

Ipswich Civic Hall Technical Information and Rules of the Theatre

Ipswich Civic Hall

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Ipswich Civic Hall – Theatre Hire Introduction

The Ipswich Civic Hall was opened in 1975 and has always taken pride in providing the clients with professional services in a wide range of activities including theatre, conferences, concerts, catered functions, exhibitions and other various events. To continue this proud tradition Ipswich Civic Hall has recently been equipped with a range of high quality production equipment and introduced a range of technical support services.

Technical Services at Ipswich Civic Hall facilitate and provide a wide variety of professional theatrical, audio visual, staging and support services to ensure all productions, functions and events are presented at the highest standard.

To ensure the success of your event at Ipswich Civic Hall please review, complete and return the relevant parts of this document at least three weeks prior to your production so that our technical staff can respond and/or quote for services required.

Production packages can be developed to assist you to professionally showcase your performance or event and enhance the audience experience.

Concert production packages can include professional standard lighting, sound and staging equipment with experienced technical operators to assist with both the planning and presentation of your event.

A venue supervisor is included in room hire charges and will be present to assist all times while you are in the venue. For safety and other reasons the 'The Rules of the Theatre' are to be applied at all times.

The Civic Hall Technical Manager is available for consultation on any aspects of your production and can be contacted on 3810 6699. We look forward to supporting the success of your special event.

Please contact Michael Thompson on 3810 6699 if you would like to book an appointment to plan your requirements.

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Ipswich Civic Hall - Rules of the Theatre

For the Past 28 years Ipswich Civic Hall has been Ipswich's cultural and artistic centre point. As a result of the ever-changing legislative environment, ICH recognises that in order to continue being a cultural leader we must work with hirers to provide a healthy and safe environment for everyone.

Ipswich Civic Hall is committed to providing a safe workplace and wishes to be an integral part of the safety planning for your production. This document has been developed to outline the safety obligations of the venue patrons, hirers, users and performers and the rules which must be adhered to while in the theatre.

Obligations

This document is based on the Workplace Health and Safety (WH&S) Act, legislation, Advisory Standards and the Australian Entertainment Industry Association's Safety Guidelines for the Entertainment Industry.

As a Hirer and/or user of Ipswich Civic Hall you have the responsibility to ensure that your production is run in the safest possible way and to ensure the health & safety of Ipswich Civic Hall staff, yourselves, patrons, performers, crew and anyone who is affiliated with your show. You also have a responsibility to report structural or operational hazards & risks to the Supervising Technician prior to the commencement of work.

It is the hirer's responsibility to ensure the following:

- I The hirer and staff must act in a safe manner at all times and report any unsafe conditions or incidents to the Technical Manager as soon as possible.
- I The hirer and staff must maintain safe work practices to ensure the safety of everybody working in the Theatre and members of the public.
- I The Hirer and staff must respond to all reasonable directions given by Ipswich Civic Hall staff.
- I The hirer and staff must attend a site - specific induction.
- I The hirer must ensure people (including visitors) who have not been inducted do not enter back stage.
- I The Hirer must organise a suitable time with the Technical Manager for site specific and equipment inductions. When organising this time remember all persons required back stage must attend.
- I All staff who are required to use Ipswich Civic Hall equipment must attend an equipment induction. Ipswich Civic Hall Technical Staff reserve the right to refuse unfit Operators or the inappropriate use of equipment.
- I Event Contractors are your responsibility and will not be given access with out prior arrangements. Contractors must adhere to WPH&S requirements of Ipswich Civic Hall.

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Evacuation and Fire Safety Awareness

- I In the event of an emergency the hirer and back stage staff must evacuate to the R.S.L Park on the corner of Nicholas and South Streets.
- I The Company is to stay in the assembly until the chief fire warden gives the all clear.
- I It is the hirer's duty to notify the Chief Fire Warden when whole company at the assembly area.
- I The hirer is required to keep a record of attendance for their company and staff.
- I Fire safety equipment such as fire hoses and extinguishers must not be used or moved in any way except in the case of an emergency, or with specific approval of the Chief Fire Warden.
- I 'EXIT' signs in the Theatre must not be covered or modified in any way. The operation of fire door must not be impeded, and no obstacles of any kind may be placed in fire exits, stairwells, passageways or auditorium crossovers.
- I All Fire Exit Doors and pathways to those doors must be kept clear at all times. If you are unsure of which areas are classified as fire exits please ask the Venue Supervisor to point them out to you.

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These rules are designed to create an understanding of the Workplace Health and Safety requirements for Ipswich Civic Hall. Please contact the Technical Manager to discuss safety preparations for your production.

