

# PLAT FORM ARTS

## TECHNICAL SPECIFICATIONS 2024



**THE FOLLOWING DOCUMENT DETAILS THE TECHNICAL SPECIFICATIONS OF THE PERFORMANCE SPACE AND SURROUNDING AREAS. THIS COVERS THE VENUE LIGHTING RIG, SOUND SYSTEMS, SITE MEASUREMENTS AND USABLE EQUIPMENT.**

**DOCUMENT CREATED BY  
VENUE AND OPERATIONS MANAGER  
MARCH 2024**

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# ABOUT

## PLATFORM ARTS

Conveniently located in the Cultural Precinct of Djilang/ Geelong CBD, and part of the Little Malop Street Laneway reinvigoration, our multifaceted venue is a short walk from Geelong Train Station and bus interchange.

Within the unique setting of the former courthouse building and positioned as a leading arts venue in the region, Platform Arts boasts a diverse offering of spaces for external hire, including spaces for performance, rehearsal, presentation, meetings, workshops, conferences and symposiums.

By choosing to hire with us, you will be supporting the activation and on-going sustainability of artists talents of a new generation of thinkers, makers, risk-takers and agitators.

Platform acknowledges the Wadawurrung people of the Kulin Nation as the Traditional Custodians of the land on which we live, learn and work. The lands of Djilang have been home to the very first makers, storytellers and inventors for thousands of years and the Wadawurrung people are at the heart of our creative culture today.

We pay our respects to First Peoples past and present, and we recognise their continuing connection to land, water and culture. Always was, always will be, Aboriginal land

## STAFFING

Two Platform Arts staff members must be present onsite at all times for the duration of your booking along with one hour on either side of the booking. Due to the heritage status and unique configuration and safety requirements of the Old Courthouse building, a Platform Arts trained technician must be onsite to operate equipment and oversee technical requirements and a trained front of house staff member must be present to manage people and building procedures. Where production includes sound, lighting and AV components, two technical operators are required at a cost to the hirer.

Members of the Platform Arts technical and front of house team work under the conditions of the Live Performance Award 2010 at an oncost to the hirer. This is all outlined in the Venue Hire Pack and agreed upon by the hirer during quote approval.

*Please note that it is a legal requirement that staff members take breaks throughout their shift. Break time allotments will be indicated by the Venue and Operations Manager. Please plan scheduling accordingly.*

# **PRE-PRODUCTION**

## **SITE VISIT**

Hirer's must arrange a site visit with Venue and Operations Manager prior to their booking. This is to be conducted prior to booking confirmation and agreement signing to ensure we can accommodate your production requests in our space.

## **PRE-PRODUCTION QUESTIONNAIRE**

The Venue and Operations Manager will send a pre-production Questionnaire to hirers to determine their production requirements including technical requests, equipment needs and staffing requirements. The form is to be submitted at least 6 weeks prior to the event to ensure staffing and equipment availability. In the event that it is not submitted 6 weeks prior to the booking, we cannot guarantee the availability of staff and equipment.

## **DEPOSIT**

A quote will be sent to the hirer outlining the costs of hire and the terms and condition of hire. Upon acceptance of the quote and terms and conditions a deposit of 50% of the venue hire fee and cleaning fee is required to secure the booking. The 50% balance and staffing fees are due within 7 days of event completion.

## **INSURANCE**

As included in the Terms and Conditions of Hire, all hirers are to provide Platform Arts with a copy of their Public Liability Insurance policy to \$20 million.

# PRODUCTION

## PERFORMANCE SPACE SPECIFICATIONS

With its generous size, multi-form adaptability and retractable seating bank, our Performance Space is suitable for presentations, rehearsals, performances (theatre, dance, music and more), screenings, conferences and symposiums.

Ascending the terrazzo stairs to meet the golden hue of the yellow paned window features, our Performance Space foyer doubles as our vibrant Gallery Two space, offering audiences a pre-show experience. With high ceilings and art deco features, quality theatrical audio and lighting, our Performance Space has everything you need to execute a standout event.

A kitchenette is located adjacent to the Rehearsal Space and includes sink, kettle, bar fridge and microwave. The kitchenette is stocked with standard tea and coffee supplies. Any additional cleaning required for the kitchenette will be charged as an on-cost to the hirer.

## FEATURES

- High ceilings and art deco features
- Retracted, raked seating bank
- Tarkett stage flooring
- Flexible seating and stage
- Theatrical audio and lighting capabilities
- Mounted data projector and screen
- BOH left and right stage entrance points
- Two BOH dressing rooms
- Accessible toilet/shower
- Goods and service lift for street level transportation of equipment
- Wheelchair accessible

<b>DIMENSIONS:</b>	15.1m x 10.45m
<b>SEATED CAPACITY:</b>	128 people
<b>ADDITIONAL ROW:</b>	140 people
<b>STANDING CAPACITY:</b>	200 people

## STAGING TERMS

PS: Prompt Side (Stage Left)  
OP: Opposite Prompt (Stage Right)  
US: Upstage  
CS: Centre Stage  
DS: Downstage  
FOH: Front Of House

# BUMP IN

## PARKING

Hirers may access the laneway for bump in and bump out however must remove their vehicle after this period. There is no parking available to hirers on site. There is street metered parking on both Gheringhap and Little Malop Streets and a ticketed parking complex diagonally opposite Platform Arts building. Please note that this parking complex closes at 3am with free parking after 6pm and free parking on weekends. Truck parking MAY be available on site. The Venue and Operations Manager will advise.

## LOADING IN ACCESS

The loading dock is accessed via the brightly coloured laneway on the upper side of the building off Gheringhap Street. Trucks are able to reverse to goods lift access point, which is accessed via a dock leveller. A Platform staff member must be present and in charge of goods lift operation. Please inform Venue and Operations Manager of loading bay access times to ensure the removal of other vehicles in the space. No personnel are to ride in the goods lift.

