

RAFFERTYS TECHNICAL SPECIFICATIONS

2020



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Box Office

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Mon – Fri 9:00am – 5:00pm

Sat 9:30am – 1:00pm

Plus one hour to performance times

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Administration

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Stage Door

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From 15 minutes prior to client / cast / crew venue access time

The information contained in this document is a guide only and any critical information should be confirmed on site including measurements and stage plans. No guarantee is made that the equipment or services listed will be available for a particular event and are subject to availability and the requirements of other venues within Riverside Theatres. Various pieces of equipment within this technical specification document is available for hire.

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Introduction

Entertaining Parramatta for 30 years. 1988 – 2018.

The staff of Riverside are passionate about bringing the very best the performing arts can offer to audiences in all pockets of the greater Sydney area. Parramatta is the geographic and demographic heart of Sydney and is easily accessed by road, train and ferry.

Located on the banks of the Parramatta River, Riverside Theatres is nestled in the midst of the Church Street Restaurant precinct. Pre-show dining and parking is ample, accessible and affordable.

A Bicentennial Project, Riverside Theatres opened in 1988 offering three venues under the one roof. The Rafferty's Theatre, the most intimate space seats around 88 people and suits small corporate events, seminars, stand-up comedy acts and is fitted out with the latest digital cinema equipment. The Lennox Theatre is a flexible space seating approximately 220 people. The largest theatre, the Riverside Theatre, can house up to 761 patrons with comfortable, plush seating in a conventional proscenium arch stage with orchestra pit and fly tower. Larger scale productions including international acts are often seen on the Riverside stage including Shakespeare, comedy, drama, ballet, contemporary dance and musicals.

Over 700 performances and events take place every year at Riverside Theatres.

[Raffertys Theatre Overview](#)

Raffertys Theatre is a multi-use performance space with a fixed seating system. Traditionally a black box space, Raffertys is also home to a Digital Cinema Projection (DCP) system that allows the space to accommodate our comprehensive screen program.

[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

The standard capacity for the Raffertys Theatre is 88 seats in Standard tiered “End On” Configuration. Seating venue plans are available. Please contact the Technical Coordinators for plans.

Auditorium Accessibility

The Raffertys Theatre is wheelchair accessible via both doors onto stage. Wheelchair accessible seating can be provided by removing the following seating:

Seats Removed	Capacity
A1 & A2	1 Wheelchair

Further seats can be removed out of A row to accommodate more accessibility seating. Please discuss with the Box Office regarding this information.

Assisted Hearing System

Raffertys has state of the art hearing systems to assist patrons who are hearing impaired. Raffertys Theatre has 2 x dedicated channels within the theatre: One channel for the live relay loop and a secondary channel used for audio described performances and cinema.

We use a “Listen” radio hearing system where patrons access one of our receivers and have a choice of using:

- A provided single ear piece
- Bringing their own headphones with 3.5mm audio jack.
- A provided induction loop set to wear around their neck and connecting to a hearing aid with the T-setting.

To access this free service patrons need to reserve a receiver with the Riverside Box Office on 8839 3399 and collect the receiver, earpiece or loop from the Riverside Bar prior to the performance. Bookings are essential as the number of unit’s onsite is limited.

Stage Specifications

Surface

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

Maximum Loading

Stage Floor Area Design Load: 500kg / sqm 5.0kpa / sqm

Stage Rake

The Raffertys stage is a 0° pitch (flat) floor

Stage Care

There is no fixing permitted to the stage floor.

The stage is painted black and 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. The venue duty technician can provide the correct tape.

Stage Dimensions

Width:	Stage Total Width:	9.4m
	Centre to OP wall:	4.7m
	Centre to PS wall:	4.7m
Height:	Stage to Grid:	5.82m
Working Depth:	From setting line to rear wall:	4.1m

Stage Extension

It is possible to extend the default End On performance area in the Raffertys Theatre. This requires the removal of the front two rows of seats as well as the front row of seating bank rostra and the installation of a safety handrail in front of row C. Extending the performance space will reduce the seating capacity and labour charges apply. Seating bank access stairs will still need to be factored into the planning and design of the production. Please discuss your requirements with the Technical Coordinators.

Staging Rostra

All stage rostra are subject to availability. Additional hire and/or labour charges may apply. Please discuss with the Technical Coordinators to request usage.

