Council Procedure

Warners Bay Theatre Operating Manual

Version 13 – 2 January 2025

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Introduction

Purpose

This manual contains the operational procedures for Warners Bay Theatre, baramayiba. The purpose of the manual is to provide a basic operational handbook for the users of the theatre.

Scope

This procedure covers basic instructions on general venue operations. This includes access, security system, venue facilities and resources, plus lighting, sound and AV equipment. This procedure is for the information of all venue users, including both internal and external hirers, and should be referenced in conjunction with the venue induction provided.

Procedures

Venue Access and Utilities

Entering and access to the theatre

A 4-digit 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.

The security panel to gain access to the centre is on the middle of the front doors. The operation to **open the doors** is as such:

1. Enter the security number provided
2. Press **#** button
3. The automatic doors will open

Once inside the foyer you have 30 seconds to turn the security system OFF. The alarm panel is located to the left of the entry door, around the corner from the fire panel.

To turn the alarm system off:

1. Enter the security number provided, Press **'OK'**

2. Press **OFF** button

Front door switch

Once you have turned the security system off, you are able to use the automated door switch. To operate the door switch, first obtain the green key which can be found in the kitchen to the immediate right (behind the door) when entering the kitchen.

Green tag = Front door key

Once you have the key. You can now use it to set the automated front doors to your desired setting at the dial (see below) which can be found to the left of the front door.

Open: Door will stay open

Auto: Door will open when activated by sensor on inside or outside

Exit: Door will be locked from outside, but will open when activated by sensor from inside

Lock: Door will not open from inside or outside. To exit use green emergency exit button.

Ensure key is in lock position when exiting and arming the building.

NOTE: The selected mode is indicated by the arrow on the key switch, NOT the black dot.

Once the door is set to the required mode, please return the key to the kitchen so that it is not accessible for the public to remove.

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Accessible door – auditorium access
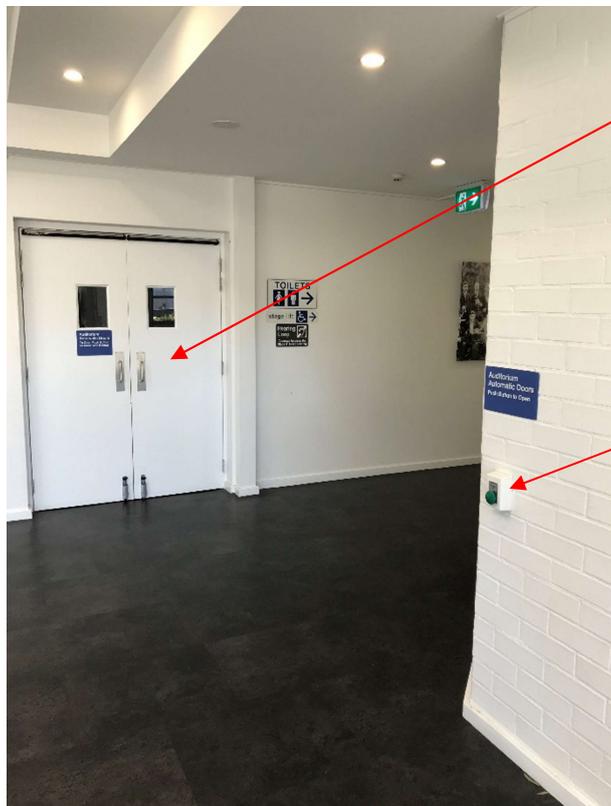
The main entrance to the theatre is a motorised door to allow disabled access.

To open the door from the foyer, press the green button on the external wall of the kitchen

There is also a button to the left of the servery doors inside the kitchen.

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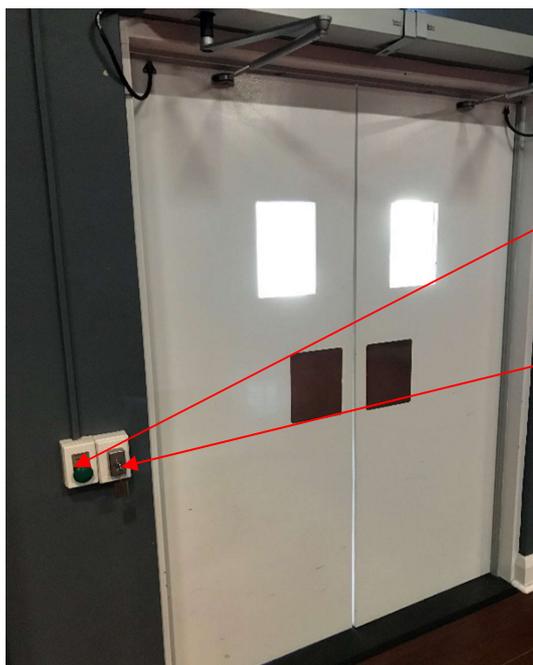
Inside the auditorium there is also a green button to press to open the doors from inside.

Next to this is a MODE switch.

The arrow indicates which mode the door is in, NOT the black dot

Auto: The door will open when any of the buttons (foyer, kitchen, auditorium) are pressed, and automatically close shortly after

Open: The doors will remain open

Lock: The doors will open if the green button inside is pushed to allow exit, and close automatically.

The buttons in the foyer and kitchen will not open the door in this mode.

The doors can be open manually by the handle in the foyer or pushing from the inside.

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Light switches

The light switch for the outdoor porch lights is located under the fire panel at the front doors.

The light switch for the corner of the foyer is located under the air conditioning unit.

Corridor light switches

On the left-hand side of the corridor (past the kitchen) near the fire extinguisher, are light switches for the foyer, corridor, toilets, and back of house. Turn all these switches on.

Note the back of house fluro lights are on a **two-way switch** connected to a switch on stage (labelled accordingly).

The toilet lights are on a sensor, so if dark when entering, they will activate as you step through the door.

Stage Right light switches

Through the stage doors, up the stairs on the other side of the stage (opposite prompt corner) are the auditorium lights.

These are located near the stage curtains on the side stage wall closest to the dressing rooms.

When required, individual light switches can be found in the meeting room, piano store, dressing rooms, storerooms, Green Room/Sound Studio, Orchestra Pit and Kitchen.

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Air conditioner instructions

Control switches for the foyer, hall, and stage area are on the wall on the left-hand side of the foyer near the fire panel. Switches for individual rooms (i.e. change rooms, meeting room, green room etc.) are located within the rooms.

- To turn on, press the required switch and hold for 3 seconds. Once operating a green light is displayed.
- The system is pre-set to run for 2 hours and will automatically turn off.
- If you need to turn system off before the 2 hours are up, press and hold for 2 seconds.

HALL = Auditorium

LOBBY = Foyer, please use Mitsubishi remote control in Kitchen Beige box to operate the 3 foyer wall units.

STAGE = Stage Area

All air-conditioners in the theatre are set at 24 degrees and the temperature cannot be adjusted. Please be mindful that the auditorium and stage are large areas, and the air conditioning units may take some time to heat or cool the outside air. Be patient as you may not feel the air conditioners take effect for an hour or two. Remember they are on a timer, so you will need to check they are still running if they have been on for over 2 hours.

If the air conditioning fails to come on then it will need to be re-set. Failure to turn on occurs when there has been a fire alarm or storm/lightning in the area.

To reset the system:

An orange Mechanical Fire Panel is in the corner of the Orchestra Pit adjacent to the stairs.

1. Press the fire trip reset button to reset the air conditioning

2. Check that the three black switches for Units 1A, 1B and 2 are set to AUTO. If they have been turned to OFF the air conditioning will not work

3. Return to the foyer and turn the air conditioning on following the above instructions. If the air conditioning still does not come on then contact the after-hours assistance number.

Kitchen box contents

GREEN TAG – Front door operation key

YELLOW TAG – Key for the red skip bin

UNIVERSAL AIR CON remote – For dressing room closest to the green room. Follow the instructions with the remote to change temperature or settings on the air conditioning units in the foyer and dressing rooms.

MITSUBISHI AIR CON remote – For the foyer, backstage dressing room and green room air conditioning units.

Close down and exit the theatre

- Shut down the sound and lighting systems and restore standard venue rig (if applicable) correctly. See Appendix G for standard lighting rig plan.

- Furniture taken from other areas of the theatre such as the dressing room chairs must be put back where they were found.

- All props, stage sets, costumes and personal effects are to be removed from the theatre.

- All temporary signs, directions etc. are to be removed from the walls/doors.

- Turn off all electrical equipment, air conditioners and lights.

- Ensure that all windows are both CLOSED and LOCKED (including dressing rooms and toilets).

- Check that all doors are securely closed, in particular, fire and emergency exit doors.

- The rear stage curtains need to be pulled back to both sides. If left pulled across the back of the stage it can set off the security alarm if draughts in the building cause the drapes to move.

- You will be advised prior to your hire what seating layout should be left in the auditorium. All efforts will be made to coordinate hirers to minimise the movement of furniture for each user. Any seats not required for the seating layout should be re-located to the storeroom.

- Ensure that the front door key is switched to LOCK and the key is returned to the kitchen before turning the security alarm on.

To turn the alarm system on:

1. Enter the security number provided

2. Press **ON** button

3. Alarm will read **Alarm On Exit Now**

You then have 1 minute to vacate the theatre.

To exit, press the green emergency button on the far side of automatic doors (near the key switch). Leave through the open doors and out of range of the sensor. The doors will close behind you and you will again hear a loud **click**. This means that the doors are locked.

If any doors or windows are left open the system will not turn on, and the alarm panel will display the unsecure area. You must close whatever is open and then turn the system on again.

If you get any messages on the screen, such as a message to say the alarm has gone off, you must press END until the message clears.

Kitchen operations

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

An operation manual for the oven is located on the wall next to the oven.

The instant hot water dispenser can be turned on at the switch to the left of the system. This heats up relatively quickly but should be turned on at least 30 minutes prior to needing hot water. Please turn the hot water dispenser off before leaving the building.

The dishwasher may be used with prior arrangement from Council, and the operation manual can be found with the oven manual. **Please note that running the hot water dispenser and dishwasher simultaneously can cause the power to trip, so only one appliance should be used at a time.**
The white fridge is available for hirer use and remains on at all times. Do not turn off and ensure to clean it out before leaving.

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Kitchen bi-fold doors

The kitchen bi-fold doors can be opened from the kitchen side by flipping the 4 levers and folding the door to the right side of the serving bench. To close, slide the panels to their original position and lock it closed by flicking the 4 levers. The panels will need to be aligned to enable the locking mechanism to engage correctly.

Closed / Locked

Unlocked
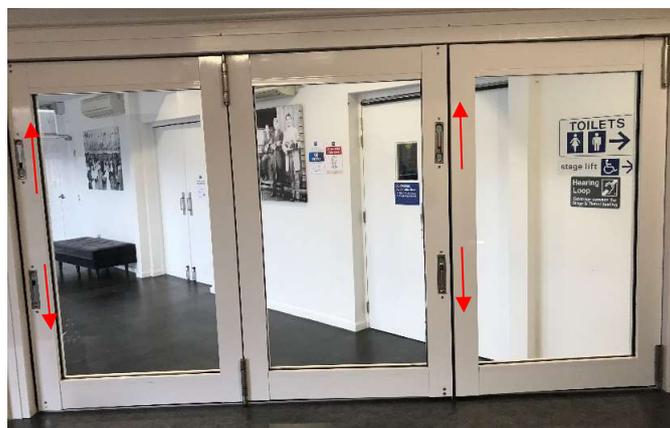
Bins - Waste / Recycling

Bins can be distributed throughout the building as needed, and additional garbage bags are located under the kitchen bench. Please empty bins on departure and return them to the kitchen with fresh bin liners. A red skip bin is located at the rear of the building (near the loading dock in the carpark), with the key kept behind the kitchen door. Please ensure the skip is locked correctly before leaving, and the key is returned. All garbage must be removed from the theatre at the end of your hire.

All recycling to be separated and placed in yellow recycling bins, please properly flatten boxes.

