



**Capital
Region
Community
Services**

Belconnen Community Theatre

Theatre Handbook

IMPORTANT: This Theatre Handbook must be read in conjunction with the Terms and Conditions of Hire for the Belconnen Community Theatre.

Belconnen Community Centre

Address: Belconnen Community Centre
23 Swanson Court, Belconnen

Phone: 02 6264 0200

Email: contact@crs.com.au

Out of Hours Theatre Contact

Contact: CRCS After-Hours On-Call Officer

Phone: 0447 891 715

TABLE OF CONTENTS

1	Features and Facilities	4
1.1	Venue Information	4
1.2	Making a Booking.....	4
1.3	Seating.....	5
1.4	Box Office.....	5
1.5	Dressing Rooms	5
1.6	Rehearsal/ Meeting Rooms	6
1.7	Storeroom	6
1.8	Heating and Cooling	6
1.9	Technical Support.....	6
1.10	Wi-Fi	7
2	Use of Facilities and Equipment	7
2.1	Use of Theatre	7
2.2	Use of Community Centre Foyer.....	7
2.3	Cleaning and Bathroom Supplies	8
2.4	Waste Disposal	8
2.5	Storage.....	8
3	Safety and Security	9
3.1	General Safety.....	9
3.2	Security Arrangements.....	9
3.3	Known Facility Hazards and Risks.....	10
3.4	Theatre Specific Hazards and Risks	10
3.5	Risk Assessments and Safe Work Guidelines.....	11
3.6	Reporting Hazards/Incidents.....	11
3.7	Emergency Response	12
3.8	First Aid Kits/ Defibrillator	13
3.9	Fire Safety and Equipment	13
4	Promotional Material	14
5	Schedule of Additional Charges (GST exclusive).....	14
6	Technical Specifications	15
6.1	Theatre Layout.....	15
6.2	Materials	16
6.3	Lighting	16
6.4	Audio	16
6.5	Projector and Projector Screen.....	17
7	Licensing.....	18
7.1	Alcohol Licensing	18

7.2	Copyright Licensing	18
7.3	Music and Entertainment Licensing.....	18
8	Privacy Policy	18
9	Bump-In Procedure.....	18
10	Bump-Out Procedure.....	19
	APPENDIX A – Theatre Floor Plan	20
	APPENDIX B – Standard Lighting Plan for Belconnen Community Theatre.....	21
	APPENDIX C – Lighting Desk Instructions	23
	APPENDIX D – Sound Desk Instructions	25
	APPENDIX E - Talkback System Instructions.....	27
	APPENDIX F – Microphone Instructions.....	28
	APPENDIX G – Projector Instructions	29
	APPENDIX H – Cleaning Checklist For Hirers	31

1 FEATURES AND FACILITIES

1.1 VENUE INFORMATION

The Belconnen Community Theatre (Theatre) is located in the heart of Belconnen within the Belconnen Community Centre (Centre) which is managed by Capital Region Community Services (CRCS). It is situated just a short stroll away from the cafes and restaurants of Emu Bank and Westfield Belconnen and is a hub for arts, theatre and community celebrations.

The Theatre is a great venue for family and variety shows, independent theatre productions, musical and dance performances, cultural celebrations, conferences, presentations, and movie screenings.

The space can also be hired for rehearsals, private events, recording and filming.

1.2 MAKING A BOOKING

You may check availability of the Theatre by:

- Phone: 02 6264 0200
- Email: contact@crs.com.au

You may submit an *Application for Hire* using the CRCS approved format by:

- Email: contact@crs.com.au
- In person: CRCS Reception, Belconnen Community Centre, 23 Swanson Court Belconnen

The acceptance of your *Application for Hire* is confirmed in writing when:

- The *Application for Hire* is completed in full, and
- You have provided all required supporting documentation including but not limited to:
 - Current Public Liability Insurance
 - Evidence of NFP status (where applicable)
 - Working at Heights documents (where applicable)
 - Other documentation required by CRCS upon request.

Without exception, the Centre will remain closed:

1. on all ACT Public Holidays; and
2. during the annual nominated CRCS shutdown period from 24 December through to and including the New Year's Day public holiday.

The Theatre may be hired on ACT Public Holidays but not the annual nominated CRCS shutdown period.

Public Liability Insurance

Prior to commencement of the Hire Period, you must obtain public liability insurance to the value of \$10 million with a reputable insurer for the duration of the Hire Period.

You must provide us with satisfactory evidence of the insurance policy prior to the commencement of the Hire Period.

We are not obliged to provide you with access to the Theatre during the Hire Period if you do not comply with the requirement to obtain and provide evidence of current public liability insurance.

1.3 SEATING

The Theatre seats up to 151 people. There is tiered fixed seating for 136 people looking down onto the stage.

There are 15 ground level single chairs that can be removed to accommodate wheelchairs. Under no circumstances are these chairs or any other chairs to be used along the top back row of the audience stand, as this creates a trip/fall hazard for the audience. Hirers must not exceed the maximum audience capacity.

It is the Hirer’s responsibility to ensure that ticket sales or guest numbers do not exceed the maximum seating capacity of 151.

Seating Grid for Belconnen Theatre – from July 2012

Stairs	H17	H16	H15	H14	H13	H12	H11	H10	H9	H8	H7	H6	H5	H4	H3	H2	H1	Stairs
	G17	G16	G15	G14	G13	G12	G11	G10	G9	G8	G7	G6	G5	G4	G3	G2	G1	
	F17	F16	F15	F14	F13	F12	F11	F10	F9	F8	F7	F6	F5	F4	F3	F2	F1	
	E17	E16	E15	E14	E13	E12	E11	E10	E9	E8	E7	E6	E5	E4	E3	E2	E1	
	D17	D16	D15	D14	D13	D12	D11	D10	D9	D8	D7	D6	D5	D4	D3	D2	D1	
	C17	C16	C15	C14	C13	C12	C11	C10	C9	C8	C7	C6	C5	C4	C3	C2	C1	
	B17	B16	B15	B14	B13	B12	B11	B10	B9	B8	B7	B6	B5	B4	B3	B2	B1	
	A17	A16	A15	A14	A13	A12	A11	A10	A9	A8	A7	A6	A5	A4	A3	A2	A1	
R/S	Wheelchair Space	R/S	Wheelchair Space	R/S	Wheelchair Space	R/S	Wheelchair Space	R/S	Wheelchair Space	R/S	Wheelchair Space	R/S	Wheelchair Space	R/S	R/S			

Stage Front

Capacity
Seating Stands = 136

Floor in Front of Seating stands = either 5 wheelchairs and 7 removable seating, no wheelchairs with 17 removable seating spaces, variables there within

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

1.4 BOX OFFICE

There is a box office next to the Theatre entrance, to the right of the main Centre foyer. This can be used for ticket sales, enquiries, signing people in and out, staffing the foyer, monitoring the main entrance doors, etc.

Hirers have exclusive use of this box office whilst hiring the Theatre.

Management and cleaning of this area remains the responsibility of the Hirer throughout the hire period. Please note that this area must be left clean during and at the end of each day. As the box office is located in a shared area, it must be maintained at all times.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

1.5 DRESSING ROOMS

There are 2 dressing rooms at the rear of the stage. Each dressing room has toilets and showers, as well as a separate accessible toilet.

Maximum capacity between both dressing rooms is 25-30 people, with a total of 20 chairs provided.

Should you require additional holding areas for a large cast and/or additional props, please enquire with reception about hiring one of our meeting rooms.

