

Catholic Regional College Caroline Springs

# PERFORMING ARTS CENTRE

INFORMATION PACK &  
SCHEDULE OF RATES



## Introduction

Catholic Regional College Caroline Springs is proud to offer a state-of-the-art Performing Arts Centre.

The primary use is for students at the College in our annual College Musical, Drama Productions and a range of Music and Dance Concerts.

Hire rates depend upon the specific use of the venue; whether it be for rehearsal or performance, and this outlined further in this information pack.

## Specifications

### Technical

#### Capacity

The Performing Arts Centre has a seating capacity of 260. The facility offers are air-conditioned Theatre and Foyer, with professional sound and lighting systems, drama room, two dressing rooms, onsite parking, as well as box office, and restroom for the audience.

A seating layout is provided at the end of this document.

#### Stage & Dimensions

The stage is compressed MDF flooring, painted black.

Width 11 meters wing to wing (extra 5 meters wings to walls)

Depth 8.5 Meters (6 meters stage and 2.5 meters in front of curtain) 6 meters cyc to front curtain.

#### Drapery

Front curtain is electronically operated from the stage manager desk or the bio box. Mid curtain is operated manually. Unless specified, all curtains are made from fire retardant black material.

1 x Maroon house curtain (Velvet)

1 x Maroon proscenium border (Velvet)

1 x Black Mid Curtain

1 x Black Rear Curtain

1 X White Cyc

## Lighting & Sound

The standard lighting set up is included for all performances. Extra lights can be hired for an additional cost (detailed below).

### **Luminaries (Standard set up)**

9 x 600w Selecon Acclaim Axial Profile (Ballet Spots)

16 x 650w Selecon Acclaim Fresnel (White Wash)

12 x 1200w Selecon Rama Fresnel (White Wash)

12 x ETC Sledor D40 LED Par-lights (Colour Wash)

8 x iLED Cyclorama Battens (LED Cyclorama Lights)

### **Lighting Bar Positions**

2 bars FOH at Catwalk

2 bars FOH off left and right balconies

2 scene bars

3 lighting bars

### **Lighting Control**

ETC Lighting Desk

5 x 12 x 2.4k dimmer racks

### **Sound**

Allen and Heath Qu24 Sound Desk

Ram S Series Amplifiers

4 X Foldback speaks on request

## Dressing Rooms

2 Dressing Rooms are available during performances. The stage can be seen on monitors in the rooms. The Dressing rooms have access to the backstage run around and then the stage.

## College Hall

The College Hall is available for hire during performances for an additional cost.

## Cleaning

The venue is cleaned at the conclusion of every hire period at no extra cost to the hirer, providing the venue is left in a satisfactory condition. If additional cleaning is required, this can be arranged for an additional cost. Contact the Theatre Manager for more information (details below).

For questions regarding the technical specifications of the venue, contact our Theatre Staff via email on: [crccsvenues@crccs.vic.edu.au](mailto:crccsvenues@crccs.vic.edu.au), or via phone on: 03 9217 8000.

## Booking Process

Make an application using our website booking platform found on:

**[crccs.vic.edu.au/our-college/pac-hire](https://crccs.vic.edu.au/our-college/pac-hire)**

When making your enquiry, please ensure to click the "Check Availability" button after entering your details to ensure that the space is not already booked at your requested time.

Once your initial enquiry is received, we will then be in touch to confirm the specific needs for your event and send out our Hiring Rules and Agreement. Please provide as much detail as possible in your initial enquiry to ensure we have as much detail as possible prior to contact.

The requested dates and times will be temporarily reserved for the Hirer for a maximum of 14 days until the following is received:

- Signed Hire Agreement
- Bond Payment
- Public Liability Insurance – Certificate of Currency
- 10% Deposit

Once these are all received within the 14-day timeline, your booking will be confirmed in writing. No booking will be held without payment of deposit and bond in the allocated 14-day period. Bookings will be released when payment is not received by the due date, without obligation of further notice from the venue.

## Hiring Rules & Conditions

The following is a brief outline of some of the rules to ensure the safety of patrons, hirers, users and performers. The Hiring Agreement specifies the details of all the rules.

- Hirer, staff and volunteers must always act in a safe manner and must report any unsafe conditions, or activities to the Duty Manager.
- Hirer must ensure that no unauthorised persons are permitted backstage.
- Any damage or issues must to be reported to the Duty Manager as soon as possible, and prior to the end of the booking at the latest.
- Hirer should be aware of Fire Safety Awareness and Fire Regulations posted in the Theatre, and when unsure of any process or procedure, consult with the Duty Manager.
- The consumption of food and drink is NOT allowed in the Theatre.
- Smoking is not permitted in any part of the Theatre nor anywhere on the College grounds.
- The Hirer must have Public Liability Insurance cover for their events.
- Any equipment brought to site, and intended to be used by the hirer needs to be tested and tagged per AS/NZS 3760 prior to being authorized for use in the venue.

