

UNION 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 doubles as 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

The Union Theatre has a 2 vehicle loading bay adjacent to the back stage area. 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 load on and off scenery and equipment. There are no forklift facilities.

1.4 Union Theatre - General Stage Description

- Proscenium Arch Theatre with Fly Tower Facilities
- Thrust Stage – 5.8m
- Main Stage – 12.65m apron to Back Wall – 18.1m wall to wall
- Back Wall to Rear Stage (storage) Wall – 6.5m (effective)
- Main Proscenium – 8.12m wide and 5.15m
- Rear Proscenium – 8.21m
- Front Apron – 12.4m (no stairs)
- Fly Tower – 31 Line Single Purchase Counterweight
- Grid – 12.5m
- Auditorium – 17.70m x 15.50m
- Seating – 374, Camatic Upholstered seat and back, flip seat, 7 Wheelchair positions
- Elevated Work Platform – JLG 25AM

- Stage Surface – Painted Masonite Floor, Unsprung, No Rake

- Surface: 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

- Union Theatre - 7 Wheelchair Positions.
- 1 CAMA 7 - Wheel Chair Lifter – Foyer Level to Auditorium crossover (not suitable for most motorised chairs – 200kg max)
- Portable Terry Wheel Chair Lifter by prior arrangement only.
- No Wheelchair access to Dressing Rooms or Des Connor Rehearsal Room, and wheelchair access to stage only by installation of the portable wheel chair lifter. Please advise Production and Venue Manager in advance to discuss your requirements.
- 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](#)
- 2 of [Hisense P4 55" HD LCD](#) wall mounted Monitors are available for Captioning. The system is operated from the Bio Box via a HDMI feed to the onstage monitors mounted on the downstage P & OP walls. 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 at least 2 weeks in advance to discuss specific requirement, as arrangements with external supplier is required.

1.6 Smoke and Fire

- The Union Theatre has Thermal detectors throughout theatre. The Union 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, Projection Room and lobby areas.
- Hirer accepts any additional costs for any Call Out Fees from Emergency Fire Services should the system be inadvertently triggered. This 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.
- No scenery, props, masking etc. shall be placed in such a manner as to hinder the operation of the Fire Curtain or in any way affect the smoke seal created by the Fire Curtain
- The Fire Curtain release mechanisms must not be covered or made inaccessible at any time
- All Hirers shall present a Risk Assessment to Union House Theatre. Templates and assistance can be provided by the Production and Venue Manager as required.
- As movement through the fire exits for the Union 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 Weapons Store (including replicas and toys) is available for use. Please contact the Production and Venue Manager for appropriate paperwork outlining permitted and authorised use of weapons on stage.
- 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. There is insufficient DMX patching in other locations other than the Control Room for setting up the console in the auditorium. If providing your own control, please note the standard rig configuration requires 2 universe DMX control via a split in the Control Room.

2.2 Lantern Fixture Schedule

Union Theatre is run as a Standard Rig Venue in order to provide student theatre groups (and external 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. Rather than change the focus of standard rig lantern, 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 without notice of cost.

Standard Rig by Position

- Front of House Bar 3
 - 5 of [ETC Source 4 Profile LED Series 2 Lustr](#) 26deg
 - 2 of [Selecon Pacific 23/50 600W](#) – Decal Wash
- Front of House Bar 2
 - 3 of [ETC Source 4 Profile LED Series 2 Lustr](#) 36deg
 - 3 of [ETC Source 4 Profile 575Watt](#) Zoom 15-30deg - Specials
- Truss Bar
 - 3 of [ETC Source 4 Profile LED Series 2 Lustr](#) 36deg
 - 3 of [ETC Source 4 Profile 575Watt](#) Zoom 15-30deg – Specials
 - 2 of [Selecon Pacific 23/50 600W](#) – Decal Wash
- Orchestra
 - 3 of [ETC Source 4 Profile LED Series 2 Lustr](#) 36deg
 - 3 of [Philips Showline LED Par SL155](#)
- Downstage Perch Positions
 - 4 of [Philips Showline LED Par SL155](#)
- LX Bar 1
 - 3 of [ETC Source 4 Profile 575Watt Zoom 15-30deg](#) - Specials
 - 3 of [ETC Source 4 Profile LED Series 2 Lustr](#) 36deg
 - 2 of [Philips Showline LED Par SL155](#)
- LX Bar 2
 - 2 of [Selecon Pacific 23/50 600W](#) – Decal Wash
 - 3 of [Philips Showline LED Par SL155](#)
 -
- LX Bar 3
 - 2 of [Philips Showline LED Par SL155](#)
- LX Bar 4
 - 3 of [Philips Showline LED Par SL155](#)
- LX Bar 5
 - 8 of [Chauvet Ovation C-805FC](#) cyc floods.

