CANBERRA COLLEGE

INFORMATION FOR HIRERS

CCPAC

(Partially updated 27.05.2014)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANBERRA COLLEGE THEATRE PERSONNEL</td>
<td>3</td>
</tr>
<tr>
<td>PUBLIC LIABILITY INSURANCE</td>
<td>3</td>
</tr>
<tr>
<td>SUMMARY OF CHARGES</td>
<td>4</td>
</tr>
<tr>
<td>Rental Charges</td>
<td>4</td>
</tr>
<tr>
<td>Rental Charges Inclusion</td>
<td>5</td>
</tr>
<tr>
<td>STAFF</td>
<td>6</td>
</tr>
<tr>
<td>Standard Technical</td>
<td>6</td>
</tr>
<tr>
<td>CANBERRA COLLEGE THEATRE TECHNICAL SPECIFICATIONS</td>
<td>7</td>
</tr>
<tr>
<td>Theatre</td>
<td>7</td>
</tr>
<tr>
<td>Dimensions</td>
<td>8</td>
</tr>
<tr>
<td>STANDARD TECHNICAL EQUIPMENT</td>
<td>9</td>
</tr>
<tr>
<td>Dressing Rooms</td>
<td>13</td>
</tr>
<tr>
<td>Pyrotechnics/Naked Flame</td>
<td>13</td>
</tr>
<tr>
<td>Parking</td>
<td>13</td>
</tr>
<tr>
<td>STEPS TO HIRE THEATRE</td>
<td>14</td>
</tr>
<tr>
<td>Floor Plans</td>
<td>15/16</td>
</tr>
<tr>
<td>CCPAC Contact information</td>
<td>17</td>
</tr>
</tbody>
</table>
CANBERRA COLLEGE THEATRE PERSONNEL

Business Manager:
Roseanne Campion (6142 3326)  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 (Updated 15/05/14)**

**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**

<table>
<thead>
<tr>
<th>Hirer Classification</th>
<th>Hourly Rate</th>
<th>Daily Rate (8 hours)</th>
<th>Weekly Rate (One day Free)</th>
<th>Double Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
<td>100</td>
<td>800</td>
<td>4800</td>
<td>200</td>
</tr>
<tr>
<td>Non for Profit</td>
<td>70</td>
<td>560</td>
<td>3360</td>
<td>140</td>
</tr>
<tr>
<td>ACT Government Schools</td>
<td>60</td>
<td>450</td>
<td>2700</td>
<td>120</td>
</tr>
</tbody>
</table>

*Technical Theatre Manager required for all bookings at an additional $30 per hour

*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 RATES**

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>Daily Rate (8 hours)</th>
<th>Weekly Rate (One day Free)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>320</td>
<td>1920</td>
</tr>
</tbody>
</table>

**STAFF RATES**

<table>
<thead>
<tr>
<th>Staff Classification</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Technical Crew*</td>
<td>60</td>
</tr>
<tr>
<td>Front of House</td>
<td>20</td>
</tr>
</tbody>
</table>

*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!

*Additional Technical Crew are outsourced and are not always required*
**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.

**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 Theatre Manager is required for all bookings at an additional $30 per hour. Additional crew/Technical Theatre Manager are not included in Rental Charges and a payment of ($20 – 60 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 (per performance)

Please NOTE: As CCPAC is connected to the Canberra College, staff supplied by us, are trained and trusted year 11/12 students. Any additional staffs if needed are outsourced.

Standard Technical/Mandatory 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 Theatre Manager.

CREW:

Technical Theatre Manager: $30 per hour
Additional Technical Crew: $60 per hour/ per crew member
Front of House Staff: $20 per hour/ per crew member

30 min unpaid break every 4 hours

Double Time Rates will come into effect for all 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
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/m²
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):

Auditorium:

**Raked seating**

- Seating capacity with removable seating included: 174
- Seating capacity excluding removable seating: 164

**Flying facilities**

- No Fly system only two FOH bridges

**Orchestra Pit**

- No Orchestra Pit

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

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

**Access Equipment:**

- No access equipment including ladders

**Stage Covers:**

- N/A

**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 Coordinator

**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 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>
</tr>
</thead>
<tbody>
<tr>
<td>CE</td>
<td>Source Floor</td>
<td>750</td>
<td>240</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Zoom 15-30</td>
<td></td>
<td></td>
<td></td>
</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>
<td>4</td>
</tr>
<tr>
<td>Prolite</td>
<td>Not Known</td>
<td>500/650</td>
<td>220/240</td>
<td>2</td>
</tr>
<tr>
<td>Strand Electric</td>
<td>Patt23</td>
<td>250/500</td>
<td>120/240</td>
<td>3</td>
</tr>
</tbody>
</table>

**FRESNEL**

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Watt</th>
<th>Volts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strand Electric</td>
<td>Patt 123</td>
<td>250/500</td>
<td>120/240</td>
<td>8</td>
</tr>
<tr>
<td>Acclaim</td>
<td>Not Known</td>
<td>Not Known</td>
<td>Not Known</td>
<td>5</td>
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</tbody>
</table>

**PAR**

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Watt</th>
<th>Volts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Emotion</td>
<td>P645QUADB</td>
<td>100</td>
<td>240</td>
<td>3</td>
</tr>
<tr>
<td>Pro Shop</td>
<td>Multi Par HPL</td>
<td>575</td>
<td>240</td>
<td>3</td>
</tr>
</tbody>
</table>

**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>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>CD player</td>
<td>TASCAM</td>
<td>CD – 200iB</td>
<td>w/ iPod connectivity</td>
<td>2</td>
</tr>
</tbody>
</table>

**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*
AUDI 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

Master Unit JANUS Ezicom E200 master station (2 channels)
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.

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.

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

Internet access
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/drama studio 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 Theatre Manager
Email Address: CCPACtheatremanager@ed.act.edu.au
Phone Number: 0481 009 785

Canberra College Business Manager
Roseanne Campion
Phone : 02 6145 5777
Email Address : roseanne.campion@ed.act.edu.au

Executive Teacher ARTS
Kim Walkom
Phone Number 02 6145 5777
Email Address: kim.walkom@ed.act.edu.au