



THE WEHL STREET THEATRE

**7 Wehl Street South
Mount Gambier SA 5290**

Managed by,

Centrestage Community Theatre Inc.

PO Box 2093 Mount Gambier SA 5290

Phone: 0437715910 ABN: 72545843672

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ATTENTION HIRER:

Before confirming your booking it is **IMPORTANT** you read and understand the **CONDITIONS OF HIRE**.

Your Booking is **NOT** confirmed until the following documents are received by the Booking Officer:

1. Booking form (2 pages)
2. \$50.00 deposit. – (Cash, cheque or EFT available)
3. Copy of Public Liability Insurance Policy showing a cover of \$10,000,000.00.

Management reserves the right to alter any attached documents at any time, until the booking has been confirmed.

Booking Officer – wehlstreettheatre@gmail.com

Or Maxine on 0437 715 910

THE WEHL STREET THEATRE BUILDINGS CONSIST OF:

Backstage Area:

Stage Approx. 10m X 7m
Lectern microphone/lights
2 small dressing rooms
1 large dressing room
1 Green room
Male & Female toilets
C6 Yamaha Grand Piano

Auditorium:

Raked seating for 194

Kitchen: See page 3

Foyer:

Male & Female toilets
Handicap toilet
Bio box
Kitchen please see page 3

East Wing:

Large meeting room
Kitchenette
1 toilet

THEATRE HIRE CHARGES: (reviewed annually) See Appendix 2 - page 4

KEYS: The Theatre is unattended, locked & alarmed when not in use. Access is possible ONLY via a Set of Keys which **MUST OBTAINED PRIOR** to hire. You must contact the **Booking Officer** to arrange pickup and return of Keys. These are to be returned within 24 hours. \$50.00 charged for lost or not returned in time.

CLEANING: Hirer must clean after hire.

An extra charge of \$100.00 and upwards if not left clean and tidy.
See page 5 for Suggested cleaning regime.

Posters can be put up in the Foyer and the Billboard Box: Phone: 0437 715 910.

KITCHEN/CANTEEN

PLEASE NOTE: *The heating of food must only take place in the kitchen/canteen. Items such as the kettle, urn, microwaves and pie warmer must not be removed from the kitchen/canteen.*

FIRST: Turn on the water heater switch (above hand basin) as marked.
Takes approx. 30-60 minutes to heat.

CROCKERY: 110 Teacups, 110 Saucers, 110 Side Plates.

GLASSES: 130

URN: 30LTS.

PIE WARMER: 80 Pies

STOVE: 4 Hotplates/Oven/Warming Drawer

MICROWAVES: 2

ELECTRIC KETTLE: 1

FRIDGE: Commercial 2 Glass door

TEATOWELS: MUST BE supplied by THE HIRER.

ANY DAMAGES: The Hirer is liable for any replacement and/or repair to any fittings/furniture/crockery or any item belonging to the kitchen/canteen.

BREAKAGES INCUR A CHARGE: Cups \$2.30 each, Saucers \$1.60 each,
Plates \$2.30 each and glasses \$1.00 each.

WHEN LEAVING: PLEASE TURN OFF ALL SWITCHES AND LEAVE IN A CLEAN AND TIDY STATE.

OPERATION of STAGE LIGHTING AND SOUND

For correct use of the stage you may need stage lighting depending on your production.

You will need to be familiar with the operation of the LSC Maxim 48 channel lighting desk and Yamaha Sound desk

Theatre TECHNICIANS:

CHRIS MOORS - 0417 825 732 (usually available evening only).

TONY CHALINOR – 0418 654 316

NOTE: Technicians are generally available to help with the setup of your production (basic setup only) free of charge should you require. They can also assist with compliance for Theatre OH&ES. Complex lighting and sound requirements may incur additional charges. Please consult with your technician.

For Detailed List of the **Technical Facilities** offered by the Wehl Street Theatre please see below.

