



RIVERSIDE THEATRES

**Corner Church St & Market St
Parramatta NSW 2150**

**PO Box 3636
Parramatta NSW 2124**

www.riversideparramatta.com.au

LENNOX THEATRE

TECHNICAL SPECIFICATIONS

For further information please contact our Technical Team

**Technical Coordinator | Sean Clarke
P: 02 8839 3390 | sclarke_riverside@cityofparramatta.nsw.gov.au**

**Technical Team Leader | Mike Brew
P: 02 8839 3361 | mbrew_riverside@cityofparramatta.nsw.gov.au**

2017/18 Edition

Version 1

**Information correct at time of printing
Subject to change without notice**

Table of Contents

Seating Capacity	2
Accessibility	2
Stage Specifications	3
Staging Equipment	4
Lighting Equipment	5
Visual / Projection	6
Sound Equipment	6
Backstage Facilities	7
Loading and Access	8
Cleaning	8
Parking	9
Recording & Broadcast	9
Music & Performing Permits	9
Theatrical Elements	9
Risk Management	11
Workplace Health & Safety	12
Legal Disclaimer	13

LENNOX THEATRE

Lennox Theatre is a multi-use performance space with a flexible seating system to accommodate a number of different seating configurations including theatre and cabaret style.

Lennox Theatre is a flat floor performance space and seating can be completely removed giving you a 15m x 10m exhibition space.

The Lennox has a fixed lighting grid and no fly system.

BUILDING CODE OF AUSTRALIA (BCA)

Riverside Theatres is designated as a Class 9b building under BCA classification. All activities onsite must comply with the provisions of the BCA including temporary structures onsite.

SEATING CAPACITY

Lennox Theatre standard configuration is an end on mode of tiered seating bank of 213 seat capacity.

The Lennox Theatre seating configuration can be altered to suit your needs however labour charges apply to change the seating and restore to standard configuration.

Seating plans are available on request.

ACCESSIBILITY

The auditorium is wheelchair accessible via both doors.

Wheelchairs accessible seating can be provided by removing the seats from the front row. For each 1 x wheelchair booking, capacity will reduce by 2 x seats.

ASSISTED HEARING LOOP

Riverside has state of the art hearing systems to assist patrons who are hearing impaired. We use an FM system where patrons have a choice between accessing a receiver and single ear piece or bringing their own headphones with mini audio jack to plug into our receiver, or accessing an induction loop to wear around their neck and connect to a hearing aid with T-setting.

Lennox Theatre has 1 x dedicated channel for the programming loop, with an additional channel available for audio described performances. This second channel is shared between Lennox and Rafferty theatres.

To access this free service patrons need to book with Box Office on 8839 3399 and collect the earpiece or loop from the bar prior to the performance. Bookings are essential as the number of units onsite is limited.

STAGE SPECIFICATIONS

All measurements are rounded and should be confirmed onsite if required.

DIMENSIONS

Stage Working Depth:	6.8m to back wall
Stage Width:	15m
Stage Width masking to masking :	8.9m
Prompt Side Wings :	1.4m
OP Side Wings :	1.3m
Stage Height:	6.565m to Grid

STAGE MANAGERS DESK

The Stage Manager's Desk (SMD) is located in the Control Box at the rear of Lennox Theatre. Access to the Control Box is via the corridor external to the Lennox Theatre.

COMMS

Wired talkback comms system with headsets available within the theatre points include:

- Control Room
- Stage Left Downstage
- Stage Right Downstage
- Stage Left Upstage
- Stage Right Upstage

Up to 10 wired packs available. Additional comms or wireless comms can be hired at the hirer's expense.

Riverside Theatres also has a cue light system that can be installed, subject to availability.

PAGING and SHOW RELAY

Paging to the Dressing Rooms and Green Room is available from the SMD. Dressing Rooms and Green Room are also fitted with TV screens with feed from the theatre as well as show relay.

POWER

All general and dimmed electrical power supplies are 240V AC @ 50Hz.

Additional 32amp 3phase power is available from:

- Downstage Prompt Side
- Downstage Wall Op Side

Please refer to the lighting section of this document for further information about the theatrical stage dimmers available.

