

Ipswich Civic Hall - Technical Specifications

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

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

To ensure the success of your event at Ipswich Civic Hall please read, fill out and return the relevant parts of this document at least three weeks prior to your production so that our technical staff can respond and/or quote of services required. If you have any difficulties please do not hesitate to contact our Technical Manager on (07) 3810 6699.

| Ipswich Civic Hall | | | |
|--|--|--|--|
| Street | Postal | Facsimile | |
| Ipswich Civic Hall Cnr Limestone & Nicholas Streets Ipswich | Ipswich Civic Hall P.O. Box 191 Ipswich 4305 | (07) 3812 3547 | |
| | | www.ipswich.qld.gov.au | |
| Manager | Gary Mears | (07) 3810 6699 | gmears@ipswich.qld.gov.au |
| Operations Manager | Ross Young | (07) 3810 6699 | RWYoung@ipswich.qld.gov.au |
| Technical Manager | Tony Peaker | (07) 3810 6699 | tpeaker@ipswich.qld.gov.au |

Stage Specification

| Stage Dimensions | |
|--|-----------|
| Proscenium Height | 4.9m |
| Proscenium Width | 10.5m |
| Off Prompt Wing | 9m |
| Prompt Side Wing | 5m |
| Total Depth of Stage / Depth from Setting Line | 9m / 7.1m |
| Fore stage to front curtain | 1.9m |
| Orchestra Pit / Forestage Depth | 2.36m |
| Orchestra Pit / Forestage Width | 9m |
| Distance from Bio Box to Stage | 26.9m |
| Height of Stage from Auditorium floor | 1.06m |

| Double Purchase Counter Weight Flying System | |
|---|-----------|
| No. of counterweight lines | 28 |
| Height of Grid above stage | 12.2m |
| Length of head battens | 14m |
| Height of Fly Gallery above stage | 4.4m |
| House curtain has electronic frenching system | |
| Leg size (height x width) | 7m x 3m |
| Border size (height x width) | 2 m x 13m |
| Slave Cradles (supplied on request) | |

| Dressing Rooms | |
|--------------------------------------|-----|
| 4 Person dressing room | 2 |
| 20 person dressing room | 2 |
| 8 person dressing room (below stage) | 1 |
| Green room | N/A |
| Extra space available on request | |

| Orchestra Pit | |
|----------------------------------|----|
| Capacity | 20 |
| Padded Chairs | 20 |
| Music Stands (most with sconces) | 16 |
| Conductors Music Stand | - |
| Podium | 1 |

| Rostra & Pianos | |
|---|----|
| Portafloor - available in 200mm, 450mm, 900mm | 12 |
| 6' Grand Piano | 1 |

*N.B. these items may incur additional charges

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Loading Dock

Loading bay is at stage level and has an Eight Tonne Capacity. All hirers/ touring companies must supply there own ramp or lift.

