



The Function Room

Performing Arts and Events Venue

Venue Technical Specs

Information for hirers

Please Note

If you are relying upon any particular information in this document, please confirm it directly before proceeding.

HRCC cannot be held responsible for any result of relying upon information which is not confirmed in advance.

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Venue name: Function Room

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Introduction

The **Function Room** is a performing arts and events venue within the Harvey Recreation and Cultural Centre (HRCC). The HRCC is a multipurpose multi-space sporting and recreation building complex surrounded by playing fields located within a few blocks, walking distance from Harvey's central business area.

The Function Room is a dedicated performing arts and functions space in the complex.

The Function Room is a rectangular, flat-floor auditorium space with a stage at one end and the room's main entrance and a kiosk/bar at the other. The auditorium can be split into two spaces with a dividing partition approximately halfway. The main doors open from a foyer which is a shared circulation space at HRCC's reception/administration desk and is the hub of the centre. It has a kiosk counter and some tables and chairs.

Backstage facilities for the Function Room are minimalist but adequate for its market. Most spaces are multipurpose being adapted to dressing room space from its other day-to-day purpose.

The room has hosted a wide range of events including many performing arts shows. Having a been optimised well, a maximised and appropriate technical fit-out, a caring and attentive staff and a warm and welcoming community, the venue is popular with audiences and performers alike and can adapt for most show requirements provided the shows are relatively adaptable to take advantage of its offerings.

Auditorium

The auditorium is a rectangular flat-floor room with a central split folding dividing wall. The floor is half parquetry (South room - stage end) and half carpeted (North Room - bar end).

The auditorium ceiling is a flat suspended ceiling of 1200mm x 600mm acoustic tiles at 3,575mm above the floor.

The rear of the auditorium has doors entering directly from the Foyer in one corner and a bar servery in the other.

The audience area of the room can be divided into 2 smaller spaces. The front would have the stage and its own entry door to a side corridor and exits to a side veranda.

Seating Capacity

No orchestra pit

The seating is loose and can be arranged as required. Seats are recently upgraded, black padded, high-quality seats stored on trolleys, placed as required for each event.

The auditorium divides at mid-point with a retractable wall and each half has a different floor finish. The front is parquetry and the back half is carpet.

- Theatre Style capacity: 270 pax approximately (reduced by social distancing).
- Function Style capacity
 - No dance floor: 200 pax approximately (reduced by social distancing).
 - With dance floor: 150 pax approximately (reduced by social distancing).

Bar

There is a bar servery in the rear corner of the auditorium.

Note: that setting up may be noisy during performances. Please discuss use thoroughly.

There is a kiosk in the Foyer. Kiosk and bar are connected and can be operated by the same staff without requiring entry to the auditorium.

Stage



Figure 1: Stage and front half of the auditorium (parquet floor)

Generally

The stage is unraked (flat) with a proscenium and a stage thrust which has stairs at each side to access the auditorium. Overhead on stage there is a fixed grid, no flying.

The stage floor is stage black-painted Masonite, in good condition, and suitable for stage lighting, dance, etc.

Fixing to the stage is allowed and holes may be allowed upon request.

There are no traps in the stage floor.

The PS wing is very small (900mm passage between legs and wall), OP wing is larger. A lift impinges upon the downstage wing.

The House Curtain, Black Theatre Wool, is hand drawn from OP on a track fixed hung from the roof framing. The proscenium is fixed in height. There is no header or valance.

The stage has two legs, side masking, per side, creating three stage entries from the wings and a US traveller to create either crossover or 4th entry.

SM Controls for work lights and blue lights are on the back of the Proscenium on OP which could be used as an SM corner (Bastard Prompt). A touchscreen can be patched here providing various AV controls. There is also AV in/out patching.

There is no SM (Stage Manager's) desk.

There are no facilities for flying.

A fixed pipe grid is provided over the acting area.

Stage masking, drapes and a remote-controlled motorised cinema projection screen are independently hung from the roof framing.

The grid is 4260mm from the stage floor. There is a usable clearance of 3500mm minimum between stage floor level and barn doors of lamps when in place (this is a generalised estimate which varies a little depending on the lamp type, angle, accessories and position). The fixed grid is internally wired tubs with outlets for: power, stage lighting distribution, DMX and technical data.

There is no orchestra pit. A band can be set up directly in front of the stage on the parquet floor if required. This would require consideration of seating reduction and being in front of loudspeakers, especially the stage front fill and subwoofers, and is very workable. This use would require approval from management in advance.

The stage is 940mm above the auditorium floor.

The auditorium floor is flat. With loose seating placed as required depending on the mode.

Wings, Acting Area and Stage Entrances

The PS wing is minimalist (800mm space beyond wings drape off stage edge).

The OP wing is larger with features.



Figure 2: PS wing looking US to dock/change room exit (800mm clear walkway)



Figure 3: PS wing looking DS to back of Proscenium (800mm clear walkway)



Figure 4: Crossover created by US Traveller drape looking to OP from PS. Approximately 800mm width



Figure 5: OP wings looking from on stage



Figure 6: OP wings looking from on stage toward US OP



Figure 7: (Bastard) Prompt, OP DS Corner. yellow cage is stage lift in far DS OP wing

The stage has two side masking drapes per side, creating three stage entries from the minimalist wings. At 800mm from the rear wall (4200mm from the setting line), the upstage traveller drapes provide an either additional set of legs and entry or a crossover when closed.

Note: a backstage crossover has been achieved between interlinked dressing rooms backstage. This allows cross-stage transit outside the acting area but requires walking through connected dressing spaces. Events with modesty and children's considerations will need to check for appropriateness.

The PS wing is minimalist. There is approximately 800mm between the off-stage end of the masking drape and the stage side wall.

PS stage entrance: At the US PS corner of the stage there is a double door to the dock/change room which has loading doors to the outside. The dock can be used as a change room (book if required). There is a door to a greenroom dressing room which is used as a day care centre (double-use space) and must be booked to secure it and arrange for it to be cleared.