Any supply of additional power should be confirmed with your Venue Technician at least 4 weeks prior to your production.

DATA

Lighting DMX & Ethernet

2 universes of DMX and 1 stream of Cat 5 cable is run from various positions around the venue back to a patch bay located near the lighting patch bay in the control room

Venue port locations include:

- 2 DMX inputs and 1 ethernet port in the lighting Control Room
- 6 DMX outputs and 3 ethernet ports on PS lighting catwalks
- 6 DMX outputs and 3 ethernet ports on OP lighting catwalks
- 2 DMX outputs and 1 ethernet port on up stage prompt side
- 2 DMX outputs and 1 ethernet port on up stage op side

Audio Data

Cat 6 ethernet ports are located throughout the venue that patch back to a rack above the sound ops area in the control room.

Venue port locations for audio data include:

- 2 ethernet ports on upstage prompt side
- 2 ethernet ports on upstage op side
- 2 ethernet ports on downstage prompt side
- 2 ethernet ports on downstage op side
- Links can then drop from the patch down to the audio console.

Limited Wi-Fi is available on request, please discuss your requirements with our Venue Technical contact. Download charges may apply.

FLY LINES

The grid above the stage is fixed and there are no flying capabilities.

FLOORING

The stage floor is a flat floor surface with black Masonite skin over a 17mm parquetry timber floor fixed to a concrete slab.

No fixing to the floor is permitted.

The stage is painted black. Any departure from this will require the use of a false floor.

Tape used on the floor must be removable and not cause damage to or leave residue on the floor.

Hirer is responsible for the cost of making good any damage caused or work done to the floor.

STAGE EXTENSION

It is possible to extend the performance area in Lennox Theatre. This requires the removal of the rostra from the seating bank and the installation of a safety hand rail. Extending the performance space will reduce the seating capacity and labour charges apply.

STAGING EQUIPMENT

The following equipment is available for your use. Equipment hire and/or labour charges may apply and equipment is subject to availability.

STAGE DRAPERY

4 x pairs Legs, black

2 x Borders

1 x Rear Black

1 x Rear Curtain, black (Manual French Action)

1 x PVC Projection Cyclorama, white

STAGING ACCESSORIES

10 x Staging Risers (300mm, 600mm, 900mm)

Prostage portable stages in various sizes up to 12m x 3m

Stage treads

Stage skirts (black)

5 x 15m rolls of Tarkett

Lectern

(equipment subject to availability)

ORCHESTRA ACCESSORIES

17 x music stands with sconces
1 x Conductors music stand and podium

INSTRUMENTS

2 x concert style, Lugwig Coppershell Timpani

- 1 x 29", F to C (can go to E with tuning)
- 1 x 27", A to F
- The tuning mechanism of the timpani should be inspected to ensure they are suitable for your musician to use

Yamaha C5 6'7 Grand Piano

- The piano is tuned to concert pitch A440

1 x Roland RD2000 Electronic Keyboard

All care must be taken. No food or liquid is to be placed on the instruments.

The doors must be removed from the theatre to move the piano onto stage. Additional labour charges may apply.

Hire and tuning charges apply for the piano.

SMOKE / HAZER EFFECTS

3 x Unique Hazers
2 x Smoke Machine

This equipment is shared between the theatres, please confirm in advance for availability. Hire charges will apply.

Refer to further information under Theatrical Elements (page 9).

LIGHTING EQUIPMENT

Standard Lighting Rig is a four (4) colour wash onstage, four (4) colour wash backlight and four (4) colour wash Front of House. Any changes made to the rig and restoration at the conclusion of the venue hire are at the hirer's cost.

The grid under the stage is fixed. Access to the grid is via extension ladders and the Elevated Work Platform (Yellow card is required to operate).

LIGHTING CONSOLE

1 x ETC Nomad Puk with Programming Wing – Operating System EOS
The console is located in the Control Booth at the rear of Lennox Theatre.

