

**fortyfive
downstairs**

Theatre Technical Specifications

05th February 2016

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CONTENTS

1. Introduction 3

- 1.1 [Contact details](#) 3
- 1.2 [Location](#) 3
- 1.3 [Venue introduction](#) 3

2. Responsibilities of Hirers 4

- 2.1 [Hire process](#) 4
- 2.2 [fortyfivedownstairs OH&S policy overview](#) 5
- 2.3 [Code of Conduct](#) 6

3. Theatre Facilities 7

- 3.1 [Venue Access](#) 7
- 3.2 [Venue Dimensions](#) 7
- 3.3 [Dressing Room](#) 8
- 3.4 [Production Desks](#) 8
- 3.5 [Power & Reticulation](#) 8
- 3.6 [Production Office](#) 8
- 3.7 [Communications](#) 8
- 3.8 [Bar](#) 9
- 3.9 [Toilets](#) 9
- 3.10 [FOH Management](#) 9

4. Theatre Equipment 10

- 4.1 [Access Equipment](#) 10
- 4.2 [Seating](#) 10
- 4.3 [Grid, Rigging & Scenery](#) 11
- 4.4 [Lighting](#) 12
- 4.5 [Sound](#) 14
- 4.6 [Audio Visual](#) 15
- 4.7 [Production / Event Stock Equipment](#) 15

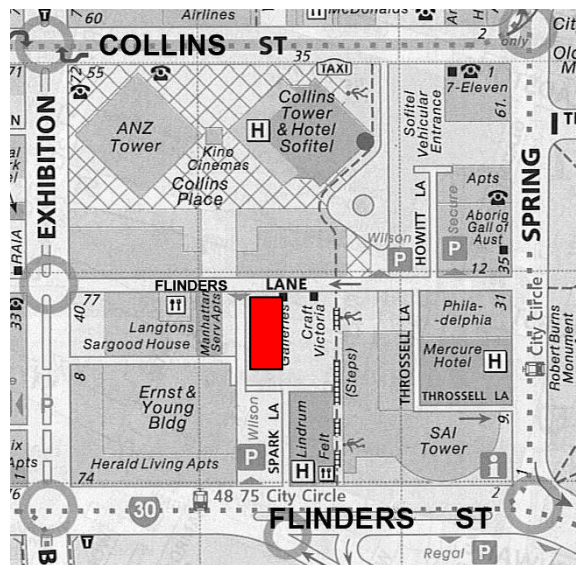
1. Introduction

The fortyfivedownstairs Theatre Technical Specifications are a comprehensive guide to audio visual and technical equipment at fortyfivedownstairs. This guide is intended for hirers and technical staff as reference for hiring and utilising the Theatre space. The document is to be used in conjunction with planned consultation with fortyfivedownstairs management by all hirers of the venue.

1.1 Contact Details

Role	Name	E-mail	Phone
Venue Manager	Philippa Jelbart	philippa@fortyfivedownstairs.com	03 9662 9966
Technical Coordinator	Andy Turner	tech@fortyfivedownstairs.com	03 9662 9966

1.2 Venue Location



Postal Address: fortyfivedownstairs, 45 Flinders Lane, Melbourne, Vic, 3000

1.3 Venue Introduction

fortyfivedownstairs is a not-for-profit arts venue based in Melbourne, containing two art galleries and one theatre space. The theatre space is an open plan venue with the ability to stage productions & events in a number of formats / seating layouts. It is a curated space for hire.

2. Responsibilities of Hirers

SCREWING, DRILLING, STICKING or BOLTING TO THE THEATRE FLOOR BOARDS AND WALLS IS NOT PERMITTED. Alterations to the decaying aesthetic appearance of the Theatre space are also not permitted. No painting, filling, sanding.

2.1 Hire Process

All hirers are required to attend (a) production meeting(s) in advance of the hire period to discuss their proposals and requirements.

Relevant production drawings / plans are required by fortyfivedownstairs Technical Coordinator prior to bump in commencing. These are typically (but not limited to):

- Theatre ground plan, detailing hirers set design
 - Lighting plan
 - Production information & risk assessment
- **fortyfivedownstairs Technical Coordinator**

The main points of contact with the Technical Coordinator throughout the hire process are:

- Production Meeting
- Risk Assessment management
- Venue Induction
- Bump In
- Opening the venue to the general public & Sign Off
- Incident reporting
- Bump Out

A minimum allocation of 12 hours for the Technical Coordinator is mandatory for all companies / hirers using the venue. Typically this time is split between Bump In, opening the venue to the general public and Bump Out. More time can and will be allocated at additional cost to the hirer if deemed necessary by fortyfivedownstairs.

