



Phoenix Theatre Elwood

Elwood College

101 Glenhuntly Road
Elwood VIC 3184

Enquiries

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The Phoenix Theatre is a small, well-equipped theatre ideally suited for school plays and graduations, theatre groups, dance concerts, calisthenics, seminars, lectures/debates and conference presentations.

Location

The theatre is located at Elwood College – 101 Glenhuntly Road, Elwood. Entry for Bumping In and Out of theatre is via Goldsmith Street. Parking is available outside of school hours and on weekends, with access via Shelley Street (at rear of school grounds).

Staff

Venue Manager Danielle Puzsar administers theatre bookings. Use of the theatre is conducted under the supervision of one of the Theatre Supervisors Gordon Watson or Peter Turley. The role of the Supervisor is to ensure the safe use and maintenance of theatre equipment. For a fee, the management of the theatre will provide additional technical assistance.

Features

The theatre is equipped with a proscenium arch. Other features include:

- stage size of 10.5 metres by 6m, with an arch height of 3.5m, plus a 10.5m stage extension tapered at sides by 2.1m, which sits over orchestra pit (see Stage Plan diagram on page 10);
- full lighting rig;
- computerised lighting desk;
- full fly tower;
- optional orchestra pit;
- upright piano in orchestra pit or on stage;
- overhead projector;
- comfortably seats 269 people, with tiered seating auditorium;
- excellent acoustics; and
- wheelchair access into all areas of theatre.

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Dressing Rooms

There are separate male and female dressing rooms. Each contains toilets, basins with hot and cold water, and mirrors above benches with overhead lights. They also feature bench seats, hanging rails, power points and carpeted floors.

Should these rooms be insufficient, additional changing space is available in an adjacent building. **Please note: we cannot guarantee additional changing space during school hours.**

Overhead Projector

Specifications for use: Please use a 4:3 format. Computer must have HDMI output and must be able to go full screen. Also you must have a competent operator, as we don't provide technical assistance for projectors.

Piano

An upright piano is available, which is serviced regularly. There is a piano situated in the orchestral pit, below the stage, however should you require a piano on the stage, this may be provided at an extra cost to the hirer. We also require seven days' notice if a piano is required on stage or in the pit.

Cleaning

Theatre hire charges include cleaning of the theatre by our contracted cleaners. Cleaning is carried out every day following a performance and every second day during rehearsals. Should you have two performances on one day, an additional cleaning charge of \$60 will be charged for cleaning in between performances. There is also a daily cleaning charge of \$55 should you require additional changing space (for larger groups).

It is at the Theatre Supervisor's discretion if an additional cleaning charge will be applied to the hirer for any areas left in an unsatisfactory state. **No glitter** may be applied in any inside areas of the theatre or school buildings. It is also requested that no food or beverages be consumed in the theatre's auditorium.

Insurance

Please note that in order to use the theatre you must have \$10,000,000 Public and Products Liability coverage, indemnifying yourselves and Elwood College, during your use of the theatre. If you do not have appropriate insurance coverage, we are able to provide \$10,000,000 cover for a cost of \$154, inclusive of statutory charges. This will cover you on all days of use and must be paid before your hire period commences. Please advise if this is required, or otherwise attach evidence of cover with your completed hire agreement form.

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Front of House

The foyer area of the theatre is equipped with a Box Office for the selling of tickets and a counter for selling refreshments and programs. It also features display boards, an urn and a large glass-door fridge for the use of hirers. Male and female toilets are located in this area for patrons. Wheelchair access is available into toilets and the auditorium via the front of theatre.

Ticketing

It is up to the hirer to arrange their own ticketing. It is our suggestion that you use trybooking.com. This is an online booking system used by event organisers. Phone: (03) 9012 3460 or email info@trybooking.com

Try Booking staff will assist you to upload the Phoenix Theatre seating plan, which they have on their system. Please refer to the Try Booking seating plan in this document. It is IMPORTANT that you don't make changes to this document. There have been issues with groups editing this seating plan and then selling seats that don't exist.

Functions/Catering/Alcohol

If you plan to sell alcohol or provide alcohol to people that have purchased a ticket, you will need to obtain a temporary liquor license. Please refer to Victorian Commission for Gambling & Liquor Regulation and apply at least 30 days prior to your event. The current cost is \$56.80 and applications can be made online. Phone: 1300 182 457 or www.vcglr.vic.gov.au

You must provide us with a copy of this license as well as display the license whilst using the theatre.

