

The logo for Lake Macquarie City, featuring the text "LAKE MACQUARIE CITY" in white, uppercase letters on a dark blue rectangular background. The background of the entire page is a complex, abstract pattern of white lines forming various geometric shapes and patterns, resembling a stylized map or a network of paths.

**LAKE
MACQUARIE
CITY**

Council Procedure

Rathmines Theatre Operations Manual Procedure

Version 2 - 17 February 2025

02 4921 0333 | COUNCIL@LAKEMAC.NSW.GOV.AU

126-138 MAIN ROAD SPEERS POINT NSW 2284 | BOX 1906 HUNTER REGION MAIL CENTRE NSW 2310

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Table of contents

1. Introduction.....	3
1.1 Purpose.....	3
1.2 Scope	3
2. Venue Overview.....	3
2.1 Parking.....	4
3. Process.....	5
3.1 Entering and Access to the Theatre	5
3.2 Automatic Doors	7
3.3 Lights and Fans	8
3.4 Auditorium Lights.....	8
3.5 Backstage Lights	8
3.6 Dressing Rooms	9
3.7 Boiler House.....	10
3.8 Closing Down and Exiting the Theatre	12
3.9 To Turn the Alarm System on.....	12
3.10 Kitchen Operations.....	13
3.11 Rubbish Removal.....	13
3.12 Lift for Persons with Disabilities	14
4. Equipment	14
4.1 Use of Stage Equipment.....	14
4.2 Seating & Tables	14
5. Contacts	15
6. Review and Evaluation.....	15
7. Appendix	16
Appendix A: Evacuation Procedure.....	17
Appendix B: Emergency Evacuation Plan.....	19
Appendix C: Floor and Seating Plan	21
Appendix D: Procedure for Using Chair Trolleys.....	24
Appendix E: Graphical User Interface Manual – AV Operation Touch Panel	26
Appendix F: Rathmines Theatre Technical Fit Out Operational and Maintenance Manual	35
Controlled Document Information	50

Procedure - external Rathmines Theatre Operations Manual Procedure

1. Introduction

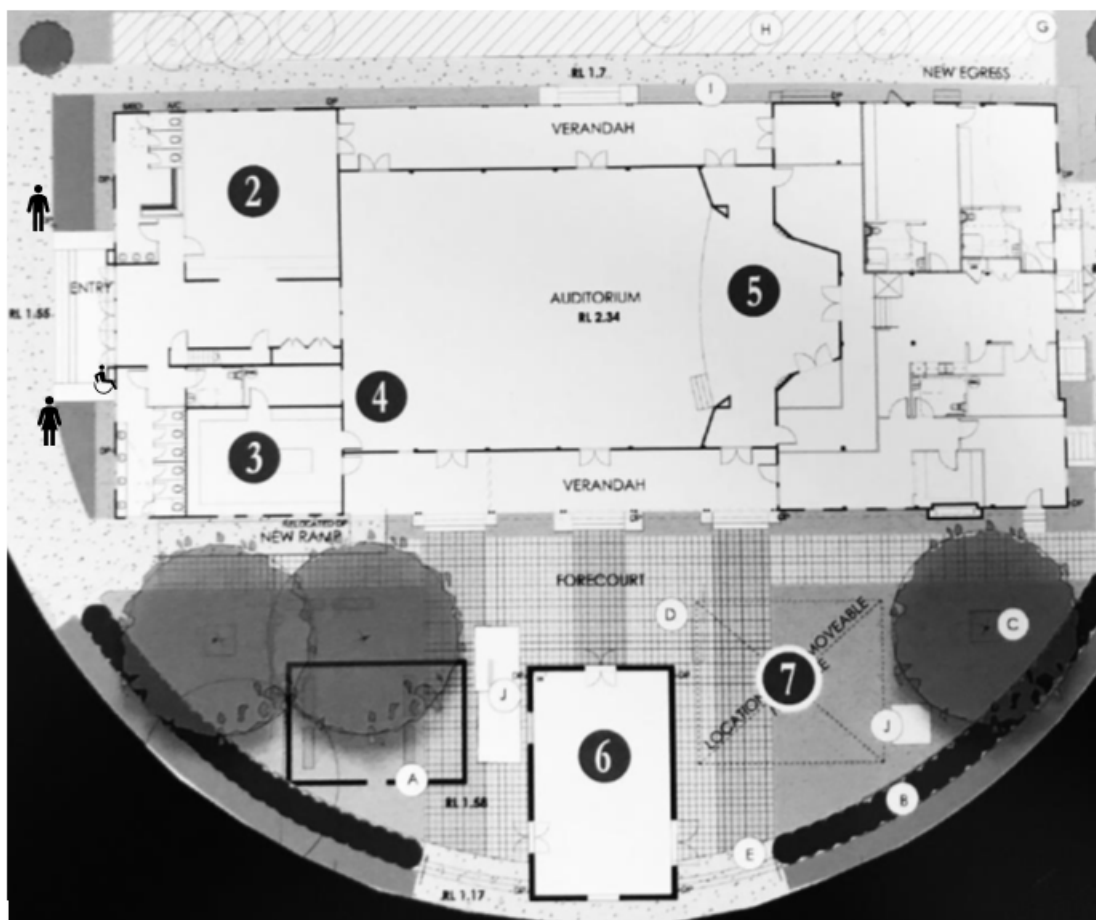
1.1 Purpose

This manual contains the operational procedures for Rathmines Theatre. The purpose of the manual is to provide a basic operational handbook for the users of the Theatre.

1.2 Scope

The Operations Manual covers basic instructions for internal and external hirers to utilise Rathmines Theatre. This manual is used in conjunction with a physical induction of the space.

2. Venue Overview



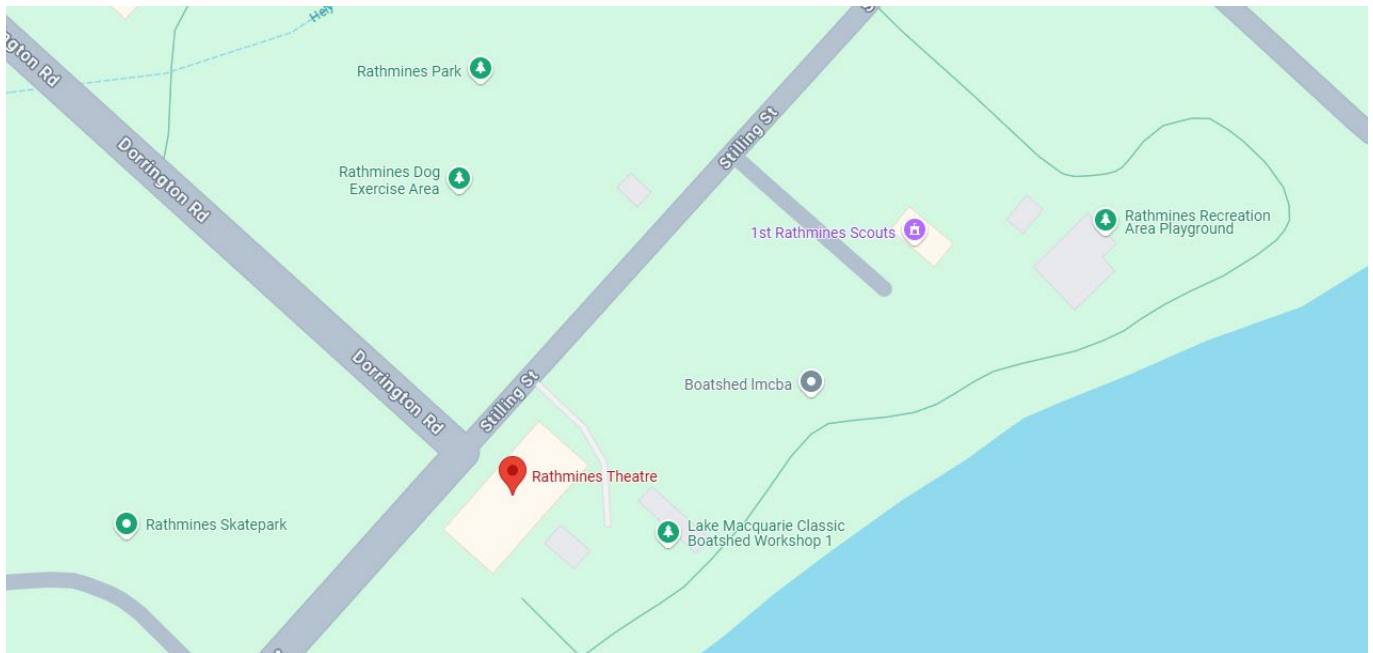
2. Rathmines Heritage Centre
3. Kitchen
4. Auditorium
5. Stage Area
6. Boiler House
7. Courtyard

Procedure - external Rathmines Theatre Operations Manual Procedure

2.1 Parking

The current situation for parking at Rathmines Theatre has been identified in the following areas (marked by stars on the map):

- Local on street parking
- Car Park next to Toilets and Rathmines Playground
- Authorised street parking near the shops
- Reserve areas, Council approval required



Procedure - external Rathmines Theatre Operations Manual Procedure

3. Process

3.1 Entering and Access to the Theatre

A security pin number will be emailed to you the week of your hire date; this will provide access to the building and work with the alarm system. This pin is a unique code for your period of hire and will only be accessible during the approved hours of use according to your application form.

To enter the Theatre, approach the black pin pad on the wall to the right of the main entry doors – the doors at the shop end of the building.

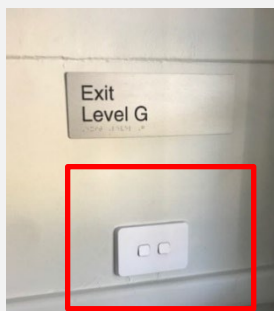
DISARM THEATRE ALARM AND ENTRY

1. External pin pad is located on the right of the front doors of the theatre.
2. Enter the security number provided
3. Press # button
4. The centre doors of the main entry will unlock, and the security system for the theatre only will be turned OFF / disarmed.



FOYER LIGHTS

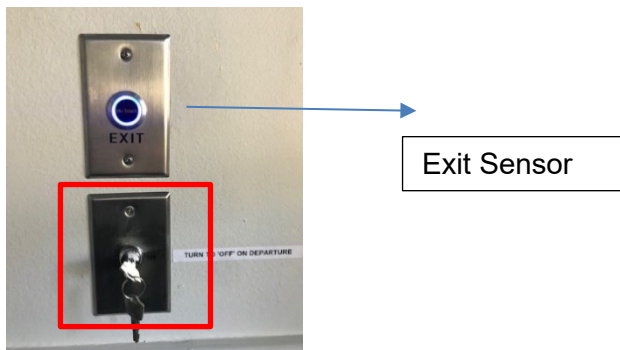
Light switches are located once inside to the right.



FRONT ENTRY MIDDLE DOOR OPERATION

By turning the key switch to ON you are unlocking the front doors. If you need to lock the front doors for any reason turn the key to OFF.

If you wave you hand in front of the exit button the front (middle) doors will temporarily unlock.



Procedure - external Rathmines Theatre Operations Manual Procedure

FRONT ENTRY MIDDLE DOOR OPERATION

GREEN - If the lights on top of the front doors are green – they are locked.

RED – Unsecured

NO LIGHT – Key is on OFF position

You can either leave doors unlocked and closed or open by pushing the doors out until they hold in place. To ensure the doors close flush and lock, close the left side door first.



If you arrive and there is vandalism to the building (inside or outside) please call 02 4921 0412 (during business hours) or 02 4921 0333 (after hours). If the damage means that the building is not safe to open, a staff member will provide directions.

HERITAGE CENTRE

If you require access to the Heritage Centre, you will need to repeat the above steps at the panel at the entrance to the Heritage Centre, located to the left of the foyer. You will only have access to the area if you have requested it as part of your booking.

BOILER HOUSE

If you require access to the Boiler House (this separate building requires a key for access), you will need to disarm this area by entering your code as per the above in the panel located to the right of the entry door on the theatre side, once you have entered the Boiler House.