▪ **Responsibility for equipment**

If hirers provide their own equipment; it is their full responsible to load in, move, set up, pack down and remove this equipment from the venue within their given hire period. The insurance and liability of this equipment whilst on fortyfivedownstairs property is the sole responsibility of the hirer. fortyfivedownstairs reserves the right to deem equipment unsafe.

▪ **Responsibility for Venue | Site Warden**

fortyfivedownstairs requires a designated member of the hirer's company to act as venue Site Warden throughout the hire period. The Site Warden is responsible for ensuring the hirers activities and conduct whilst on the premises are maintained to Worksafe Victoria, fortyfivedownstairs & entertainment industry standards.

- **Conditions of Use**

A copy of the license agreement and general conditions of use are sent to the hirer. These documents form a central part of the hiring agreement and require prior acknowledgement before a hire commences

2.2 fortyfivedownstairs OH&S policy overview

- **Managing Risk**

Producing Theatre / Events contains varying levels of exposure to risk(s).

Copies of fortyfivedownstairs Operational Risk Assessment and associated paperwork are available within the venue at all times. It is essential all hirers read and familiarise themselves with the documents prior to their hire period commencing.

Please note: The fortyfivedownstairs Operational risk assessment & Safe Work Method Statements contain control risk measures. Please ensure you have in place adequate means to manage the control risk measures effectively & safely if the planned production / activities relates to any of the noted risks or hazards.

fortyfivedownstairs requires that all events and productions have a custom risk assessment completed by the hirer, to cover all aspects of their hire period. fortyfivedownstairs will issue a generic production risk assessment template, which is to be completed by the hiring company before the hire period commences.

fortyfivedownstairs reserves the right to refuse the use of any materials, substances, equipment, activities & performances deemed unsafe within the venue at any given point throughout the hire period.

Venue Exit signage must not be altered, tampered with or blocked under any circumstances.

Production companies & hirers using the venue have different levels of experience in assessing risk. Please inform fortyfivedownstairs during the production meeting if you would like assistance in completing a risk assessment for your production.

- **Flammable materials**

It is the hirer's responsibility to ensure that any staging, scenery, curtains, back-drops, banners or other stage dressings used in association with your production made of flammable material have been treated with Fire Retardant as per the Building Code Australia (BCA) Specification C1.10

Straw bales are not permitted for use in the venue. fortyfivedownstairs will exercise the right to refuse the use of any materials which does not display the appropriate tagging.

All temporary structures built for events & productions must comply with the Building Code of Australia (BCA) and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, fire safety and flammability rating of materials.

- **PPE | Personal Protective Equipment**

Personal Protective Equipment is available at all times for the hiring company whilst on the premises. It is used as a control measure in both production & operational risk assessments and safe work method statements. The hirer Site Warden is responsible for ensuring all relevant members of the hiring company are using PPE accordingly.

- **TEST & TAG**

All electrical appliances used at fortyfivedownstairs require appropriate testing & tagging as per AS 3760. This includes all electrical items hirers bring/contract into the premises. fortyfivedownstairs can provide a test and tag service at a cost to the hirer.

2.3 Code of Conduct

- **Consumption of Alcohol**

The consumption of Alcohol during bump in, all rehearsals, show operation/performance conditions & bump out is not permitted. Stakeholders deemed to be under the influence of alcohol will be asked to leave the premises in such circumstances.

- **Consumption of Illicit substances**

The consumption of illicit substances is not permitted at anytime.

- **Working alone**

fortyfivedownstairs does not recommend working alone at anytime throughout the hire period.

- **Appropriate footwear**

All Stakeholders are to use appropriate, closed toe foot protection during bump in and bump out periods.

3. Theatre Facilities

3.1 Venue Access

Pedestrian and general public access to fortyfivedownstairs is available from Flinders Lane. Please note; Access from Flinders Lane requires the descent of four flights of stairs to the Theatre.