OP chair store and dock are linked by a secure corridor. This can provide an off-stage crossover.

The OP wing is larger and has some features, including a lift DS which impinges, door to a dressing room (chair store) which can be used as a change room (book if required).

Stage Overhead

Above the stage, for all rigging, a fixed rectangular grid is provided. The grid is constructed from standard 50mm (2") OD aluminium tube, dead-hung from the roof framing, over the entire acting area.

The grid forms a rectangle perimeter with cross bars US/DS at centre and mid-US. Each side of the large rectangle runs US/DS at approximately 4,500mm from the setting Line (full width of the rectangle is 9m); the DS cross-stage run is at approximately 600mm behind the setting line and the US run is at approximately 3830mm behind the SL.

Safe working load (SWL) rating is 25Kg/m with maximum point load of 100kg. Check with venue for approval for all rigged items of any weight above 20kg.

Load-In

Load-in is via the loading dock, at the rear of the backstage or through a side door into the auditorium. The latter is not paved, across grassed areas and requires pre-approval.

The dock load-in doorway (to the rear drive) is fitted with double doors. A roof overhang provides some weather protection as it allows trucks to get in under at the dock doors.

The dock is also available for use as a change room as it enters through double doors (1835mm wide x 2950mm high) immediately onto the US PS corner of the stage at US PS.

The dock is 950mm approx. above ground level which is presently un-trafficable (grassed sand with many drainage grates and access at various heights. No load levelling is provided. Alternate load in is available through the side doors of the room (audience area) which are double doors, normal door height, at ground level, accessed from the grassed oval. This is a grassed area only suitable for cars, light trucks and the like. Permission from the Centre Manager is required to use this access.

Stage Rake

No rake. The stage is level.

Stage Loading Limits

- Distributed: No, definitive information available
- Point load: No, definitive information available

Any requirements to place very heavy items or items which may impose high point loads onto the stage should be discussed with venue management and must be approved well in advance. Under the stage is an accessible void enabling bracing by prop to the concrete floor below (approx. 800mm props).

All circus uses that require tie down points should be carefully investigated and approved in advance.

Fixed Grid Load Limits

- Distributed load: 15Kg/m maximum
- Point load: 100Kg maximum

Any requirements to hang heavy items or items which may impose high point loads onto the grid should be discussed with venue management and must be approved well in advance.

Stage Dimensions

Proscenium

- Proscenium width: 7,975mm
- Proscenium height: 2,923mm
- Stage height above auditorium floor: 940mm

Setting Line (SL) Measurements

- Setting line set at US (back) line of Proscenium wall
- SL to house curtain line: 100mm US side of SL (back of Proscenium)
- SL to cinema screen line: 150mm US of SL
- SL to DS edge of apron: 1,250mm
- SL to US traveller drape (crossover): 4,120mm

- SL to rear wall: 5,080mm

Centre Line (CL) Measurements

- CL to OP wall: 10,060mm at floor level
(reduced ceiling height from DS to US)
(Note intrusion by stage lift)
(Raked roof underside clearance:
4,035mm at DS/lift; 2,925mm at US)
- CL to OP OH constraint: 6,435mm
Clearance to underside of ceiling beam 2,570mm
- CL to PS wall: 6,590mm

Heights

- Stage to underside of fixed grid clearance height:
- Height at CL: 4,260mm approx.
- Height at Wings: 4,250mm approx.

Note: The OP wing has an overhead ingress at 6,435mm from the CL where a ceiling beam reduces the height to 2,570mm TBC.

Loading Dock

- Deck size: 3,200mm wide x 1,600mm deep
- Deck height: 950mm above sealed roadway (with stairs)
- Roof clearance height: 4,200mm at lowest point which is the truck side

Access Doors

- Dock load-in doors: 1,835mm wide x 2,920mm high
- Stage load-in doors: 1,805mm wide x 2,940mm high. Double doors at US PS corner of stage



Figure 8: Loading dock platform



Figure 9: Loading dock platform



Figure 10: Loading dock approach

Flying Facilities

Fly System

There is no fly system.

The stage has a fixed pipe grid over the acting area.

2 x FOH lighting bars are available for hanging/rigging.