LAMP LIST

These lamps are used in the standard rig

- 12 x 14/35 600w Selecon Pacific Profiles
- 12 x 23/50 600w Selecon Pacific Profiles
- 4 x 23/50 1Kw Selecon Pacific Profiles
- 16 x 1kw CCT Fresnels with barn doors
- 10 x 1.2kw Selecon Rama Fresnels with barn doors
- 6 x 15/35 600w Selecon SPX Profiles
- 6 x Selecon Hui Cyc Units (top cyc only)

LIGHTING ACCESSORIES (Subject to availability and hire charges)

38 x Boom Arms
10 x 2.4m Lighting Boom Stands

DIMMER INFORMATION

14 x outlets mid-stage
7 x 12 Channel 2.4k LSC Dimmers
Dimmer Control – DMX 512 (2 streams)

PATCH INFORMATION

9 x Bays (16 Patch per Bay)
16 Patch Points Stage Level (4 x DSOP, 4 x DSPS, 4 x USOP, 4 x USPS)
19 Patch Points US Under Grid (Backlight Bar Patch)

VISUAL / PROJECTION

Lennox Theatre is able to accommodate a number of projector options. Lennox Theatre standard configuration is front projection. Please discuss your requirements with your Venue Technician. Equipment may subject to availability and hire costs.

EQUIPMENT

1 x 16:9 Sanyo PDG-DHT100L True HD Single Chip DLP Projector
(Long and Short Throw Lens available)
1 x Roland VR4-HD Vision Switcher
1 x 65" LCD Flat Screen TV
1 x 55" LCD Flat Screen TV
2 x 42" LCD Flat Screen TV
Blu-ray and DVD Players
Hire charges may apply.

Riverside Theatres recommends clients supply their own laptop when playing media files. PC or Mac laptops may be hired from the venue subject to availability.

Time must be allocated for checking media before screening files.

The ideal ratio for Lennox is 16:9

OUTSIDE BROADCAST

Access for an OB Van is available directly from the car park. Please discuss your requirements with your Venue Technician 4 weeks prior to your event.

Refer to Hire Information Guide for further information about Recording and Broadcast.

SOUND EQUIPMENT

LOUDSPEAKER SYSTEM

The Sound System in Lennox Theatres is a Stereo processor controlled system plus 4 fold back / effects sends.

MIXER

1 x Soundcraft Si Impact Console including 32 mic inputs, includes a 32x32 usb / madi card, and a Dual Madi Card.

The console is located in the Control Room at the rear of the Theatre.

All effects processing, dynamic processing and spectrum processing is done within the console.

We have two SoundCraft stage-box racks compatible with the Si Impact. One is a 64in / 32out unit and the second is a 32in / 16out unit. Both are subject to availability.

SPEAKERS

- Left & Right FOH Speakers : 2 x AXYS T-2112 G2; 3 way 12" full range speaker
- Centre FOH Speakers : 2 x AXYS U-14 G2
- Subs : 2 x AXYS B-215 DIFF G2; Each sub contains 2 x 15" low frequency transducer, one forward and one rear facing.
- Foldback Wedges : 6 x Peavey FoldBack Wedges

PLAYBACK

Macbook Pro running QLAB4

CD

(equipment is subject to availability)

MICROPHONES

A variety of Vocal, Instrument and Hanging Mics are available.

The venue can provide Handheld, Lavalier and production style headset radio microphones, subject to availability and hire charges may apply.

AMPLIFICATION

2 x Crown XLS 602 Amplifier

PROCESSORS / GRAPHICS

2 x Lexicon MP1 – Effects Units

2 x Yamaha Q1027 – Graphic Equalizers : Radio Mics

4 x Yamaha Q1027 – Graphic Equalizers : Foldback / Effects

1 x Yamaha Q2031 – Graphic Equalizers : Radio Group

2 x Compressor Limiters DBX 106X

PERFORMANCE SOUND LEVELS

The Management of Riverside Theatres reserves the right to exercise control of sound levels as determined by the Technical Coordinator. All productions should ensure that they are within the guidelines set by the Environmental Protection Authority (EPA).

BACKSTAGE FACILITIES

DRESSING ROOMS

Dressing Rooms are assigned based on show requirements and building occupation. Additional dressing room facilities may be allocated, please discuss your requirements with your Venue Technician

All dressing rooms contain illuminated mirrors, clothing racks, toilets and showers. Please note bathroom facilities are not suitable for accessible requirements.