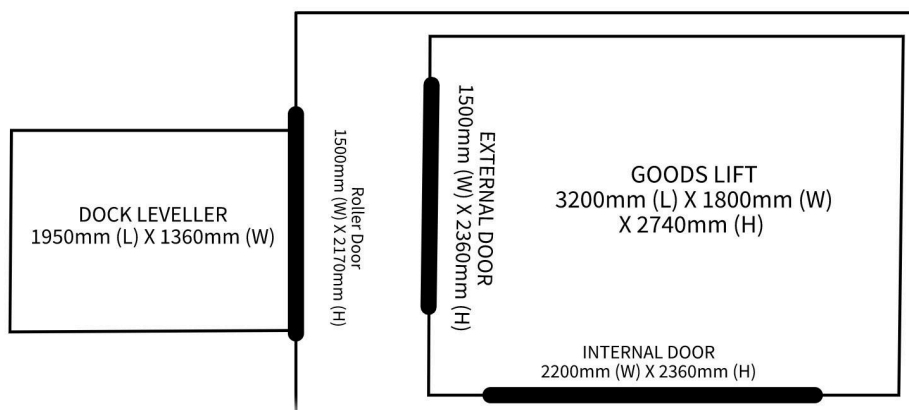
## DOCK LEVELLER

Width	1.36m
Length	1.95m

## GOODS LIFT

### *Hydraulic Lift Table*

<b>Model</b>	AS-D2-3500	<b>Serial Number</b>	LTH-3627
<b>Door Width (Laneway)</b>	1.5m	<b>Internal Width</b>	1.8m
<b>Door Height (Laneway)</b>	2.36m	<b>Internal Height</b>	2.74m
<b>Door Width (Tech Store)</b>	2.2m	<b>Internal Length</b>	3.2m
<b>Door Height (Tech Store)</b>	2.36m	<b>Cubic Metres</b>	14.6m <sup>3</sup>
<b>Weight Load Limit</b>	2000kg		

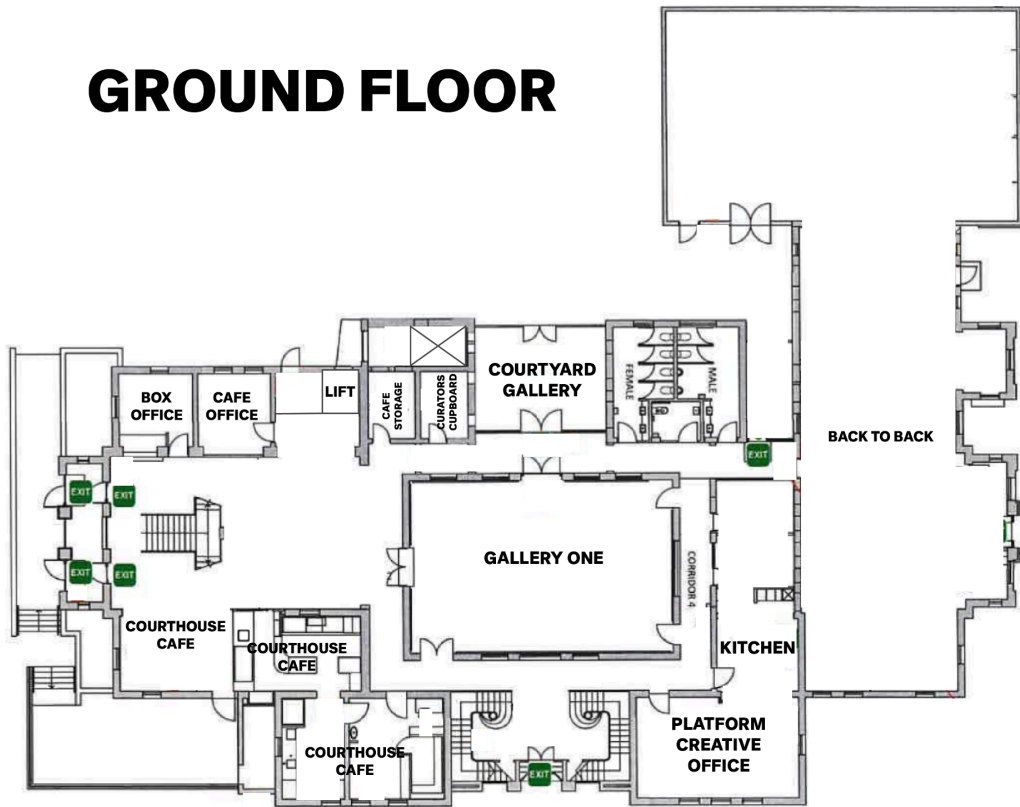


# THE SPACE

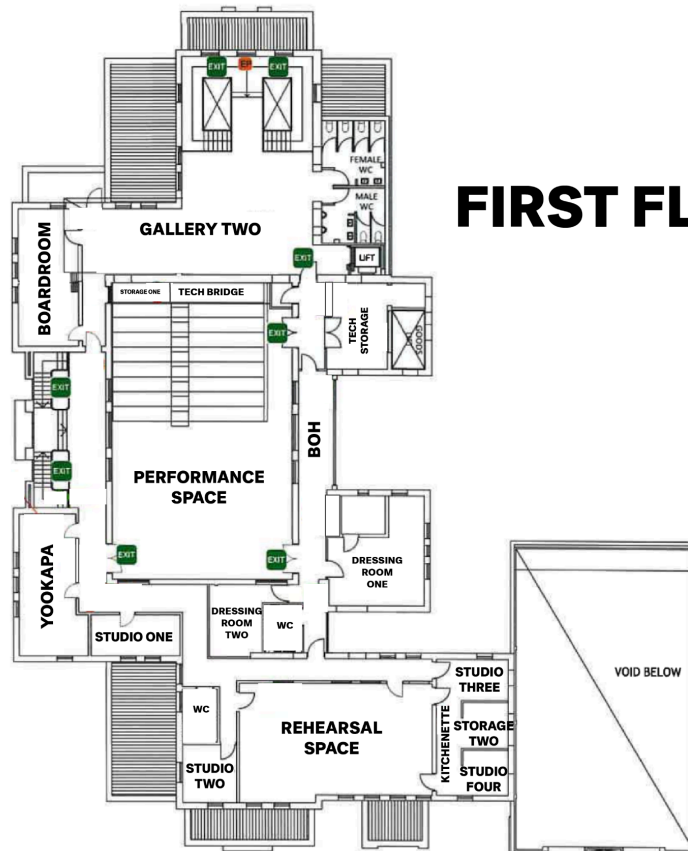
## MAP

Platform Arts venue boasts two stories of creative spaces. Below are maps of each level to assist in navigating the space for your performance planning.

