

BALAKLAVA TOWN HALL

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HIRE TERMS & CONDITIONS

Theatre Hire

The Balaklava Town Hall is a Not for Profit Organisation committed to providing quality Facilities for the use of the Wakefield Plains Community and the wider Community.

The Balaklava Town Hall has a fully equipped Lighting and Sound Room in a secure area which is available for Hire. The Lighting and Sound equipment is maintained by qualified (voluntary) BTH Committee members.

Groups who hire the Balaklava Town Hall are able to use the equipment on the condition they provide Qualified Person/s to be in charge of the equipment. A qualified person must be trained in the use and care of the Lighting and Sound equipment. All equipment is to be maintained in good condition during the period of Hire and must be returned to standard configuration at the end of Hire. All equipment including leads, headsets, and microphones are to be returned to storage in a neat and tidy manner. Extra charges will apply if leads and headsets need to be untangled and stored correctly. Technicians in charge are requested to report any faulty equipment to the Manager to ensure repairs can be made prior to the next use.

If you do not have the name of a Qualified Technician please contact the Manager for contacts.

Training sessions for Lighting and Sound Technicians are planned to be held each year, if you have interested people within your group who would like to undertake this training, can you please advise the Manager.

BTH Committee members in charge of Technical Equipment are available to discuss your Sound and Lighting requirements with your designated contact person and your technician prior to your Event. This needs to happen early in your planning and prior to your first technical rehearsal.

No Food or Drink is allowed in the Lighting/Sound Room.

GENERAL FACILITIES : See General Hire

THEATRE FACILITIES :

Backstage

Roll up door backstage allows end loading at stage level with direct access for road transport.

Cleaning : Please refer to Cleaning Schedule attached.

Dressing Rooms

2 Dressing Rooms complete with :

- * Lighted Mirrors
- * Hand wash facilities
- * Air Conditioner : please ensure this is turned off on exit
- * Tea/Coffee facilities : no milk

Toilets in close proximity

Lighting Equipment

Lantern Stock :

| | | |
|----|-------|---------------------------------|
| 4 | 500W | Fresnel spots |
| 6 | 1000W | Fresnel spots |
| 6 | 1000W | Pebble convex flood lamps |
| 22 | 500W | Pebble convex flood lamps |
| 2 | 650W | Profile zoom spots wide angle |
| 2 | 1000W | Profile zoom spots medium angle |
| 7 | 1000W | Profile zoom spots wide angle |
| 32 | 500W | Cyc flood lamps |
| 6 | 300W | Par 56 flood lamps |
| 1 | 2000W | Follow Spot and stand |

Lanterns : Moving Head Profile

The moving head profile lantern is an automated yoke mounted profile spotlight that employs a 250-watt discharge source that emits a total luminous flux of 3180 lumens in a focussed beam 18 degrees wide. This lantern is more suited in some auditoriums than follow spots where low angles with follow spots create lighting problems on stage.

- * Pattern wheel with 8 rotating gobos
- * 12 colour motorised colour wheel that offers split colour possibilities
- * Full range dimmer and shutter allows for smooth and efficient lighting changes
- * The lumination head has a radius of 540 degrees horizontal pan and 289 degrees vertical tilt and works in all possible orientations
- * 0 - 100% dimming
- * Manual or programmable control

Lighting Desk

Maxim model XXL lighting board / desk manufactured by LSC lighting Systems (Aust) Pty Ltd. The computerised operating system has been specifically structured for operators to allow the recording and playback of the most complex shows while maintaining an easy to use control surface for all levels of operation.

The Lighting Rig must be returned to BTH standard setup following use.

This unit has:

- 60 fader channels : two preset
- 120 fader channels : single preset
- 1024 DMX output channels
- 30 submasters
- Chase function
- 3.5" fdd backup
- Patpad unit for simplified programming of moving head lanterns

Lighting Racks : Digital Dimmers

The iPak Digital Dimmer is an electrical installation unit that is 3 phase, 415Volt electrically powered, and is regarded as the work horse of the lighting equipment. Each dimmer unit controls 12x 10amp power outlets, taking a digital signal from the lighting console and concerting it to the required lighting level for any given channel.

| | | |
|----|------------|---------------------------------|
| 5x | 12 Channel | 2.4KW iPak digital dimmer packs |
| | | Houses the control electronics |
| | | Dimmer modules |

| | | |
|-----|--------|--|
| 12x | 10 amp | output connectors to the lanterns |
| | | Channel circuit breakers |
| | | DMX Input signal connectors from Lighting Desk |
| | | Fan cooling system control |

Patch Panels

- * Patch panels with 82 circuits for system flexibility
- * **Maximum load 2000W per line must not be exceeded**

Digital Splitter

As there is only a single line transmitting digital information from the lighting desk to other units, the digital splitter splits the DMX512 signal from the Lighting Desk and directs the signal to either the Dimer Racks or the Moving Lights.

These units also act as a means of trouble shooting in the event of specific equipment not working, the fault can be isolated and the problem solved.

Secure Areas :

- * Cage : backstage
- * Secure Area : Upstairs

To ensure equipment is secure during your hire, you are requested to keep the Cage locked at all times, and restrict access to both the cage and the Upstairs secure area to those responsible for your Lighting / Sound only. You are responsible for all equipment stored in the Cage and Upstairs area during your hire. Any damage or breakage to any equipment will be charged to your Group.

Sets :

Sets can be stored backstage leading up to your Performance however the backstage area must be kept clean and tidy, with room for other groups to access back stage in need. Sets must be cleared away as soon as possible following your Performance.

The BTH takes no responsibility for loss of or damage to equipment stored before or during your hire.

Sound Equipment :

All sound equipment including microphones/stands/leads must be stored NEATLY back in their respective cases and tubs in the cage area after use. Charges will be incurred if leads need to be recoiled / microphones need to be untangled and stored correctly. Any breakages or faulty equipment must be reported to the Manager at the end of your hire. The Sound Equipment must be returned to BTH standard set up following use.

Accessories :

Good stock of :

- * microphone leads : 3 pin XLR
- * speaker leads : 4 pin XLR

Communications :

- * Jands Talk Back : 3 headsets / 9 positions (2 in Control Room; 1 in Rack Room; 2 in Auditorium)
- * Stage sound to Control Room and Dressing Rooms
- * Cast call to backstage and Dressing Rooms
- * Stage monitoring and intercom system to Dressing Rooms and Production Area

Front of House :

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|----|--|
| 1 | Pascao Handheld Wireless Microphone |
| 4 | 4 radio microphones : head worn or lapel |
| | |
| 12 | Pascao Headworn or lapel radio microphones |
| 4 | Beyer cord microphones |
| 1 | Tascam 10" reel to reel 2 channel recorder |
| 1 | 12 Channel "Third Generation" sound mixer |
| 1 | 32 Channel Behringer sound mixer |
| 2 | 120W TOA Amplifiers |

| | |
|---|----------------------------------|
| 1 | 60W TOA Amplifier |
| 8 | Wall column speakers : main Hall |
| 2 | Stand column speakers : mobile |
| 3 | Australian Monitor Speakers |
| 1 | Alpine Cassette Deck |
| 1 | Sharp DVD Player |

Stage Dimensions :

Stage not including wings
Stage width including wings 13.70m
Stage depth (Cyc wall to front curtain) 4.80m
Stage : Height to bottom of top curtain

**If you have concerns about any area of the Hall facility on entry,
please contact the Manager on 1300 655224.**

Hirers please note - SMOKING is NOT permitted in any area of the Balaklava Town Hall