

GUILD THEATRE VENUE SPECIFICATIONS 2019

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1 General Facilities

1.1 Who We Are

The University of Melbourne Student Union Inc ([UMSU Inc](#)) is an incorporated association and is recognised by the University of Melbourne as the representative body for all students. UMSU is governed by an elected Students' Council. UMSU is responsible for a broad range of student representative, student engagement and student support activities.

Union House Theatre is the hub for extra-curricular student theatre and performance at the University of Melbourne. We program plays, workshops and events giving students a taste of professional practice. We have five staff members and manage two theatres – one is also a cinema. We provide support to student playwrights, directors, performers and technicians, as well as managing the venues for external groups presenting concerts, dance schools and film nights.

1.2 How to Get Here

Parking on campus for the general public is very limited. There are Public Car Parks around the University however times are restricted to 6am – 10pm daily.

Accessible parking may be available adjacent to Union House. Please follow instructions as displayed *very* carefully. There are time restrictions when casual accessible parking is permitted.

A turning circle is available and is suitable for rapid drop offs of patrons just next to Union Road behind Union Theatre. This is suitable for dropping off family members before finding a car park off campus.

Bump-in (dropping off/picking up sets and costume) is available via Union Theatre loading dock. Enter the campus through Gate 1 corner of Swanston and Elgin St. Speak to Security through the intercom located at the bollards of Union Road and request access to the *Union Theatre Loading Bay*. Contra to Unimelb policy, access is permitted for theatre activities during business hours. Follow the instructions on any parking signage.

Please be aware that infringement notices for not following instructions are often issued for this location and elsewhere on campus.

1.3 Loading Bay and Access to Theatre

The Union House Theatre has a 2 vehicle loading bay adjacent to the back stage area of Union Theatre. The depth of the loading bay is suitable for small box trucks only (3 – tonne) and we discourage the use of trailers attached to cars. Semi-trailer access requires the arrangement of traffic management prior to authorise access Union Road. The back stage loading dock is 1.2m above ground level, which can be too high for many loads on and off scenery and equipment. There are no forklift facilities.

The Guild Theatre is located on the first floor of Union House. There is no loading bay or area dedicated to this venue, and access is either via internal stairs, fire exit or passenger lifts. There is a restriction on size of road cases and other items in the lifts. The Main Stage area is approximately 100mm higher than the concrete floor, and there are small but steep ramps from the dressing room and the foyer. The Auditorium is stepped and can be accessed from the Main Stage area. There is a fire exit on the top level of the Auditorium, which is not practical for entrances of cast, but may be used for audience access into the venue. There is a Control Room access into this same Fire stairwell. Control Room also has access to Auditorium from an opposite door to the Fire Exit.

1.4 Guild Theatre - General Stage Description

Black Box Theatre

Main Stage – 10.05m from Front Seats to Back Wall, Side Wall to Wall is 10.84m

Fly Tower – none

Control Room style – Large Bio-box (formerly projection room, solid walls and small windows, some glass removed)

Grid – Variable 4.1m to 4.6m

Seating – Raked, Bench Seating, with loose seats on Floor level for Wheelchair inclusion

Height Access - Branach Platform Ladder, 6' A Frame Ladder

Stage Surface - Painted Masonite Floor, Unsprung, No Rake 5.8mm Tempered Masonite on Timber/Ply Floor – Painted Black

Maximum Floor UDL Loading: 400kg/m² (unrated)

Maximum Floor Point Load: 200kg (unrated)