On Hook available to rig by your lighting designer at no additional cost to hirer

- 6 of [ETC Source 4 Profile 575Watt](#) 36deg
- 4 of [ETC Source 4 Profile 575Watt](#) 26deg
- 6 of Selecon Pacific 23/50 at 600W
- 4 of Teatro – 650W Fresnel
- 6 of Selecon Acclaim Fresnels 650Watt

Followspot

- 1 of 300W [Robert Juliat Roxie LED Followspot](#) with Stand
Standard installed location in Auditorium on Prompt Side – see seating plan
- Assorted 240V Cables and lengths – there is sufficient DMX cabling to support Standard rig only

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 50 volt) ie: No Figure 8 cable to run powered appliances.

All electrical appliances shall be tagged with an appropriate safety tag in accordance with AS NZ 3760:2010 – Union House Theatre offer a Test and Tag Service for an additional fee. 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>
- <http://www.etconnect.com/Support/Tutorials/Introduction-to-Element.aspx>
- 2 of 19" Monitors, Keyboard, Mouse
- Radio Remote Focus Unit
- Currently running a temporary mix of Cat 5 and DMX runs in 2 universes to FOH and Dimmers.
- DMX Termination Connector on last dimmer – basic distribution with loop through to all dimmers
- [LSC MDR](#) 10 Way DMX Distribution
- 2 additional DMX Cables for in-house DMX control of Smoke machine and/or Strobe
- 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 that equipment for advice on the operation of moving lighting fixtures in the context of our equipment suitability.

2.5 Dimmers and Patching

- 120 Channels of State Automation Solution Cool Wall mounts – 2.4kW each channel (RCD protected)
- 108 Dimming Channels and 24 Power Distribution for Non Dim Fixtures taken by standard rig
 - Extra rack of power distribution via [LSC APS power distribution rack](#).

Patching is by Lighting Gallery Prompt side – 244 Patch points to single outlets (piggyback)

4 Switching Circuits switched from Prompt Corner (RCD protected, e.g. smoke machines, hirer LED and a few Moving Light Fixtures, Practical Lighting and non Dimmer power)

2 Hot Circuits independent to switches (RCD protected, control equipment with Lighting power up such as DMX splitters)

Location	Patch Outlet Number Range	Total Outlets for Location
FOH 3 Bar	168 – 186	18
FOH 2 Bar	151 – 168	18
Apron Edge		
FOH Truss Bar	133- 137 & 139 – 143 & 145 – 149	15
Orchestra Bar	121 – 125 & 127 – 131	10
Proscenium		
LX 1	97 – 117	21
LX 2	73 – 93	21
LX 3	49 – 69	21
LX 4	25 – 45	21
LX 5	1 – 21	21

OP DS Slot (upper)	187 – 192	6
OP US Slot (lower)	193-198	6
OP Gallery	199 – 205	6
OP Floor Traps	205 – 212	8
PS DS Slot (upper)	213- 218	6
PS US Slot (lower)	219-224	6
PS Gallery	225-230	6
PS Floor Traps	231-238	8
Orchestra Pit	239-243	6

2.6 Accessories

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

2.7 Three Phase Power

- 1 Outlet - Up Stage OP Side 40A 5 Pin – not on Lighting Sub-board
- 1 Outlet - Up Stage P Side 40A 5 Pin – not on Lighting Sub-board. Used for 12 channels of power distribution [LSC APS12/10A Distribution](#).

