CANBERRA COLLEGE

INFORMATION FOR HIRERS

Canberra College

Performing Arts Centre

(CCPAC)

(Updated for 2027)



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CANBERRA COLLEGE THEATRE PERSONNEL

Hire and Events Officer:
Phone: 02 6142 3284
Email: CCPACTheatreHire@ed.act.edu.au

Canberra College Office Hours: 8:30am – 4:00pm

PUBLIC LIABILITY INSURANCE

All Hires **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.

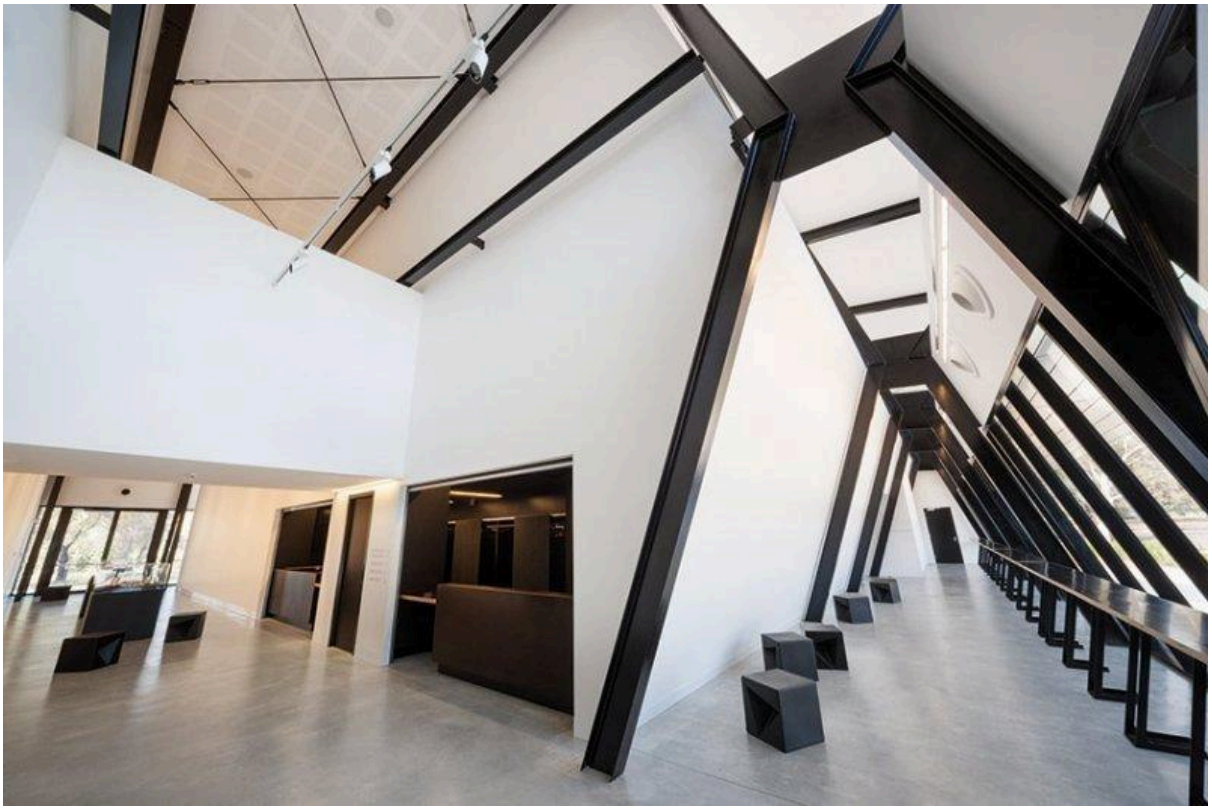


Image by John Gollings

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SUMMARY OF CHARGES 2027

DEPOSIT (All hirers must book a tour *(Induction for returning clients)* at least once a year to ensure compliance with WHS and emergency evacuation procedures.)

A non-refundable deposit of 25% must be paid at the time of booking, until such payment is made the venue will not be secure.

A final invoice for payment will be sent prior to the booking date for full payment to grant access to the venue for hire.

For all bookings, a Technical manager must be booked through our procured provider - Sidestage and has an additional charge to the venue.

You will receive a separate invoice from the Technical Manager.

Please note that the time specified in the booking application is from your arrival to your departure **NOT** the duration of your performance. Please factor in the whole hire timeline for booking including set up and pack up.