ALL AREAS

Alternatively, all areas can be disarmed by the panel located on the wall to the right of the main entry door. Enter your 4-digit code (same as on the entry panel) and press OK. Use the up and down arrows to scroll to the area you need to disarm and press OFF. Your code will only be active for areas you have booked as part of your hire.



Procedure - external Rathmines Theatre Operations Manual Procedure

3.2 Automatic Doors

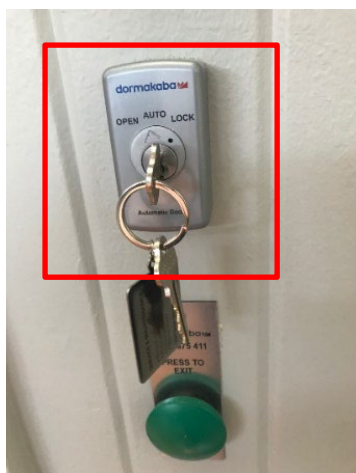
Automatic doors can be found at the entrance to the Heritage Centre, Auditorium and Accessible access on the lake side verandah at the top of the ramp.

Keys are located near each door.

To keep the doors, open, turn the key to OPEN.

To use the green button to open doors as needed, set the key to AUTO.

ALL AUTOMATIC DOORS SHOULD BE SET TO LOCK WHEN EXITING THE BUILDING.



Procedure - external Rathmines Theatre Operations Manual Procedure

3.3 Lights and Fans

3.4 Auditorium Lights

Lights for the auditorium are located in three locations:

1. On the wall to the right of the entry door (pictured below)
2. On the wall in the wing on stage right
3. In the control room (with dimmer control)

Fans can be in Winter or Summer mode

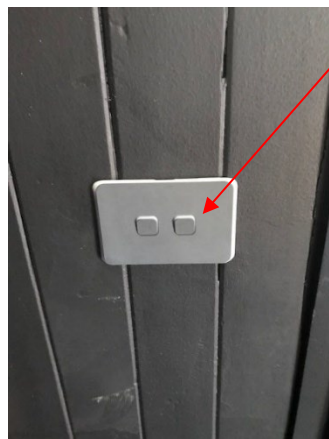
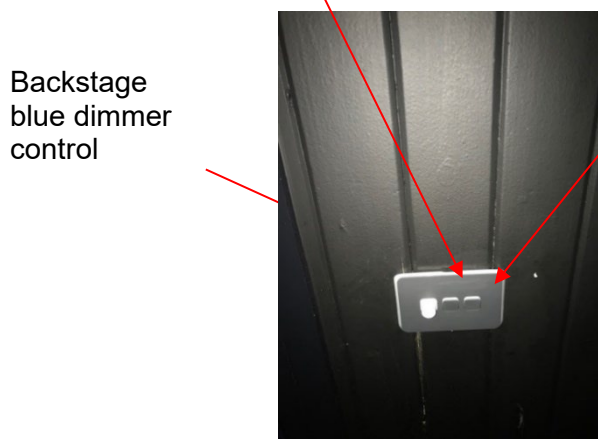


3.5 Backstage Lights

Backstage Blue on/off switch

Stage Fluoros on/off Switch

Stage Fluoros and backstage blues two-way switch on each side of stage



Stage Right Wing

Stage Left Wing

When required, switches can be found for lighting the backstage green room areas and dressing rooms. It is recommended that you use a reverse order of the above to shut down the theatre.

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Procedure - external Rathmines Theatre Operations Manual Procedure

3.6 Dressing Rooms

There are two dressing rooms backstage with a lockable adjoining door. Each room is fitted with accessible bathrooms with shower and toilet.

Dressing rooms contain:

- 3 stacks of 4 lockers (padlocks to be provided by users if required)
- 1 clothes rack
- 10 plastic chairs

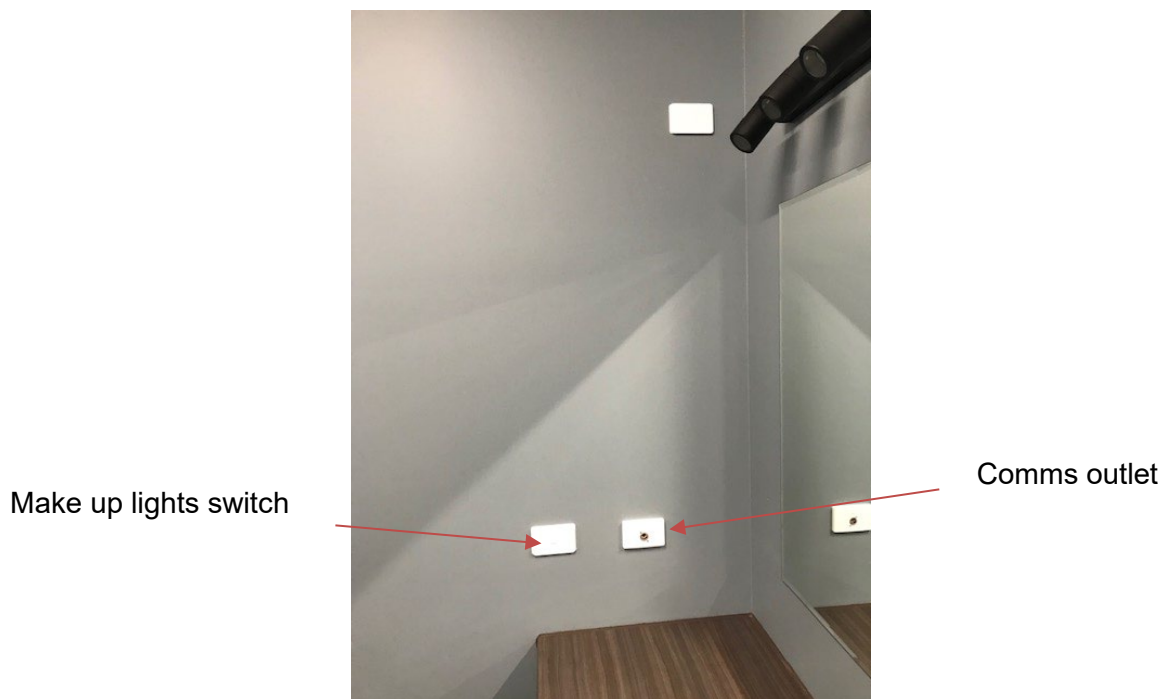


Air conditioner switch – press on to activate. Will switch off automatically after 3 hours. It is good practice to switch off manually when leaving to save power.

Thermostat and mode can be adjusted on panel

Light switch

Procedure - external Rathmines Theatre Operations Manual Procedure



- Windows have keyed locks. Please ensure they are closed and locked on departure
- Windows are fitted with venetian blinds. Please be respectful when operating so as not to cause damage

A kitchenette is available for performer use in the backstage area. This contains:

- Sink
- Domestic fridge/freezer
- Microwave
- Kettle
- Basic crockery and cutlery

All items to be cleaned and put away after use, including wiping out of fridge and microwave.

3.7 Boiler House

A key is required to access the Boiler House. You will receive instructions on how to sign out this key during your induction. The building is alarmed separately and needs to be disarmed on entry (if not disarmed at alternate panel in main building).



Procedure - external Rathmines Theatre Operations Manual Procedure

Fan remotes

Alarm panel and light switch



Sound system for microphone or playback



Boiler House can be disarmed and armed on this panel, or from the panels at the main theatre entrance, or office entrance. Doors must be closed when arming areas.



Fan remote to be returned to holder after use

Procedure - external Rathmines Theatre Operations Manual Procedure

3.8 Closing Down and Exiting the Theatre

- Ensure that the sound and lighting systems have been shut down correctly and returned to their original positions. If stage lights have been moved then they must be returned to their original location and configuration. This must be undertaken by and/or under the supervision of an approved LMCC Technician. The cost of this will be passed on to the hirer.
- The auditorium is to be left with seats in stacks of 7 along the sides of the auditorium or back in the chair store. You will be advised prior to your hire if the seats can be left in the configuration you are using, if it is the same for the next hirer.
- All props, stage sets, costumes, personal effects are to be removed from the theatre.
- All temporary signs, directions etc. are to be removed.
- Turn off all electrical equipment, fans, air conditioners and lights.
- Ensure that all windows are both CLOSED and LOCKED.
- Ensure that all doors are securely closed, in particular, fire and emergency exit doors.
- Ensure that the security alarm has been turned on.

3.9 To Turn the Alarm System on

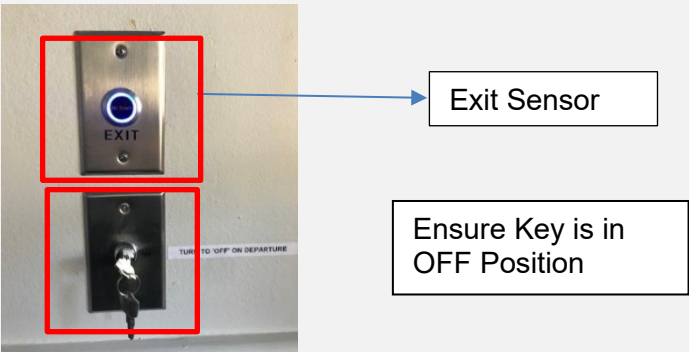
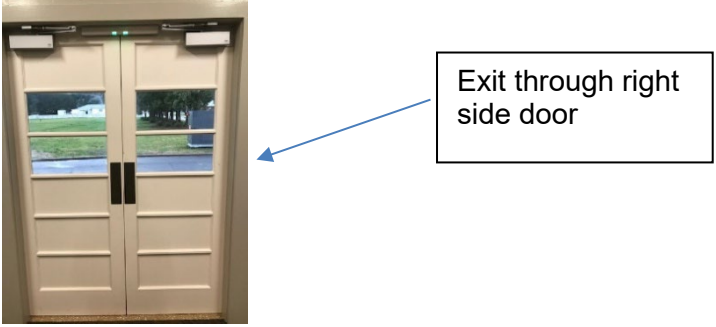
Enter your 4-digit code and ON.

If arming more than one area, enter your 4-digit code and OK – use the up/down arrows to scroll through the areas to arm, and press ON at each one needing arming.

The light will flash and panel beeps, and you will be notified the area is in EXIT MODE



Procedure - external Rathmines Theatre Operations Manual Procedure

<p>Ensure the key is in lock position.</p> <p>Once armed, wave your hand in front of the exit button the front doors will temporarily unlock.</p> <p>Exit through the right-side middle door to ensure the doors close correctly behind you.</p>	
<p>If the lights on top of the front doors are green – they are locked.</p>	
<p>Once outside the building, wait for the alarm to stop beeping. Check through the window that the panel has 3 solid lights (unless there is another user in the Boiler House).</p> <p>Then you are ready to leave!</p> <p>If you have any issues arming, the number for Quantic Security is on the alarm panel.</p>	

3.10 Kitchen Operations

Please note that this kitchen is not a commercial facility. A food safety certificate may be required if food is being freshly prepared on site. This does not apply to pre-packaged food and drinks.

The instant hot water system can be turned on at the switch near the system above the sink. Please turn the hot water system off when leaving the building.

The domestic fridge remains on at all times. Do not turn off. Ensure to clean out before you leave.

3.11 Rubbish Removal

Additional garbage bags are located under the kitchen bench, or in the back of house cleaner's cupboard.

Recycling and general waste bins are located in the bin store. A key for the bin store (at the rear of the building) is located in the backstage kitchenette cupboard. Please ensure the bin store is locked at all times. All rubbish must be removed from the theatre after use and the bins fitted with new garbage bags.

Procedure - external Rathmines Theatre Operations Manual Procedure

3.12 Lift for Persons with Disabilities

The Theatre has an accessibility stage lift, which allows persons with disabilities to access the stage area. There is a key operate this lift and will need to be requested on your application form. A Council Officer will arrange to meet you onsite to provide an induction.

4. Equipment

4.1 Use of Stage Equipment

Refer to *Appendix E – Touch Panel AV Operation* for the Graphical User Interface Operating Manual for Basic User instructions.

To utilise the advanced mode, you will need to engage an LMCC Approved Technician (at hirer's expense).