Prices for WEHL STREET THEATRE 2020 **APPENDIX 2**

<u>ORGANISATION TYPE:</u>	A (Business or Commercial)	B (Community group/schools etc.)
5 hour session	\$348.00	\$226.00
Rehearsal Hire 5 hours	\$238.00	\$155.00
Full Day Performance Use	\$543.00	\$353.00
Full Day Rehearsal	\$348.00	\$226.00
Additional Hourly Rate over 10hrs -	\$53.00	\$34.00
<u>EAST WING CHARGES:</u>		
Full Day	\$179.00	\$108.00
Per Hour	\$23.00	\$14.00
<u>PROPS ROOM:</u>		
Full Day	\$71.00	\$43.00
Per Hour	\$14.00	\$14.00

CHECKLIST for CLEANERS

DONE/CHECKED BY?

<u>Foyer</u> Vacuum carpets, return chairs against walls, empty rubbish bins and replace bin liners.	
<u>Foyer Amenities</u> Sweep floors in Toilets both Male & Female, including Disabled, clean pans, replace paper Towels & Toilet Rolls. Empty Bins and replace liners. DO NOT MOP FLOORS IN TOILETS OR BENCH IN LADIES TOILET OR USE ANY CHEMICALS ON THOSE SURFACES	
<u>Kitchen</u> IF Kitchen was used, clean all benchtops and mop Floor. Wash all items that were used. Ensure Pie Warmer trays are cleaned, the fridge is emptied and wiped out, stove & oven if used is cleaned. Empty Bin and replace liner.	
<u>Auditorium</u> Pick up all Rubbish from under seats, Vacuum carpets.	
<u>Stage & Backstage Areas</u> Sweep Stage area. Remove all Sets & Scenery if used. Vacuum all carpeted areas. Empty bins from Dressing Rooms & Green Room – Replace Bin liners. Clean mirrors and dressing room bench tops.	
<u>Backstage Toilets</u> Mop out Toilets both Male & Female, clean pans; replace paper Towels & Toilet Rolls. Empty Bins and replace liners.	
<u>EAST WING – (IF USED)</u> Vacuum all carpeted areas, clean Toilet, and replace Toilet Rolls and Paper Towels. Empty Rubbish Bins and replace bin liners. Supplies are located in the East Wing Storage Room.	
EMPTY VACUUM CLEANERS AFTER USE PLEASE	

All Cleaning equipment for the THEATRE(brooms, mop & bucket, Vacuum Cleaners) & supplies (Spray & Wipe, Paper Towels, Toilet Rolls & Bin Liners) are located in the Cleaning room, just off the Foyer.

Bins are located in the Storage Room near East Exit Doors

CONDITIONS OF HIRE

PLEASE READ CONDITIONS OF HIRE CAREFULLY. We understand that the person who fills in the form may not be the person there on the day of hire. Please pass on the CONDITIONS OF HIRE to the person in charge on the HIRE DAY. This person MUST be there on the said day and be responsible.

BOOKINGS:

- 1.1** The hiring organization must **complete the booking FORM, SIGN** and **RETURN** with their \$50.00 **DEPOSIT** to **CENTRESTAGE COMMUNITY THEATRE INC. PO BOX 2093, MT. GAMBIER, S.A. 5290, or EMAIL: wehlstreettheatre@gmail.com** this will confirm the booking.
- 1.2** Hirers **MUST** have and supply a copy of their current **PUBLIC LIABILITY INSURANCE POLICY** for a minimum of \$10,000,000.00 with their booking forms.
- 1.3** A cancellation fee of \$50.00 may be charged for bookings cancelled less than 4 weeks prior to the booking date.