Hanging Plot

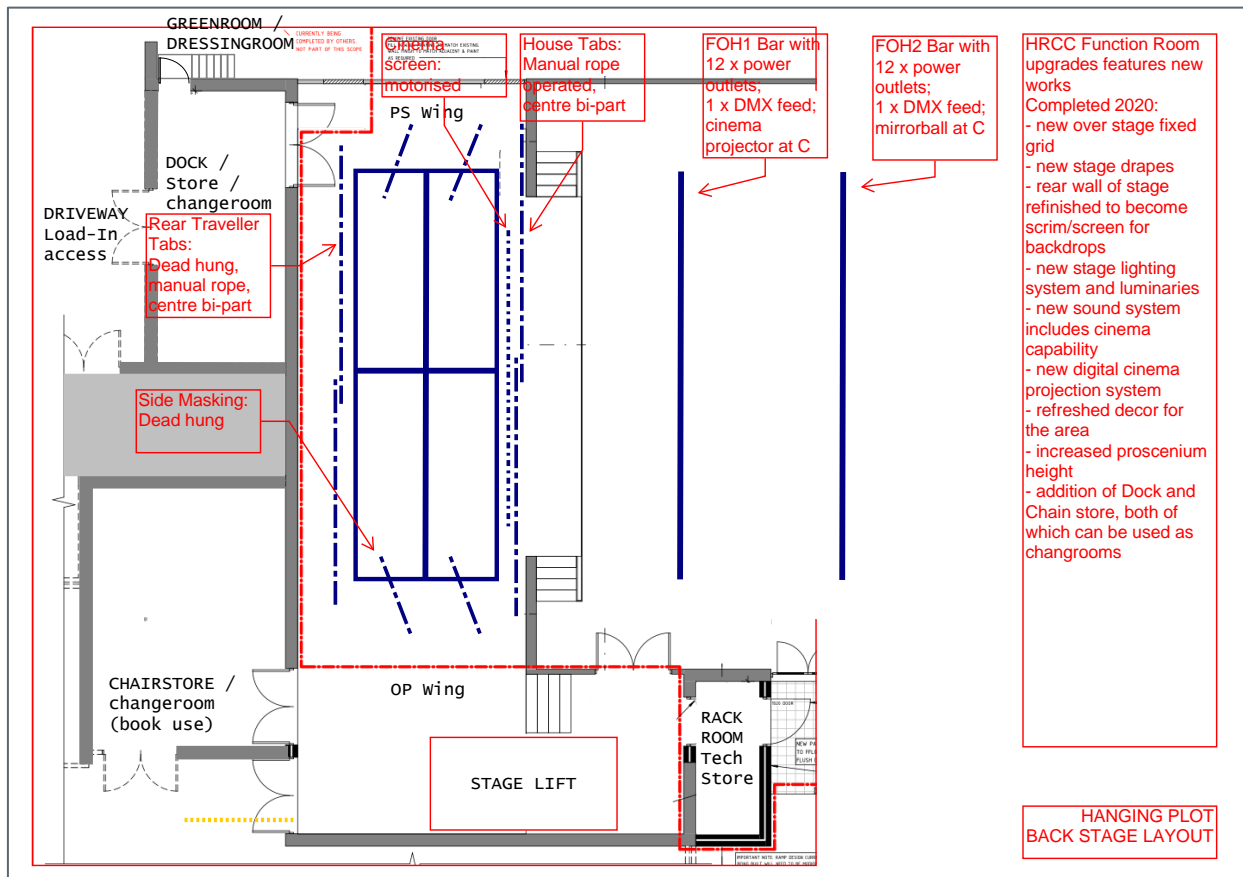


Figure 11: Stage/venue plan and hanging plot

100kg SWL maximum distributed load that can be added to any single bar.

15Kg SWL maximum point load.

There is no flying system or capability in the venue. Hanging is available from the fixed grid over stage.

Above the stage there is a fixed aluminium pipe rectangular grid which can support minimalist hanging such as cloths and a few luminaires, projector, cabling, etc.

Presently there are the following theatre drapes on standard pipe, dead-hung, suspended directly from the roof framing. Whilst these could be moved it is not recommended.

The house curtain is a traveller bi-part black velvet theatre drape on tracks hand pull cord on OP (tracks are mounted which mount from the back of the Proscenium).

2 x side entry wing masking drapes are provided per side, angled US at 30 degrees approximately, creating 2 stage entries per side;

At 4,200mm from SL is a rear traveller drape which can be used to create the only crossover solution.

Access Equipment

Elevated Work Platform

The venue has an Elevated Work Platform (EWP) available upon request:

EWP is a JLG30AM push along vertical mast lift with a max platform height 9.05m

The EWP is stored in another area of the centre and is easily brought into the auditorium and via the lift, also onto stage. Book this in advance so that it can be readily available.

Note: The stage has limited load capacity which the EWP may exceed. A safe works method (SWM) has been devised by Council which involves placing planks under its load spreader outriggers and which must be moved with the EWP. This makes for slow work on stage.

This SWM is being reviewed to improve use of EWP on stage. Confirm with the venue and discuss your schedule which this may affect.

Ladders

- 1 x 0.9m platform ladder
- 1 x 1.7m "A" frame ladder
- 2 x 2.3 A frame ladder
- 2 x 4m (approx.) A frame ladder

Other ladders and access equipment maybe available from the stadiums in the centre, upon request.

Staging Equipment

Staging (Riser) Units

- 6 x units SKS hospitality mobile height adjustable riser
Unit size: 1,800mm x 2,400mm
Unit height: adjustable between 600mm min and 900mm max height
black carpeted
- Steps available: 1 set if risers at high level, 2 sets if risers at low level.
- Skirts available: Skirting for all sides, velcro attached.

The risers are a shared resource, stored in another area of the centre. They are easily brought into the venue and via the lift onto stage. Book these in advance so they can be made available.

Stage Covers

No stage covers are available in-house. It is recommended to tour all requirements.

Stage Traps

No stage traps.

Safety Curtain

No safety curtain installed.

Loading Dock

Load In Access

The loading dock is accessible by a sealed access road at the side of the venue. Access the road via the cricket oval gates which may be locked and require opening upon request on the day.

There is adequate room to turn and reverse the truck up to the dock doors.

The loading dock doors are protected by an eaves over-hang for some weather protection.

The dock doors are at 5T/8T truck tray height above the drive. There is no external loading pad or dock leveller for other vehicle heights, nor steps from driveway up to the dock doors.

Load-in is through the double dock doors to the dock scenery storeroom/change room which then opens through double doors onto the PS US corner of the stage

Dock and Load-In Door Sizes

- Loading dock height: 950mm above sealed roadway (with side stair access)
- Dock deck size: 3,200mm wide x 1,600mm deep
- Dock roof clear height: 4,200mm at lowest point which is the truck side
- Dock load-in doors: 1,835mm wide x 2,920mm high
- Stage load-in doors: 1,805mm wide x 2,940mm high. double doors at US PS corner of stage

Stage Lighting

Positions

Fixed grid over stage:	FOH 1 LX bar at 3m approx., from stage front; FOH 2 LX bar at 13m approx., from stage front. There are no side perches.
FOH1 bar:	In coffer void in auditorium ceiling
FOH2 bar:	In front of dividing wall, slightly less than mid-way back in room, suspended close to ceiling

FOH1

SL to lighting bar:	3.55m
Usable bar width:	10m approx.
Circuits power:	12
DMX runs:	1 run
Notes:	This bar provides a low lighting angle

FOH2

SL to lighting bar:	7.75m
Usable bar width	11m approx.
Circuits power:	12
DMX runs:	1 run
Notes:	The advance bar provides a low lighting angle