Yellow tag = skip bin key
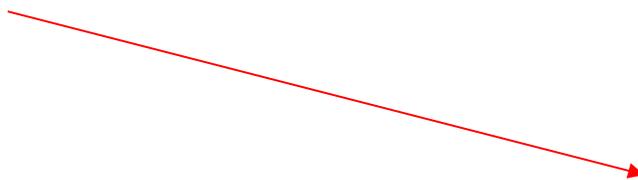
Kitchen Island Bench

The island bench can be relocated if required. Unlock the wheels to move. Once in the preferred location, ensure the wheels are locked prior to use so that the bench is stable.

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Lift for persons with accessible needs

The theatre has a lift from the floor to the stage, which allows persons with accessible needs to access the stage area. Instructions on using the lift will be provided as part of your induction if required.

Please ensure that doors are not forced opened as this can damage the lift.

All door operations are automatic.

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# AV System

Powering up stage equipment

The lighting and sound rack is located on stage left (opposite to the light switches for the auditorium).
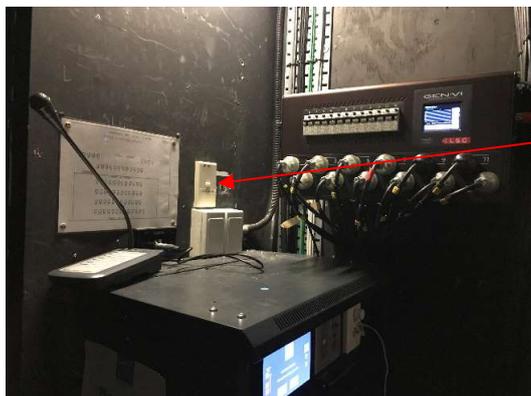
A light switch is located on your left above the equipment rack - labelled 'Light Switch'.
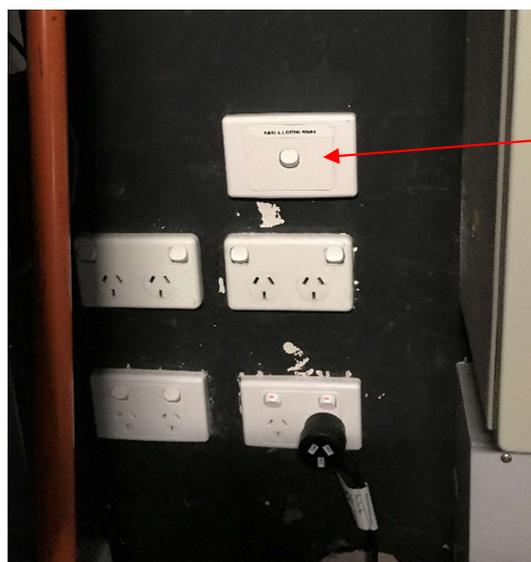
On the wall opposite the light switch is 'Audio & Lighting Power'. Turn this on for power to the audio rack for the microphones and AV sound to work. You will also need to turn the power button on the DVD player if using.
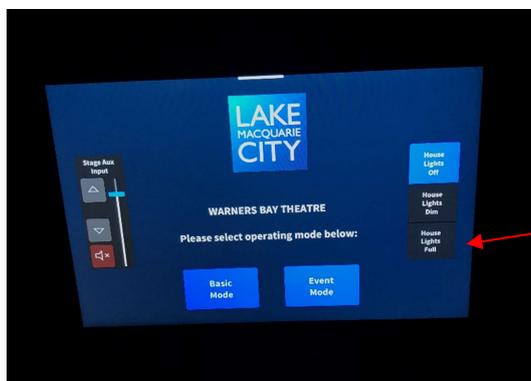
As an alternative to the auditorium light switches on the opposite side of stage, house lights can be switched on via the touch panel at the top of the AV rack.

These can be set to FULL or DIM (half).

Stage lighting

There are five lighting bars above stage and front house where additional lighting can be installed by a qualified technician. Existing lights must not be moved without prior consultation with the Performing Arts lead. The lights available as standard are outlined in Appendix E.

The lighting bars weight limits are:

Side bars in auditorium – 50kg, Front of house bar in auditorium – 125kg, thrust overhead bar – 80kg.

The down stage, mid stage and backstage lighting bars have the following maximum safe load capacity.

All loads are to be suspended from the bottom chord at the intersection points with web members.

1. Maximum total load 400kg distributed as approximately 40kg suspended from each bottom chord intersection point.

2. Maximum single load suspended from a brace point between the two lighting bar support points is 300kg.

3. Maximum single load suspended from a brace point outside of the lighting bar support points is 150kg. Two 150kg loads can be simultaneously suspended from the opposite ends of the lighting bar.

    - Sufficient load must be hung from the lighting bar to ensure that it remains stable when a single load is to be suspended from one end of the lighting bar.

    - No other equipment/materials should be hung from the lighting bars without prior consultation with Council.

    - Relocation of lights must be carried out using a mobile scaffolding platform and/or suitable ladder using correct ladder procedures.

    - The location and settings for the provided stage lights must be returned to the original position at the conclusion of the hire period if permission to re-locate was granted. Should the standard rig not be restored correctly, the cost of correcting the standard rig will be passed on to the hirer.

Preset lighting

Refer to Appendix E – Touch Panel AV Operation for the Graphical User Interface Operating Manual for Basic User instructions. Preset lighting states include:

- Curtain warmer (blue)
- Amber stage wash (no front light)
- Front Light only
- Lectern Special
- Dark blue + Front light
- Cool Blue + Front light
- Red + Front light
- Amber + Front light
- Pink + Front light

To operate lighting in the advanced mode, you will need to engage an LMCC approved Technician (at hirer's expense). A Zero 88 lighting console is available for hire and can be operated from multiple locations front of house. An externally hired lighting console may be used if Council is notified. DMX connection points are available in prompt corner, FOH left and FOH Centre.

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Orchestra lights

The orchestra lights (working lights) provide additional white light wash over the stage. The light switch is located underneath the main distribution board and labelled "Orchestra Lighting".

Sound system

Basic System

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

Inputs include:

- Lectern Microphone
- Radio Mic 1
- Radio Mic 2
- Radio Mic 3
- Stage Aux Input
- Projector AV
- CD

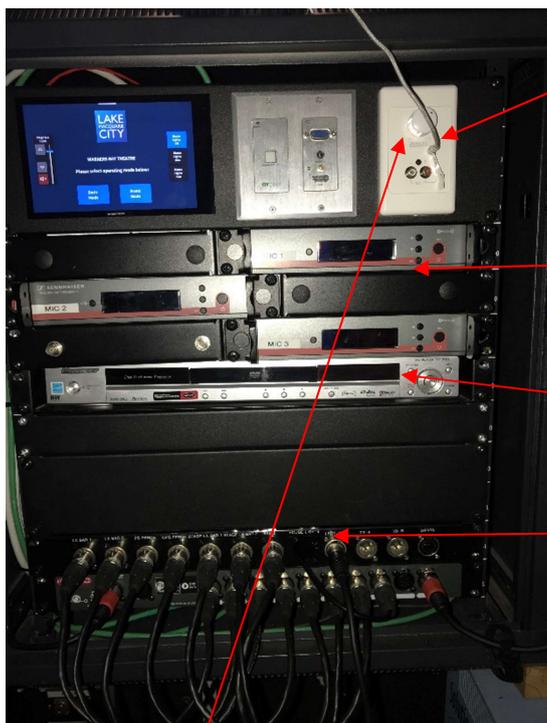Hold red button down to turn on or off

Microphones

Check Mic number

Unscrew this section (left) if you need to replace batteries.

A standard 3.5mm Aux lead is provided, which can be plugged into a laptop, tablet, smart phone or iPod. Any adaptors required for more recent Apple products are to be provided by the hirer.

Switch on 'Audio Power' switch (see pg. 15) will illuminate orange and allow all sound to work.

DVD player can be used for CD audio playback only. If DVD visual playback is required, a BluRay player is available on application

Lectern or wired microphone XLR input

- To adjust playback volume, you MUST have the white knob above the Aux input cable turned on. It is recommended to start at the midway point so you can be adjusted either way. You can also adjust the level on your device (eg smart phone or laptop), and on the touch panel. It is recommended that you have your device at full volume, and then adjust the levels on the knob and touch panel.

- Note that when the system is turned on, all channels are muted. To make a channel live, press the microphone icon. When it is bright red it is outputting signal.

- Three hand-held radio microphones and the lectern (or cabled microphone) can be used simultaneously. Radio microphones have been pre-programmed. Check the microphone number on the microphone and adjust the volume according to the instructions in the Graphical User Interface Manual in Appendix E.

- It is recommended that when microphones are not in use, they are muted on the touch panel. If they are not in use for a significant period of time, it is recommended to switch them off to save battery. The red power button is located on the bottom of each radio microphone. Press it for a few seconds to switch on or off and a lit display will advise if it is ON.

- **Please note rechargeable batteries are in use at Warners Bay Theatre.** If you need to change batteries, please leave used batteries in the pencil case supplied so they can be recharged, <u>do not throw them in the bin</u>. Microphones will be fitted with new batteries prior to each use, and spare batteries left in their case should they need changing. If you are using them for multiple days, you may need to supply your own AA batteries.
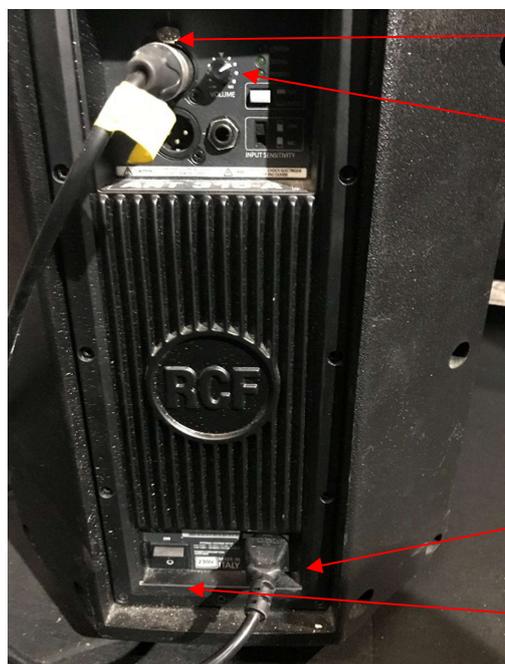
XLR Input

Volume knob

Power cable

Power switch
(0= Off, I = On)

Foldback Speakers

There are two-fold back wedges supplied if requested and are located in the downstage wings on each side of stage, with a power cable and XLR lead.

Connect the power cable to the back of each speaker and run to a power point - these are on the walls to either side of the main front curtain.

Stage Right

Connect XLR cable from speaker to Patch 1.

Plug in power cord from speaker and switch on power point.

- Connect the XLR cables to the back of each speaker then connect them to the patching inputs.
- On stage right connect the cord to the 'Patch 1' input and on stage left connect to the 'foldback input'.
- There will be a lead connecting 'Patch 1' and the 'foldback patch' on stage left already.
- This must be in place for the speaker on stage right to be connected to the main sound system.
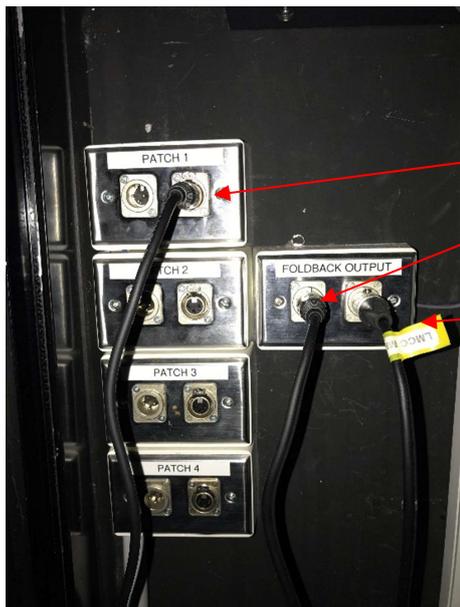
Prompt Corner

XLR cable from Patch 1 into foldback output

XLR cable from foldback speaker into foldback output

Data projector and screen

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

On the AV page you will find buttons to raise and lower the screen, as well as switch on and off the projector. You do not require a remote control. Avoid leaving the projector on for long periods if it is not being used.

A laptop can be connected via the input on the prompt corner rack. You can use the HDMI or VGA cable provided.