Details of available equipment can be found in *Appendix F - Operational and Maintenance Manual* and includes:

- Wireless and wired microphones, cables and stands
- Lectern with microphone and light
- Standard lighting rig with pre-set states
- Orchestra lights for independent stage wash
- CD/DVD/BluRay player
- HDMI input for video projection (HDMI cable provided on request)
- Stereo lines in for audio playback (AUX cable provided on request)
- Foyer and back of house paging bells and paging microphone
- Show relay audio to foyer and dressing rooms
- Motorised projection screen and data projector
- Wired headset comms for talkback between side stage, control room and dressing rooms
- Cord operated house curtain, operated from stage left
- Touch panel for AV operation located stage left
- 10 step platform ladder on wheels
- Audio induction loop in auditorium

4.2 Seating & Tables

The Theatre's maximum capacity at any one time is 300. Seating configurations can be found in *Appendix C*.

Furniture includes:

- 195 black banquet style chairs (audience seating)
- 8 rectangle folding tables (1800mm) (on wheels)
- 12 round banquet tables (1800mm) (stored on wheeled trolleys)
- 6 wood finish high cocktail tables (600mm)
- 12 square wood finish bar stools

4.3 Safety Measures

- Ensure all electrical leads are covered appropriately and there must be no trip hazards.

Procedure - external Rathmines Theatre Operations Manual Procedure

- Stage scenery and props must be designed and secured so that they do not pose a risk to performers. This equipment must be moved using correct manual handling techniques or via mechanical devices.
- Stage curtains and legs must not be moved (excepting the house curtain (cord operated) and rear curtain (hand operated)).
- If the use of theatrical smoke is required, seek approval from Lake Macquarie City Council for its use. The venue's fire security system must be isolated and monitored during the period of performance. A fee will be incurred.
- Performers must take care moving on and around the stage and backstage area.
- No alcohol is allowed backstage or in dressing rooms
- No food or drink is allowed on stage or in the immediate wings area. Performers must keep all areas free of rubbish
- Loading or unloading of stage equipment must take place via the stage loading dock (situated at the rear of the building – beside the bin store)
- All scenery, props, performance items etc. must be removed from the theatre on or before the end of the hire period
- No items (gauzes, backdrops, fabric etc.) are to be hung from the lighting bars without prior approval from Lake Macquarie City Council

5. Contacts

Lake Macquarie City Council – Performing Arts Lead – 02 4921 0412

Lake Macquarie City Council – After Hours/Emergency Contact – 02 4921 0333

Quantic Security – Headquarters (for Alarm Issues) – 4948 0000

Quantic Security – Control Room (24 hours) – 1300 131 728

6. Review and Evaluation

This document will be reviewed every four years to ensure information is current. If new or additional equipment is added to Rathmines Theatre, this manual will be updated to reflect any new instructions.

Internal and external hirers will be asked to provide feedback if using the Operations Manual to ensure the document is relevant and user friendly.

7. Appendix

Appendix A – Evacuation Procedure

Appendix B – Emergency Evacuation Plan

Appendix C – Floor and seating plan

Appendix D – Procedure for using the Chair Trolley

Appendix E – Touch Panel AV operation

Appendix F – Technical Operational and Maintenance Manual

Appendix A: Evacuation Procedure

In the Event of a Fire/Fire Alarm:

When the fire alarm is activated, the fire department will respond directly. No one other than the fire brigade is to try and disengage the fire panel (even if it is a false alarm).

Evacuation of building to be co-ordinated by two pre-nominated persons:

- First person nominated for back-stage
- Second person nominated front of house areas

Back-stage person - Instructs persons back-stage to EXITS and if in no immediate danger make a sweep of the back-stage toilets.

Front of house person - Makes a sweep of auditorium and foyer to instruct all people to move outside through any of the hall exists and then if in no immediate danger, make a sweep of public toilets and kitchen to ensure all people are out.

NOTE: All people are to be directed to assemble at the fig tree in the adjacent park (between Rathmines Theatre and Westlakes Music Hall). All possible accessible areas for a fire truck are to be kept clear i.e. car park, side street, loading area, driveway.

The two pre-nominated persons are to check if anyone is missing and inform the fire officers when they arrive so they can make a thorough search of the building. No person is to re-enter the building until the key fire officer declares the building safe and resets the fire panel.

Fire Exits

1. Through the front entrance foyer
2. Through the back of the hall via the loading dock doors
3. Through the side of the hall on the lake side of the building
4. Through the side of the hall on the Stilling St side of the building
5. Through the office foyer entry door
6. Through the kitchen door leading to the verandah
7. Through the Heritage Centre door to the verandah
8. Through the Boiler House doors on 3 sides (if using the Boiler House)

Emergency Contact Numbers

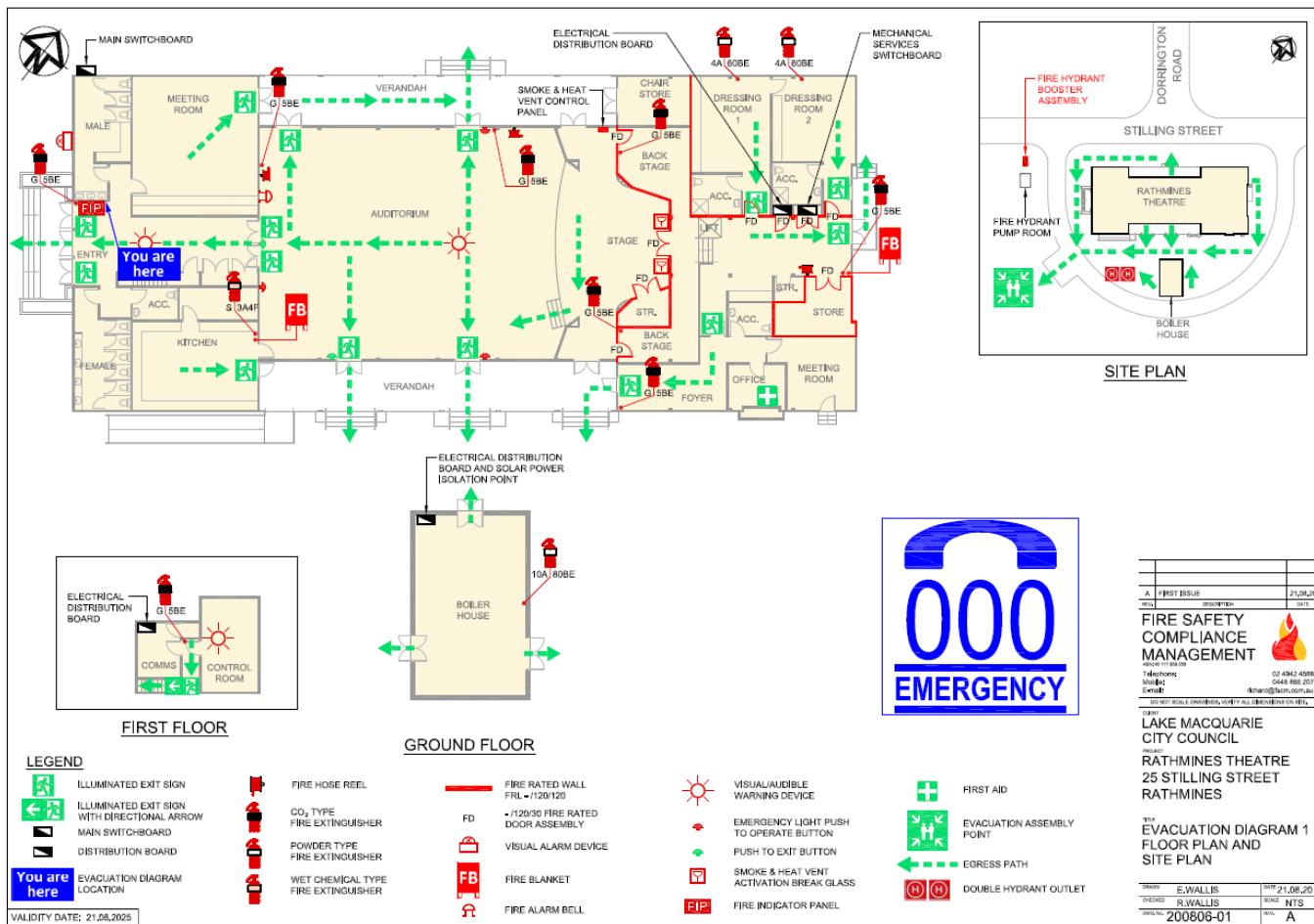
Emergency	000	
Police – Toronto	4088 1099	
Chubb Fire Systems	131 598	24hr
Quantic Security	1300 131 728	Control room 24 hour
	4948 0000	Quantic Headquarters
Council Contacts	4921 0333	Council Office Contact Number

Procedure - external Rathmines Theatre Operations Manual Procedure



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Appendix B: Emergency Evacuation Plan



Smoke Ventilation

The ventilation system will automatically switch on when the fire alarm is tripped. Manual operation of the exhaust is to be completed by authorised persons only. This panel is located in the stage right wing.



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Procedure - external Rathmines Theatre Operations Manual Procedure

Fire Detection and Alarm - Zone Block Plan

When the fire alarm is activated, the fire department will respond directly. No one other than the fire brigade is to try and disengage the fire panel (even if it is a false alarm).

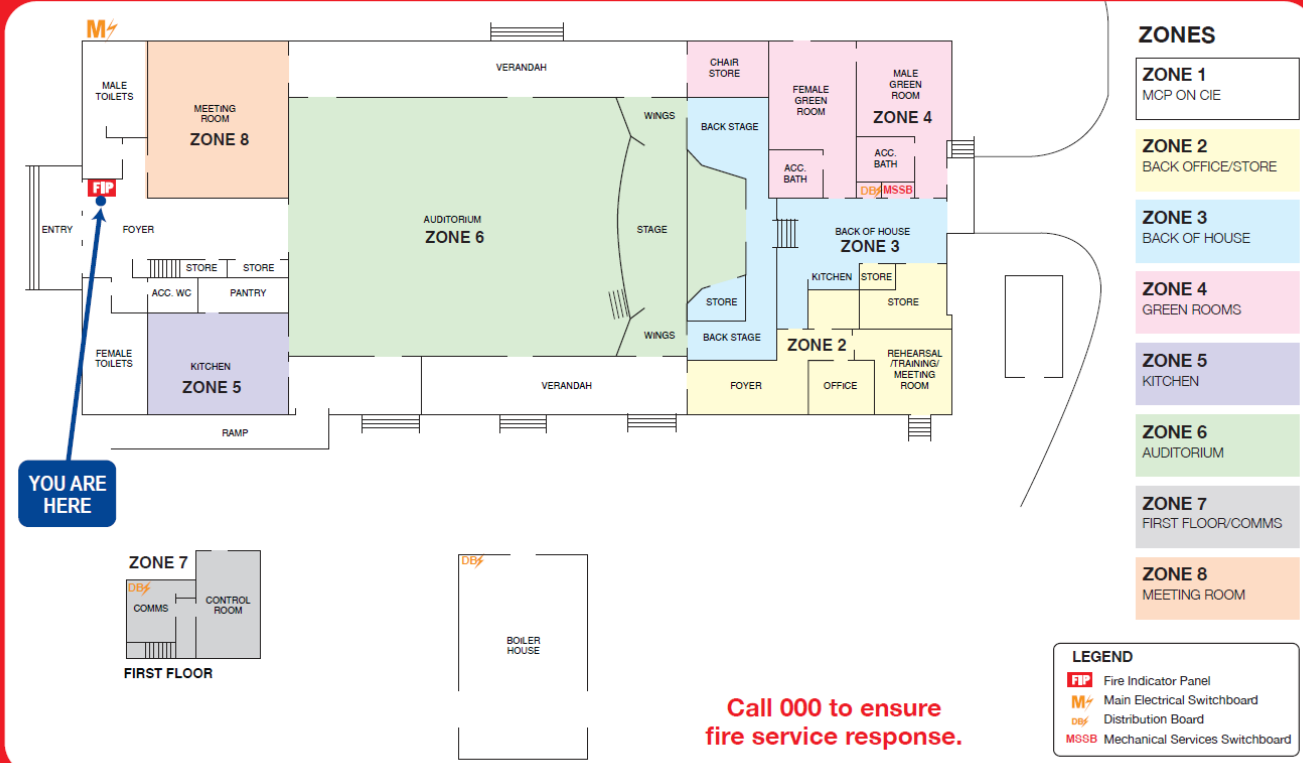
FIRE DETECTION & ALARM SYSTEM ZONE BLOCK PLAN

RATHMINES COMMUNITY HALL
25 Stilling St, Rathmines NSW 2283

1800 807 740

DATE: DECEMBER 2024



The floor plan shows the layout of the Rathmines Community Hall. It is divided into eight fire zones, each color-coded: Zone 1 (MCP ON CIE), Zone 2 (BACK OFFICE/STORE), Zone 3 (BACK OF HOUSE), Zone 4 (GREEN ROOMS), Zone 5 (KITCHEN), Zone 6 (AUDITORIUM), Zone 7 (FIRST FLOOR/COMMS), and Zone 8 (MEETING ROOM). Key areas include the Auditorium (Zone 6), Kitchen (Zone 5), Meeting Room (Zone 8), and various backstage and office spaces. A Fire Indicator Panel (FIP) is located in the foyer area, and a Main Electrical Switchboard (MES) is also indicated. A 'YOU ARE HERE' marker points to the FIP. A legend defines the symbols: FIP (Fire Indicator Panel), MES (Main Electrical Switchboard), DB (Distribution Board), and MSSB (Mechanical Services Switchboard).

