receiving an invoice and deposits are non-refundable in the event of cancellation of your booking or CCPAC cancelling the event on day due to emergency.



## CCPAC FLOOR PLAN





GROUND FLOOR PLAN  
- GENERAL STAGE DIMENSIONS

CANBERRA COLLEGE (WODEN)  
PERFORMING ARTS CENTRE





### CCPAC Facilities:

**Internet access:** EDU network (student/staff login 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, Cloak Room/ Box Office and dock.

### Stage Door:

#### Access

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

### ADDITIONAL FACILITIES & INFORMATION

CCPAC hires out the dance, drama and music 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 Technical Manager**

**Craig Dear**

**Email Address:** [craigmichaeldear@gmail.com](mailto:craigmichaeldear@gmail.com)

**Phone Number:** 0416 623 176

**CCPAC Venue Hire**

**Mel Hatch**

**Email Address:**

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

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**Canberra College Business Manager**

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**Executive Teacher ARTS**

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