3 Sound

3.1 Control Position

- The standard rig control position is in the Sound Control Room. A secondary control position is located within the auditorium in front of the control room location, being recommended should there be live/radio microphone use or at the preference to the Hirer. Please refer to the Auditorium Seating Plan for location, and necessary seating holds.

3.2 Standard Rig Equipment

- 1 of [Yamaha TF3 40 channel Digital Mixing Desk](#)
- 3 of [Tio 1608-D Dante equipped stage box](#)
- 2 of [QSC K12.2](#) FOH Left, Centre & Right Active Speakers (12" 2000watt Class D Amplifier)
- 2 of [QSC KSub Active Subwoofer](#) (Dual 12" Drivers 1000watt Class D amplifier)
- 2 of [Biema C1025](#) low profile dual 8" foldback speakers (150w RMS, 4 Ohm)
- 1 of [Yamaha P3200](#) amp (320w/ch) –used for Biema foldback wedges
- 2 of [Turbosound TXD12M](#) (300w RMS, 8 Ohm) Foldback wedges
- 1 of [Yamaha P4500](#) amp (450w/ch) –used for Turbosound foldback wedges
- 1 of CD Player - [Denon DN-C635](#)
- 1 of Switched Dynamic Microphone with 1 Microphone Stand as Announcement microphone
- There is a variable number of assorted microphone leads for a small band/orchestra set up (ie 8 piece)
- Cat 6 and 5E cable for Dante system control.

Additional Sound Equipment – by negotiation only and at additional cost as this equipment is shared between multiple venues.

Radio Microphone System- 16 Sennheiser EW572G3-AS-AU System: [Includes SK 500 G3 bodypack transmitter 6.5mm jack input cable, EM 500 mains powered receiver with rack mount kit and power supply 2 rod antennae. 520 - 558 MHz](#). Please consult with Union House Theatre production department for associated hire charges

3.3 Patching

- The Standard Digital Audio patch consists of
 - 1 of 16 channel Tio Rack in the Bio Box
 - 2 Onstage Racks set at either Upstage OP or D/S OP. Any variation to the standard setup will need to be discussed with production staff prior to bump in.
- Please refer to Patch Plan for locations of Stage Boxes.

<u>Location</u>	<u>Patch Outlet Number Range</u>
Orchestra Pit Send/Return	25-30
Orchestra Pit	Cinema Sub
OP Forestage	7-12
OP Forestage	Cinema C & L
PS Forestage	13-18
PS Forestage	Cinema R
Proscenium PS	19-24
Proscenium OP	1-6
Proscenium OP	Sound Power
Rear US OP Wall Sends	1-15
Rear US OP Wall Returns	1-5
Rear US OP	Sound Power
Speaker Outlet PS Pros	Foldback 2 (parallel)
Speaker Outlet OP Pros	Foldback 1(parallel)
Speaker Outlet US PS	Foldback 2(parallel)
Speaker Outlet US OP	Foldback 1(parallel)
Cinema Surround	Hard wired

3.4 Music Accessories

- 16 Music Stands – Rat Stand Solid
- 16 Music Stand LED Lights - Battery
- 12 Chairs – Sebel Program Black Plastic vinyl
- Portable Conductor Camera – Infrared 480 Line BNC Pal (B&W low light, good quality)

3.5 Communications

- General FOH and Bump IN comms – we have 6 UHF CB Type PTT Radio Handsets that are for Front of House and Ushers communications. The usage of these comms is shared between both venues. These handsets are useful if working remotely and for any safety based concerns about communication.
- Clearcom [MS702 Main Station](#)
- Jands 101 Ezicom Belt packs 8
- Total DT108 Single Ear Headsets 6
- Total DT109 Dual Ear Headsets 3
- Standard Rig Positions are...
 - Stage Manager Console Prompt Side – 1 of Beyer DT108 and Belt pack
 - Control Room – Master Station – 1 of Beyer DT08 (Sound Operator)
 - Control Room – 1 of Beyer DT108 and Belt pack (Lighting Operator)
 - OP Fly Gallery – 1 of Beyer DT108 and Belt pack (Flies)
 - OP Stage – 1 of Beyer DT108 and Belt pack (OP onstage secondary Stage Manager Position)

4 Cinema

The Cinema facilities are available in two different modes, Lecture and Full. The console control position for either mode is in Row A after seat 23. The system is operable by most people with a quick 10 minute instruction. Configuration settings are not possible by the Hirer.