ZONES

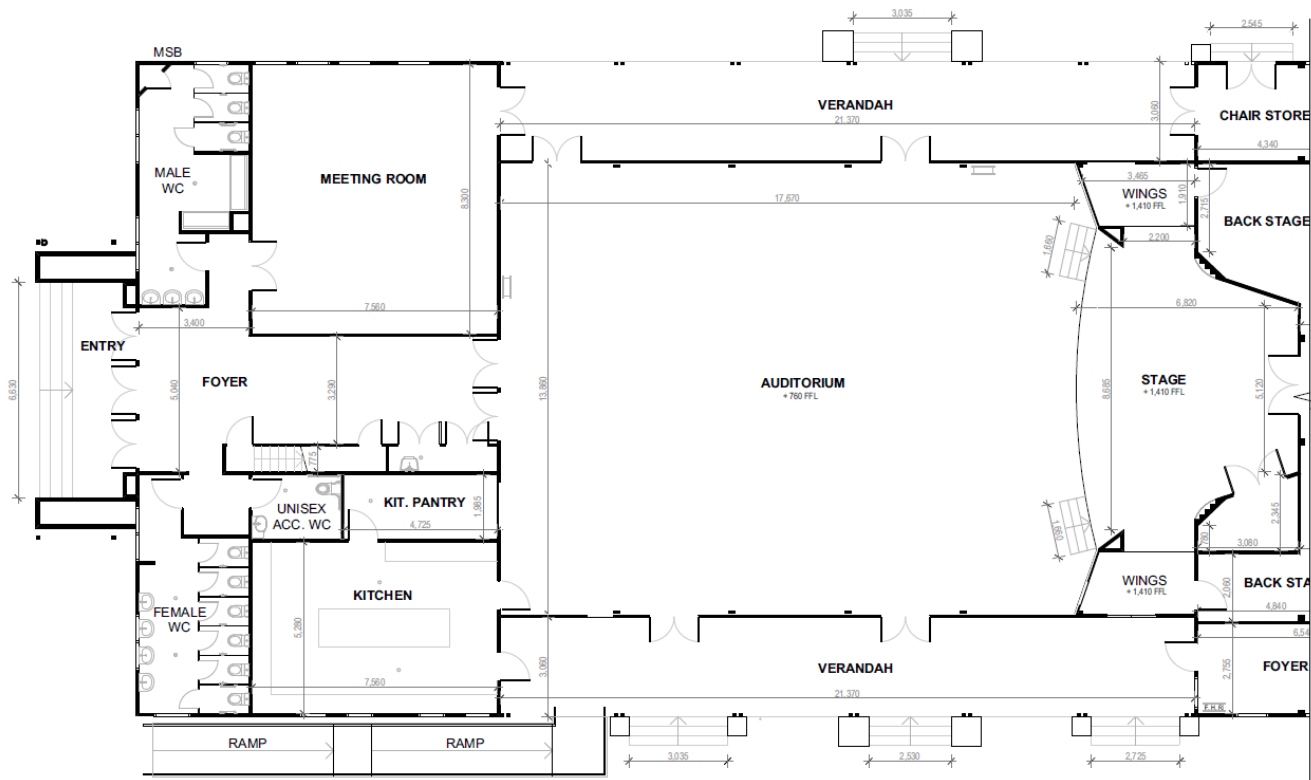
- ZONE 1**
MCP ON CIE
- ZONE 2**
BACK OFFICE/STORE
- ZONE 3**
BACK OF HOUSE
- ZONE 4**
GREEN ROOMS
- ZONE 5**
KITCHEN
- ZONE 6**
AUDITORIUM
- ZONE 7**
FIRST FLOOR/COMMS
- ZONE 8**
MEETING ROOM

LEGEND

- Fire Indicator Panel
- Main Electrical Switchboard
- Distribution Board
- Mechanical Services Switchboard

Call 000 to ensure
fire service response.

Appendix C: Floor and Seating Plan



1
GROUND FLOOR
1:100

PRELIMINARY - NOT FOR CONSTRUCTION



QTY PROJECTS - PUBLIC DOMAIN DESIGN
121 - 131 BARR ROAD SYDNEY POINT NSW 2244
TEL +61 2 482 18331 WWW.LAKEMAC.COM.AU

PROJECT
RATHMINES THEATRE
25 STILLING STREET
RATHMINES NSW 2283

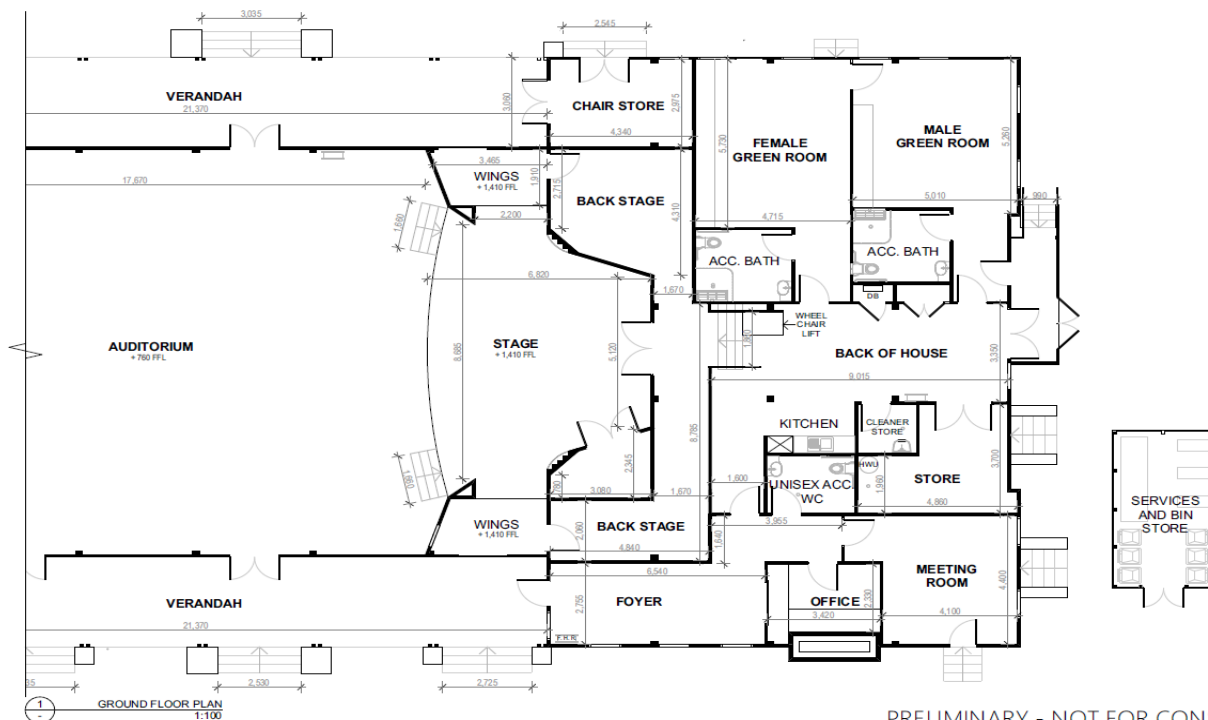


DRAWING TITLE
GROUND FLOOR PLAN
DATE 24/09/2020
SCALE 1:100 @ A3
DRAWN BY CK
CHECKED BY MS

DRAWING NO.
SK 01

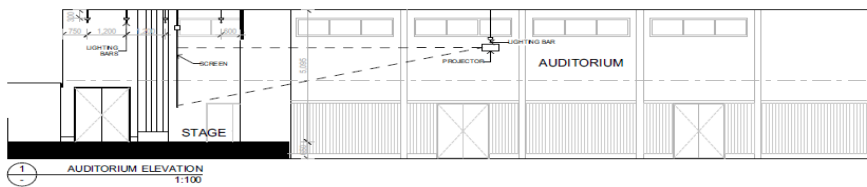
REVISION
01

Procedure - external Rathmines Theatre Operations Manual Procedure

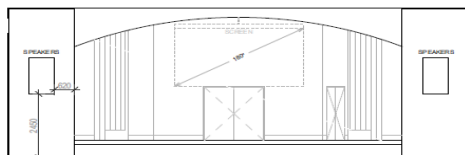


PRELIMINARY - NOT FOR CONSTRUCTION

	PROJECT RATHMINES THEATRE	DRAWING TITLE GROUND FLOOR PLAN	DRAWING NO. SK 02	REVISION 01
	CITY PROJECTS - PUBLIC DOMAIN DESIGN 121 - 121 MAIN ROAD SPEERS POINT NSW 2284 TEL: +61 2 4521 9235 WWW.LAKEMACQUARIE.CITY.AU	25 STILLING STREET RATHMINES NSW 2283	DATE: 24/09/2020 SCALE: 1:100 @ A3	DRAWN BY: CK CHECKED BY: MS



1 AUDITORIUM ELEVATION 1:100



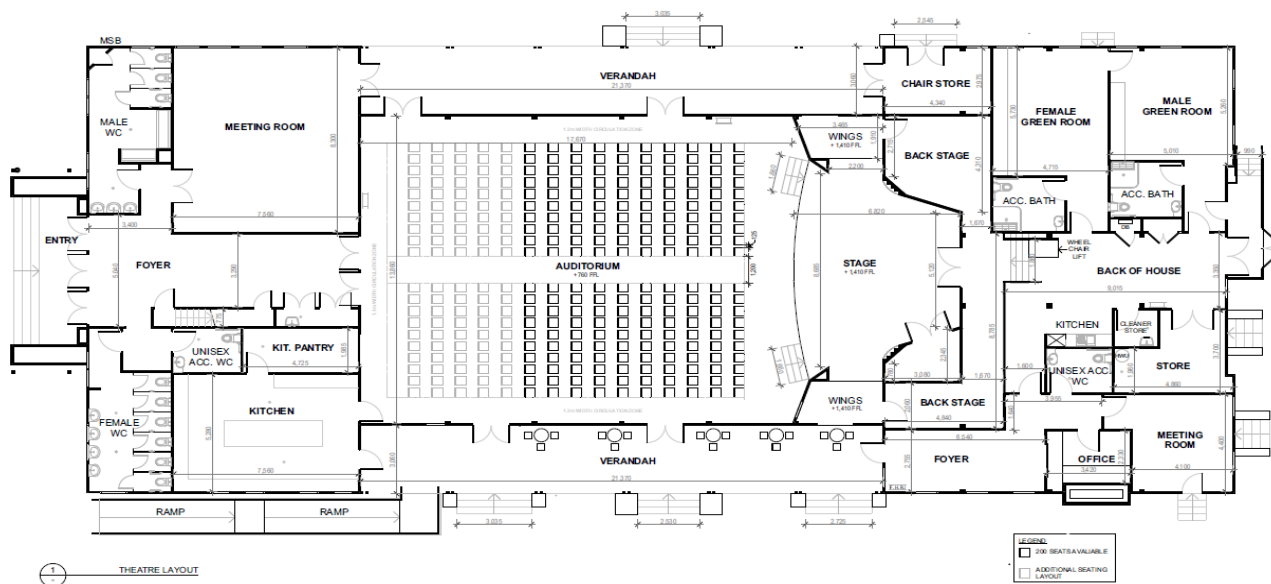
2 STAGE ELEVATION 1:100

PRELIMINARY - NOT FOR CONSTRUCTION

	PROJECT RATHMINES THEATRE	DRAWING TITLE STAGE AND AUDITORIUM ELEVATIONS	DRAWING NO. SK 03	REVISION 01
	CITY PROJECTS - PUBLIC DOMAIN DESIGN 121 - 121 MAIN ROAD SPEERS POINT NSW 2284 TEL: +61 2 4521 9235 WWW.LAKEMACQUARIE.CITY.AU	25 STILLING STREET RATHMINES NSW 2283	DATE: 24/09/2020 SCALE: 1:100 @ A3	DRAWN BY: CK CHECKED BY: MS