HDMI Input   VGA Input

If you are playing a DVD through a laptop, connect the HDMI cable as above. If you have requested the BluRay player, connect the HDMI Cable to the player and input on the rack. The audio level for projector output can be adjusted via the "Projector AV" channel on the audio page on the touch panel.

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Paging and comms

Paging Microphone is situated on top of the AV rack in Prompt Corner.

Press button to select area (multiple can be chosen simultaneously)

Press and hold button to talk.

When released, each selected area will automatically deselect

Volume control knobs for the paging system can be found in each dressing room and the meeting room.

NOTE: If the volume is turned to 0 you will not hear the pages. Please ensure the volume is left at 5 when leaving the venue

Three wired belt packs with headsets are available to hire (more available on request). Comms inputs can be found:

1. At the AV rack in Prompt Corner

2. Next to the audio inputs on the Stage Right proscenium
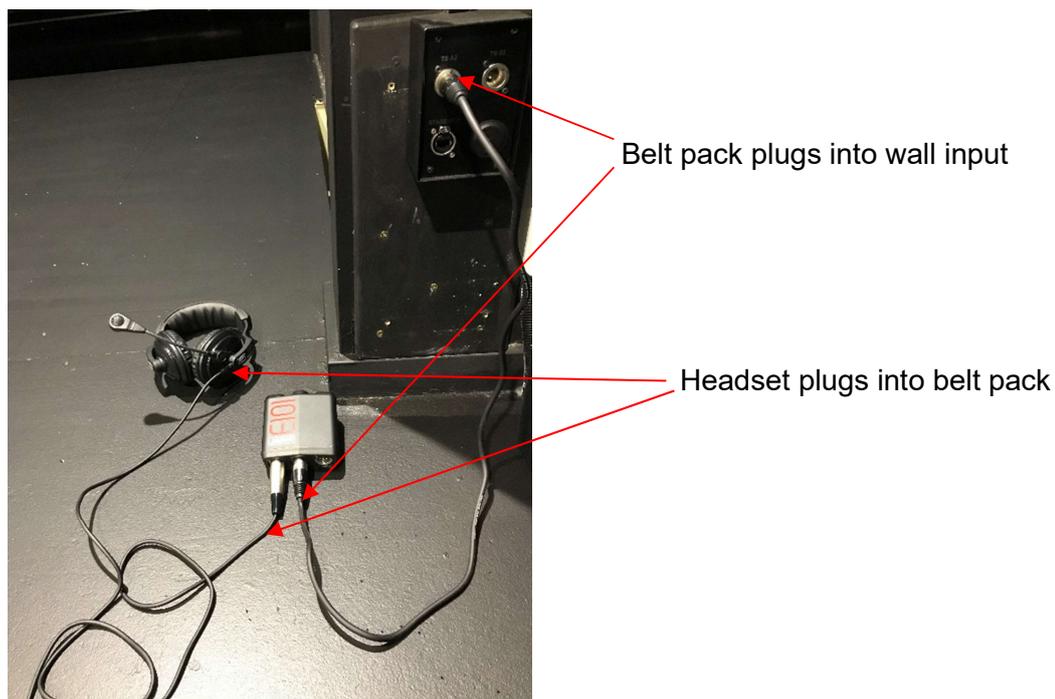

3. Up in the corner of the foyer behind the IT cabinet

4.   Front of House left control position

5.   Front of House centre control position (inputs located under the rear of the seating bank)

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Belt pack plugs into wall input

Headset plugs into belt pack

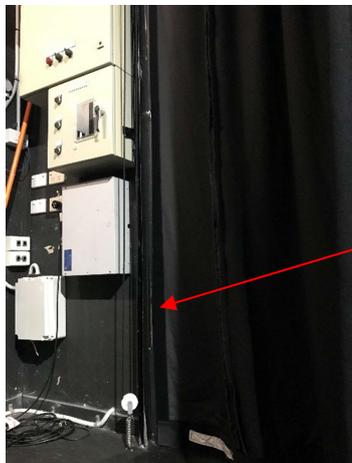Press alarm icon to page other belt packs. Will go red when pressed.

Press microphone icon to speak. Green indicates comms line is open

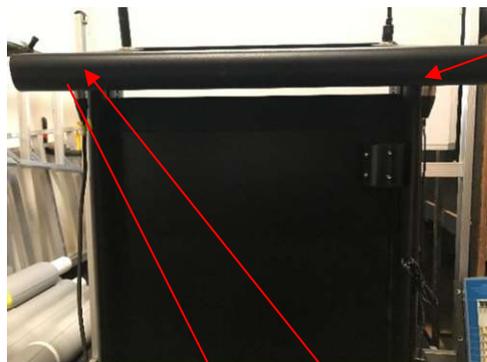There is an A loop and B loop available for communications.

Other items

House Curtain

Pull on rope to close and open front house curtain. Pulley is located behind proscenium in Prompt Corner
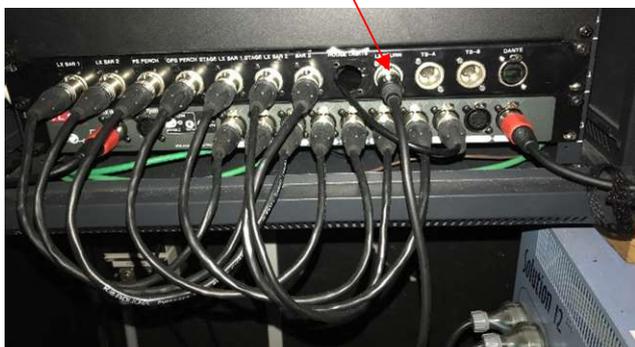
Lectern

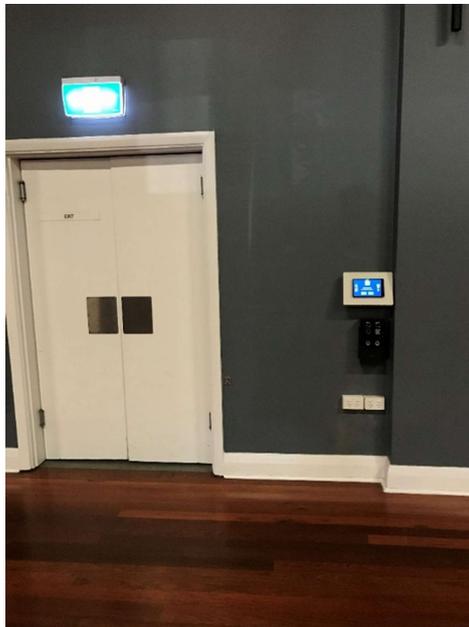Light (plug into power outlet on wall)

Light switch

Microphone

(XLR cable plugs into Lectern input in Prompt Corner rack)

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Front of house operating positions – Advanced Mode

To operate lighting and sound from front of house using the sound and lighting console, choose EVENT MODE on the front page of the touch panel.

The road case containing the consoles is kept in the chair store.

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Remove both sides and the top cover

Road Case contains:

- Yamaha TF1 Digital Audio Console
- Tio1608-D Audio Interface
- Zero88 Lighting Console
- Comms pack and headset
- HDMI cable
- Aux lead
- Loom to connect to inputs FOH

Unfold the legs from the side panels

Slot the panels into the brackets on the sides of the road case.

Connect the ends of the loom into the corresponding inputs.

Inputs are also located under the FOH
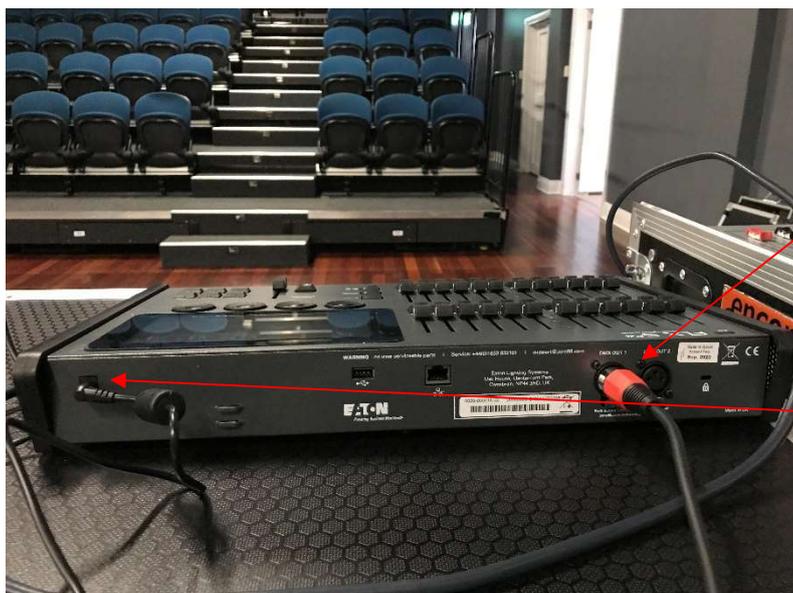
Connect the other end of the DMX cable into the back of the lighting console.

Connect the power cord to the lighting console and plug into the power board in the back of the road case.

NOTE: There is no ON/OFF switch. The console needs to be unplugged to turn off.

Once the DMX cord is plugged into the input and console, it will override the preset lighting states on the touch panel.

It is recommended you save your show to a USB stick as a backup.

A data cable and power cord will be in the case with the audio interface to connect to the audio console.

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An AUX cable is kept with the audio console. This can connect into the back of the console.

A Dante input adaptor can be provided to use with incompatible touring consoles to provide left and right output through the house system

There is also a dedicated AV WAP network. The Crestron Go app can be used on tablets and smartphones. The Yamaha TF Mix app can be used on tablets. Settings details can be provided on request once downloaded onto your device. An iPad with both apps can be provided on request. Additional hire fees may apply.

Pack up

Disconnect cables and return items to their cases before closing the road case. Put the top lid on before connecting the side panels, taking care that leads are clear and not squashed when closed. Return the case to the chair store. Shut down the AV system using the touch panel. Refer to Appendix E for details.

Furniture

- The theatre's maximum capacity at any one time is 300. Please note the auditorium seating configuration is 96 seats in the tiered seating bank and 200 seats for the floor (total 296 seated). Please refer to the suggested seating plan in Appendix C.

- There are two chair trolleys located in the storerooms off the main auditorium. These trolleys must be used when changing the seating arrangement. See Appendix D for instructions on how to use the chair trolleys.

- Auditorium seats not being used in the seating configuration must be stacked away (up to **seven** high) in the storerooms.

- Auditorium seats are NOT to be used on stage. There are chairs suitable for use on stage in the storeroom adjacent to the stage.

- The theatre has ten folding tables (on wheels), and various trestle tables (rectangle and round) which are located in the storeroom off the main auditorium. If used please return them to the storeroom at the conclusion of your booking. Only the lighter plastic trestle tables should be moved to stage or backstage areas if required, to avoid injury.

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Foyer TV

The wall mounted TV in the foyer can be used to display images via USB stick, or using an HDMI cable connected to a laptop. The remote for this TV is kept in the metal box in the kitchen, under the keys. Please ensure the remote is returned to the kitchen box.

Safety Measures

-   Ensure all electrical leads are test and tagged. All leads to be covered appropriately to remove trip hazards. Rolls of rubber matting are available.

-   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. At the conclusion of each performance, pull back the rear stage curtains to either side to minimise their movement. Movement of curtains can trigger a false security alarm.

-   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 monitored during the period of performance. A fee will be incurred.

-   Performers must take care moving on and around the stage and environs.

-   No alcohol is allowed to be brought into the theatre, backstage or dressing rooms.

-   No food or drink is allowed on stage or in the immediate wings area. Performers must keep all areas free of rubbish.

-   If the orchestra pit is required seek approval from Lake Macquarie City Council for its use. Council's procedure for the removal and installation of the stage floor must be strictly adhered to.

-   Loading or unloading of stage equipment must take place via the stage loading dock (situated at the northern side of the building).

-   All scenery, props, performance items etc. must be removed from the venue 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. See Operation Manual for load limits on lighting bars.