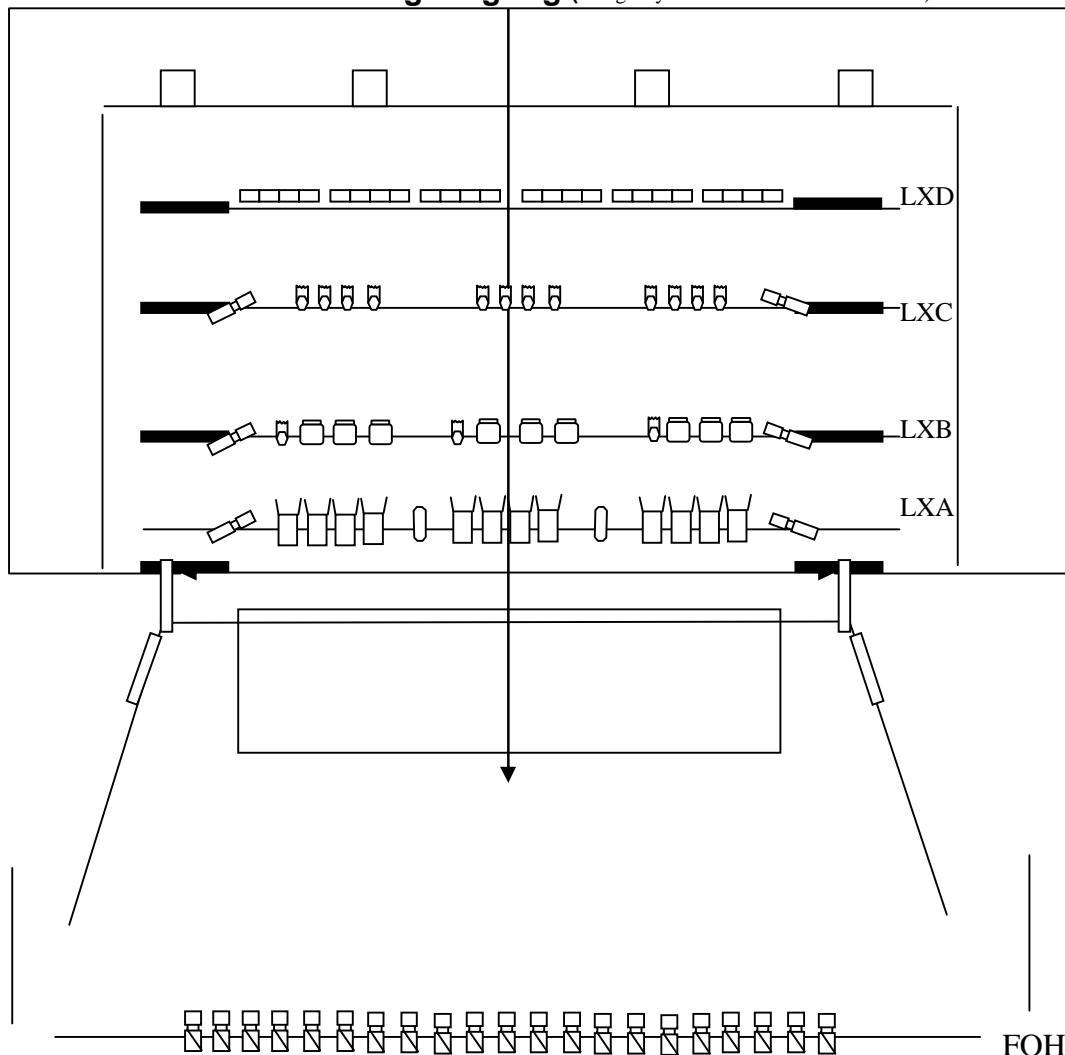
Lighting Equipment List










| Lighting Console | | | |
|--|-----------------|---------------|--------------|
| Jands ESP II 48/96 lighting console with 3.5 floppy drive & monitor | | | |
| LSC Precept 48/96 lighting console (setup as an on stage focus unit) | | | |
| Dimming System | | | |
| 24 channels at 2400 watts of Jands HP 12 SC touring racks | | | |
| 60 channels at 2400 watts of Jands GP 12 touring racks | | | |
| ETC Unison House Dimming System | | | |
| Two DMX streams available to various locations in the theatre | | | |
| Lighting Fixtures (See Standard Lighting Rig) | | | |
| Instruments | Quantity | Weight | Watts |
| Selecon Zoomspot Narrow | 4 | | 2000 |
| Selecon ZS 16- 32 | 16 | 11.2 | 1200 |
| Selecon Pacific 14 - 35 | 22 | | 1200 |
| Prolite Profile 16- 25 | 6 | 7.8 | 1200 |
| Acclaim Zoomspot | 2 | 4.7 | 500 |
| Selecon Rama PC | 12 | | 1200 |
| Prolite Fresnel | 16 | 4.1 | 1000 |
| Strand Patt 223 Fresnel | 15 | | 1000 |
| Par 64 Steel | 10 | | 1000 |
| Strand Patt 60 Flood | 15 | | 500 |
| 1500 w QI Flood | 2 | | 1500 |
| 500 w QI Flood | 6 | | 500 |
| Prolite Cyc Flood (4-Cell) | 7 | | 1000 |
| Sconce Lights | 12 | | |
| Prolite Follow Spot MSR | 2 | | 1200 |
| Other Equipment Available on Request | | | |
| Mirror Ball located in the auditorium or on stage | | | |

