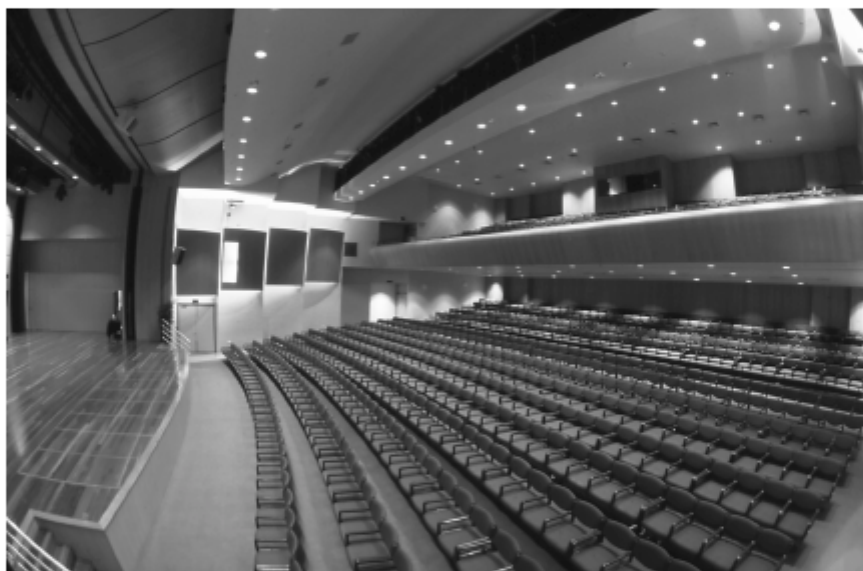


# The George Wood Performing Arts Centre



## VENUE PACK

Kalinda Road, RINGWOOD

**VENUE PACK**

## Introduction

*The George Wood Performing Arts Centre is situated in the eastern suburbs of Melbourne in the grounds of Yarra Valley Grammar. The Centre boasts a seating capacity of up to 895 with modern sound and lighting systems. An arrangement of movable proscenium hardware allows the Venue to accommodate both traditional stage performances whilst also catering to the discerning platform hirer. The Venue also has a 'Reverse Stage' mode that operates at 180 degrees to the normal direction for more intimate performances.*

*A flexible space called the Gallery adjoining the foyers compliments the main auditorium and is used for lectures, exhibitions, etc. including catered functions. Our onsite Catering Department operates from a commercial kitchen adjacent to the Gallery allowing for easy preparation of catering needs.*

*Limited parking is available in the car park at the front of the Venue. Disabled clients are provided for with wheel chair access from street to any location in the stalls complete with disabled facilities.*

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## General Information For Applicants

Following is a detailed list of the equipment and facilities available to you when you hire the George Wood Performing Arts Centre. Some items are automatically included when you hire the Venue while others will incur an additional cost.

Also included is information that will help you to make best use of the Venue during the hire period and to keep costs to a minimum. **The information in this document is a summary of the Hire conditions only.** Please see the *Venue Hire Agreement* for the full Terms & Conditions of Hire.

Once your "Application to Hire" has been accepted and you have received written confirmation of your booking it is imperative that you provide us with as much detail about your event as possible. This information will affect the booking of equipment and the number and timing of staff required to effectively facilitate your event.

If you have any queries regarding the issues raised in this document, or would like to make a booking at The George Wood Performing Arts Centre, please contact:

**The Manager**  
Mr Paul Sherriff  
The George Wood Performing Arts Centre  
Kalinda Road  
RINGWOOD, 3134

**Tel:** (03) 9262 7765  
**Fax:** (03) 9262 7774  
**Mobile:** 0407 335 804  
**Email:** paul.sherriff@yvg.vic.edu.au

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## The Auditorium

The Auditorium may be arranged in several ways to yield different sizes. In its smaller configuration the Venue can seat 373. Incorporating the rear stalls, seating increases to 595. Row 'KK', 50 seats, is flexible and is located between the front and rear stalls. Using this row brings the capacity of the lower floor to 645. The balcony contains a further 250 seats bringing the total seating capacity of the Venue to 895.

• Front stalls	373
• Row KK ( temp. )	50
• Rear stalls	222
• Balcony	250
<b>Total Seating Capacity</b>	<b>895</b>

*The George Wood Performing Arts Centre reserves the right to retain 8 house seats for its exclusive use. These seats are KK 43 – KK50 inclusive.*

All Auditorium seating carries discrete numbering for ticketing purposes.

Reverse Stage enables up to 120 seats to be placed on the upstage choir risers and the performance to be arranged in the opposite direction to normal. There is no structured ticketing of this stage format.