Transtage

Riverside Theatres have 21 Transtage rostra measuring 1000mm x 2000mm. All decks are of aluminium construction with a black anti-slip timber tops and Velcro surrounds for skirting. Available accessories include: dress skirting, chair stops, steps and handrails/safety rails. All decks have the ability to be any height between 400mm – 1000mm.

Prostage

Riverside Theatres have various portable Prostage stages and seating banks available:

1 x 4m x 3m stage made up of 6 decks on a steel frame 600mm high

2 x 6m x 3m stage made up of 9 decks on a steel frame 600mm high

Stages can be joined together to make a bigger stage area.

Please ask the Technical Coordinators of your requirements or for more information.

Safety and Usage

There is a safety rail policy on any platform over 900mm.

There is a strict non-negotiable NO screw and NO paint policy with the Riverside rostra.

Please discuss with the Technical Coordinators if you require more information.

Loading Dock

Raffertys Theatre has no direct to stage loading dock. It is possible to bring a vehicle up to the rear of the venue's courtyard on Market St and load through the rear of the courtyard into the front of the Raffertys via the foyer or through the back of Lennox via the access hallways backstage (dependent on current use of Lennox). Large items may need to be loaded via the foyer due to sharp angles, please discuss your loading requirements with your Technical Coordinator 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.

There is no forklift on site for any deliveries to the Lennox, please take this into consideration when planning your load and delivery.

Stage Fly System

The grid above the stage is fixed and there is no counterweight or electric flying capabilities.

Drapery

Raffertys Theatre is a black box performance space. The rear blacks can be opened to reveal a grey brick wall. There is no standard masking over entrances and no wing space.

Additional Drapes

Subject to availability. Additional hire and/or labour charges may apply. Please discuss with the technical coordinators to request usage.

Type	Size (H x W)	Colour	Material	Quantity
House Curtain	9.00m x 8.30m	Red	Pleated Velour	2
Leg	9.00m x 4.00m	Black	Flat Wool	8
Border	4.00m x 15.40m	Black	Flat Wool	4
Stage Black's	9.00m x 8.30m	Black	Pleated Wool	2
Full Stage Black	9.00m x 15.40m	Black	Flat Wool	1
Stage Black's	8.50m x 8.70m	Black	Flat Wool	2
Cyclorama	9.00m x 15.40m	White	Filled Cloth	1

Stage Height Access Equipment

Elevated Work Platform

Riverside has an elevated work platform onsite to be shared across all venues. Outriggers must be used at all times unless obstructed. Operators must provide evidence of EWP training prior to use. Due to the shared nature of the EWP across all venues, availability cannot be guaranteed.

Model: Snorkel TV/25 Man Lift

Max Height: 8.30m

Max Weight: 136kg

Ladders

Riverside have a variety of ladders that are shared across all venues. Due to the shared nature of the ladders, availability cannot be guaranteed.

Type	Height	Material	Quantity
A-Frame (treads both sides)	12ft	Aluminium	1
A-Frame (Treads one side)	6ft	Aluminium	3
A-Frame (Treads one side)	4ft	Aluminium	1
Extension Ladder	6.4m Extended	Aluminium	1

Orchestra Equipment

Orchestra Accessories

A list of additional orchestra accessories is listed below. This equipment is shared between all venues and may be subject to availability and hire costs.

- 30 x music stands with sconces
- 1 x Conductors music stand and podium
- 20 x Orchestra Chairs (non height adjustable)
- 6 x Orchestra Stools

Pianos

Yamaha C6 Grand Piano

The Raffertys Theatre does not have standard any piano in the space however, Riverside has 2 x Yamaha C6 Grand Piano's subject to availability by other venues. Additional hire charges for tuning and moving labour charges will apply. Please discuss with the Technical Coordinators to request usage.

Roland RD-2000

Riverside Theatre has a Roland RD-2000 electric stage piano with dual sound engines, finest true feel action also has a sustain pedal and keyboard stand. Subject to availability and hire fees.

Piano Stools

Riverside has an assortment of long benches and a cushioned height adjustable stool.

Lighting & Electrics Specifications

Lighting Control

LSC Mantra Lite Lighting Console

The Lennox Theatre stage lighting is controlled by a LSC Mantra Lite Console that contains 24 faders but can be programmed to control intelligent lighting fixtures. This console is located in the Control Booth at the rear of the venue.