Elwood College does not provide or arrange catering. If catering is required, hirers will need to arrange their own catering.

Bump Out Requirements

All theatre users are expected to restore the lighting, sound and curtain equipment to the set theatre plan. This is to be done under the supervision of the Theatre Supervisor. Should this be unsatisfactorily completed by the hirer and it is necessary for our staff to assist, you will be charged accordingly.

Bond

A \$250 bond is required from each hirer to confirm your booking. Please note this may be forfeited for breaches of hiring as set out in conditions on the hire agreement form.

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Phoenix Theatre Hire Charges 2017

All Hire Charges include 10% GST

1. Bump In & Out Hourly Rates A Theatre Supervisor is on duty during all Hours of Theatre Hire & is included in rates	\$115 - per hour \$120 - per hour 12am to 1am After 1am rate is \$140
2. Rehearsal (no auditorium use)	\$510 - for the first 4 hours, then \$115 for each additional hour & as per bump in/out rates.
3. Performance - includes rehearsals where auditorium is used by large numbers or dress rehearsals	\$575 - for the first 4 hours, then \$115 for each additional hour & as per bump in/out rates. If two performances on one day, a cleaning fee will be charged for cleaning in between – if required.
4. Rollover Day – when hirers have a day within their hire period they are not using theatre - but your lights and sets remain, enabling no other group to use theatre.	\$370 per day Monday-Thursday OR \$510 per day Friday, Saturday, Sunday
5. Additional Technical Assistance – Lighting Designer, Lighting &/or Sound operator, setting up lights/sound etc. Usually in addition to your normal scheduled hire times.	\$55 per hour or \$65 12am - 1am After 1am rate is \$80 per hour Also includes removal of stage extension for orchestra pit use.
6. Additional changing space, as designated by Phoenix Theatre	\$60 – flat rate per day (cleaning charge)
7. Additional Areas for functions	Price on application
8. Insurance	\$154 for 1 day or consecutive days of hire
9. Piano on Stage	\$120

Cancellation of booking by hirer

Number of days before hire commences	Penalty/Payment
90 or more	Nil - Full bond and any other monies paid refunded.
51 to 89	Bond forfeited. Any other monies paid refunded.
14 to 50	Bond forfeited and 50% of total hire to be paid.
7 to 13	Bond forfeited and 75% of total hire to be paid.

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Additional Costs

Replacement Globes

Hirers have access to lamps and associated gear and will be charged for replacements. These vary in cost, depending on the particular globe.

Pin Boards

There are three magnetic pin boards in the foyer for your use. We can provide magnetic pins on request but they must be returned to the Theatre Supervisor before you bump out. You will be charged \$2 per magnetic pin that is not returned.

Tapes available for purchase

Gaffa Tape - \$19.80 per roll

Electrical Tape - \$2.10 per roll

Additional Equipment available for Hire

Ten radio microphones available at \$30 each per day (less for more days).
Fog Machine \$40 per day.

Sound Equipment

The following sound equipment is included in the standard cost of hire.

- Allen and Heath Zed 428 24 Channel Sound Mixer
- Two front of House speakers
- Tascam CD A500, CD & Tape player
- 4 SM58 Microphones plus stands
- 4 CM502 Choir Microphones
- Jands Ezicom Talkback 5 station system
- One Speaker's Podium
- Upright Piano - in orchestra pit (**on stage - extra charge**)
- 1 Beta 57A Microphone
- 1 SM58 with Switch
- 2 fold back speakers (powered)
- 2 permanently fixed passive fold back speakers
- dbx graphic equaliser

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Lighting: Technical Information