Disabled seating can be incorporated within row KK where seats may be removed as necessary to allow for wheelchairs etc.

Hearing impaired audience members may make use of the auditorium's hearing aid loop that can be accessed via channels 'T' or 'Z' on the hearing aid control switch.

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## The Stage and Stage Equipment

The stage includes an orchestra pit which when fully utilised can accommodate up to 30 musicians. The stage surface is polished hardwood timber and is a non-sacrificial surface. Therefore the surface may not be cut, screwed into, built upon, permanently marked or impaired in any way. It can be covered with black masonite for an additional cost as set out in Scale of Rates Schedule.

Three motorised curtains are installed on the stage, one at the front which acts as the house curtain, one mid stage that may divide the stage in two and a third which covers the upstage choir stalls.

Nine sets of rigging lines are available to statically rig lighting and cloths. **No flying is permitted during a performance.**

10 x Sand bags	1 x Cyclorama (white filled cloth)
2 x Black wool borders (no fullness)	12 x Rostrum (varying sizes)
3 x Sets of legs (50% fullness)	

### Musical Instruments and Equipment

1 x Yamaha™ C-7 seven foot grand piano tuned to A440	40 x Music stands	1 x Conductors podium
1 x Allen™ digital computer organ System 4300	40 x Orchestra chairs	

## Sound Equipment

A fully integrated sound system is included within the Venue including foldback and auditorium speaker systems. The auditorium system is wired in stereo. The facility is extremely suitable for professional recording sessions. Recording services attract additional charges as shown in Scale of Rates Schedule.

1 x Yamaha™ LS9-32 digital mixing console	4 x Shot gun microphones	1 x CD player
4 x Vocal microphones	1 x Lectrum™ lectern with microphone	1 x CD player/recorder
4 x Instrument microphones	4 x Tall microphone stands	2 x DAT player/recorders
	4 x Short microphone stands	2 x Cassette player/recorders

Radio microphones can be obtained for your use at an additional cost as shown in Scale of Rates Schedule.

## Audio Visual

A NEC™ rear video projection system is available. The projection screen size is 12' x 9'. This system may be used to project images with RGB, VGA and Composite Video signals and attracts an additional charge as shown in Scale of Rates Schedule.

Other audio visual equipment can be obtained for your use at additional cost on a quotation basis. Early advice of your requirements is essential.

## Lighting Equipment

A 4-colour wash with white orchestra lighting on stage is rigged as standard.

1 x Maxim™ 60/120 console with PatPad	64 x Par 64s	6 x 1Kw Fresnels
1 x Softlink™ soft patch	12 x 1Kw Profiles	6 x 500w Minifresnels
72 x 2.5Kw dimmers	16 x 44 Zoomspots	6 x 650w Pebble Convex
	4 x 2Kw Fresnels	12 x 1Kw Coemar™ cyc lights

Follow spots can be obtained for your use at an additional cost as shown in the Scale of Rates Schedule.

## Communications

Five 'stations' of cabled communications are included as standard equipment. Each station consists of a headset and belt-pack, which can be positioned where required in the Venue via a cable.

## Equipment regularly requested and not owned by the Venue

We are often asked if the Venue has the following:

- Smoke Machines
- Ultra Violet ( UV ) lighting
- Strobes
- Scanners or Moving lights

Whilst we currently own none of the above, we can obtain this equipment for you from our suppliers at costs outlined in the Scale of Rates Schedule. Authorisation by you will be required to hire such equipment.

## The Gallery

This space for functions is available for your hiring. However, booking of this space is **essential** and is at no cost when booked in conjunction with The Auditorium. Facilities in The Gallery include:

- Tables
- Chairs
- Display Boards
- Simple sound reinforcement

Catering for this space may only be provided by our Catering Department; please contact the Venue for information and menus.

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## Additional Spaces

The Venue has other spaces within the school grounds for back of house use as dressing rooms, assembly areas etc. These rooms are in adjacent buildings to the Venue and are generally trafficable under cover. Additional rooms are only available after 5.30pm on weekdays and all day on weekends, school and public holidays. Each room attracts an additional charge as outlined in the Scale of Rates Schedule.

### Set Assembly and Storage

An area, as indicated on the enclosed plan, exists as set assembly, storage and/or wing space and is divided from the stage by a removable wall.

### Dressing Room Facilities

Two principal dressing rooms along with shower and toilet facilities are available for the duration of the hire.

