



## **RIVERSIDE THEATRES**

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

**PO Box 3636  
Parramatta NSW 2124**

**[www.riversideparramatta.com.au](http://www.riversideparramatta.com.au)**

# **RIVERSIDE 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](mailto:sclarke_riverside@cityofparramatta.nsw.gov.au)**

**Technical Team Leader | Mike Brew**

**P: 02 8839 3361 | [mbrew\\_riverside@cityofparramatta.nsw.gov.au](mailto: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	5
Lighting Equipment	6
Visual / Projection	7
Sound Equipment	8
Backstage Facilities	9
Loading and Access	10
Cleaning	10
Parking	10
Recording & Broadcast	10
Music & Performance Permits	10
Theatrical Elements	11
Risk Management	12
Workplace Health & Safety	14
Legal Disclaimer	15

## **RIVERSIDE THEATRE**

Riverside Theatre is a traditional proscenium arch, 760 seat theatre venue with stalls, circle and gallery levels. The architectural design is based on a European Opera House concept to provide warm, intimate and live performance space. It is regarded as an A Reserve house, which means that sight lines are good in most seats and a standard ticket price can apply to the whole house at the Hirer's discretion.

The large stage area has a fly tower facility and boasts full staging, lighting and sound capabilities. It has an orchestra pit which can also provide an apron thrust stage when the pit is not required.

### **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**

Stalls without stage extension	534 seats
Stalls with A&B row removed	500 seats
Stalls with both auditorium stairs installed	528 seats
Dress Circle	114 seats
Gallery	113 seats
<b>TOTAL</b>	<b>761 seats</b>

Seating plans are available on request.

### **ACCESSIBILITY**

The auditorium is wheelchair accessible via doors 2 and 3.

Wheelchairs accessible seating can be provided by removing the following seats:

N35 + 36	= 1 x wheelchair
N33 + 34	= 1 x wheelchair
P1 + 2	= 1 x wheelchair
P3 + 4	= 1 x wheelchair

### **ASSISTED HEARING LOOP**

Riverside has state of the art hearing systems to assist patrons who are hearing impaired. We use an FM hearing 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.

Riverside Theatre has 2 x dedicated channels within the theatre: 1 x channel for the programming loop and 1 x channel used for audio described performances.

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**

Proscenium Arch:	12m wide x 7.4m high
Stage Depth:	12m to back wall
Stage Working Depth – floor:	9m to ground row lighting
Stage Working Depth – fly:	10.8m to last fly line
Stage Width:	25.4m
Stage Width – centre to OP:	15m
Stage Width – centre to PS:	10.4m
Stage Height:	18.8m to Grid

### **STAGE MANAGERS DESK**

The Stage Manager's Desk (SMD) is located in Prompt Corner downstage.

### **COMMS**

Talkback cable headsets available through the theatre.

10 x packs dedicated available onsite. Additional comms or wireless comms can be hired at the hirer's expense

The standard set up is:

1. Control Room (Lighting Operator)
2. Rear Stalls (Sound Operator)
3. Mechanist (PS Fly Lines)
4. OP Side Stage
5. Followspot (installation labour charges may apply)

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
- Sub Stage
- Orchestra Pit
- 5 x circuits in Dimmer Room located in Circle Level

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**

Riverside has the following data run splits into Audio Data, Lighting Data and Video Data.

Note : as all cabling is either to the Cat5 or Cat6 standard, cross patching can occur across the runs to get to the location required.

#### 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 front of house lighting bridges.

Venue port locations include:

- 2 DMX inputs and 1 ethernet port in the lighting Control Room
- 2 DMX outputs and 1 ethernet port on PS Bridge 3
- 2 DMX outputs and 1 ethernet port on OP Bridge 3
- 2 DMX outputs and 1 ethernet port on PS Bridge 2
- 2 DMX outputs and 1 ethernet port on OP Bridge 2
- 2 DMX outputs and 1 ethernet port on PS Bridge 1
- 2 DMX outputs and 1 ethernet port on OP Bridge 1
- 2 DMX outputs and 1 ethernet port on PS Forstage
- 2 DMX outputs and 1 ethernet port on OP Fortstage
- 2 DMX outputs and 1 ethernet port on OP stage gallery
- 6 DMX outputs and 1 ethernet port on PS stage gallery
- 2 DMX outputs and 1 ethernet port on down stage prompt side
- 2 DMX outputs and 1 ethernet port on up stage prompt side
- 2 DMX outputs and 1 ethernet port on down stage OP side
- 2 DMX outputs and 1 ethernet port on up stage OP side
- 2 DMX inputs at Sound Ops

#### Audio Data:

The venue sound console runs on Madi infrastructure that utilises two Ethernet streams (Madi A and Madi B) therefore located around the venue are Cat 6 ethernet ports that patch back to a rack in the OP wing of the stage level.