RESPONSIBILITY OF THE HIRING ORGANISATION:

- 2.1** It is the Hirers responsibility to ensure the venue meets all their requirements. A tour of the Theatre can be arranged and is recommended.
- 2.2** The Hirer must nominate a person to be responsible for the proper care, functioning and securing after use. Check windows, doors, lights, air con; amps etc. There is a \$60.00 security call out fee the Hirer may have to pay if the building is not secured.
- 2.3** When using the Theatre equipment you **must provide a suitably qualified operator or request assistance.** Equipment includes all electrical, lighting and sound. If you do not understand how to use equipment correctly you must contact a Theatre Technician (see Appendix 1) or be liable for the cost of repairs to anything damaged or misused.
- 2.3.1** The theatre is hired in a “**Standard Configuration**”. This includes the lighting rig, No rostra installed in front of stage, stage area clear and clean, all moveable auditorium seats on flat floor available for use, Stairs for FOH stage access located on either side of stage. **Any changes to “Standard Configuration” including lighting will be the Hirers responsibility and shall be returned to Standard configuration by the hirer.** Failure to return Theatre to standard configuration will incur additional expense (cost will depend on how long it takes to restore to standard configuration).
- 2.4** The Hirer shall be liable for and make good **ANY DAMAGES** and replacement of equipment, materials, furniture, fittings or fixtures or other effects caused by default or neglect of the Hirer or any member associated or person with the function.

- 2.4.1** Alterations to the structure and fittings of the theatre are prohibited (including painting and drilling of holes into the stage floor). No painting of scenery or equipment is permitted on stage. **Glitter** may not be used on scenery, costumes or anywhere within the Theatre complex.
- 2.4.2** All rigging of scenery, lighting etc. must comply with Occupational Health, Safety and Welfare Regulations, and Department of Industrial Relations Regulations. The Theatre may refuse the use of any scenery, lighting, sound or other equipment that is non-Compliant.
- 2.4.3** Corridors surrounding the stage must be kept totally clear of all props and scenery at all times.
- 2.4.4** The use of pyrotechnics, smoke machines or naked flames (other than dry ice), will only be permitted with the appropriate South Australian licences, and in the presence of a representative of the South Australian Metropolitan Fire Service which will be at the hirer's expense. No flammable liquids or explosive material may be brought into the premises.
- 2.4.5** Smoking in the theatre is prohibited other than on stage as part of the performance by prior arrangement. No alcohol shall be brought into the premises, other than by prior arrangement. No foodstuffs or liquids may be taken onto the stage, other than as part of the performance by prior arrangement.
- 2.5** The Hirer should ensure that the correct name is used when identifying the venue for publicity or advertising. The correct name is **WEHL STREET THEATRE** the address is 7 Wehl Street South, Mount Gambier, S.A. 5290. When advertising in the Theatre please use the pin-up boards in the Foyer or Blue tac. **NO STICKY TAPE OR ANY OTHER TAPE** IS ALLOWED ANYWHERE, INCLUDING THE STAGE.
- 2.6** 6 Trestle tables are stored in the East Wing Props room. This is locked so please advise if you need them.
- 2.7** Food and drink must be prepared in the KITCHEN/CANTEEN but may be consumed in the Foyer or East wing meeting room.
- 2.8** **NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM.**
- 2.9** With permission to consume alcohol you must obtain a Liquor Licence from the police station (This may take up to 4 weeks).
- 2.10** **NOTE: THE ENTIRE VENUE IS NON SMOKING.**

PIANO: YAMAHA C6 CONCERT GRAND:

- 3.0** Great care must be taken with this expensive instrument. It is the Hirers responsibility to see the piano **is not tampered with in anyway** As it is kept locked please state on the BOOKING FORM your wish to use the piano.
- 3.1** If the piano is moved from its present position it **MUST BE PUT BACK AFTER USE**. Make sure you have the people power available to do this.

3.2 PIANO in EAST WING. This piano is not the property of Centrestage Community Theatre Inc. If the Hirer wishes to use or move this piano then the Hirer MUST contact Mount Gambier Choral Society on 0473 942 279.

CLEANING:

4.1 The Hirer is responsible for the preparation and setting up and must return the premises to proper order after a function.

4.2 CLEANING IS REQUIRED. The Theatre / East Wing (if used) must be left in a clean and tidy state or a cleaner will be called in at the Hirers cost. This will be \$100.00 and upwards.