- Lecture Cinema has an automatic electric roll down screen that is operable from the same location within the Auditorium and can facilitate PowerPoint type presentations as well as Blue Ray DVD disc presentations. The audio system that uses this configuration is part of the general theatre audio system and takes over the control of the Theatre Speakers, whilst still delivering 5.1 audio with Left, Centre Right, Surround and Sub speaker systems engaged. It is important to note that in Lecture Mode, the Theatre Sound System has been compromised for additional microphones and other audio playback.
- Full Cinema requires the Theatre to be configured by trained staff, by flying in the perforated Cinema Screen, placing the Cinema Speaker stacks behind the screen and dressing the front part of the stage with suitable cloth. It also requires full image and audio settings correction along with a test screening of all the materials required, prior to the actual screening. This process may take 30 minutes when all going to plan and must not be part of any other bump in process as darkness and quiet room is required.

- Panasonic [PT-DZ110XE DLP](#) with ET-D75LE30 lens – permanent install, 10k Lumen, 1920x1200pix resolution, fixed and located in projection room.
- iMac with [QLAB](#).
- Denon [DN-500AV](#) Installation Cinema Processor and 5.1 Amplification
- AMX Touch Control Panel – console located within auditorium control adjacent Row A seat 24.
- [Sony BDP-S390 Bluray Player](#) – located within console, USB Input - Fat16/32 formats only
- [Panasonic Bluray DMP-BD81](#) player – portable unit - USB Input -Fat16/32 formats only
- Additional Inputs for HDMI and VGA via console, with some options for control room playback.
- There is no Digital Cinema Playback system or server for presentations of protected media. Permission of playback of protected works remains with the venue hirer.
- University wireless nodes throughout the venue – requires University log on or a Guest Access account activated 5 days prior to your event.
- Power outlet for additional equipment such as PCs, or other DVD players etc.
- Control of Projector, Screen and volume is achieved from the console only.
- Full Cinema Screen – Stored on Line 1 – Front Projection perforated, 7m wide by 3m high – Aspect 2.4:1 – no trim curtains provided – manually installed by stage staff
- Lecture Cinema Screen – Automatic roll down on mid thrust stage – 4.3m wide, 2.7. high 0 Aspect 16:10 – no trim curtains
- Due to the size of the Full Cinema screen, we recommend presentations in full HD with a Bluray disc quality or HD File type.
- Please note that interfacing with this equipment requires quality cable and reliable manufacturer approved adaptors. Please ensure you bring these adaptors as Theatre do not stock them.

4.1 Cinema Audio

- This theatre has 2 audio modes for presentation of Cinema; Lecture Cinema and Full Cinema.
- Using the Theatre Sound System for other audio purposes whilst in either audio modes is not possible.
- The Full Cinema speakers are separate to the Standard Rig and cannot be reallocated to Theatre use for the purpose of other than showing either Lecture or Full Cinema presentations
- In Full Cinema Mode, Left, Centre and Right speakers are movable stacks for placing behind projection Screen or storage back stage.
- In Lecture Cinema Mode, Left, Centre and Right speakers are repurposed from the Theatre Speaker system.
- Subwoofer located in centre of Stage Bunker.
- Surround speakers on Auditorium Walls are permanently fixed and wired
- System is highly powered, and care must be taken for unknown material. A complete test screening and voicing is recommended for safety and client satisfaction.

5 Staging

House Curtain is actioned from PS Stage Level for Fly Action (up and down) and also from PS Stage Level Side for French (Tab) action (Open and Close from sides) – Union House Technician must operate all Fly Action, but Client can operate French Actions of any Tab Curtain.

All measurements are a guide and estimate only.

All bars can be moved, and all cloths can be derigged.

Cinema Screen is permanently fixed on Line 1.

All additions or changes to flying system must be done by a qualified rigger.