Stage Traps: None

1.5 Equity and Access Facilities

- Audio Description System is available upon request at no additional charge to the Hirer. Please advise Production and Venue Manager at least 2 weeks in advance to discuss as this is a shared system. Audio Description System includes:
 - 1 of [NA-WT800 Base station transmitter](#)
 - 1 of Wired Headset Microphone or Desk microphone
 - 10 of [NA-WR4200150RF Intelligent DSP RF Receiver](#)
 - 10 of [NA-WA401 Universal Ear Speaker](#)
- A [43" HD LCD](#) wall mounted Monitor is available for Captioning. The system is operated from the Bio Box via a HDMI feed to the onstage monitor mounted on the OP wall. There is no dedicated computer for this system. Hirers should discuss their requirements with the Production and Venue Manager.
- Currently there is no installed Hearing Assistance systems, but a system may be obtained at no additional cost to Hirer as part of Access and Equity as required. Please advise Production and Venue Manager in advance to discuss your requirements.
- The dressing rooms are not suitable for any access requirements, as doors are narrow and staging access is awkward.
- **Provision for wheelchair access and viewing in the theatre is by means of removable front row of plastic chairs. The maximum chair capacity for this venue is approximately 6 chairs, or however many is comfortable in the front row of 8m width.** Hirers should discuss their requirements with the Production and Venue Manager.

1.6 Smoke and Fire

- The Guild Theatre has Thermal detectors throughout theatre. The Guild Theatre also has Smoke detectors located in some ceiling voids.
- The use of Smoke Machines in the Venue is generally permitted without isolation of fire systems, however, approval and appropriate signage, and use within OHS and Union House Theatre Guidelines is required. All efforts must be used to prevent Smoke or Haze from escaping from the theatre and into other areas which do contain Smoke Detectors such as the Control Room or adjacent Store Rooms.
- Hirer accepts any additional costs for Call Out Fees from Emergency Fire Services should the system be inadvertently triggered. This requirement also extends to Flame and Flame Effects.
- All Fire Exits and Fire Facilities must remain accessible and operational at all times.
- All Fire Exits must remain clear and closed for the duration of any performance.

1.7 Fire Precautions & Safety Requirements including Risk Assessments

- All scenery, props, masking etc. must be rendered non-flammable to the satisfaction of Union House Theatre by use of appropriate flame retardant suitable for the purpose.
- All Hirers shall present a Risk Assessment to Union House Theatre. Templates and assistance can be provided by the Production and Venue Manager
- As movement through the fire exits for the Guild Theatre are required for cast to access the dressing rooms and stage, it is required that all fire exits, stairwells and lobbies are empty of all objects.
- A Weapon Store (fake guns etc. only) is available for use. Please contact the Production and Venue Manager.
- No Fire Exit Lighting, Aisle, House Lighting or Emergency Lighting facility shall be rendered inoperable at any stage of the Production for any reason

2 Lighting

2.1 Control Position

The standard rig control position is in the Sound and Lighting Control Room. We discourage moving the Lighting console into the Auditorium as the Guild Theatre is a shared facility where security of items in the Auditorium cannot be assured. If setting up in the Auditorium, we strongly recommend doing so at own risk, and remove any valuable equipment.

2.2 Lantern Fixture Schedule

Guild Theatre is run as a Standard Rig Venue, in order to provide student theatre groups (and other theatre groups) minimal set up to present a production. Refer to the Lighting Plan for locations of Standard Rig Lanterns. Available to the hirer in addition to Standard Rig Fixtures are a number of fixtures that can be provided at no cost to the Hirer. Rather than change the focus of standard rig lanterns, we encourage rigging these additional fixtures, so as to not require additional time or cost to restore the standard rig at the end of the production. At the end of any hire, restoration of Standard Rig will be charged to the hirer if it is not completed within the bump out time frame.

Profiles

- [15 of 273W](#) [Ovation E-910FC LED Profile 36°](#)
- [9 of 575W](#) [ETC Source 4 Junior Zoomspot 25/50](#)
 - 3 Used for Standard Rig
 - 6 Irises to suit.

Fresnels

- [8 of 650W](#) [Selecon Acclaim](#)

Floods

- 6 of 600W MultiPar (various lens sets)

LED Par

- [16 of 150W](#) [Philips Showline SL Par 155 Zoom - All Used for Standard Rig](#)

Assorted 240V Cables and lengths

Additional Hire Lighting Equipment – by negotiation only and at additional cost

2.3 Single Insulated Cable Policy – Testing and Tagging

No single insulated cable is permitted to be connected to any power source. This applies to all voltages including extra low voltage (under 32 volt) i.e.: No Figure 8 cable to run powered appliances. Exceptions may be permitted on application to the Production department.