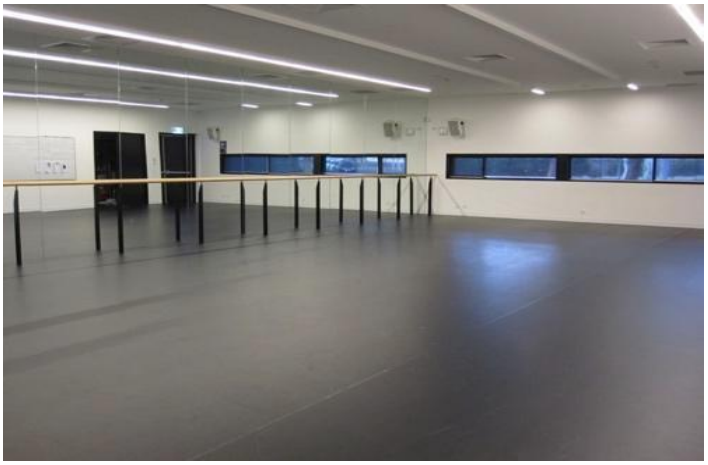
Secondary College Theatre base rate:

Commercial Use	**Weekdays**	**Saturday**	**Sunday**
	$161.10	$161.10	$161.10

Drama Unit/Dance
Community Use –CategoryC
(admission/other revenue collection to cover costs)

	Weekdays	**Saturday**	**Sunday**
	$89.50	$89.50	$149.80

Drama Studio is available for hire independently from the theatre. The Studio acts as a greenroom for theatre bookings and can be provided on request with the hire & events officer.



Damages

An additional invoice may be issued if damage occurs during your booking.

Cleaning

Our policy requires the client to leave the building as it was on arrival; this includes toilet facilities. We will provide cleaning supplies for the client to use towards the end of their hire. Please check in with the Technical Manager before leaving to ensure that you have left the building in a satisfactory condition. Cleaning undertaken by our staff is billed as double time.

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 booking; however the safety and security of items are not the responsibility of CCPAC and its associates. Leave at your own risk. Any equipment stored or left onsite outside your hire times are at your own risk.

Venue Report

All hirers will be asked to sign in & out on a venue report. This will need to be signed by the main organiser of the event and will also be signed by the Technical Manager each day of hire. Signing off on this document is to show that the venue has been left the way it was found and to satisfactory standards of the Technical Manager.

Rental Charges Inclusion

Use of Stage Space

Upon Request:

Use of Audio/lighting/visual

systems Use of Auditorium

Use of Dressing

Rooms Use of

Greenroom Use of

Foyer

Use of Kiosk and Box Office

Use of lighting and sound

desk

(*to be operated CCPAC preferred technical supplier)

Core management services- including electricity and air conditioning

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TECHNICAL REQUIREMENTS

CCPAC has a procured technical provider for this venue, Sidestage, must be booked separately to the venue for all bookings.

Please liaise with Sidestage for all technical requirements.

You may also be required to make pre-payment for technical support ahead of your event.

Your event may be cancelled if payment for venue and/or technical support has not been received prior to your event.

Suggested Technical Staff

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 Technical Manager.*

CREW:
Technical Theatre Manager: $99 p/h
Additional Technical Crew: $99 p/h

***Overtime charges may be applicable for venue and crew if use outside agreed hours as per latest booking form and final invoice.**

Sometimes, CCPAC will host a Work Experience student during your event and will be supervised by the Technical manager.

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 from undertaking intense labour and/or abnormal long working hours. Work experience students are not expected to carry out the same level of work as a paid technician.

ACCESSIBILITY

Canberra College Performing Arts Centre has a modern accessible friendly bathroom (situated between the male and female bathrooms). There are multiple spots located at stage floor height to accommodate wheelchair access.

In addition, the Theatre has a Hearing Loop System in place (this is a way of transmitting front of house audio to a hearing device).

NON PROFIT ORGANISATION

Please note Canberra College does not have any non-for-profit rates or discount rates for the venue. The rate on the form is the rate you will need to pay for any bookings.

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):

https://www.canberrac.act.edu.au/__data/assets/pdf_file/0007/236617/12-07-06_CCPAC_Stage_Dims_2.pdf

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Auditorium:

Raked seating

Seating capacity with removable seating included **174**
Seating capacity excluding removable seating **164**

Flying facilities

No Fly system. Contact the Technical Manager for more information set hanging.

Smoke Machines

This request must be made at time of completion of the original booking form. This will incur an additional cost due to requirements needed to be made for WHS & emergency purposes. Please contact Sidestage for more information.

Orchestra Pit

No Orchestra Pit. Orchestra can be placed in the music room with live feed capabilities onto stage. Contact the Technical Manager for more information.

