



BlackBox

the Arts Centre

**100 St Kilda Road
Melbourne 3000**

Schedule of Facilities

This is a guide only - Details are subject to change without notice

Please note :

The Arts Centre is no smoking environment (by law and by policy).

Document History

PLEASE COMPLETE THE TABLE BELOW EACH TIME THIS DOCUMENT IS CHANGED.

Date	Author	Comments
22/3/02	K. Aspinall	Format revised
14/5/02	K. Aspinall	Ticketing fees & charges revised
21/5/02	K. Aspinall	Modified Lx Plan, add Quick Change Dressing Room
30/12/02	K. Aspinall	Minor adjustment to Lx list
18/2/03	K. Aspinall	Updated Ticketing Fees & Charges and Contact details.
20/3/03	K. Aspinall	Dressing Room adjustment (now 34)
4/8/03	K. Aspinall	Revised "Standard" layout
21/8/03	K. Aspinall	Revised Lantern list
30/4/04	K. Aspinall	Revised Lantern list
6/10/04	K. Aspinall	Amended Ticketing Charges and Catering information
26/11/04	N. Carroll	Changed chair numbers
4/7/05	N. Carroll	General Edit of staging and lighting

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Facilities available

FACILITIES INCLUDED IN RENT

- Various lounge chairs and couches
- Technical equipment as [Appendix B: Black Box Equipment](#)
The Arts Centre reserves the right to change the equipment supplied. Please verify the available equipment with your Event Coordinator no later than one month out from your event.
- 3-phase power is available within the space as noted on plan
- Dressing Room to accommodate 6 performers (Level 3)
- Quick Change room (Level 5 – same level as Black Box)
- Refer to "[Standard](#)" setting.

OTHER FACILITIES INCLUDED IN RENT

(SOME SHARED WITH OTHER USERS)

- All cleaning (daily completed by 9.00am)
- Air conditioning
- Basic Fluorescent general lighting of space and back-up areas
- Information Desk (Located on Level 6 of the Theatres Building - St Kilda Road)
- Stage Door (Located on Level 4 of Hamer Hall)
- Basic on-site Security
- Fire protection
- Box Office (for a ticketed - on sale event)
- Inclusion in the Arts Centre promotional material

FACILITIES FOR WHICH AN ADDITIONAL CHARGE WILL BE MADE

- House Technician - 1 minimum required for Bump in and Bump out
- Safety Officer (Upon identification of special risks only)
- Use of venue outside the period scheduled
- Goods and services purchased and/or hired at the hirer's request.

FACILITIES FOR WHICH AN ADDITIONAL CHARGE WILL BE MADE - IF UTILISED

- Additional Backstage crew
- FOH staff, program and merchandise sellers
- Special security and crowd control officers
- Lights and Lighting system in addition to Appendix 'B'
- Presenter requested Colour filter, cut and fitted
- Sound System in addition to Appendix 'B'
- Sound recording facilities
- Telephone calls, office supplies, outgoing telex and fax, photocopying
- Internet access – Must be requested prior to arrival – Fees and Charges apply.
- Use of one or more pianos - subject to availability (Charges apply for moves and tunes)

Get In

The undercover loading dock (shared with Hamer Hall) is located one level below the Black Box - entry at Level 4 via Southgate Avenue.

Door Size - 3.5 m wide x 4.5 m high
Loading Dock Height - 3.3 metres

Goods Lift access to Black Box Level -
Lift Size - 2.7 deep x 1.8 m wide x 2.4 m high

Ticketing

For the BlackBox only

Where Tickets are for sale on the Ticketmaster Network and are available for pre-sale:

The Presenter, under these conditions, can elect to provide their own staff, or the Arts Centre staff to effect door sales immediately prior to the Performance only, subject to capacity of the Venue and availability of Tickets. For the sale of Tickets only, the Arts Centre staff are available to sell Tickets on behalf of the Hirer at the standard fees and charges per Ticket.

Unsold Tickets returned prior to 10.00am of the day following the Performance will not attract a Booking Fee. Any unsold Tickets not returned prior to 10.00am of the day following the Performance will be charged the appropriate Booking Fee.

If the Presenter has sales at the door only, with no pre-sales and Tickets not for sale on the Ticketmaster Network, no service charges and booking fees apply. In such a case the publicity must feature entry by 'Cover Charge' only with no pre-sales or reservations permitted.

