



## Technical Specifications

### Venue Details

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PORT MACQUARIE  
HASTINGS COUNCIL



# Contents

<b>AUDITORIUM</b>	<b>4</b>
<b>STAGE</b>	<b>5</b>
Orchestra Lift / Pit	6
Smoke Stop Curtain	6
Flying Facilities	6
Drapery	7
Access Equipment	7
Staging Units	7
Stage Covers	8
Rigging	8
Loading Dock	9
Scenery Dock	10
<b>LIGHTING</b>	<b>11</b>
Control	12
Data	12
Dimmer Racks	12
Lighting Fixtures	13
House Lights	14
Lighting Notes	14
Power	14
Cabling	15
<b>AUDIO</b>	<b>16</b>
Control	16
Data	16
Amplifiers	16
Speakers	16
Playback	17
Recording	17
Microphones	17
DIs	18
Stands & Accessories	18
Pianos	18
Line Patching	19
Audio Notes	19
Power	19
Cabling	19



<b>VIDEO</b>	<b>20</b>
Projectors	20
Projection Surfaces	20
Media Server	20
Playback	20
Filming Services	20
Cabling	20
Video Notes	20
<b>BACKSTAGE</b>	<b>21</b>
Dressing Rooms	22
Green Room	22
Production Facilities	22
Laundry / Wardrobe	22
<b>VENUE</b>	<b>23</b>
Venue Contacts	24
<b>APPENDICES</b>	<b>25</b>





# AUDITORIUM

The Auditorium comprises 15 rows of raked fold-down seats in the Stalls, with a further 6 raked rows in the Dress Circle and 26 seats across 2 balcony boxes. Rows A and B occupy the Orchestra Lift/Pit floor and require removal before use as an orchestra pit or stage thrust extension. Pull-out treads from stage level to the auditorium are available on request and require the removal of 2 seats in B row. Wheelchair spaces are available in both the Stalls and Dress Circle and require removal of seating to accommodate.

## Seating Capacity

The maximum seating capacity in the venue is 594, continental style.

Stalls	403 seats (362 if orchestra lift/pit in use)
Circle	165 seats
Boxes	26 seats (some with restricted viewing)

*For further reference see Appendix A-1: Auditorium Seating Plan - Stalls, and Appendix A-2: Auditorium Seating Plan - Dress Circle & Boxes*



*View of the Auditorium from stage.*



# STAGE

## Brief Stage Description

Unraked stage with a proscenium arch and motorised flying facilities. The stage is constructed from a 6mm Masonite surface fixed to two layers of 32mm ply. Cable traps border the main performance area from downstage to upstage on both prompt side and opposite prompt, before continuing towards centre for 3.5m. Screwing into surface is permitted but larger holes should be authorised by the Back-of-House Coordinator. Stage crossover behind US rear wall.

Stage distributed load limit      750kg/m<sup>2</sup> --- 7.5kPa  
Stage rake      No

## Stage Dimensions

Proscenium      Width: 14m  
                         Height: 9m (acoustic shell reduces this to 8.6m)

## Setting Line

The upstage edge of the proscenium wall.

## Distance From (SL = Setting Line, CL = Centre Line)

SL to DS edge of apron      0.9m  
SL to DS edge of Orchestra Lift      3.7m at CL (pit is curved)  
SL to first fly line      0.52m  
SL to last upstage fly line      8.42m  
SL to rear wall      10m  
CL to OP wall      9.5m  
CL to PS wall      10.1m  
Stage to grid underside      17m

## Overhead Obstructions

Air conditioning ducts OP and PS walls, at a height of 7.2m above stage level.

Fly floor at 8.2m above stage level, running from DS PS to the rear wall, along the rear wall and from the rear wall to DS OP.

*For further reference see Appendix B-1: Theatre Stage Plan and Appendix B-2: Theatre Section*



## Orchestra Lift / Pit

Serapid LinkLift 80 orchestra pit lift with a 6mm Masonite surface over two layers of 32mm ply, fixed to a hot rolled steel frame.

Dimensions	Width: 12.6m Depth: 2.8m at CL, 1.2m at edges.
Stage level above Auditorium	0.920m
Pit level below Auditorium	3m
Lift can be set at any height	Yes
Floor distributed load limit	750kg/m <sup>2</sup> --- 7.5kPa
Load limit	8,000kg
Maximum capacity	20 people

## Smoke Stop Curtain

The Smoke Stop Curtain is located DS of the proscenium. It is an automatic dropdown curtain triggered by fire or smoke in the fly tower. The curtain drops from above the proscenium to a height of 5m above stage level. It is designed to change the flow of smoke, not create a solid barrier between the stage and the auditorium.

## Flying Facilities

The Glasshouse Theatre's flying system consists of 26 motorised winches, of which 25 are controlled via a Siemens control dongle. The system can be programmed with up to 10 presets, which cannot be triggered simultaneously. Show-specific IN and OUT soft limits can be recorded into the system. Minimum flying speed is 0.204m/s, maximum flying speed is 1.2m/s. Multiple lines may be manually flown simultaneously in the same direction and speed to their programmed limits. Multiple lines flying as part of a preset can be flown in opposite directions.

### System Details

Total number of Lines	26
Panorama Lines	0
Batten Drift	15.4m
Batten Type	RHS Steel 75mm x 50mm
Batten Length	14m
Batten Extensions	16 @ 0.5m, 4 available, 12 installed for masking.
Batten Pick-ups	5 pick-ups, 1 at centre then at 2.9m intervals.
Batten Point Load	200kg
Batten W.L.L.	400kg
LX bars can swing	Yes
Fly bars can swing	Yes



## Operating Positions

The Siemens control dongle may be connected into the flying system at the following positions:

- PS at stage level (preferred for load in/out)
- OP at stage level
- PS fly floor
- OP fly floor
- Winch room (blind fly - maintenance only)

Additionally, the house curtain may be separately controlled via a push button panel located at stage level PS by the SM Console.

The header (line 0) is a fixed speed winch controlled via a push button panel located at stage level PS by the SM Console.

*For further reference, including standard line allocation, see Appendix C: Standard Hanging Plot*

## Drapery

Type	Material	Colour	Width	Height	Quantity
House Curtain	Satin 100% Fullness	Charcoal	8100mm	7500mm	1 pair
Border	Wool 0% Fullness	Black	15000mm	4000mm	5
Border	Wool 50% Fullness	Black	15000mm	3000mm	5
Leg	Wool 0% Fullness	Black	4000mm	9000mm	5 pairs
Leg	Wool 50% Fullness	Black	2000mm	7000mm	2 pairs
Leg	Wool 50% Fullness	Black	3000m	7000mm	4 pairs
Traveller	Wool 50% Fullness	Black	7800mm	7000mm	2 pairs
Cyclorama	Filled Cloth	White	15000mm	7000mm	1

All black stage masking is manufactured to A/NZS 1530 Parts 2 & 3. They are made from inherently fire-retardant wool.

