

WOLLONGONG TOWN HALL

Main Auditorium



TECHNICAL SPECIFICATIONS, TOURING BAND PACKAGE 2023

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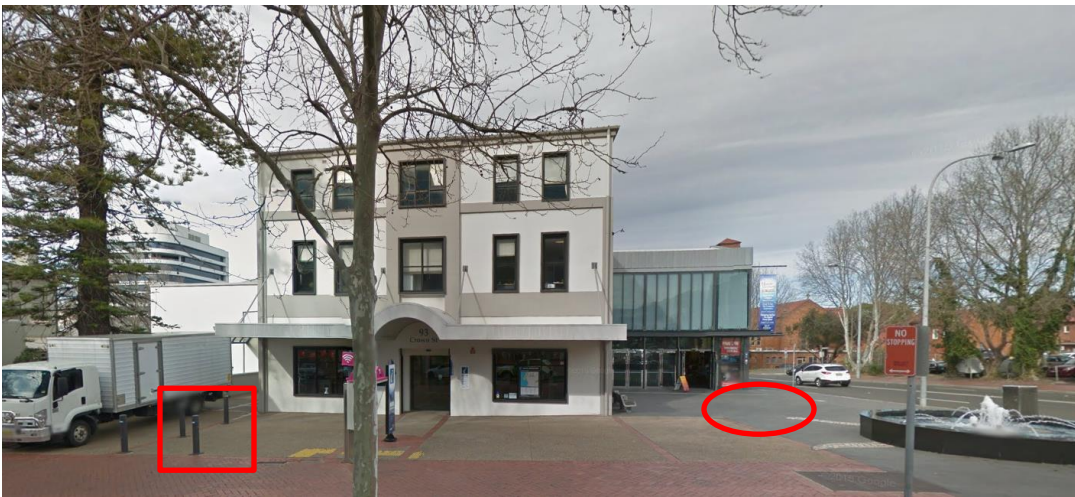
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VENUE INFORMATION

The Wollongong Town Hall is located in central Wollongong on the corner of Crown & Kembla Streets. It hosts two performance spaces; The Music Lounge & Main Auditorium, and two meeting spaces; The Ocean Room & The Wattle Room.

Wollongong Train Station is a 15 minute walk west along Burelli Street. The nearest bus stop is out front of the IPAC building on Burelli Street.

The loading dock for both venues is via The Music Lounge. There is a ramp up to the Main Auditorium. Please speak to the Technical and Production Manager if you have any large items, as other arrangements may need to be made due to tight corners.



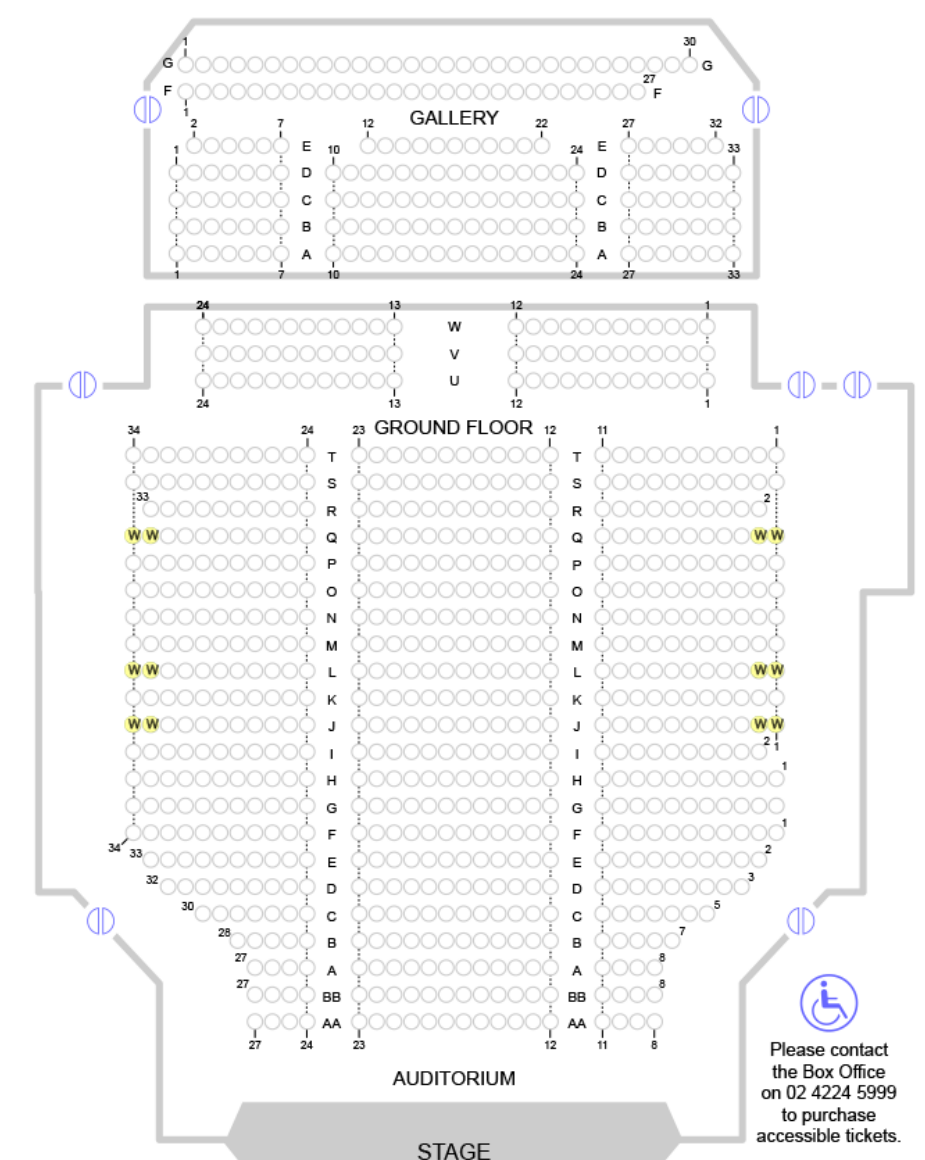
Above: Town Hall Loading Dock via The Music Lounge (left), Main Entrance (right)

