



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, graduations, theatre groups, dance concerts, calisthenics, seminars, lectures/debates & conference presentations.

Location

The theatre is located at Elwood College, 101 Glenhuntly Road, Elwood. Entry for bumping in & 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 & 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 x 6 metres, with an arch height of 3.5m, plus a 10.5m stage extension tapered at sides x 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;
- wheelchair access into all areas of theatre

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.

Dressing Rooms

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

Additional changing space needs to be requested & where possible we will accommodate you elsewhere, dependent on group numbers. This is usually the gymnasium & is an additional hourly rate. 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 & 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. We also require seven days' notice if a piano is required.

Cleaning

Theatre hire charges include cleaning of the theatre by our contracted cleaners. Cleaning is carried out every day following a performance or rehearsal. Should you have two performances on one day it will be necessary to clean in between. The additional cleaning charge is approximately \$80, but is dependent on which day due to penalty rates. If you are hiring the gymnasium in addition to the theatre, there may be an additional charge for cleaning also.

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 have \$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 & 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.

Filming

Camera people need to arrive at least 30 minutes prior to “curtain up”, or risk no “sound feed” from desk. Also need to be positioned with cables before audience are in auditorium for safety purposes.

Front of House

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

Ticketing

It is up to the hirer to arrange their own ticketing & we recommend trybooking.com. This is an online booking system. Phone: (03) 9012 3460 or email info@trybooking.com

Try Booking staff will assist you to upload the Phoenix Theatre seating plan. 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 & then selling seats that don't exist.

Functions/Catering/Alcohol

If you plan to sell 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 & apply at least 30 days prior to your event. The current cost is \$61.90 (as at 1 July 2020) & applications may be made online. Phone: 1300 182 457 or refer website: www.vcglr.vic.gov.au

Please provide us with a copy of your licence & ensure it is displayed whilst using the theatre.

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

Availability

The Phoenix Theatre is available for hire 7 days a week, however is not 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 hire during school hours. If you are hiring for consecutive days however your belongings & set may remain in the theatre.

Bump Out Requirements

All theatre users are expected to restore the lighting, sound & 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 & it is necessary for our staff to assist, you will be charged accordingly.

Covid-19 Requirements

Current guidelines:

- Theatres are permitted to operate with 75% of the total seated space, with a patron cap of 1000 people (whichever is smaller). For the Phoenix Theatre this number is capped at 200. All seated activities must be ticketed. Venues should maintain the required density quotient in entry and exit points, where possible.
- Non-seated spaces within these venues are subject to a density quotient of one person per **two** square metres, if using electronic record keeping (e.g. QR Code systems), or one person per **four** square metres if using paper-based record keeping.
- Maximum of 50 people on each dance floor, subject to a density quotient of one person per **four** square metres.

Ensure physical distancing

You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply

You may also consider:

- Minimising the build-up of people waiting to enter and exit the venue
- Using floor markings to provide minimum physical distancing guides

You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one worker per four square metres of enclosed space
- There is no more than one member of the public per square metres of publicly available space indoors

QR Code

We have a QR code set up for the Phoenix Theatre, which everyone (patrons, staff & performers) attending are required to use on entry. They are set up in various areas of the Theatre.

Facemasks

Victoria returns to COVIDSafe settings from 11.59pm Friday 26 February 2021.

You must always carry a face mask with you at all times when you leave the home, unless you have a lawful reason not to.

It is strongly recommended you wear a face mask when at a private gathering or when you cannot maintain 1.5 metres distance from other people.

Hand Sanitiser

Hand sanitizer stations are positioned in various areas throughout the theatre and should be used on arrival to the venue.