Ipswich Civic Hall - Rules of the Theatre (continued)

Hirer's be aware of the following when planning you production:

- | All rigging and use of equipment must be done under Ipswich Civic Hall Technical Supervision.
- | Theatre lighting and sound equipment, including control desks, must only be rigged and operated by staff approved by the Theatre Technician
- | Flying System must only be operated by staff approved by the Theatre Technician. This includes the loading of counter weight cradles;
- | The orchestra pit lift and other stage machinery must only be operated by the Ipswich Civic Hall Staff.
- | Building alterations, whether electrical, mechanical or structural and including penetrations of any sort, must not be made without the express permission of the Theatre Manager;
- | Electrical switch boards must only be used by the Technical staff or Theatre approved personnel.
- | At the end of the hire period, the Hirer will ensure that all rubbish and company property is removed and all areas of the Theatre are returned to the usual set up state, and is responsible for the cost of Theatre staff required to meet this requirement.

Hirers are responsible to implement the following:

- | In Performance State the stage can be very dark and hard to navigate. Ensure that all staff has an opportunity to familiarise themselves with the layout of the stage while work lights are still available.
- | Parking is not permitted in the loading at any time of day or night, other than for loading/unloading.
- | Do not run in corridors at any time. Do not congregate in the corridors, as this constitutes a hazard in the event of an emergency.
- | Appropriate footwear is required backstage at all times. No bare feet except on stage as required for performance. If you are required to be in bare feet while on stage you can leave your shoes backstage neatly and retrieve them after your performance.
- | Only ICH employees have accessed to the stairwells and catwalks either side of the stage. At no point should anyone be in this area unless accompanied by ICH staff.
- | Access to backstage, auditorium and stage area is only possible when a Technical Officer is in attendance.
- | All company members and crew are required to enter and leave the Theatre via the stage door on the Nicholas Street side of the building.
- | All external Doors must be closed if there is no need for them to remain open.
- | The consumption of food and drinks is not permitted in the dressing rooms, auditorium or control rooms AT ANY TIME;
- | We do not allow illegal drugs on the premises. If any person is found in possession of any illegal substances they may be asked to leave the venue and the appropriate authorities may be contacted.
- | Alcoholic beverages are not permitted back stage or in the dressing rooms.
- | Smoking is not permitted within any area of the Theatre (including the loading dock area and the foyer).

N.B. The use of the alcohol and illegal substances during working hours is not permitted. Where any company or crew members is found to be under the obvious effect of alcohol or illegal substances or in such a condition that may put themselves or their work colleagues at risk, they will not be permitted to perform their duties whilst so affected;

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Ipswich Civic Hall Technical Information Staging Specifications

Stage Dimensions	
Proscenium Height	4.9m
Proscenium Width	10.5m
Off Prompt Wing	9m
Prompt Side Wing	5m
Total Depth of Stage / Depth from Setting Line	9m / 7.1m
Fore stage to front curtain	1.9m
Orchestra Pit / Forestage Depth	2.36m
Orchestra Pit / Forestage Width	9m
Distance from Bio Box to Stage	26.9m
Height of Stage from Auditorium floor	1.06m
Double Purchase Counter Weight Flying System	
No. of counterweight lines	28
Height of Grid above stage	12.2m
Length of head battens	14m
Height of Fly Gallery above stage	4.4m
House curtain has electronic frenching system	
Leg size (height x width)	7m x 3m
Border size (height x width)	2 m x 13m
Slave Cradles (supplied on request)	
Dressing Rooms	
4 Person dressing room	2
20 person dressing room	2
8 person dressing room (below stage)	1
Green room	N/A
Extra space available on request	
Orchestra Pit	
Capacity	20
Padded Chairs	20
Music Stands (most with sconces)	16
Conductors Music Stand	-
Podium	1
Rostra & Pianos	
Portafloor - available in 200mm, 450mm, 900mm	12
6' Grand Piano	1
Loading Dock – (Cnr South and Nicholas Streets)	
Loading bay is at stage level and has an Eight Tonne Capacity. All hirers/ touring companies must supply there own ramp or lift.	

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Ipswich Civic Hall Technical Information Fly Tower Standard Rigging Positions

Hanging Plot			
Line	Dist to Proscenium	Dist to stage	Item
Truss			House Curtain
1	440mm		
2	655mm		Border
3	850mm		Legs
4	1075mm		LX 1
Preclusion			
5	1360mm		
6	1730mm		Traveler
7	2000mm		Rear Screen & Border
8	2175mm		
9	2350mm		
10	2570mm		Border
11	2800mm		Legs
12	3010mm		LX2
Preclusion			
13	3440mm		
14	3640mm		
15	3840mm		Traveler
16	4040mm		
17	4240mm		
18	4560mm		Border
19	4760mm		Legs
20	4930mm		LX 3
Preclusion			
21	5440mm		Border
22	5630mm		Legs
23	5950mm		LX4 (cyc bar)
24	6125mm		
25	6315mm		
26	6590mm		
27	6780mm		Cyclorama
28	6960mm		Traveler

The Ipswich Civic Hall Theatre standard Lighting Plot can be found in the Technical Specifications. All rigging must be undertaken by Ipswich Civic Hall Staff or a licensed rigger under supervision.