### GROUND FLOOR



### FIRST FLOOR



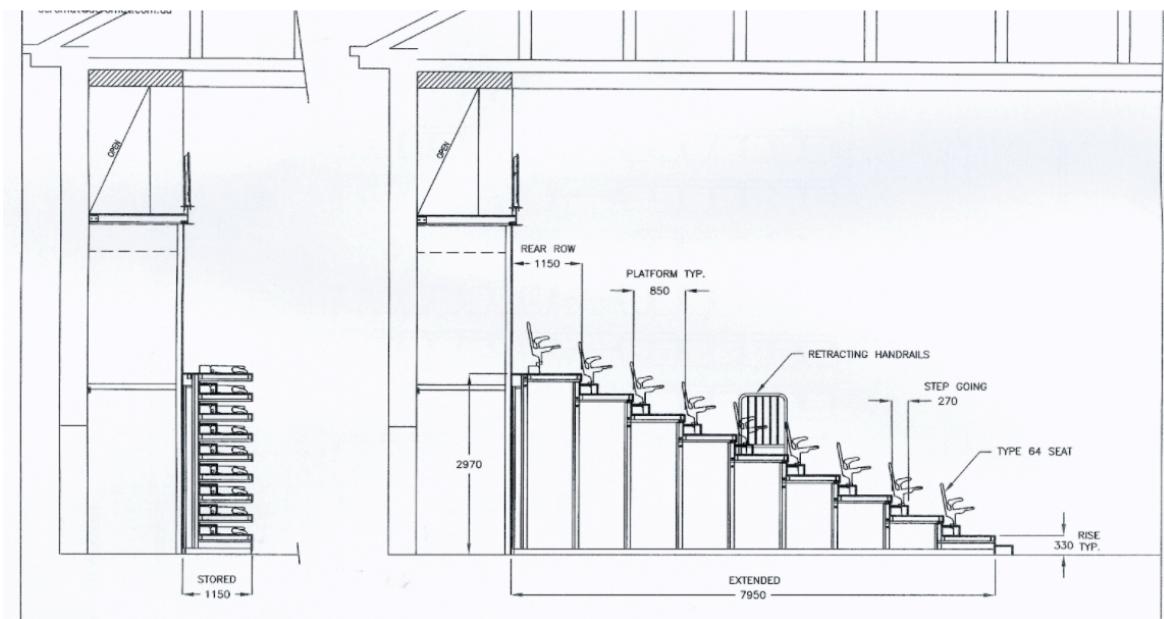
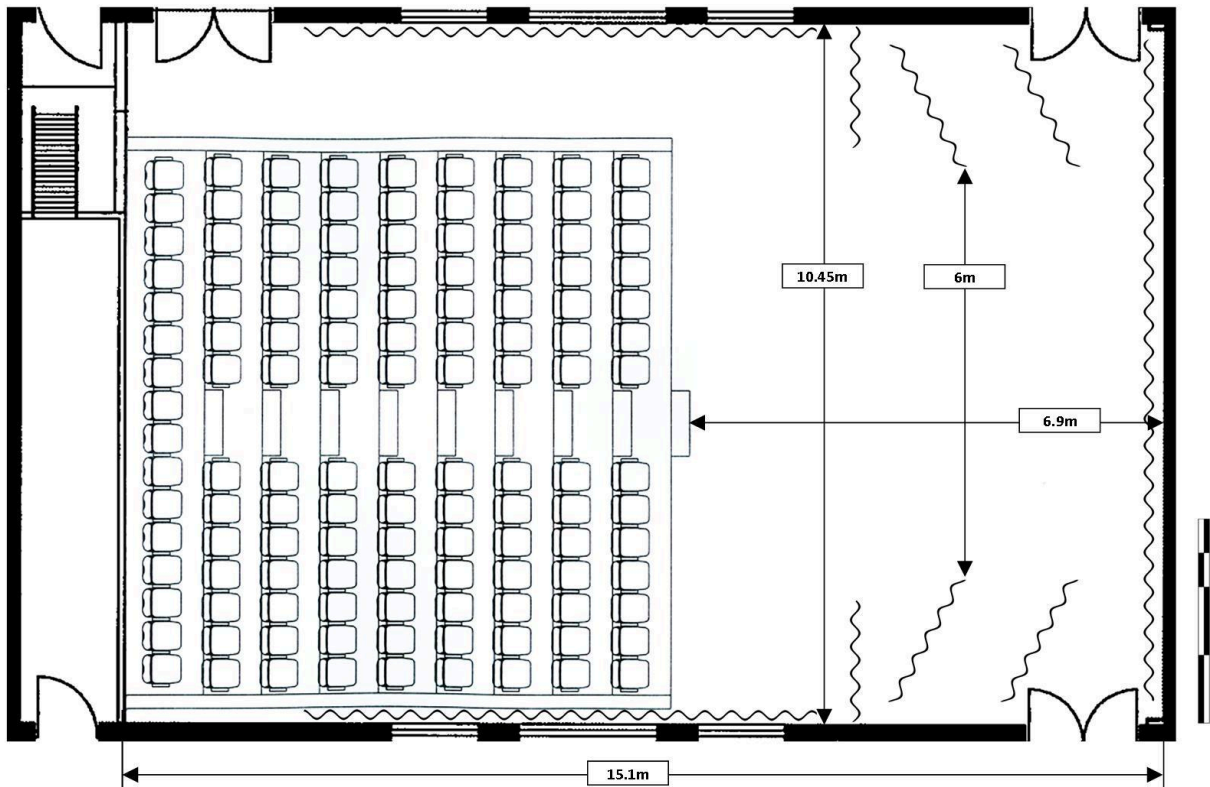