Alternative Control Positions

If lighting operation is required from the back of the auditorium, then additional seats in back row will need to be removed and therefore accounted for in your planning. For extended plotting sessions lighting control can be relocated into the auditorium as a production position in the rear row of the seating bank. If the console is required to be relocated, it must be negotiated in advance to bump-in with the Technical Coordinators.

Lighting WiFi Control / Riggers Remote

The Raffertys Theatre does not have the equipment required for remote control of the lighting console and the Mantra Lite does not support WiFi control.

Lighting Data Distribution

The Mantra Lite has 1 on board DMX output. It is distributed via 1 DD8 splitter in the patch bay located in the Lennox control room.

Venue Lighting Data Ports:

Location	DMX	Ethernet
Lighting Control Room	2 x input streams	1
OP Downstage Corner @ Grid Height	2 x output streams	1
PS Downstage Corner @ Grid Height	2 x output streams	1
OP Upstage Corner @ Grid Height	2 x output streams	1
PS Downstage Corner @ Grid Height	2 x output streams	1

DMX Splitters

Raffertys has 1 x DD8 DMX splitter located at the lighting data patch bay in the Lennox Control Room. Additional DD8 units may be available for use. Please contact the Technical Coordinators if you require additional DD8 units. Please note DD8s do not pass RDM. Riverside does not own any DMX/RDM splitters.

Lighting Positions

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).

Standard Lighting Rig

The Theatre comes with a standard lighting configuration that provides an excellent basis for most productions. Standard Lighting Rig is a four (4) colour wash onstage and two (2) colour wash Front of House. Copies of the latest standard lighting plans are available by contacting any member of the Technical Department. Any changes from standard required for a production must be sent in advance (minimum 2 weeks from bump in) to the Technical Coordinators for review. A pre-rig may be required and is at the discretion of the Technical Coordinators if this is required and the duration. Labour charges may apply to pre-rigs and resets.

Standard Lamp List

Lamp Type	Quantity
CCT 1K Fresnel	8
Selecon 650w Fresnel	8
Acclaim Profile – 18/34	7
CCT Wide 650w Profile	2
Prelude 650w Profile – 28/40	5

Spare Lighting Stock

We have a limited supply of spare lighting stock and is subject to availability any may have hire fee's attached. Please discuss any requirements of this stock with the Technical Coordinators.

Dimmers

Raffertys Theatre has a total of 24 dimmers in total which consists of the following:

2 12 Channel 2.4k LSC Dimmers

Patch Distribution

Electrical patch points are located in the following areas within the stage and auditorium spaces:

4 x LX Bars 12 x 10amp circuits per bar (48 total)

PS Stage Back Wall 10 x 10amp circuits

OP Stage Back Wall 10 x 10amp circuits

Under seating bank 8 x 10amp circuits

House Lights

House lights are controlled by a standalone Strand system. The light level and fade time cannot be adjusted and is a 5 second fade as standard. The control for the house lights is located in the lighting control room only.

Smoke & Haze

Smoke and haze machines are available for hire in Riverside without the need for Fire Isolation. The following units are available but are shared between venues and will be subject to availability and hire costs.

2 x Unique Hazers

2 x Gig Haze 2100

2 x Antari Z3000 Smoke Machine

Any hazer or smoke machine brought in externally must be approved with the technical coordinator's prior to install and activation. A material safety data sheet (MSDS) will need to be supplied prior to approval being given. Precautions must be taken in the venue to prevent external smoke / haze machines from setting off fire alarms. Any additional costs to prevent false alarms from occurring is the responsibility of the hirer or touring production company. The hirer and/or touring production company will be responsible for any false alarms that result in a fire brigade call out fee.

Hot Power & Distribution

Raffertys Theatre has a number of standard GPOs around the space with 3 Phase outlets being noted below.

Area	Power Outlets	Standard Use
Lennox Control room	4 x 32A 3 Phase Outlets	Lennox and Raffertys Dimmers/Distro

Lighting Risk Management

Strobe, Ultra-Violet Lights and Lasers

Please notify the Technical Coordinators no later than 4 weeks prior to bump in if you have any intention of the use of strobe, ultra-violet light or lasers within your production and submit a Risk Assessment outlining control measures to minimise risks associated with use. Lasers may only be used with prior written approval and the associated statutory requirements submitted 4 weeks prior to your production.