Control

Stage Lighting Console

Lighting desk make:	Light Shark LS-1 console with tablet display screen and stalk light in portable road case
Desk control channels:	4 Universes – 2046 total DMX Note: only 1 universe is implemented in the venue DMX distribution system
Desk control ports:	2 x DMX outlets and Art-Net (2 universes); 1 x Ethernet

DMX Distribution

DMX distribution:	ACME DMX Distribution (1 Universe implemented in venue)
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Power Dimmer/Distribution Racks

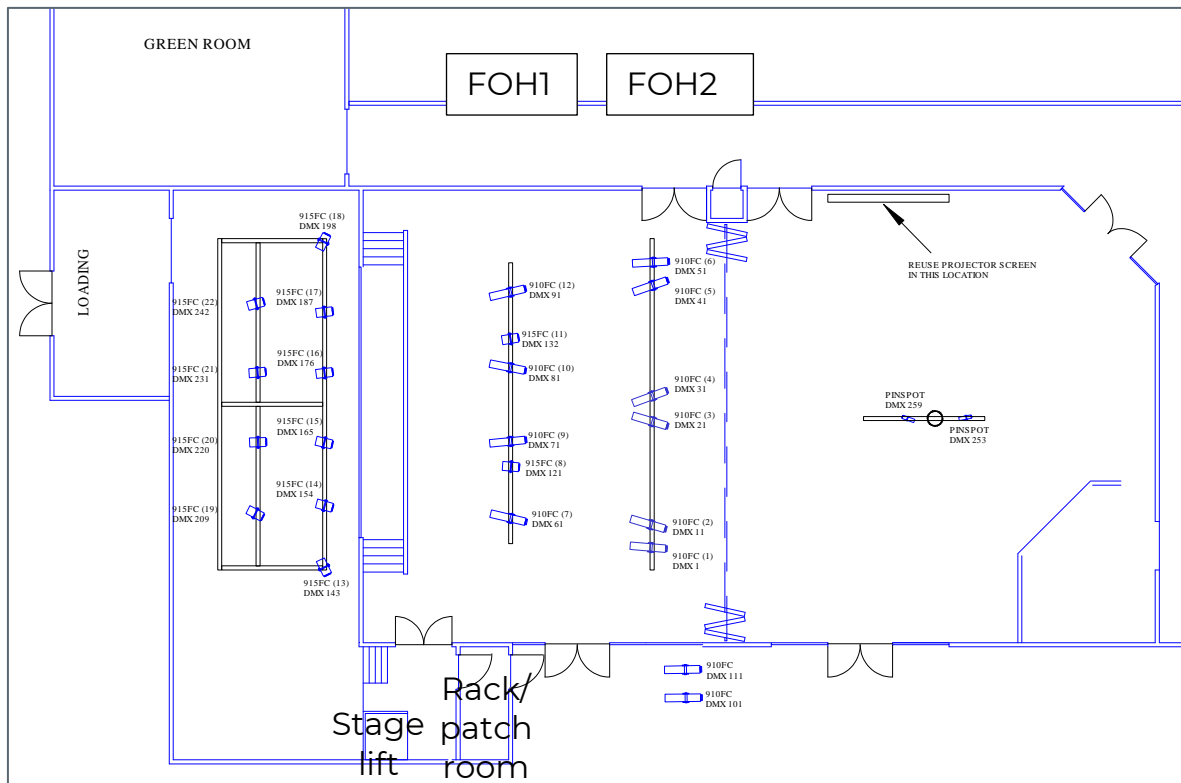
Total distribution	1 x LSC Power Point PWP 12/10A – 12 channels (10A/ch)
Dimmer locations	Rack mounted in “Rack Room” off OP stage wing
Total distribution	12 channels @ 2.4kw per outlet

House Lights

Independent control:	Yes, controlled by manual dimmer switch at bar and on/off at SM position (OP corner)
Fade time adjustable:	Manual rotary pot fader

Patching

House Rig Patch Layout – actual configuration may differ



Outlet Listing

Position	Circuits	Destination
PS DS Wing (back of Prosc)	1	Rack room patch bay
OP DS Wing (back of Prosc)	1	Rack room patch bay
PS US Wing (back wall of Stage)	1	Rack room patch bay
OP US Wing (back wall of Stage)	1	Rack room patch bay
FOH1	12	Rack room patch bay
FOH2	12	Rack room patch bay
Grid LX1 (DS cross stage bar)	8	Rack room patch bay
Grid LX2 (Mid stage cross stage bar)	8	Rack room patch bay
Grid LX3 (US stage cross stage bar)	8	Rack room patch bay
Grid OP (Panorama Grid US/DS bar)	4	Rack room patch bay
Grid PS (Panorama Grid US/DS bar)	4	Rack room patch bay
North Room ceiling bar	3	Rack room patch bay

Power Supply Outlets (3 Phase)

SL distribution unit: 1 x Wilco 40A outlet for house stage lighting distribution unit, rack room (off OP Wing)

Spare outlet: 1 x Wilco 40A outlet, rack room (off OP Wing)

Luminaires (fixtures)

Profile/Fresnel's Types

Make	Model	Angle	Detail / Accessories	Watt	Qty
Profiles					
Charvez	Ovation e-910	15-30	LED ERS type, RGBAL, 2.8K-6.5K colour temp Virtual Colour wheel matched to popular GEL colours, no GEL frame	91 LEDs 3 w	6
Charvez	Ovation e-910	25-50	ditto	Ditto	6
Fresnel's					
Charvez	Ovation F-915FC	???	Barn doors, LED - No gel frames	??w	12

Followspot

No dedicated followspot.

A profile can be provided on a stand. This would require a riser at the rear of the auditorium. Request in advance and approve with ticketing. An operator will need to be toured or booked.

Cabling

Patching and Extensions

240v extensions: A small range of various lengths available

DMX patch: A small range of various lengths available

Looms

None

3 Phase Extensions

None

Additional Notes

Due to having only LED luminaires, the venue has no gel or gel frames. It is recommended that any such requirements be toured or prearranged well in advance with the Manager.