Please DO NOT bring any additional seating (unless part of set). For exceptions, apply in writing to contact@crccs.com.au.

Hirers are not permitted to remove any of the change room equipment.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

1.6 REHEARSAL/ MEETING ROOMS

The Centre has several meeting rooms of varying sizes for hire, as well as a Gym. These spaces may be available for hire for rehearsals in the lead up to your production or as additional dressing rooms/ holding spaces during performances. Please contact reception on 02 6264 0200 or email contact@crccs.com.au to enquire about availability.

For more information about our other facilities, please refer to <https://crccs.com.au/programs-and-services/facilities-and-venue-hire>.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

1.7 STOREROOM

The Theatre storeroom holds a First Aid Kit, additional lights, a lectern, a 6m fibreglass platform ladder, cable covers, a cleaner's sink, cleaning supplies and bathroom supplies. Hirers may use the storeroom for the storage of set pieces, equipment and props.

The storeroom must be maintained in a clean and tidy state at all times. Whilst using the storeroom, Hirers and their group/participants and patrons/invitees must not obstruct access to the plant room, First Aid Kit, electrical switchboard and hot water system. In addition, there may be times that a member of the CRCS Facilities team or a CRCS authorised contractor will need to access the storeroom and/or plant room, so safe access must be maintained at all times.

Hirers are not permitted to remove any of the light globes that are installed in the storeroom ceiling.

Under no circumstances is the storeroom to be used as a dressing room.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

1.8 HEATING AND COOLING

The Theatre has an automated heating and cooling system, however it is not set on a schedule. Hirers will need to switch on the system as required.

There is a switch located as soon as you enter the Theatre doors on the left-hand side underneath the light switches. There is another switch in the Bio-Box to the left of the door. Press and hold the switch for 2 seconds to activate the system. The indicator light will come on to show that the system has been turned on. The system will operate on a 4-hour timer once activated.

The foyer area system operates on a schedule of 7am – 8pm Monday to Friday. Outside of these hours, Hirers will need to activate the after-hours timers. These switches are located on the wall above the Box Office counter.

1.9 TECHNICAL SUPPORT

Theatre hires include the bio-box with basic sound and lighting. Please refer to section on [#Technical Specifications](#) for detailed information on the Theatre's standard sound and lighting set up.

The Theatre does not have a dedicated technician and technical support is not provided as part of your Theatre hire. Should you need to engage a technician, the following supplier is recommended as they have a good understanding of the Theatre and have established protocols for working within the Theatre space. Please note that the Hirer is responsible for engaging and funding this technical support.

- Craig Dear, Side Stage (production company)
Phone: 1300 397 910
Email: info@sidestage.com.au

Children and young people under the age of 12 are not permitted to use the technical equipment.

Children and young people between the ages of 12 and 16 may use the technical equipment BUT ONLY where they are closely supervised at all times by a qualified or experienced technician.

See also section on [#Theatre Specific Hazards and Risks](#) and section on [#Lighting](#) for additional mandatory requirements relating to technical support for variations to the standard lighting set up.

1.10 WI-FI

We provide complimentary wi-fi for Hirers to use to assist with their booking whilst using the Theatre. Please note that there may be limitations on this guest network and we make no guarantee on availability or quality of the Wi-Fi connection.

Network name: BCSParticipants

Password: teaandcoffee (all lowercase)

2 USE OF FACILITIES AND EQUIPMENT

Please take note of the following:

- ✘ Do not take furniture from elsewhere in the Centre.
- ✘ Do not place any set/production items in front of, or in the way of, any exits.
- ✘ Do not take any equipment, lighting or items from their original places or move them to a different location – charges will be applied should items be missing or damaged.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

2.1 USE OF THEATRE

Theatre use must align with the current *Belconnen Community Theatre Terms and Conditions of Hire* and this Handbook at all times.

2.2 USE OF COMMUNITY CENTRE FOYER

Hirers must ensure that any complimentary use of the Centre foyer aligns with the *Belconnen Community Theatre Terms and Conditions of Hire* and this Handbook.

This requirement extends to:

- adequate and appropriate supervision of cast, crew, invitees and patrons. Of particular concern is the supervision of children and young people to assure their health, safety and wellbeing.
- ensuring that the foyer is left in a fit and tidy state with all furniture returned to its original location. It is expected that Hirers take photographs of the foyer on entry to ensure they are able to support them to return the foyer to its pre-use set-up, as failure to do so may incur additional charges.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

2.3 CLEANING AND BATHROOM SUPPLIES

A stock of cleaning and bathroom supplies are maintained in the Theatre storeroom, with a folder of Safety Data Sheets, for your use during the hire period. This includes the following:

- vacuum cleaner and spare vacuum cleaner bags
- broom, dustpan and sweeper
- mop and bucket
- paper towel rolls (for cleaning)
- cleaning solutions
- toilet cleaner
- jumbo toilet rolls
- paper hand towel
- hand soap refill
- garbage bag liners
- keys for toilet paper, paper towel and soap dispensers
- additional garbage bins.

This equipment can be utilised for cleaning the Theatre, dressing rooms, Box Office, Bio-Box and foyer. All supplies and equipment must be returned to its original location in the Theatre storeroom.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

Please email contact@crs.com.au if you identify any low or missing stock for cleaning and bathroom supplies.

2.4 WASTE DISPOSAL

The Hirer is responsible for disposing of all waste generated by hire of the Theatre:

- Garbage bags are supplied for Hirer use in the Theatre Storeroom. Large bins are provided in the storeroom and smaller bins are provided in the dressing rooms.
- All rubbish must be disposed of in the skip bins located at the rear of the Centre. The set of keys issued to the Hirer includes a key that will open both the general waste and recycling skips.
- Do not fill or overfill the skips. Any rubbish that does not fit in the skips must be removed from site by the Hirer.
- Do not place hazardous waste (such as batteries, paint, needles, etc.) in the skips.
- Any rubbish bins containing food waste should be emptied at the end of each day. ALL rubbish must be removed at the end of the hire period.
- Please be sustainable and place recyclable items in the recycling skip.

Refer to [#APPENDIX H – Cleaning Checklist For Hirers](#) for cleaning requirements.

2.5 STORAGE

The Centre does not have sufficient storage areas to allow Hirers to store their property on a full-time basis.

The Hirer should remove items no longer in use once the set has been constructed. The Hirer must ensure that CRCS employees can gain access to CRCS property in the storeroom at all times.

Should you require further storage areas during your hire period, please enquire about our meeting rooms which are available for hire.

3 SAFETY AND SECURITY

3.1 GENERAL SAFETY

The Hirer must comply with all Work Health and Safety (WHS) legislation, Australian Standards and relevant Codes of Practice at all times when using the Theatre.

The Hirer is responsible for ensuring that all instructions related to the safety, access and security of the Theatre are followed during the Hire period.

The Hirer is responsible for arranging a qualified first aider who is available for the duration of the Hire Period.

The Hirer is responsible for ensuring that all instructions related to the safety, access and security of the Theatre are followed during the Hire period.

Any breach of WHS requirements may result in the immediate cancellation of the Hirer's booking and recovery of all costs, expenses, loss or damage that we may incur as a result of such cancellation.

3.2 SECURITY ARRANGEMENTS

The Centre front automatic doors are only unlocked during Business Hours (9:00am to 5:00pm, Monday to Friday excluding public holidays and the annual Christmas shut-down period).

