



## **RIVERSIDE THEATRES**

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# **RAFFERTYS THEATRE**

## **TECHNICAL SPECIFICATIONS**

**For further information please contact our Technical Team**

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**Information correct at time of printing  
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## Table of Contents

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

## **RAFFERTYS THEATRE**

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 which allows the space to accommodate our comprehensive screen program.

Raffertys Theatre is a flat floor performance space of approximately 10m width by 3m depth.

The Raffertys 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**

Raffertys Theatre standard configuration is an end on mode of tiered seating bank of **88** seat capacity.

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.

Raffertys 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 Raffertys 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:	3m to back wall
Stage Width:	10.4m
Stage Height:	6.565m to Grid

### **STAGE MANAGERS DESK**

There are no fixed facilities for a Stage Managers Desk in Raffertys.

### **PAGING & TALKBACK**

Paging is available in all Dressing Rooms  
No talkback cable headsets are installed in the Raffertys Theatre.

### **POWER**

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

Raffertys Theatre has one (1) stream of DMX available.

### **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.

No fixing to the floor is permitted.

The stage is painted black. Any departure from this will require the use of a false floor.  
Marks or tape made to the floor must be removable and not cause damage to the floor.

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

### **STAGE MASKING**

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.

### **STAGE EXTENSION**

It is possible to extend the performance area in Raffertys Theatre. This requires the removal of the rostra from the seating bank and will reduce the seating capacity.

## **STAGING EQUIPMENT**

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

### **STAGING ACCESSORIES**

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

Stage treads

Stage skirts (black)

Lectern

### **INSTRUMENTS**

Upright Rehearsal 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.*

### **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 8).

## **LIGHTING EQUIPMENT**

Standard Lighting Rig is a four (4) colour wash onstage and two (2) 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 LSC Mantra Light Lighting Console

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

### **LAMP LIST**

These lamps are used in the standard rig

8 x 1k Fresnels

8 x 650w Fresnels

12 x 15/35 Selecon SPX Profiles

6 x Wide 650w CCT Profiles

6 x Narrow 650w CCT Profiles

### **DIMMER INFORMATION**

3 x 12 Channel 2.4k LSC Dimmers

### **PATCH INFORMATION**

48 x Patch Bar Outlets (4 x LX Bars, 12 x outlets each)

10 x Patch Outlets PS Wall

10 x Patch Outlets OP Wall

8 x Patch Outlets under seating bank

## **VISUAL / PROJECTION**

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. Media Files should be in 'E' Cinema format. There is no provision for Quicktime movie files.

### **EQUIPMENT**

Hoyts Digital Cinema Projector  
FD6300U Mitsubishi DLP Conference Projector  
16:9 Motorised Front Projection Screen 216"  
Roland VR4-HD Switcher  
'E' Cinema Servers for film / media file playback  
Blu Ray and DVD Players

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 resolution for Raffertys 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 Raffertys Theatres is a Stereo processor controlled system capable of 5.1 surround sound.

### **MIXER**

1 x Roland VR4-HD Switcher / Mixer  
The console is located in the Control Room at the rear of the Theatre.

### **SPEAKERS**

3 X QSC AD-S10T Stage Speakers - LCR  
6 X QSC AS-S6T Surround Speakers  
2 X QSC AD-S112 Sub-woofer  
1 X QSC DCP-100 Sound Processor

### **PLAYBACK**

Playback laptops are available for hire.  
CD

### **MICROPHONES**

A variety of Vocal, Instrument and Hanging Mics are available.  
The venue can provide Handheld, Lavalier, lapel and production style headset radio microphones, subject to availability and hire charges may apply.

### **AMPLIFICATION**

1 X QSC DCA-1644 Amplifier  
1 X QSC DCA-1824 Amplifier

## **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 Room Seven (7) : Ground Level : 3 x vanities : 6 children or 3 adults

Dressing Room Eight (8) : Ground Level : 2 x vanities : 3 children or 2 adults

Dressing Room 8.5 : Rear of Raffertys Theatre : no facilities

All dressing rooms contain illuminated mirrors, clothing racks, toilets and showers with the exception of 8.5. Please note bathroom facilities are not suitable for accessible requirements.

Additional dressing room facilities may be allocated, please discuss your requirements with your Venue Technician.

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 Raffertys 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**

Raffertys Theatre has no specific loading dock. It is possible to bring a vehicle up to the rear of the courtyard and load through the courtyard into the rear of Raffertys.

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**

TWO (2) parking only are available with Raffertys Theatre for visiting cast and crew. Parking consists of 1 x blue double parking bay.

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](http://www.pcca.com.au)

Australasian Performing Rights Association Limited & Australasian Mechanical Copyright Owners Society Limited (APRA AMCOS)  
[www.apraamcos.com.au](http://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.

### **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  
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