-   Black/grey reversible vinyl dancefloor is available for use and must be laid if hard soled dance shoes are being performed in (including tap shoes). Laying and rolling up of the floor is to be negotiated with Council, and only approved PVC tape can be used to fix the flooring to the stage. Costs to repair any damage to the stage will be passed on to the hirer.

-   All hirers will attend an induction prior to the commencement of the hire, required if it has been more than 4 months since their previous induction.

-   All performers and production personnel should be provided a briefing on emergency evacuation routes and procedures by the hirer who attended the induction with the Council Officer.

-   Any missing items, building damage or safety issues should be reported to Council as soon as possible, preferably within 12 hours of vacating the theatre.

-   An AED (Defibrillator) is stored in the kitchen. If this needs to be deployed, please notify Council as soon as possible so that the pads can be replaced.

Contacts

Lake Macquarie City Council, including after-hours urgent maintenance and incident reporting – 4921 0333

Performing Arts Lead – 4921 0412

Security Monitoring Control Room – 1300 131 728

Quantic Security – 02 4948 0000

Attachments

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 – Graphical User Interface Manual

Appendix F – Audio Visual System Operational and Maintenance Manual

Appendix G – Standard Lighting Rig

Appendix H – Sound Studio Operation Manual

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WHS Management System Information

Record Keeping Requirements

Records associated with, and generated in compliance with this document include:

- Induction checklist
- Induction attendance log

All records will be managed in accordance with **WHS Module 10 - Records**.

Training Requirements

Specific training required to carry out the requirements of this document includes:

- Hirers receive an induction prior to hire and annually for recurring users.

Training requirements will be managed in accordance with **WHS Module 12 – Training**.

Auditing Requirements

Auditing of this process will be managed in accordance with **WHS Module 11 – Auditing**.

Corrective Actions

Corrective actions are to be managed in accordance with **WHS Module 09 – Corrective Actions** whenever it is identified that the requirements of this document and its references are not being met.

Review

This document will be reviewed in accordance with **WHS Module 04 – Document Control** and whenever there is a relevant change to applicable legislation, industry standards, Codes of Practice, the WHS Management System, or the process.

Responsibilities, Authorities & Accountabilities

Responsibility, authority, and accountabilities for all positions within Council are outlined in **WHS Module 01 – WHS Responsibilities** and in the **WHS Responsibilities, Authorities and Accountabilities (RAA) Table** associated with **WHS Module 01**. The RAA table includes responsibility, authority, and accountabilities for employees, managers, supervisors, contractors, visitors, and persons with specialist roles within the organisation.

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Appendix A: Evacuation Procedure

In the event of a fire/fire alarm:
- The document **F2004/10960-04 – Warners Bay Theatre – Emergency Response Plan** is available for reference in the Warners Bay Theatre kitchen.
- The theatre has hi-vis vests available in the kitchen for use by the wardens.
- When the fire alarm is activated, the fire department will respond directly. No one other than the fire officer is to try and disengage the fire panel (even if it is a false alarm).

Hirer Evacuation of building to be co-ordinated by three pre-nominated persons:
- First person nominated for backstage warden
- Second person nominated auditorium warden
- Third person nominated for foyer, kitchen and bathrooms warden and backup auditoirum

Back stage person - Instructs all people who are backstage including the stage, green rooms and dressing rooms to backstage EXITS.

Auditorium Warden - Makes a sweep of auditorium and foyer to instruct all people to move outside through EXITS.

Foyer Warden - Sets front auto doors to stay open. Makes a sweep of the foyer, kitchen, auditorium and all toilets to instruct all patrons to EXITS, then assists Auditorium Warden.

NOTE: All patrons are to be directed to assemble in the adjacent playground. All possible accessible areas for a fire appliance are to be kept clear i.e. car park, front street, loading area.

The fire wardens 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.

Emergency fire EXITS for the building:
1. Through the front entrance foyer
2. Through the rear of the auditorium via the glass doors that lead out to the playground
3. Through the loading dock doors that lead out to the car park
4. Rear stage left
5. Rear stage right
6. Rear stage right in orchestra pit

Emergency contact numbers

Emergency   000
Police – Belmont   4922 8899
Chubb Fire Systems   131 598 [24hr]
Quantic Security   1300 131 728 [Control room]
Council contacts   4921 0333
Council office contact number   4921 0412

Council emergency after hours contact number will be provided prior to commencement of hire.

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Appendix B: Emergency Evacuation

Emergency Evacuation Diagram

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Warners Bay Theatre Evacuation Assembly Point

All people are to be directed to assemble at the playground on the Lake side of the theatre. The closest exit is located behind the tiered seating through the fire doors.
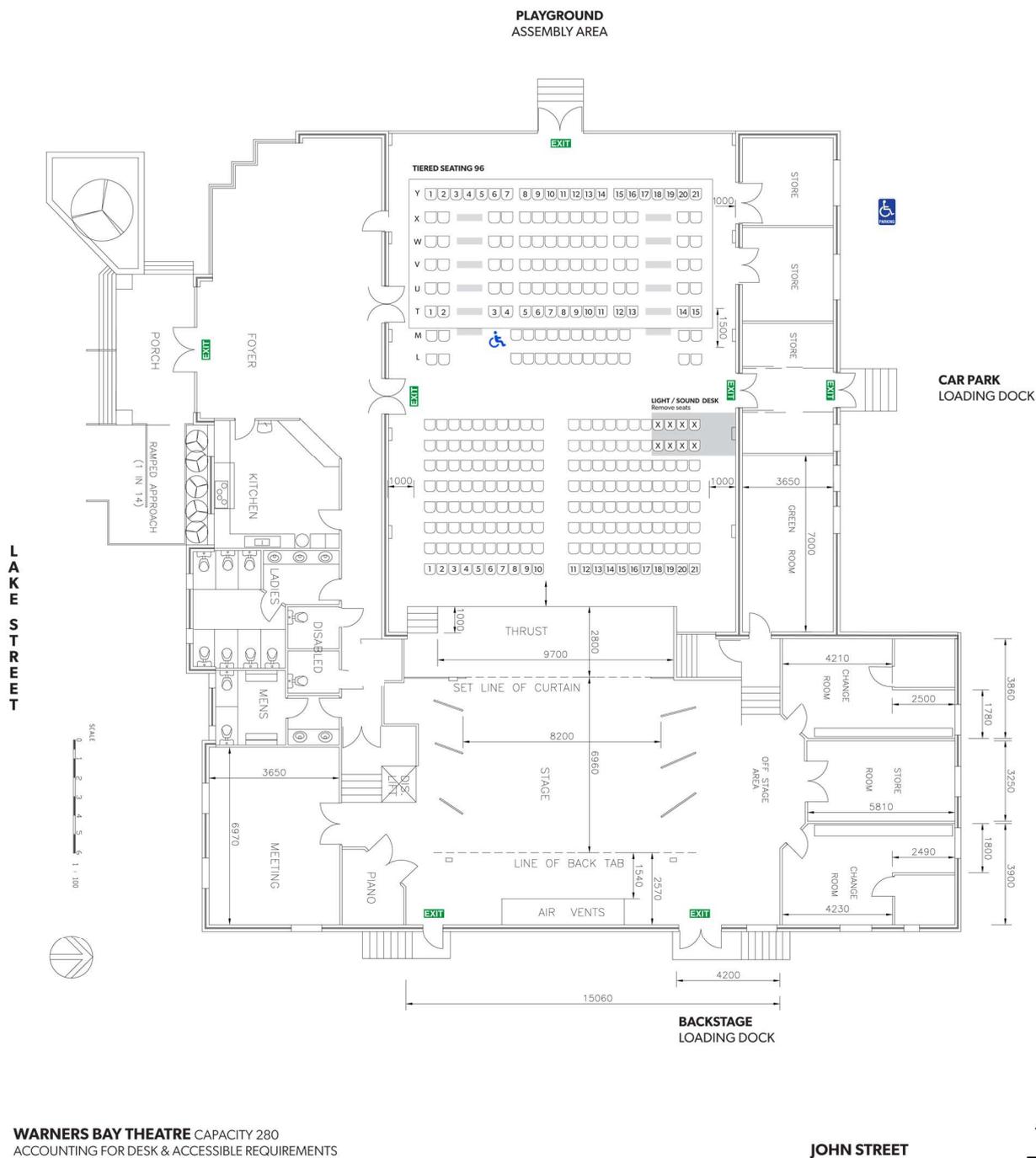

Warners Bay Theatre Fire Zone Location Plan
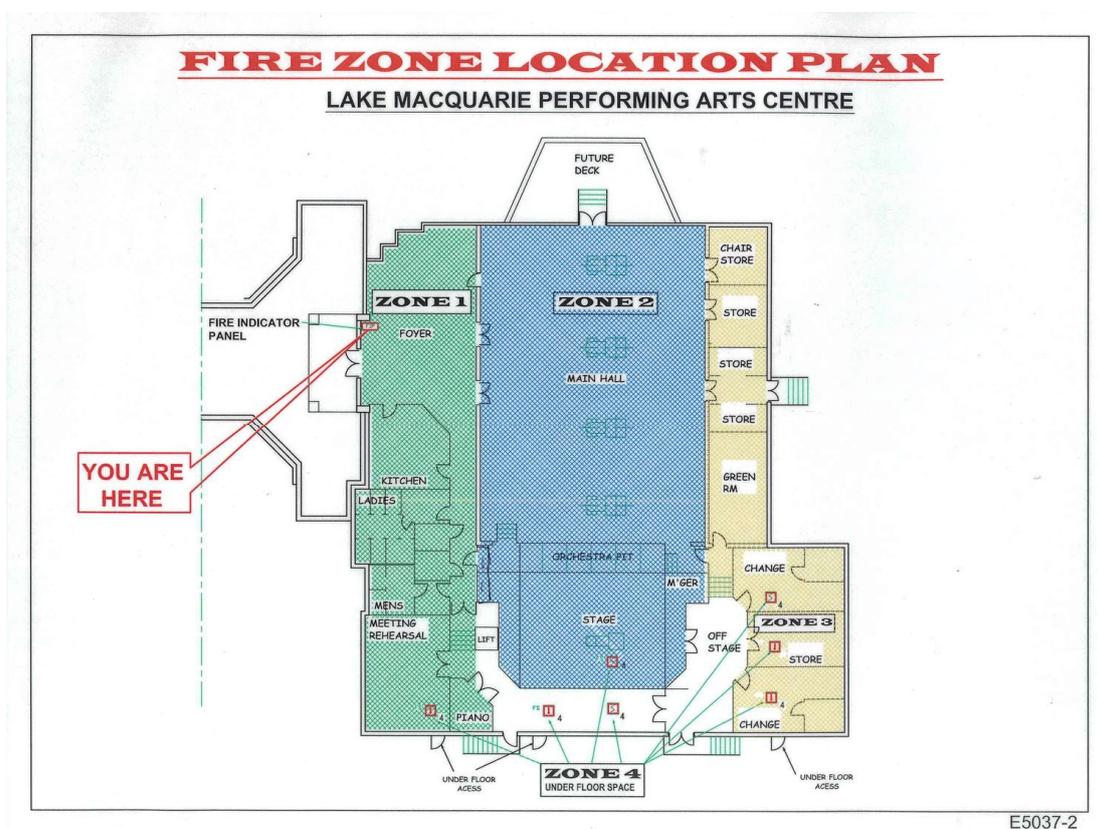
Appendix C: Floor and Seating Plan

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Example of Seating Layout

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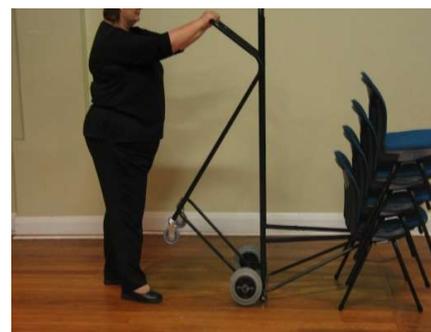**Version 13 – 2 January 2025** **Page 41 of 69**

Appendix D: Chair Trolley Procedure

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.

Please refer to the photos provided as a guide.

Loading the chair trolley

1.   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 your hands-on trolley handle.

3.   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 your right hand on top of the chairs (leaving your left hand on the trolley handle & right foot on the trolley base).
5.   Using your right hand, tip the chairs back towards you, while pushing down on the trolley handle with your left hand.