Audio systems

Main FOH – Proscenium Loudspeaker System

The venue has been refitted recently (late 2020) with a new sound system comprising:

- KV2 loudspeaker system capable of pop/rock band, cinema and musical theatre;
- A&H QU16 digital mixing console, mounted in a portable rack for a choice of operating positions in the auditorium or side of stage (there is no bio box);
- Replay is via Blu-ray/DVD/CD/Media player, mounted in the rack

Proscenium Loudspeaker System Description

The venue has an installed sound system comprising a fixed LCR and sub system with sides loudspeakers (suits cinema surrounds and sides can be accessed for musical theatre if required). The sides loudspeakers are also allocated to other uses if the room is split. Discuss use with venue staff.

The installed system consists of the following:

Make	Model	Type	Detail / Accessories	Total
KV2	EX12	Left / Right loud-speaker	2-way 1.75"/12" Self-powered full range loudspeaker mounted on Proscenium at either side	2
KV2	EX26	Centre (Upper) loud-speaker	2-way 1.75" /dual 6" Self-powered full range loudspeaker mounted on Proscenium at top centre	1
KV2	EX	Sub-woofer loud-speaker	Single 15" Self-powered subwoofer loudspeaker built into the Left and Right under stage thrust (fixed position and covered by grilles)	2
KV2	ESD5	Centre Front Fill (lower) loud-speaker	5" passive compact format passive loudspeaker built into front of stage (fixed position and covered by grille)	3
QSC	CX-Q 2K4	Front Fill Amplifier	4 channel amplifier driving Front Fill loudspeakers, analogue input	1
KV2	ESD6	Sides loud-speaker	2-way 1.75"/6" Self-powered full range loudspeaker fixed to the side walls	8

This loudspeaker system is fed digitally (AES67/Dante) from a Q-sys 110f DSP core, mounted in the rack room rack, except the lower centre front fill which are each powered by an amplifier channel.

All loudspeakers are fed from DSP outputs.

Loudspeaker Management

A range of modes and adjustments are available, selection via the Q-sys remote touchscreen controllers.

The system has several simple modes to support most common uses (LR, LCR, LCR Surround, etc). Other than that, most settings can be adjusted.

When the room is divided, the front operates the same minus the back and the back room sides become the LR with an option for either side to be the front.

Stage Monitors (Foldback) and Portable

The venue has several loose loudspeakers available for use as stage monitors. These can be placed on stands (also available) or floor, to suit requirements. These can also be used as a portable PA with the digital console or other solutions in the auditorium or elsewhere in the venue.

Loudspeakers (loose)

Make	Model	Pattern	Detail / Accessories	Total
Self-powered loudspeakers				
Australian Monitor	XRS10P	HF 90° x 90°	2 way active self-powered 10" plastic box loudspeakers with pole mount (can be used on side as floor wedge)	2
Australian Monitor	XRS12P	HF 90° x 90°	2 way active self-powered 12" plastic box loudspeakers with pole mount (can be used on side as floor wedge)	6
Passive loudspeakers/amplification				
Australian Monitor	XRS12B	HF 90° x 90°	2 way 12" passive plastic box loudspeakers with pole mount (can be used on side as floor wedge) – requires amplifier	4
Australian Monitor	???	-	12" passive subwoofer plastic box loudspeakers with pole mount (can be used on side as floor wedge) – requires amplifier	1
Australian Monitor	Synergy SY 2200	-	2 channel power amplifier, intended for use with above passive loudspeakers (300w + 300w @ 2 ohms)	1
Crown	XLS 2002	-	2 channel power amplifier: 600w + 600w @ 4 ohms	1

Loudspeaker Stands

Item	Model	Detail / Accessories	Total
Push up speaker stands	K&M	Mid-sized, collapsible legs	2
Push up speaker stands	K&M	Short, collapsible legs	4

Microphones, DIs, Stands and Accessories

Wireless Microphones

Brand	Model	Desc / access	Total
Portable kit for singing/theatre quality, in 2 sleeve cases, equipment as follows			8 ch set
Sennheiser	EW-D EM	Receiver (rack mounted 2 per RU in a sleeve)	8
Sennheiser	EW-D ASA / ADP	Active antennae distributor / Directional receive antennae (rack mounted with receivers) with 10m cables	2 each
Sennheiser	EW-D SKM-S / MMD965	Handheld transmitter / condenser hyper-cardioid vocal capsule	6
Sennheiser	EW-D SK / CLI and HSP	Bodypack transmitter with CII instrument cables and HSP theatre quality headset	8
Other, suitable for presenters, speeches, aerobics, etc.			
Mipro	ACT-707DE	Receivers, with handheld transmitters	2 ch
Mipro	ACT-707DE	Receivers, with headset and bodypack transmitters	1 ch

Note: these units are placed on the new rack in the rack room and patched into the Q-sys DSP directly. They can be bought up in the loudspeakers directly without a mixing console.

Cable Microphones and DI Boxes

Brand	Model	Desc / access	Total
Shure	SM58	Dynamic vocal microphone with clip	5
Sennheiser	e945	Dynamic hyper-cardioid vocal microphone with clip	6
Sennheiser	e901	Hemispherical cardioid Condenser Boundary Plate	4
Sennheiser	e904	Dynamic cardioid Instrument Mic with clip (clip on rim)	4
Sennheiser	E906	Condenser Cardioid 1" pencil instrument microphone with clip	4
Sennheiser	E914	Dynamic vocal microphone with clip	4
dbx	??	Active DI – mono for musical instruments	2
Radial	J48	Active DI – mono for musical instruments	4
Radial	JPC	Active DI – stereo for computer/smart device interface	2

Microphone Stands

Item	Model	Detail / Accessories	Total
Boom mic stand	collapsible	K&M, tall stand with telescopic boom	15
Boom mic stand	collapsible	K&M, short stand with telescopic boom	2
Boom mic stand	collapsible	K&M, table, telescopic, round base	2

Replay Equipment

Item	Model	Detail / Accessories	Total
Media player	Denon DN-500BD	Media player: plays from the following formats MP3, CD, DVD, Blu-ray, USB	1
CD player	Denon C615	CD player – maybe in portable racks and in use elsewhere – check for availability and book if required	2
CD/USB player	Numark MP103USB	CD/USB audio player – maybe in portable racks and in use elsewhere – check for availability and book if required	2

Control Positions

The venue has no bio box. All control positions are in auditorium or on side of stage.
 Total space required / seat reduction allocation to be discussed in the seating layout.