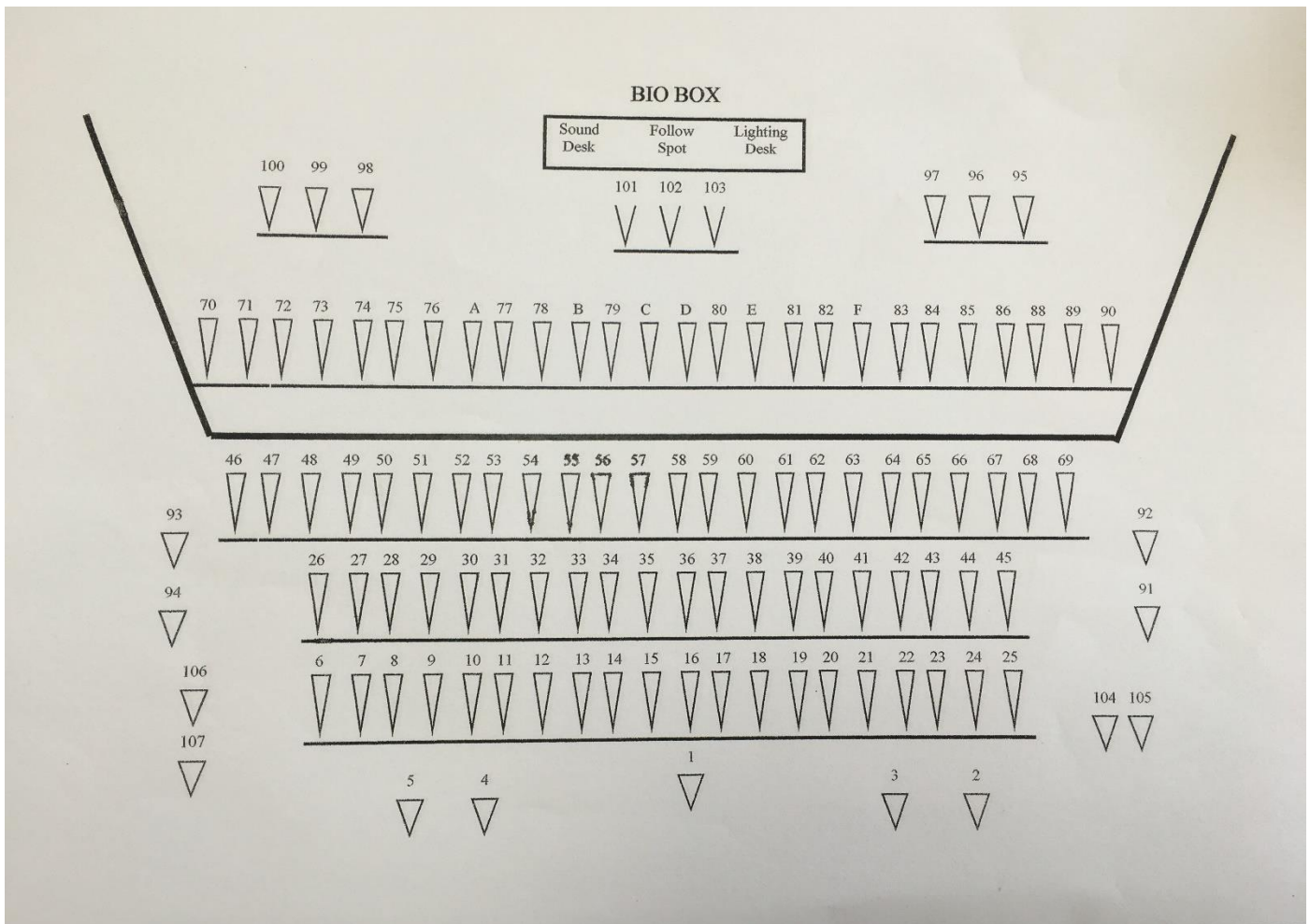
Lighting Board - Jands Event Plus 60

Lighting Rack - JTM 60 Channels

<u>LAMPS</u>	<u>NUMBER IN THEATRE</u>
PAR 16	15
PAR 64 120v	4 pairs
Pattern 23	18
Pattern 123	9
Pattern 743	6
Pattern 813	3
Pattern 814	2
Pattern 823	2
Pattern 243	2
Minuettes	12
Juliat Fresnel 1kw	2
Selecon Fresnel 1kw	3
Harmony F 1K	3
Prelude Fresnel 650w	8
Minum 23° Profile	2
Prolite PR7 500w	3
T Spot 1kw	3
Selecon Zoom Spot 650w	2
CCT Zoom Spot 1kw	5
Prelude Zoom Spot 16/30 650w	4
Cyc Battens	4
Ground Row Battens	4
CCT Follow Spot	1
LED PAR 64 Tri Colour	9
LED Quad Bar (Cyc)	9
Mirror Ball	1