Dressing Room Five (5) : Upper Level : 3 x vanities : 6 children or 3 adults

Dressing Room Six (6) : Upper Level : 9 x vanities : 20 children or 9 adults

Capacities for the dressing rooms are set at a safe and comfortable level. A management plan will need to be in place should you wish to exceed the dressing room capacities.

No food or drink is permitted in the dressing rooms.

VISITING COMPANY / HIRER PRODUCTION OFFICE

There is no production office assigned with the Lennox Theatre.

GREEN ROOM

A Green Room is located upstairs between Dressing Rooms 4 and 5. There is boiling water, filtered water, a microwave, lounges, dining table and visiting company fridge available.

The Green Room is a shared space for all visiting companies / hirers and crew and must be kept in a clean and tidy condition.

Soft drink and vending machines are located in the courtyard outside the exit doors near the laundry.

LAUNDRY FACILITIES

Laundry Facilities are located at the foot of the stairs near the exit doors on the Riverside Theatre side of the venue. These facilities are shared between all visiting companies / hirers and crew. Hirers are to provide their own laundry chemicals. No responsibility is taken for damage caused by use of the machines.

2 x Industrial Washing Machines
2 x Industrial Tumble Dryers
Ironing board and irons available

WORKSHOP

Basic workshop repairs may be facilitated onsite. Prior notice to the venue is required and conditions may apply.

LOADING & ACCESS

LOADING DOCK

Lennox Theatre has no specific loading dock. It is possible to bring a vehicle up to the rear of the courtyard off Market St and load through the courtyard into the rear of Lennox. Large items may need to be loaded via the foyer due to sharp angles, please discuss your loading requirements with your Venue Technical contact as soon as possible.

Maximum dimensions for access is through double leaf doors approximately 2000mm high and 1640mm wide and is provided entirely on ground level.

DELIVERIES AND COLLECTION

Any deliveries or collections to occur outside of the hire period must be cleared with the venue in advance. Storage is limited at the theatre and subject to availability. No responsibility is taken for goods received and / or stored on behalf of the visiting company / hirer.

BACKSTAGE ACCESS

All cast and crew should enter and exit via the Stage Door which is located off the car park but may be flexible to suit your production needs.

A full list of your company needs to be provided 1 week prior in alphabetical order by surname.

CLEANING

Any additional cleaning resulting from a production may be chargeable to the visiting company / hirer.

PARKING

FOUR (4) parking only are available with Lennox Theatre for visiting cast and crew. Parking consists of 2 x yellow double parking bays.

Notification of the authorised drivers must be given at least 1 week in advance.

The nearest public parking station is Erby Place, off Phillip Street, an easy 5 minute walk to the theatre.

RECORDING AND BROADCAST

Refer to Hire Information Guide for further information.

MUSIC AND PERFORMANCE PERMITS

Hirers of Riverside Theaters and touring productions are responsible to obtain their own appropriate permits. For further information please visit:

Phonographic Performance Company of Australia LTD (PPCA)
www.pcca.com.au

Australasian Performing Rights Association Limited & Australasian Mechanical Copyright Owners Society Limited (APRA AMCOS)
www.apraamcos.com.au

THEATRICAL ELEMENTS

PLANS SUBMISSION

The following plans should be submitted to Riverside Theatres 4 weeks prior to the performance.

- Stage plan including set diagrams
- Lighting Plan with corresponding gel spreadsheet
- Audio requirements
- Risk Assessments

The final build must comply with NSW legislation and is the responsibility of the visiting company / hirer. Further approval may be required by engineers, local council or other authorities and is the responsibility of the visiting company / hirer to organise at their own expense.

SET CONSTRUCTION

All sets onsite must comply with Temporary Structure requirements under the BCA classification for Class 9B buildings.

Double storey sets are required to comply with current statutory requirements. Visiting Companies / Hirers must submit to Riverside Theatres scaled drawings showing the plan and elevation views. All plans must include a sign off by a qualified structural engineer.

ANIMALS

Visiting companies / hirers must obtain prior approval to bring an animal onsite and submit a Risk Assessment. The Risk Assessment should cover what the animal does in the performance, where it is kept, feeding and disposal of waste, handler details and emergency planning. Any animals brought onsite must have a certificate of health assessment from a Veterinarian as well as evidence of appropriate vaccinations no later than 2 weeks prior to the last performance date.