## Access Equipment

### Elevated Work Platform

Genie GR-20

Maximum working height: 8m

Maximum platform height: 6m

### EWP Restrictions

Operator induction before use.

### Ladders

- 2 x 2.4m Fibreglass step ladder.
- 2 x 1.2m Fibreglass step ladder.
- 1 x 3.3m-5.8m Aluminium extension ladder.

## Staging Units

- 10 x Mega Deck 2.4m x 1.2m x 0.182m
- Legs to finished heights 300mm, 600mm, 900mm.
- 18 x 300mm Wheel Legs
- Selection of black painted ply treads to match Mega Deck leg heights.



## Stage Covers

Full stage Harlequin Cascade dance floor is available for an additional fee. Laid PS to OP.

## Rigging

All overhead elements must be rigged with rated equipment and fitted and installed by qualified personnel. Rigging Ticket must be presented to Glasshouse management prior to rigging work commencing.

Type	Item	W.L.L.	Quantity
Chain Motor	Movecat PLUSlite	500kg	2
Shackle	D	1T	30
Shackle	Bow	0.5T	125
Shackle	Bow	0.75T	5
Shackle	Bow	1T	19
Shackle	Bow	2T	10
Shackle	Bow	3.25T	3
Shackle	Bow	6.5T	20
Turnbuckle	200mm Stainless	100kg	16
Turnbuckle	300mm	100kg	40
Girder Clamp		2T	4
FSWR	1m	80kg	6
FSWR	2m Black Sheath	80kg	4
FSWR	4m Black Sheath	80kg	4
FSWR	6m Black Sheath	80kg	9
FSWR	8m Black Sheath	80kg	10
Scaffold Coupler	90° Fixed		24
Scaffold Coupler	Swivel		3
Sling	Yuppie Strap	100kg	23
Sling	0.5m Flat with Rings	100kg	23
Sling	1m Black	1T	9
Sling	2m Black	1T	2
Sling	1m Green Flat Web	2T	3
Sling	2m Green Flat Web	2T	2
Shot Bag	Black	12kg	30





## Loading Dock

### Access

Vehicular access is via Hay Street Forecourt off Clarence Street. Trucks can reverse into loading dock. There is a motorised dock leveller ramp to provide a level surface from truck bed to stage.

Loading Dock Height	0.92m above road level.
Road Level Door Dimensions	Width: 5.4m Height: 4.4m
Stage Level Door Dimensions	Width: 3.3m Height: 3.4m

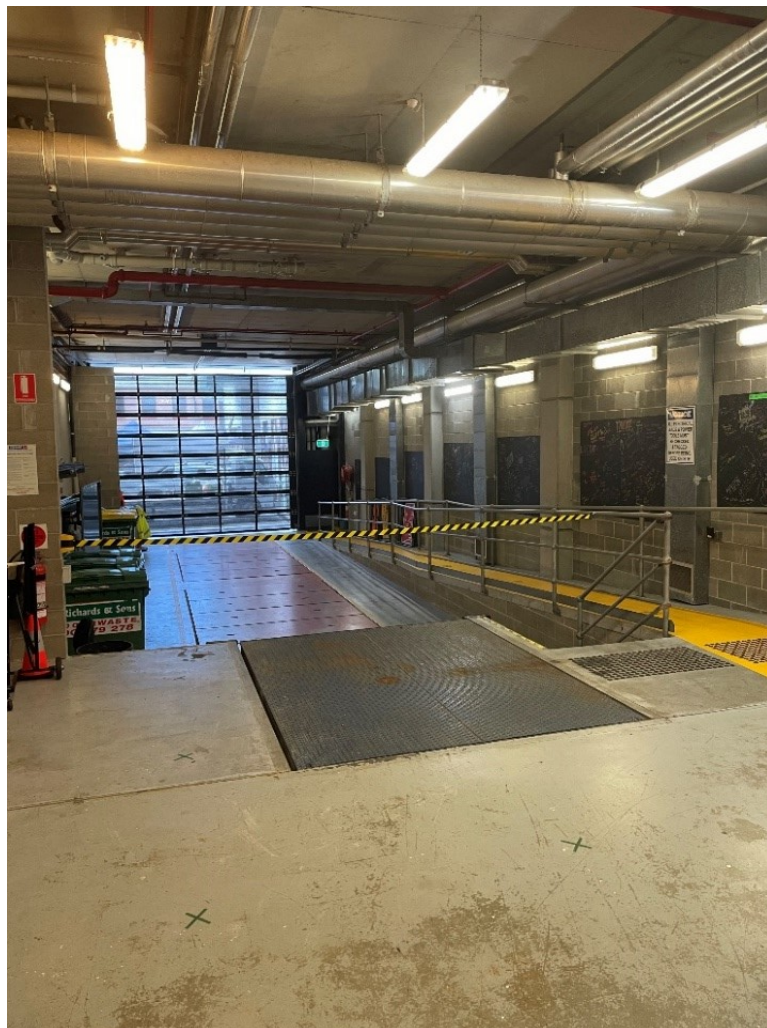
### Restrictions / Obstructions

Any vehicle entering or leaving the Hay Street Forecourt and Loading Dock area **must** do so under the direction and supervision of Glasshouse Traffic Controllers.

Trucks exceeding 8 tonnes or 8 metres in length are prohibited from leaving the site via streets to the west of Hay Street, north of Clarence Street and north of Gordon Street.

No vehicle exceeding the dimensions of a 19m long articulated will be allowed to enter the site.

*For further reference see Appendix D: Loading Dock Vehicular Access*



*View of Loading Dock.*





# LIGHTING

## Stage Overhead Bars

Composition	6 bars, each with 4 Jands JLX modules.
Usable bar width	14m
Notes	Bars can swing. See hanging plot for standard positions.

## Orchestra Bar

No bar installed. Truss may be flown from chain motors if required. Please contact technical management for further discussion.

## FoH Bridge 1

Distance from SL	14.9m @ 55°
Usable bar width	19m

## FoH Bridge 2

Distance from SL	18.2m @ 40°
Usable bar width	17m

## FoH Circle Rail

Distance from SL	11.5m
Usable bar width	9m
Notes	Curved bar. Access via extension ladder from Auditorium.

## FoH Balcony Rails (PS & OP)

Distance from SL	3m to closest end of bar.
Usable bar width	3m
Notes	Curved bar. Access via ladder from Auditorium.

## FoH Stage Level Juliet Slots (PS & OP)

Usable bar width	2 bars @ 1.3m
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## FoH Mid-Level Juliet Slots (PS & OP)

Usable bar width	2 bars @ 1.3m
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## FoH Upper Juliet Slots (PS & OP)

Usable bar width	2 bars @ 2.5m
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The standard LX plot is available in PDF format from the Glasshouse website ([glasshouse.org.au/Venue-Hire/Theatre](http://glasshouse.org.au/Venue-Hire/Theatre)) or via your Glasshouse Event Services Officer.