Each position offers: connect to drive the installed FOH loudspeakers and connect to stage IO and control touchscreen

Auditorium front: Approximately 3m back from stage front on the OP wall in front of the bar is a patch points

Auditorium rear: Approximately 15m back from stage front on the OP wall in front of the bar is a patch points

Control and Amplification

The installed loudspeaker system is managed by a Q-sys DSP which has many modes to suit all room configurations including specialist set ups. This system provides an audio mixer for simple modes without

the need for a sound mixing console. It also controls projection, screens and replay with interfaces for sound mixing console. A touring console can be connected.

Sound Mixing Console and Stage Rack (Portable)

A portable Allen & Heath QU16 digital sound mixing console system is provided. Equipment and parameters are summarised as follows:

- 16 mic/line mono inputs (either direct patch or from the stage rack)
- 3 stereo line inputs
- 2 FX returns (patched to internal effects or other sources)
- 7 mix busses: 4 mono and 3 stereo + LR
- Outputs: 10 busses plus LR and USB (22ch)
- No matrix
- Allen & Heath AD168 digital stage rack (16 XLR mic/line inputs and 8 XLR line outputs)

Effects, Inserts and Outboard Processing

4 x internal digital effects units (built-in to A&H QU16 digital mixing console).

No outboard processing. Toured units can be inserted. Bring insert cables to suit.

Line Patching

Digital snake only available (part of QU16 digital console system).

1 set 8 way analogue XLR snake down CAT kit available. No phantom power is passed by this system. Dynamic mics and passive/battery DIs only.

Speaker Patching

Main loudspeakers are wall mounted and hard-wired to DSP/amplification.

No other installed cabling is provided. Tour must bring own requirements.

Loose Cabling

Audio Cable

Microphone and audio (balanced XLR) patch cables: minimalist stock available for small band set up.

Tour should bring additional own requirements or liaise specifically and order locally.

Multicore

None. House uses digital snake. No other snake is available of any type.

Audio Notes

House loudspeaker system is suitable for replay and limited vocal use. Not suitable for full mix. Utilise mobile system for those requirements or tour to bring own.

Audio Visual (AV)

Projection Room

N/A

Projectors

Brand / type	Model	Detail / Accessories	Total
Epson data projector	EB-L150SU with ELW22 lens	12000 lumen, WUXGA 1920 x 1200), 3 chip 3 LCD Projector, hung on FOH1 bar patched to VDA input This projector is used for Cinema on the Proscenium screen and remains here unless otherwise approved by manager Used with Proscenium Cinema Screen (see below)	1
NEC data projector	PA500U	5000 lumen projector, hung on LX2 bar mid stage with HDMI over CAT adaptor patch to rack room patch – provide input manually or relocate as required	1
Epson data projector	EB-L610U	6000 lumen, WUXGA 1920 x 1200), 3 chip 3 LCD Projector, hung on North room ceiling bar patched to VDA input This projector is used for Presentations and remains here unless otherwise approved by manager	1

Screens

There following screens are installed and automated.

Additional portable screens may be available upon request.

Proscenium South Room/Stage – Film/Presentation Screen

- Screen size/aspect: 220" diagonal, 16:9
- Screen brand/model: Screen Technics 0622029-C ElectriCinema Type C – black headbox.
- Control: Motorised, remote controlled by touchscreen

Presentation Screen North Room – Head Table Position

The screen is mounted to the wall opposite the windows/bar in a logical head table position. It is retractable, and controlled by the touchscreen which controls all AV.

- Screen size/aspect: 135" diagonal, 16:10 (3.01m x 1.81m)
- Control: Motorised, remote controlled by Touchscreen

AV Playback

Replay from Rack

A Denon Blu-ray media player is available in the rack (rack room), controlled by the touchscreens or front panel.

Input from remote rack (various audio IO) and smartphone/tablet by mini-jack cable is available.

There are other options for replay upon request and subject to availability.

Projector Rigging and Location

There is a projector rigged at the C of the FOH 1 bar and used for cinema primarily.

A second projector is mounted above C stage with a short throw lens and used primarily for backdrop projection onto the rear wall of stage.

A third projector is mounted on the ceiling bar at the rear of the sudatorium (centre of the North room and used for presentations at the head table position in the North room).

Cabling

Limited loose cabling is available, stored on racks in the rack room. Recommend to bring all requirements.

Audio Visual Notes

A small portable AV trolley is available: trolley houses small projector, small loudspeakers. Push up screen is available.

Backstage

Communications

Stage Managers Desk

There is no Stage Managers desk or facilities

Talkback System

Brand / Type	Model	Detail / Accessories	Total
Jands Ezicom wired	E-401 master station	4 groups	1
Eartec wireless	UltraLite wireless headsets		5
Eartec wireless	HUB base station	Sits in rack – statis, interfaced with Jands wired comms	1
Eartec wireless	HUB wireless/wired interface		
	Jands HS headsets	Used with Jands Ezicom Wall stations	4

Talkback equipment in the venue is limited. The present provision enables 5 crew to be on wireless comms. There are no additional cabled units. Productions should tour or request additional wired units (Clearcom compatible) if required.

Paging / Audio Show Relay

Wall station in greenroom is for cast paging which is possible from comms.

There is no show relay and no paging to dressing rooms, change rooms or backstage areas in the venue.

Video Show Relay (Stage Monitor)

There is no video stage monitor camera or screens in the venue.