Venue port locations for audio data include:

- 6 ethernet ports at audio ops
- 3 ethernet ports at down stage prompt side
- 3 ethernet ports at up stage prompt side
- 3 ethernet ports at down stage op side
- 3 ethernet ports at up stage op side
- 3 ethernet ports at orchestra pit op side
- 3 ethernet ports at orchestra pit prompt side

#### Video Data:

The video data is Cat 6 links running from various locations in the venue back to the lighting control room.

Venue port locations for video data include:

- 2 ethernet ports in the gallery front
- 2 ethernet ports in the circle front
- 2 ethernet ports at audio ops
- 2 ethernet ports at PS DS stage level
- 2 ethernet ports at OP DS stage level

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

Riverside Theatre is able to accommodate a number of projector options. Standard install is projector located in FOH for front projection. Please discuss your requirements with your Venue Technician. Equipment may subject to availability and hire costs.

#### **FLY LINES**

Riverside Theatres has a single purchase manual counter-weight system (refer separate plan – Fly Line Allocation and Application Form). Any changes made to the rig and the restoration at the conclusion of the venue hire period is at the hirer's cost.

Fly lines are operated from prompt side, stage level. Only trained and authorised people may operate or handle the flying system.

Fly Lines:	41 Bars x 15.4m Long (48mm OD)
Line Load:	300kgs
Fly Line Travel:	18m
Setting Line to Forestage:	500mm

### **FLOORING**

The stage floor is a flat floor surface with black Masonite skin over a 17mm parquetry sprung timber floor.

No fixing to the floor is permitted unless prior approval from the Operations Manager. Tape used on the floor must be removable and not cause damage to or leave residue on the floor. The Venue Mechanist can provide correct tape.

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

### **WEIGHT LOADING**

Stage Design Load:	750kg / sqm	7.5kpa/sqm
Side Stage Design Load:	500kg / sqm	5.0kpa/sqm

### **ORCHESTRA PIT / STAGE EXTENSION**

The front two rows of seating can be removed to provide an orchestra pit or set at stage level to give a 2m extension at centre curving to zero at the sides.

The orchestra pit can accommodate up to 25 musicians.

### **STAIR ACCESS BETWEEN AUDITORIUM AND STAGE**

Please note that any addition of stairs between auditorium and stage will result in the removal of seats in rows A, B & C which must be taken off-sale. Refer to Box Office and Technical Production Forms for more information.

### **STAGING EQUIPMENT**

The following equipment is available for your use. Equipment hire and/or labour charges may apply and equipment is subject to availability. Additional information is available in the Equipment Hire Guide.

#### **STAGE DRAPERY**

5 x pairs Legs	9000mm x 4000mm flat
5 x Borders	4000mm x 15400mm flat
1 x Traveler Curtain, 2 piece	9000mm x 8300mm
1 x House Curtain	Flown
1 x Rear Black	9000mm x 15400mm flat
1 x Cyclorama	9000mm x 15400mm
1 x Black	9000mm x 15400mm flat

#### **STAGING ACCESSORIES**

1 x Snorkel TV/25 Man Lift (EWP <11m license or equivalent required to operate)  
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 BAFFLES**

Riverside has a series of orchestral baffles designed for large scale orchestra performances. The flown baffles are suspended from the fly tower to create a ceiling to prevent sound travelling upwards. The height of the baffles is normally 7m above stage and may be custom installed to meet the acoustic requirements of the orchestra. The orchestra baffles utilise the full fly tower.

Similar style book flats are also available to create a hard reflective surface around the soft masking of the theatre.

Labour costs for installation and removal is at the hirer's expense. Please discuss your requirements with our technical staff at least 4 weeks in advance.

### **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. Nothing is to be placed on the instruments.*

Hire and tuning charges apply for the instruments.

### **SMOKE / HAZER EFFECTS**

2 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 10).

### **LIGHTING EQUIPMENT**

Standard Lighting Rig is a four (4) colour wash onstage and five (5) 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.

### **LIGHTING CONSOLE**

1 x ETC Gio Console with wing faders and remote focus device.

The console is located in the Control Booth at the Circle level. If lighting console operation is required from the auditorium stalls additional seats will need to be removed.

### **LAMP LIST**

These lamps are used in the standard rig  
20 x 12/28 1k Selecon Pacific – 'M' size Gobo

33 x 23/50 1k Selecon Pacific – ‘B’ size Gobo  
36 x 1.2kw Selecon Rama Fresnels with Barn Doors  
28 x 18-34 600w Acclaim Axial  
16 x 24-44 600w Acclaim Axial  
20 x 650w Linea Sintesi Fresnels  
5 x 4way CCT Top Cyc Flood Unit  
5 x 4way Horizon 800w Ground Row Unit  
32 x MFL Par 64 (110v)  
4 x LED Parcans

### **FOLLOWSPOTS**

Followspots can be made available upon request. Riverside Theatres technicians operate the followspots, which are located in the roof area. Please discuss your needs with your Venue Technician.