All electrical appliances shall be tagged with an appropriate safety tag in accordance with AS 3760:2010 – Union House Theatre offer a Test and Tag Service. Book all testing through Production department prior to your production.

Any portable appliances discovered otherwise may be tested and tagged and charged without notice to the hirer at \$8 per item.

2.4 Control System

- ETC Element 60 – 250 - <http://www.etconnect.com/element>
- 2 of 19" Monitors, Keyboard, Mouse
- DMX – single stream to Dimmers
 - second universe stream to LEDs.
- DMX Termination Connector on last dimmer – basic distribution with loop through to all dimmers
- 2 additional DMX Cables
- The lighting desk may be operated by the Hirer or Student group, with some instruction from the theatre staff. If you require us to supply a lighting operator for your production, additional staffing costs will apply.

- We recommend sourcing your own operator if you are bringing in external lighting equipment. We recommend asking the supplier of equipment for advice on the operation of moving lighting fixtures in the context of our equipment suitability.

2.5 Dimmers and Patching

60 Channels of LSC Wall pack – 2.4kW each channel (RCD protected)
1 of [LSC PowerPoint Distribution Rack](#) 240 volt 12 x 10A power distribution rack (RCBO protected)
Patching is by Patch Panel adjacent to dimmers – 108 Patch points to single outlets (piggyback)
1 GPO Circuit independent to dimmers (RCD protected) – e.g. Projector

Please refer to patch plan for locations of Patch Outlets.

2.6 Accessories

Hirers should consult with the Production and Venue Manager or Head Technician for specific details of accessories. Guild Theatre has limited options for boom mounted Lighting Positions.

2.7 Three Phase Power

- 6 Outlets – Switch Room - 40A 5 Pin – standard rig installation.

3 Sound

3.1 Control Position

- The standard rig control position is in the Sound Control Room. Front row is only practical alternative to operator position in the Guild Theatre.

3.2 Standard Rig Equipment

- 1 of [Yamaha TF1 Digital Mixing Desk](#)
- 2 of [QSC K10 Active Speakers](#) (10" 2000watt Class D amplifier module)
- 1 of [QSC KSub Active Subwoofer](#) (Dual 12" Drivers 1000watt Class D amplifier)
- Apple Mac Mini for Audio Playback - QLAB

Additional Sound Equipment – by negotiation only and at additional cost as this equipment is shared between multiple venues. Please ask the Production and Venue Manager for a full listing of sound equipment that may be available.

3.3 Patching

- Please refer to Patch Plan for locations of Stage Boxes. This is within the All in One Plans.

3.4 Music Accessories

- Portable Conductor Camera – Infrared 480 Line BNC Pal (B&W low light, good quality)
- Music Stands and Battery Scone Lighting may be available from Union Theatre at additional cost.
- Please enquire as to the availability of these items as they are a shared resource between 2 venues.

3.5 Communications

- 6 of Radio CB handheld comms PTT – walkie talkie – shared between both venues specifically for Front of House activities but can be used where safety is required.
- Jands Ezicom Master Station
- 4 of Belt packs Jands E101

- 4 of Beyer DT108 Single Ear Headsets
- 1 of Beyer DT109 Dual Ear Headsets
- Standard Rig Positions are -
- Control Room – Master Station – 1 of Beyer DT108 (Sound Operator)
- Control Room – 1 of Beyer DT108 and Belt pack (Lighting Operator)
- OP Stage – 1 of Beyer DT108 and Belt pack (OP onstage secondary Stage Manager Position)

Location of Comms outlets indicated on Sound Plan throughout the venue

4 Staging

Curtain Track

Tab Curtain is operated from OP Stage Level (Open and Close from sides) – All measurements are a guide and estimate only.