Snow, Fogger & Low Fog Machines and Dry Ice

Please notify Smoke or snow machines, hazers or dry ice that are brought into Riverside Theatres must have prior approval of the Technical Coordinators. A Risk Assessment outlining control measures to minimise risks associated with use as well as a Material Safety Data Sheet (MSDS) is required before approval can be given.

Pyrotechnics

- Pyrotechnics and any form of naked flame may only be used with prior written approval from the Riverside Operations Manager 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.
- Precautions must be taken in the venue to prevent pyrotechnics from setting off fire alarms. Any additional costs required to prevent false alarms from occurring is the responsibility of the hirer or touring production company. The hirer and/or touring production company will be responsible for any false alarms that result in a fire brigade call out fee.

Audio Specifications

System Overview

The audio system in Raffertys is a digital signal processor (DSP) driven system capable of 5.1 surround sound for our cinema program. We utilise this as the PA system for other productions within the space.

Audio Control

Roland VR4-HD Vision Switcher / Audio Mixer

The Raffertys Theatre has a Roland VR4-HD mixer located within the Rafferty's control room. It features analogue mic/line inputs and also handles the audio components of video inputs like DVD and computer vision inputs.

Audio Control Position

The standard control position for audio is in the control room. There is the ability to move the control position onto the back of the seating bank but it will require removing seats from sale. **This conversation needs to occur in advance to your production going on sale as once tickets have been sold, no adjustments can be made.**

Audio Recording

We do not have the capacity to record the output of the sound console in the Rafferty's theatre without changing the system configuration substantially. Please discuss any requirements with the Technical Coordinators.

Foldback

The Raffertys system does not cater to fold back in the space due to the intermit size of the space and the location of the PA being on the back wall behind the performers.

Audio WiFi Control

The Raffertys Theatre does not have the equipment required for remote control of the audio console nor does the VR4HD have the capability for WiFi control.

Loudspeaker System

Raffertys provides a genuine Left, Centre, Right, Sub, Rear Left & Rear Right audio system comprising of the following:

- Hung left, centre & right system
- Ground level centre Sub system
- Hung surround system

The sound system has been designed to maximize the sound quality suited to the structural design of the venue.

Centre System

Quantity	Brand	Model
1	QSC	AD-S10T – Passive

Left and Right System

Quantity	Brand	Model
2	QSC	AD-S10T – Passive

Sub System

Quantity	Brand	Model
2	QSC	AD-S112 – Passive

Surround System

Quantity	Brand	Model
6	QSC	AS-S6T – Passive

Amplification

Brand	Model	Driving
QSC	DCP-100	All speakers above

Analog XLR Input Patch Points

Location	Quantity	Patch Numbering
Upstage OP	4	3-6
Upstage PS	4	7-10
Downstage OP	2	1-2
Downstage PS	2	11-12

Analog XLR Output Patch Points

Location	Quantity	Patch Numbering
OP Downstage @ Stage level	2	DSOP 1, DSOP 2
PS Downstage	2	DSPS 1, DSPS 2

Playback Devices

Raffertys Theatres has a number of devices for playing back. Standard in the venue is 1 x Denon CD players. Available for hire but subject to availability are computers with playback cueing software such as QLAB. Please discuss with the Technical Coordinators should you wish to hire Riverside's computers for your production.

Radio Microphones

The Raffertys Theatre has 2 x ULXD L51 band single channel receivers providing the venue with 2 channels of RX as standard. The transmitters can be used as either headsets, handhelds or a mixture of both. 2 Radio microphones are included with the hire of the venue. Please discuss your requirements with the Technical Coordinators. The following are the transmitters that belong to this system:

Make	Model	Details	Frequency Band	Quantity
Shure	ULXD2	Wireless handheld microphone with Beta 57 head	L51: 632-696MHz	2
Shure	ULXD1	Wireless belt pack transmitter with 4-pin TQG (mini XLR) connector	L51: 632-696MHz	2

The Raffertys RX system has four Shure whip antennas.