A VectorWorks file is available upon request.



## Control

Console	ETC Ion Classic, 4x10 Fader Wing, External Monitors.
Control channels	6000
Signal output	DMX512, Ethernet (ArtNet, sACN).
Signal distribution	sACN to ETC Net3 Gateway in Control Room (4 universes). DMX512 from gateway to Jands DD-8 DMX splitters. DMX512 via LSC ISOPort Series 3 from splitters to dimmers, bridges, circle, balconies, slots, stage, substage, fly gallery, grid.
Remote available	Eos Remote app on iPad via dedicated WiFi network.

## Data

The Theatre has several CAT6 Ethernet patch points around the venue that are available for use with touring lighting networking equipment. sACN and ArtNet are both permitted to run through this network distribution.

*For further reference, see Appendix E: Theatre Lighting Network Plan*

## Dimmer Racks

### Dimmer Room

Total circuits @ 10A	132 + 12 hot
Total circuits @ 20A	30
Fed by	4 x Jands HPC-12 7 x Jands HPX-12 5 x Jands HPX-6 1 x Jands PDS12R (hot power distro)
Distribution	Jands WM-PATCH to GPOs around venue ( <i>see Power section for further detail on dimmer GPO allocation</i> ).
Notes	Circuits are switchable between dimmer and hot power.

### Fly Gallery

Total circuits @ 10A	144, 24 per stage overhead LX bar.
Fed by	10 x State Automation Solution Cool Dimmer.
Distribution	Socapex
Notes	Circuits are switchable between dimmer and hot power.

### Substage

Total circuits @ 10A	24
Fed by	2 x State Automation Solution Cool Dimmer.
Distribution	Socapex to stage level via floor traps.
Notes	Circuits are switchable between dimmer and hot power.

## Floating Racks

1 x Jands HPC-12, 1 x Jands HPX-12, 1 x Jands HPX-6





## Lighting Fixtures

### Profiles

Make	Model	Angle	Detail/Accessories	Wattage	Quantity
ETC	Source 4	5°	Gobo holder, iris	750W	2
ETC	Source 4	10°	Gobo holder, iris	750W	6
ETC	Source 4	14°	Gobo holder, iris, top hat	750W	18
ETC	Source 4	19°	Gobo holder, iris	750W	12
ETC	Source 4	26°	Gobo holder, iris	750W	8
ETC	Source 4	15-30°	Gobo holder, iris, top hat	750W	12
ETC	Source 4 Junior	25-50°	Gobo holder, iris	575W	30
Selecon	Pacific	14-35°	Gobo holder	800W	23
Selecon	Pacific	23-50°	Gobo holder	800W	11

### Fresnels

Make	Model	Detail/Accessories	Wattage	Quantity
Selecon	Acclaim	Barndoors	650W	9
Selecon	Rama	Barndoors	1200W	28
Selecon	Arena	Barndoors	2000W	12

### Par Cans

Make	Model	Angle	Detail/Accessories	Wattage	Quantity
ETC	Source 4 Par	MFL	Lens kit VNSP, NSP, MFL, WFL	750W	54

### Wash

Make	Model	Detail/Accessories	Wattage	Quantity
Selecon	Aurora 4 cell		1000W x 4	6
Selecon	Aurora single cell		500W	14

### Static LED

Make	Model	Detail/Accessories	Wattage	Quantity
Chauvet	Par-Hex 12	RGBAW+UV	95W	4
Nitec by EK	Hex-Par 12	RGBAW+UV	12x10W	24

### Movers

Make	Model	Control Channels	Wattage	Quantity
EK Lights	E1 Profile	38	400W	8
Martin	MAC Aura	25, colour calibration ON	260W	20
Martin	Rush MH-1 Profile+	17	350W	16

### Followspots

Make	Model	Detail/Accessories	Wattage	Quantity
Lycian	SuperArc 400 Model 1266	7 colour magazine, stand	400W	2

### Additional Lighting

Item	Make	Model	Detail/Accessories	Wattage	Quantity
Par 16	Varytec	Black		15W	5
Sconce		Black		25W	22







## **Cabling**

The Theatre has a good stock of DMX leads and 240V extension leads to accommodate the venue's standard lighting rig and additional lighting requirements.

## **Looms & Battens**

The Theatre has several 6-way Socapex looms available, along with a stock of 10A headers and tails.

The Theatre has some Socapex 6-way lighting battens available upon request.

## **3 Phase Extensions**

32A	1 @ 10m
40A	2 @ 15m, 2 @ 10m



# AUDIO

## Control Positions

### Auditorium

Dedicated position located centre of Row "O" in stalls. No seating removal required.

### Side of Stage

Monitors console may be set up side of stage in the prompt wing if required.

## Control

Primary Console	DiGiCo SD8
Secondary Console	DiGiCo SD11, available upon request and subject to availability.
Stage I/O	DiGiCo MaDiRack 48 in / 24 out (fixed location) 2 x 12-way stage box with parallel in/out. 12 in / 4 out stage box.
EQ	Integrated into console, 24 x 32-band.
FX	Integrated into console, 16 x stereo FX processors.
Compression/Limiter/Gates	Integrated into console, available per channel.

## Data

The Theatre has several CAT6 Ethernet patch points around the venue that are available for use with touring audio networking equipment.

There is also a cable trunk that runs from the prompt side stage level Juliet slot (MaDiRack location) to the FoH mix position at the rear of the Auditorium stalls. This trunk contains 2 MADI lines for SD8-MaDiRack communication, as well as 2 CAT6 lines run for a direct connection outside of the venue patching system.

This trunk can be available for touring FoH cores, please contact technical management.

*For further reference, see Appendix G: Theatre Audio Network Plan*

## Amplifiers

LCR and Subs	5 x Crown XTi 6002
Stage Lip Fill	Crown CTs 3000
Stage Flown Side Fill	Yamaha XP 2500
Stage Monitors	2 x Yamaha XM 4180

## Speakers

Left Array	4 x JBL VRX932LA
Centre Array	4 x JBL VRX932LA + 2 x JBL ASB6128 Sub (behind VRX array)
Right Array	4 x JBL VRX932LA
Stage Lip Fill	3 x JBL AC15
Under Balcony Fill	2 x RCF HD 12-A MK4 2 x RCF SUB 705-AS II
Stage Flown Side Fill	4 x Yamaha IF2208
Stage Monitors	8 x Yamaha IF2208 6 x JBL PRX512M 2 x RCF HD 12-A MK4 2 x EV SX300A 2 x EV ZXA1



## Playback

Apple MacBook Pro with QLab installed.  
 Apple iPod with Spotify app installed.  
 Denon DN360 CD Player available upon request.

## Recording

DiGiCo UB MADI interface available upon request.