BALLOONS

Helium Balloons are permitted only with prior approval. The cost of removing any balloons suspended or trapped in the ceiling shall be borne by the visiting company / hirer.

FIREARMS AND WEAPONS

Firearms and weapons must be used and secured by someone who holds a Theatrical Armourer's Dealers Licence (Firearms Amendment Act 2008) and Commissioner's Permit issued by the NSW Police.

Firearms, replicas and weapons must be used and secured in accordance with the NSW legislation and regulations.

Visiting company / hirer must provide their own approved gun cabinets.

Live ammunition is never permitted.

NAKED FLAMES

Naked Flames such as candles, LPG, flame gel, electric fire place and smoking require prior approval from the venue and a supporting Risk Assessment. Naked flames are only permitted on stage and no other area of the venue (auditorium, foyer, courtyard, dressing room etc)

A venue staff member / fire warden will be dedicated in the stage area to respond in case of emergency at the expense of the visiting company / hirer.

Special precautions must be taken in the venue to prevent setting off fire alarms. Costs are the responsibility of the hirer. The hirer will be responsible for any false alarms that result in a fire brigade call out fee.

Limited storage of LPG gas bottles may be accommodated with prior notice. Please discuss your requirements with the Venue Technician.

STROBE, UV AND LASERS

Please notify the venue no later than 4 weeks prior of use of strobe, UV or lasers within your production and submit a Risk Assessment outlining control measures to minimise risks associated with use.

SMOKE / SNOW / HAZER / FOGGER MACHINES AND DRY ICE

Smoke or snow machines, hazers or dry ice that are brought into Riverside Theatres must have prior approval. A Material Safety Data Sheet (MSDS) and Risk Assessment is required before approval can be given.

Special precautions must be taken in the venue to prevent smoke / haze from setting off fire alarms. Costs are the responsibility of the hirer. The hirer will be responsible for any false alarms that result in a fire brigade call out fee.

PYROTECHNICS

Pyrotechnics, naked flames and lasers may only be used with prior written approval and the associated statutory requirements submitted to the venue 4 weeks prior to your production. You must provide a valid copy of the NSW WorkCover Fireworks and Pyrotechnics Licence and Notification relating to the performance and a Safe Work Method Statement. Compliance is required at all times with the NSW Explosives Act 2003 and the NSW Explosives Regulation 2005.

Special precautions must be taken in the venue to prevent setting off fire alarms. Costs are the responsibility of the hirer. The hirer will be responsible for any false alarms that result in a fire brigade call out fee.

VEHICLES

A Risk Assessment is required 4 weeks prior for venue approval. Vehicles kept in the venue must have a near empty tank of fuel, breaks applied and keys kept in a safe location and not stored with the vehicle.

RISK MANAGEMENT

RISK ASSESSMENTS

A comprehensive Risk Assessment specific to Riverside Theatres is required and must be given at least 4 weeks prior to the performance. Risk Assessment should cover all areas of the production from bump in, performance

SAFE WORK METHOD STATEMENTS (SWMS)

Activities with your production that may be deemed to have a medium to high risk component may be required to submit a Safe Work Method Statement (SWMS) to the venue. The SWMS should cover pre-safety checks, operating procedures, equipment required and any PPE that may be applicable.

All staff are required to be trained and competent in the tasks required of them in the workplace.

EQUIPMENT - GENERAL

All equipment brought onsite may be subject to safety checks by Riverside staff. Operating Manuals should be made available upon request.

All mains-connected electrical equipment requires a current compliance test tag.

Approved drapes / cloths must be made with fire retardant material or treated with approved fire retardant. Scenery and large props must be made with fire retardant material or treated with an approved fire retardant. A certificate must be produced upon request.

Hay is not permitted at any time.

FATIGUE

Riverside Theatres staff are required by contract to have a 30 minute break every 4.5 hours. Your schedule should allow for all persons involved in the production (talent, workers, volunteers, staff etc) to have adequate and appropriate breaks.