Other RX systems around the venue also uses H51 – 534-598MHz & L8 – 626-698MHz

Additional Radio Microphones

Riverside does have a portable ULXD L51 band quad receiver which is available if more than 2 RX systems is required. However, as the sound console mixing capacity has a maximum of 4 channels, considerable alterations and additions of equipment would be required to be able to achieve higher number of radio mics in the venue. Labour charges and equipment hire would apply. This equipment is shared between venues and is subject to availability. Please contact the Technical Coordinators to discuss your requirements. The following are the transmitters that belong to our portable system:

Make	Model	Details	Frequency Band	Quantity
Shure	ULXD2	Wireless handheld microphone with Beta 58 head	L51: 632-696MHz	4
Shure	ULXD1	Wireless belt pack transmitter with 4-pin TQG (mini XLR) connector	L51: 632-696MHz	4

Wired Microphones

Lennox Theatre has a variety of vocal, instrument and hanging mics available. All microphones are shared between venues and are subject to availability and hire charges. Please contact the Technical Coordinators to discuss your requirements. The following is what we have in-stock:

Make	Model	Details	Recommended Use	Quantity
Shure	Beta 58	Dynamic vocal microphone	Singing, vocals and speech	10
Shure	Beta 57	Dynamic instrument microphone	Instruments	3
Shure	SM 57	Dynamic instrument microphone	Instruments	5
Shure	Beta 52	Dynamic bass microphone	Bass, Drums and Cellos	2
Shure	MX393S	Plate condenser microphone	Tap or vocal amplification	6
DPA	D:fine 4088	Directional headset microphone	Singing, vocals and speech	4
DPA	D:fine 4066	Omnidirectional headset microphone	Singing, vocals and speech	14
DPA	D:fine Slims	Omnidirectional headset microphone	Singing, vocals and speech	6
DPA	D:vote 4099	Clip on instrument microphone (kit of 10 mics with various instrument attachments)	Various instrument applications – mainly drum, piano and strings	10
RODE	NT55	Multi pattern small diaphragm condenser microphone	Instruments	2
Peavey	PVM 480	Small diaphragm condenser	Instruments	4
Sennheiser	e904	Dynamic cardioid microphone	Drums and percussion	5
Sennheiser	e906	Super Cardioid Dynamic microphone	Instruments	2
Sennheiser	e914	Small diaphragm condenser microphone	Instruments	4

Additional Accessories

Lennox Theatres has a range of audio accessories that are shared between venues. These are subject to availability and may incur a hire charge. Please contact the Technical Coordinators to discuss your requirements.

Accessory	Quantity Available
Pro Co DB-1 Direct Box (Mono)	5
Radial Pro AV 2 – Multi Media DI (Stereo)	6
Radial USB Pro – USB to Audio DI Box	2
Behringer – Ultra-DI D120 – (Stereo)	2
Radial Isolation Box (Stereo)	6
Tall Boom Microphone Stands	12
Round Base Straight Microphone Stands	8
Short Boom Microphone Stands	6
Table Mic Stands	10
QSC K12 Active Speaker	2
QSC K10 Active Speaker	4
QSC K8 Active Speaker	2
QSC KSub Active Sub Woofer	2
Peavey SP112MX – Passive foldback wedge speaker	6
Speaker Stands	8
Amplifiers for Peavey SP112MX	4

Performance Sound Levels

All productions should ensure that they are within the guidelines set by the Australian Entertainment Safety Resource Guide which is defined from the WHS Regulations, Australian Standards and Codes of Practice around hearing loss. By default, regulations state a LAeq, 8h of 85dB (A) or a LC, peak of 140 dB (C). In other words performers, staff and patrons should not be subjected to more than 85dB for a continuous 8 hour period and should not be subjected to a peak of 140 dB at any time. The table below demonstrates the length of time a person without hearing protectors can be exposed before the standard is exceeded:

Exposure Level dB	Exposure Time	Exposure Level dB	Exposure Time
85	8 hrs	97	30 min
88	4 hrs	100	15 min
91	2 hrs	103	7.5 min
94	1 hr	106	3.8 min

The Management of Riverside Theatres reserves the right to exercise control of sound levels to ensure the standard is kept and as determined by the Technical Coordinators.

Vision Specifications

Cinema Projector

Raffertys Theatre is equipped with full HD film screening capabilities. DVD, Blu Ray Discs and Media Files can all be played through our film equipment. DCP formatted media is the preferred media source.

Projection System:	0.98" 2K DMD 3DLP Cinema Chip
Resolution:	2048 x 1080 2K
Colour Brightness:	15,000 Lumens
Contrast:	>2,000:1
Aspect ratio:	16:9

Data Projector

Raffertys Theatre is also equipped with a Mitsubishi conference projector.