Back Stage Accommodation

Room No	Phone Ext No.	Standard Telephone configuration	Accommodation	Facilities
34	Not avail	n/a	6	Toilet
Quick Change	Not avail	n/a		Wash basin

The above rooms will be made available for the period of the hire. Should additional accommodation be required, please make inquiries through your Account Manager.

- Dressing Room 34 has hand basins, toilets and built-in hanging space and is located on Level 3 of Hamer Hall.
- Quick Change Dressing Room is located in rear corridor of Black Box. This room is equipped with wash basin, fridge, wardrobe, make-up mirror, small table and chair.

Keys for these rooms are on the Master keys issued to the presenter.

Standard setting

- refer to plan attached

ANY VARIATION TO THE **STANDARD SETTINGS WILL INCUR ADDITIONAL COSTS IF NOT RESTORED.**

Staging : 4 x Ezistage 2400 x 1800 x 400/600mm
4 x Ezistage 2400 x 1800 x 600/800mm
3 x stage skirts 400mm
3 x stage skirts 600mm
3 x stage skirts 800mm
2 x Treads 400mm
1 x Treads 600mm

Note standard Stage set-up uses 3 x Ezistage, to make a stage dimension of 5400 x 2400 x 600mm

Masking : 1 set Blacks hung on rear wall behind the stage sections
1 set Blacks to separate Main Room from the Foyer/Bar area
1 set Blacks to mask storage space

Lighting : 8 x Par cans rigged on FOH bars
Open white (Colour additional charge except existing cut colour in the Venue which is free of charge)

Health & Safety requirements:

- 10 Acclaim Fresnels are positioned and focused for House lighting

Sound : Speaker positions are set as per attached plan.
All microphones, leads etc located in road cases stored in the Level 3 lock up. (SEE HOUSE TECHNICIAN FOR ACCESS.)

Operating Control desk (Lighting and Sound) set on 600mm high flexistage. Positioned at rear of room. Dressed with black masking.

Auditorium Various couches, lounge chairs, small tables and lamps
150 chairs stored behind black masking (WITH 2 X CHAIR TROLLEY)

Front of House

- 1 Box Office counter/cupboard (with telephone (Ext 8038))
- 4 sets FOH bollards
- Poster panel on wall outside venue (under glass)
- 1 x BlackBoard on Castors
- 1 x Pin Board on Castors

Minimum Trust labour crew for the Black Box

One Senior Technician is required to supervise the bump in and bump out. Additional crew may be necessary depending on production, bump in, bump out and health & safety requirements. Additional crew may be provided by the Hirer, however, the Trust reserves the right to approve the Hirer nominated technical staff

APPENDIX "B": Black Box Equipment

Staging Details

Stage: 3 pieces of Ezistage
Length : 5400mm
Width : 2400mm
Height: 600mm
Stage skirt 2 sections to mask stage
Treads: 3 sets to access stage

Grid : Fixed grid with no catwalk access
Height : Floor to lowest point of grid 3.300m

Note : Grid has limited capacity. All riggings to be checked by Arts Centre Production staff prior to completion of bump in. (Refer to Load Assessment guidelines)

Backstage Quick change mirror
Planet lamp
Laminex top table (1500mm long)
Small tapestry covered chair
Small props table

Auditorium floor :

Rake: None
Material: Hardwood T & G Flooring (Polished)

Stage Drapes

Masking cloths:
4 x 3500 high x 10,000mm wide black wool serge (no fullness) See standard set up
1 x 3500 high x 6000mm wide White cyclorama

Additional equipment supplied with the venue

Inventory made and charges incurred if any items missing

Ladders x 4
1 x 2mtr 'A' Frame (Wooden)
1 x 3.5mtr 'A' Frame (Aluminium)
1 x 3.5mtr 'A' Frame (Wooden)
1 x 3mtr Hook (Aluminium)

2 x Chair Trolley
1 x Blue hand trolley

Consumables and emergency stationery supplies are also available. (CHARGES APPLY)

APPENDIX "B": Black Box Equipment

Lighting System

Single Insulated Cable Policy (FMV013)

- NO single insulated cable is permitted to be connected to any Arts Centre power source.
- This applies to all voltages including extra low voltage (under 32 volts).

NOTE : ALL ELECTRICAL APPLIANCES SHOULD BE TAGGED WITH CURRENT INSPECTION DATE.