Rostra Use

- Extra staging can be supplied on request.
 - 4 of Stage Deck 1200mmx 2400mm – Standard Size
 - 1 of Stage Deck 600mmx 2400mm
 - 2 of Stage Deck 1200mmx 1200mm
 - 2 of Stage Deck 1200mmx 600mm
 - 2 of Stage Deck Triangles 1200mmx 1200mm
 - 2 of Half Circle Stage Deck 2400mm x 1200mm
- Rostra heights are at 200mm increments, 200mm, 400mm, 600mm & 800mm.
- Treads are available for each height at 1200mm wide
- Handrails are also available.

Rostra Units are [CLSA Stage Decks](#) constructed from 18mm ply tops, aluminium side trussing and steel legs.

All non-standard units are shared items and may not be available.

Additional Set Items (Rostra, Flats etc.) – by negotiation only. Additional costs may be incurred as this equipment is shared between venues.

Painting the Stage

The walls are clad with 3.2mm Masonite on 19mm Ply Timber sheets on timber battens, and the Floor is clad with 3.2mm Masonite on a 19mm Ply Timber deck on bearers directly on concrete slab.

The Floor and Walls of the Guild Theatre stage area are painted with Black Scenic Stage Paint (Scenic Studios). The floor and walls can be painted with other colours of acrylic paints but must be returned to black at the end of your hire. Union House Theatre will supply the black paint at \$15 per litre. You will need to plan that you may need to do two coats to cover your colour, and part painting floor will require a final coat that covers the entire floor. More information is available from the Production department.

4.1 Stage Drapes

- Tab – Black Wool – Tabs - 50% Fullness – Installed as standard rig
- Legs – 4 of 3.3m by 4.2m drop – Black Wool Pleated – in Bio Store
- Legs – 2 of 2.4m by 5.0m drop – Black Wool Pleated – in Bio Store
- Nessel Cloth - 10m by 4.2m drop – Natural Cotton – in Bio Store – condition is fair to poor

4.2 Notes

- Restoration and/or damage to the stage repairs will be at cost to the Hirer
- Parts of floor may be not level due to substructure irregularities, staging thresholds and general wear and tear. Please inspect the venue prior to confirming hiring should this be of a concern.
- The standard configuration is with the Tab Curtain hanging.

5 Sundry

5.1 Stage Management Facilities

- Standard Operating Position for Stage Managers Console is in the Control Room
- Ezicom Talkback Communications
 - Sound Operator - Base Station located in Control Room - and Beyer DT headphones
 - OP Stage Level – wired Beltpack and Beyer DT headphone
 - Lighting Operation - wired Headset Beltpack and Beyer DT headphone
 - There are no Wireless communications, however hirers may bring in any system with appropriate interface or stand alone.

5.2 Dressing Rooms

- There are 2 dressing rooms within the Guild Theatre area.
- The inner dressing room seats approximately 5 people and has a toilet and hand basin. It also has a mop sink.
- The outer dressing room can seat 10 people and also has a toilet and hand basin. The Outer dressing room is largely public to users of the Guild Theatre.
- Small Bar Fridge
- Mops, Brooms, dustpan and vacuum cleaner are available
- An ironing board and iron is available on request

5.3 Pianos

[Roland FP4 - Digital Stage Piano](#) (may incur a hire fee if available, sustain pedal, with Stool and Stage quality Stand). Please book through the Production and Venue Manager prior to occupancy as this equipment is shared across multiple venues.

5.4 Vision

Union House Theatre production department has D945VX – 4500ANSI Lumen DLP Projector and a Short Throw Projector available for Hire. We also have a [Soniq 43" TV](#) suitable for Foyer presentations. Please apply to the production Department for hire rates and availability.

All rigging of Projection Equipment must be with appropriate hanging hardware and use safety wires. If Union House Theatre staff are required to attend to Vision requirements, an hourly charge rate will apply. There are no Projection screens available within the Guild Theatre. Hirers are welcome to bring in own screens or surfaces as required.

5.5 Wardrobe Facilities

No dedicated wardrobe facilities. There are limited wardrobe hanging spaces in each dressing room, an ironing board and iron (on request) for use by the Hirer.

There are no coin laundry/drying facilities on campus. Generally, Guild Theatre users launder elsewhere.

