



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 or out of theatre is via Goldsmith Street. No parking on school grounds however street parking is available.

Staff

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

Features

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

- stage size of 10.5 metres by 6 metres, 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 8);
- 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

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.

Additional changing space needs to be requested and where possible we will accommodate you elsewhere, dependent on group numbers. Please note there are no additional changing spaces available 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 tuned 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.

Cleaning

Theatre hire charges include basic 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 and require cleaning in between, there will be an additional charge of \$60. If you are hiring the gymnasium in addition to the theatre, the cleaning charge is now built in to the gym hire rates.

An additional cleaning charge will be applied to the hirer for any areas left in an unsatisfactory state. It is the responsibility of the hirer to leave the premises in the same state as it was found. **No glitter** is allowed to be used at Elwood College or in the Phoenix Theatre. It is also requested that no food or beverages be consumed in the theatre's auditorium.

Insurance

All hirers must supply \$10,000,000 Public Liability Insurance if they are using the theatre. We are able to provide cover for a cost of \$110 if you do not have your own policy. 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.

Front of House

The foyer area of the theatre is equipped with a Box Office for selling 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. 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 licence. Please refer to Victorian Commission for Gambling & Liquor Regulation and apply at least 30 days prior to your event. The current cost is \$60.40 and applications may be made online. Phone: 1300 182 457 or follow the link below.

www.vcglr.vic.gov.au/liquor/major-or-temporary-event/apply-new-licence/apply-temporary-limited-licence

You must provide us with a copy of your licence as well as display it whilst using the theatre.

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

Availability

The Phoenix Theatre is available for hire 7 days a week, however is not currently available during school hours, except in occasional circumstances. Access is available from 3.30pm on school days. Please discuss with our Hire Manager if you require consideration for school hour hire. If you are hiring for consecutive days however your belongings and set may remain in the theatre.

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 our 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 \$500 bond is to be prepaid to confirm your booking. Please note this may be forfeited for breaches of hiring as set out in conditions on the hire agreement form.

Phoenix Theatre Hire Charges 2019

| | |
|--|---|
| 1. Bump In & Out Hourly Rates A Theatre Supervisor is on duty during all Hours of Theatre Hire & is included in rates | \$120 - per hour \$125 - per hour 12am to 1am After 1am rate is \$150 |
| 2. Rehearsal (no auditorium use) | \$525 - for the first 4 hours, then \$120 for each additional hour & as per bump in/out rates |
| 3. Performance - includes whole cast rehearsals in auditorium | \$600 - for the first 4 hours, then \$120 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 | \$400 per day Monday to Thursday or \$540 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 | \$60 per hour or \$70 per hour 12am - 1am After 1am rate is \$85 per hour \$60 for orchestra pit use |
| 6. Additional changing space, as designated by Phoenix Theatre | Limited space is available Contact Theatre Hire Manager to discuss |
| 7. Additional Areas for functions | Not currently available |
| 8. Insurance | \$110 for 1 day or consecutive days of hire |
| 9. Piano on Stage | \$120 |

All Hire Charges include GST

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 and any other money 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 |

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.

Magnetic Boards

There are three magnetic pin boards in the foyer for your use. We can provide Rare Earth magnetic pins on request but any losses will be deducted from your bond @ \$2 per pin. These are obtainable from the Theatre Supervisor on duty.

Tapes available for purchase

Gaffa Tape - \$20.00 per roll

Electrical Tape - \$2.50 per roll

Additional Equipment available for Hire

Ten radio microphones available at \$33 each per day

Fog Machine \$44 per day

Projector \$33 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
- 1 SM58 with Switch Microphone
- 1 Beta 57A Microphone
- Jands Ezicom Talkback 5 station system
- One Speaker's Podium
- Upright Piano - in orchestra pit **(on stage - extra charge)**
- 2 fold back speakers (powered)
- 2 permanently fixed passive fold back speakers
- dbx graphic equaliser