At all other times, all external doors remain locked and Hirers are responsible for every person they allow to enter the building irrespective of which rooms they have hired. Hirers are responsible for providing access to their group members when the Centre is locked after hours and must not, at any time, permit persons into the Centre who is not a member/participant/invitee of the Hirer's group.

If Hirers set the front automatic doors to auto-open during their booking, they must ensure an adult member of their group supervises entry/exit while the doors remain unlocked/on auto-open.

Hirers must not leave the doors unlocked without adult supervision present in the foyer to supervise entry/exit.

Hirers must reset the doors to locked prior to exiting the building. Please remember you, as the Hirer, are solely responsible for any disturbance or damage sustained as a result of letting unknown persons into the Centre and all costs to address and remedy will be invoiced to the Hirer.

Hirers must ensure the doors are locked prior to exiting the building at the end of each day of hire.

Security Access Cards and Keys

The Hirer will be issued with a security access card and set of keys during the Theatre bump-in appointment. The security access card and keys will not be issued prior to this appointment. The Hirer will take full responsibility for maintaining the security of the access card and keys and must follow all procedures associated with the use of the security access card and keys.

The Hirer may share the security access card and keys with other members/participants of their group at their discretion, but the Hirer will be ultimately responsible for any breach in security related to the use of this security access card and keys. We can provide an access code for the Hirer to share with their cast and crew or group for entry into the building via the front keypad. The Hirer is responsible for all persons that this access code is provided to.

Please refer to the *Belconnen Community Theatre Terms and Conditions of Hire* for more information.

3.3 KNOWN FACILITY HAZARDS AND RISKS

Ladders, trolleys and mobile equipment

Ladders and trolleys must be stored in a safe place away from public access.

Hirers may only use CRCS provided ladders for the purpose of lighting bar access by a qualified technician in accordance with section on [#Theatre Specific Hazards and Risks](#) for working at heights information.

The only exception to this is where a prop ladder is required for the performance and this must be under 1m in height, have a maximum of 2 steps and be an A-frame style ladder with working locks to stabilise the ladder. See reference picture right for guidance on an acceptable ladder for performance props.



Example of acceptable prop ladder

Refer to WorkSafe ACT for guidance on [best practice ladder usage](#).

Electrical equipment

Electrical cords must be placed so they do not obstruct passageways and walkways or create trip hazards.

CRCS maintains annual test and tagging of all electrical equipment in the Theatre in line with AS/NZS 3760:2022. Hirers are required to have a current test and tag on all electrical equipment that they bring in with them. Should we find any electrical items brought onsite that are not labelled with a current test and tag, the Hirer will be asked to immediately remove the item or else the Theatre may be isolated.

Flames & Flammable Materials

Under no circumstances are flames, lit cigarettes or vapes permitted in the Theatre or anywhere else in or within 15 metres of the Centre.

Appliances and equipment that generate excessive heat or sparks must not be used under any circumstances.

Spray painting is not permitted inside or outside the Theatre and the Centre.

Trip Hazards

All trip hazards created by leads, equipment, sets, etc. must be identified and the risk minimised as far as reasonably practicable. The Hirer is responsible for identifying and minimising all trip hazards as they arise. Cords should be taped down or covered with cable covers. There are several cable covers provided for Hirer use in the Storeroom.

Please note the audience stairway lights and floor lights must remain ON during shows. This is a work health and safety requirement.

Working Alone

The Hirer must ensure there are at least two adults in the Theatre:

- at all times when Working at Heights, and
- after 5pm during weekdays and at all times on weekends and public holidays irrespective of whether they are Working at Height or not.

3.4 THEATRE SPECIFIC HAZARDS AND RISKS

Working at Heights

Hirers are not permitted to access the lighting bars above the **audience seating** at any time, as this task has been identified as a major risk.

Hirers **MUST NOT** work at heights (i.e. access the lighting bars) without:

- obtaining prior written approval and authorisation of their nominated technician that confirms they have met our WHS requirements, and
- providing the nominated technician's:
 - Working Safely at Heights SOA or Construction White Card
 - Photo I.D.
 - Risk Management Plan
 - SWG/SWMS for working at heights.

Persons under the age of 18 years are not permitted to work at heights in the Theatre or Centre.

The lights have been set to a standard lighting set up – please see the diagram at [#APPENDIX B – Standard Lighting Plan for Belconnen Community Theatre](#) for specific details. If this arrangement is not suitable, Hirers may seek permission in writing from the WHS and Facilities Coordinator or Program Manager WHS and Risk (or the Executive Manager Business and Infrastructure) to work at heights in order to adjust/change the lights for their show and return them to their normal position prior to bump-out.

Hirers may choose to contract our preferred supplier or suggest another supplier to be approved by the WHS and Facilities Coordinator or Program Manager – WHS and Risk. In all cases:

- a copy of the supplier's relevant insurance and working at heights certification must be provided to the Centre prior to approval of the work (if not already supplied).
- contractors and Hirers must abide by relevant WHS requirements, use appropriate safe work methods and PPE, and be assisted whilst working at heights.
- they coordinate the non-standard arrangements directly with the designated supplier at the Hirer's cost including arrangements and costs associated with:
 - installation and completion of the non-standard adjustments to support the production, and then
 - return to the standard set-up on cessation of the hire
 - all additional lights MUST be removed during bump-out – they must not be left in the Theatre to be collected by their supplier at a later date.

Note: Please note that any additional lights hired through a third party by the Hirer are the sole responsibility of the Hirer for the duration of the booking.

The key to access the ladder will not be provided to the Hirer until the above criteria has been met.

Bio-box

Under no circumstances are the Bio-Box windows to be removed from the window frame. The windows must be kept closed when the Bio-Box is not in use.

3.5 RISK ASSESSMENTS AND SAFE WORK GUIDELINES

CRCS strenuously advocates for Hirers to develop Risk Assessments and Safe Work Guidelines to help Hirers identify and manage the hazards and risks associated with your particular production/ event which in turn helps you to meet your compliance obligations under WHS legislation. In the event of a serious incident, WorkSafe ACT will ask you to provide a copy of your Risk Assessments and Safe Work Guidelines.

CRCS maintains their own Risk Assessments and Safe Work Guidelines for generalised risks relating to the Theatre. You may request a copy of these to adapt for your own use.

3.6 REPORTING HAZARDS/INCIDENTS

Under WHS legislation, Hirers who utilise the Theatre and/or the Centre have a primary duty of care to provide a safe environment for everyone.

To support compliance with legal requirements, all WorkSafe ACT reportable incident and injuries must be immediately reported to CRCS via the after hours on-call phone number.

Hirers must report all other injuries, incidents or near miss events that occur at our premises within 24 hours of each occurrence.

Hirers are also expected to report any hazards that they may identify.

All written reports including witness statements, photographic evidence etc should be submitted within 24 hours via email to contact@crs.com.au.

3.7 EMERGENCY RESPONSE

Hirers are expected to familiarise themselves with the emergency evacuation diagrams, fire exits and firefighting equipment located within the Theatre as soon as they first enter the Theatre at the commencement of the Hire Period. Hirers must also ensure that all cast and crew, organisers and group members are made aware of this information.

A copy of the *Emergency Procedures Manual – Belconnen Community Centre* can be found in the Theatre Storeroom and in the Bio-Box. It is expected that Hirers will respond to emergencies as outlined below.

During Business Hours

In the event of an emergency, Hirers MUST follow all directions given by the Chief Warden, Deputy Chief Warden and Wardens. Our Wardens are trained in how to respond to various types of emergencies and the Chief Warden/ Deputy Chief Warden have full control over all emergency responses and their directions MUST BE FOLLOWED.