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Lighting Plan



Fly Lines

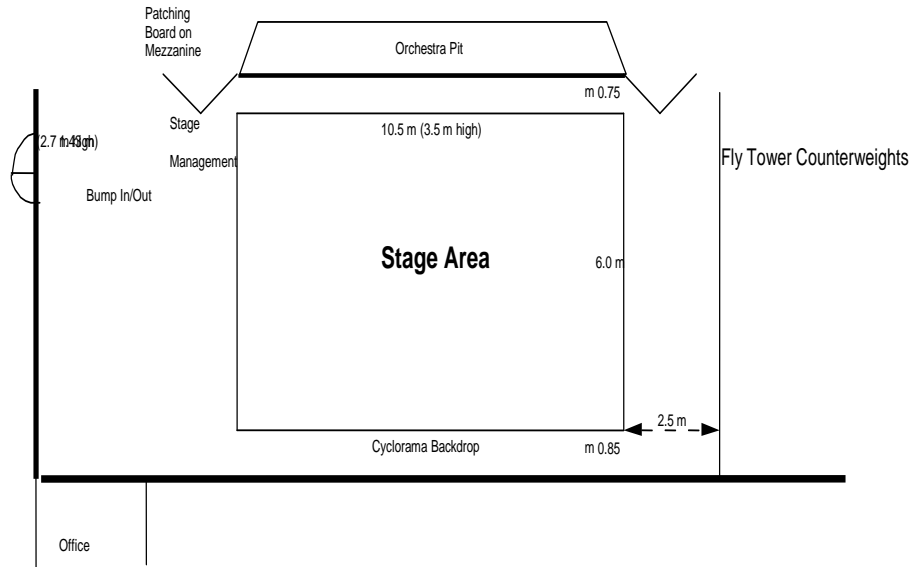
1	Lighting Bar L x 1	14 Bar
2	Main or Front Curtain	15 ____
3	Bar	16 Bar
4	Bar	17 Bar
5	Bar	18 Bar
6	Bar	19 Bar
7	Bar	20 Bar
8	Bar	21 Lighting Bar L x 3
9	Bar	22 Bar Traveller
10	Mid Curtain (Traveller)	23 Bar
11	Lighting Bar L x 2	24 Bar
12	Bar	25 ____
13	Bar	26 Cyclorama

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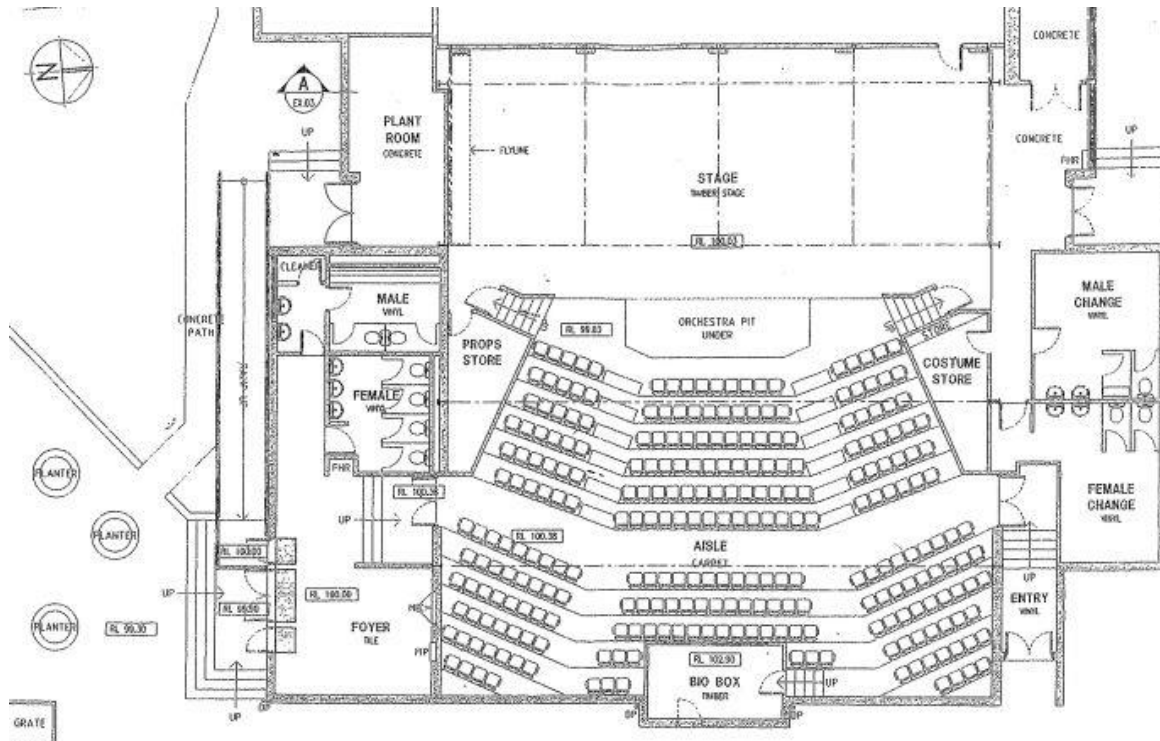
Phoenix Theatre Elwood Stage Plan