6.   Do this until the small wheels on the trolley are now touching the ground (which means that the trolley has lifted the chairs).
7.   Place your hands on both trolley handles & push the trolley to where you want the chairs to go.

Unloading the chair trolley

Step 1

Keeping your hands on both trolley handles, slightly tip the trolley forward.

You may find it easier to keep the chairs steady as they get nearer to the floor, by placing your hand on the top chair.

Step 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.

Step 3
Start the loading steps above for the next stack of chairs you want to move.

Packing the chairs away

Pack the chairs away as shown below, ready for the next people who use the theatre.

Chairs should be stacked **SEVEN (7)** high.

Place the chair trolley in the storeroom, in the remaining space behind the chairs.

You will be notified closer to your hire whether the chairs can be left out in the auditorium for the next user.

Appendix E: Graphical User Interface

Graphical User Interface Operational Manual

for

Warners Bay Theatre

Audio Visual System

V1

Prepared by

The P.A. People Pty Limited

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Table of Contents

A. Introduction

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

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

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.
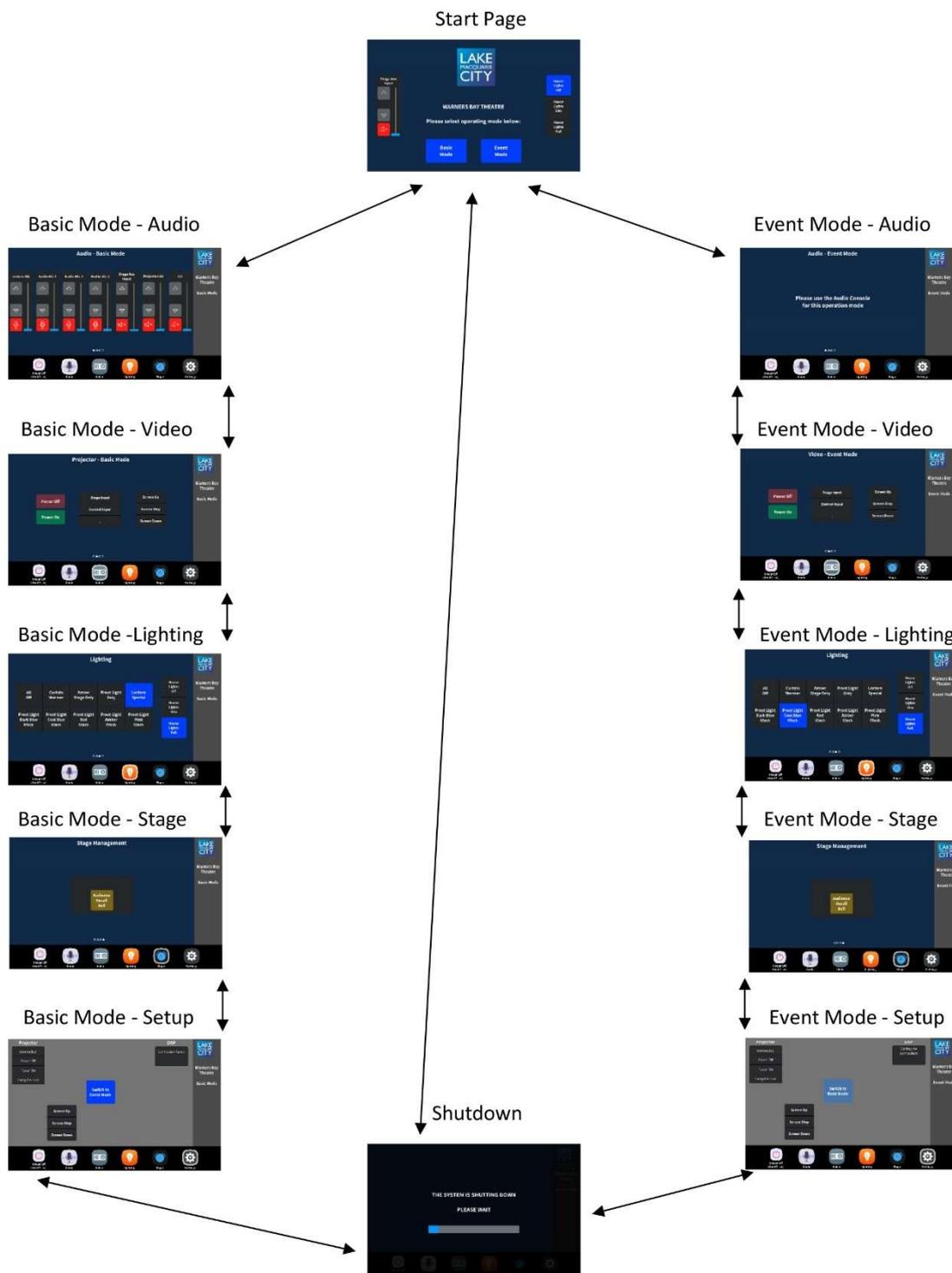
The touch panel interface incorporates the following sets of controls:

- 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
    - DMX Lighting Presets
    - Audience Recall Bells

- 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

C. Graphical User Interface Operation

C.1. Graphical User Interface Page Hierarchy

Start Page

Basic Mode - Audio

Basic Mode - Video

Basic Mode -Lighting

Basic Mode - Stage

Basic Mode - Setup

Event Mode - Audio

Event Mode - Video

Event Mode - Lighting

Event Mode - Stage

Event Mode - Setup

Shutdown

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.
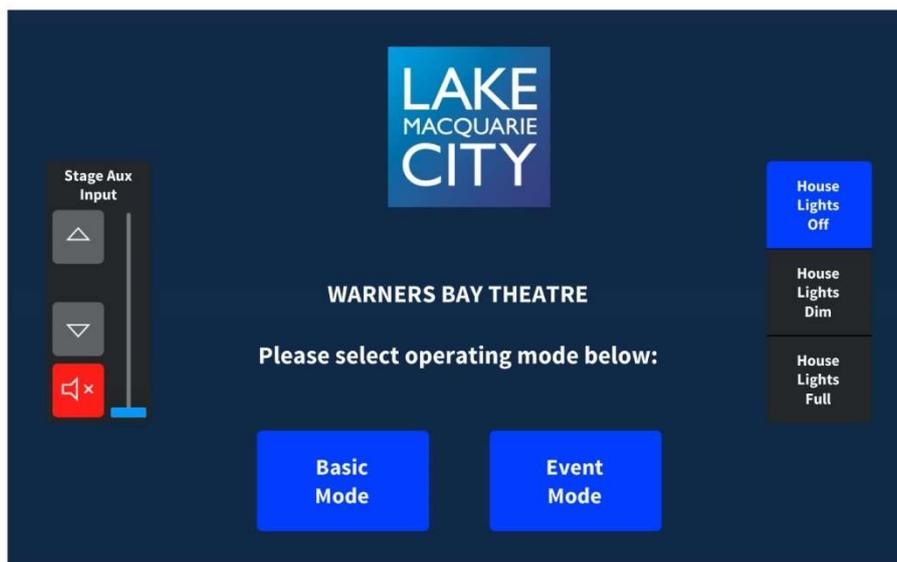
Two options are provided for an operating mode. The user will select either **BASIC** or **EVENT** mode based on the rooms intended use.
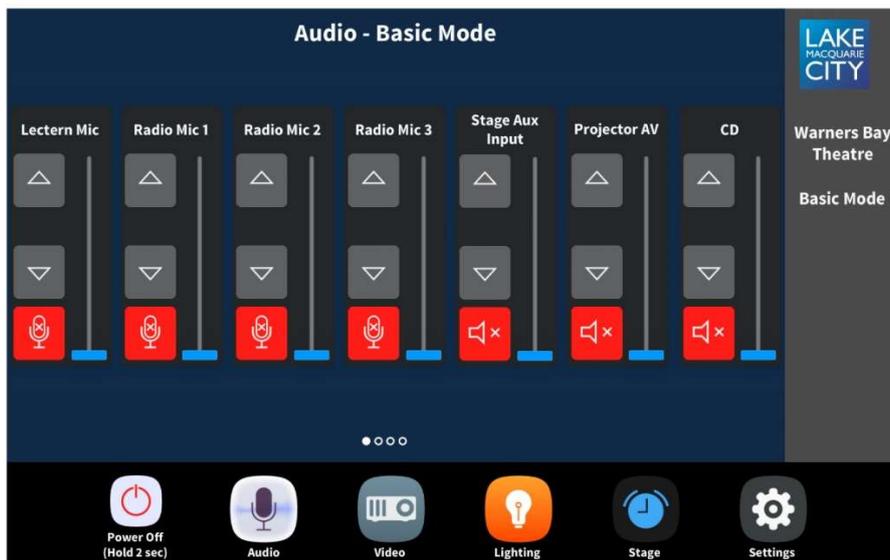
Stage Aux Input controls on the left allow the stage aux audio input located beside the touchpanel be used with the onstage foldback monitors, even when the system is shut down.

House lighting control is available to the right.

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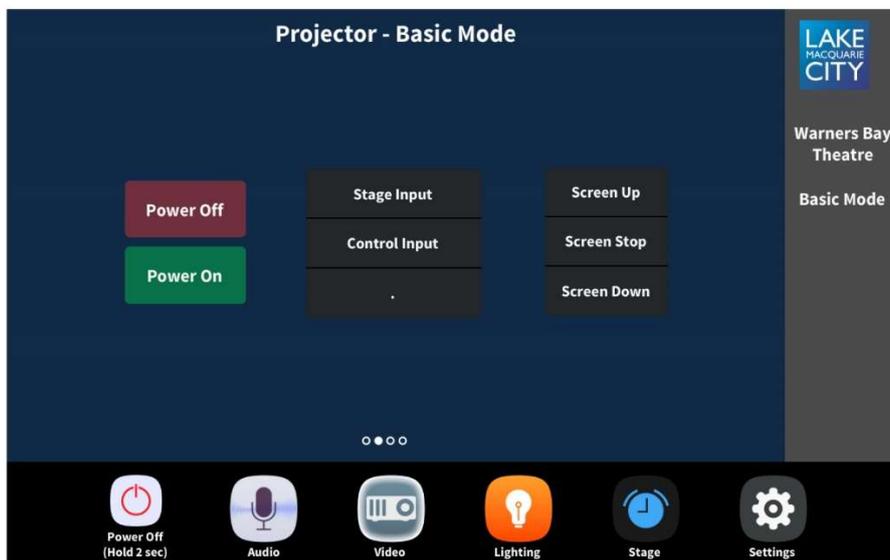**Version 13 – 2 January 2025**   **Page 48 of 69**

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

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

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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 at the stage dimmer.
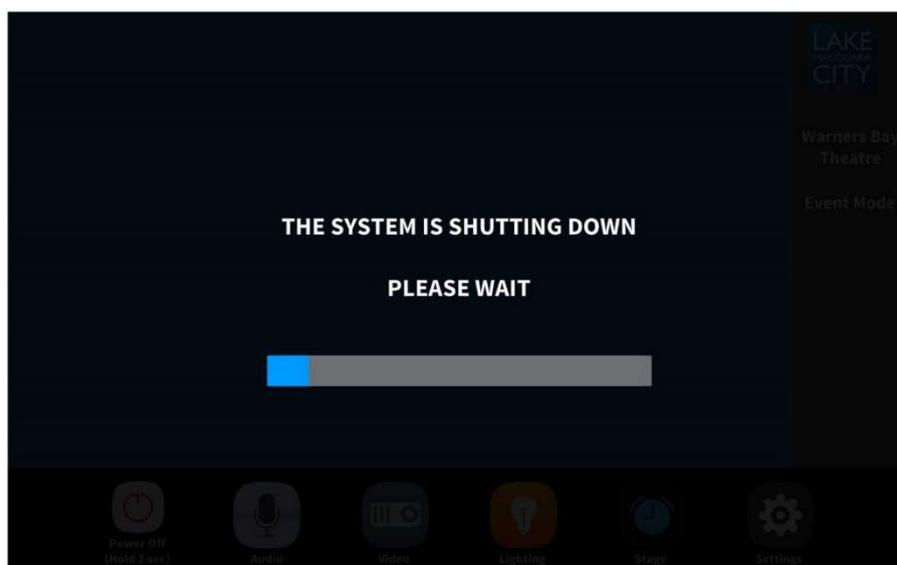
C.2.3. Event Mode Pages

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 TF1 audio console.
If the operator can also connect any analog console to the system via the Analog-Dante dongle connected to any Dante port in the venue.