After-Hours

Hirers are expected to familiarise themselves with the After-Hours Procedures, which can be found in section 4.5 of the *Emergency Procedures Manual – Belconnen Community Centre*. A summarised extract of these procedures is provided below. Hirers must follow these procedures in the event of an emergency that occurs outside of business hours. Should emergency services attend for an emergency response after-hours, any directions given by emergency response personnel MUST be followed.

Any emergencies that occur outside of business hours must also be reported to CRCS. Refer to section on [#Reporting Hazards/Incidents](#) in this handbook.

Summarised Extract From Emergency Procedures Manual – Belconnen Community Centre	
On discovery of a fire:	<ul style="list-style-type: none">• Remove people from danger• Close doors if possible to slow the progress of the fire and contain smoke• Raise the alarm• Ensure the Emergency Services has been called by dialling 000• Commence evacuation of the immediate area leaving via the nearest safe exit and proceed to the Assembly Area – do not use lifts• Occupants/visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival• Delegate a representative to speak with the Emergency Services on their arrival• Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service

On being advised of a fire or hearing the Evacuation Tone:	<ul style="list-style-type: none">• Evacuate the building immediately via the nearest safe exit even if there is no evidence of a fire – do not use lifts• Proceed directly to the Assembly Area• Occupants/visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival• Ensure the Emergency Services has been called by dialling 000• Delegate a representative to speak with the Emergency Services on their arrival• Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service
---	---

3.8 FIRST AID KITS/ DEFIBRILLATOR

We strongly recommend that Theatre Hirers have a trained First Aider onsite at all times outside of business hours. The Hirer is responsible for arranging a trained First Aider for the duration of their hire period. A First Aider is available for First Aid assistance during CRCS business hours – please see reception should First Aid be required during CRCS business hours.

A First Aid cabinet is provided for your use in the Theatre storeroom. Please email contact@crs.com.au to advise of any items used, so that we can arrange for timely replacement.

A defibrillator is located on the ground floor of the Centre near the visitor bathrooms. There is also an alternate First Aid cabinet located in this area.

Any injuries/ incidents that occur must also be reported to CRCS. Refer to section on [#Reporting Hazards/Incidents](#) in this handbook.

3.9 FIRE SAFETY AND EQUIPMENT

All fire equipment, including fire extinguishers, fire hose reels and fire exit doors, must be kept clear at all times. Do not store items under or beside fire equipment. The fire hose reel must never be covered by stage curtains. Not only is this a breach of WHS legislation, but it can also incur significant fines by the Regulator.

Before each production/function, Hirers should announce the location of the fire exits keeping in mind that the main entry doors must not be bolted during performances as they are the main fire exits.

- The nearest fire exits are behind the stage area and the rear foyer door.
- Fire extinguishers are located in the foyer, near the stage fire exit door and in the Bio-Box.
- A fire hose reel is located on the wall at stage left, near the stage fire exit door.

During performances the front double doors must remain unlocked and unbolted, as this doorway is an emergency exit in case of fire.

Emergency diagrams are maintained throughout the building near the Fire Indicator Panel and all fire exits. Please refer to these diagrams for specific locations of emergency equipment in both the Theatre and the rest of the Centre.

Use of Smoke Machines

The Theatre is fitted with smoke detectors and can only be isolated by special request in writing to facilities@crs.com.au.

Smoke machines will only be permitted for use if the Hirer has received confirmation in writing and has been issued the key for the smoke detector isolation switch.

If you are permitted to use smoke machines **you must ensure that the smoke detectors are only isolated for the duration of the show.** You will be held responsible for any incidents that may arise from failure to turn the isolation switch back off.

4 PROMOTIONAL MATERIAL

We love to support the promotion of productions or events that are open to the public.

To assist us to promote your event please email a detailed description of your production/ event to contact@cracs.com.au ensuring that you provide:

- an electronic copy of any associated flyers
- an electronic copy of any posters – must be A3 poster with 4mm bleed
- all images in **JPEG** format, size **1080 × 1080 px**

Hard copies of printed posters and fliers can be dropped off at the Centre reception if you would like us to make these available throughout the building.

5 SCHEDULE OF ADDITIONAL CHARGES (GST EXCLUSIVE)

Charge	GST Exclusive Amount
Security call-out fee for reasons that include, but are not limited to, Centre alarm, failure to secure the Centre, any reason directly attributable to your hire	\$110.00 per call out
Loss of Theatre keys and swipe card	\$80.00 per set
Loss/damage of remotes for projector or projector screen (or any part thereof)	\$80.00 per remote
Cleaning fee – where cleaning requirements are not met	\$265.00 minimum (up to \$550.00)
Steam cleaning fee – for spills sustained to carpet or upholstery where the requirement to not consume food and drinks is not complied with	Charge based on full cost recovery
Technician fees – where you fail to return the lighting and AV equipment to the standard set-up	Charge based on full cost recovery for this service (minimum charge \$528.00)
Floor repaint – where you fail to complete floor repaint per the Terms and Conditions of your Booking (as a guide, if non-urgent and we can complete in-house recovery costs are approximately \$300; but if urgent re-painting is required by an external contractor, we have previously been quoted up to \$7000).	Charge based on full cost recovery
Damage to any area of the Theatre, foyer, bathrooms, toilets, box-office by the production team, cast, crew, invitees, patrons, or any other persons who have been permitted access into building by Hirer	Charge based on full cost recovery including administration costs
Damaged or missing equipment	Charge based on full cost recovery including administration costs
Failure to re-set any area to usual set-up (e.g. foyer area, storeroom, Bio-Box, etc.)	\$100.00 per hour (for CRCS employees to re-set)
Lights and/or consoles left on overnight	\$10.00 per night
Curtain cleaning (any curtain cleaning will require re-application of fire retardant – \$3490 minimum)	Charge based on full cost recovery
Hire charge for unapproved overtime of your booking dates/ times	Charged at current hire rates
CRCS on-call duty officer attendance	\$100.00 per hour

Charge	GST Exclusive Amount
Fees (including call out fees) for power failures arising from use of double-adaptors, overloaded power points, overloaded power-boards, piggybacked electrical equipment or electrical equipment that has not maintained test and tag	Charge based on full cost recovery including administration costs
Leaving the Theatre unfit for next Hirer – if you leave the Theatre in such a state that the next Hirer is unable to access the Theatre for their booking, you will be charged the hire fees for any days that the other Hirer is unable to access the Theatre	Charged at current hire rates (plus any other loss incurred)
Fines and fees issued to CRCS but related to the Hirer’s use of the Theatre or Centre facilities	Passed on to Hirer