## LAYOUT

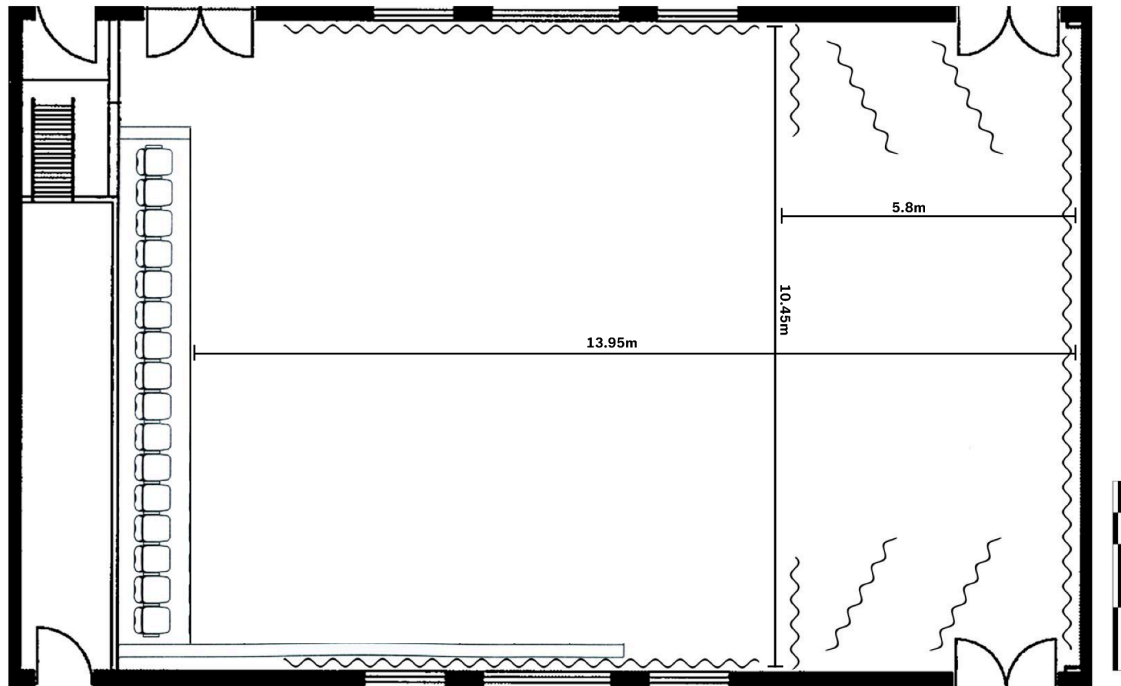
The Performance Space is a multifunctional space, posing multiple layout configurations thanks to the retractable seating bank feature.

Below are layouts to show the variety of setup within the space.

### PERFORMANCE SPACE (WITH SEATING BANK)



## PERFORMANCE SPACE (SEATING BANK RETRACTED)



### STAGE

The Performance Space is a black box theatre with flat flooring connecting the stage and audience zone. The entire Performance Space has parquet flooring. The stage area is covered with black tarquette floors over the original parquet flooring to differentiate zones. Due to the heritage limitation of the space **no fixing to the floor or walls is permissible** (this includes screwing into the building for weight barring). The tarquette flooring can be removed from the stage area with the hirer bearing the cost of removal and return.

Raised stages are available for hire (see [Staging](#))

**Stage point load limit:** 4kpa

**Stage rake** No

### STAGE DIMENSIONS

<b>Stage Depth</b>	US wall to parquet flooring	5.8m
	US wall to FOH curtain	4.5m
	US wall to Seating (extended)	6.9m
	US wall to Seating (retracted)	14m
<b>Stage Width</b>	Wall to Wall	10.45m
	Between static hung legs	6m
<b>Stage Height</b>	Stage to ceiling	7.5m
	Stage to LX bars	6m

## POWER

There are a limited number of 15amp double power points at stage level. A 3-phase extender runs from the tech bridge to PS for additional power.

### 3 Phase Extensions

1 x 20m 3 phase extension

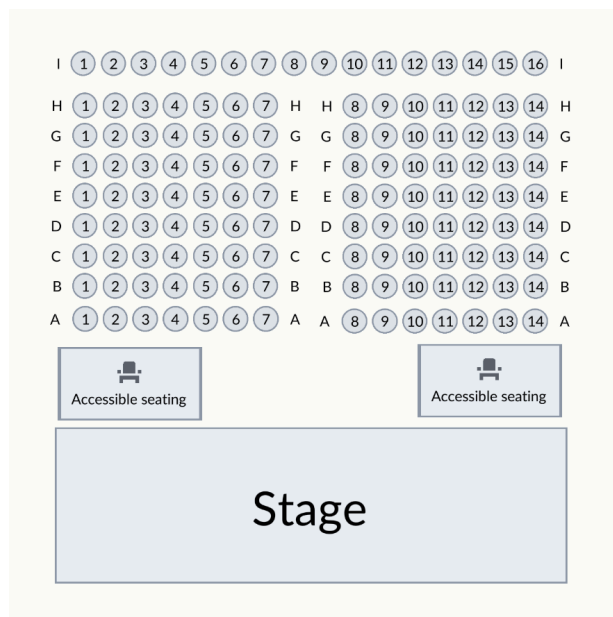
1 x 30m 3 phase extension

## SEATING

The retractable seating bank consist of 128 folding seats. An additional row of 12 seats can be added in front of the seating bank to bring the full seated capacity to 140 persons. Please note, this additional row is also our allocated zone for accessible seating. Please ensure you plan your show floor plan and set design to include this zone for wheelchair and accessible seating. We can retract 1 row from the seating bank at the back to accommodate zone depending on stage requirements and set configurations, reducing overall capacity from 140 to 124 persons.