Control System

1	Strand 300 series Lighting Desk
48	2.4kw analogue dimmers
24	2.4kw Digital dimmers upon Request
1	DMX Cabling & Accessories

Lanterns

No Units	Lighting
20	Source 4 Par 750w (240v)
10	Acclaim Fresnel 650 W **
Note : 10 Acclaim Fresnels are rigged and focused for House lighting	

Three phase power

2	40 amp 3Ø5 pin outlet	Stage - USC (Located at Grid height)
2	40 amp 3Ø5 pin outlet	Patch room

APPENDIX "B": Black Box Equipment

Sound Equipment

The system comprises two mid-high boxes flown either side of stage with a sub-woofer on the floor. The system is configured in stereo, with graphic equalisers to adjust the response of the speakers. A further two equalisers have been supplied for control of a monitor system, however there are no monitor speakers or amplifiers included in the package. There is a basic mic kit supplied with the system. Further equipment can be supplied by Arts Centre Production, but this does incur a hire fee.

1. Microphones:

- 6 x Shure SM 58
- 6 x Shure SM 57
- 1 x Beyer M88 TG
- 4 x BSS AR-133 Active DI
- 10 x K&M tall boom stands
- 6 x K&M short boom stands
- 10 x 10m mic cables
- 10 x 5m mic cables

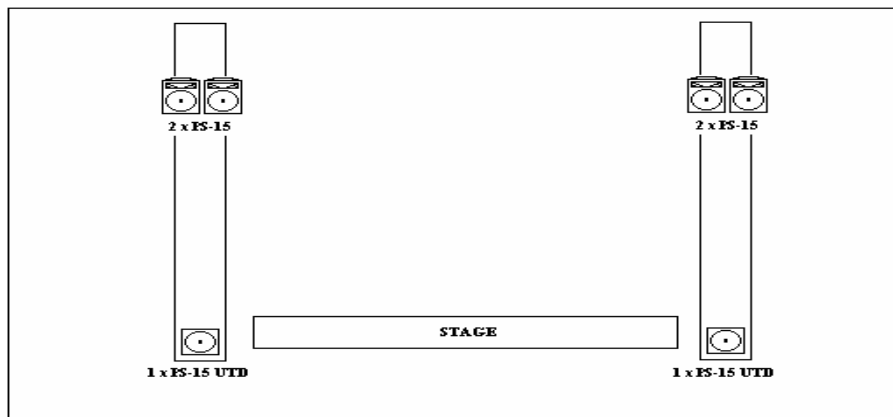
2. Console & FX:

- 24 ch Allen &Heath GL2200
- 1 x Lexicon MPX-500 Digital FX
- 1 x ARX Quadcomp 4ch Compressor/Limiter
- 2 x BSS FCS 966 Stereo GEQ
- 1 x Denon T620 CD/Cassette

3. Speaker System:

- 4 x NEXO PS-15 Mid-High box.
- 2 x NEXO PS-15UTD Sub-woofer
- 1 x NEXO LS1200 speaker processor
- 1 x ZPE 1000 amplifier
- 1 x ZPE 650 amplifier

NOTE : AMPS ARE RACK MOUNTED AND HARD WIRED



Sound equipment (cont)

Note : The Presenter is obliged to comply with the Sound Level as set and agreed at the time of the Soundcheck. If the Sound Level exceeds the agreed Sound Level at any time, the Trust retains the right to either disconnect power to the amplifying sound equipment or to stop and abandon the performance. Under these circumstances no compensation or reimbursements will be payable to either the Presenter, the artists, contractors or audience.

APPENDIX "B": Black Box Equipment

Load Assessment guidelines

Black Box Grid

These guidelines indicate the loading that may be applied to the lighting pipe grid suspended from the concrete ceiling.

30 Lighting Grid

- 30.1 A uniformly distributed load of 19kg/m is the maximum load when loading on parallel bars in one direction only. When loads are applied on the grid in two directions anywhere on the grid the permitted load decreases to 9kg/m.
- 30.2 Point loads are only permitted directly underneath a rod hanger supporting the lighting bars from the Unistrut above. The maximum point load is 75kg. When a point load is applied, no other load may be suspended within a 2100mm radius from that point load.

NB No point-load is permitted on any cantilevered section of pipe anywhere on the grid.

Lighting Plan