Bio Box

269 Tiered Seats



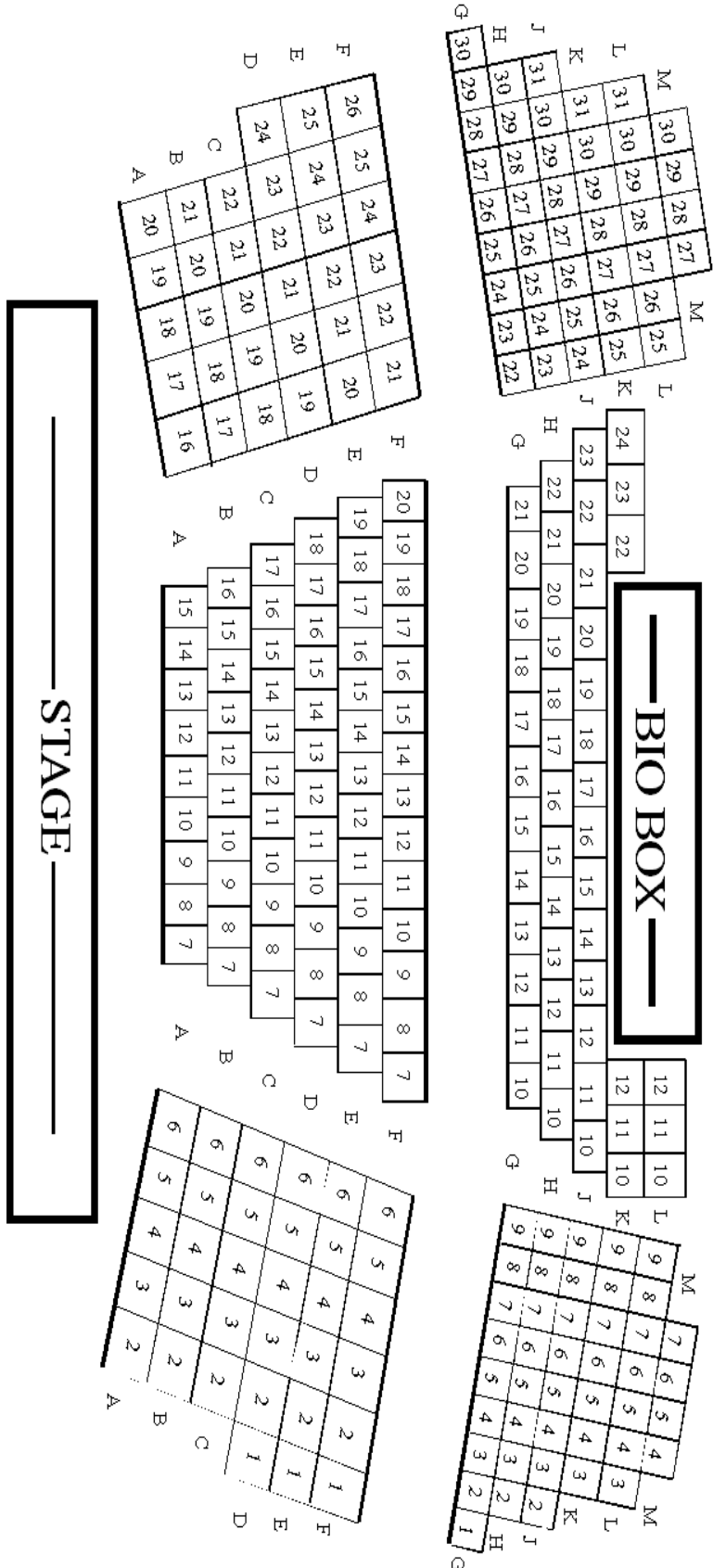
Theatre Overview



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Seating Plan (for hirers NOT using Try Booking)