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:

Genie AWP 30' Lift – Elevated Work Platform (EWP) license required as held by the Technical Manager.

Stage Covers:

Tarkett can be hired and installed on stage floor at a cost of $50 per day or $200 per week (7 days). Tarkett is a labour-intensive job and requires additional technical crew to assist.

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 may 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, please enquire with the Technical manager. *If you require additional lighting equipment, arrangements can be made to outsource items at the hirers cost.*

Profile

Make	Model	Watt	Volts	Total
ETC	Source Four Zoom 15°-30°	750	240	3
ETC	Source Four Zoom 25°-50°	750	240	3
Rank Strand	Prelude 16/30	500/650	120/240	2
Prolite	Medium Zoom	500/650	220/240	4
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
	Multi Par HPL	750	240	2
Light Emotion	P645QUADB	100	240	3
Pro Shop	Quad Par 7	60	240	6

PATCHING (Dimmed Lighting)

Location	Quantity	Detail Accessories
FOH	28	Patch bay OP outside control room
Above stage (P side gallery patch)	42	42 circuits allow for patch from lx bars to dimmers
OP side backstage	6 Downstage, 6 Upstage	
P side backstage	6 Downstage, 6 Upstage	

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:

Included in your hire are two professional EW 100 series Sennheiser Handheld wireless microphones. We also stock a small quantity of dynamic vocal microphones.

The Canberra College boasts a fleet of 10 high performance wireless headset microphones and 2 lapel microphones. These are available for hire and are suitable for presentations and musical theatre. Please enquire with Sidestage for pricing and availability.

Accessories:

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

AUDIO VISUAL

Projectors:

Professional projector included with hire. Projects onto back cyclorama wall and can be adjusted to cover a small area of the wall or the entire surface area.

BACKSTAGE

Communications - Stage Managers Desk

The Stage Manager's 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 dressing rooms equipped with 10 mirrors, 2 clothes racks, toilet and sink. One disabled toilet equipped with shower.

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 available to be used along with some disabled parking spaces pending availability.

NOTE: Each Sunday morning the car park is occupied by the farmer's market. Please contact the Sidestage to discuss access options for bookings on Sundays.

Valuables left on the premises

If you require valuables or equipment to be left on the premises, please ask staff for appropriate storage.

Please note:

If you leave any valuables 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 your own risk.

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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 dress)due to the demand. Thank you for your understanding.

Contact Canberra College

If you are interested in hiring Canberra College's Theatre please contact the **Hire and Events Officer (02) 6142 3284** and list the date/s that you are hoping to book for. We 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 can be given by the Hire and Events Officer upon request.

1. **Tour –** All hirers must book a tour *(Induction for returning clients)* at least once a year to be compliant with WHS and emergency evacuation procedures.

2. Booking Application

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

If you decide to cancel or change a booking you must give two weeks' notice in writing to the Hire and Events Officer or you may be liable for any costs associated with the change or cancellation of your booking.

3. Insurance

Provide a copy of your up-to-date Public Liability Insurance via email for our file to comply upon completion of the booking form. *Please note; your booking will not be processed until a copy of your insurance has been received and accepted.*

4. Deposit

A deposit invoice will be sent out to you based on the information given in your booking application. This invoice will include the price of a 25% **non-refundable deposit** that needs be paid within 7 days of receiving the invoice. (If you choose to go ahead with the booking)

5. Booked!

Once the deposit is made and a receipt has been sent to you, the theatre booking is secured. No changes can be made due to processing and staff availability.

6. **You will now be handed over to Sidestage from this point for your hire.**
7. **A Final invoice will be sent to you prior to the day of your hire, receipt of payment must be shown to the Technical manager for access to the building.**

Please note: Payments are to be made within 7 days of receiving an invoice and deposits are non-refundable

CCPAC Facilities:

Internet access: Education Network (student/staff login required)
Urn: YES located in Cloak Room/ Box Office
Fridge / freezer: YES located in Cloak Room/ Box Office - if used must be cleaned
Microwave: YES located in Cloak Room/ Box Office if used must be cleaned
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 operates as a school facility, Community hire can only take place outside of college requirements.
CCPAC hires out the dance & drama studios.

VENUE:

Venue Address:

Canberra College

Launceston Street

Phillip ACT 2606

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

IMPORTANT CONTACTS

CCPAC Theatre Bookings
Email Address: CCPACTheatreHire@ed.act.edu.au
Phone Number: 02 6142 3284
Main reception: 02 6142 3288 Option 1

CCPAC FLOOR PLAN