Productions should tour all requirements.

Cue Light System

There is no cue light system in the venue.

Productions should tour all requirements.

Dressing Rooms

Dressing Room	Capacity	Toilets	Shower	Details
Green Room / Main Dressing Room	15 approx.	1 unisex	YES in same room as toilet	<p>large room divides into 3 rooms with drapes on tracks;</p> <p>1 makeup station bench adjacent toilet/shower room;</p> <p>The Green Room / Dressing room has a servery hatch into the main kitchen;</p> <p>NOTE: The Green room / Dressing room is used as a child care centre every weekday. If the room is required, the child care can be relocated – notice is required.</p> <p>BOOK THE GREEN ROOM / DRESSING ROOM IF REQUIRED</p>

Dressing Room	Capacity	Toilets	Shower	Details
PS US Dock/storeroom/ changeroom	10 approx. depending on config	NO	NO no wet facilities	Empty rectangular room only: NO Makeup station; No Tables or benches; (all requirements are temporary set up) No Toilet, No shower; Enters to PS Stage Wing 4,350mm x 3,090mm BOOK ROOM AND ALL REQUIREMENTS TO BE SPECIFICALLY BOOKED
OP US Chair Storeroom/chang eroom	10 depending on config	NO	NO no wet facilities	Empty rectangular room (Chair Store): NO Makeup station; NO Tables or benches; (all requirements are temporary set up) NO Toilet, No shower; NO Bluelight Enters to OP Stage Wing 5,560mm x 4,345mm (some locker/cupboards) BOOK ROOM AND ALL REQUIREMENTS TO BE SPECIFICALLY BOOKED

Laundry / Wardrobe

There are no laundry/wardrobe/ironing facilities on site at the venue.

The community is supportive and most items/services can be provided if booked in advance, otherwise there won't be any available.

Washing machines:	No
Dryers:	No
Drying rooms:	No
Iron / ironing board:	No
Clothes racks:	No

Production Facilities

Production Desk

The venue is flat floor with plenty of options for portable production desks as required. All tables and chairs are portable and available upon request.

Advise venue manager if required.

Production Office

There are a number of offices and a meeting room in the centre. A space can be found if requested in advance as the spaces may have regular users who would need to be reallocated.

Phone

Not available. Please use your mobile.

Fax

Not available. Please use your email.

Access to Phone for Internet Access

There is free Wi-Fi in the venue which is part of the Shire's public free Wi-Fi service to the entire town centre.

It will be adequate for email access and general browsing. Due to the normal constraints placed upon public services, the open network is not secure and, speeds and response times may be poor especially for video content which may not play well.

Greenroom

Tea / Coffee facilities: Yes

Fridge / freezer: Yes

Microwave: Yes

Running water: Yes

Advise venue manager of specific requirements.

Stage Door

There is no stage door

Additional Facilities and Information

Orchestral

There is an upright piano available: Beale / BA-52.

The piano will almost certainly require tuning which is not available locally. Tuners usually come from Perth and must be booked weeks before required to ensure availability. Hirer's must specifically request a tuner and cover their fee.

It is unlikely a grand piano is available locally if required. However, the local community and neighbouring Bunbury do have resources and special arrangements may be made subject to negotiations.

Rehearsal Space

There are several spaces of all sizes in the venue which may suit rehearsals. These are often used by regular users who can be relocated.

Bookings are essential.

Advise venue manager of requirements.

Other

A limited pool of shared sound and AV equipment is available at the centre. It is not stored in or close to the Function Room (performing arts venue) but can be accessed. The equipment is not available unless booked in advance.

Technical Staff

The venue has no technical manager or staff. Technical Crew and operators are contractors bought in as required.

However, admin staff are willing to assist and most systems have simple set ups for general use. Admin staff are helpful and capable, but without technical training and not available for setup, rehearsals or operation, generally.

Tour should bring all required operators or discuss requirements well in advance.

FOH Staff

The centre has a staff member who can act as FOH Manager. All expectations for managing audience, ticketing and ushering should be discussed and arranged in advance, otherwise the centre will expect the incoming show to provide for themselves.

There is a pool of willing and keen volunteers who will have varying degrees of experience/training from none to some. It is likely almost any request can be accommodated with suitable discussions well in advance.

Venue Contacts

Venue Contacts

Venue Address: Tom Latch Drive
Harvey WA 6220

Enter off Young Street or Sir James Avenue to main carpark at building.
Building is at the rear of sports fields (cricket Oval)

Venue Postal Address: PO Box 263 Harvey WA 6220

Staff Contacts

Technical

Tech Contact: David Marshall (Centre Manager)
Mobile 0417 291 996
Email Address davidm@harvey.wa.gov.au
Phone Number 08 9729 3311

General

Administration: Reception desk staff
Phone Number 08 9729 3311
Email Address: hrcc.info@harvey.wa.gov.au
Fax Number N/A (Please use email)

Box Office

Box Office Contact: Administration/reception is the box office.
Stage Door Contact: N/A – there is no stage door. Call Admin for all needs.
Stage Contact: N/A – there is no phone at stage or backstage. Call Admin for all needs.

Venue Drawings

Floor Plan

The venue was upgraded in Dec 2020 with significant changes to the stage and the addition of The Boundary club and function rooms which provided shared rooms that can be adapted to become change rooms. The chair store, dock and greenroom are separate but interconnected rooms. The greenroom is multipurpose space used as a day care facility. This area can be cleared for event use but requires prior arrangement.

Floor plan available, PDF (not to scale but with dimensions) Refer Figure 12: Venue floor plan (per 2020 upgrades), at the end of the document.

Section

No.

Venue and Precinct Information

The Harvey Recreation and Cultural Centre (HRCC) is a multipurpose venue comprising two sports stadia (basketball, Netball, etc.) interconnected with buildings providing gym, squash courts, meeting room, Function Room, offices and the “Boundary” teams rooms and functions spaces.

HRCC is located at the rear of a cricket oval and other sports fields, one large block from the main street (Uduc Road) and two blocks up from Harvey’s main shopping strip.