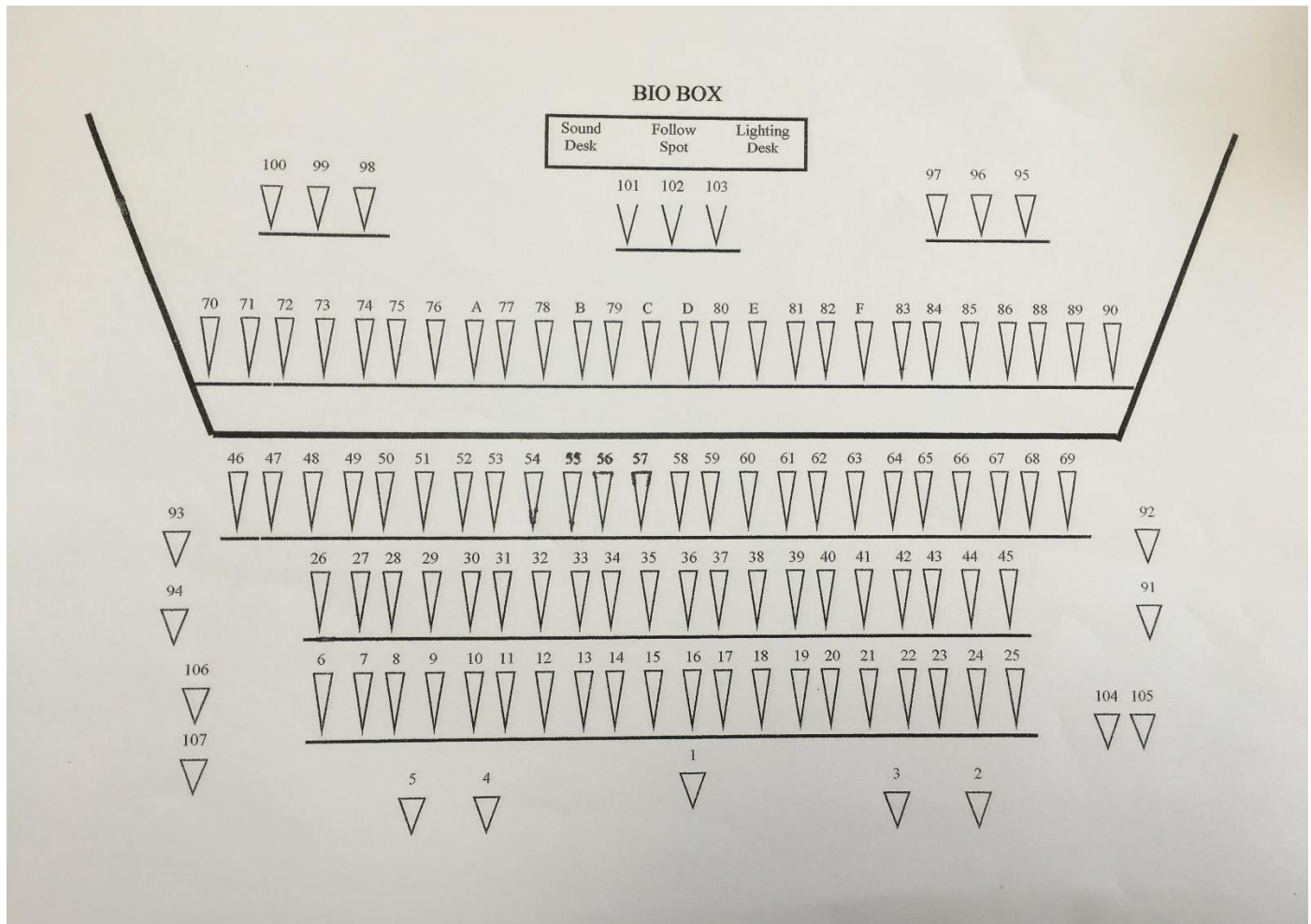
Lighting: Technical Information

Lighting Board - Jands Event Plus 60
LSC Clarity Lighting System Console

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 |
| LED HEX 36 | 3 |
| LED UV PANELS | 2 |
| LED PAR 64 Tri Colour | 9 |
| LED Quad Bar (Cyc) | 9 |
| Mirror Ball | 1 |
| CCT Follow Spot | 1 |

