

### Venue Information

The Loft is a black box theatre, stage is flat to the floor and there is a raked seating bank.

#### Seating

The Loft Theatre has a retractable seating bank with a capacity of 150 seated.

#### Dimensions

Venue		Stage area	
Width wall-to-wall	9000mm	Width wall-to-wall	9000mm
Depth wall-to-wall	13500mm	Depth wall-to-seats	5300mm (150 seat)
Grid Height	4350mm		

#### Theatre Access

Bump in access to the Loft can be done through either the side door on stage or the foyer. Bumping in through the foyer will need to be coordinated before the day of bump in to make sure there are no activities happening that will disrupt your bump-in, Access through the side door and the foyer is flat to the floor.

#### Emergency Exits

There are two Emergency exits in the Loft, they are located at both side of the stage and shown on all technical drawings. All exits must be kept clear at all times no set, props or costumes can be stored in any exits. All Emergency exits must have a minimum clearance of 1.2m

#### Lighting Grid

The Loft has a fixed lighting grid; access to the grid is via ladders that hirers can use under supervision by the Theatre Technician.

Fibreglass 'A' Frame Ladder (2.1m)

Aluminium 'A' Frame Ladder (4.2m)

#### Technical staff

A Venue Technician must be present during the bump in and out. Additional Venue Technician can be engaged to operate equipment during each performance - the cost of this can be found in the contract and will be added to your technical charges. Additional staff need to be organized 4 weeks before the day of your bump in. It will be the Technical supervisor's call if a show requires more staff for the bump in, bump out and show's operation.

#### Bump-out

All equipment, rubbish and unrelated items must be removed from the theatre at the end of the Bump Out. Chapel Off Chapel has a no storage space, anything left at the venue for more than half a day will be charged a rental fee. Limited rubbish may be emptied into the theatre bins, however over usage will incur pickup charges.

#### Dressing rooms

Dressing rooms are located on the second floor behind the stage, there is no lift access. The one dressing room seats about 6 people. The rooms are fitted with benches, mirrors, and clothing racks.

***Any valuables left in the dressing rooms is at your own risk; Chapel Off Chapel takes no responsibility for any lost items.***

## **Stage floor**

The stage floor is made up of semisprung tongue and groove timber overlaid with masonite and is painted black. The stage cannot be painted or screwed into. Any damage to the floor will be charged accordingly.

## **Piano**

The Loft has a Yamaha C3 (6 foot grand piano) and a Yamaha upright piano. The piano is not stored in the theatre; a piano move will need to be book in for the Yamaha C3 4 weeks before your bump in, the cost of the move can be found in the contract and will be added to your technical charges.

# **Safety Information**

## **Footwear**

All members of the production company must wear suitable footwear at all times in the Theatre. Bare feet, thongs, high heels and any slip on footwear are not permitted unless they are part of a costume and this is only permitted during performances.

## **Testing and tagging**

All Portable electrical equipment provided by the venue is tested and tagged according to AS/NZS3760 Australian Standard. All Portable electrical equipment brought into the venue must be tested and tagged to this Australian Standard. Equipment can be tagged onsite but will be charged at \$8.00 per tag.

## **Rigging**

Any item that is rigged overhead being over the stage or auditorium will need to be approved by the Technical supervisor before bump-in commences. If required and after discussion with the hirer, a licensed rigger will be employed to carry out the work at the cost of the Hirer.

## **Fire/ Naked Flame/Smoking**

If your production uses any type of naked flame onstage you will need to complete a risk assessment/control plan, the Technical supervisor will need to approve any naked flame onstage 3 weeks prior to bump in. Any approvals after this time is at the discretion of the Technical supervisor. A Fire warden/ Safety officer must be present at all Rehearsal/performances, where naked flame/fire is present. Smoking a lit cigarette on stage is prohibited, e-cigarettes are ok to be used

**Any charges arising from false alarms, including the cost of Fire Brigade attendance are the responsibility of the hirer**

## **Noise Levels**

Chapel Off Chapel maintains a policy of limiting audio output from the audio systems as well as any device or machine, to 92dB (SPL, A-weighted for up to 60 minutes).

Chapel Off Chapel reserves the right to stop any performance that does not comply with the Code of Practice for Noise Management.