5.6 Video Recording

Where approval has been granted to the Hirer for a public performance to be given under Television conditions, all publicity and advertising for the attraction must clearly state that the Performance will be televised and that such conditions will apply. It follows the arrangements to televise a performance cannot be entered into, after tickets have been sold to the public. Please see Production and Venue Manager for the Union House Theatre Tripod Policy.

5.7 Sound Recording

Sound recording of a performance for commercial or non-commercial performances requires the approval of an appropriate representative of UNION HOUSE THEATRE, and permission of the copyright holder. Responsibility of Recording will rest entirely with The Hirer and may not involve any UNION HOUSE THEATRE staff. We do not recommend recording sound from the In-house Audio system due to complexity and differing gain structure for live audio. All recordings are done strictly by the Hirers own methods, equipment and/or means.

5.8 Archival Recording

Archival recordings are permitted and are to be a simple record of the event. It is assumed that any flaws in the final recording will be inconsequential. The Hirer is to ensure that all copyright issues are resolved before filming, and that the Hirer has requested permission, and obtained confirmation from relevant parties, that a recording is possible. Any recording or filming of Union House (such as the foyers) outside of the Theatre proper, permission must be sought from the CEO of UMSU. Please see Production and Venue Manager for the Union House Theatre Tripod Policy.

5.9 Photography

Photography is prohibited anywhere in the building without the prior authority of an appropriate representative of MU Student Union Ltd. Permission to photograph performances is not unreasonably withheld provided the taking of photographs is arranged in such a way so as not to cause nuisance either to patrons or to performers. Under no circumstances will patrons be permitted to take photographs in the auditorium. The location of videographers or photographers may not in any way impede access to aisles or fire exits as required by the Building Code.

5.10 IDA Bar

Union House's IDA Bar is located on Level 1, Union House. The IDA Bar is the only licensed area in the building. Hirer's can contact the IDA Bar directly to arrange any functions or alcohol service for the duration of their venue occupancy. This must be done; in writing, at least two (2) weeks in advance of their occupancy commencing. Any Hirer wishing to have IDA Bar alcohol service must also advise Union Theatre House's Artistic Director and Production and Venue Manager in writing, at least four (4) weeks prior to the event. Please see the Production and Venue Manager for contact details for IDA Bar.

5.11 Internet Access

Union House and all internal venues are extensively wired for internet access. All University of Melbourne staff and students have access to the network via their normal login. If you have an active account from another University, you may be able to use the Eduroam network.

To access the Visitor network, you must have an account created for you. Please ask the Production and Venue Manager to lodge an application on your behalf. If approved, this process may take about 4 days to activate. Once your account has been created, you may access the network by following the steps below:

- Turn wireless ON on your device.
- Select 'Visitor' from available wireless networks.
- Launch your web browser and access any website - on some devices this is done automatically. Your web browser will redirect to the login screen.
- Enter the username and password provided.

By accessing the Visitor network, you agree that:

- You will adhere to the University of Melbourne Computing and Network Facilities Rules.
- You will not infringe copyright, including but not limited to downloading copyright material via peer-to-peer (P2P) file sharing.
- You will not apply an unreasonable burden on the network.
- You will not allow any other person to use your account(s).
- You will use up-to-date antivirus software and regularly apply updates to your operating system and applications.
- The University is not liable for loss, damage or consequential loss or damage arising directly or indirectly from use of the wireless network.

5.12 Des Conner - Rehearsal Room

This room is located at the top of the Stage Door stair well of Union Theatre and sits above the loading/storage area. There are no Toilets on this level. This area is not wheelchair accessible with several flights of stairs adjacent to the Prompt side Union Theatre stage entrance. This room is not part of the Union House Theatre booking process and must be requested on an as needs basis. It is of a considerable distance to the Guild Theatre.

Size 13.00 x 6.48m approximately

Height to underside of lighting grid bars 3.2m approx

Facilities Fixed Ballet Barres & Mirrors

Sound System – Amplifier with mini jack connection for media players

Steinway Upright Piano available

Generally, the Des Connor room is not suitable for access to Guild Theatre Hirers.