## Microphones

Make	Model	Details/Accessories	Quantity
audio-technica	ATM350	5" Gooseneck	1
audio-technica	AT897		1
Behringer	C-1		1
Crown	PZM6 D	Boundary microphone	3
DPA	4099	Clips available for Bass (1), Cello (2), Violin (4), Guitar (1), Piano (2)	4
DPA	4288	Headset with MicroDot to Sennheiser adapter	8
JAG	IMX6A	Headset with MicroDot to Sennheiser adapter	6
Rode	NT5	Overheads	4
Sennheiser	e901	Kick, boundary microphone	1
Sennheiser	e902	Kick	1
Sennheiser	e904	Snare/Toms, clips included	3
Sennheiser	e906	Guitar amp/Percussion	1
Sennheiser	EW-300 G3	Includes wireless receiver, handheld transmitter and beltpack transmitter	10
Sennheiser	SKP 300 G3	Plug on transmitter	4
Sennheiser	ME 4	Lapel	5
Shure	Beta 58A		10
Shure	Beta 57A		2
Shure	Beta 87A		4
Shure	SM58		2
Shure	SM57		4
Shure	KSM27		2
Shure	PG52	Kick	1
Shure	PG56	Snare/toms, drum clips included	3
Shure	PG81	Overheads	2
Shure	SM81	Overheads	2
Shure	MX202	Choir	5
Shure	MX412	Gooseneck lectern	6
Shure	ULX	Lapel	2

*For information relating to venue radio frequencies, including wireless comms units, see Appendix H: Venue Frequencies*



## **DIs**

- 1 x ARTcessories Xdirect
- 4 x BSS AR-133
- 1 x LA Audio DBT+ (dual)
- 2 x Radial J48
- 4 x Radial ProAV2 (stereo, 2 in use at audio control for playback)
- 2 x Whirlwind EDB1

## **Stands & Accessories**

- 6 x K&M Straight Round Base Microphone Stand
- 8 x K&M Short Boom Microphone Stand
- 20 x K&M Tall Boom Microphone Stand
- 8 x K&M Adjustable Speaker Stand
- 24 x Manhasset Model 48CA Symphony Concertino Music Stand
- 25 x Manhasset Model 4801 Symphony Music Stand
- 40 x Tempo Orchestra Chairs

## **Pianos**

- Yamaha C7 Grand Piano
- Yamaha Clavinova GH3 Digital Baby Grand





## Line Patching

Location	Lines to Control Room	Additional Lines / Notes
Substage	8 sends	
Orchestra Pit	32 sends	Additional 6 sends, 2 returns link to Prompt Corner
Prompt Corner	46 sends, 10 returns	Additional 6 sends, 2 returns link to Stage DS OP
Stage DS OP	24 sends, 8 returns	
Stage US	8 sends	4 lines each PS and OP
Floor Traps	6 sends, 2 returns	Stage box running from MaDiRack to DS OP
Balconies	4 sends	2 lines each PS and OP
Circle	4 sends	
Fly Gallery	8 sends	4 lines each PS and OP, used for flown choir mics
Bridge 1	10 sends, 2 returns	
Bridge 2	18 sends, 2 returns	4 sends each PS and OP, others CS
Amp Room	2 sends, 6 returns	
Grid DS	8 sends	4 lines each PS and OP

## Audio Notes

FoH speakers are permanently flown and are not moveable.

## Power

### GPO Allocation

There are several green GPOs around the venue for audio use, alongside a 10-way power conditioner located in the prompt side audio I/O rack. These GPOs are on a separate earth to GPOs used for lighting equipment.

### 3 Phase Allocation

Stage Level	1 @ 32A
Grid	1 @ 40A

*For further reference see Appendix F: Theatre Power Plan*

## Cabling

The Theatre carries a good stock of XLR microphone leads to cater for venue equipment and additional audio requirements.

### Multicores

20-way @ 20m  
 24 in / 4 out @ 10m  
 8-way @ 5m (drum multi)



## VIDEO

Projection Room  
Primary Projector  
Position  
Control

No, control located in Control Room next to lighting console.  
Panasonic PT-RZ970B (10k lumens, laser)  
Centre of Circle Rail  
Roland VR-6

## Projectors

Hitachi CP-AW3005 ultra short throw available upon request.

## Projection Surfaces

Primary Surface  
Secondary Surface

Cyclorama Cloth approx. 11m x 6.2m (36ft x 20ft) 16:9 ratio  
Screen-Technics 6m x 3.4m (20ft x 11ft) 16:9 ratio

Stumpfl 3.6m x 2.4m (12ft x 8ft) 16:9 ratio Fastfold with optional Drape Kit available upon request and subject to availability.

## Media Server

PC running Arkaos MediaMaster Pro v6. Controlled from lighting console via sACN. Audio output to audio console via VR6.

## Playback

The venue has a selection of laptops, DVD and BluRay players available upon request.

## Filming Services

The venue has two NEC HXR-NX5P cameras available for filming, as well as a GoPro Hero 10 Black. Editing services are also available upon request, please contact your Glasshouse Event Services Officer for further information.

## Cabling

The Theatre has a good stock of HDMI and Cat5 leads to accommodate venue equipment, as well as some VGA and DVI leads.

HDMI over Cat5 extenders are also available for long runs from FoH to stage and vice versa via any available network patch point.

A selection of common adapters to HDMI are subject to availability - it is advisable to provide your own should your equipment require them.

## Video Notes

The venue can send audio and video from the Theatre to the Studio and Meeting Rooms upon request.



# BACKSTAGE

## Stage Managers Console

Primary location	Mid-stage PS
Can be relocated	Yes - to DS OP
Features	Gooseneck lamp
	Show Relay monitor
	Paging control
	Stopwatch / Clock
	Separate House Curtain control
	Q Light control to Orchestra Pit
	Clear-Com Master Base Station
	Power strip for laptops etc.

## Talkback

The Theatre talkback system comprises a mix of wired and wireless units that can be patched into one of two separate signal loops. Wired sub stations are single loop while wireless sub stations and the wired base station at the Stage Managers Console can switch between the A and B loops.

Wired base station	Clear-Com MS-702
Wired sub stations	6 x Clear-Com RS-601
	2 x Clear-Com RS-701
Wireless base station	RTS BTR-800
Wireless sub stations	4 x RTS TR-800-C3
Headsets	3 x Clear-Com CC-300 single muff
	3 x Beyerdynamic DT 280 single muff
	1 x Beyerdynamic DT 180 single muff
Patching Locations	Control Room
	Stage Managers Console
	Orchestra Pit
	US PS and OP
	DS PS and OP
	Juliet slots
	Production Desk (Row K)
	FoH Bridges
	Followspot positions
	Dimmer Room
	Forestage crossover
	Grid
	Substage
	Wardrobe
	Dressing Rooms
	Stage Door Office
	Scene Dock



## Paging

Paging is available from the Stage Managers Console to BoH areas and the dressing rooms.

## Show Relay

A colour image of the stage is distributed to the Stage Managers Console, dressing rooms, Scene Dock, Stage Door office and Green Room. In low light this automatically switches to an infrared image.