Phoenix Theatre Hire Charges 2021

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. Performance or Rehearsal -	\$680 - for first 4 hours, then \$120 for each additional hour & as per bump in/out rates Cleaning & Technician costs are included. If you have two performances on one day, an additional fee will be charged for cleaning in between. Fee is dependent on day due to penalty rates.
3. Rollover Day – when hirers have a day within their hire period they are not using theatre - but your lights & set remain, enabling no other group to use theatre	\$400 per day Monday to Thursday or \$540 per day Friday, Saturday, Sunday
4. 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
5. Additional changing space, as designated by Phoenix Theatre	Limited space is available. Gymnasium if available is \$50 per hour Contact Theatre Hire Manager to discuss
6. Additional areas for functions	Not currently available
7. Insurance	\$110 for 1 day or consecutive days of hire
8. 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 & any other monies paid refunded
51 to 89	Bond forfeited & any other money paid refunded
14 to 50	Bond forfeited & 50% of total hire to be paid
7 to 13	Bond forfeited & 75% of total hire to be paid

Additional Costs

Replacement Globes

Hirers have access to lamps & associated gear & 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 lapel radio microphones available at \$33 each per day) note only 10 radio mics in total may be used

Two handheld radio microphones available at \$33 per day) at one time due to frequency issues

Fog Machine \$44 per day

Projector \$33 per day

Sound Equipment

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

- Allen & 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

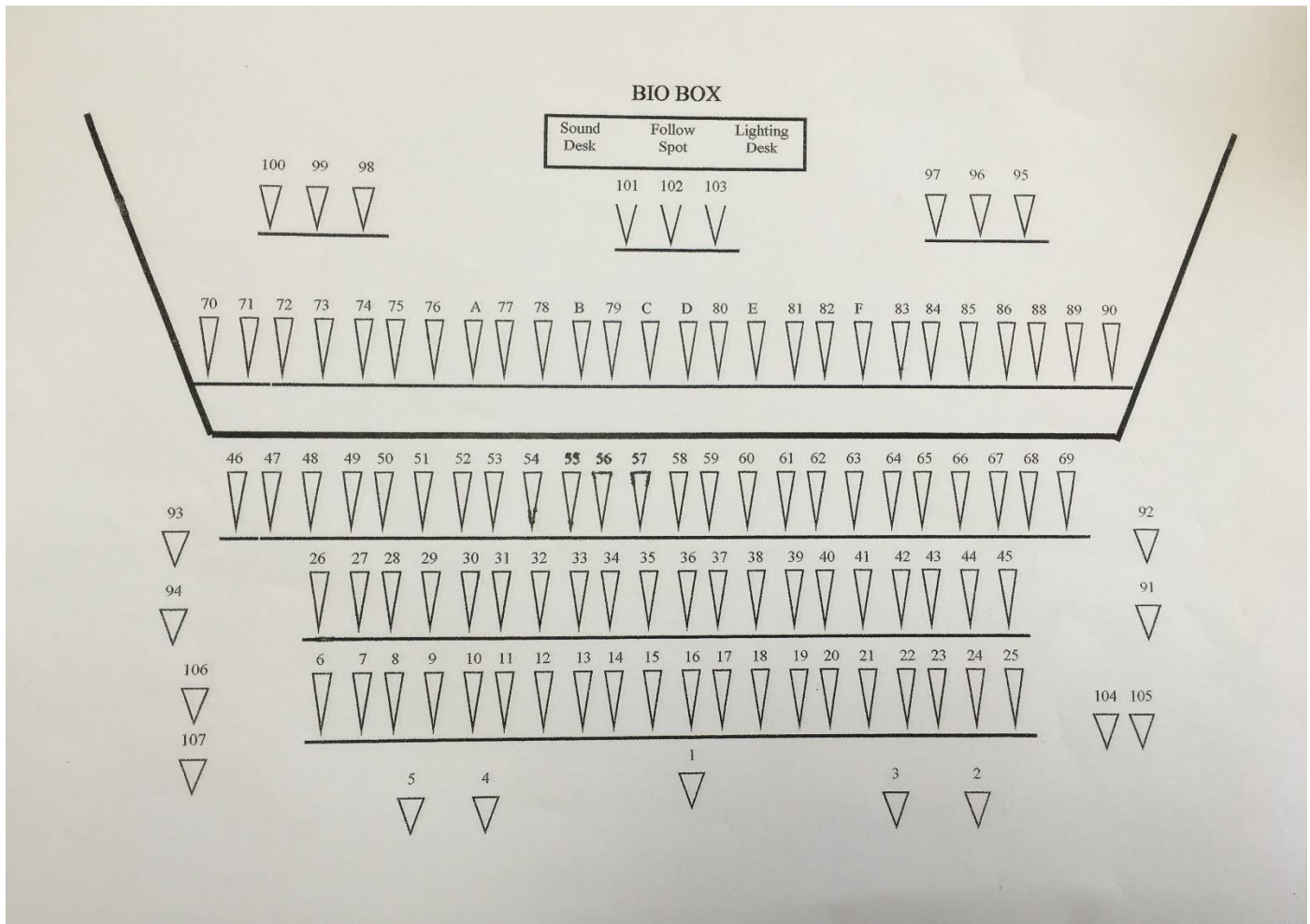
Lighting: Technical Information

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

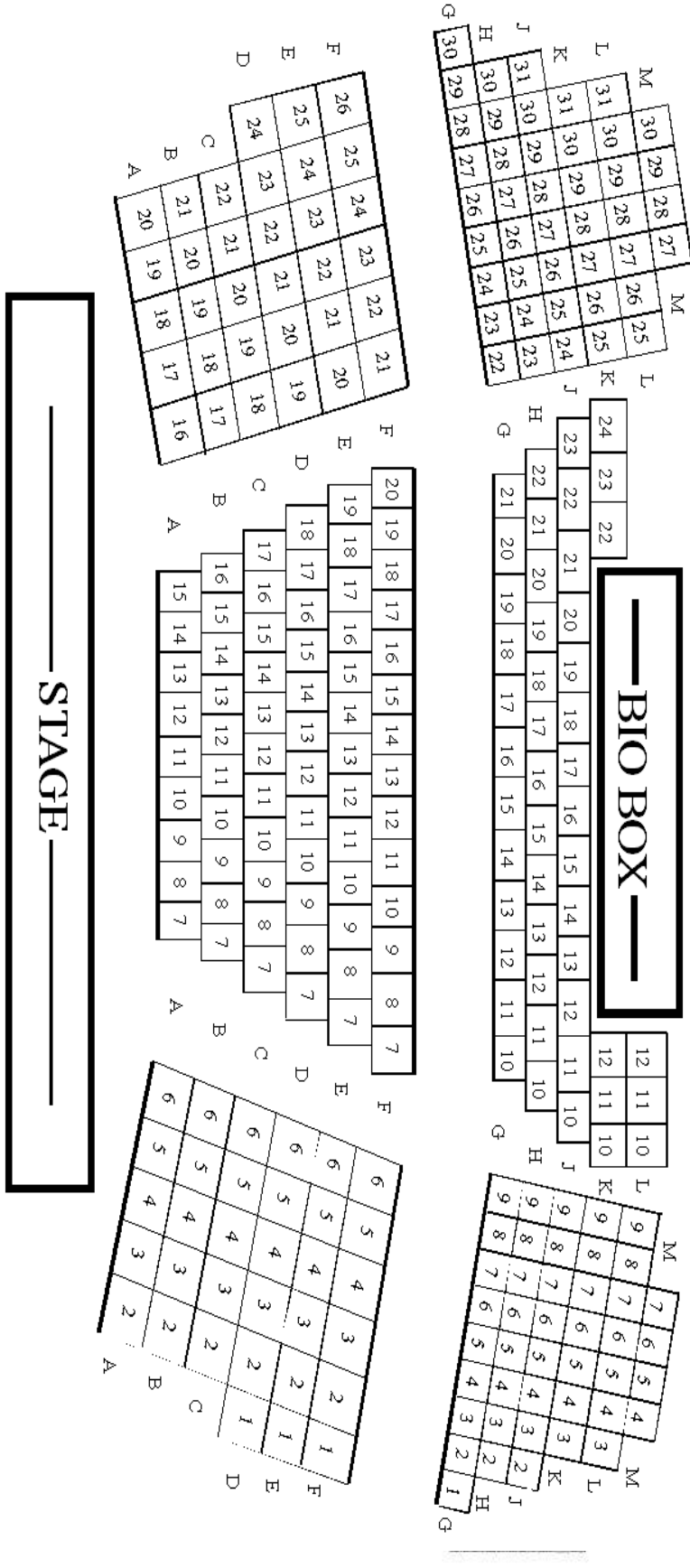
Lighting Plan



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 & 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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