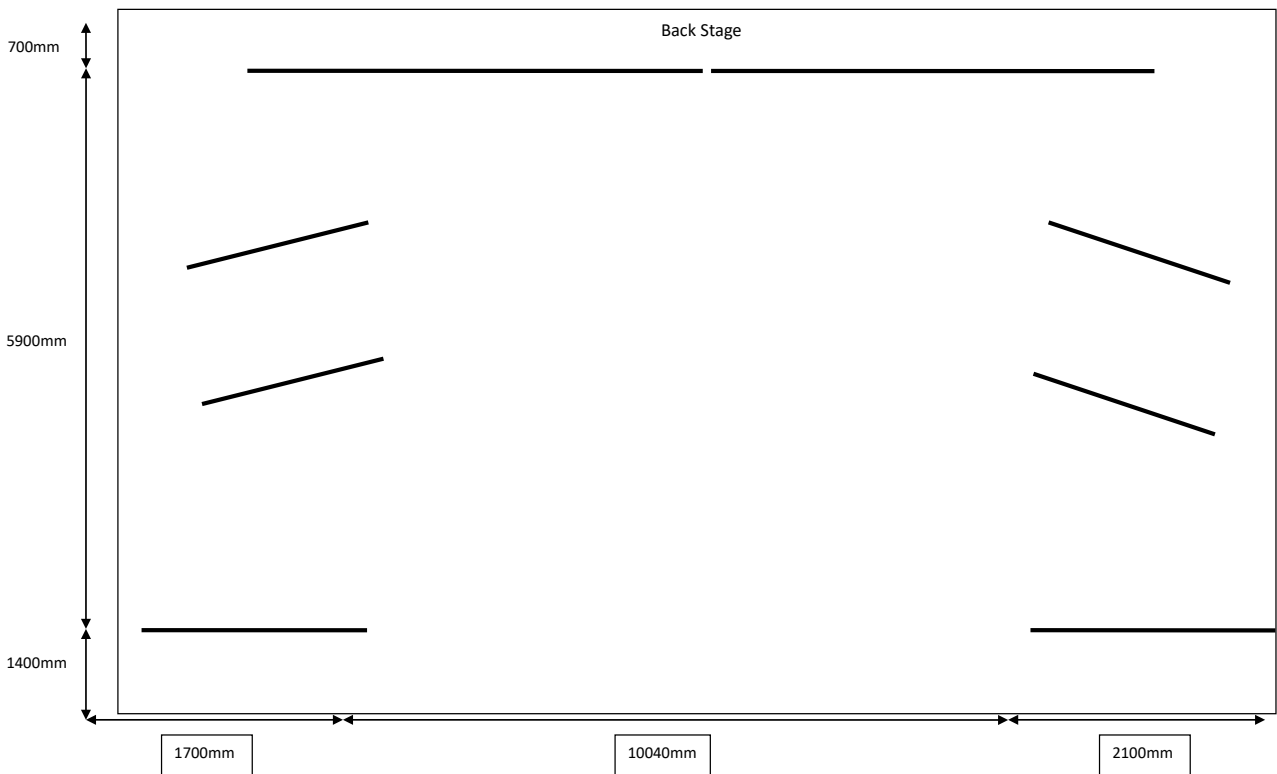
6 TECHNICAL SPECIFICATIONS

The following information is provided to the best of our knowledge.

6.1 THEATRE LAYOUT

Theatre Length	19.1m
Theatre Width	13.7m
Theatre Floor Area	Approximately 263m ²
Stage Floor Area	Approximately 109 m ² (13.7m x 8m) Wall to wall, to front of stage (including back stage area)
Performance Area	Approximately 58 – 73 m ² 10m width between wings; 5.8m from backstage curtain to front stage curtains or 7.3m to very front of stage

Approximate Theatre Curtain Placement and Stage Measurements



Refer also to [#APPENDIX A – Theatre Layout](#)

6.2 MATERIALS

Walls	Brick
Floor	Carpet (on hardwood)
Seating	Fabric
Curtains	Wool
Stage	Plywood
Ceiling	Acoustic tiles

6.3 LIGHTING

A basic lighting set up is included with hire of the Theatre, but technical support is not provided. Hirers MUST provide their own technical support; it is expected that the Hirer's technician has sufficient knowledge and experience in the operation of basic stage lighting and is able to follow the directions provided. A failure to follow these directions may result in malfunctions or damage to provided lights; the full cost of repairs plus administration costs will be passed on to the Hirer.

Stage Luminaire and Lighting Plan

The following luminaire is set up for use by Hirers when hiring the Theatre:

- 10 x Hex RGB LEDs (fitted above stage)
- 2 x Source Four Junior Profiles (spots for stage)
- 4 x Source Four Par's (providing face wash to stage).

Theatre lighting is set to a standard wash lighting plan. Any Hirers that change the positioning of the lighting during their hire are required to set it back to this standard no later than the end of the hire period.

The Theatre also has 8 x RGB LED panels in the storeroom that may be utilised by Hirers. These are probably most useful for uplighting.

Refer to [#APPENDIX B – Standard Lighting Plan for Belconnen Community Theatre](#) to view the standard lighting plan.

Lighting Console

A Stage CL lighting console is provided in the Bio-Box for controlling the Theatre lights. A default show (BELCO DEFAULT 2026) has been programmed on this console to operate the Standard Lighting Plan.

Hirers may program their own shows on the console, but these should be deleted upon bump-out.

Hirers MUST NOT override or change the BELCO DEFAULT 2026 for the Standard Lighting Plan.

Refer to [#APPENDIX C – Lighting Desk Instructions](#) for information on how to operate the Standard Lighting Plan.

Motorised lighting bar

The motorised lighting bar is out of use due to the closure of supplier support for this equipment.

Under no circumstance should Hirers attempt to use or move the motorised lighting bar or chains that have been installed to prevent use.

6.4 AUDIO

The following audio equipment is included in the hire of the Theatre:

- 2 x JBL SP212-9 high powered 2-way speakers (fixed)
- 2 x JBL 18" mobile subwoofers (please replace covers when not in use)
- New Crown XTi6000 amplifier

- Soundcraft Si PERFORMER audio console.

Technical support for the use of this equipment is not provided. Hirers are to provide their own technical support; it is expected that the Hirer's technician has sufficient knowledge and experience in the operation of audio equipment.

Refer [#APPENDIX D – Sound Desk Instructions](#).

Inputs

There is an analogue drop-box located behind the stage that currently has 14x working inputs that run back to the sound console.

Talkback

The Bio-Box houses a Jands Ezicom E-200 Headset Intercom Master Station. We are able to supply a Jands Ezicom E-100 Headset Intercom Substation and 2x Jands EHS2 Ezicom Muff Headsets for those Hirers requiring use of the intercom system. The substation and headsets are kept secured and are only available for use by prior arrangement.

Please ensure that you have selected 'Talk Back Headsets' in the list of inclusions on your Application for Hire form to ensure that this equipment is made available to you. **You will be required to sign for this equipment at bump-in and secure it in the lockable equipment cupboard at the end of the hire period.** Failure to comply with this requirement and/or loss of this equipment will result in replacement costs being invoiced to the Hirer.

Refer to [#APPENDIX E - Talkback System Instructions](#) for guidance on the use of these headsets.

Microphones

We can supply 2x Sennheiser wireless microphones. These microphones are kept secured and are only available for use by prior arrangement.

Please ensure that you have selected 'Microphones' in the list of inclusions on your *Application for Hire* form to ensure that the microphones are made available to you. **You will be required to sign for this equipment at bump-in and secure it in the lockable equipment cupboard at the end of the hire period.** Failure to comply with this requirement and/or loss of microphones will result in replacement costs being invoiced to the Hirer.

Refer to [#APPENDIX F – Microphone Instructions](#) for guidance on the use of these microphones.

6.5 PROJECTOR AND PROJECTOR SCREEN

The Theatre has a fixed ceiling-mounted Epson EB-L260F Multimedia Laser Projector. There is a motorised drop-down projector screen located at the front of the stage. The remotes for both the projector and projector screen are kept secured and are only available for use by prior arrangement.

Please ensure that you have selected 'Projector' in the list of inclusions on your *Application for Hire* form to ensure that this equipment is made available to you. **You will be required to sign for the projector and projector screen remotes at bump-in and secure these in the lockable equipment cupboard at the end of the hire period.** Failure to comply with this requirement and/or loss of remotes will result in replacement costs being invoiced to the Hirer.