Additionally, audio from an Auditorium room microphone, positioned on the Circle Rail, is also distributed to the above areas. The Green Room and all dressing rooms have individual volume control over the show relay audio.

## Dressing Rooms

Dressing Room	Capacity	Toilets	Showers	Details
Dressing Room 1	2	1	1	Stage level
Dressing Room 2	2	1	1	Stage level
Dressing Room 3	18	2	1	Basement, one level below stage
Dressing Room 4	18	2	1	Basement, one level below stage

## Green Room

Location Level 1, one level above stage  
 Facilities Paging and show relay speaker  
 Stage monitor feed  
 Small fridge/freezer  
 Small kitchenette including microwave, crockery, and cutlery.

*Catering can be arranged for your production, please contact your Glasshouse Event Services Officer for further information.*

## Production Facilities

Production Desk CS Row K, audio and lighting networks, DMX ties, audio ties, comms, video ties.  
 Production Office Stage Door office, internet, phone, safe, show relay.

## Laundry / Wardrobe

Location Basement, one level below stage  
 Washing Machines Whirlpool 6ALSR7244MW top loader  
 Maytag MAT20MN top loader  
 Dryers Maytag MDE17MN  
 Maytag MDE18MN  
 ASKO DC 7171 drying cabinet  
 Iron / Ironing Board Yes  
 Steamers Jiffy Steamer  
 Clothes Racks 10, distributed across dressing rooms and laundry.



# VENUE

The Glasshouse is a perfect venue for professional touring performing arts companies, community groups, functions, conferences, and workshops.

Our state-of-the-art facility includes:

- A purpose built 588 seat Theatre and 116 seat Studio
- A Regional Art Gallery spanning three levels
- Two versatile meeting rooms and three modern boardrooms
- In-house technology and services
- A fully licenced bar
- On-site catering and a commercial kitchen

The Glasshouse curates an eclectic yearly Theatre Program featuring a diverse range of the performing arts disciplines including dance, drama, theatre, opera, music, and comedy. The venue also runs an Education Program offering both visual arts and performing arts opportunities, providing an arts experience to over 7,000 children from Pre-school to Year 12 annually.

The venue is owned and operated by Port Macquarie Hastings Council and has a core team of 20 staff. A pool of casuals cover positions including Back of House, Front of House, Customer Service, and Bar.

The venue is located in the centre of Port Macquarie's CBD, within walking distance of the Hastings River, the Breakwall, a variety of restaurants, and many accommodation options. Port Central Shopping Centre is located next door with ample parking for patrons.

## Rehearsal Spaces

Rehearsal spaces will require booking and may incur additional hire charges.

Studio	13m x 11m sprung timber floor, ballet barre, mirrors.
Meeting Room 1	9.86m x 7.3m carpet on concrete floor.
Meeting Room 2	9.86m x 7.25m carpet on concrete floor.
Notes	Meeting rooms are split by a retractable partition wall.

## Safety

All scenery, curtains, costumes, and props must be flame retarded in accordance with the prevailing Fire Code in NSW before being brought into the venue.

All electrical equipment being brought into the venue must be tested and tagged.

Dangerous good and Hazardous Materials being brought into the venue must have prior approval from venue management, and be accompanied by a Dangerous Good Register, Material Safety Data Sheets, and all necessary safety and handling equipment.

## Staffing

All venue staff must be engaged on a minimum 3-hour call.

Staff working on a Sunday, Public Holiday or after hours (11pm-6am Monday to Saturday) will be charged at penalty rates.





## Venue Contacts

Address

32-40 Clarence Street, Port Macquarie, NSW, 2444

Postal Address

PO Box 84, Port Macquarie, NSW, 2444

### Event Services

Phone Number

02 6581 8888

Email Address

[sales@glasshouse.org.au](mailto:sales@glasshouse.org.au)

### BoH Coordinator

Phone Number

02 6581 8291

Email Address

[adam.zakarauskas@pmhc.nsw.gov.au](mailto:adam.zakarauskas@pmhc.nsw.gov.au)

### Box Office & FoH Officer

Phone Number

02 6581 8873

Email Address

[karly.mejlak@pmhc.nsw.gov.au](mailto:karly.mejlak@pmhc.nsw.gov.au)

### Marketing Coordinator

Phone Number

02 6581 8875

Email Address

[belinda.vennell@pmhc.nsw.gov.au](mailto:belinda.vennell@pmhc.nsw.gov.au)

### Art Gallery Curator

Phone Number

02 6581 8292

Email Address

[bridget.purtill@pmhc.nsw.gov.au](mailto:bridget.purtill@pmhc.nsw.gov.au)

### Senior Audio Technician

Phone Number

**Position Vacant**

Email Address

### Senior Lighting Technician

Phone Number

**David Elliott**

Email Address

02 6581 8860

[david.elliott@pmhc.nsw.gov.au](mailto:david.elliott@pmhc.nsw.gov.au)