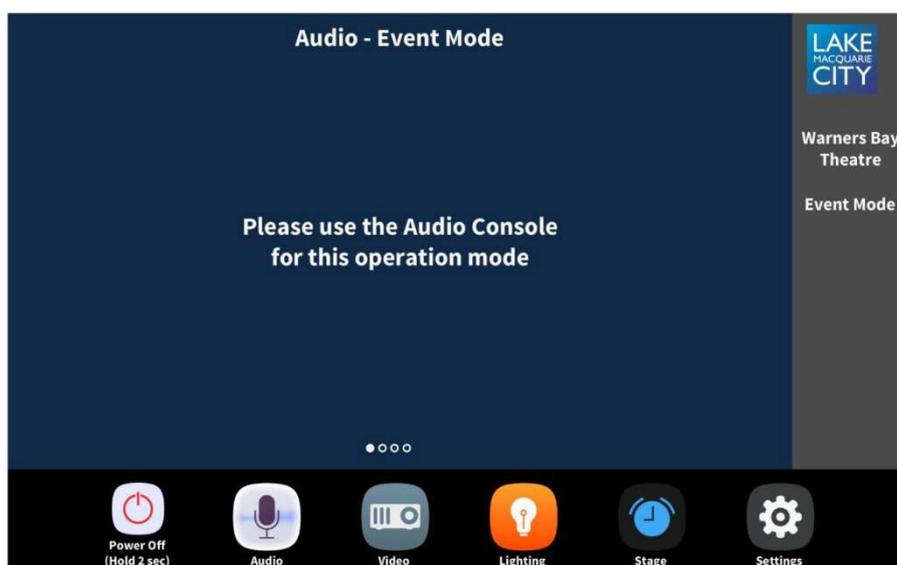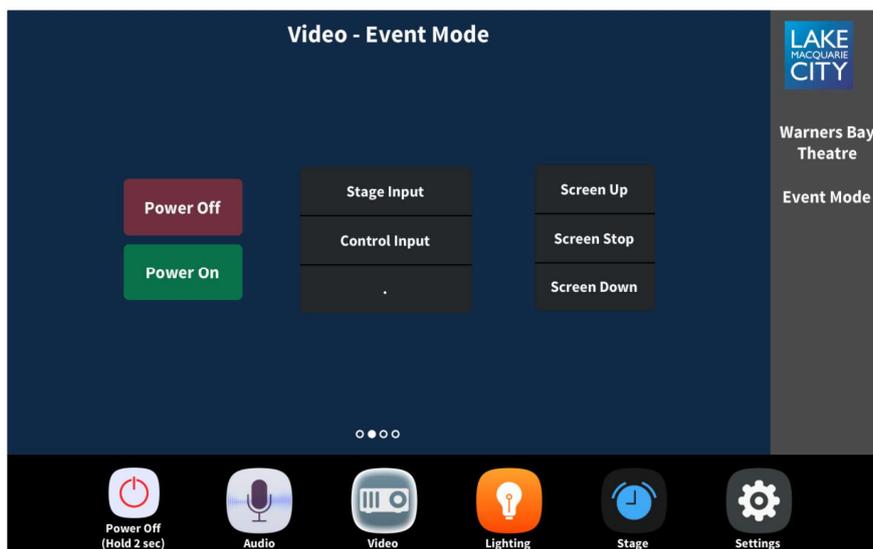**VIDEO** provides Power and Source Selection for the projector and screen.

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. Amplifiers will enter standby after 1 hour of inactivity.
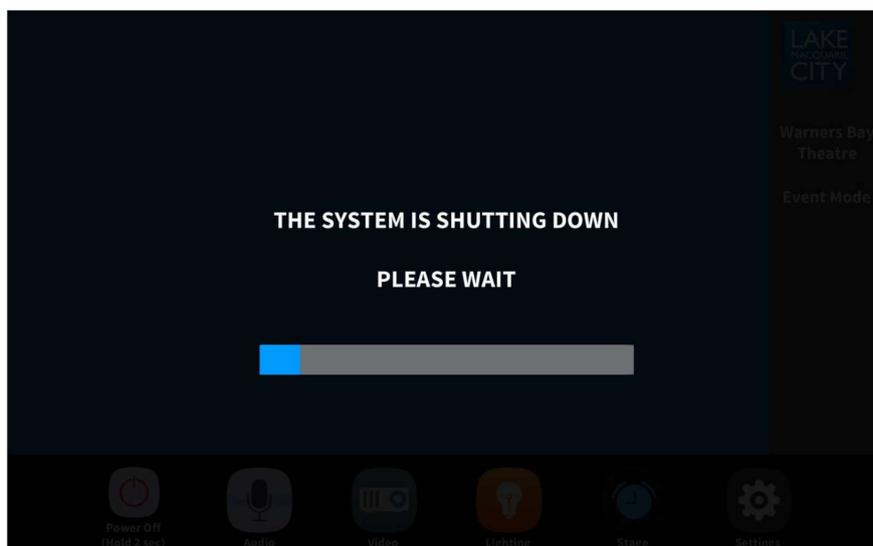
C.2.4. Utility Pages

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

LIGHTING provides access to basic DMX lighting presets.
In order to use the DMX lighting console, please select the 'All Off' preset prior to connecting and using the console.
House lighting control is available to the right.
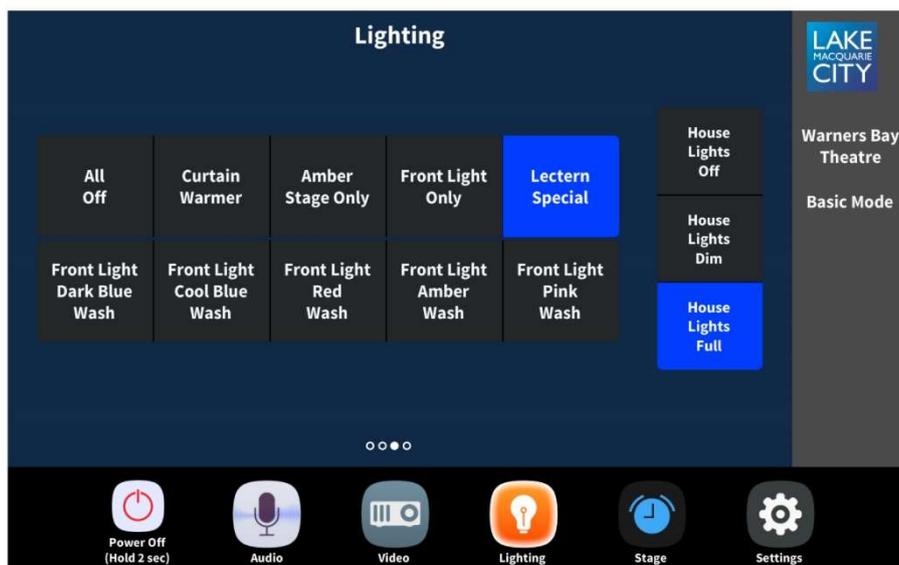
STAGE controls for Stage Management can be operated from this page. The Audience Recall Bells can be operated and will be heard in the Foyer and Back of House areas.
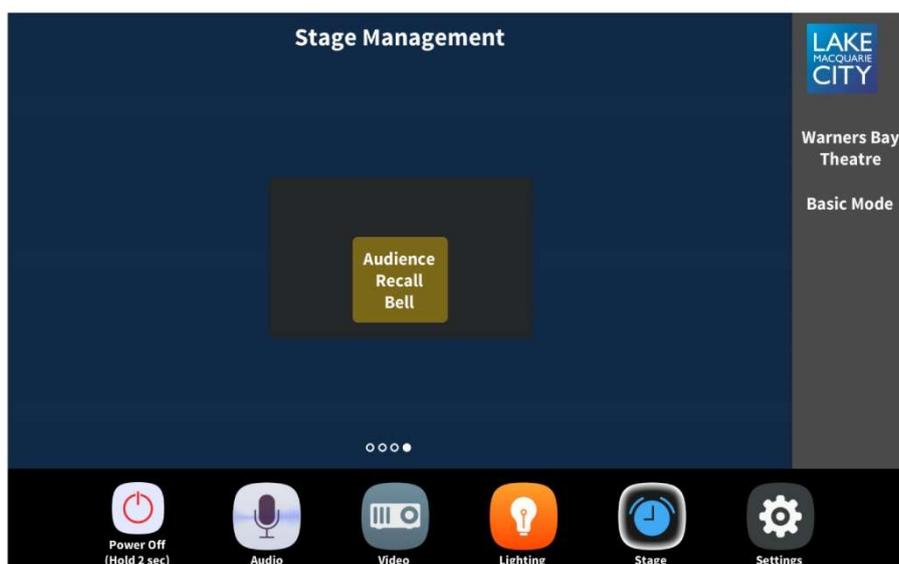
SETUP advanced device controls and system status information are on this page.
This page is accessed within Basic Mode by pressing and holding the Settings button for 2 seconds or more.
In Event Mode pressing the button will provide direct access.

Switch to Basic (Event) Mode button allows the system operation mode to change between Basic and Event without having to shut down the system
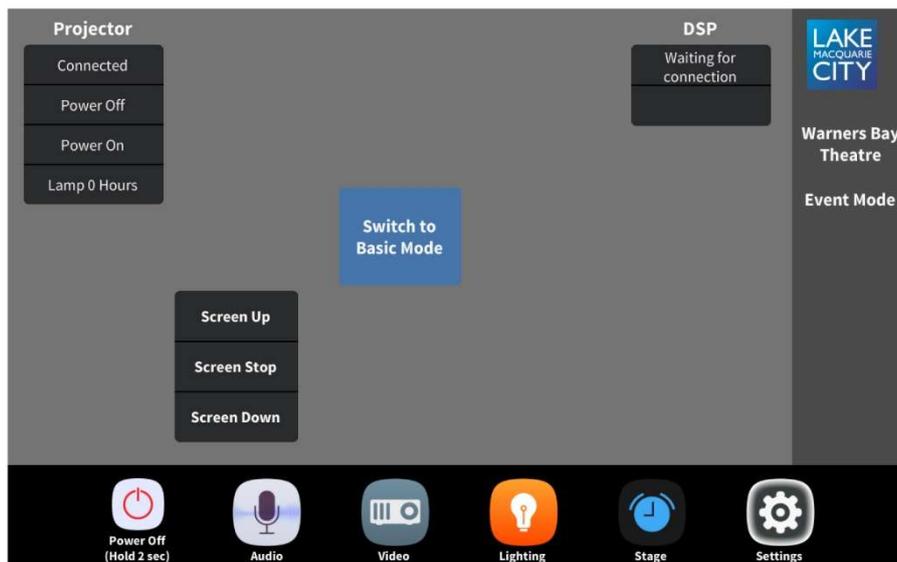
Appendix F: Audio Visual System

<u>Audio Visual System Operational and Maintenance Manual</u>

Operational and Maintenance Manual

for

Warners Bay Theatre

Prepared by

The P.A. People Pty Limited

ABN 36 000 919 255

9-11 Leeds Street
Rhodes NSW 2138

Phone (02) 8755 8700
Fax (02) 8755 8599

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A. Introduction

The P.A. People are pleased to present this Audio-Visual System for Warners Bay 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.

B. Description of Installation

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

B.1 Audio System

The Theatre Sound System is controlled using one of the two Touch Panels located at Hall Opposite Prompt exit or Prompt side of stage.

Select the desired mode Basic or Event and follow the instructions detailed in the GUI Manual.

Basic Mode offers touch screen control over basic functions, radio mics, CD player Projector and screen.

Event Mode offers the combination of Touch Screen control and the addition of the TF1 audio console and the Lighting Console.