This projector can only be used via a connection point in the Bio Box. Note: Whilst there is a HDMI port located stage right that can be used for an alternate display (e.g. a TV or a freestanding data projector), this port does NOT provide a connection to the fixed projector.

IMPORTANT: It is strenuously recommended that you allow enough time in your booking to run through the setup and test the projector with the presentation you are doing. Don't leave it until the last minute to overcome compatibility issues OR arrange alternate equipment as malfunctions sometimes do occur despite our best efforts.

Refer to [#APPENDIX G – Projector Instructions](#) for guidance on how to operate the projector and the projector screen.

7 LICENSING

7.1 ALCOHOL LICENSING

Any Hirers wishing to sell alcohol to patrons at their show/ event will need to obtain a temporary liquor license through Access Canberra. You will need to provide them with a supporting letter from CRCS for permission to sell alcohol on the premises. Please ensure that you select 'Serving Liquor' on your *Application for Hire* form so we are aware that you wish to sell alcohol.

We will need to include your Company Name, the name of your production/ event, and the date/s of the production/ event in the letter so please ensure that you submit this information to contact@crs.com.au in a timely manner. Please allow 3-5 business days for this letter to be prepared and returned to you. Please note that we will not issue this supporting letter unless you have submitted all required supporting documentation with your *Application for Hire* and your booking has been confirmed.

7.2 COPYRIGHT LICENSING

All Hirers are solely responsible for ensuring that any music, performances, recordings, films, images, presentations, or other copyrighted materials used, displayed, performed, or reproduced during their hire comply with applicable copyright laws. This includes obtaining and maintaining all necessary licences, permissions, and approvals from relevant rights holders and collecting societies. The Hirer is responsible for all and any claims, fees, penalties, or liabilities arising from a failure to secure or comply with such copyright licensing requirements.

CRCS accepts no liability for any copyright infringement arising from the Hirer's activities.

7.3 MUSIC AND ENTERTAINMENT LICENSING

The Hirer is solely responsible for obtaining, maintaining, and complying with all necessary licences, permissions, and approvals required for any music, entertainment, or performances conducted in the Theatre or Centre during the hire period. This includes, but is not limited to, licences from relevant Australian copyright and performance rights organisations such as APRA AMCOS, PPCA, or any other applicable bodies. The Hirer must ensure that all music (live or recorded), audiovisual content, and entertainment activities are lawfully authorised and any claims, fees, penalties, or liabilities arising from a failure to secure or comply with such licensing requirements.

CRCS accepts no liability for any licensing infringement arising from the Hirer's activities.

8 PRIVACY POLICY

The *CRCS Privacy Policy* is published to the CRCS Website at: www.crcs.com.au/about-crcs/privacy

9 BUMP-IN PROCEDURE

A bump-in checklist MUST be completed with a CRCS Customer Service Officer prior to the issue of the Security Access Card, keys and any additional requested equipment.

Do

- ✓ Ensure that you book a bump-in appointment with our customer service team during business hours. Please contact our team at least 2 weeks prior to your booking start date to make this appointment.
- ✓ Allow 15-30 minutes to complete the bump-in checklist.
- ✓ Feel free to take photos during this bump-in appointment, this will help you to ensure that you are able to return the Theatre to its expected state at the completion of your booking (ensuring that there are no children, reflections of children or participants in the background of any photos you take).

Never

- ✗ Present to reception unannounced expecting to sign out the keys. Providing notice and arranging a mutually suitable time in advance ensures your bump-in goes smoothly.
- ✗ Assume that if you have completed a bump-in appointment for a previous booking that you will not need to attend one for a new booking. Bump-in is required for each and every booking – think of it like a pre-lease inspection.

10 BUMP-OUT PROCEDURE

At the end of the Hire Period, you must leave the Theatre in the same state (or better) it was in at the commencement of the Hire Period and meet all end of hire requirements specified in the *Terms and Conditions of the Theatre Hire* in your Booking (i.e. as specified on the *Application for Hire form*) and this Handbook.

Please remember that you must bump-out all of your belongings and equipment (including equipment hired from third parties) no later than 11.45pm on the last day of your booking, with NO EXCEPTIONS. If you are unable to meet this requirement, you should be booking an additional day of hire.

A bump-out inspection will be completed by a member of our customer service team during business hours, as soon as possible after your booking has ended. We encourage you to book an appointment with our team to be present at this inspection, however the inspection will take place regardless of your attendance. Please note that even if you opt not to attend the bump-out inspection, you will still be held responsible for anything that it is not satisfactory restored upon cessation of your booking.

The bump-in checklist completed during the bump-in appointment will be used as the basis for your bump-out inspection.