Projection Screen

In the Raffertys Theatre the projection surface available is a static screen that is 4.98m x 2.8m. It has a motorised curtain in front which can be used to hide the screen.

TV Screens

Various LCD monitors are also available in various sizes listed below.

Type	Input Options	Mounting Type	Quantity Available
65" LCD HD TV	DTV, HDMI	Boom-pole mount & Desk stand	4
55" LCD HD TV	DTV, HDMI	Boom-pole mount & Desk stand	4
65" LCD HD Portable Screen	HDMI, VGA	Permanent mount to a wheelbase stand (screen can be rotated to portrait mode)	1
55" LCD HD Portable Screen	HDMI, VGA, USB	Permanent mount to a wheelbase stand. (screen is set to landscape mode)	1

Vision Switching and Mixing

Roland VR4-HD is a HDMI vision switcher is available for multiple inputs and outputs.

Inputs/converters

The Raffertys Theatre has provisions for HDMI, VGA, Display Port, Mini Display Port, Thunderbolt & USB-C Inputs for Vision. We also have DVD playback if required.

Playback Devices

Raffertys Theatres has a DO-RE-MI server for the playback of DCP content as well as a number of HDMI output devices for playing back content which are shared across the venues so will be subject to availability and hire fees. Playback equipment includes: Mac and PC computers with playback cueing software such as QLAB and/or PowerPoint. Please discuss with the Technical Coordinators should you wish to hire Riverside's computers for your production.

Camera Positions

The standard camera position in the Raffertys Theatre is at the rear of the seating bank in F row. The position is required to be centre of the seating bank and will need seats to be taken off sale. The number of seats required to be removed will depend on the number and size of the camera equipment. If you require a camera position/s it must be discussed with the Technical Coordinator and Box Office Coordinator. **This conversation needs to occur in advance to your production going on sale as once tickets have been sold, no adjustments can be made.** Cameras are not permitted to be setup in any walkways, aisles or rows as it is a violation of egress and fire regulation.

Communication`s

Talkback

There is no talkback communications available in the Rafferty's theatre.

Video Relay

Live video feed of the stage is available in each dressing room (except 8.5) as well as in the Green room.

Audio Relay and Paging

A live audio feed of the auditorium as well as dressing room paging is not available within the Rafferty's space. Back of house paging can be sent to dressing rooms (except 8.5) and the green room via the console in the Lennox control room.

Backstage Facilities

Dressing rooms

The Raffertys Theatre has 1 x dressing rooms available for client use as standard. This dressing room would fit 5 adults max and contains no toilet or shower facilities.

Cleaning

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

Green Room

The Green room is a shared space for the whole venue. Facilities include tea and coffee making facilities, hot/cold water, fridge, microwave, and kitchenette facilities. Clients cannot use this space as a change area. Green room furniture cannot be moved and additional fees will be charged for staff to rearrange the furniture back to standard, multiple times if necessary. If furniture is required to be altered, written permission can be applied for to the Riverside Operation's Manager.

Stage Door

The Raffertys Stage Door and client carpark is located on the corner of Market and Marsden streets. All performers, crew and must enter and exit via Stage Door in order to be signed in or out for the OH&S requirements of the venue. The stage door and carpark access is only manned during event access times. The Raffertys has 2 onsite complimentary car parking spots for use of the hirer / visiting production company. Parking information (Driver's name and car/truck registration plate) must be given to the Technical Coordinators prior to access to the carpark.

Laundry

A Laundry is available on ground level and includes 2 washing machines, 2 dryers, 1 Ironing board, 1 Iron and 1 steamer. This area is a shared space for all venues and equipment may be subject to availability. This room cannot be used as a change area under any circumstances

WiFi

Wi-Fi and the Internet is available for clients that requires a password. Ask your Technician for this information when onsite.