4.3 Cleaning means:
THE STAGE, AUDITORIUM, FOYER AND TOILETS. In addition to this are THE KITCHEN/CANTEEN, DRESSING ROOMS, GREEN ROOM AND EAST WING ROOMS (if used).
REPLACEMENT OF BIN LINERS (Rubbish to be placed in the green bin in the store room near the kitchen/canteen)
REPLACEMENT OF TOILET ROLLS.
All cleaning products/toilet rolls/bin liners are kept in the Cleaning Room (in the foyer).
SEE CLEANING CHECKLIST AS ABOVE

Any queries and or payment to be directed to:

CENTRSTAGE COMMUNITY THEATRE INCORPORATED

EMAIL: wehlstreettheatre@gmail.com

P.O. BOX 2093 MOUNT GAMBIER S.A. 5290

OR PHONE: 0437 715 910 (Booking Officer)

Technical Facilities

Seats

Raked Fixed Seating 9 Rows **152** seats
Moveable seating on Flat Floor 1st 3 rows **42** seats
Total Seating 194

The theatre can cater for wheelchairs by removing a number a seats in Row A (It is possible if required to remove all Seats in Rows A,B & C to cater for a number a configurations)

Proscenium Arch

Width 6.8m
Height 3.1m to bottom of House Curtain top border

Stage

Depth (to cyclorama) 8.0m
Front of stage to curtain line 0.5m
Front curtain line to Cyclorama 7.5m
Front curtain line to front of Rostra (if installed) 1.7m
Width: extent of timber stage 9.3m
Height above stalls 0.9m

Stage Surface

Unraked timber stage (Hardwood) faced with Masonite and painted Grey

Stage Drapes

Tabs (draw curtains) (heavy duty steel truss construction stage tracks)

3.5m high x 4.0m Wide 2 pair black
Borders 1m high x 8.0m wide 4 pair black
Legs 3.5m high x 1.6m wide 3 pair black
4 x Manual draw curtains in front of Cyclorama
Consisting of:
1 x light blue shiny fabric with pattern,
1 x lavender shiny fabric with pattern,
1 x Black - 1 pair
1 x Off White - 1 pair
Cyclorama 3.8m high x 7.5m wide

Dressing Rooms

1 x Male, Capacity 9, includes separate washroom & Toilet.
1 x Female, Capacity 8, includes separate washroom, Toilet and shower
1 x Unisex, Capacity 20, small sink only

Lecturn

Gooseneck mic & LED light
Laptop shelf on request

Music Stands

20 x Music Stands

Piano

1 Yamaha Model C6 Concert Grand
Located offstage in own alcove. Requires 2 people to move

Rostra

5 x .9m high x 1.2m wide x 1.7m long
4 x 1' high x 4' wide x 6' long

House curtain

Manually operated from prompt stage level

Ladders

The theatre has:
2 x large step ladders to assist in rigging and focussing equipment above stage.
1 x extension ladder to assist in rigging and focussing equipment Front of House. (FOH).

Lighting Equipment

Lighting Control System

LSC Maxim 48 channel PaT-Pad Desk console
3 x (12 x 2.4kW) Jands Dimmers
Softpatch (via desk console) and 30ch x manual patch panel
DMX 512 Protocol
1 x 19" monitor for Lighting Output Status

Spots & Floodlight Lanterns

6 x Selecon 650w 25 to 50 degree zoom spots
4 x Strand 650w T64 Profile Spots
4 x Selecon PL Profile 1 MKII LED RGBW
6 x Showtec LED PAR Quad 18 RGBW wash
6 x Patt 23 500w MkII profile spots
8 x Patt 123 500w Fresnels
18 x Selecon/Acclaim 650w fresnel spots with Barn doors
4 x IMOVE 250w Moving lights (Full DMX control)
4 x Selecon HUI Cyc. 4 way Battens

Sound Equipment

1 x Yamaha 20 channel sound desk – located Prompt side desk.
1 x Behringer 12 channel sound desk – located in Control Room, linked to Yamaha sound desk
12 mic/line input 4 stereo inputs
4 sub groups 8 auxiliary sends
Dedicated amplifiers for auditorium, stage foldback & bass unit.
2 x Bose 803 proscenium speakers
1 x Bose Cannon bass reinforcement
2 x Session speakers for stage foldback
2 x CD players Prompt side
1 x CD player Control Room
1 x Yamaha CD player with USB iPod Input

