Phoenix Theatre Elwood

Elwood College
101 Glenhuntly Road
Elwood 3184

Enquiries
Manager: 0412 555 250
Facsimile: 9525 6213
Email: elwoodcollegehire@pacific.net.au

General Information
The Phoenix Theatre, Elwood, is a small, well-equipped theatre that is ideally suited to serve school plays & graduations, theatre groups, dance concerts, calisthenics, seminars, lectures/debates and conference presentations.

The Theatre is situated at Elwood College - 101Glenhuntly 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
The Venue Manager, Danielle Puzsar, administers the theatre bookings. Any use of the theatre is conducted under the supervision of one of the Theatre Supervisors, Gordon Watson or Peter Turley. The role of the Technician's is to ensure the safe use and maintenance of theatre equipment. For a fee, the management of the theatre will provide additional technical assistance as required by hiring groups.

Theatre
The theatre is equipped with a proscenium arch and has the following features:

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

15 January 2014
**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, 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 that we cannot guarantee additional changing space during school hours.**

**Piano**
An upright piano is available if necessary, 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 will 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 2 performances on one day, an additional cleaning charge of $65 will be charged for cleaning in between performances. There is also a daily cleaning charge of $45 should you require additional changing space (for larger groups).

It is up to the Theatre Supervisor’s discretion if an additional cleaning charge will be applied to the hirer for any areas left in an unsatisfactory state. We have a ruling that **no glitter** 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 $150, 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 please attach evidence of cover with your completed hire agreement form.

15 January 2014
**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 is also equipped with an Urn and large glass door fridge for the use of hirers. There are also display boards for the use of hirers. Male and female toilets are located in this area for patrons. Wheelchair access is also available into toilets and auditorium via the front of theatre.

**Functions/Catering**
If you plan to hold a function in the theatre's foyer, or another area of the school, you should arrange your own catering. Should you elect to sell alcohol on our premises it is up you to obtain a Liquor License from Consumer Affairs Victoria and apply at least 35 days prior to your event. Ph: 1300 650 367 or www.consumer.vic.gov.au. You must provide us with a copy of this license as well as display the license whilst using 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 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 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 hire agreement form.

**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.

**Tapes available for purchase**
Gaffa Tape  
Electrical Tape

**Additional Equipment available for Hire** –
Ten Radio microphones and a Fog Machine

---

15 January 2014
## Technical Information

### 1. Lighting Details

**Lighting Board** - Jands Event Plus 60

**Lighting Rack** - JTM 60 Channels

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

15 January 2014
Lighting Bars

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

2. Sound Equipment – Included in standard cost of hire
   • Allen and Heath Mix Wizard 16 Channel Board
   • Two front of House speakers
   • Tascam CD A500, CD & Tape player
   • ARX EQ60 Equalizer
   • 4 SM58 Microphones plus stands
   • 4 CM502 Choir Microphones
   • Jands Ezicom Talkback 5 station system
   • One Speaker’s Podium
   • Upright Piano (in orchestra pit or on stage-**extra charge**)
   • Yamaha EMX 5000-20 powered Mixer
   • 1 Beta 57A Microphone
   • 1 SM58 with Switch
   • 2 Fold back Speakers (Powered)