Theatrical Elements

Music and Performance Permits

Hirers and visiting production companies are responsible to obtain their own appropriate permits of the usage of all music, video and scenery elements. 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

Plans Submission

The following plans are required to be submitted to Riverside Theatres 4 weeks prior to the bump-in of any production unless otherwise negotiated with the Technical Coordinators:

- Stage plans including set diagrams
- Fly hanging plot application form for any standard fly movements as well as any additional scenery items requiring to be flown. Weight loadings should be included for additional flown scenery items.
- Lighting requirements and a Lighting Plan with corresponding gel cut list
- Audio requirements
- Vision requirements
- Risk Assessments

The final build/install into the theatre space 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.
- All scenery items are required to be treated with fire retardant.
- Double storey sets are required to comply with current statutory requirements. Visiting Companies / Hirers must submit to Riverside Theatres any scaled drawings showing the plan and elevation views. All plans must include a sign off by a qualified structural engineer.
- A wastage fee will be passed onto any hirer / visiting production company that leaves any unauthorised set onsite at the conclusion of their bump out.

Animals

- Visiting production companies and hirers must obtain prior approval to bring an animal onsite and submit a Risk Assessment and be granted approval prior to the animal coming onsite.
- The Risk Assessment should cover what the animal's requirements are in the performance, where it is kept, feeding/watering, disposal of waste, handler details and emergency planning.
- Any animals brought onsite must have a current 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 passed onto the visiting production company / hirer.
- A stage balloon drop effect can be requested to the Technical Coordinators and the supply and blowing up of any balloons to be dropped is the responsibility of the hirer / visiting production company.

Firearms and Weapons

- Firearms and weapons must ONLY 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.
- Riverside has 1 x approved gun/rifle cabinet onsite for storage of weapons. If a large number of theatrical weapons are used, then the visiting company/hirer will need to

provide their own approved gun cabinet that can be fixed down so it cannot be removed while visiting. E.g. chained and padlocked down.

- Live ammunition is never permitted.

Naked Flames

- Naked Flames such as candles, LPG, flame gel, and smoking as well as heating elements like electric fire places, ovens and hotplates require prior approval from the venue's Technical Coordinators and Operations Manager.
- For approval of the use of naked flames and heating sources on stage, a Risk Assessment must be submitted by the hirer / visiting production company and approved by the Operations Manager prior to any element being used.
- Naked flames are only permitted on stage and no other area of the venue (auditorium, foyer, courtyard, dressing rooms etc).
- A venue fire warden or an external agency fire warden will be dedicated to the area of the theatrical effect as well as any isolated areas to respond in case of emergency. This is at the expense of the visiting production company / hirer.
- Precautions must be taken in the venue to prevent naked flames and heating elements from setting off fire alarms. Any additional costs required to prevent false alarms from occurring is the responsibility of the hirer or touring production company. The hirer and/or touring production company 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.

Risk Management

Risk Assessments

A comprehensive Risk Assessment specific to Lennox Theatre is required and must be given at least 4 weeks prior to the bump-in day. Risk Assessments should cover all areas of the production including bump in, performance, bump out and tech rehearsals.

Safe Work Method Statements (SWMS)

- Activities within 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 prior to bump-in and the activity being permitted by 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 within the venue.

Fatigue

- Riverside Theatres staff are required by contract to have a minimum 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. In the event that all Technicians are on a break at once, the stage and auditorium will be placed into a locked down state meaning all external performers & crew will need to vacate the stage and auditorium areas and can remain onsite in the dressing rooms and green room.
- A typical production schedule:
 - 9.00am to 1.00pm Bump in and focus standard lighting rig
 - 1.00pm to 1.30pm Lunch Break
 - 1.30pm to 5.30pm Technical Rehearsal
 - 5.30pm to 6.30pm Dinner Break
 - 6.30pm Prepare for performance
 - 7.30pm Performance commences

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 the bump-in of 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.
- A wastage fee will be passed onto any hirer / visiting production company that leaves any unauthorised chemicals / paint onsite at the conclusion of their bump out.

High Risk Work Licences

Any persons performing HIGH RISK work onsite where a licence is required to be held must be sited by Riverside Theatres staff and a copy submitted to the venue's Operations Manager. Workers must also carry their licences on them and be able to produce them on request.

Height Safety

- Visiting production companies / hirers must ensure that work is carried out in such a way that eliminates or controls the risk of injury from a 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 (e.g. 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 labelling, 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. The Duty Technician will run the site specific induction with the principal client contact onsite as well as with whomever else the principal client contact wishes to participate in the induction. It is then the responsibility of the visiting production 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.

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 will be given to you by the Duty Technician as part of your site induction.

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. The Duty Technician will induct you on the locations of these during your site induction.

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 the case of emergencies. In some instances, the client will be required to assist with a site 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.