2 x wireless handheld mics
2 x Stage Boundary mics
3 x Tripod – long boom stands

Projection Equipment

Main Screen – Roll down Screen 7 m x 3.5 m
Located just inside Main Curtain
1 x Digital Projector IN – 42 In-focus suitable for film screenings
Highest Resolution Component 1080i
Standard DVD player

**CONTACT A THEATRE TECHNICIAN FOR FURTHER
DETAILS**

**PLEASE NOTE: SOME SEATS WILL NEED TO BE
RESERVED TO USE THE MAIN SCREEN**

Stage Management System

Cast call and stage sound relay to all dressing rooms and cast assembly areas including theatre foyer and East Wing Classroom.

4 x Wireless Headsets (1 x master, 3 x slaves)

Auditorium lighting controlled from either Stage managers desk or Bio Box. (Master Switch in Bio Box)

STAGE LIGHTING CIRCUITS

CIRCUIT NUMBERS

BAR 4	1	2	4	3	4	2	3	4	2	3	4	3	2	1			
BAR 3	10	10	7	6	9	9	7	6	7	6	6	8	8	7	6	5	5
BAR 2	21	21	16	20	20	16	19	19	16	18	18	16	17	17	16	15	15
BAR 1	12	13	14	12	13	14	12	13	14	12	13	14	12				

Side Wall
11

FRONT OF STAGE

F.O.H. BAR 2

25 27	26	27
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F.O.H. BAR 1

22 25 27 26	24 27	
23 24	22 23	
28 29 30	28 29 30 (temp. leads)	
	23	
	22	
	22	

24
24
23

PLEASE NOTE:

INDIVIDUAL DIMMERS ARE RATED AT 2.4 kW. DO NOT OVERLOAD CIRCUITS.
PLEASE CHECK ALL PATCHES WITH TEST POINT BEFORE CONNECTING TO DIMMERS

CENTRESTAGE COMMUNITY THEATRE INCORPORATED.

Booking Form for Hire of the

WEHL STREET THEATRE COMPLEX, CONTRACT.

Date:/...../.....

Name of Organisation/Group:.....

Email.....

Postal Address:.....

Public Liability:

(Policy Number, Provider Name and photocopy of Policy)

CityState.....P/C.....

Please Tick

I HAVE READ & UNDERSTAND THE CONDITIONS OF HIRE AND AGREE TO ABIDE BY THOSE CONDITIONS SET BY CENTRESTAGE COMMUNITY THEATRE INCORPORATED - MANAGING BODY.

Contact Person: Signed.....

Phone Number: Purpose of Hire.....

Nominated Person in Charge:

Phone Number:

(see condition of hire 2.1 in Information Pack under CONDITIONS OF HIRE)

Which of the following best describes the nature of your organisations activity:

A Business or Commercial Group. **B** Charitable, Non-Profit, School or Community Group.

Do you agree for Centrestage to promote your Event via the Wehl Street Theatre Website? **YES / NO** (Please circle)

If **YES**, Please provide promotional material(posters/flyers/photos) to the booking officer prior to your event – wehlstreettheatre@gmail.com

If **NO**, basic Event booking information will still be listed on the Website ie Name/Date of Event

NOTE: The above details will be used for Invoicing your Organisation.

PLEASE SPECIFY REQUIREMENTS AS BELOW: - Please Tick as required

CLEANER

THEATRE TECHNICIAN

PIANO

PROJECTOR

(Cleaner & Theatre Tech at additional cost)

THEATRE BOOKING FORM

DATE	THEATRE BUMP IN/OUT TIME AM/PM	THEATRE – Rehearsal Only	THEATRE – Performance	START TIME AM/PM	FINISH TIME AM/PM

EAST WING BOOKING FORM

DATE	EAST WING	WORKSHOP/PROPS ROOM	START TIME AM/PM	FINISH TIME AM/PM