AUDITORIUM



The Wollongong Town Hall Main Auditorium seats 873 in its Standard Seating mode. This can be increased up to 944 by adding rows U, V, & W upon consultation with the Program Manager and Technical & Production Manager. The whole ground floor level of seating is flat. Both the Auditorium and Gallery level can be accessed by either stairs or lift. If the extension stage is to be used rows AA & BB are removed, reducing capacity by 46 seats.

Ops position is usually located in the Prompt Side end of U & V rows.



SEATING CAPACITY

Theatre style	873 standard, or 944 (incl. under gallery, gallery and balcony)
Standing	720
Table seating	384
Booth/Expo style	32

DIMENSIONS

Floor Width	23 metres *at its widest point
Floor Length	22 metres from stage edge to back curtain.

STAGE SPECIFICATIONS

Brief Stage Description

The stage is raked at a 3% gradient. It is hardwood with anti-slip coating.

DUE TO RAKE OF STAGE ALL EQUIPMENT ON WHEELS WILL NEED TO BE LOCKED OR CHOCKED.

There are three motorized stage extension pieces covering the width of the front edge of the fixed stage.

THE STAGE CANNOT BE SCREWED INTO. Please speak to the Technical & Production Manager for solutions.

Dimensions

Stage Width	12 metres	
Depth*	5.2 metres	*excluding Organ
Height of stage	0.9 metres	
Stage to underside of truss	5.5m upstage & 5.7m downstage	
Load rating (stage and floor)	450kg/m ²	
Point load rating	400kg (min 1m spacing)	

Extension

3 Extension Pieces Available – please note they do not sit flush next to each other. There is a small divot between pieces.

Width	3.77 metres
Depth	1.915 metres

ADDITIONAL STAGING

Stage deck available upon request to form risers etc. Riser can be set up at 200mm, 300mm, 400mm, 600mm and 900mm. Heights and decking subject to availability.