# SCHEDULE OF FEES (ex. GST)

## Hire Type: Commercial

### Rehearsal \$250/hr

Includes:

- Stage work lights and house lights
- Duty Manager.

*Notes:*

*Audio and theatre lighting are not available unless by prior arrangement for an additional cost.*

*Depending on the requirements of the performance, an additional duty manager and/or technician may be necessary as decided by the Theatre Manager for an additional cost.*

### Performance \$450/hr

*Note: It is deemed to be a performance if there is an audience present (paying or not paying) and lighting and sound is utilised.*

Includes:

- Standard lighting set up (as detailed above)
- Full Audio
- Two wireless handheld microphones or two wireless lavalier microphones
- Theatre Technician and/or Duty Manager

*Note: Depending on the requirements of the performance, an additional duty manager and/or technician may be necessary as decided by the Theatre Manager for an additional cost.*

### College Hall \$200/day

### Bump In \$250/hr

### Bump Out \$250/hr

### Bond required to secure booking (Refundable) \$1,000

*Note:*

*It is expected that the venue be left in a suitable and clean manner. Failure to do so may result in forfeiting the bond, and potentially extra charges, at the discretion of the Theatre Manager.*

*Rates are charged are rounded up to the nearest half-hour block. Minimum booking of 4 hours apply.*

*Cancellation of a booking within 30-days of events will result in forfeiting your deposit.*

# SCHEDULE OF FEES (ex. GST)

Hire Type: Not for Profit

**Rehearsal** **\$180/hr**

Includes:

- Stage work lights and house lights
- Theatre Technician X 1
- Duty Manager X 1

*Note: Audio and theatre lighting are not available unless by prior arrangement for an additional cost.*

*Note: Depending on the requirements of the performance, a duty manager and/or additional technician may be necessary as decided by the Theatre Manager for an additional cost.*

**Performance** **\$350/hr**

*Note: It is deemed to be a performance if there is an audience present (paying or not paying)*

Includes:

- Standard lighting set up (as detailed above)
- Full Audio
- Two wireless handheld microphones or two wireless lavallier microphones
- Theatre Technician X 1
- Duty Manager X 1

*Note: Depending on the requirements of the performance, a duty manager and/or additional technician may be necessary as decided by the Theatre Manager for an additional cost. (Extra Technician \$65 an hour).*

**College Hall** **\$200/day**

**Bump In** **\$180/hr**

**Bump Out** **\$180/hr**

**Bond required to secure booking (Refundable)** **\$1,000**

*Note: It is expected that the venue be left in a suitable and clean manner. Failure to do so may result in forfeiting the bond, and potentially extra charges, at the discretion of the Theatre Manager. Rates are charged are rounded up to the nearest half-hour block. Minimum booking of 4 hours apply.*

*Note: Cancellation of a booking within 30-days of events will result in forfeiting your deposit.*

# Extras

## Staff

*Note: A technician is included as part of the performance package. If the requirements of the performance exceed the ability of this one technician, an additional technician is necessary as decided by the Theatre Manager.*

<b>Additional Technician</b>	<b>\$70/hr</b>
<b>Follow Spot Operator</b>	<b>P.O.A</b>
<b>Usher</b>	<b>\$35/hr</b>
<b>Lighting</b>	<b>P.O.A</b>
<b>Sound</b>	<b>P.O.A</b>
<b>Talkback</b>	<b>P.O.A.</b>
<b>Projection</b>	<b>P.O.A.</b>
<b>Smoke Machines</b>	<b>P.O.A.</b>
<b>Staging</b>	<b>P.O.A.</b>

*Note: If any equipment is damaged during the hire of the venue, the cost of repair/replacement will be charged to the hirer.*

For more information on extra equipment, contact the Theatre Manager (details below).

## Contact

Bookings to be made via the website: [crccs.vic.edu.au/our-college/pac-hire](https://www.crccs.vic.edu.au/our-college/pac-hire)

Email: [crccsvenues@crccs.vic.edu.au](mailto:crccsvenues@crccs.vic.edu.au)

Phone: 03 9217 8000

10-28 College Street, Caroline Springs Victoria 3023

Web: <https://www.crccs.vic.edu.au>






# CATHOLIC REGIONAL COLLEGE

## SEATING PLAN

Legend:

Available    Space    Hidden



Rows

A  
B  
C  
D  
E  
F  
G  
H  
I