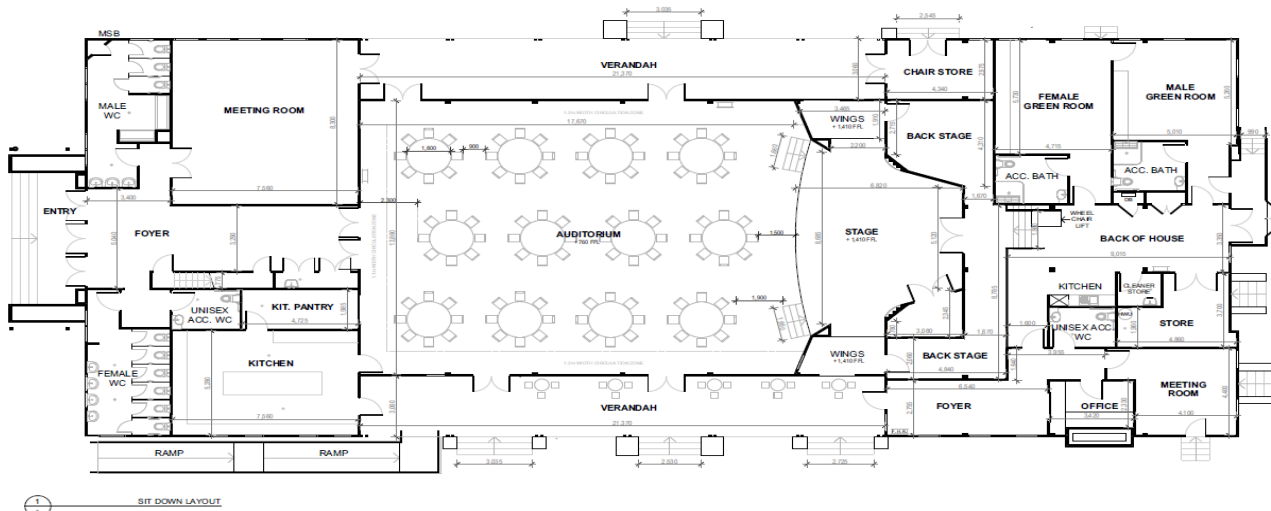
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Procedure - external Rathmines Theatre Operations Manual Procedure



PRELIMINARY - NOT FOR CONSTRUCTION

	PROJECT RATHMINES THEATRE	DRAWING TITLE FUNCTION - THEATRE LAYOUT	DRAWING NO. SK 05	REVISION 01
	CITY PROJECTS - PUBLIC DOMAIN DESIGN 121 - 131 MAIN ROAD SYDNEY POINT NSW 2204 TEL: +61 2 480 1838 WWW.AJCMAC.COM.AU	25 STILING STREET RATHMINES NSW 2283	DATE: 24/09/2020 SCALE: @ A3	DRAWN BY: CK CHECKED BY: MS



PRELIMINARY - NOT FOR CONSTRUCTION

	PROJECT RATHMINES THEATRE	DRAWING TITLE FUNCTION - SIT DOWN LAYOUT	DRAWING NO. SK 04	REVISION 01
	CITY PROJECTS - PUBLIC DOMAIN DESIGN 121 - 131 MAIN ROAD SYDNEY POINT NSW 2204 TEL: +61 2 480 1838 WWW.AJCMAC.COM.AU	25 STILING STREET RATHMINES NSW 2283	DATE: 24/09/2020 SCALE: 1:133.00 @ A3	DRAWN BY: CK CHECKED BY: MS

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Appendix D: Procedure for Using Chair Trolleys

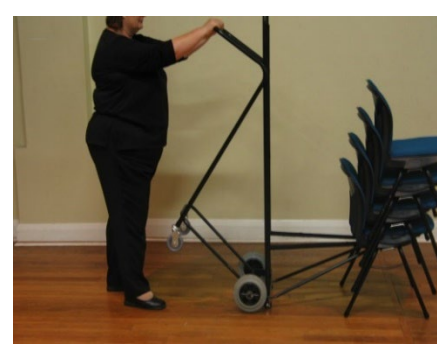
How to Use the Chair Trolleys

The theatre provides two chair trolleys, which are designed to make it quicker and safer for you to set up and pack away the chairs.

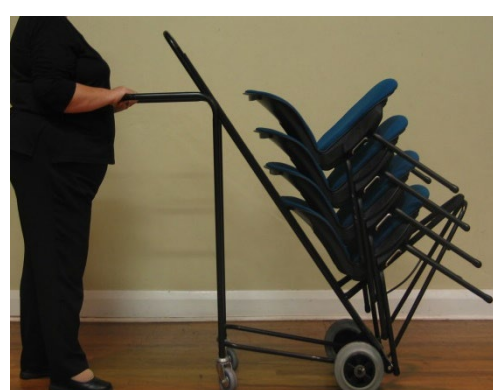
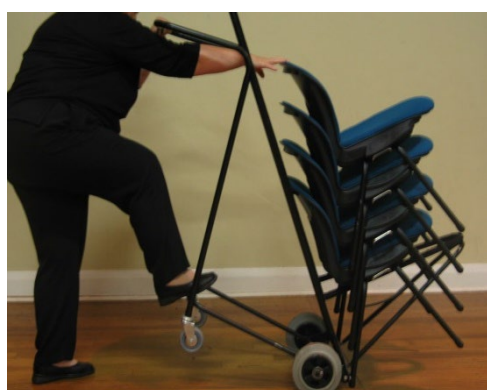
While there may seem like a few steps involved, once you have done it a few times, it will become very simple.

Please refer to the photos provided as a guide.

Loading the Chair Trolley



3. Put the chair trolley behind the stack of chairs you want to move (no more than 7 chairs at a time).
2. Stand behind the chair trolley (with the small wheels nearest to you). Place both hands on trolley handle.
1. Move the trolley forward, dipping the front end slightly, so that the base is now under the chairs (making sure that it is straight & square)



4. Place both hands on top of the chairs trolley
5. Secure the chair trolley in position, with both hands on the top, use your foot to tip the trolley up to lift the seats.
6. Do this until the small wheels on the trolley are now touching the ground (which means that the trolley has lifted the chairs). and push the trolley to where you want the chairs to go.

Procedure - external Rathmines Theatre Operations Manual Procedure

Unloading the Chair Trolley



1. Keeping both hands on the top of the trolley handle, place your foot on the bottom back bar and slowly tip the trolley forward.



2. Now, slowly pull the trolley back toward you. Be careful to do this slowly, because if the trolley moves too fast it can hit your leg.

Packing the Chairs Away

Chairs should be left in **stacks of 7** and placed against side walls of the auditorium facing the walls.

Chairs can also be placed back in the chair storeroom.

Special instructions will be advised prior to your hire, and if seats are able to be left out for another hirer in the same configuration.

Appendix E: Graphical User Interface Manual – AV Operation Touch Panel

Table of Contents

Graphical User Interface Operational Manual	1
A.Introduction	3
B.Graphical User Interface Overview	3
C.Graphical User Interface Operation.....	4
C.1. Graphical User Interface Page Hierarchy.....	4
C.2. Graphical User Interface Operation	5
C.2.1. Start Page	5
C.2.2. Basic Mode Pages.....	5
C.2.3. Event Mode Pages.....	7
C.2.4. Utility Pages.....	9

Procedure - external Rathmines Theatre Operations Manual Procedure

A. Introduction

This document outlines the operation of the graphical user interface (GUI) for the audio and video system installed within the Rathmines Theatre.

The document illustrates the layout of the graphical user interface (GUI) as well as describing the functionality of the control system.

Please note that this is a draft document, subject to change without notice.

B. Graphical User Interface Overview

The touch panel interface has been designed to provide intuitive control of the audio and video system for the Theatre. Two touch panels are installed, located on stage and in the control room.

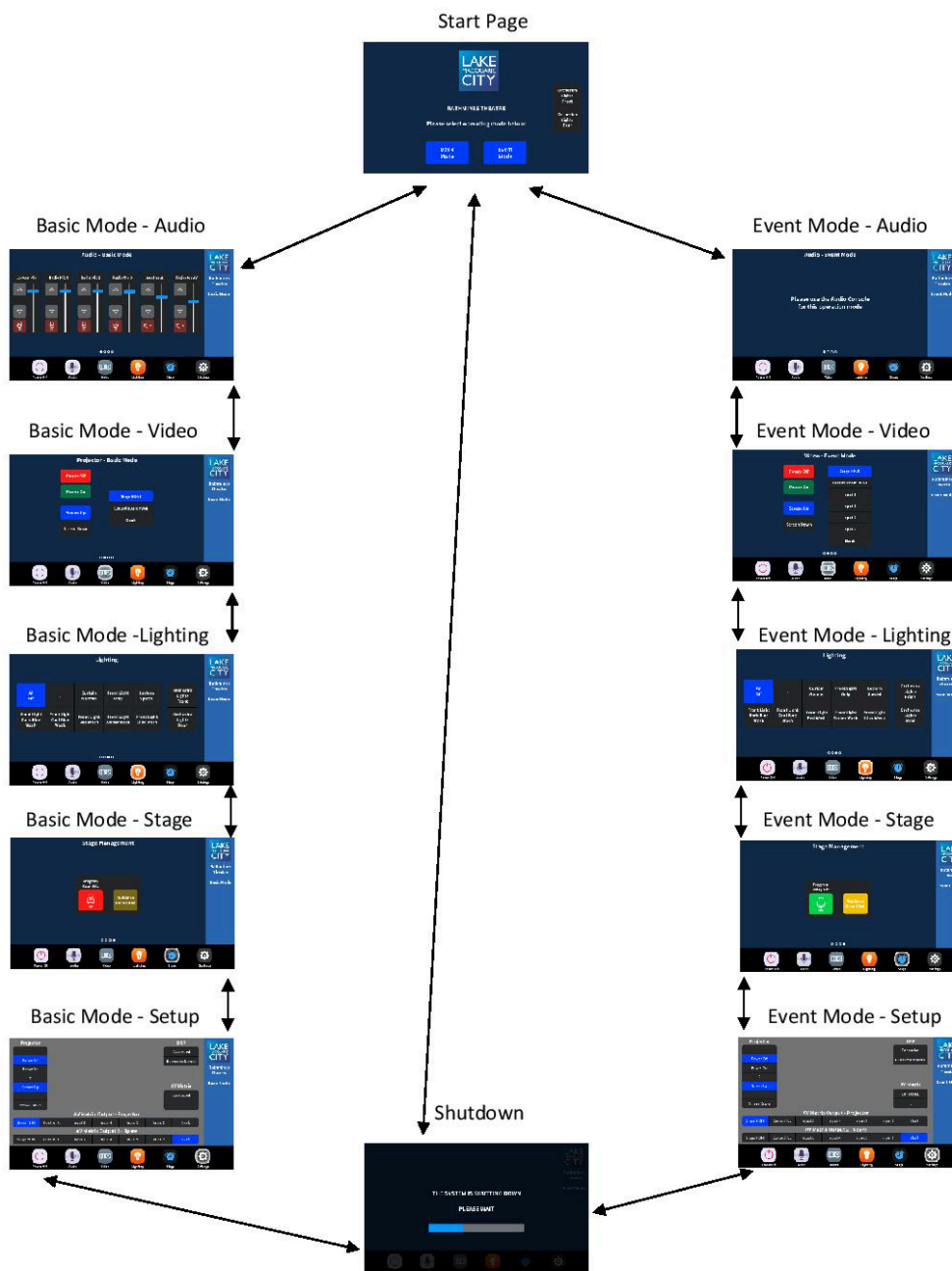
The touch panel interface incorporates the following sets of controls:

- System operating mode selection:
 - Basic Mode
 - Event Mode
- Volume and mute controls for the following audio sources:
 - Lectern Microphone
 - 3 x Radio Microphones
 - Stage Aux Input
 - AV (Projector) Audio
- Controls for the following devices:
 - Projector
 - Projector Screen
 - AV Matrix
 - DMX Lighting Presets
 - Audience Recall Bells and Program Relay Microphone
- Navigation between pages can be achieved in two ways:
 - Lower Menu – provides instant access to all pages
 - Swipe gesture – provides access to pages by swiping left or right on the touch panel

Procedure - external Rathmines Theatre Operations Manual Procedure

C. Graphical User Interface Operation

C.1. Graphical User Interface Page Hierarchy



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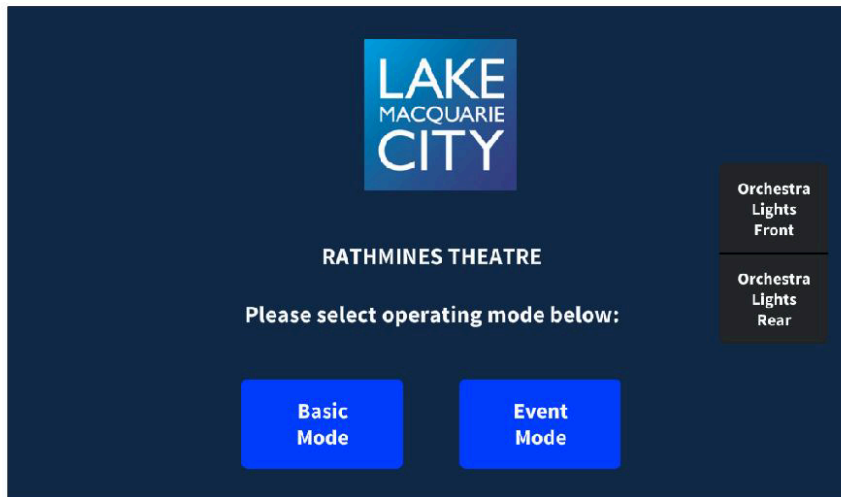
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C.2. Graphical User Interface Operation

C.2.1. Start Page

This is the first page to be displayed when the system is in the off state.



Two options are provided for an operating mode. The user will select either **BASIC** or **EVENT** mode based on the rooms intended use. Orchestra stage lighting control is available to the right.

C.2.2. Basic Mode Pages

Basic mode provides easy access to the most common functions of the Theatre AV system. The default page, **AUDIO** provides volume and mute controls for common audio devices.



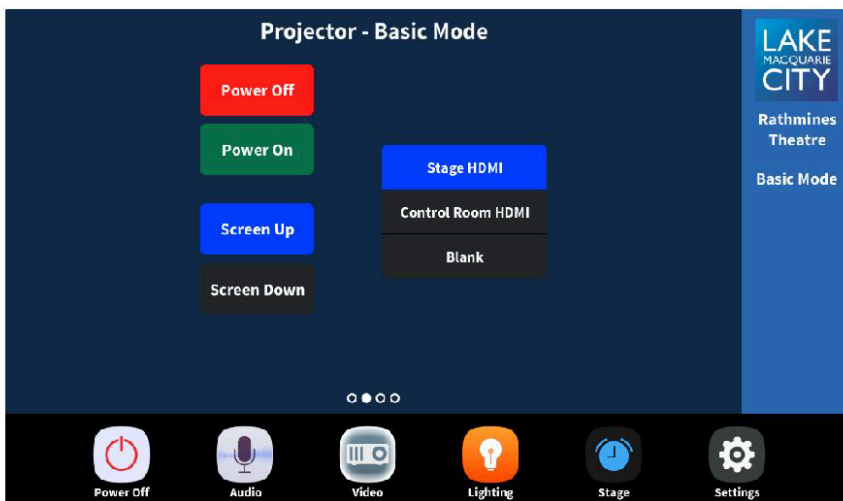
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Page 5 of 10

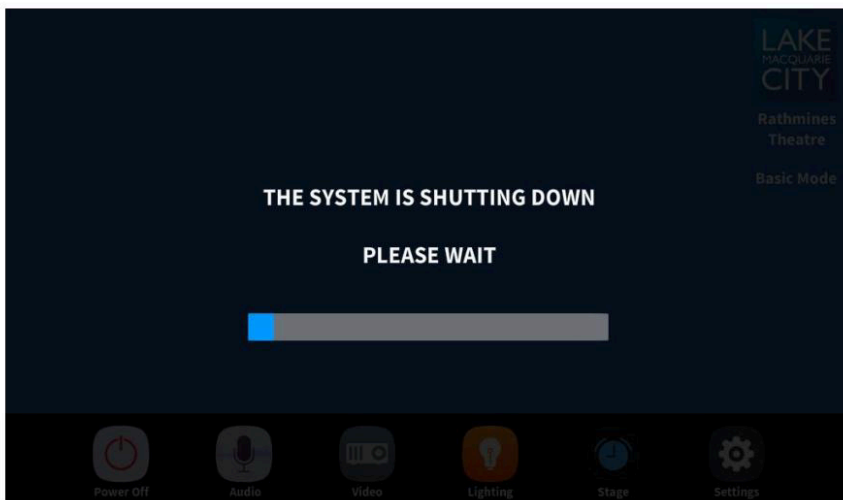
Procedure - external Rathmines Theatre Operations Manual Procedure

VIDEO provides Power and Source Selection for the projector and screen.



POWER OFF the system is shutdown from this button on the bottom left. **Press and hold for more than 2 seconds to shutdown the system.** Release the button when the shutdown progress screen appears as shown below.

When Shutdown, the projector will be powered off and screen raised. All audio will be muted. Theatrical lighting will be powered down.



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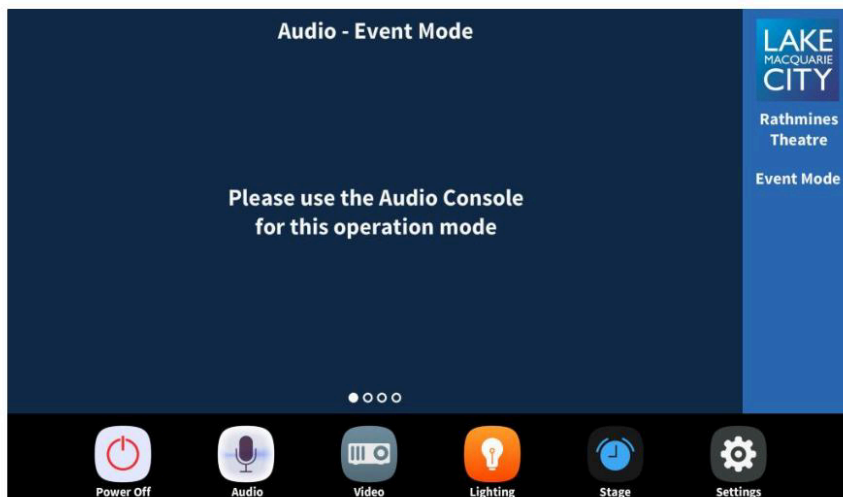
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Page 6 of 10

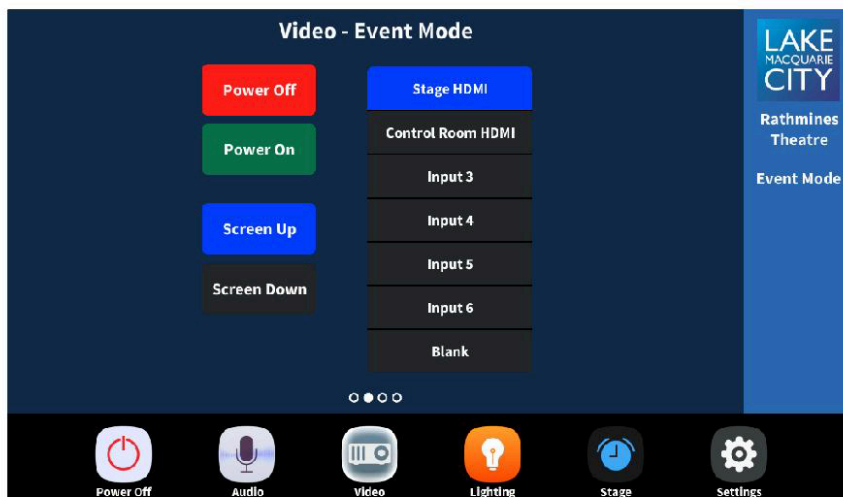
Procedure - external Rathmines Theatre Operations Manual Procedure

C.2.3. Event Mode Pages

Event mode provides access to the more advanced functions of the Theatre AV system.
The default page, **AUDIO** contains no controls as the system is controlled via the Yamaha audio Console



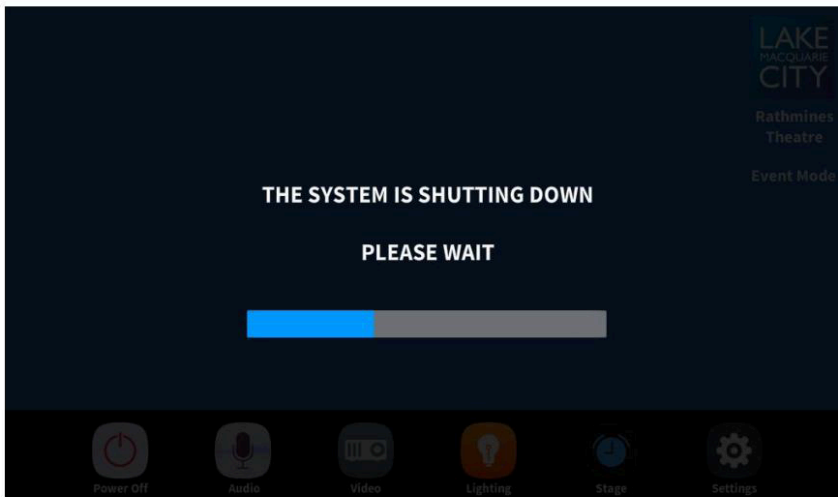
VIDEO provides Power and Source Selection for the projector and screen.



Procedure - external Rathmines Theatre Operations Manual Procedure

POWER OFF - The system is shutdown from this button on the bottom left. **Press and hold for more than 2 seconds to shutdown the system.** Release the button when the shutdown progress screen appears as shown below.

When Shutdown, the projector will be powered off and screen raised. All audio will be muted. Theatrical lighting will be powered down.