ACCESS EQUIPMENT

Elevated Work Platform

JLD, drivable

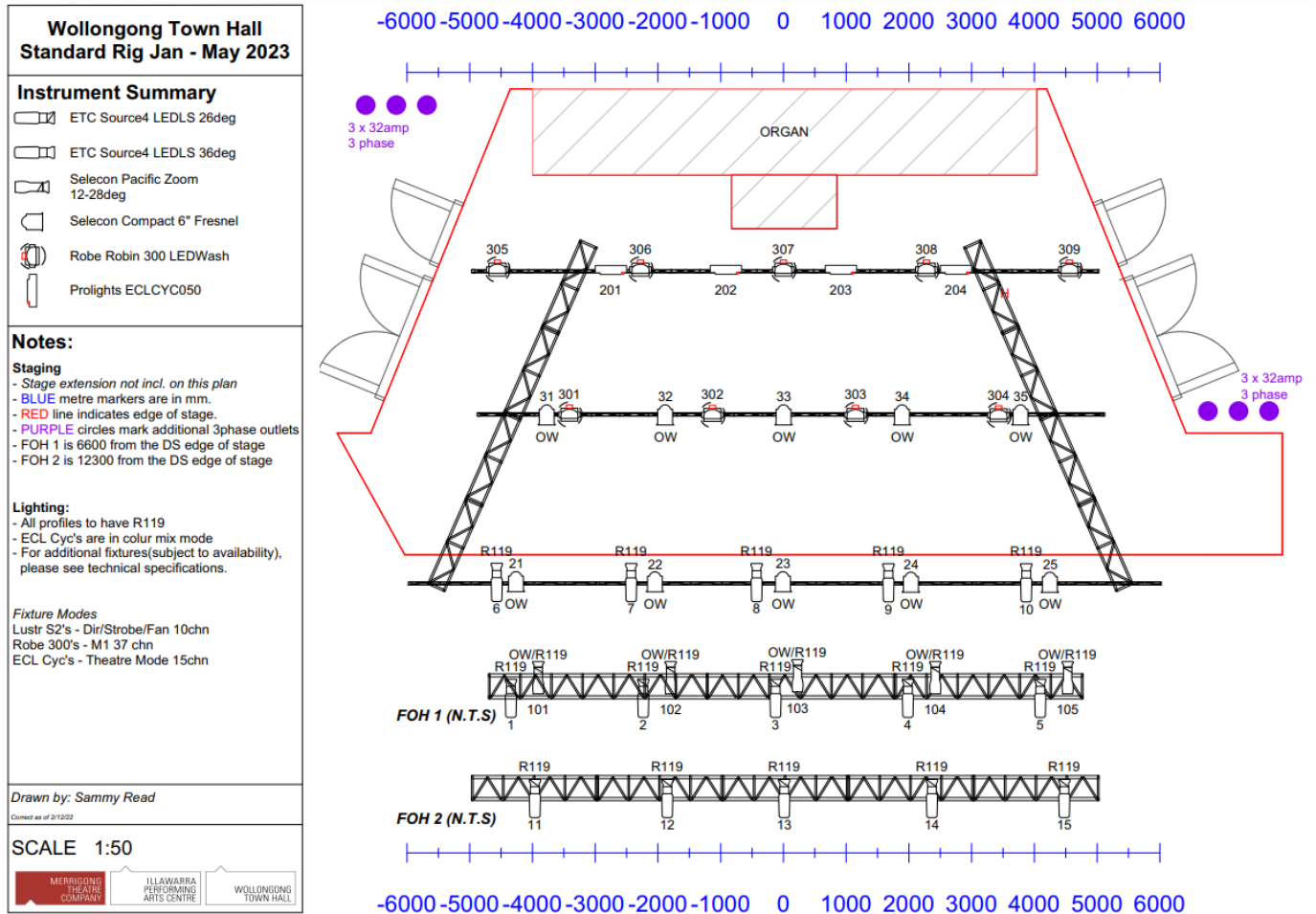
EWP Restrictions

One Merrigong staff member must be in the area at all times the EWP is in use. EWP only to be used by trained personnel.

LIGHTING

Any changes to the standard lighting rig must be approved prior by the Head of Lighting and Production and Technical Manager.

Standard Rig (1st half of 2023)



Lighting Control

ETC Gio@5

Dimmers

Total Dimmers 24 channels LSC EKO

Rigging

3 x 9m long Box truss Hung in FOH positions

Overhead motorised truss rig – contact for more details

DMX

1x LSC 5 port Node (SaCN)

1 x Jands DD8 Opto Splitter

1X LSC 5 port Splitter

PATCH

1 x Jands WM Patch (42 points)

24 x Patch Points on FOH 1 Truss

12x Patch Points on other trusses (LX 1, 2, 3, FOH 2, 3)

3 x Patch Points in each Slot

STAGE LANTERNS

PROFILES				
MAKE	MODEL	DETAILS	WATTAGE	TOTAL
Selecon	Pacific	Angle: 12°-28°	1000w	7
ETC	Source 4 Lustr Series 2	Angle: 26°		20
ETC	Source 4 Lustr Series 2	Angle: 36°		5
FRESNEL'S				
Assorted	Fresnel	All have barn doors	1000w	14
MOVERS				
Robe	Robin 300+ Wash			9 (only 5 in second half of 2023)
Martin	Rush MH7 Hybrid	Subject to Availability (not available in second half of 2023)		10
Clay Paky	Mini B Wash	Subject to Availability		8

AUDIOVISUAL FACILITIES

Projectors

2x Christie LWU502 projectors focused on the side walls either side of stage.