5.1 Fly System

▪ 4 Line Steel Wire Rope	3.4m centres, Trim Chain, Screw Gate Snap Locks on barrel clamps
▪ Batten	48.3mm OD Galvanised Steel,
▪ Batten Point load	90kg
▪ Batten Length	11.5m
▪ Batten Travel	12.0m
▪ Maximum Bar Weight:	350kg (evenly distributed)
▪ Maximum Grid Weight	On application
▪ Lighting Bars	5 Bars – 21 Outlets per Bar – loomed from PS Lighting Gallery
▪ Operation Location	Gallery Level – OP Side – 3.3m
▪ Loading Galleries	2 Upper Loading Galleries 9.18m and 11.35m
▪ Grid	Steel, accessible via Gallery ladder – suitable for Spot Hanging (1)
▪ Fly Operation	By Union Theatre staff only or a Qualified Industry person
▪ Tab Curtain Operation	By any, Advance House Curtain, House Curtain and Centre Tabs
▪ Panorama Bars	Lower (OP only) 3.3m; Both upper 4.8m fixed
▪ Fire Curtain	Must not be restricted in travel, operation by hook pull on OP and PS

Line #	Distance from Setting Line	Standard Rig Item	Note
Fixed		Lighting Truss Bar	
Fixed	-3300mm	Advance House Curtain	Tab Action from PS Stage
Fixed	-1750	Orchestra LX Bar	
F/C	50mm	Fire Curtain	
H/C	300mm	House Curtain	Tab Action and Flown Action from PS Stage Level
1	720mm	Cinema Screen	6.8m wide and 3m high (black wool masked)
2	970mm	Lighting Bar #1	Standard Rig
3	1190mm		
4	1370mm		
5	1520mm	Border A	Standard Rig
6	1760mm	Legs A	Standard Rig – extended bar
7	1960mm	Lighting Bar #2	Standard Rig
8	2170mm		
9	2350mm		
10	2560mm		
11	2730mm	Border B	Standard Rig
12	2970mm	Legs B	Standard Rig – extended bar
13	3160mm	Lighting Bar #3	Standard Rig
14	3410mm		
15	3590mm		
16	3770mm		
17	3950mm	Border C	
18	4180mm	MidStageTabs /Legs C	Tab Action operated from floor on PS

19	4350mm		
20	4550mm	Lighting Bar #4	Standard Rig – back lighting
21	4770mm	Lighting Bar #5	Standard Rig – cyclorama bar
22	4970mm		
23	5120mm	Border D	Standard Rig
24	5350mm	Legs D	Standard Rig
25	5570mm		
26	5770mm		
27	5970mm		
28	6170mm		
29	6390mm		
30	6500mm	Cyclorama	Field Cloth (requires backing with line 31)
31	6670mm	Canvas Storage	Not show fly - light block for Cyclorama line 30

* Care as close to Lighting Bar

Theatre Department reserves the right to alter any positions without notice for operational purposes

5.2 Stage Drapes

The following drapes are installed as standard rig

- House Curtain – Tab action - Black Velvet – Line 0
- House Curtain – Tab action - Magenta Velvet – Advance House Curtain
- Tab – Black Wool – Midstage Tabs - 50% Fullness
- Legs - 4 Pairs 2.4m by 6m drop – Black Wool – 0% Fullness (1 Pair in store)
- Borders 4 Pairs - 12m by 1.2m drop - Black Wool – 0% Fullness
- Cyclorama – White cotton – open weave – must be backed for light leaks upstage (cloth store line 31) in good condition – new installed 2017

5.3 Stage Decks/Rostra

- Extra staging can be supplied on request.
 - 12 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.

5.4 Notes

- Restoration and/or damage to the stage will be repaired 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 setting line is the upstage edge of the Proscenium wall
- The standard configuration is with the Advance House Curtain hanging.

6 Seating Plan

Please check with Production department as there are continuing changes to capacity of this venue due to ladder and safety modifications.