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Page 8 of 10

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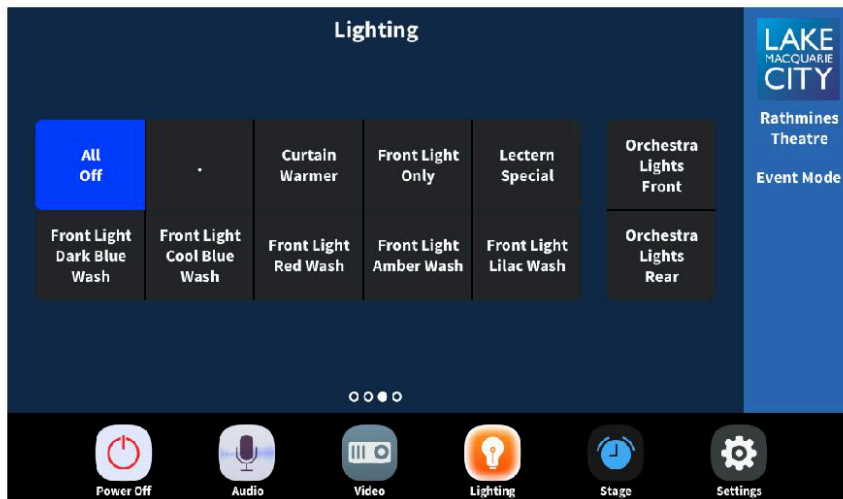
C.2.4. Utility Pages

Utility pages can be accessed in both Basic and Event Modes.

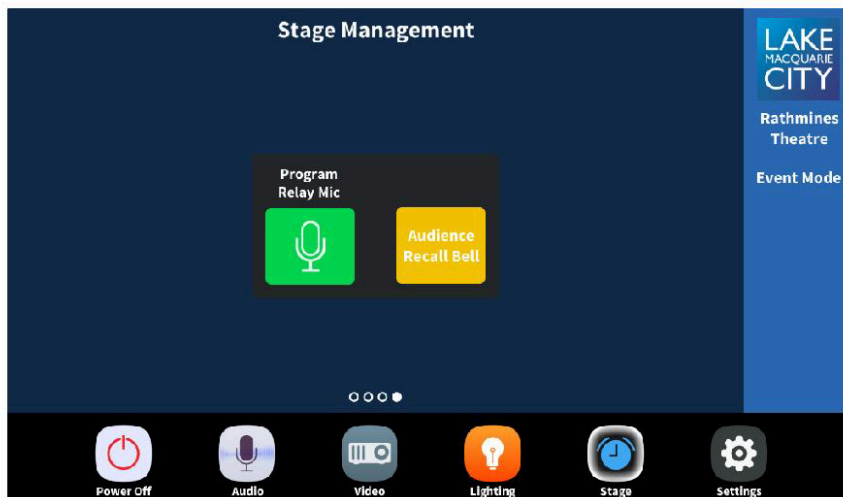
LIGHTING provides access to basic DMX lighting presets.

In order to use the lighting console in the Control Room, please select the 'All Off' preset prior to connecting and using the console.

Orchestra stage lighting control is available to the right.



STAGE controls for Stage Management can be operated from this page. The Program Relay Microphone can be operated along with the Audience Recall Bells. These will be heard in the Foyer and Back of House areas.



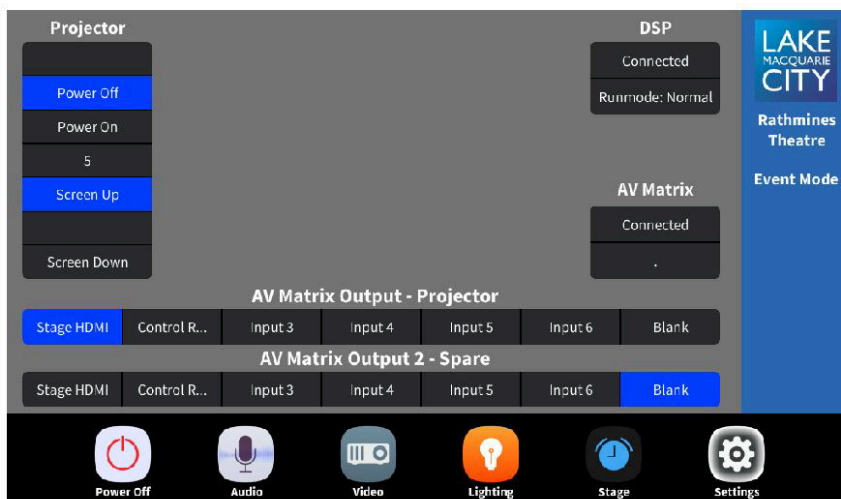
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Page 9 of 10

Procedure - external Rathmines Theatre Operations Manual Procedure

SETUP advanced device controls and system status information are on this page.
 This page is accessed within Basic Mode by pressing and holding the Settings button for 2 seconds or more.
 In Event Mode pressing the button will provide direct access.



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Appendix F: Rathmines Theatre Technical Fit Out Operational and Maintenance Manual



Operational and Maintenance Manual

for

Rathmines Theatre
Lake Macquarie City Council

Prepared by

The P.A. People Pty Limited

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Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



TABLE OF CONTENTS

A. INTRODUCTION.....	3
B. DESCRIPTION OF SYSTEM	4
B.1 GENERAL	4
B.2 LIGHTING SYSTEM	4
B.3 MULTIMEDIA SYSTEM.....	4
B.4 AUDIO SYSTEM.....	5
B.5 CONTROL SYSTEM	6
B.6 TALKBACK EQUIPMENT	6
B.7 INFRASTRUCTURE	7
B.8 CONFERENCE ROOM (MUSEUM).....	7
B.9 STAGE MANAGEMENT	7
B.10 BOILER ROOM.....	8
B.11 STAGE CURTAINS	8
B.11.1 VALANCE.....	8
B.11.2 MAIN CURTAIN	8
B.11.3 LEGS.....	8
B.11.4 MID STAGE BORDER	9
B.11.5 UPSTAGE CURTAINS.....	9
C. OTHER MATTERS	10
C.1 WARRANTY	10
C.2 WORK BY OTHERS.....	10
D. SERVICE AND MAINTENANCE.....	11
D.1 CARE AND MAINTENANCE OF THE SYSTEM	11
D.2 CARE AND MAINTENANCE OF TOUCH PANEL	11
D.3 SERVICE.....	11
D.3.1 CONTACT NUMBERS	12
E. APPENDICES.....	13
E.1 AS INSTALLED DOCUMENTS	13
E.1.1 BLOCK DIAGRAM	13
E.1.2 LAYOUTS	13
E.1.3 CABLE SCHEDULE.....	13
E.1.4 RACK LAYOUT	13
E.1.5 EQUIPMENT SCHEDULE	13
E.1.6 GRAPHICAL USER INTERFACE OPERATIONAL MANUAL	13
E.2 OPERATION MANUALS.....	14
E.2.1 EQUIPMENT.....	14
E.3 SOFTWARE	15

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Page 2 of 15

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Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



A. Introduction

The P.A. People are pleased to present this Audio-Visual System for the Rathmines Theatre. We have provided comprehensive systems that have been designed within the specification.

The P.A. People are specialist contractors in the areas of Sound Reinforcement, Performance Lighting, Audio Visual Systems and Communications. Over the past 40 years our Company has developed a reputation as one of the leaders in these fields in the entertainment industry.

Products are offered from reputable manufacturers in Australia, United Kingdom, USA, and Japan. Emphasis has been placed on the selection of quality cost effective products with long warranty periods to ensure a long trouble-free life.

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Page 3 of 15

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Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



B. Description of System

B.1 General

The system is based on the specification and the requirements as outlined in the specification.

B.2 Lighting System

The lighting system has been supplied and installed as per the specification. There are 5 lighting bars all have DMX cabling which feeds back to the DMX splitter and patch bay in the Front of House Control Room.

An LSC dimmer/power distribution has been installed to provide switched power for the LED fixtures and dimmed power for any future incandescent lights.

A simple DMX interface has been installed to control Basic Static lighting presets when used in Basic mode, the Zer88 will override this function when it is used.

Lighting Presets have been setup with consultation from the Councils Theatre Operator.

The P A People have installed the following equipment as listed below including lighting control, lighting fixtures, lighting bars, rigging and patch cabling.

Key Items

- 1x Zero88 FLXS24 lighting console
- 1x LSC GenVI Wall mount Dimmer/Power distribution unit
- 1x Redback RBP36 Patch panel
- 1x LSC MDRX DMX splitter and DMX Patch panel
- 1x Merge Unit and DMX store for simple recall of scenes from touchpanel
- 2x 9.6m JXLite lighting bars
- 2x 5.6m JXLite lighting bars
- 12x Showpro R3 LED moving wash lights (RGBWW)
- 4x Showpro Pharos LED 15-30 profile spots (WW)
- 4x 100w LED Floods for Orchestra wash

B.3 Multimedia System

The Multimedia system enables the projection of HDMI sources from 2 locations onto a 180" motorised screen installed over the stage.

HDMI inputs are provided at the Front of House Control rack and the Down Stage Prompt Side position. Vision and Audio from these locations is fed through a switcher and then sent to the projector and sound system for control by the Touch Screen.

The P A People have installed the following equipment as listed below including AV switcher, vision transport via HDBT for longer distances and a projection screen.

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Page 4 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



Key Items

- 1x 180" Screen Technics Viewmaster Screen ceiling mounted above the stage
- 1x Kramer VS-62HA switcher
- 3x Kramer TP580T HDBT receivers
- 3x Kramer TP580R HDBT transmitters
- 1x Epson EB 1495 projector, lens and bracket
- Patch cabling

B.4 Audio System

The P A People has installed equipment as listed below including audio control, active speakers, microphones and mic stands.

The system has two (2) formats, Basic Mode and Event Mode.

In Basic Mode you have access through the Touch Panels to control up to 3 x radio Mics, a dedicated Lectern Mic, a Line Level input (iPad, iPod, Smartphone), audio from the projection system and Basic Lighting Presets. This mode would not require a Technician to be on site. Refer to the GUI manual for page layouts from the Touch Screens.

In Event Mode the Yamaha TF5 mixer would be used, inputs from any of the stage input plates can be patched into the TIO stage boxes and sent through to the console, this includes the 4 x radio mics, Lectern Mic and audio from the projection system.

2 powered QSC K10.2 speakers have been provided for foldback use, these can be connected through any of the stage output plates and have audio routed through from the Yamaha console.

Key Items

- 2x QSC KW122 speakers and rigging kits. The Left and Right speakers mounted behind the proscenium in the current speaker locations above the stage.
- 2x QSC KS112 12" subwoofers. To be mounted behind the proscenium in the current speaker locations.
- 2x QSC K10.2 powered wedges and 2 speaker stands
- 1x Yamaha TF5 40ch mixing console complete with NY-64D expansion card
- 2x Yamaha TIO1608-D stage boxes to be mounted in the OP stage rack
- 1x Yamaha MTX-D DSP
- 4x Sennheiser EW100-865 HH radio Microphone kits
- 2x Sennheiser EW100-ME2 lapel radio microphone transmitters to be used with above
- 1x Sennheiser Antenna distributor and remote antennas to be mounted in and in front of the Control Room
- 1x Shure MX418C Lectern Microphone
- 2x Shure SM58 Microphones
- 2x Shure SM57 microphones
- 4x K&M Mic stands and 6x microphone cables
- 1x JBL LSR305MKII 5" powered studio monitor

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Page 5 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



B.5 Control System

The Crestron Control System provides the user control over a range of devices depending on the Mode selected.

Basic Mode would be used for simple functions where one operator can control audio, lighting and projection all from the Touch Screen.

Event Mode would be used for larger functions where 2-3 operators control a function using the Yamaha TF5 audio console and the Zer88 lighting console.

A full layout of control pages is setout in the GUI (Graphic User Interface) manual.

Installed equipment as listed below including touch panels, central processor, licenses.

Key Items

- 2x Crestron TS760-B-S 7" touch panels, located one in the control room and one DSOP
- 1x Crestron CP3 central processor
- 1x Crestron remote license to allow for connection of an iPad to control the system
- 2x Ruckus ICX7150-24P4x1G network switches for both the control and audio systems.

B.6 Talkback Equipment

The Talkback system allows communication to a number of positions throughout the Theatre during a performance.

Outlets have been installed in the following positions

- Front of House Control
- Back Stage Dressing Rooms
- DSOP
- DSP
- USOP

Installed equipment as listed below including master, beltpacks and headsets.

Key Items

- 1x Jands E401 talkback master
- 4x Jands E101 beltpacks
- 5x Jands EHS1 headsets
- 5x patch cables

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



B.7 Infrastructure

Installed cable infrastructure, outlets and patchbays as listed below including audio, video, lighting, control and talkback infrastructure.

