

# PRACC

PLENTY RANGES ARTS  
& CONVENTION CENTRE



**THEATRE INFORMATION PACK  
2019**



# Plenty Ranges Arts & Convention Centre

Plenty Ranges Arts and Convention Centre is a multi-purpose venue that provides live theatre entertainment for the local community, and can be booked for wedding receptions, social functions and corporate events.

Offering 7 flexible spaces and 2 theatres, Plenty Ranges allows you numerous areas and layout options to suit your function and event needs.

All our function rooms offer open, light-filled spaces and high glass windows with outlooks to the landscaped gardens.

Located in the heart of Melbourne's north, we offer a convenient location that's close to Melbourne's International Airport, with easy road and public transport access, and ample free on-site parking.

Since opening in March 1996, Plenty Ranges Arts and Convention Centre has hosted productions that have made patrons laugh, gasp and even shed tears – occasionally at the same time.

Our theatres are not only ideal venues for the performing arts; they have also hosted major corporate events such as product launches, seminars and presentations. We work with our clients to understand their needs and give the advice and technical support that will help turn their creative vision into a reality.

The fully equipped theatres host productions throughout the year, including some of the best touring shows in Australia, the annual Morning Melodies program and a range of community performances.

For more information and all theatre related documentation visit our website;

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

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**Plenty Ranges Arts & Conventions Centre**  
35 Ferres Boulevard  
South Morang VIC 3752

Locked Bag 1  
Bundoora MDC VIC 3083

**Tel** 03 9217 2317  
**Fax** 03 9409 9802  
**TTY** 133 677 (ask for 9217 2317)  
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**ABN** 72 431 091 058

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## Yan Yean Theatre



### 2019 Yan Yean Room Hire Fees

Fee Type	Fee Cost per Hour
Yan Yean Performance	\$243.00
Yan Yean Non-Performance	\$187.00
Weekend Surcharge	\$26.00
Penalty Rate	Additional \$250.00

- Room Hire Fees does not include any Staff.
- Performance fees include use of theatre and foyer space, standard lighting and audio equipment.
- Non-Performance fees include use of theatre, standard lighting and audio equipment.
- A Weekend surcharge applies to all events held on Friday to Sunday
- A penalty rate is added to standard fees past the booked time and on public holidays.
- A minimum 4 hours applies to Performance fees, and applies to Non-Performance fees where a Performance is not taking place on a date of booking.

### 2019 Staff Fees

Fee Type	Fee Cost per Hour
Technician	\$68.00
Usher / Hospitality	\$58.00
Staff Penalty Rate	Additional \$50.00

- Minimum Staff is to be determined by Plenty Ranges Arts & Convention Centre based on Event Requirements provided
- Penalty rates may apply where conditions of staff work hours are outside an employment agreement.

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## Woodstock Theatre



### 2019 Woodstock Room Hire Fees

Fee Type	Fee Cost per Hour
Woodstock Performance	\$93.00
Woodstock Non-Performance	\$82.00
Weekend Surcharge	\$26.00
Penalty Rate	Additional \$250.00

- Room Hire Fees does not include any Staff.
- Performance fees include use of theatre and foyer space, standard lighting and audio equipment.
- Non-Performance fees include use of theatre, standard lighting and audio equipment.
- A Weekend surcharge applies to all events held on Friday to Sunday
- A penalty rate is added to standard fees past the booked time and on public holidays.
- A minimum 4 hours applies to Performance fees, and applies to Non-Performance fees where a Performance is not taking place on a date of booking.

### 2019 Staff Fees

Fee Type	Fee Cost per Hour
Technician	\$68.00
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Staff Penalty Rate	Additional \$50.00

- Minimum Staff is to be determined by Plenty Ranges Arts & Convention Centre based on Event Requirements provided
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## Theatre Hire Inclusions

### YAN YEAN ROOM HIRE TECHNICAL INCLUSIONS

Plenty Ranges' Yan Yean Theatre is a 497 seat proscenium arch theatre with a fly tower.

**Lighting:**

The standard rig includes a comprehensive range of lighting effects including LED stage wash, overhead lighting, LED backlight, cyclorama colour washes, decals, and down spots. Two (2) Followspots are available.

**Sound:**

The standard inclusions are flown front of house speakers with front fill and subs, 48 channel mixing desk, CD playback and onstage overhead foldback.

**Staging/Cloths:**

The stage floor is a sprung painted black Masonite floor.

The stage is equipped with a house curtain, a full set of black masking including midstage and upstage tabs that track, and a cyclorama. Hirers may bring in additional cloths and/or flown elements subject to safe rigging practices.

For all other information refer to our technical specifications booklet.

### WOODSTOCK ROOM HIRE TECHNICAL INCLUSIONS

The Woodstock theatre is an intimate space, with the audience in a semi-circle around the performance area on a 175 tiered seating capacity.

**Lighting:**

The standard rig is made up of fresnels and LED parcans for the stage wash. Some profiles are available for specials.

**Sound:**

The standard inclusions are flown front of house speakers and subs, 16 channel mixing desk, CD playback.

**Staging/Cloths:**

The stage floor is painted concrete.