Rows and seats are lettered and numbered for assigned seating arrangements.

Individual seats do not have numbers labelled on them but the middle isle has visible seat numbers wayfinding. Below is our seating chart for reference. If Platform Arts holds the ticketing, please inform Venue and Operations Manager of assigned seating request.



## STAGE CURTAINS AND WINGS

### THEATRE DRAPES

The original heritage glass panelled walls are still visible on the sides of the Performance Space offering a stunning golden hue to the space. Side curtains on a hand pulley system can be opened to allow natural light into the space from both sides, or closed to create a blackout for performance settings.

The theatre is fully masked on US and side walls with black wool drapes.

US curtain can be opened with hand pulley system to expose a white wall for use as Cyclorama or projection screen.

### **STAGE DRAPES/MASKING**

The stage can be concealed by a FOH curtain. This is motorised with button controls located on OP side. Please note, this is not a silent running system.

Four static hung legs (two per side) with a width of 2m each allow for wing space for PS and OP.

### **TECH BRIDGE**

The tech bridge is located at the western end of the Performance Space (Gheringhap Street end) and is accessible through a separate doorway off the foyer corridor. The staircase is metal and narrow and there are potential noise issues when using the stairs while a performance is in progress.

The tech bridge sits approximately 6 metres high and has some sight line interference from the LX bars.

Our tech bridge has limited space for crew and is limited to four persons. Only approved personnel may access this zone and operate from this area. Please indicate to Venue and Operations Manager if a Director or Producer will be operating from this zone.

### **DRESSING ROOMS**

Dressing rooms are on the stage level of the building and located OP of the stage. There is corridor access to PS entrance point. Dressing Room One has a 15 person capacity and Dressing Room Two has a 8 person capacity

### **COMMS**

<b>Master Unit</b>	Jands EziCom Base Station (2 channel) located in Tech Bridge
<b>Total Belt Packs</b>	5
<b>Total headsets</b>	5
<b>Radio Units In-house</b>	Nil

Communication units can be patched directly into patch points around the Platform Arts venue. They are located inside of the Dressing Rooms for casting calls and one directly outside the Dressing Rooms for stage management. Comms units are also located in the foyer area, Rehearsal Space and downstairs Box Office.

## **SHOW RELAY**

Dressing Room One and Dressing Room Two are equipped with relay screens (visual and audio) showing Performance Space stage area. The technician will be able to turn these on during shows.

## **STAGE/BOH ACCESS**

The Performance Space does not have a stage door. Access to backstage for performers is via the Performance Space foyer, Rehearsal Space foyer and foyer corridor to the Backstage door.

## **REHEARSAL SPACE**

The BOH corridor leads to the PS stage door access corridor where an additional all-gender bathroom, kitchenette and the Rehearsal Space are located. The Rehearsal Space is available for hire and can be used as a Green Room for performers. Comms units are available in this space. See [Venue Hire Pack](#) for details of this space.

# EQUIPMENT

Platform Arts have an abundance of equipment available for use for productions and events. Where additional equipment is required, Platform Arts can source this from our local suppliers at a cost to the hirer. These requests need to be made at least 8 weeks in advance to ensure stock availability. Hirers are also welcome to source their own equipment, ensuring that any electrical equipment brought on site displays a current test and tag label.

## GENERAL

Platform Arts have a laptop and roaming iPad available to assist in operation of all A/V related equipments.

## SOUND

### CONTROL

<b>Primary Mixer</b>	Allen & Heath Qu16 Digital Mixing Console
<b>Mono Mic/Line Inputs (XLR+TRS)</b>	16
<b>Stereo Inputs (TRS)</b>	3
<b>Mix Outputs (XLR)</b>	12
<b>Monitor Mixes</b>	7 (4 Mono + 3 Stereo)
<b>FX Engines</b>	4 (Reverb, Delay, Chorus, Flanger)
<b>Mute Groups</b>	4
<b>DCA Groups</b>	4
<b>Motorised Faders</b>	17
<b>AES Digital Out</b>	
<b>800 x 480 Touchscreen Panel</b>	
<b>Store/Recall Scenes Function</b>	

More Info <https://www.allen-heath.com/ahproducts/qu-16/>

### Secondary Mixers

Soundcraft UI24r 24 Channel Digital Mixer/USB Multitrack Recorder

More Info: <https://www.soundcraft.com/en/products/ui24r#features>

Soundcraft EPM8 8 Channel Mic/Line Mixer

More Info: <https://www.soundcraft.com/en/products/epm8>

Behringer Eurorack UB1202 Mic/Line Mixer

More Info:

[https://media63.musictribe.com/media/PLM/data/docs/P0301/UB1202FX\\_UB1002FX\\_M\\_EN.pdf](https://media63.musictribe.com/media/PLM/data/docs/P0301/UB1202FX_UB1002FX_M_EN.pdf)

## AMPLIFICATION

**Primary Amplifiers** Crown Xli 3500 Power Amplifier  
**Power Per Channel:** 8 Ohms:1000w/4 Ohms: 1350w  
**Power Bridged:** 8 Ohms: 2700w

More Info: <https://www.crownaudio.com/en/products/xli-3500>  
*EQ/Compression/Limiter*

DBX DriveRack PA+ (Installed)

More Info:

<ftp://ftp.dbxpro.com/pub/pdfs/Manuals/English/PADriveRackManual%2018-1790V-B.pdf>

## SPEAKERS

**FOH Speakers** (installed at 5.5m)

2 x Turbosound TCX-15 Active Speakers

**Subs** (installed at floor level)

2 x JBL 18" Subwoofer MP418SP Active Speakers

### Foldback Wedges/Additional FOH Speakers

5x Mackie Thump SRM450 Active Speakers

2x JBL EON15 G2 Active Speaker

1x Yamaha DXS15 MkII Drum Fill Active Subwoofer

2 x speaker stands (free standing)

2 x speaker stands (subwoofer mounted)

### Playback

From Control Platform: Bluetooth receiver RCA into console / 3.5mm into console through stereo channel 3.