Additional Christie DWU555-GS and Screen (5m x 2.8m, 16:9) available for a centre hung screen.

AUDIO FACILITIES

Speakers FOH

Flown Per Side:

- 4 x Meyer Leopard Boxes
- 1 x Meyer LFC-900 Active Subwoofer

Infill:

- 2 x Meyer Lina Boxes

Processors

- Meyer Galaxy 816 Digital Processor
- Meyer Power and Signal Distribution Rack

Consoles

- Soundcraft Si Expression 1 with Mini Stagebox 32 at stage level

Spot speakers / foldback

- 8 x EV xw12A with 4 x Q99 Amps (Subject to Availability)
- 2 x JBL PRX612m Powered speakers (Subject to Availability)
- 4 x Meyer Active Dual 10" high power monitor speakers (Subject to Availability)

Playback equipment

- Laptop

Wired microphones - *Subject to availability*

- 6 x Shure SM58
- 3 x Shure SM57
- 4 x Shure Beta58a
- 4 x Shure Beta57a
- 3 x Sennheiser e835s
- 1 x Sennheiser e902
- 1 x Sennheiser e914
- 1 x Sennheiser e906
- 5 x Audio Technica AT8033
- 5 x Beyerdynamic TG D57c
- 2 x Beyerdynamic TG I53c
- 1 x Beyerdynamic M88TG
- 2 x DPA 4099p Piano Mics – Stereo Pair

Direct Injection Boxes – *Subject to availability*

- 3 x Klark Teknik – DN100
- 1 x Klark Teknik – DN200
- 4 x Radial Pro 48
- 2 x Radial J48
- 1 x Radial Pro D2

Radio microphones

- 4 x Shure QLXD4 SM58 Handheld radio mic
- Additional radio mics available upon request

Pianos

Available to hire at an additional cost.

- Steinway D – 274 Concert Grand Piano
- Kawaiii Baby Grand Piano

OUTLETS

2 x CAT5 from PS Control Room to Truss and FOH Mix Position to Truss
24/8 XLR Patch from Far DSP to FOH mix Position

ACOUSTIC TREATMENT & DRAPING

Venue has a natural “Live” acoustic property well suited for classical performances.
These acoustics can be changed through the treatment listed below.

- * Additional black wool draping available on request.
- * Draping can be placed anywhere in the room due to the portable system available. It may be required to install full room draping if necessary for aesthetic or acoustic reason.
- * Full stage carpet available.
- * Acoustic treatment panels have been applied to the rear balcony seating wall to assist with deflection.
- * Additional carpet squares are available for further dampening of the space if required.

Example for Draping in use:



All black wool 520gsm IFR with 0 fullness.

Type	Material	Colour	Width	Height	Quantity
Leg	Wool	Black	2.20 metres	8.00 metres	2 (pair)
Smother	Wool	Black	15.0 metres	8.50 metres	1
Drape	Wool	Black	17.00 metres	4.70 metres	1
Drape	Wool	Black	10.00 metres	5.20 metres	1

POWER

2 X 32amp 3-phase outlets in OP side stage

2 x 32amp 3-phase outlets in bio box (can be extended to P side stage)

4 x 32amp 3-phase outlets in auditorium.

Separate power for audio (brown sockets) located side stage and at operating position.

DRESSING ROOMS

4 x Medium sized dressing rooms with bathrooms and mirrors.

FURNITURE

Tables

50 Large Trestle Tables (765mm x 2135mm)

5 Medium Trestle Tables (610mm x 1215mm)

2 Small Trestle Tables (460mm x 660mm)

24 Round Tables (10 pax)

8 Cocktail Tables

4 Coffee Tables

Chairs & Seating

790 Grey Chairs

100 Red Program Chairs

18 Lounge Chairs

6 Ottomans

GENERAL INFORMATION

Laundry facilities

There are basic laundry facilities available onsite. There is no hot water to the washing machine.