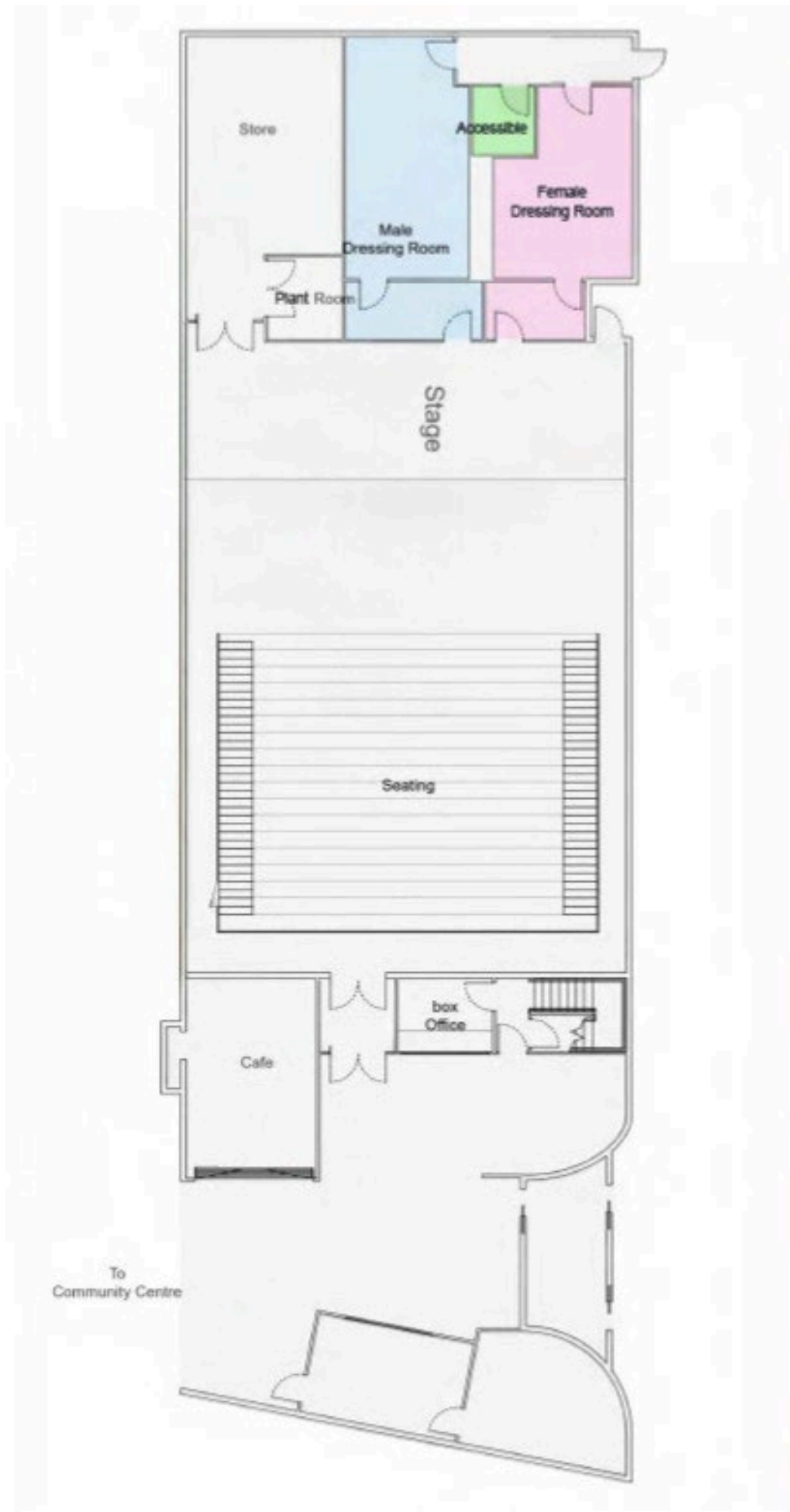
Do

- ✓ Follow the cleaning checklist provided [#APPENDIX H – Cleaning Checklist For Hirers](#).
- ✓ Vacate the Theatre no later than 11.45pm on the last day of your booking.
- ✓ Ensure all of your belongings and equipment (including equipment hired from third parties) are removed from the Theatre.
- ✓ Book a time with our customer service team to be present at the bump-out inspection.
- ✓ Take photos when vacating the Theatre as evidence that you have left it in a satisfactory state.

Never

- ✗ Leave the Theatre in an unclean state or unfit for use by the next Hirer – there are sometimes tight turnarounds between bookings and failure to properly clean and reset the Theatre may impact the next Hirer's booking.

APPENDIX A – THEATRE FLOOR PLAN



APPENDIX B – STANDARD LIGHTING PLAN FOR BELCONNEN COMMUNITY THEATRE

Standard Rules for Hex Par LED lights:

Do

- ✓ Keep track of where these lights are plugged in if you have been authorised to adjust or remove these lights for your production. You will be expected to return them to their exact positions so take photos to help you ensure you meet this requirement.

Never

- ✗ Plug LED lights (6, 33, 39, 41-48) directly into the dimmer racks. These lights should be plugged directly into the power points on the wall next to the patch panel. You will be charged for repairs to any lights damaged from being plugged into the dimmer rack.
- ✗ Plug double adaptors or power boards into any leads with power plugs similar to those pictured below.



Standard Rules for Source Four Pars:

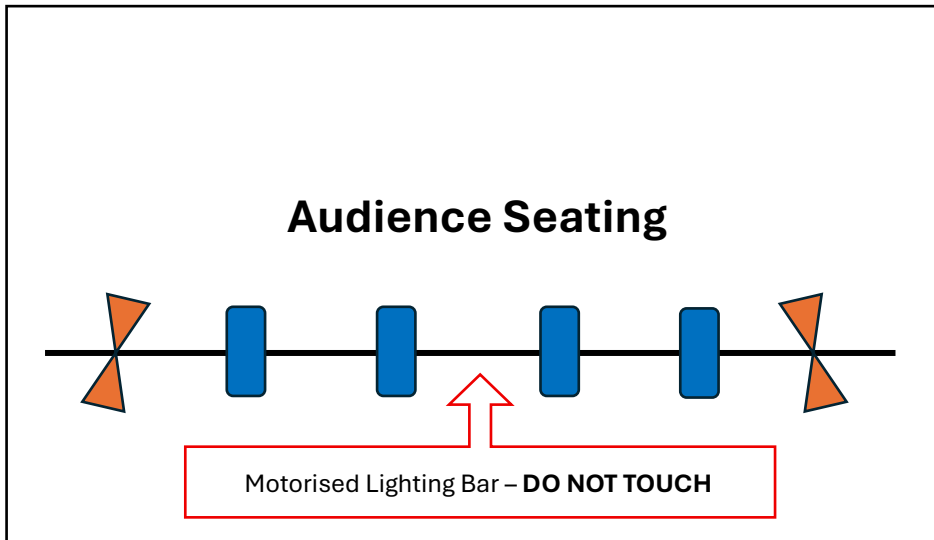
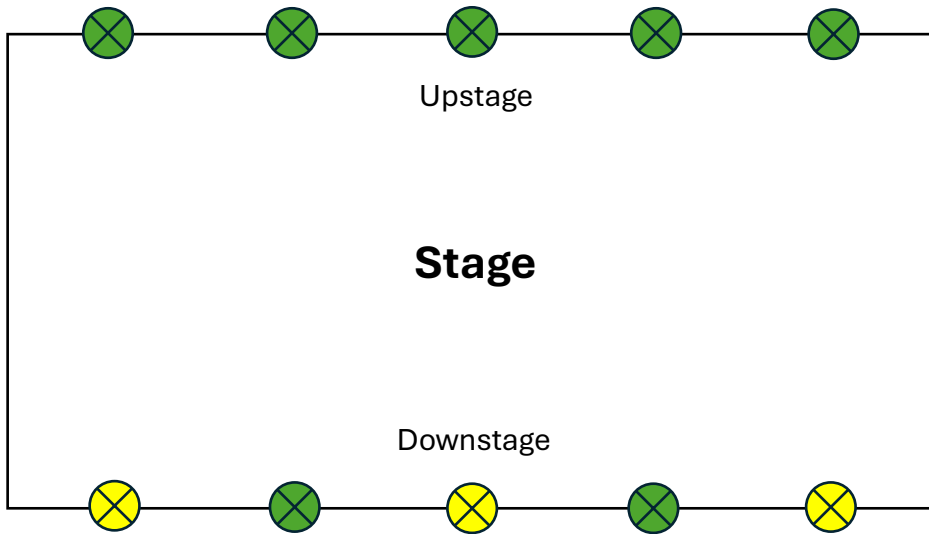
Do

- ✓ Warm lights slowly.

Never

- ✗ Adjust or remove these lights. These lights are hired from a third party and should only be adjusted or removed by the supplier.

Standard Lighting Plan for Belconnen Community Theatre



Hex Par 12 RGB LED:



Set to a colour wash above stage.

Hex Par 12 RGB LED:



Set to a white wash above stage.

Source Four Par:



Provides a front face wash on stage. DO NOT REMOVE.

Source Four Jnr Profile:



Used to provide stage spotlights. DO NOT REMOVE.

APPENDIX C – LIGHTING DESK INSTRUCTIONS

POWERING up the CONSOLE and LIGHTS

1) Ensure all channels on desk are lowered down to their lowest point to prevent any damage on the bulbs when turning on the system.



2) Turn the lighting desk on with the switch at the back of the unit (right hand side).

3) Enter the electrical storeroom and switch on all of the power points on the brick wall (above the 3-phase power switches). These switches power on the RGB LEDs above the stage.

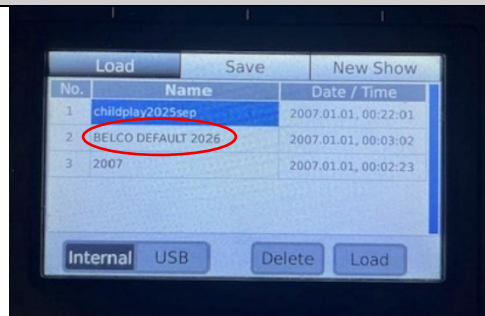


4) Switch on the 3-phase power switch closest to the wall (CB-19) to power up the top module in the dimmer rack. This will power the pars and profile lights.