### Senior A/V Technician

Phone Number

**Daniel Parlevliet**

Email Address

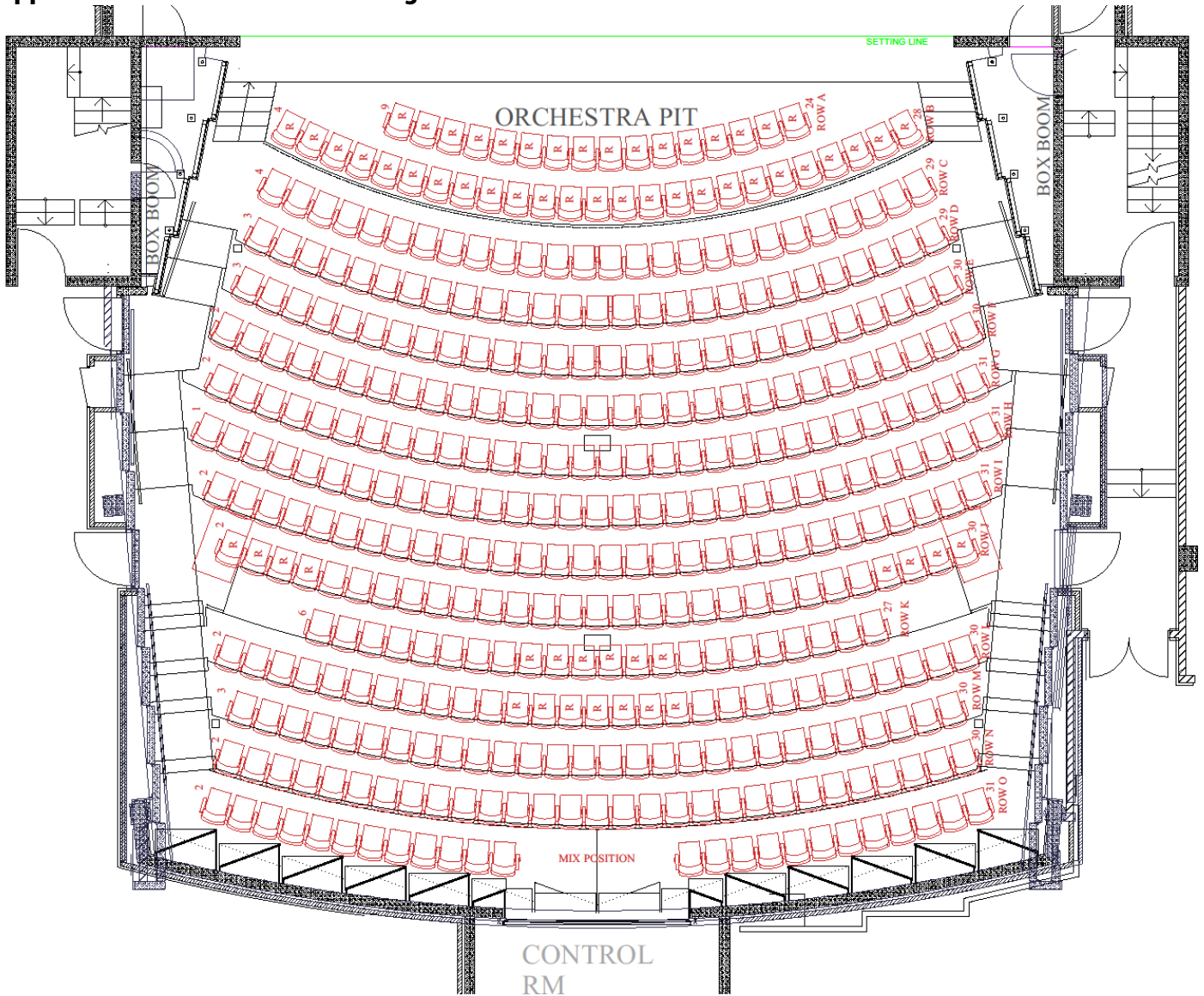
02 6581 8695

[daniel.parlevliet@pmhc.nsw.gov.au](mailto:daniel.parlevliet@pmhc.nsw.gov.au)