Connector plates on stage are engraved metal plates in boxes (Jands SB). Plates around theatre are Clipsal 2000 series. We use Neutrik professional connectors as standard. Patch panels include laser engraved labels to identify infrastructure cabling.

Key Items

- Speaker signal cabling speakers to DSOP equipment rack – (Power required by electrician)
- Audio cabling – Microphone cabling from around stage to DSOP equipment rack
- Audio cabling – Foldback cabling from around stage to DSOP equipment rack
- Talkback cabling – from around stage, dressing rooms and control room to DSOP equipment rack
- Video transport cabling stage to control room, control room to projector
- DMX cabling – from control room to five lighting bars and a stage floor position
- Stage Management cable – from the control processor to all controlled equipment

B.8 Conference Room (Museum)

Installed equipment as listed below including LCD display, wall mount and HDMI input.

Key Items

- 1x Samsung QB65R LCD display
- 1x Wall mount bracket to suit above
- 1x HDMI input cable

B.9 Stage Management

The Stage Management system enables the venue operator to send audio from a microphone in the Theatre to Back of House areas to enable performers to hear the show. Paging announcements can be made to key areas as well as the ability to play a Theatre Bell to call the Audience into the Theatre to start a performance.

Installed equipment as listed below including paging speakers and control and foyer bells playback.

Key Items

- 1x Bosch Plena 1925/10 6 zone paging controller
- 2x Bosch Plena 1P120 amplifiers
- 1x Bosch Plena paging microphone mounted in the Control Room
- 1x Altronic Message Player for the recall of bells to the foyer and box office
- 3 x AM QFC6CS ceiling speakers in the Entrance Foyer and Toilets
- 7 x Toa BS678 Wall Speakers in Back Stage Areas
- 2 x Bose DS 16 speakers on the outdoor Verandah

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Page 7 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



Paging Zones

1. Dressing Rooms
2. Backstage
3. Front Foyer and Box Office Foyer
4. Box Office Balcony (veranda)

B.10 Boiler Room

Installed equipment as listed below including speakers and a mixer amplifier to provide a small audio system suitable to light BGM and a speech microphone.

Key Items

- 1x AM HS20 120w Mixer Amplifier including Bluetooth connectivity
- 2x Bose DS40SE speakers wall mounted
- 1x input plate for microphone and music player

B.11 Stage Curtains

A full set of stage curtains and tracks for the Rathmines Theatre have been installed as per the specification.

A midstage border has been installed to clean up the view of the stage hardware hanging above the stage including the screen and lighting bars.

This installation includes for the following curtains (from downstage to upstage):

B.11.1 Valance

One Verdi Velvet drape 480gsm: NDFR and pipe to attach border to the ceiling just upstage of the hard proscenium. (@10m Width x 1m Drop x 50% fullness).

B.11.2 Main Curtain

A pair of Verdi Velvet drape 480gsm: NDFR and cord drawn centre opening track and fittings to attach border to the ceiling just upstage of the Valance. (Each @5m Width x 5m Drop x 50% fullness)

B.11.3 Legs

A pair of Woolrape Serge Black School 571gsm; IFR Legs and pipes to hang legs around midstage (Each @2m Width x 5m Drop x 50% fullness)

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Page 8 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



B.11.4 Mid Stage Border

One Woolrape Serge Black School 571gsm; IFR Border and pipe to attach border to the ceiling just downstage of the video screen. (@11m Width x 1m Drop x 50% fullness)

B.11.5 Upstage Curtains

A set of Woolrape Serge Black School 571gsm; IFR curtains and hand drawn split opening to suit doorways at the rear and prompt side of stage including track and fittings to attach curtains to the ceiling against the rear wall of the stage. (Each @12-14m Width x 5m Drop x 50% fullness)

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Page 9 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



C. Other Matters

C.1 Warranty

Warranty on the nominated equipment is covered by the manufacture warranty of twelve (12) months.

Workmanship on the system is warranted by the P.A. People for a period of twelve (12) months from handover of the system.

All warranty claims should be directed to the P.A. People:

The P.A. People Pty Ltd

9-11 Leeds Street

RHODES NSW 2138

Ph: (02) 8755 8700

Fx: (02) 8755 8599

C.2 Work by Others

All electrical supplies, outlets, distribution and cable paths were by others.

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Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



D. Service and Maintenance

D.1 Care and Maintenance of the System

The following guidelines should be followed to keep the components of the system in “as new” condition.

Avoid storing or operating any unit in areas of high temperature, direct sunlight or high humidity. Exposure to dirt, dust, cigarette smoke, cooking grease or other corrosive substances may have a harmful effect on the various units of the system.

Clean all components of the system using a damp cloth and mild detergent if necessary. Do **NOT** use solvents (eg: methylated spirits), or commercial cleaners containing abrasives or silicon.

Do not attempt to work on any part of this system unless you have been instructed on how to undertake this work safely from an appropriate authority.

If any fuses blow, they must be replaced with one of the identical size and rating.

Do not work on any live pieces of equipment. Disconnect power from an individual piece of equipment before attempting to change a fuse or swap out the item of equipment for an identical spare from those held on site.

Be careful to note where cabling is plugged in prior to removing it. Failure to plug equipment in correctly will at best cause the system to malfunction and may cause further damage to the system.

D.2 Care and Maintenance of Touch Panel

You should clean the touch screen overlay after each day’s use. Always use clean cotton cloths, and a spray bottle of cleaning solution consisting of 50% isopropyl alcohol and 50% water.

D.3 Service

The P.A. People offer service agreements to selected clients allowing access to 24 hours on call technicians.

These arrangements include a basic periodic preventative maintenance component, and a schedule of rates for after hours callouts. Response time is typically 3 hours.

Business hours response time is typically less than 48 hours. More immediate response times are available by negotiation.

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Page 11 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



D.3.1 Contact Numbers

To arrange for a service visit, please contact The P.A. People during normal business hours.

Access to emergency after hour's service requires a prior agreement to be setup, please contact The P.A. People during normal business hours to arrange.

The P.A. People Pty Ltd

9-11 Leeds Street
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Page 12 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



E. Appendices

E.1 As Installed Documents

E.1.1 Block Diagram

- A1.9008 Rathmines Community Hall Lake Macquarie City Council Infrastructure Block Diagram
- A1.9009 Rathmines Community Hall Lake Macquarie City Council Lighting System Block Diagram
- A1.9010 Rathmines Community Hall Lake Macquarie City Council AV and PA System Block Diagram
- A1.9012 Rathmines Community Hall Lake Macquarie City Council Paging System Block Diagram

E.1.2 Layouts

- A1.9005 Rathmines Community Hall Lake Macquarie City Council Equipment Layout Ground Floor
- A1.9006 Rathmines Community Hall Lake Macquarie City Council Equipment Layout Section
- A1.9007 Rathmines Community Hall Lake Macquarie City Council Equipment Layout Ground Floor Reflected Ceiling Plan

E.1.3 Cable Schedule

- Cable Schedule_Rathmines Theatre_20200506.xlsx

E.1.4 Rack Layout

- Rack Layout_Rathmines Theatre_20200428.xlsx

E.1.5 Equipment Schedule

- Equipment Schedule_Rathmines Theatre_2020.xlsx

E.1.6 Graphical User Interface Operational Manual

- Rathmines Theatre – User Interface Manual_v1_0.pdf

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Page 13 of 15

Procedure - external Rathmines Theatre Operations Manual Procedure

Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



E.2 Operation Manuals

E.2.1 Equipment

- Australian Monitor HS120 Mixer Amplifier
- Australian Monitor QFC6CS Ceiling Speaker
- Bosch LBB1925/10 6 Zone Paging System
- Bosch LBB1646/10 Desktop Microphone
- Bosch PLE-1P120 Power Amplifier
- Bose DS16SEW Surface Mount Speakers
- Crestron CP3 Control System
- Crestron TSW-760-B-B 7" Touch Screen
- ELM DMXMerger2x1 DMX Merger
- Jands E101 Ezicom Beltpack Comms System
- Jands E401 Ezicom Master Station Comms System
- Jands EHS1 Ezicom Headset Comms System
- Jands JLXL16M4 JLX Lite 1.6m Lighting Bar
- Jands JLXL24M64 JLX Lite 2.4m Lighting Bar
- JBL LSR305MKII 5" powered studio monitor speaker
- K&M 210/6B Microphone Stand
- K&M 21435B Speaker Stand
- Kramer TP-580R Receiver
- Kramer TP-580T Transmitter
- Kramer VS-62HA Matrix Switcher
- LSC GVW12/10A Dimmer/TRUpower Wall Mounted rack
- LSC MDRJ Splitter
- LSC RBP/36 Redback Patch
- Nicolaudie Architectural Slesa U9 DMX Interface

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Page 14 of 15

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Operational and Maintenance Manual
Audio Visual System for Rathmines Theatre



- QSC K10.2 10" Portable Powered Speaker
- QSC KS112 Subwoofer
- QSC KW122 12" Powered Speaker
- Rode NTG-1 Microphone
- Ruckus ICX7150-24P4X1G Brocade Switch
- Samsung QM65H 64.5" LCD Display
- Sennheiser EW 100 G4-ME2/835-S-AS Wireless Lavalier/vocal combo set
- Show Tech LEDMOV430 R3 Wash Lights
- Show Tech LEDNIT130 LED Pharos Profile
- Shure MX418/C Gooseneck Microphone
- Shure SM57 Instrument Microphone
- Shure SM58 Vocal Microphone
- Socomec NPR-2200-R
- TOA BS678 Wall Speaker
- WES LED2455-10050BK Floodlight
- Yamaha MTX5-D Matrix Processor
- Yamaha NY64-D Expansion Card
- Yamaha TF5 Mixer
- Yamaha TIO1608-D Network Interface
- Zero88 FLXS24 Lighting Control Console

E.3 Software

Manual and As Installed Documentation

Sales Hire Service | Installed Systems | Event Communications

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Page 15 of 15

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Procedure - external Rathmines Theatre Operations Manual Procedure

Controlled Document Information

Authorisation Details

Folder No:	F2004/10956	TRIM Record No:	D11864378
Audience:	External - Staff and hirers of Rathmines Theatre		
Department:	Arts, Culture & Tourism	Officer:	Performing Arts Lead - Christina Hatzis
Key focus area(s):	Operational procedures for Rathmines Theatre		
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	17 February 2029
Authorisation:	Manager Arts, Culture and Tourism - Jacqui Hemsley - 17 February 2025		
Authorisation – Executive Team adoption date:	17 February 2025		

Related Document Information, Standards & References

Related Legislation:	(Legislation Name) Protection of the Environment Operations (Noise Control) Regulation 2008 Protection of the Environment Operations (Waste) Regulation 2005 Security Industry Regulation 1998	(Relationship/Context) Noise must be kept to an acceptable level Removal of waste must be disposed of legally Security respond to all activations of the alarm systems.
Related Policies:	(Policy Name) LMCC Fees & Charges Theatres Site Induction Checklist Theatres Hire Agreement Venue Hire Application	(Relationship/Context) Charges are listed within the LMCC Fees & Charges All hirers are required to complete and application form, sign a venue hire agreement and complete a site-specific induction
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name) D1027336 Rathmines Theatre Risk Assessment D09821570 Rathmines Theatre Emergency Response Plan D11752325 Rathmines Heritage Centre and Theatre Volunteer Induction and Procedures D08903757 Rathmines Theatre Induction Procedure	(Relationship/Context) Requirements for risk management associated with standard theatre operations
Standards, COP's & Other References	(Standard, COP or Other References) AS/NZS 3745,2010 Planning for emergencies in facilities.	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
LMCC	Lake Macquarie City Council
Theatre	Rathmines Theatre

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Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Events and Festivals Officers Lifelong Learning and Audience Engagement Coordinator
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Version History

Version No	Date Changed	Modified By	Details and Comments
1	9/10/2020	Melanie Stanton	New document
2	21/01/2025	Christina Hatzis	Added Fire Zone Block