Smoking

The Arts Precinct (including IPAC, the Art Gallery and Wollongong Town Hall) is a smoke free zone. By law, smoking can only take place in designated smoking areas.

Technical Staff

Merrigong Theatre Company requires a min of 2 x technical staff member to be present when the Hirer is in the venue. Additional staff may be requested by the Hirer or as dependent on production requirements.

Duty Technician

The Duty Technician holds ultimate responsibility for all Hirers whilst in the venue.

Award Conditions

All technical staff at Merrigong Theatre Company work under the Live Performance Award 2010. The Duty Technician will ensure staff take adequate breaks and conditions are met. Extra charges will occur for missed meal breaks and overtime hours.

Workplace Health and Safety

The Hirer shall ensure safe work practices are adhered to by their staff/volunteers and defer to the venue staff if there is a question of safety and/or damage to the venue or equipment.

All visiting Hirers must undergo a venue specific induction in regard to fire evacuation and workplace health and safety. A copy of the Fire Evacuation Safety Procedures are available on request.

All electrical equipment entering the building must carry the appropriate test and tag documentation. Every Hirer must provide Merrigong Theatre Company with appropriate risk assessment documentation.

Height Safety

Height Safety equipment as required is provided as part of the venue hire. Hirer staff must be inducted if its use is required and must be used under supervision from a Merrigong Theatre Company employee.

Risk Hazard and Identification

Event Title	General Stage and BOH Use		
Venue	IPAC and Wollongong Town Hall	Last updated	17/01/2020
Who carried out the Assessment	Pip Rigter - Production and Technical manager		
Description of the event	This risk assessment covers all general tasks performed for the purpose of b/in, rehearsals, performance and b/out. Separate risk assessments may be required for non standard tasks.		

[Risk Matrix](#)

Hazard Identification	Risk Assessment				Risk Control			
Task	<ul style="list-style-type: none"> What can happen How can it happen 	Severity Rating	Likelihood Rating	Risk Rating	Control Measures	Who	When	Risk Rating
				Pre-Control				Post-Control
Manual handling	injury due to poor lifting technique.	4	C	H	no person will be expected to lift more weight than they are capable of lifting. If mechanical lifting means are available they will be used, such as fork lift, chain hoist etc... when lifting alone the person will use proper lifting technique. If they are unsure of how to lift correctly the Duty technician can assist. when lifting as a team the lift will be discussed beforehand and planned through from lifting to setting down.	All	During work	L

unloading a truck	injury from being hit with a vehicle. Injury from poor lifting technique.	4	C	H	<p>The company who packed the truck will be on site to instruct on the order of removal.</p> <p>All items will be removed in a safe manner from the top down.</p> <p>Where mechanical means can be used to move an item it should be, lift forklift or pallet jack etc....</p> <p>When items need to be lifted out they will be lifted safely and with correct manual handling technique.</p> <p>Vehicle to be switched off prior to unloading/loading and in gear.</p>	All	During work	L
using power tools for construction.	injury due to misuse	3	C	M	<p>The use of power tools will be restricted to low power hand tools, like screw guns or drills.</p> <p>If tools with greater power or tools that require ancillary equipment to support them, like a table saw or welder, there must be a safe work method statement created for the use of the tool and it must be followed.</p> <p>all hot works must follow the hot work procedure.</p>	Duty Technicians an Visiting Production Manager Truck driver	<p>During work</p> <p>In planning.</p>	<p>L</p> <p>L</p>
Excessive loud noise	injury to actors, crew or patrons due to loud or sudden noises.	3	D	L	<p>all noise levels will be kept within reasonable levels. Loud noises such as gun shots will be flagged in warnings to the audience before the show begins. Performers using gun shots will be instructed on their safe use. The volume and percussion from the noise of the gun will be measured to ensure no harm will come to the performers, or other staff, nearby. Ear plugs are available to staff who require them. If music or other effect noises are so loud as to create a risk the use of these levels must be carefully considered. Ear plugs must be available to patrons where any risk exists.</p>	production Manager FOH Manager	During Planning and rehearsals. During the performance season.	L