Crew and production equipment access is available at venue ground floor level from Spark Lane. Spark Lane is situated off Flinders Street, between Secure Park car park and Hotel Lindrum.

The loading dock parking space is available to hirers on days of Bump In and Bump Out only. It is situated off Spark Lane next to the large metal fire escape stairwell. The loading dock fits one small / medium size truck only.

Loading dock height: +900mm from ground level

Loading dock door height: 2200mm

Loading dock door width: 1200mm

Clear access routes for all stakeholders to both venue exits are required at all times throughout the hire period. Please allow for this in all set designs / room layouts.

3.2 Venue Dimensions

Working drawings are supplied upon request. The Theatre venue is approximately 245m².

3.3 Dressing Room

There is one unisex dressing room situated adjacent to the performance area. It contains basic reception facilities including: iron & ironing board, kettle, microwave, toilet, running water, clothes rack & mirrors. It does not include: showering facilities, washing machine or dryer.

3.4 Production Desks

Standard non-powered trestle tables are available upon request (up to 3) for use as production desks / operator tables.

3.5 Power & Reticulation

- 2x 10a Non-dimmed GPO ring mains situated at floor level
- 4x 32a 3phase outlets in control loft (2x utilised for in-house production dimmers)
- 48 way 10a soft patch system installed in Theatre Grid.
- Patch bay located in Lighting Box
- 1x 32a 3p → 6x 16a sp non-dim distro board available in Lighting Box

3.6 Production Office

There is no access to a production office for hiring companies. A4 black and white printing is available for a fee (during office hours only).

3.7 Communications

There are no FOH theatre paging or backstage coms / cue light systems within the venue.

All marketing, publicity and graphic design content enquires should be sent to info@fortyfivedownstairs.com

There is no land-line telephone connection within the venue.

WIFI access is available throughout the venue. Please contact the Technical Coordinator for access.

Access to a fax machine and photocopier is available for a fee and only during office hours.

3.8 Bar

The Theatre pay bar is located adjacent to the dressing room. It serves typical beverages and bar snacks. There is no provision for hot food, tea or coffee. It opens for the public half an hour before a scheduled performance, and during interval only. Staffing is provided by fortyfivedownstairs. This cost is included in the hire fee, with the exception of opening night functions. Hirer's do not have access to the bar, and are not permitted to engage in bar service/sales.

3.9 Toilets

There is one unisex toilet situated in the dressing room. General Public Male, Female and Disabled toilets are also located within the venue. The Disabled toilet is unisex and is located at entry to the female toilets

3.10 FOH Management

FOH Manager

A Front of House Manager will be supplied by fortyfivedownstairs for every public performance & event held. This is a non-negotiable cost in addition to the standard venue hire.

The FOH Manager will oversee the ticketing process for each performance & supervise the usher(s).

Usher(s)

fortyfivedownstairs requires an usher(s)* present to assist with every public performance/event held on the premises. There are two ways of managing this requirement.

1. fortyfivedownstairs can supply an usher for an additional cost per performance per usher
2. The hirer can manage the provision of ushers. Please note there are compulsory requirements for this option.

- Usher must be at least 18 yrs old
- Usher cannot be under the influence of alcohol or illicit substances
- Usher cannot be company Stage Manager, or engaged in any performance related activity
- Usher must arrive 45 minutes before the scheduled performance time
- Usher is required to remain within the venue throughout the performance and until all patrons have departed

The usher will receive an OH&S & venue induction upon arrival for the shift. There will be a mandatory additional cost to the hirer; for each shift that the hirer does not manage to fill, or, if the hirers usher does not turn up for their shift.

*Please discuss this requirement with fortyfivedownstairs during your production meeting regarding quantity of ushers.

4. Theatre Equipment

4.1 Access Equipment

There are two non-conductive ladders available for hirers use; one with an access platform and the other a single sided A-frame. fortyfivedownstairs has a safe work method statement in place due to access often being above 1.8 metres. Copies of this are available for reference within the venue at all times. The hirer's Site Warden will be shown the location of this information during the induction process. It is the hiring production company / Site Warden's responsibility to ensure that the Safe Work Method Statement is being used accordingly.

Prior consent is required from fortyfivedownstairs for the use of scaffolding towers, tallescopes and fall arrest systems. EWP's are not permitted at any time.