### Back of House Classrooms

The Venue has at Back of House two classrooms that are available for hire at no extra charge when booked in conjunction with the Auditorium space. These rooms are **only available after 5.30pm** on weekdays and all day on weekends, school and public holidays. Therefore hirers equipment such as costumes, props, etc. **may not** remain in these rooms overnight on weekdays. Booking of these classrooms specifically is **essential**, as a mandatory bond for their use applies.

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## Venue Access

Public access is via the front doors at both the North and South Foyers except in the case of "Reverse Stage" performances, in which case public access may be via the rear doors of the Venue.

It is the Hirers responsibility to ensure that only Authorised Personnel enter the backstage areas. All Venue employees will wear identification at all times while they are on duty and any staff provided by the Hirer (whether volunteer or otherwise) are also required to wear identification. Any damage to the Venue caused by unauthorised personnel will be considered to have been caused by the Hirer, and any costs associated with repair will be charged to the Hirer.

When the Venue is open to the public only the areas allocated as dressing room space may be used for changing purposes. The foyer areas are public access areas only and the function of these areas as thoroughfares and/or exits must not be obstructed.

Laser pointers, cameras, tape recorders and video recorders are prohibited from the Auditorium. Pagers and mobile phones must be turned off during performances.

No scenery, fittings, props, decorations, costumes, flies, etc including hired equipment, are allowed to be stored in the Venue either before or after the day of hiring without the specific prior consent of the Venue Management.

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## Health & Safety

It is important that all set, costumes and props supplied by the Hirer are constructed and utilised safely. The Venue Management accepts no responsibility for any equipment supplied by the Hirer or their agents and we reserve the right to prohibit any equipment supplied by the Hirer for use within the Venue if, in our opinion, such equipment may cause damage to the Venue or harm to personnel. If in the opinion of the Venue Management, the construction and/or placement of scenery, props, costumes, etc. is likely to present a hazard the Hirer will be asked to either remove or reposition such set pieces.

Fire and Emergency Exits must be kept clear at all times. All aisle ways and internal doorways must remain unrestricted at all times. All cables etc. laid across walkways must be taped and/or covered to avoid tripping hazards. Prams and pushers are not allowed in the Auditorium as they may present a tripping hazard in case of evacuation.

**Children must be supervised at all times.** Whether they are part of the performance or a part of the audience, children are not permitted to be unsupervised in any part of the Venue at any time.

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## Insurance

During the period of hire, it is the Hirers responsibility to maintain public liability insurance for an amount not less than \$10,000,000.00 (ten million dollars). You may also be required to provide insurance in respect of any insurable risks that Management may nominate.

The Hirer is expected to maintain essential WorkCover, worker's compensation and employer's liability insurance with a reputable insurer covering the employees, volunteers, agents and contractors of the Hirer.

Finally, the Hirer will not permit any action as to void any insurance policy maintained by the School and must pay upon request any premium increase charged to the School as a result of proposed or actual Hirers activities.

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## Cleaning

The Venue is cleaned once daily at no cost to the Hirer. However, should you require the Venue to be cleaned between rehearsals and/or performances *on the same day*, the cost of this additional cleaning will be charged to your account.

A number of commonly used materials will often cause undue mess and subsequently attract additional cleaning charges. For your benefit, the following is a list of items that require prior approval of the Venue Management before use on stage or within the Venue:

- Masking tape
- Water pistols
- Smoke machines
- Hay, straw and other bailed material
- Flour bombs or bombs containing other like substances
- All forms of pyrotechnics
- Balloons as used in a drop, or helium filled
- Stroboscopic effects lasting longer than 15 seconds
- Glitter that is to be thrown or dropped and not used as part of the set dressing, make up or costume fabric

This list is by no means exhaustive, and other items of question should be brought to the attention of the Venue Management. Failure to obtain such approval may result in the item not being allowed in the Venue, or attracting an additional charge. Use of such items may attract an additional cleaning charge.

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## Catering

**External caterers are not permitted in the Venue, or within the grounds of the School.** Any catering within the Venue is to be provided by the Catering Department. Should you wish to have your function catered, you may request one of our menus or you may like to discuss your needs with the Manager.

The Venue reserves the right to sell snack food, beverages and/or alcohol at all hirings. Should the Hirer request that this service be suspended the Venue Management may, at their discretion, charge the Hirer to cover lost revenue.

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## Staffing

Included in the hire fees are the services of one multi-disciplined technician who will coordinate with you to determine the technical requirements of your production. You may of course request additional technicians if you so desire. The Venue Management may, at its absolute discretion, insist on additional technicians if it believes they are necessary to ensure your event runs safely and any associated costs will be charged to your account at the rates prescribed in the Scale of Rates Schedule.