Working in low light conditions	moving in the dark causing injury from trips or falls	3	C	M	all travel routes when possible will be lit with blue light to illuminate any trip hazards. Any pinch points where travel is restricted will be lit by blue lights. Cables to be taped down and marked with white or glow tape where a trip hazard exists. Any points at the top of a step down to be marked with white or glow tape.	Head Lx Stage Manager Technicians	During work	L
Working at heights	Person falling from heights. Equipment falling from heights	5	C	E	See separate 'Working at Heights' risk assessment. Hirers inducted into the venue. Any heights greater than 1m require handrails. White or glow tape to be used on the edge of a platform where appropriate. Appropriate work lighting to be used during all tech work. Appropriate handrails or fall arrest system to be in place where required. All flying of persons requires a separate risk assessment and involvement from appropriately qualified riggers.	Production manager Technicians Duty technician Hirer	During Planning During work	L
Fatigue	Injury to persons or damage to equipment due to loss of concentration or alertness.	4	C	H	Staff are rostered to the Live Performance Award 2010 conditions. Any persons onsite who are not fit for work will be sent home. Tech staff are to have a min 10hr break between shifts.	Production & Technical Manager All persons	At all times	M
Intoxicated/Inebriated personell	Intoxicated or Inebriated persons have impaired judgement and cannot perform at a safe level.	3	E	L	All staff are issued with the Drug and Alcohol policy. Any complaints brought forward regarding other users of the space are treated appropriately. An alcohol breath tester is available to all users of the space.	All	At all times	L
Office work. Other repetitive tasks	Personell who perform repetitive tasks risk strains. Back/neck pain from poor workspace setup.	3	B	H	Staff are provided with footrests, wrist guards and other accessories. Standing desks are given to staff who request one and regular movement/stretching promoted.	All	At all times	M

Use of animals in production	Injury from animal bites. Illness transfer from animal. Contamination from animal waste. Escape of animals. Negative PR around use of animals in production	4	B	E	Animals to have health certified by a vet. Risk Assessment to be submitted to include handling, containment, access to food and water, waste disposal and emergency planning. Animals must be rehearsed under controlled conditions prior to performance. Adherence to legislation. Wording must be provided to FOH/Box Office in case of customer complaint. Media Communications Plan	Hirer or persons responsible for providing animals. Production and Technical Manager	During planning	M
B/in and b/out	injury due to poor lifting technique. Large amount of people around. Potential loud noises. Children or unsupervised persons in the area. Muscle strain due to heavy lifting	3	C	M	Staff are provided with manual handling training. Toolbox talks are to be conducted at the start of each b/in and out. No children under 14 to be present during b/in, tech work and b/out. Appropriate supervision required by Hirer. No corridors, exits or fire doors to be blocked at any time. Sound levels to be kept at safe levels.	All persons involved	During work	L
Use of chemicals	Risk of burns, poison, respiratory illness, fire and environmental damage. Floors can become slippery after a spill.	4	D	H	Hirers must provide a Materials Safety Data Sheet for chemicals brought onto site. Chemicals must be stored and labelled in the correct method. Prior approval required for use of chemicals onsite. Risk Assessment required outlining first aid response. Chemicals must be disposed of correctly as per manufactures guidelines. Staff are trained in correct use of chemicals. PPE provided when required.	Hirer Production and Technical Manager	During planning During use	M
Using the mast lifter	Incorrect use resulting in injury to persons and equipment	4	C	H	Mast lifter to be used as per SWP #6 and #6.1. Equipment to be used as per manufactures recommendation. Lifter only to be used by qualified staff. Staff are provided training on the correct use of the lifter. Lifter can only be used with a min of 2 people.	Technicians	During use	H

Excessive amount of persons in dressing rooms and BOH areas	Injury to persons due to crushing and pushing. Discomfort, illness.	3	D	M	Expected cast and crew numbers required prior to arrival. Door supervisor required for companies with large cast and crew numbers or any children under 18. Hirer representatives inducted into venue and informed of emergency procedures. Dressing rooms to be well ventilated.	Hirer Technicians Production and Technical Manager	During planning During use	L
Working with electricity	Electrical fault causing electrical shock to persons. Damage to equipment and property. Electrical fire	5	C	E	All electrical equipment and power leads have a current test and tag label. All equipment to be switched off prior to removing from the power point. Power load should not exceed the safe loading levels. Electrical maintenance/repairs to be carried out by a licenced electrician. Electrical equipment to be used as per manufactures instructions.	Hirer responsible to ensuring all electrical equipment and cables have current test and tag label. Technicians Production and Technical Manager	During planning During use	H
Use of theatrical elements; haze, smoke, dry ice; requiring isolation of the smoke detectors	slips on fluid spills or leaks. Respiratory issues caused by smoke, haze, dry ice, etc. Risk of burns and injury from skin contact with dry ice.	4	C	H	Material Safety Data Sheets required for any chemicals brought in by Hirer. IPAC fitted with an Early Warning and Intercommunication System during show times. Trained techs must be present during all other times any area is isolated. (no EWIS system at Wollongong Town Hall, trained fire wardens must be present at all times) Use of dry ice requires dedicated RA and SWMS. PPE required for handling dry ice. Use of smoke signage to be placed at auditorium entrance.	Hirer Technicians Production and Technical Manager	During planning During work	M