The portable rack mixer equipment can be used in 2 locations either the centre rear of the Hall or at the side wall on Opposite Prompt side. The portable rack contains the Yamaha TF1 mixer, and the IP Video connection to the projector. A cable loom connects the rack to either wall plate to enable connection to the following equipment.

- Talkback A & B

- DMX Control

- IP Video to projector

- Dante Audio from TF1

- Control for TF1

The portable Yamaha TIO Stage rack can be connected at either Prompt or Opposite prompt sides of stage, signals from the TIO are automatically sent to the TF1 mixer.

The audio system contains the following key items.

Key Items

- Left and Right speaker clusters have been installed including 2x Bose ArenaMatch Mid/High cabinets per side and rigging kits.
- 2 x Bose PM8500N amplification to suit speakers are located in the main equipment rack.
- 2x Bose ShowMatch SMS118 18" subwoofers are located under current speaker locations.
- 1x Yamaha TF1 32ch mixing console complete with NY-64D expansion card. The mixer will be top mounted in the portable rack provided for the control position.
- 1x Yamaha TIO1608-D stage box to be mounted in a portable equipment stage rack
- 1x Yamaha MTX-D DSP

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B.2 Video System

A new Epson EB-1495 9000 lumens projector has been installed with new HDMI over IP connections at the new Event mode mixer locations. The existing HDMI input plate on the DSPS of stage adjacent to the steps has been relocated to the Prompt side stage rack.
The existing 200" screen has been retained and a new control interface has been added.
Use the Touch Screen to select where you are connecting to the projector from and connect your HDMI Source.

Key Items
- Supply 1x Epson EB-L1495 9000 lumen Laser projector.
- Reuse existing -1x 200" Screen Technics Viewmaster Screen ceiling mounted above the stage.
- Bluestream Video over IP Transmitter and Receiver

B.3 Lighting System

The Lighting System has been upgraded to use all LED fixtures with a number of pre-recorded scenes for most events, these can be accessed using the touch screen.

The Touch panel also controls the recessed ceiling house lights, control of these functions are covered in the GUI Manual.

Key Items
- 1x Zero88 FLXS24 lighting console and roadcase
- 1x LSC GVW12/10A Power distribution unit
- 1x LSC MDRX DMX 10way splitter and DMX Patch panel along with DMX cabling to each existing lighting bar and control position.
- 1x Merge Unit and DMX store for simple recall of scenes from touch panel
- 12x Showpro E3 LED moving wash lights (RGBWW)
- 4x Showpro Full Colour LED 15-30 profile spots (FC)
- 16x ETC ARCP1350W LED House lights and Drivers
- WDMX Houselight Controller

B.4 Paging and Foyer Bell System

The paging system has been installed to provide announcements and Audience Recall Bells to the following areas. Audience Recall Bells can be activated from either of the 2 Touch Screens, Paging announcements can only be made from the Prompt Side of stage equipment rack.

Paging Zones
1. Dressing Rooms
2. Office
3. Front Foyer and Toilets

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Key Items
- 1x Bosch Plena PLN-6AIO240 6 zone paging controller
- 1x Bosch Plena 1P120 amplifiers for BGM
- 1x Bosch Plena PLN-6CS paging microphone mounted DSPS.
- 1x Message Player for the recall of bells to the foyer and box office (from MTX5-D)
- 6 x AM QFC6CS ceiling speakers (BOH and Toilets), 2 x Wall speakers for Foyer

B.5   Talkback Equipment

A cabled talkback system has been installed into the Theatre using the Jands Ezicom Talkback System. A & B channels are available at all noted locations.

Key Items
- 1x Jands E401 talkback master
- 2x Jands E101 beltpacks
- 3x Jands EHS1 headsets
- 2x patch cables
- Talkback patch and field points DSPS, DSOP, Control positions and Foyer

B.6   Control

A Crestron Control system is installed to control all the functions of the AV System. Touch Screens are located at the Prompt Side equipment rack and at the Opposite Prompt door exit in the Hall.

The Crestron Touch panel controls are covered in the GUI Manual.

Ipad control has also been integrated allowing the room user to control all the Touch Panel functions via an Ipad.

Key Items
- 2x Crestron TS760-B-S 7" touch panels, located one in the Theatre and one DSPS
- 1x Crestron CP3 central processor
- 1x Crestron remote license to allow for connection of an iPad to control the system
- 1x Ruckus ICX7150-12P4x1G network switch for use by both the control and audio systems

B.7   Drapes

New Drapes, tracks and runners have been installed to the entire stage area.

Key Items
- Main House Curtain (Black Verdi Velvet) and new cord draw track
- Front Valance – (Black Verdi Velvet)
- PS and OP Front curtains (Black Verdi Velvet)
- 6 x black wool legs
- 2x Upstage black wool tabs and track
- 1 x black wool stage right masking and track

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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.

Other documentation that can be provided on request:

E.1   As Installed Documents

E.1.1   Block Diagram & Layouts

- A2.9546 Warners Bay Theatre AV System Block Diagram

- A3.9547 Warners Bay Theatre Paging System Block Diagram

- A3.9548 Warners Bay Theatre Lighting System Block Diagram

- A3.9549 Warners Bay Theatre Talk System Block Diagram

- A3.9563 Warners Bay Theatre Lighting Layout Diagram

E.1.2   Cable Schedule

- Cable Schedule_Warners_Bay_Theatre_20210513V3.xlsx

E.1.3   DMX Schedule

- DMX_Schedule_Warners Bay_20210712.xlsx

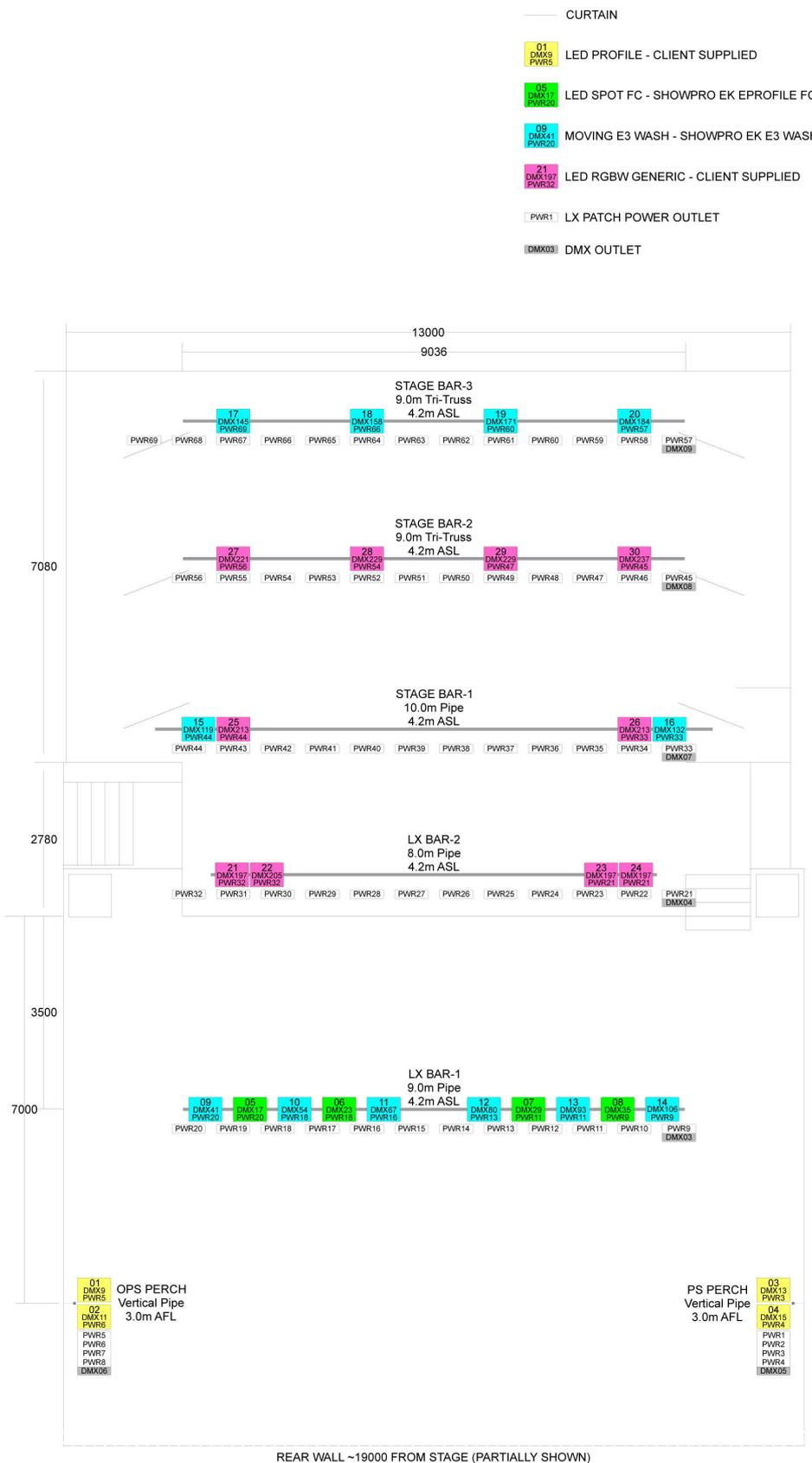### E.1.4   Rack Layout

- Warners Bay Rack Layout 180521.xlsx

E.1.5   Equipment Schedule

- Equipment Schedule_Warners Bay Theatre.xlsx

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Appendix G: Standard Lighting Rig

(.dwg file available on request)

Appendix H: Sound Studio

Sound Studio Operating Manual

All Sound Studio Operating equipment is kept in the theatre office, you will be supplied with the items below for your hire.

Audio Technica Headset

Rode NT1-A Microphone (Recommended XLR inside)

Instrument Cable

(BYO) Laptop / Computer with your DAW of choice

Bluetooth Keyboard and Mouse

Focusrite Scarlett Solo Audio Interface

Setting Up the Interface

When unboxing the interface, you will find the below items

To connect the interface, you will need to connect the following items via the following cables.

FRONT

A   **B**   **C**
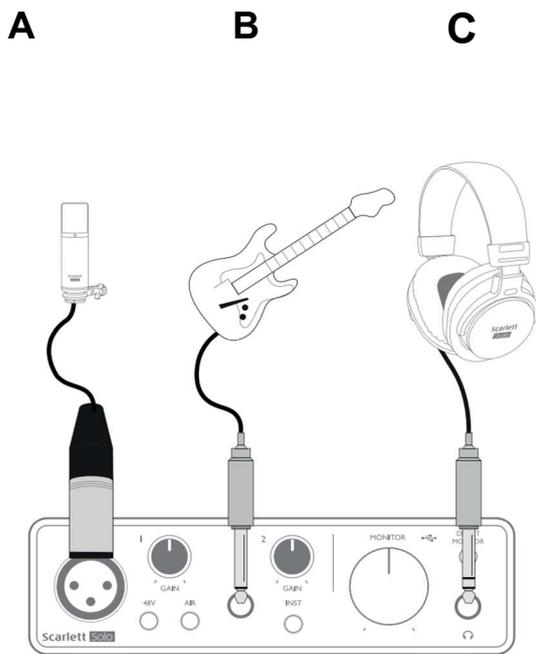
a) Microphone connected via XLR

b) Instrument connected via Instrument Cable

c) Headphones connected via aux into instrument jack

d) Laptop/PC connected via USB cable, Type 'A' to Type 'C'

e) Monitors (speakers) Connected via instrument cables (L/R)

BACK

D   **E**
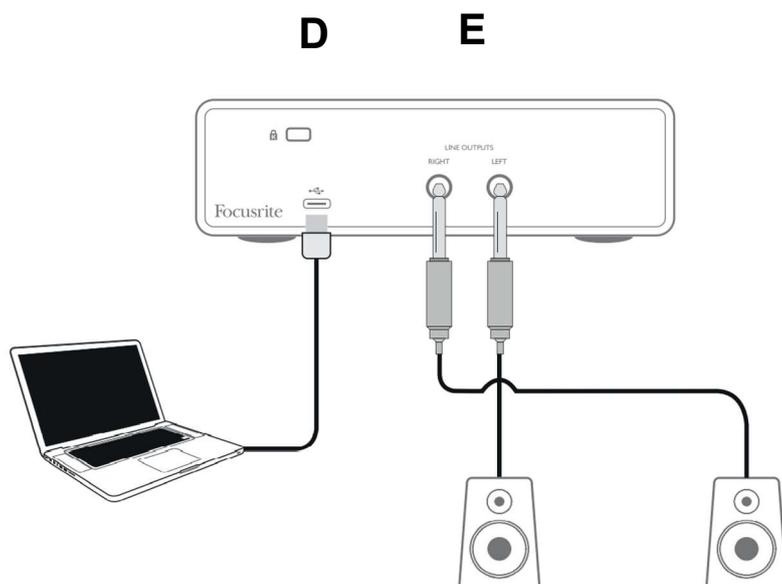
If connecting the interface to an Apple Macbook or other device that uses a USB-C ports a USB-C to USB adapter will be needed.