### **LIGHTING ACCESSORIES (Subject to availability and hire charges)**

38 x Boom Arms  
10 x 2.4m Lighting Boom Stands

### **DIMMER / PATCH INFORMATION**

120 x Strand 5kw Dimmers located in the Dimmer Room  
1 x Jands HP Dimmer Rack : Floor, Upstage Prompt Side  
1 x Jands HP Dimmer Rack : Fly Floor Prompt Side (LX2A)  
1 x Jands HP Dimmer Rack : Fly Floor OP Side (LX3A)  
2 x Sub LX bars Stand Alone Dimmer  
3 x Bridges FOH - 30 x circuits per Bridge  
2 x Balconies – 10 x circuits per Balcony  
4 x Main LX Bars Onstage – 30 x circuits each  
2 x Sub LX Bars Onstage – 12 switchable circuits 240v or 110v  
40 x Floor Circuits – 20 per side (20amp outlets)  
20 x Box Boom Circuits – 10 per side  
8 x Lighting Ladders (4 per side) – 4 circuits to each

### **VISUAL / PROJECTION**

Riverside Theatre is able to accommodate a number of projector options. Standard install is projector located in FOH for front projection. Please discuss your requirements with your Venue Technician. Equipment may subject to availability and hire costs.

### **EQUIPMENT**

1 x Epson Powerlife Pro Z10005UNL-WUXGA 3 LCD Projector.  
Standard Zoom Lens (ELPLS04) or Medium Zoom lens (ELPLM06) available  
Hire of data projector includes screen. Labour charges may apply for installation  
16 : 9 ratio and full High Definition (HD) resolution  
1 x Roland VR-50HD AV mixer / switcher  
1 x 8m x 5.4m Front projection Screen (16:9)  
1 x 55" LCD Flat Screen TV  
2 x 42" LCD Flat Screen TV  
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.



## **SDI VISION PORTS**

We have multiple runs of SDI around the venue that are patched back to the lighting control room.

Venue port locations for SDI include:

- 2 SDI ports in the gallery front
- 2 SDI ports in the circle front
- 2 SDI ports at audio ops
- 2 SDI ports at PS DS stage level
- 2 SDI ports at OP DS stage level

## **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 Riverside Theatre has been designed to maximize the sound quality using a combination of strategically placed equipment with the structural design of the venue. The design includes a left, centre and right processor controlled system plus 4 x fold backs.

### **MIXER**

1 x Soundcraft Vi3000 Digital Audio Console.

The console is located in the stalls in the last row of the theatre (row T).

### **SPEAKERS**

Alcons Line Array at the centre of the Proscenium Arch  
(8 x Alcons LR14, 3 x LR14B Subs, 2 x Alcon Deep Subs)

6 x Alcons QR24 Array Side Speakers (left and right)

6 x BOSE M32SE – Front Fill (centre)

8 x Alcons VR12 for Foldback / Effects

### **PLAYBACK**

Macbook Pro running Qlab4

CD

MiniDisc

(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**

3 x ALC2 Alcons Amps with DDP

2 x ALC4 Alcons Amps with DDP

2 x Crown 602 (BOSE MA12s left and right)

1 x Crown CE 2000 (BOSE 502B left and right)

1 x Yamaha PC2002M (Foldback / Effects 1&2)

1 x Crown 402 (Foldback / Effects 3&4)

Creative Audio A2000 (M32SE Front Fill)

## **PROCESSORS / GRAPHICS**

1 x Allen & Heath IR Processor

## **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 One (1) : Stage Level : 16 x vanities : 30 children or 16 adults  
Dressing Room Two (2) : Stage Level : 17 x vanities : 30 children or 17 adults  
Dressing Room Three (3) : Upper Level : 9 x vanities : 20 children or 9 adults  
Dressing Room Four (4) : Upper Level : 3 x vanities : 6 children or 3 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 a production office available with basic furniture supplied.

### **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**

Riverside Theatre has direct access to the car park via a roller door on the OP side of stage. Access level sits 740mm from the ground. Riverside Theatres does not have load moving equipment onsite (eg forklift, pallet jack).

Advance notice of 2 weeks is required for large vehicles requiring access to the loading dock. Due to the size and layout of the car park, large vehicles may restrict access to parking.

### **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 must enter and exit via the Stage Door which is located off the car park.

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 recoverable from the visiting company / hirer.

## **PARKING**

SIX (6) parking only are available with Riverside Theatre for visiting cast and crew. Parking consists of 3 x red 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.ppca.com.au](http://www.ppca.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
- Flying Application including weight loadings
- 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.

*Riverside Theatre operates a Smoke Curtain as part of our Fire System, which is located on the back of the proscenium arch wall. The area immediately beneath the Smoke Curtain is a no-build zone as per fire regulations. For further information, please contact the venue Operations Manager.*

### **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.

## **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](http://www.riversidetheatres.com.au)  
P: 02 8839 3398

City of Parramatta  
[www.cityofparramatta.nsw.gov.au](http://www.cityofparramatta.nsw.gov.au)  
P: 02 9806 5050

WorkCover NSW  
[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)  
P: 13 10 50