Ushers are now mandatory for all public performances at the Venue and will be charged to the Hirer at the rate prescribed in the Scale of Rates Schedule. The Venue will provide a minimum of two and maximum of four Ushers to service the Stalls and a further two Ushers if the balcony is to be used.

### ***Use of Volunteers***

In the circumstance of a Not For Profit hiring agreement, the Venue Management may permit the Hirer to provide a number of suitably trained volunteers to operate in the capacity of Ushers. Such volunteers shall be deemed to be engaged by the Hirer, not by the Venue, and will need to be covered under the Hirer's Public Liability cover. All personnel, whether casual employees or volunteers, will work under the direction of the Venue Management and are required to wear identification at all times while on duty.

If the Venue Management determines that an operative of the Hirer (volunteer or otherwise) is not "suitably qualified" the Venue Management will appoint a person who is, and any associated costs will be charged to the Hirer's account at the rates prescribed in the Scale of Rates Schedule.

Requests for the use of Volunteers as Ushers must be made *in writing* prior to the hire period and the granting of such requests is entirely at the discretion of the Venue Management.

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## Merchandising

If you intend to sell any merchandising material, such as posters, T-shirts, CDs, cassettes, books, toys, etc. within the property of the School you will first have to present the material to the Venue Management for approval for sale. The sale or issue of such material will not be permitted if it is of a nature unacceptable to the Christian Ethos of the School and/or of a nature that is likely to offend public sensitivity and/or is political in nature. The display and sale of merchandise within the grounds of the School will attract a merchandising fee of 8% of gross sales.

A condition of sale of merchandise is that you must provide Venue Management with proof of turnover for percentage calculation. Failure to provide proof of turnover for percentage calculation will attract a flat rate charge of \$1,000.00.

Merchandising shall not include programs for the hiring being staged.

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## Contact Details

The information in this document is a summary of the Terms and Conditions of the Venue Hire Agreement. You should read the full *Venue Hire Agreement* before signing the contract.

If you have any further queries or would like to make a booking at The George Wood Performing Arts Centre, please contact:

**The Manager**

Mr Paul Sherriff  
The George Wood Performing Arts Centre  
Kalinda Road  
RINGWOOD, 3134

**Tel:** (03) 9262 7765

**Fax:** (03) 9262 7774

**Mobile:** 0407 335 804

**Email:** [pac@yvg.vic.edu.au](mailto:pac@yvg.vic.edu.au)

## Scale of Rates Schedule

The enclosed Scale of Rates is applicable for 1/1/2008 to 31/12/2008. All prices include GST.

### Personnel

<i>Discipline</i>	<i>Mon to Sat</i>	<i>Sunday</i>	<i>Public Holidays</i>
Ushers	\$22.00	\$28.60	\$33.00
Technician(s) Sound & Lighting	\$38.50	\$49.50	\$55.00
Technician(s) Mechanical	\$35.20	\$44.00	\$57.20
Stage Manager	\$44.00	\$55.10	\$63.00
Program Sellers	\$22.00	\$28.60	\$33.00
Box Office	\$33.00	\$39.60	\$44.00

### Equipment

<i>Item</i>	<i>\$'s Day 1</i>	<i>\$'s Day 2</i>	<i>Additional Day(s)</i>
Yamaha C-7 Grand Piano	\$110.00	\$110.00	\$110.00
Radio Microphones ( <i>each</i> )	\$75.00	\$50.00	\$50.00
NEC Projector & Screen ( <i>rear projection</i> )	\$275.00	\$275.00	\$275.00
Follow Spots ( <i>each</i> ) - <i>excludes operator</i>	\$75.00	\$50.00	\$50.00
Ultra Violet Lights - package	\$75.00	\$50.00	\$50.00
Strobe Lights - package	\$75.00	\$50.00	\$50.00
Moving Lights x 4	\$528.00	\$220.00	\$220.00
Recording ( <i>show mix only</i> ) - <i>Analogue</i>	\$55.00	\$55.00	\$55.00
Recording ( <i>show mix only</i> ) - <i>DAT / CD</i>	\$110.00	\$110.00	\$110.00
Smoke Machines	\$75.00	\$50.00	\$50.00

**Other**

<i>Orchestra Pit</i>	
Per Removal	\$165.00

<i>Tickets</i>	
Per Set	\$99.00

<i>Additional Spaces</i>	
Per Room	\$75.00

<i>Stage Surface</i>	<i>Per Lay</i>
Masonite	\$440.00

**### THESE PRICES ARE SUBJECT TO CHANGE ###**