HAZARDOUS CHEMICALS

Hazardous Chemicals including but not limited to flammable liquids, acids, gases and solvents, must not be brought into the venue without prior approval and a management plan submitted within a Risk Assessment. Storage of all hazardous chemicals is the responsibility of the visiting company / hirer and should be stored in accordance with the requirements set out on the Material Safety Data Sheet (MSDS). A copy must be provided to the Theatre at least 4 weeks prior to your production.

It is the responsibility of the visiting company / hirer to remove all chemicals offsite for disposal at an appropriate waste management facility. Visiting companies / hirers must take all care to ensure no chemicals enter the water or waste system of Riverside Theatres.

HIGH RISK WORK LICENCES

Any persons performing work onsite where a licence is required to be held must be sited by Riverside Theatres staff and submit a copy of the licence to the venue. Workers must also carry their licences on them and be able to produce them on request.

HEIGHT SAFETY

Visiting companies / hirers must ensure that work is carried out in such a way that eliminates or controls the risk of injury from fall from height.

The Risk Assessment should address all instances of risk of falling due to height work and set out control measures. Control measures may include fall prevention device (eg railing) fall arrest system, work platform, training and/or Safe Work Method Statements.

If a fall arrest system is used emergency procedures must be established that outline the rescue procedures. Rescue procedures must be tested to ensure they are effective. Any staff involved in the use of the fall arrest system or the emergency procedures must undergo training and instruction.

MANUAL HANDLING

Visiting companies / hirers should ensure risk of injury or incident from manual handling tasks are managed through the Risk Assessment and your workers have received correct instruction on manual handling. Where possible we encourage the use of mechanical lifting aids, team lifting, weight labeling, storage at appropriate height and wearing PPE as required.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Riverside Theatres requires all workers in the theatre to wear work boots during bump in and out, during set assembly and carrying or transporting equipment / scenery / structure.

Your Risk Assessment should determine any other requirements for PPE specific to your production. Supply of any required PPE to your workers is the responsibility of the visiting company / hirer.

WORKPLACE HEALTH AND SAFETY

INDUCTION & TOOLBOX TALK

All productions are required to complete a site specific induction. It is the responsibility of the visiting company / hirer to ensure that all persons within their duty of care receive the appropriate information pertaining to their onsite responsibility.

At the start of each shift all staff should attend a 'toolbox talk' briefing with venue staff to discuss the risks of the day. A record of attendance will be kept.

EVACUATION

In case of evacuation all cast and crew must follow the instruction of Riverside Theatres staff to leave the building directly via the nearest emergency exit. Assembly point is the open field west of Riverside Theatres between Marsden & O'Connell Streets, accessed via the river front footpath.

SHOW STOP PROCEDURE

If a performance must be stopped the Production's Stage Manager shall stop the show when instructed by venue staff and introduce the Duty Technician who will conduct the evacuation.

FIRST AID

First Aid Boxes are available in various locations within the Theatre.

INCIDENT / HAZARD NOTIFICATION

Any accidents, incidents, near misses or potential hazards must be reported to venue staff as soon as possible. An Incident Form will need to be completed in line with the City of Parramatta Council's Reporting Procedures.

FIRE EXTINGUISHERS

If a fire is detected please notify venue staff immediately.

Fire extinguishers, fire hose reels and emergency exits must not be blocked or interfered with at any time under NSW Legislation.

FIRE WARDENS

Riverside Theatres staff are wardens in case of emergencies. In some instances the client will be required to assist with evacuation and will receive the appropriate briefing from venue staff.

LEGAL DISCLAIMER

Information contained in this document is a guide only containing general information. Each production should consider individual circumstances and obtain your own advice on risk management, legal and contractual obligations.

For further information you should refer to your Hire Agreement, Hire Information Guide, Agreement or any other contract concerning your use of Riverside Theatres.

Riverside Theatres makes every effort to ensure that the information contained in this document is correct at the time of publishing.

Information about legislation, regulation or other legal requirements is provided in summary form and you should refer to the source document for more comprehensive understanding of the requirements and to check if there have been any changes.

MORE INFORMATION

Riverside Theatres
www.riversidetheatres.com.au
P: 02 8839 3398

City of Parramatta
www.parracity.nsw.gov.au
P: 02 9806 5050

WorkCover NSW
www.workcover.nsw.gov.au
P: 13 10 50