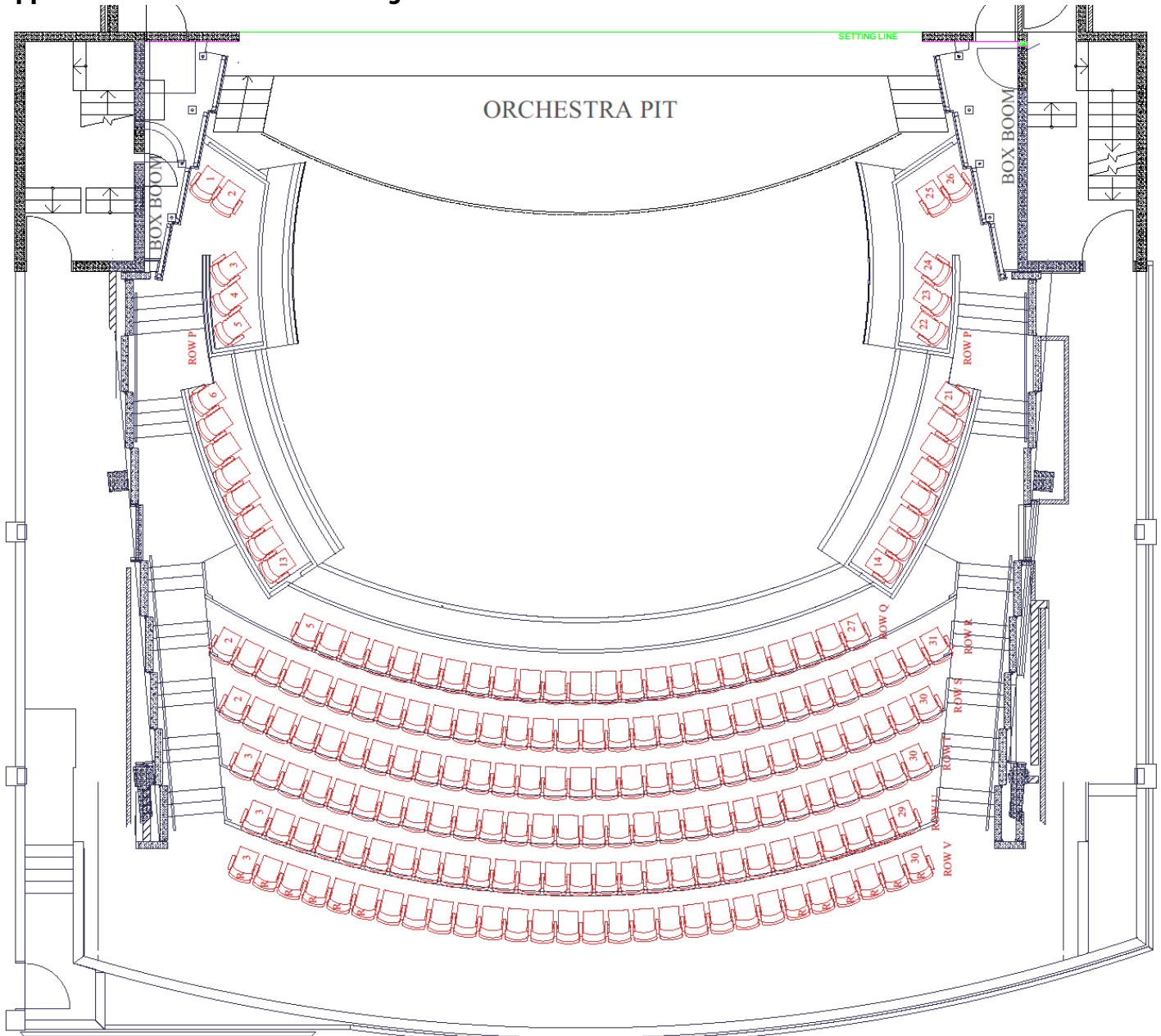
# APPENDICES

## Appendix A-1: Auditorium Seating Plan - Stalls



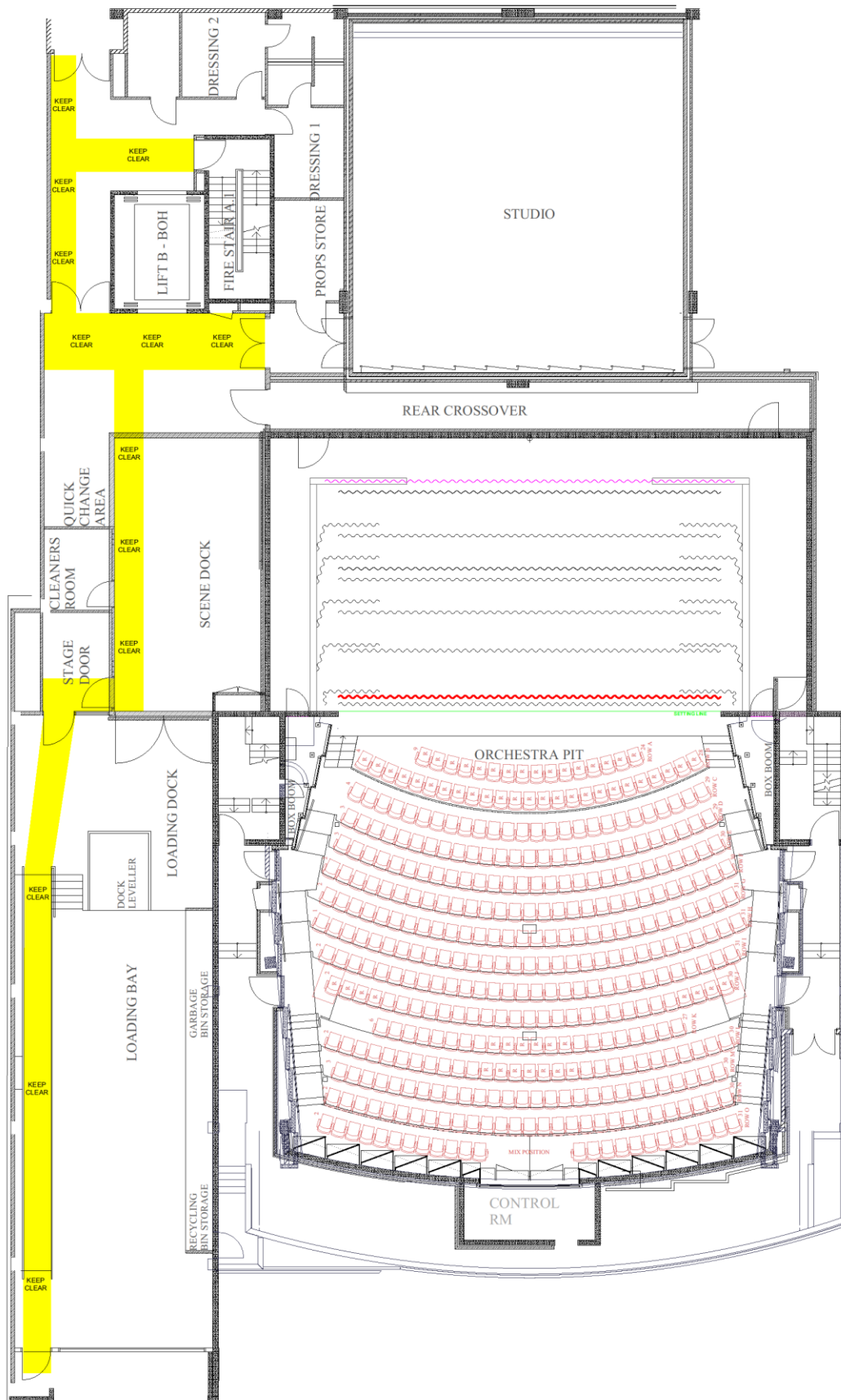


## Appendix A-2: Auditorium Seating Plan - Dress Circle & Boxes



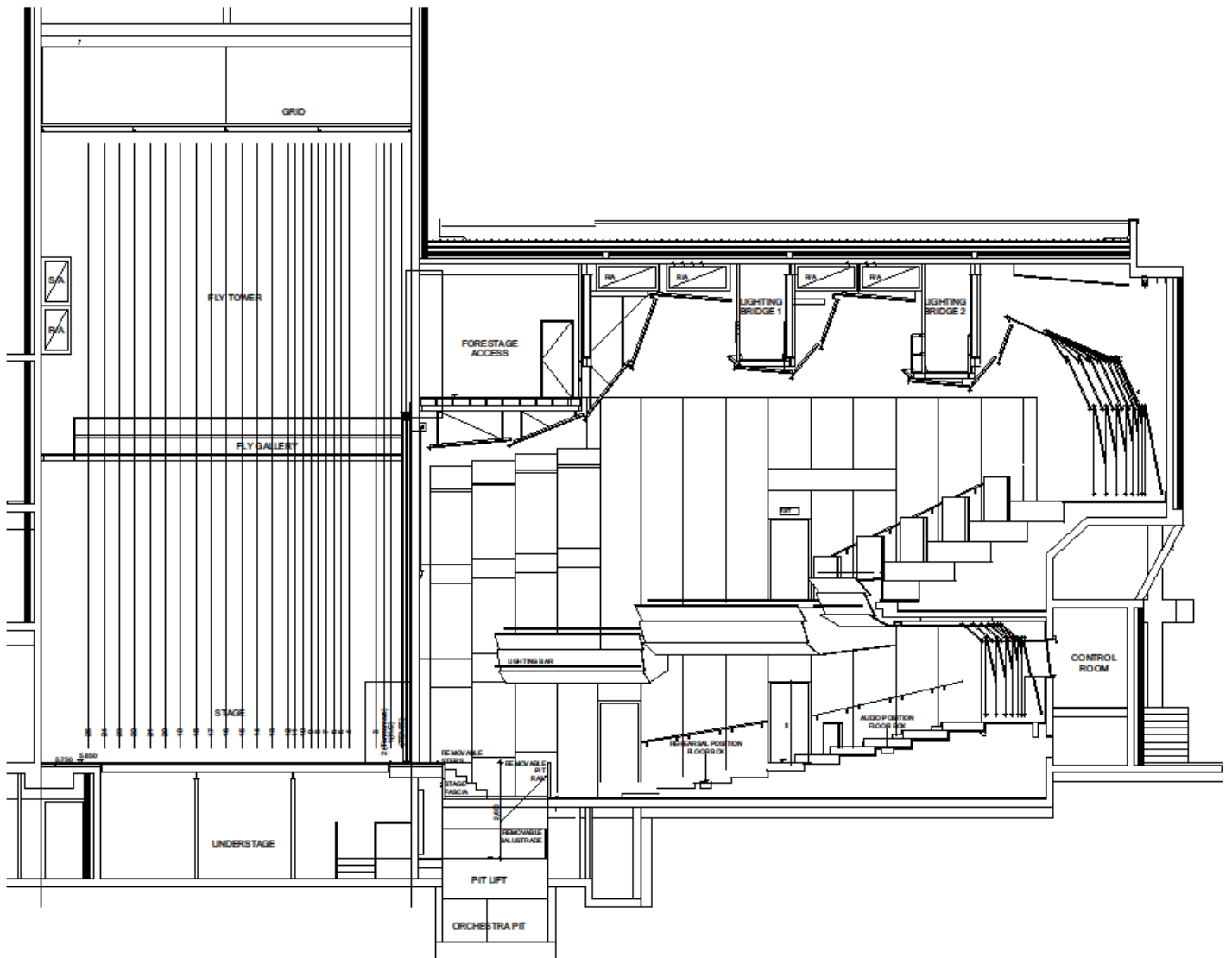


# Appendix B-1: Theatre Stage Plan





## Appendix B-2: Theatre Section







## Appendix C: Standard Hanging Plot

Line type: Motor Winch

Line	Distance from SL	W.L.L Stripped	VENUE HANGING PLOT	VENUE TRIM HEIGHT	OTHER INFO
0	260mm	1000KG	TEASER		
1	520mm	400KG	House Curtain		
2	720mm	400KG	Tormentors (with 500mm return)		
3	920mm	400KG	LX Bar 1	7500mm	DS Foldback
4	1620	400KG			
5	1820	400KG			
6	2020	400KG			
7	2220	400KG	Border 1		
8	2420	400KG	Legs 1 (with 1000mm return)		
9	2620	400KG	LX Bar 2	7500mm	
10	2820	400KG			
11	3020	400KG			
12	3220	400KG			
13	3620	400KG	Border 2		
14	4020	400KG	Legs 2 (with 1000mm return)		
15	4420	400KG	LX Bar 3	7000mm	US Foldback
16	4820	400KG	Border 3		Screen
17	5220	400KG	Mid-stage Traveller		
18	5620	400KG	Legs 3 (with 1000mm return)		
19	6020	400KG	LX Bar 4	6500mm	
20	6420	400KG	Border 4		
21	6820	400KG	Legs 4		
22	7220	400KG	LX Bar 5	6000mm	
23	7620	400KG	LX Bar 6	8000mm	