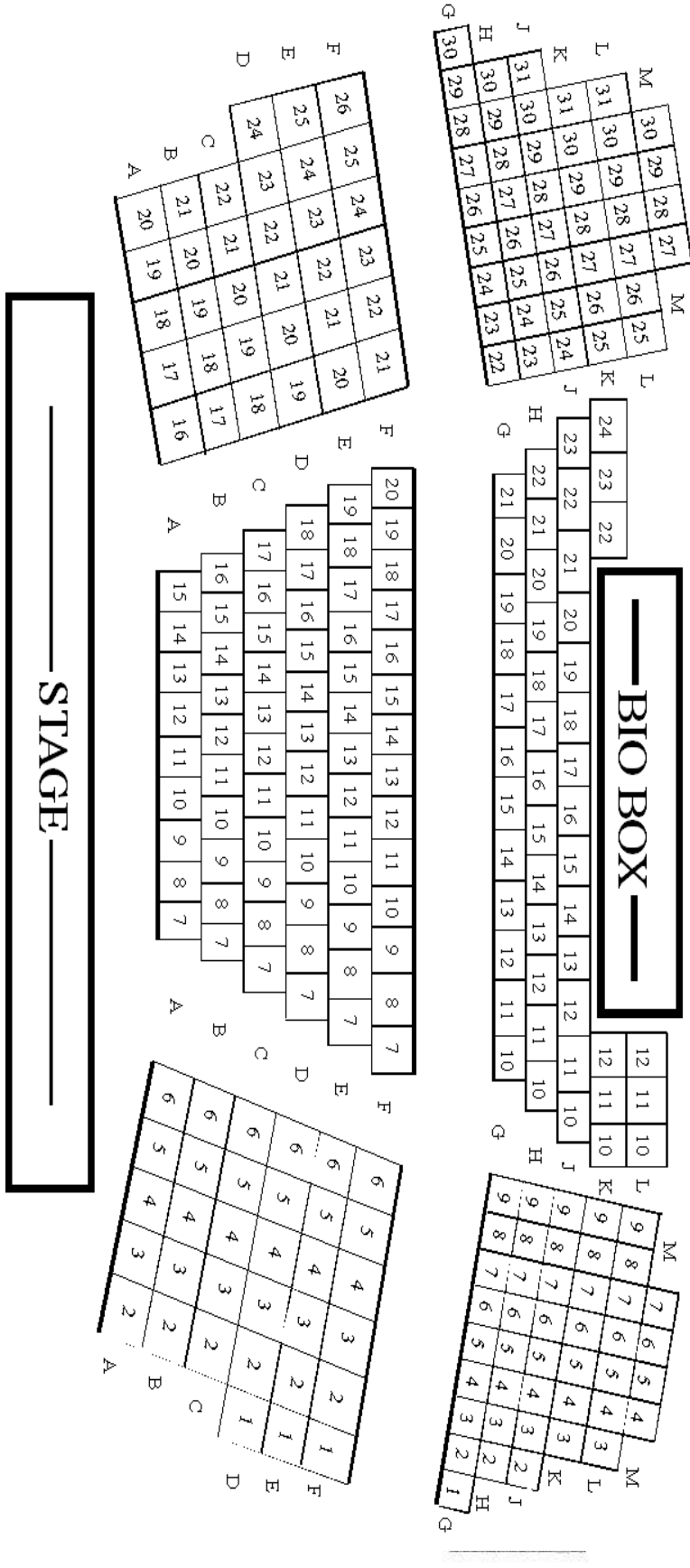
Lighting Plan



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 |

Phoenix Theatre



Overview



PHOENIX THEATRE SEATING PLAN

Theatre



Seating Plan (for hirers NOT using Try Booking)

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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