



Please return this Technical Requirements Form to Ipswich Civic Hall

## General Information

Number of Performers					
Number of Crew and Production Staff					
Number of Dressing Rooms	1 (up to 20)	2 (up to 20)	3 (up to 4)	4 (up to 4)	*Other
Seating Type	Raised \$195	Flat	Other:		
Size of transportation to the venue?	Under 8 Tonne	Over 8 Tonne			
Safety Induction Date & Time					
Rules of the Theatre Sent					

## Sub-Contractors

<b>Are you engaging any operators or subcontractors for any of the following?</b>				
Scaffolding	Yes	No	Maybe	
Photography	Yes	No	Maybe	
Film	Yes	No	Maybe	
Others:				

## Operators

Position	Name	Arrival	Departure
Lighting			
Sound			
Staging			
Audio Visual			

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## Sound

<b>Front of House System</b>	<b>Cost</b>	<b>Yes</b>	<b>No</b>
Will you require the theatre's sound system?		Yes	No
- Martin Mini Line Array & Subs (Stereo Setup)	\$200	Yes	No
- EV T251	\$85	Yes	No
What system are you supplying?			

<b>Front of House Console</b>		<b>Yes</b>	<b>No</b>
Do you require a sound console?		Yes	No
Please give details of your requirements:			
From which position will sound be operated?	Raised Seating	Balcony	Onstage
		Auditorium Floor	Other

<b>Front of House Outboard Equipment</b>		<b>Yes</b>	<b>No</b>
Do you require any out board equipment		Yes	No
Please give details of your requirements:			

<b>Fold back</b>	<b>No.</b>	<b>Yes</b>	<b>No</b>
Do you require foldback?		Yes	No
Do you Require a separate foldback mixer?		Yes	No
How many sends?		Yes	No
Number of speakers per send?		Yes	No
Positions and other details:			



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## Flying & Staging

**\*\* Use of the Fly system requires prior approval.**

Will you require to use the fly system?	Yes	No
Do you require the standard rig to be changed?	Yes	No
Are you flying any additional equipment?	Yes	No
Where do you require the orchestra pit? (please tick One)		
<input type="checkbox"/>	Pit at auditorium level	
<input type="checkbox"/>	Pit at stage level giving an extra fore stage	
<input type="checkbox"/>	Pit lowered for Orchestra	
<input type="checkbox"/>	Pit some where in between. Specify?	
Do You Require a Piano? Baby Grand		
<input type="checkbox"/>	Pre- Tuned \$120	
<input type="checkbox"/>	Standing \$ 35	
Position of Piano? (Please Tick One)		
<input type="checkbox"/>	In the orchestra pit	
<input type="checkbox"/>	On the orchestra pit at stalls level	
<input type="checkbox"/>	On the stage	
<input type="checkbox"/>	Other?	

<b>Do You Need?</b> (Please tick & fill in the required amount)				
X	Item	Location	No. In Stock	No. Required
	Music stands		12	
	Lights for music stands		12	
	Chairs Required On Stage			
	Chairs Required In Pit			
	Presentation tables			
	Black Lecterns		2	
	Conductors Stand		1	
	Props table			
	Risers 2.4 m x 1.2 m x 900mm		12	
	Risers 2.4 m x 1.2 m x 400mm		12	
	Risers 2.4 m x 1.2 m x 200mm		12	

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**Ipswich Civic Hall**  
Hanging Plot – 2005

Line	Dist to Pros	Dist to stage	Item
Truss			House Curtain
1	595mm		
2	735mm		Border
3	870mm		Legs
4	1195mm		LX 1
<b>Preclusion</b>			
5	1485mm		
6	1800mm		Traveller
7	2025mm		Rear Screen & Border
8	2235mm		
9	2450mm		
10	2675mm		Border
11	2881mm		Legs
12	3105mm		LX2
<b>Preclusion</b>			
13	3570mm		
14	3780mm		
15	3985mm		Traveller
16	4210mm		
17	4325mm		
18	4645mm		Border
19	4855mm		Legs
20	5075mm		LX 3
<b>Preclusion</b>			
21	54790mm	250	Border
22	5715mm	250	Legs
23	5980mm	250	LX4 (cyc bar)
24	6200mm	250	
25	6420mm	250	
26	6630mm	250	
27	6850mm	250	Cyclorama
28	7075mm	250	Traveller

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## Lighting

The theatre's standard Lighting Plot can be found in the Technical Specification. All rigging must be done by a licensed rigger and supervised by Ipswich Civic Hall Staff. The lighting must be changed back to the standard rig at the end of the hire.

Do you wish to use our lighting equipment?			No	Yes	
Do you require changes to the standard rig?			No	Yes	
Do you wish to use follow spots?		One	Two	No	Yes
Do you require three-phase power?			No	Yes	
Does your show use the following effects?					
Lasers		Yes	No	Maybe	
Pyrotechnics		Yes	No	Maybe	
Smoke		Yes	No	Maybe	
Haze		Yes	No	Maybe	
Oil Cracker		Yes	No	Maybe	
Dry Ice		Yes	No	Maybe	
Moving Lights		Yes	No	Maybe	
Strobe		Yes	No	Maybe	
UV Light / Black light		Yes	No	Maybe	
Others:					

## Audio Visual

Do you need?	Yes	No	Maybe	Audio?	Number
Data projector (\$200)	Yes	No	Maybe		
Data projector position?	Front	Rear	Other	N/A	
Video player	Yes	No	Maybe		
DVD player	Yes	No	Maybe		
Are you bringing a computer?	Yes	No	Maybe		
Slide projector	Yes	No	Maybe		
Vision mixer	Yes	No	Maybe		
Rear projection screen					
Front projection					

Where do you need to operate audiovisual?  Side Stage  Front of House  
 Do you require an operator for your audiovisual presentation?



# 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.

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.

Ipswich Civic Hall is committed to providing a safe workplace and wishes to be an integral part of the safety planning for your production.

Technical Manager, Nick Rowland is available for consultation on any aspects of your production and can be contacted on 3810 6699.

## 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.

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

- 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.
- The hirer and staff must maintain safe work practices to ensure the safety of everybody working in the Theatre and members of the public.
- The Hirer and staff must respond to all reasonable directions given by Ipswich Civic Hall staff.
- The hirer and staff must attend a site - specific induction.
- The hirer must ensure people (including visitors) who have not been inducted do not enter back stage.
- 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.
- 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.
- Event Contractors are your responsibility and will not be given access without prior arrangements. Contractors must adhere to WPH&S requirements of Ipswich Civic Hall.

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### **Evacuation and Fire Safety Awareness**

- 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.
- The Company is to stay in the assembly until the chief fire warden gives the all clear.
- It is the hirer's duty to notify the Chief Fire Warden when whole company is present at the assembly area.
- The hirer is required to keep a record of attendance for their company and staff.
- 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.
- '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.
- 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 and they will point them out to you.
- 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.

### **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 personnel approved by the Theatre Technician.
- 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.

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### **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 bay of the Theatre 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;