Row A – Seat 4 to 12, Centre Aisle, Seat 19 to 23, Cine Console, Seat 24 to 27 – total of 18 seats

Row B – Seat 2 to 14, Centre Aisle, Seat 17 to 29 - total 26 Seats

Row C to H (no I) – Seat 1 to 14, Centre Aisle, Seat 17 to 30 – total of 28 seats per row

Centre Auditorium Cross Over

Row J – Seat 7 to 13, Centre Aisle, Seat 120 to 26 – total of 14 seats

Row K to N (No O) – Seat 5 to 15, Centre Aisle, Seat 18 to 28 – total of 22 seats per row

Row P – Seat 2 to 15, Centre Aisle, Seat 18 to 31 – total of 28 seats

Row Q – Seat 2 to 33, back row – total of 32 seats

Total of Seats – 374

Wheelchair Positions – A3, A13, A18, J6, J14, J19 and J27

6.1 Stage Management Facilities

- Standard Operating Position for Stage Managers Console is PS of stage behind Proscenium
- Console can also accommodate small sound mixer and CD player/s for local operation
- CRT Video Monitor of Stage – Camera Front of House
- Paging Microphone to Dressing Rooms built into Clearcom Master station
- [Clearcom Talkback Communications](#)
 - Sound Operator – wired Beltpack and Beyer DT headphone
 - P Stage Level SM Console – Base station with Beyer DT headphone
 - OP Stage Level – wired Beltpack and Beyer DT headphone
 - OP Fly Gallery - wired Beltpack and Beyer DT headphone
 - Advance House Curtain – PS of Thrust stage – wired Beltpack and Beyer DT headphone
 - Lighting Operation - wired Headset Beltpack and Beyer DT headphone
 - Additional Headset locations are available around the theatre. There are no Wireless communications, however hirers may bring in any system with appropriate interface or stand alone.

6.2 Dressing Rooms

- Male Dressing Room – seats 6
- Female Dressing Room – seats 16
- Shared Dressing Room – seats 8
- Green Room area with limited kitchen facilities – Seats 3 (suitable for makeup station or radio mics)
- Mirror Lighting for all positions
- Male Toilet and Shower, with hand basin
- Female Toilet and Shower, with hand basin
- Small Bar Fridge
- Mops, Brooms, dustpan and vacuum cleaner are available
- An ironing board and iron are available on request

6.3 Pianos

Yamaha – G5 – Black Grand Piano – 6’ (tuning arranged at Hirers request and cost – approximately \$220)

Roland - Digital Stage Piano – FP-4 (small hire fee if available, sustain pedal, with Stool and Stage quality Stand)

6.4 Vision

Union House Theatre production department has a Vivitec D945VX XGA DLP Projector or an Optima W316ST WXGA DLP Projector available for Hire – some VGA and HDMI cables available.

All rigging of Projection Equipment must have appropriate hanging assemblies and use safety wires. If Union House Theatre staff are required to attend to Vision requirements, an hourly charge rate will apply.

6.5 Wardrobe Facilities

No dedicated wardrobe facilities. There is one Maytag commercial Washing machine located in the wet area at Union Theatre (water supply is slow). There is a Condenser Dryer in the Wet Area. Hanging wet clothing in the dressing rooms tend to dry out overnight due to 24 hour ventilation of dressing rooms. There are limited portable wardrobe racks 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.

6.6 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.

6.7 Sound Recording

Sound recording of a performance for any 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.

6.8 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.

6.9 Photography

Photography is prohibited anywhere in the building without the prior authority of an appropriate representative of UMSU. 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. Please see Production and Venue Manager for the Union House Theatre Tripod Policy.

6.10 Union Theatre Bar Box Office

The Union Theatre Bar space is adjacent to the Union Theatre's main auditorium entrance. It can be used by Hirers of the Union Theatre as box office/ticket sales and merchandise area.

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.

6.11 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.

6.12 Des Conner - Rehearsal Room

This room is located at the top of the Stage Door stair well and sits above the loading/storage area. There are no toilet facilities on this level. This area is not wheelchair accessible and has several flights of stairs adjacent to the Prompt side stage entrance. This room is not part of the Union Theatre booking process and must be requested on an as needs basis by the Hirer.

- Size 13.00m x 6.48m
- Height - 3.2m approx
- Facilities include Fixed Ballet Barres & Mirror
- Sound System – Amplifier with mini jack connection for media players
- Steinway Upright Piano available
- Assorted chairs