OPERATING the BASIC LIGHTING PLAN

1) Select 'Shows' on the screen on the lighting console and then select 'BELCO DEFAULT 2026'.



2) Refer to the labels on the console to determine which faders control which lights. Slowly raise the faders of the desired channel in the on position. Allow the spots and front wash lights to warm up before raising to full light.



POWERING DOWN THE LIGHTS ie shutdown

1) To shut down the unit, lower all fader/sliders and press the shutdown button on the touch screen. It will prompt you if you would like to shut down or lock the equipment, select shutdown.

2) Once the screen indicates it is safe to do so, flick the switch at the back right of the unit that was used to turn on the unit. This will power down the lighting desk.

3) Following this, turn off the power supply to the lights in the electrical storeroom that were turned on in step 3 above.



APPENDIX D – SOUND DESK INSTRUCTIONS

POWERING UP THE SOUND DESK

- 1) Press the power button in the top right corner of the unit to turn on the Sound Desk.



- 2) Confirming all 4 amplifier channel faders/sliders are at zero (i.e. down). You do this by turning them fully anti-clockwise.
- 3) Now you can turn on the amplifier in the cabinet of the desk.



- 4) If using microphones, confirm receivers and microphones are powered on, with their input/output cables connected as displayed



5) Slowly raise the faders of the appropriate channels (13 & 14 for microphones) as displayed and set to desired volume.



6) To turn off the sound desk lower all channels as displayed, hold power button for 1-2 seconds until flashing yellow, and press again briefly whilst flashing.



POWERING DOWN THE SOUND DESK ie shutdown process

1) Turn off amplifier and receivers/microphones.





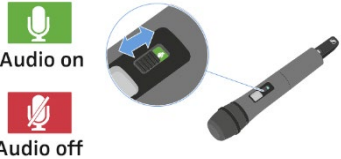
APPENDIX E - TALKBACK SYSTEM INSTRUCTIONS

Coming in the next version . . .

APPENDIX F – MICROPHONE INSTRUCTIONS

Preset Settings

Frequency: 632.400 MHz 626.350MHz
 Bank: B.4 B.3
 Channel: CH.01 CH.01

POWERING UP THE RECEIVER AND MICROPHONE	
1) Short-press the ON/OFF button to turn on the XS Wireless 2 receiver.	
2) Turn on the audio desk	
3) Turn on the amplifier	
4) Short-press the ON/OFF button on the handheld microphone. The button will turn green to signal that it is on.	
5) Use the mute switch on the wireless microphone to unmute the audio signal.	
6) Increase the volume on the audio desk to the desired level (channels 13 and 14).	
POWERING DOWN THE RECEIVER AND MICROPHONE	
1) Hold down the ON/OFF button on the wireless microphone until the light on the button switches off.	
2) Hold down the ON/OFF button on the XS Wireless 2 receiver until the display switches off. This will place the receiver into standby mode.	

APPENDIX G – PROJECTOR INSTRUCTIONS


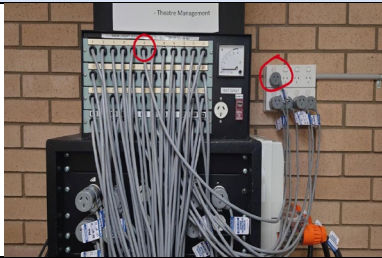
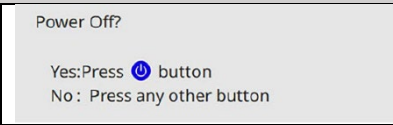
Standard Rules for the Projector:

Do

- ✓ Power off the projector after use.

Never

- ✗ Leave the projector on at the end of use.

Using the Projector Screen	
1) Press the down arrow on the screen remote control to lower the projector screen. Press the stop button once the screen has lowered enough. <u>Note:</u> If lowered too far, the screen will automatically start to rise. Press the stop button to stop it from rising. You need to be in close range of the screen for the remote to work; it will not operate from the Bio-Box.	
Troubleshooting	
<ul style="list-style-type: none"> • If the projector screen does not respond to the remote control, check that the screen is plugged in properly. It is a yellow cord that should be plugged into a power point on the left-hand side of the stage. 	
<ul style="list-style-type: none"> • As per step 1 under 'To turn on the projector' ensure that you are operating the remote from the stage level, not the Bio-Box. 	
Turn On the Data Projector	
1) Turn on the projector by pressing the power button on the projector remote control. <i>The projector beeps and the status indicator flashes blue as the projector warms up. Once the projector is warmed up, the status indicator stops flashing and turns blue.</i>	
2) Press enter on the remote control to select HDMI as the input source from the screen displayed.	
3) Plug HDMI cable (labelled as 'projector') into laptop and turn laptop on.	
Troubleshooting	
<ul style="list-style-type: none"> • Check that the power supply at the patch panel has not been unplugged. Cord number 6 in the top rack above the patches needs to be plugged into a power point on the wall to the right of the racks. 	
Turn Off the Data Projector	
1) Press the power button on the remote control. The projector will display a shutdown confirmation screen.	
2) Press the power button again. (To leave it on, press any other button). The projector beeps twice, the light source turns off, and the status indicator turns off.	

3) Press the up arrow on the screen remote control to raise the projector screen. It will automatically stop when it reaches the top.	
---	--

APPENDIX H – CLEANING CHECKLIST FOR HIRERS

Location	Checks and Actions
Centre Foyer	<input type="checkbox"/> Floors vacuumed <input type="checkbox"/> Tables cleaned <input type="checkbox"/> Tables and chairs returned to correct positions <input type="checkbox"/> Excess rubbish removed (do not fill/ over-fill foyer bins)
Box Office	<input type="checkbox"/> Floor vacuumed <input type="checkbox"/> Benchtops cleaned <input type="checkbox"/> Fridge cleaned <input type="checkbox"/> Posters/ fliers removed
Change rooms/ Bathrooms	<input type="checkbox"/> Toilets cleaned <input type="checkbox"/> Toilet paper replenished <input type="checkbox"/> Showers cleaned <input type="checkbox"/> Mirrors cleaned <input type="checkbox"/> Sinks and benchtops cleaned <input type="checkbox"/> Hand soap and paper towel replenished <input type="checkbox"/> Rubbish removed from bins <input type="checkbox"/> Floors swept and mopped <input type="checkbox"/> Chairs in place along benches (DO NOT leave stacked)
Storeroom	<input type="checkbox"/> Floor swept <input type="checkbox"/> Vacuum bag emptied/ replaced <input type="checkbox"/> All equipment (including printed manuals) in correct location <input type="checkbox"/> Dispenser keys returned to key hook <input type="checkbox"/> Tables cleaned <input type="checkbox"/> Cleaning/ washroom supplies returned to correct location
Stage	<input type="checkbox"/> Floor swept and cleaned <input type="checkbox"/> Dust removed from curtains
Audience Seating	<input type="checkbox"/> All carpet vacuumed (including corridors) <input type="checkbox"/> Stand-alone chairs vacuumed and in place in front row <input type="checkbox"/> Chair arms cleaned <input type="checkbox"/> Fixed chairs reset (seats and arms flipped up)
Bio-Box	<input type="checkbox"/> Floor vacuumed <input type="checkbox"/> All equipment (including printed manuals) in correct location <input type="checkbox"/> Tables cleaned <input type="checkbox"/> Rubbish removed
Other hired rooms (where applicable)	<input type="checkbox"/> Follow checklist for the applicable venue