4.2 Seating

fortyfivedownstairs seating bank comprises of custom made tiered rostra that can be setup in a variety of configurations within the venue. We highly recommend you consult with the Technical Coordinator at the earliest given opportunity, to ensure your desired audience capacity will suit the given available space and sightline restrictions contained within the venue. A scale drawing of the requested seating layout, audience capacity, FOH box office location and relevant access routes will be issued to Theatre company/hirer upon mutual agreement of the layout.

- **Capacity** - conditions apply

Seating capacity varies on a per show/event basis. Consultation with fortyfivedownstairs is required, to determine a suitable maximum capacity. It is highly recommended that the agreed capacity is confirmed before production budgets and set designs are finalised.

Typical capacities are noted below utilising fortyfivedownstairs existing infrastructure:

- Standard Theatre production layout = 60 ➤ 120*
- Standard combined Theatre & Cabaret layout = 60 ➤ 120*
- Standard Cabaret layout = 60 ➤ 160* (additional tables required)
- Sit down Dinner Function = ➤ 150*
- Standing Cocktail Function = ➤ 250*

*** Please note: The above noted numbers are to be considered as a guide ONLY, and are for reference in relation to overall venue size. Prior consultation**

with fortyfivedownstairs is required to determine a suitable maximum capacity for your hire. Capacities of +/-90 are subject to a limited range of layouts and performing area options.

4.3 Grid, Rigging & Scenery

Floor to grid height is on average 4 metres. The floor is uneven, providing a potential difference of +/- 100mm across the surface. The floor consists of 150mm wide Baltic pine floor boards.

The Grid is constructed from standard 48mm steel scaffold tube. It is fixed and cannot be moved or altered.

Overall Grid SWL: 1000KG (Dead load)

1 PL on ladder bar between structural beams: 100KG (Dead load)

UDL on ladder bar between structural beams: 40KG / m (Dead load)

Floor SWL: 500KG per square metre

The grid has been designed for non-dynamic loads. Consultation with fortyfivedownstairs is required if your production or event requires the use of dynamic loads. A ticketed rigger is required to rig any load beyond that of standard lighting, sound and AV equipment. All set pieces that require suspension are to be rigged by a rigger licensed to perform high risk work. Please discuss your requirements during the production meeting.

Please ensure you read section [2.2](#), which relates to suitability of scenery materials. Details of set design materials and layout will be discussed during your production meeting.

Clear access routes for all stakeholders to both venue exit routes are required at all times throughout the hire period, including appropriate signage. Please allow for this in all set designs / room layouts.

fortyfivedownstairs does not keep stocks of additional rigging equipment.

Booms

The following items are available for hirers use:

Quantity	Type
6	Boom bases
6	2 metre galvanised steel 48mm scaffold pipe
6	1 metre galvanised steel 48mm scaffold pipe
12	500mm galvanised steel 48mm scaffold pipe
6	4.2 metre galvanised steel 48mm scaffold pipe
2	5 metre galvanised steel 48mm scaffold pipe

4.4 Lighting

All electrical appliances used at fortyfivedownstairs require appropriate testing & tagging as per AS 3760. This includes all electrical items hirer's bring/contract onto the premises.

▪ Control

1x ETC Element 40/250 console w/2x monitors

Signal: 2x DMX outputs > 5pin DMX

Data distribution: No hardwired infrastructure. DMX distribution to be manually installed according to chosen control position

There is no dedicated house lighting system within the venue. Please factor in the use of four 500w floods (seating & foyer) and one dimmer/channel for control, into the lighting design.

▪ Dimming

48x ways of dimming available (4x Jands 12way racks) > Located in venue lighting box:

1x Jands Quad Pack

▪ Luminaires

Quantity	Type	Manufacturer	Beam Angle	Wattage	Accessories provided
8	Acclaim Profile	Selecon	24°-44°	600w	4x Gobo holders
12	Acclaim Fresnel	Selecon	6°-60°	650w	Barndoors
4	Par 56 LN	Thomas	WFL	300w	
12	Cantata PC	Strand	4.5°-52°	1200w	Barndoors
12	Source four junior zoom profile	ETC	25° - 50°	575w	12x gobo holders
4	Flood (House Lights)	-	-	500w	

All lanterns are provided with working hook clamp, gel frame & safety bonds.