Ipswich Civic Hall - Technical Specifications Lighting Standard Rigging Positions

| |
|---|
| Front of House Lighting Bridge |
| 22 x Selecon Pacific 14-35 |
| Perch Positions |
| Prompt Side |
| Off Prompt |
| Onstage Electrics One |
| 12 x 1200 w Selecon Rama PC |
| 2 x 1200 w Selecon Zoomspot 16-32 |
| 2 x 650w acclaim |
| Onstage Electrics Two |
| 9 x 1000 w Patt 223 |
| 3 x 1000 w Prolite Fresnel |
| 2 x 1200 w Selecon Zoomspot 16-32 |
| Onstage Electrics Three |
| 12 x 1000 w Prolite Fresnel |
| 2 x 1200 w Selecon Zoomspot 16-32 |
| Onstage Electrics Four |
| 6 x Prolite Cyc unit (4x 1k flood per unit) |
| 6 x Prolite Cyc unit (4x 1k flood per unit) |

Standard Lighting Rig (Design By: Nick Rowland - Not To Scale)



- | | | |
|---|--|--|
|  500w Acclaim |  Strand Pattern 60 |  1.2K Rama PC |
|  1.2 K Prolite |  Prolite 1K Fresnel | |
|  1.2 K Zoom |  Strand Pattern 223 | |
|  1.2K Pacific |  Prolite Cyc | |

Ipswich Civic Hall - Technical Specifications
AV Equipment List

| |
|---|
| Projection (extra charges apply) |
| NEC Data Projector hung in a rear projection position |
| 10ft x 7.5ft Rear projection screen |
| NEC Data Projector Portable |
| Cameras & Monitors |
| 1 x Sony Colour In house camera installed |
| 1 x Black and White Portable conductors camera |
| 2 x Sony colour televisions installed at stage managers console |
| 2 x Black and White Monitors |
| AV Source Equipment |
| 1 x Sony Video Cassette Player/ recorder |
| 1 x Sony DVD Player |
| 2 x Video Distribution Amplifier |

Audio Equipment List

| |
|---|
| Front Of House |
| 1 x Digico 48 Channel Digital Desk - and - Yamaha GF 16/12 Mixing Console |
| 1 x EV T251+ Powered By Crown 3000 series |
| 2 x Martin W8-LM Line Arrays – 5 speakers per hang powered by QSC PL236 |
| 2 x Martin S218 Double 18" Subwoofers |
| 3 x Martin Front Fill Speakers |
| 1 x Ramsa Processor |
| 1 x Yamaha Rev 100 |
| 1 x Klark Technik DN370 Dual 31 band EQ for FOH Equalisation |
| 16 channel multi core with four returns |
| Foldback |
| 2 x EV ZX5 90x50 |
| 2 x EV T251+ (2 Way Active) |
| 2 x EV 12 inch & horn |
| 1 x Klark Technic DN370 Dual 31 band EQ |
| 2 x Yamaha 31 Band EQ |
| Microphones & Accessories |
| 3 x Shure 58 |
| 8 x Shure 565 (switchable) |
| 2 x AKG DT 210 |
| 5 x AKG 568B Shotgun Mics |
| 1 x Chayio Lapel Radio Mic |
| 1 x Chayio Handheld Radio Mic |
| 1 x EV active / Passive DI |
| 4 x Klark Technik Active DI |
| 5 x K & M Short Boom Round Base stands |
| 8 x K & M black Boom Microphone stands |
| 2 x K & M Short Bass Stand |
| 4 x K & M Locking Speaker Stand |
| Radio Microphones (extra charges apply) |
| 1 x Shure U4 Dual Receiver |
| 2 x Shure U4 Single Receiver |
| 4 x Beta 87 handheld |
| 4 x U1 Body Pack transmitter |
| 4 x Sennheiser MKE-2 lapel Mics |
| Other Equipment Available On request |
| 1 x Ebony 6 Channel Strip Mixer |
| 1 x Yamaha 8 channel mixing console |
| 2 x Marantz Professional CD/ Cassette combinations |

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Hanging Plot – 2006

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

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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, Tony Peaker 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 prior to the commencement of work.

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.

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.

(Evacuation and Fire Safety Awareness cont.)

- 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.

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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.

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.

(Hirers Responsibilities cont.)

- 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;