Controls on the interface are as below
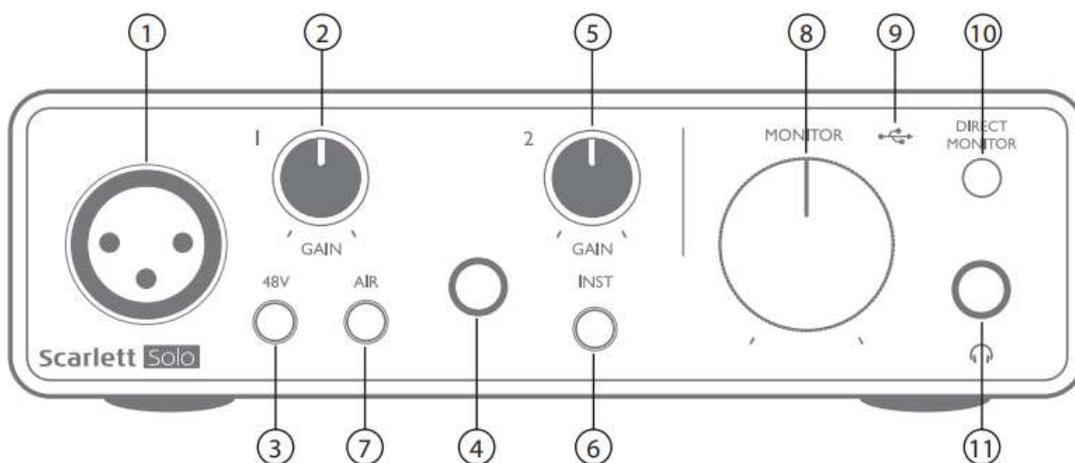
1. Input 1 – electronically balanced input via 3-pin XLR socket for microphones.

2. GAIN 1 – adjust the gain for the microphone signal at Input 1. The gain controls have concentric tri-colour LED 'rings' to confirm signal level: green indicates an input level of at least -24 dBFS (i.e., 'signal present'), the ring then turns amber at -6 dBFS to indicate that the signal is close to clipping, and finally to red at 0 dBFS (digital clipping).

3. 48V – phantom power switch for mic input - enables 48 V phantom power at the XLR socket.

4. Input 2 – ¼" TRS jack socket for connecting instruments (unbalanced) or line level (balanced) sources.

5. GAIN 2 – adjusts the gain for the line/instrument signal at Input 2. The gain control has a tricolour LED ring as [2].

6. INST/LINE – Instrument/Line level switch for Input 2 – switches gain to suit instrument or line level signals. 'INST' illuminates red when Instrument mode is selected. Note that INST mode may also be selected from Focusrite Control.

7. AIR – switch enabling AIR mode for the mic input. AIR modifies the frequency response of the input stage to model the classic, transformer-based Focusrite ISA microphone preamps. 'AIR' illuminates yellow when the mode is selected. Note that AIR may also be selected from Focusrite Control.

8. MONITOR – main monitor output level control - sets the output level at the rear panel outputs and the front panel headphone output.

9. USB LED – illuminates when the unit receives USB bus power and is confirmed by the computer as connected and operating correctly.

10. DIRECT MONITOR – selects monitoring of input signals (mixed with the DAW output) to be directly from inputs (ON) or via the DAW (OFF).

11. – ¼" TRS output jack. If your headphones have a ¼" TRS jack plug, connect them directly; if they have a 3.5 mm TRS "mini jack", use a TRS ¼"-to-3.5 mm jack adaptor. Note that it is likely that headphones fitted with 4-pole TRRS plugs will not operate correctly.

Rode NT1-A Microphone

MANUAL: 035-950-2-1_NT1-A_kit_manual.indd (rode.com)

Inside the box you will find;

- Rode NT1-A Microphone
- XLR 6M Cable
- Rode Pop filter

Rode NT1-A Microphone & Rode Pop filter

To use the Rode NT1-A Microphone and Pop filter you must first screw the microphone on top the pop filter and shock absorber. This will lock into place once the XLR is connected to the microphone through the hole.

Studio Monitors x2

To set up the two Behringer Studio monitors, plug the power supply into the correct input with the opposite end in an outlet or power board.

Next you will need to plug an instrument cable into the input shown with the other end into either the left or right input of the interface.

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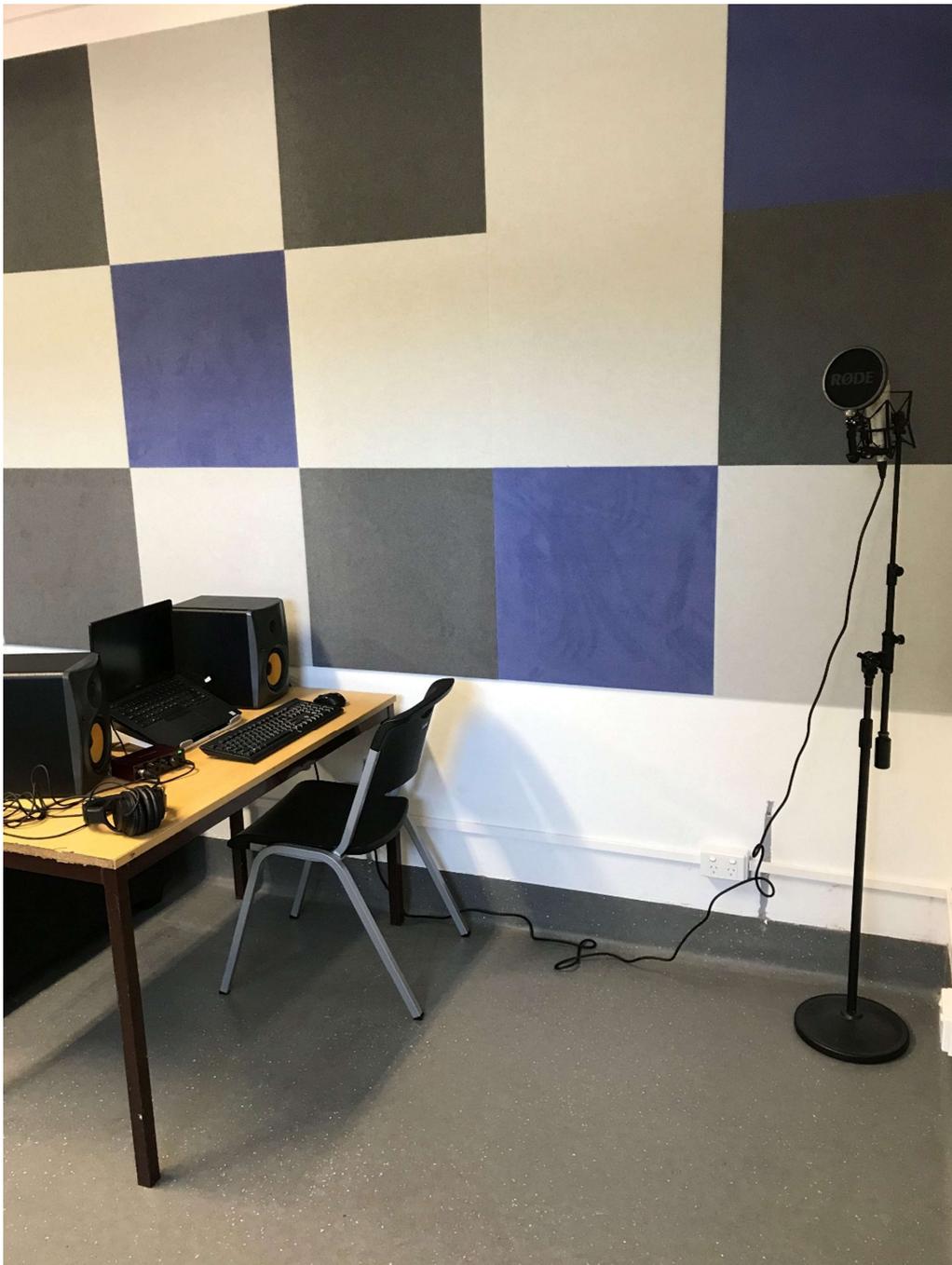
Review and evaluation

This document is a daily working procedure document and will be reviewed and evaluated to make sure the procedure is working effectively. Changes will be made to this document from staff/user feedback.

Controlled Document Information

Authorisation Details

Folder No:	F2004/10956	**TRIM Record No:**	D11823672
Audience:	External - Staff and hirers of Warners Bay Theatre		
Department:	Arts, Culture & Tourism	**Officer:**	Performing Arts Lead - Christina Hatzis
Key focus area(s):	Operational Procedures for Warners Bay Theatre		
Review Timeframe: Max < 4 years	4 years	**Next Scheduled Review Date:**	5 January 2029
Authorisation:	Jacqui Hemsley – Manager Arts, Culture & Tourism – 2 January 2025		
Authorisation – Executive Team adoption date:	2 January 2025		

Related Document Information, Standards & References

Related Legislation:	(Protection of the Environment Operations (Noise Control) Regulation 2008 Protection of the Environment Operations (Waste) Regulation 2014 Security Industry Regulation 2007	Noise must be kept to an acceptable level. Removal of waste must be disposed legally. Security - respond to all activations of the alarm systems.
Related Policies:	LMCC Fees & Charges Theatres Site Induction Checklist Theatres Hire Agreement Venue Hire Application	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:	D09970690 Warners Bay Theatre Risk Assessment D09821566 Warners Bay Theatre Emergency Response Plan WHS Module 12 – Training	Requirements for risk management associated with standard theatre operations To identify potential emergency situations and clearly define the process to be followed in the event of an emergency situation occurring. Hirers receive an induction prior to hire and annually for recurring users.
Standards, COP's & Other References	AS/NZS 3745,2010 Planning for emergencies in facilities.	

Definitions

Term / Abbreviation	Definition
Theatre	Warners Bay Theatre
LMCC	Lake Macquarie City Council
WHS	Work, Health and Safety
Fluro	Fluorescent
Air con	Air conditioner/condition
Auto	Automatic

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Arts, Culture and Tourism Theatres Performing Arts Lead System installer – The PA People

Version History

Version No	Date Changed	Modified By	Details and Comments
02	26 July 06	N Reichert	Upgrade of template.
03	7 May 08	N Charlesworth	Upgrade of template. Inclusion of automatic door operation, kitchen operation and orchestra lights.
04	7 July 08	N Charlesworth	Inclusion of operation of data projector and screen.
05	15 June 09	N Charlesworth	Inclusion of photographs, some wording changes to make document clearer.
06			
07	01 December 2011	R Prince	Upgrade of template. Deletion of contact information.
08	21 October 2014	K Dunn	Upgrade of template.
09	30 March 2016	A Nash	Change of lighting information to reflect upgrade to LED lighting and iPad operation. Lighting desk obsolete. Change of contact information.
10	20 November 2019	K Dunn	Content changes in line with new security and operating procedure.
11	October 2021	M Stanton	Updated controlled document template. Content changes reflecting upgraded AV system, changes to front and auditorium door operations, kitchen updates and new seating.
12	December 2022	S Purcell	Updated controlled document template due to covering up seating map on floor plan as it is no longer correct.
13	December 2024	C Hatzis	Updated Theatre and Seating Layout diagram Updated Emergency Evacuation Diagram Added Zone Block Diagram Added Assembly area Diagram Updated Airconditioning information (Foyer AC now via Remote Control) Updated all Appendix Technical information with clearer version

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