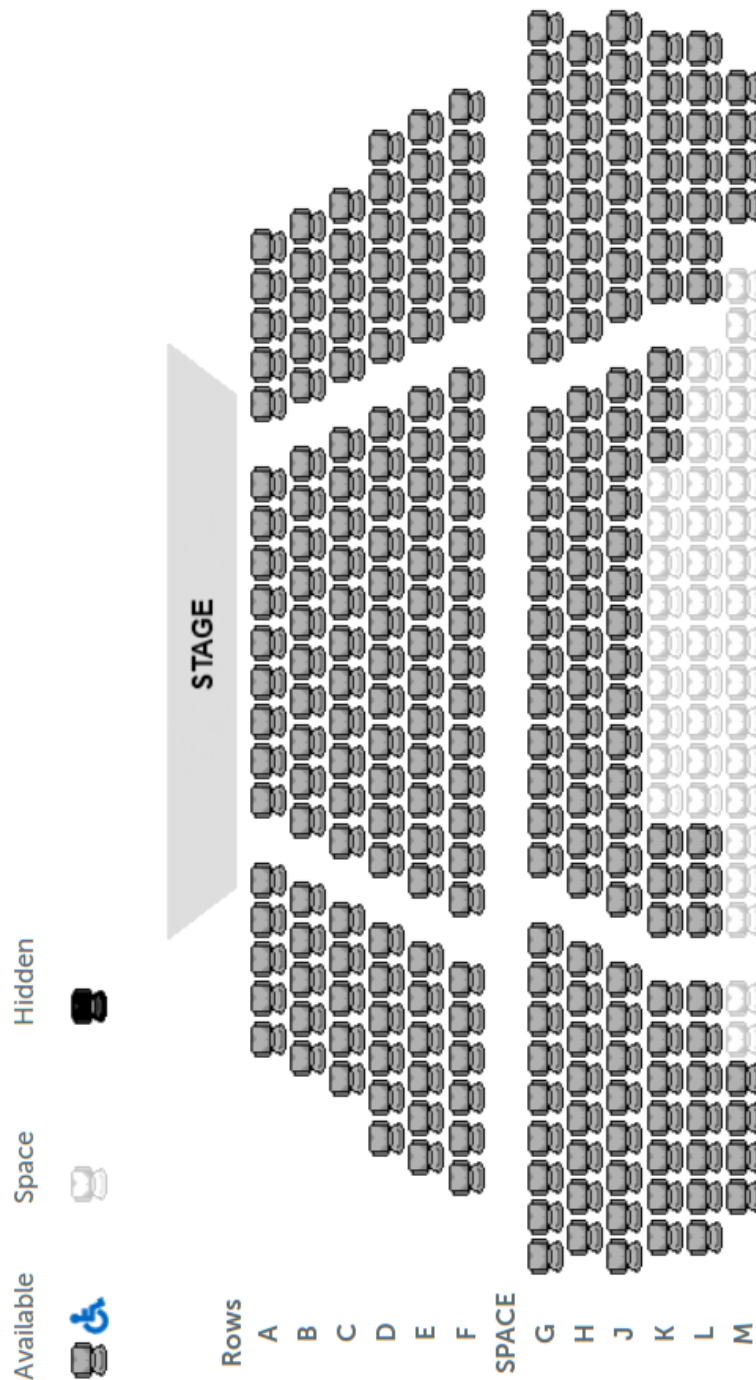
**PHOENIX THEATRE
SEATING PLAN**



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Seating Plan (for hirers using Try Booking)

Important: The seats shown here in light grey are actually the BIO BOX. They are NOT seats and should NOT be altered on Try Booking to be sold as seats. While the Try Booking website unfortunately will allow you to alter them, this may lead to hirers selling seats that do not exist.



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