Smoking	Risk of respiratory illness from smoke inhalation. Fire	4	C	H	IPAC and Wollongong Town Hall is a no smoking area. Smoking or live flame on stage requires a separate RA. Method of extinguishing must be present. No naked flame allowed unless in a suitable holder with sides.	Technicians Production and Technical Manager	During planning	M
Unauthorised access to stage or BOH areas	Injury to persons or damage to property.	3	D	M	All Hirers with children require a dedicated door person on each access door to the BOH area. Venue to be locked when not in use.	Technicians FOH staff	At all times	L
Children on stage and in BOH areas	Children may not be aware of etiquette, appropriate behaviour or hazards around the venue.	3	C	M	Hirers must complete a separate working with children RA. Children under 15 must have a dedicated guardian. Technicians to have a current Working with Children's check.	Hirer and children's guardian. Program Coordinator	during planning	H
Use of strobe, laser or UV lighting	Risk of medical incidents for those with brain function abnormalities (eg: epilepsy). Lasers can cause damage to skin and eyes. Prolonged exposure of UV can cause burns to skin and eyes.	5	C	E	Audience notified of the use of strobe, UV or laser lighting via all marketing material and signs at the entrance to the auditoriums. Flashes not to exceed 4 flashes per second. Strobe to be used no longer than 20 second intervals. RA required for the use of lasers (except projectors projecting from the rear of the auditorium) Lasers to be used in accordance with Australian Standard 2211.	Technicians Lighting Designer/Operator Program Coordinator Production and Technical Manager	During planning At all times	H
Using non staff persons to operate equipment	Risk of damage to persons or equipment due to inexperience.	3	C	M	Duty Technician to be present at all times hirer is in the venue. Users to hold appropriate licence to operate equipment. Non staff to be inducted and trained in the correct use of equipment and supervised by technician during use.	Duty Technician	During use	M

Pyrotechnics	Fire Injury to persons or equipment. Burns	4	C	H	<p>Separate RA and SWMS to be provided for the use of pyrotechnics and special effects. Prior approval required. To be operated by suitably qualified and licenced operators. Pyrotechnics and special effects to be rehearsed in controlled conditions prior to rehearsals and performance. Correct approvals to be provided prior to arrival. Appropriate fire extinguishing materials to be in place. Safety Officer may be required. In the case of a pyrotechnic or special effect failure, use of the effect must be suspended until safety checks can be complete. All PPE must be provided when required. FOH signage to inform patrons of such effects.</p>	Hirer, licenced technician Production and Technical Manager	During planning At all times	H
Vehicles in building	Risk of being hit by a moving car. Damage to building or equipment if hit with car	4	C	H	<p>Separate RA required. Car to have a near empty tank of petrol. To be escorted into place by technician Vehicle to have current registration, otherwise stripped of operating parts. Drip tray may be required.</p>	Hirer Technicians Production and Technical Manager	During planning At all times	M
Props tables in corridor beside dressing room 7	crush hazard. Damage to props	4	E	H	<p>In the event of an evacuation, technicians will direct personnel to the nearest exit from the building. The tables are in a corridor that is not accessed when leaving via the closest exit. There is still sufficient room for 2 people to pass each other.</p>	Technicians Production and Technical Manager	During planning and evacuation	M
Assessment Team's Comments : (presented to WHS Committee in February 2020)								

Assessment Team Leader's Name: Assessment Team Leader's Signature: Date:

LIKELIHOOD	SEVERITY				
	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Insignificant
A - Almost Certain	E	E	H	H	M
B - Likely	E	E	H	M	M
C - Possible	E	H	M	M	L
D - Unlikely	H	H	M	L	I
E - Rare	H	M	L	I	I