

# CHAPEL OFF CHAPEL

## LOFT VENUE AND SAFETY INFORMATION

The Loft theatre is a black box theatre; The stage is flat to the floor with a raked seating bank.

### SEATING

The Loft Theatre has a standard capacity of 150 seated.

### VENUE DIMENSIONS

Width wall-to-wall – 9 Meters

Depth wall-to-wall – 13.5 Meters

Grid Height – 4.35 Meters

Stage Depth – 5.3 Meters

### THEATRE ACCESS

Bump in access to the Loft can be made 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 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 this includes across the front of the seating bank, See document 11) The Loft - Isometric drawing for marked out area.

### STAGE FLOOR

The stage floor is made up of 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.

### LIGHTING GRID

The Loft lighting grid consists of 4 lighting bars these bars are fixed and cannot be lowered. Standard access to the lighting bars is via a platform ladder, when available the hirers can also use the venue's EWP. Hirers must have a valid EWP licence to use this EWP. The lighting rig must be returned back to standard during the bump out, if not additional technical staff will be used to do so at the cost of the Hirer.

### SOUND SYSTEM

The Loft PA is setup in a left, right and delay configuration. The left/right concise of one flown QSC K12.2 pre side. The delay system concise of 4 Quest 5" speakers.

## TECHNICAL STAFF

Hirers are required to have a minimum of one chapel technician for the first full day of the bump in and the entirety of the bump out. Venue staff may also be charged to the hirer to open or close the building anytime that falls outside of standard business hours on a no-show days e.g. Additional bump in days and rehearsals. The cost of this can be found in document 12 (Additional Technical Costs) of your hire pack

Additional chapel technical staff can be hired through Chapel Off Chapel to assist with bumping in, programming, operating and bumping out of technical equipment. This will need to be organized 6 weeks before the day of your bump in. It will be the Head of Technical Production's call if a show requires more staff for the bump in, bump out and show operations.

## HIRER'S TECHNICAL STAFF

Hirers have the ability to provide their own technical crew to operate equipment during performances and assist with bump in and out. The Head of Technical Production will need to approve this before the commencement of the bump in. If there is no Chapel technician involved in the performance the hirer will need to nominate one of their own crew to be the Supervising Technician. This person will be responsible for communicating with the Front of House Supervisor and will be required to wear a front of house radio during the entirety of the performance.

## 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 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

The dressing room is located up a flight of stairs on the second floor behind the stage. The dressing room seats about 6 people and is fitted with benches, mirrors, and clothing racks. There is no lift access to this room. If ground level dressing room facilities are required. Please contact the venue manager to discuss alternative options. Toilet and shower facilities are located on the ground floor and meet accessibility requirements.

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

## FOOTWEAR

All members of the production company must be 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 and must be listed in Risk Assessment.

## 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 Head of Technical Production 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**

There are to be no naked flames, pyrotechnics, fire, smoking or vaping in the venue.

**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.