OP/PS Side of Stage: 3.5mm into 2 active DI's

## MICROPHONES

MAKE	MODEL	DETAIL/ACCESSORIES	USE	TOTAL
Shure	SM58	Socks, Clips	Vocal	4
Shure	SM57	Socks, Clips	Vocal / Instrument	4
Shure	Beta52a	Clips	Instrument	1
Shure	PG58	Socks, Clips	Vocal	6

Sennheiser	e914	Socks, Clips	Instrument	1
Sennheiser	e904	Clips	Instrument	3
TOA	WT-5810	Wireless Head / Ear Worn Mic	Lapel	1
Shure	PG58 UHF	Handheld Radio Mic	Vocal	1
Sennheiser	EW100 G3	Handheld Radio Mic	Vocal	1
JTS	GM-5212	Gooseneck	Lectern	1

## ACCESSORIES

ITEM	MODEL	TOTAL
XLR / DMX Cables	EuroCable/Emphenol	35
Active DI	Behringer	4
Mic Stands	K&M	13

## LIGHTING

### BARS

The Performance Space has a total of five lighting bars. Three of these are static, and two can be lowered via a motorised winch. The winch controls are located on the OP wall of the stage. All lighting bars are at 6m height (when fully raised). Each lighting bar has 12 10A, 240v circuit outlets. Circuit numbering starts from PS on each bar. Outlets are spaced 390mm apart. Total length of each bar is 6m.

**Rated capacity per LX Bar 250kg**

**Max Point Load 100kg**

#### LX Bar #1

Distance from US wall 13.4m (located over seating bank)

Circuit #'s 1 thru 12

Notes Lighting bar can be lowered using motorised winch.  
Winch control located on OP wall of stage.

#### LX Bar #2

Distance from US wall 8.5m (located over seating bank)

Circuit #'s 13 thru 24

Notes Static hung bar.



### **LX Bar #3**

Distance from US wall 5.2m (located over DS area)  
Circuit #'s 25 thru 36  
Notes Lighting bar can be lowered using motorised winch.  
Winch control located on OP wall of stage.

### **LX Bar #4**

Distance from US wall 3.4m (located over CS area)  
Circuit #'s 37 thru 48  
Notes Static hung bar.

### **LX Bar #5**

Distance from US wall 1.9m (located over US area)  
Circuit #'s 49 thru 60  
Notes Static hung bar.

## **CONTROL**

**Lighting Desk** Chamsys Quick Q 20  
**Universes Supported** 2  
**Direct DMX Outputs** 5-Pin XLR: 2  
**Master Playback Faders:** 10  
**Multi-Function Fixture Faders:** 20  
**Max Number of DMX Channels:** 1024  
**Max Number of Fixtures:** 1024  
**Fixture library** Over 30,000 fixture files

More Info <https://chamsyslighting.com/products/quickq-20>

**Secondary Lighting Desk** DMX King UltraDMX 2 Pro (Art-Net - sCAN Node) 5pin  
**DMX Channels** 2 DMX512 Ports  
**Software Used** MA dot2

More Info

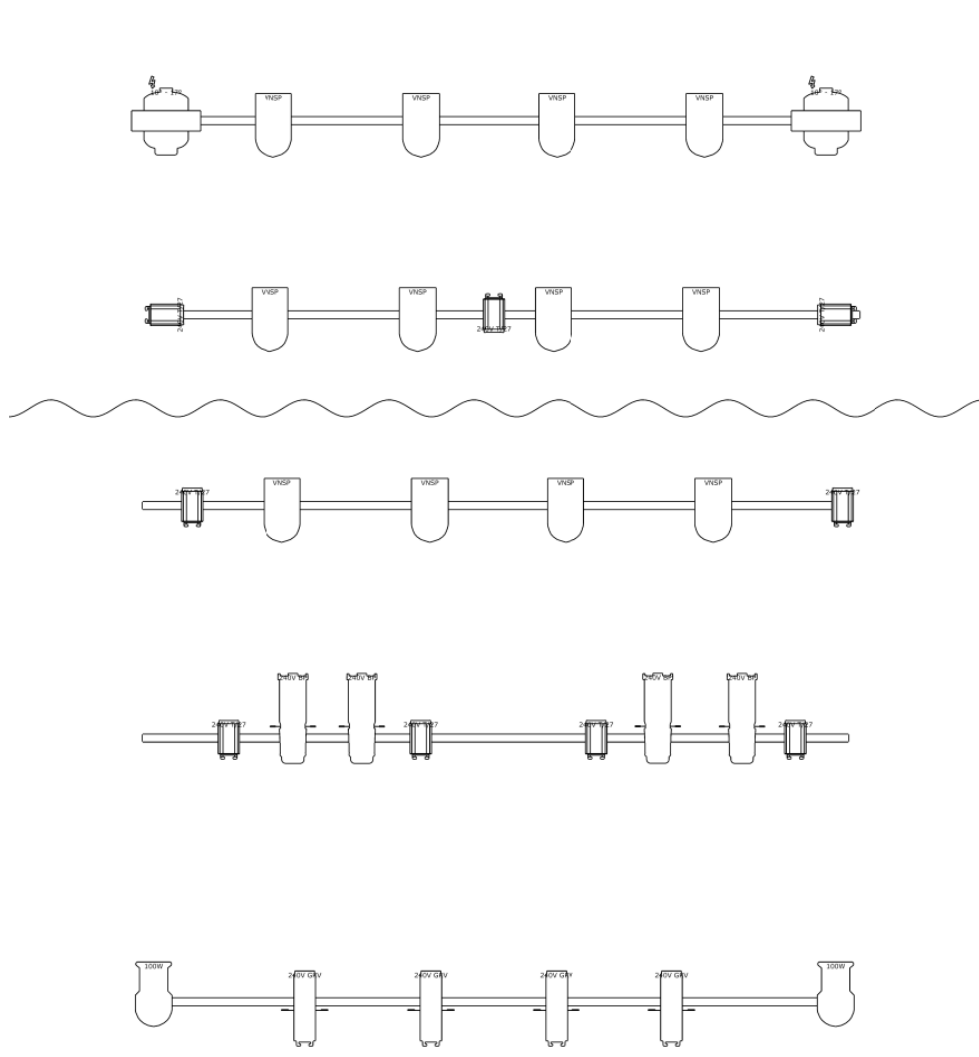
<http://www.pro-solutions.com.ar/Archivos/Jands%20Event%20408-416%20User%20Manual.pdf>

**Dimmer Racks** 5 LSC Redback 12 Ch. wall mounted dimmers  
**Total Dimmer Channels** 60 (2.4kVA per channel)  
**3 Phase Outlets** 5 (all located with dimmer racks)  
**Dimmer Locations** Dimmers located in control platform above and behind the seating bank in the theatre. Access to Tech Bridge is via a door in the theatre lobby, between the theatre and foyer area.