Additional equipment supplied/contracted by the hirer must be deemed suitable/appropriate for use by fortyfivedownstairs before installation/use. Use of Gaffa tape on fortyfivedownstairs luminaries is not recommended. Cleaning charges apply.

▪ Patching, Cabling & LX Rigging

2x 10a Non-dimmed GPO ring mains situated at floor level

4x 32a 3phase outlets in control loft (2x utilised for in-house production dimmers)

48 way 10a soft patch system installed in Theatre Grid.

Patch bay located in control room adjacent to dimmers

1x 32a 3p → 6x 16a sp non-dim distro board available in control loft (requires one of the four 32a 3p outlets)

Quantity	Length	Type
20	2-3m	10a single phase extension
20	5m	10a single phase extension
10	10m	10a single phase extension
5	20m	10a single phase extension
1	30m	5pin DMX extension

* No additional 3phase extensions or DMX cable / terminators held in stock

Please pass on details of any additional structural rigging required for lighting to the fortyfivedownstairs Technical Coordinator prior to bump in. A final LX plan must be sent before bump in commences. Please refer to section [4.3](#) regarding acceptable structural SWL's. Consultation with your production manager regarding overall production/event loading is recommended.

▪ Consumables

All blown globes are to be replaced by the hirer. A charge applies for any blown globes not replaced at the end of a hire period. Spare stock will be made accessible during the hire period, and will be charged as used.

fortyfivedownstairs can provide white, grey or black lx tape for an additional charge, upon request.

4.5 Sound

All electrical appliances used at fortyfivedownstairs require appropriate testing & tagging as per AS 3760. This includes all electrical items hirers bring/contract into the premises.

▪ Control

1x Allen & Heath ZED 22FX mixing console (16x mono channels & 3x stereo channels)
2x 31 band EQ McLelland GE62 (graphic EQ)
1x Behringer Auto com pro MDX 1400 (compressor)

* Control can be setup up in any location within the venue, as all sound cabling is temporary and relevant to the given hire period/requirements.

▪ Speakers

2x RCF Art10A powered speakers (available on stands or hanging brackets)

▪ Playback

1x Tascam CD160 single CD player

▪ Microphones

3x SM58 (1x switched beta SM58 & 2x non-switched)

3x Standard black tripod based boom mic stands (w/clips)

▪ Cabling

10x 10m XLR
8x 20m XLR

* 1x 30m XLR Multicore > Stage Box 16/4

Consultation with your production manager in relation to speaker placement and overall production/event load limits is recommended.

- Please discuss the overall anticipated noise levels of your production/event with fortyfivedownstairs during the production meeting. We are situated in close proximity to residents and small businesses. Noise restrictions apply between the hours of 10am-5pm Tues – Fri & 5pm – 7pm on given Tues night Gallery openings. Events are occasionally scheduled in the Gallery, situated above the venue. Noise restrictions will apply for such occasions. fortyfivedownstairs will inform the hirer of such events at the earliest opportunity.

4.6 Audio Visual

All electrical appliances used at fortyfivedownstairs require appropriate testing & tagging as per AS 3760. This includes all electrical items hirers bring/contract into the premises.

fortyfivedownstairs does not stock any AV projection equipment. Prior consultation with fortyfivedownstairs Technical Coordinator is required, regarding the attachment method planned for any suspended AV equipment.

4.7 Production / Event Stock Equipment

▪ Draping

Quantity	Type	Material	Colour	Width	Length
24	Soft leg	Woollen	Black	1600mm	4200mm
10	Soft leg	Woollen	Black	1700mm	3600mm

▪ Chairs

Quantity	Type	Colour
110	Folding	Black
45	Sebel 'Program' plastic moulded	Black
90	Sebel 'Program' upholstered moulded	Black

▪ Tables

Quantity	Type	Colour	Dimensions
4	Cabaret round	Dark grey	600mm W x 730mm H
2	Folding trestle	Black	750mm W x 1800mm L x 750mm H
2	Folding trestle	Beige	750mm W x 1800mm L x 750mm H

▪ Staging

fortyfivedownstairs has a stock of 2m x 1m rostra with accompanying various height legs. Please discuss your requirements at the earliest opportunity with fortyfivedownstairs Technical Coordinator.

END