The HRCC has ample sealed parking (unless a major sports event is being held when overflow parking is also ample but unsealed). Note street signage directing to the HRCC and at the centre street frontage is poor. The venue is surrounded by playing fields.

The Function Room is the space within the centre, used to host performing arts. It is a large room with a retractable dividing wall mid-way through the room, a raised stage opposite the entrance and a bar servery. It has a kiosk at its entrance which has café seating and a servery bar also.

The kiosk is the hub for the centre with the administration offices and service counter, access to toilets, and corridors to the stadia and other facilities in the centre including a meeting room (seats up to 8 around a central meeting table or 12 in theatre style).

The Function Room is a versatile space with a flat ceiling, flat floor (half carpeted and half parquet floor), and bar/servery.

The stage is small with minimal wing space and very limited dressing room space.

The seating for audience is set up for each event and consists of loose chairs (and tables). Arrangements for seating layouts should be discussed with administration and resolved well before arrival.

Load in is either via a loading dock (utility height) through a roller door at the rear of stage (directly onto the OP US wing) or flat from the ground level, in through side sliding doors, directly to the audience area of the roof.

HRCC does not have a technical manager or technical staff. It has admin staff who assist setting up all venues where required. Unless agreed otherwise, all hirers should allow for bringing in any technical staff and theatre technical equipment required. Technical staff are available locally and bought in as required.

The venue does not have a separate box office. The administration can assist at the reception desk for sales.

The venue does not have a stage door. Everyone enters through the main entrance although there are doors to the greenroom and stage to the outside, which are not manned or accessible unless special arrangements are made.

There are a number of cafes, takeaway food outlets, a butcher and a supermarket in the main shopping strip, 2 blocks away.

Note: Harvey is a small country town and trading hours are limited to 9 to 5 during the week and shorter on weekends. Cafes and take away outlets usually open later in the morning and close around 2 or 3pm during the week. Check for weekend trading hours.

Function Room Floor Plan

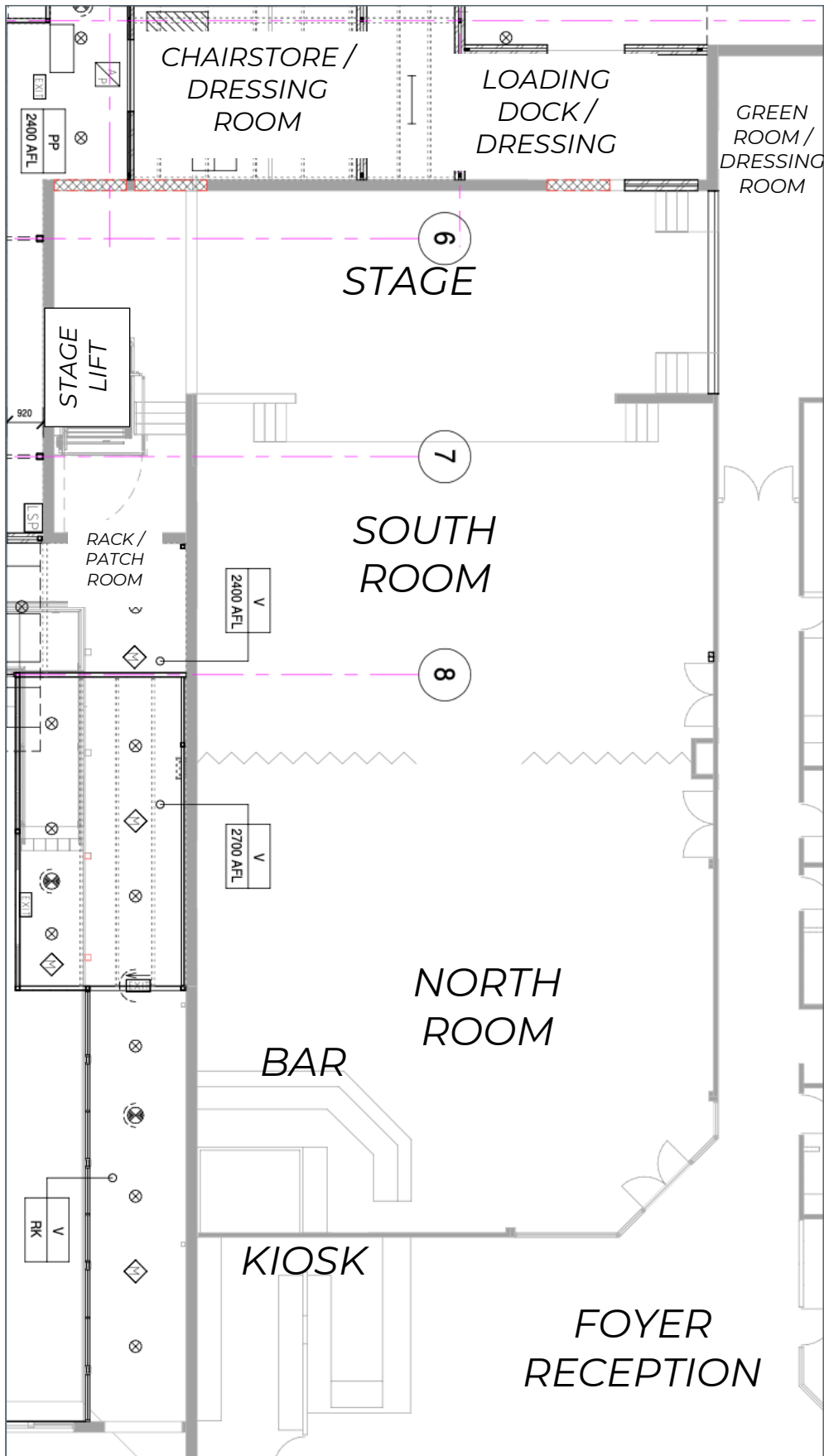


Figure 12: Venue floor plan (per 2020 upgrades) – not to scale