**Additional Dimmer Rack:** Jands FP12 19" 12 Ch.  
**Total Dimmer Channels** 12

There are no dimmer patch points at stage level. If additional dimmer channels are required, a maximum of 12 dimmers can be added via the Jands 12 Channel Dimmer. Please note: this unit will have to be hidden via the US PS wing also requiring a loom to be ran from the Tech Bridge to the DS PS area which can limit space during performances.

**STANDARD LIGHTING RIG PLAN**



<p>Platform Arts Default LX Plan</p>		<p><b>Symbol key</b></p> <p>□ Par 64 Short LED (12)</p> <p>■ Acclaim Fresnel (9)</p> <p>⊞ Acclaim Axial Zoomspot 24°-44° (4)</p> <p>⊞ Pacific 12°-28° Zoomspot (4)</p> <p>⊞ IQ Wall Wash (2)</p>	<p>⊞ Intimidator Spot 3552 IRC (2)</p>
<p>object location</p> <p>Platform Arts Geelong</p>			
<p>being author</p> <p>Liam Way</p>			

## HOUSE LIGHTS/WORKERS

A set of 2 floodlights are available as houselights during performances, they are currently rigged on LX 1 and overlook the seating bank and are controlled via the lighting desk for ease of use before and after performances. Alternatively, four banks of globally dimmable fluorescent lighting are installed in the ceiling of the Performance Space. There are four levels of intensity available. These are operated from a panel to the right of the main audience entrance (east wall). These can only be used for a performance through information relay (talkback) to usher as the control panel is not accessible from the Tech Bridge.

## FIXTURES

MAKE	MODEL	TYPE	ANGLE	DETAIL/ ACCESSORIES	WATT	TOTAL
Selecon	Pacific	Zoomspot	12° - 28°	Gobo Holders, Gel Frames	1kw	4
Selecon	Acclaim	Axial Zoomspot	24° - 44°	Gobo Holders, Gel Frames	600w	4
Selecon	Acclaim	Fresnel	7° - 50°	Barndoors, Gel Frames	1kw	9
Kupro	Multipar	Par 64 Short LED	64 Short LED	Narrow, Medium (installed) and wide lens available	1kw	12
Chauvet	Intimidat or Spot	355Z IRC	540°, 360°, 180° pan  270°, 180°, 90° tilt	Moving head spot/Motorized zoom for short-throw or long-throw	90 W LED	2
IQ	Wall Wash	IQWW	Wash		100w	2

All lanterns have hook clamps and safety chains. H stands are available. Platform Arts carries only limited colour. Please allow enough time to ensure that correct colours are specified before the event.

## FOLLOW SPOT

A follow spot is available for use upon request prior to event. This is permanently fixed to the Tech Bridge with limited positioning.

## AUDIO VISUAL

### PROJECTORS

#### Projection Control

HDMI input to projector is available from the Tech Bridge. Additionally, mirror screening from devices can be achieved to our primary projector via the Epson iProjection Application.

TYPE	MODEL	DETAIL / ACCESSORIES	TOTAL
Epson HD Laser Projector	Epson EB-L735U LCD High Brightness Full HD Laser Projector	Primary Projector Fixed Projector mounted between behind LX2	1
Panasonic LCD Projector	PT-FX400EA	Secondary Unit available for floor or plinth positioned use	1
BenQ	Benq MW824ST WXGA Short Throw Projector	Secondary Unit available for floor or plinth positioned use	1

#### Epson EB-L735U LCD High Brightness Full HD Laser Projector

##### TECHNOLOGY

Projection System	3LCD
LCD Panel	0.67-inch

##### IMAGE

Light Source	Laser Diode
Resolution	WUXGA
Colour Light Output	7,000 Lumens
White Light Output	7,000 Lumens
Native Aspect Ratio	16:10
Contrast Ratio	2,500,000:1
LD Input Power	236 W
Keystone Correction	Vertical: $\pm 30^\circ$ , Horizontal $\pm 30^\circ$
Lens Shift	Vertical: $\pm 50^\circ$ , Horizontal $\pm 20^\circ$

## OPTICAL

Zoom	1 - 1.6 (Optical)
Screen Size	50" to 500"
Projection Distance	80" screen 2.33 m - 3.78 m
Throw Ratio	1.35 (Zoom:Wide), 2.20 (Zoom:Tele)
Lens F Number	1.5 - 1.7
Lens Focal Length	20.0mm - 31.8mm
Focus Method	Manual

A clicker is also available to control projected powerpoint presentations from stage level.

## SCREENS

### Projection Screen

US Wall of the Performance Space is painted white to accommodate projections.

### Additional Screens

Da-Lite Insta Theatre projection screen

Screen size: 80"

## LINE PATCHING/CABLING (GENERAL)

### LINE PATCHING

All tie lines runs to Tech Bridge

LOCATION	QUANTITY	NUMBERING	DETAIL
LX Bar 3	2	R5 - R6	2 returns
LX Bar 4	6	M3 - M8	6 sends
OP Speaker	2	R19 - R20	2 returns
PS Speaker	2	R7 - R8	2 returns
OP Wall	12	M9 -M20 R9 - R10	12 sends, 2 returns
OP US Wall	12	M21 - M32 R11 - R12	12 sends, 2 returns
PS US Wall	12	M33 - M44 R13 - R14	12 sends, 2 returns
PS Wall	12	M45 - M56 R15 - R16	12 sends, 2 returns

## **CABLING**

### **Audio Cable**

Platform Arts has an extensive stock of cable to suit our equipment. Please check with the venue if you have any special needs.