24	8020	400KG	Upstage Traveller / Smother		
25	8420	400KG	Cyclorama		



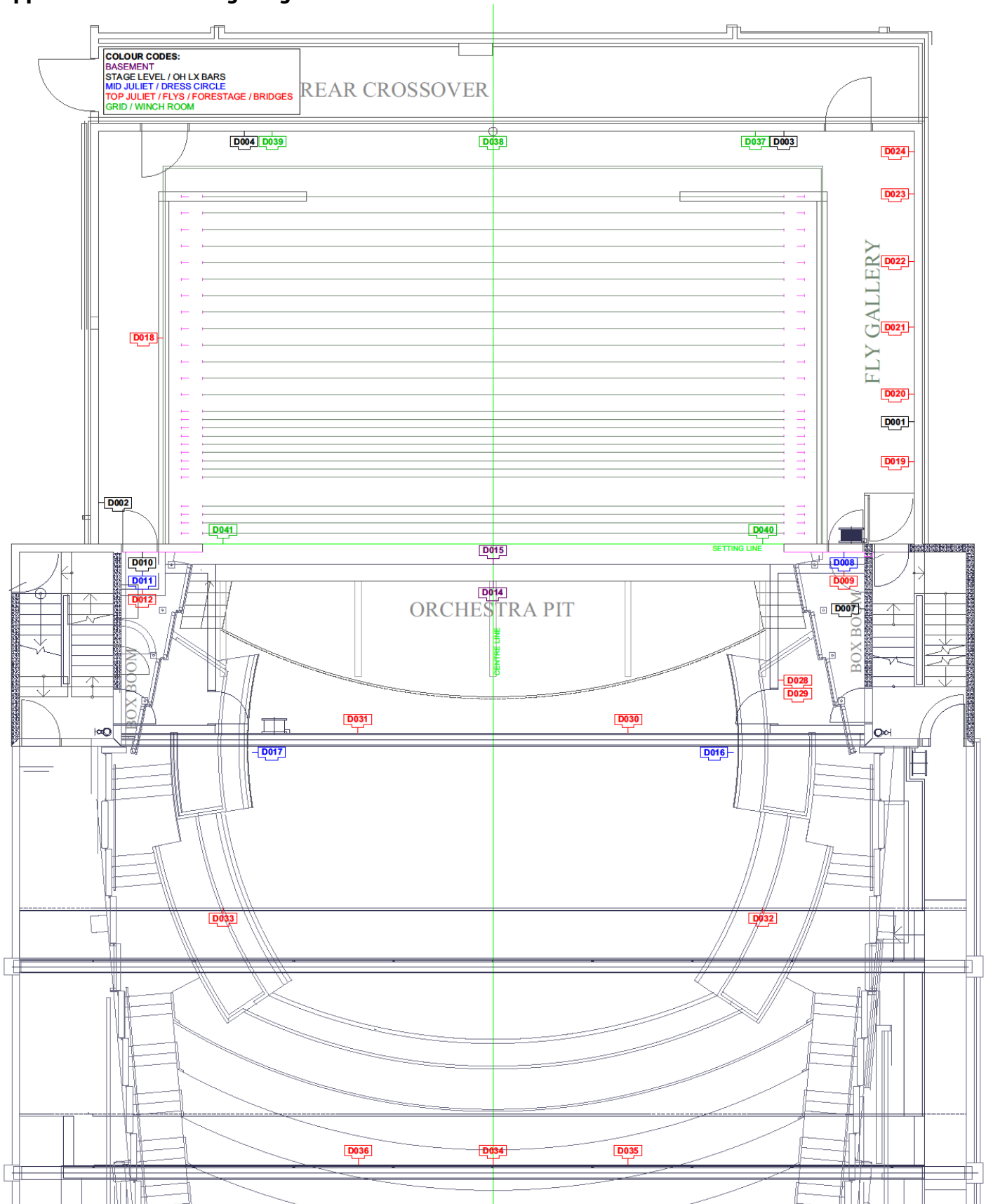
## Appendix D: Loading Dock Vehicular Access



Further information, including truck ingress and egress, can be found in the Glasshouse Traffic Management Plan; PDF documentation is available from your Event Services Officer, or email [sales@glasshouse.org.au](mailto:sales@glasshouse.org.au).



# Appendix E: Theatre Lighting Network Plan









## Appendix H: Venue Radio Frequencies

### Theatre

TX/RX 1	546.850
TX/RX 2	518.100
TX/RX 3	548.775
TX/RX 4	550.925
TX/RX 5	555.300
TX/RX 6	520.500
TX/RX 7	547.550
TX/RX 8	552.750
TX/RX 9	553.800
TX/RX 10	555.525

### Studio

TX/RX 1	528.025
TX/RX 2	662.750
TX/RX 3	665.000

### Meeting Rooms

TX/RX 1	543.450
TX/RX 2	667.000
TX/RX 3	540.350
TX/RX 4	668.750

### Gig Rig

TX/RX 1	536.350
TX/RX 2	528.575
TX/RX 3	666.250
TX/RX 4	668.000

### Floater Kit

TX/RX 1	526.325
TX/RX 2	703.750

### Wireless Comms

BASE STATION 1	TX 1: 554.200	RX 1: 650.200
	TX 2: 558.300	RX 2: 650.700
		RX 3: 652.500
		RX 4: 655.000
BASE STATION 2	TX 1: 556.200	RX 1: 658.000
	TX 2: 557.500	RX 2: 661.500
		RX 3: 662.700
		RX 4: 666.400