The stage is equipped with a house curtain.



For all other information refer to our technical specifications booklet.

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## Event Ticketing

Plenty Ranges Arts & Convention Centre require your event be ticketed by Plenty Ranges Arts & Convention Centre tickets only, 3<sup>rd</sup> party agency tickets will not be accepted as correct entry.

We have 3 options for your event ticketing;

### Full Service Box Office

Box Office services are available in person, over the phone 9:00am – 4:00pm weekdays only, or online through our website at any time. Buyers can have delivery, will call or print at home options. PRACC will supply a Box Office attendant at each performance.

### Online Only Box Office

Box Office is only available online through our website at any time. Buyers will print their tickets at home or present the tickets on a mobile smart device. No Box Office attendant is available at performances.

### Self Service Box Office (Bulk Print)

We bulk print a full ticket set for the space you are hiring, and you handle the sales and distribution of all tickets. You may do so however you wish, so long as a Plenty Ranges provided ticket is supplied by your guests in attendance for entry to our Theatre spaces. The hirer must provide a Box Office attendant for each performance. Plenty Ranges holds A1 and A2 on all Bulk Prints.

## 2019 Ticketing Fees

Fee Type	Fee Cost per Hour
Full Service Box Office	\$5.00 per ticket sold
Online Only Box Office	\$1.50 per ticket sold
Self Service Box Office (Yan Yean)	\$248.00 per performance
Self Service Box Office (Woodstock)	\$124.00 per performance
Complimentary Ticket	\$1.00 per ticket held
EFTPOS/Card fee for all card sales	2.2%
Ticketing Administration	\$75.00 per hour

- Funds from sales during Full Service Box Office and Online Only Box Office services are held until an event closes, where venue costs are subtracted from the total ticket sales amount.
- Any changes made to the ticketing setup of your show after the initial setup or the processing of refunds at your request, including cancellations of bookings, will result in the Ticketing Administration being charged until changes and associated tasks required are completed.

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## Additional Charges

### Equipment

Item	Day Rate	Week Rate
<b>Audio</b>		
Radio Microphone – Handheld / Lapel / Head Worn	\$85.00	\$240.00
Corded Microphone – Vocal or Instrument	\$10.00	\$30.00
Direct Insert – Instrument or Device	\$10.00	\$30.00
Lectern and Microphone	\$80.00	\$240.00
Foldback Speaker / Monitor	\$50.00	\$150.00
Orchestra / Band Audio Package (inc Mics & Foldback)	\$100.00	\$300.00
<b>Lighting</b>		
Molefay Duet (Blinder)	\$50.00	\$150.00
UV Tubes	\$50.00	\$150.00
Haze Machine	\$80.00	\$240.00
<b>Audio Visual</b>		
Data Projector (Yan Yean)	\$450.00	\$1350.00
Data Projector (Woodstock)	\$180.00	\$540.00
Laptop Computer	\$150.00	\$450.00
<b>Scenery</b>		
Scrim	\$100.00	\$300.00

### Consumables

Item	Rate
AA Battery	\$1.20 each
9v Battery	\$5.50 each
Gaffa Tape	\$35.00 per roll

### Additional Dressing and Holding Rooms

Item	Rate
Woodstock Theatre	\$300.00 per day
Red or Blue Gum Room	\$1000.00 per day
Eucalypt Room	\$2000.00 per day

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### **Catering**

All catering must be provided by Plenty Ranges Arts & Convention Centre, no external catering is allowed. Catering can be provided for your event at additional costs.

## **Important Information**

### **Confirmation of Booking**

Confirmation of booking can only be given once a hire agreement is completed and signed, and booking deposit is paid in full. We do not rollover bookings or hold dates.

### **Contingency Bond**

A Contingency Bond of \$1000.00 will be held at time of event for each event. This information must be provided at the time of booking or booking confirmation cannot be provided.

### **Public Liability Insurance**

In accordance with Plenty Ranges Arts & Convention Centre requirements, all venue hirers must hold a public liability insurance policy. Organisations must provide evidence of their policy number, expiry date, sum insured and the name of their insurer.

### **Penalty Rates**

A penalty rate is added to standard fees past the booked time and on public holidays. Staff penalty rates apply where staff work beyond 5 hours of work without a break, overtime work beyond 8 hours per day, before 6am, after midnight, without 10 hour break between 2 consecutive days, over the scheduled booking time and on public holidays.

### **Event Information and Requirements**

To provide an estimated costing of your event and to ensure Plenty Ranges Arts & Convention Centre can meet your requirements, all hirers should fill out the Event Requirements Form. This form is due 28 days prior to the event start date. Alternatively, contact the venue for a production meeting with the Theatre Coordinator.

### **Cancellation Policy**

If you do not hold the Event or do not use the Location for any or all of the Booking Period, you must still make the payments that your hire agreement indicates. Should your

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event end earlier than the time booked, you are still required to pay the booked time. There will be no refund of deposits in the event of a cancellation.

**Venue Induction**

A venue induction will be carried out on arrival to the venue with a Technical/Event Supervisor and the Hirer Contact. The Hirer Contact is responsible of relaying important information as required to other users of the venue.

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