### **Multicore**

1 x 16/4 30m Multicore

### **240v Extension Cable**

Platform Arts has a large stock of 240v extension leads in varying lengths up to 20m. Platform Arts also have powerboards available for use.

## **STAGING**

### **RAISED STAGING**

Raised staging options are available. These items are heavy and will require two Platform Arts staff and a minimum of 1 hour to set-up in addition to bump-in hours. All costs associated with set-up and pack down will be borne by the hirer.

<b>Quantity</b>	4 units
Dimensions	1220mm X 2400mm
Tri-treads	2 units (suitable for 600 stage height)
Single treads	2 units (suitable for 200mm - 400mm stage height)
Adjustable Leg Height	200 - 400mm, 450 - 600mm
Accessories	Velcro Black Skirting
Additional Information	Stages can be locked together

## **ADDITIONAL EQUIPMENT**

### **EWP**

Platform Arts have an elevated work platform on site for rigging. It is a Dingli MVP080-E push-around vertical lift with outriggers. Outriggers must be used at all times. All rigging activities must be conducted by a Platform Arts staff member unless approved prior to bump in. All operators of the EWP must have a Platform Staff member present during use and undertake a safety induction provided by Venue and Operations Manager. A white card is not required for EWP use in our venue as the height limit within the venue does not exceed 8.0m.

<b>Max. Platform height</b>	8.0m
<b>Max. Working height</b>	10.00m
<b>Max lift capacity</b>	150kg

## **PIANO**

Platform Arts owns a baby grand Yamaha piano that is available to hirers, along with an upright piano. The costs of moving and returning to storage are incorporated into the hirers' set-up time. Costs for tuning will be borne by the hirer.

## **LECTERN**

Platform Arts have a lectern available for use. This has a lectern microphone attached.

## **TOOLS**

Platform Arts have a tool box setup under the Tech Bridge containing tools to repair, set-up and pack-down sets. Please ask production technician for assistance.

Gaffer tape is provided by Platform Arts. Our tech will tape down all loose cables and wires after bump-in and setup is complete.

## **OPERATIONS**

### **OCCUPATIONAL HEALTH AND SAFETY**

It is the responsibility of the hirer to ensure a safe working environment for their staff, performers and volunteers AND the Platform staff. The hirer shall, at all times, abide by the directions of Platform Arts staff in matters of safety and/or damage (or potential damage) to venue or equipment. All electrical equipment entering the building must display current test and tag tags.

Platform Arts staff have proficiencies in Occupational, Health and Safety training and First Aid training. They are responsible for the setup and use of equipment in the space. We ensure that all equipment and structures meet safety standards, with equipment maintenance checks and risk assessments conducted on a per event basis. All electrical equipment is annually tagged and tested, and discarded if damaged.

### **HAZE, SMOKE & FLAME**

If you require the use of any equipment producing smoke or flame, you must discuss your requirements with the Venue and Operations Manager at least 8 weeks prior to event. Due to conditions in our lease, the use of haze, smoke or flame is strictly controlled and will attract an additional cost.

***Any charges arising from false alarms, including the cost of Fire Brigade attendance, are the responsibility of the hirer.***

### **AIR-CONDITIONING & HEATING**

Platform Arts spaces are controlled by a central reverse-cycle system set at a constant 22°. Slight temperature variations may occur due to sun-light on windows, occupancy numbers, and lighting.

## **WI-FI**

Wi-Fi is available for Performance Space, Dressing Rooms, Foyer and Rehearsal Space. Passwords are displayed on the room sheet.

## **BOX OFFICE**

Platform Arts has an inhouse ticketing system through not-for-profit provider, Humanitix. For the set-up and management of Box Office sales, Platform Arts take a percentage of the overall Box Office takings. Booking fees are included on top of the ticket purchase and donated through Humanitix to their nominated charity. For all events that require Platform Arts FOH staff to conduct ticketing, the hirer must use our ticketing system.

## **CATERING / BAR**

Platform Arts and the 17by4 cafe are two separate entities. Tea, coffee and catering can be directly ordered from 17by4.

E: info.17by4@gmail.com

P: 03 5224 1588

Platform Arts FOH staff can provide a non-alcoholic bar for public events. This consists of Monday Gin and Tonic varieties and Heaps Normal Beer. A water station can also be setup for patrons.

## **SECRETARIAY SERVICES**

Access to photocopier and stationary supplies can be provided at cost to the hirer.

## **SMOKING & ALCOHOL**

Platform Arts is strictly a smoke, drug and alcohol free venue.

## **BUMP-OUT**

All equipment must be removed from the Platform Arts venue at the end of the hire period. This is completed after the final show of the run with the space reset to standard after bump out.

Platform Arts cannot hold any equipment, props or set designs on site outside of the hiring periods.

## **RUBBISH**

All rubbish and extraneous items must be removed from the Performance Space, backstage and dock areas by the hirer.



# POST-PRODUCTION

## ACCOUNTS

The 50% balance of the invoice is due within 7 days of the event completion date. Box office payment from Humanitix and Square are distributed within 5 days of show completion. Platform Arts Venue and Operations Manager will reconcile fees and contact hirer with box office income figures. An invoice is to be sent to Platform Arts from the Hirer to receive the payout. All accounts will be finalised within 21 days of the event completion.

## FEEDBACK

Platform Arts Venue and Operations Manager will contact the hirer within the week after the booking to organise a post-production session to gain feedback and finalise all outstanding details.

## ADDITIONAL INFORMATION

If you require any further information please contact Venue and Operations Manager directly

**Tammy Walters**

[tammy@platformarts.org.au](mailto:tammy@platformarts.org.au)

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