The lighting configuration must be changed back to the standard rig at the end of the hire.

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Ipswich Civic Hall Technical Information Audio and AV Equipment List

Front Of House
1 x 48 Channel Digital Sound Desk - Digico D1 Live
2 x Martin W8-LM Line Arrays – 7 speakers per hang (6 x W8LM and 1 x W8LMD) powered by QSC PL230
2 x Martin WS218X Double 18" Subwoofers powered by QSC PL380
3 x Martin Front Fill Speakers
Foldback
6 x Nexo PS15 Wedges
6 x Nexo PS10 wedges
2 x EV ZX5 90x50
2 x EV T251+ (2 Way Active)
5 x Klark Technic DN370 Dual 31 band EQ
1 x Yamaha 31 Band EQ
2 x Fold back Desks - 16ch x 12 mix each input Allen & Heath MixWizard WZ ³ 12M with Syslink Cards (32ch 12 mix total with both desks connected)
Microphones & Accessories
5 x Shure SM 58
4 x Shure Beta SM 58
8 x Shure 565 (switchable)
2 x AKG C414
4 x AKG C451B
4 x Shure Beta 98 D/S Drum Mics
1 x Audix D6 Kick Drum Mic
4 x Shure SM 57
5 x AKG 568B Shotgun Mics
6 x Rode NT5 Mics
2 x Rode NT2 Mics
2 x Sennheiser E906 Mics
3 x Whirlwind PC Active DIs
8 x Klark Technik Active DI
5 x K & M Short Boom Round Base stands
12 x K & M Black Boom Microphone stands
2 x K & M Short Bass Stand
10 x K & M Tall Boom Round Base Stands
Radio Microphones (extra charges apply)
1 x Shure U4 Dual Receiver
2 x Shure U4 Single Receiver
4 x Beta 87 handheld
4 x Beta 58 Capsules For Handhelds
4 x U1 Body Pack transmitter
4 x Sennheiser MKE-2 lapel Mics
2 X Lectrosonics SMD six Channel Recivers
12x Lectrosonics SMDaAU Belt Pack Transmitters
Projection (extra charges apply)
Panasonic PTD-5600EL 5000 Ansi Lumen Data Projector hung in a rear projection position
10ft x 7.5ft Rear projection screen
2 x NEC Data Projector Portable
Cameras & Monitors
1 x Sony Colour In house camera installed
1 x Black and White Portable conductors camera
2 x Sony colour televisions installed at stage managers console
2 x Black and White Monitors
AV Source Equipment
1 x Sony Video Cassette Player/ recorder
1 x Sony DVD Player

2 x Video Distribution Amplifier
1 x Extron 6 input Vision Switcher
2 x Marantz Professional CD/ Cassette combinations
1 x Denon C635 CD Player
1 x Tascam MiniDisc Player

Ipswich Civic Hall Technical Information Lighting Equipment List

Lighting Console
Grand MA Lighting Console - 2,048 control channels Jands ESP II 48/96 lighting console with 3.5 floppy drive & monitor(Spare Console) LSC Precept 48/96 lighting console (setup as an on stage focus unit)

Dimming System
24 channels at 2400 watts of Jands HP 12 SC touring racks 24 channels at 2400 watts of LSC Teko touring racks 60 channels at 2400 watts of Jands GP 12 touring racks ETC Unison House Dimming System Two DMX streams available to various locations in the theatre

Lighting Fixtures (See Standard Lighting Rig)
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Lighting Instruments	Qty	Weight	Watts
Selecon ZS 16- 32	8	11.2	1200
Selecon Pacific 14 - 35	21		1200
Prolite Profile 16- 25	6	7.8	1200
Acclaim Zoomspot	2	4.7	500
Selecon Rama PC	12		1200
Selecon Rama Fresnel	24		1200
Prolite Fresnel	16	4.1	1000
Strand Patt 223 Fresnel	15		1000
Par 64 Steel	9		1000
1500 w QI Flood	2		1500
500 w QI Flood	6		500
Prolite Cyc Flood (4-Cell)	7		1000
Selecon Roua Follow spot	1		1200
Prolite Follow Spot MSR	2		1200
Sconce Lights	12		

Other Equipment Available on Request
Mirror Ball

Moving Lights and Effects (extra charges apply)
6x Robe 700AT Profiles
1 x MVS Hazer

Ipswich Civic Hall – Standard Lighting Rig Circuits

Front of House Lighting Bridge (24 Circuits Total)
21 x Selecon Pacific 14-35
Onstage Electrics One (20 Circuits Total)
12 x 1200w Selecon Rama PC
Onstage Electrics Two (20 Circuits Total)
12 x 1200w Selecon Rama Fresnel
Onstage Electrics Three (20 Circuits Total)
12 x 1200w Selecon Rama Fresnel
Onstage Electrics Four (20 Circuits Total)
6 x Prolite Cyc unit (4x 1k flood per