



Technical Specifications

Venue Details

Address: 30-42 Clarence Street, Port Macquarie, NSW, 2444

Phone: 02 6581 8888

Website: glasshouse.org.au

Email: sales@glasshouse.org.au



PORT MACQUARIE
HASTINGS COUNCIL



Contents

AUDITORIUM	4
STAGE	5
Flying Facilities	6
Drapery	6
Access Equipment	6
Staging Units	6
Stage Covers	6
Rigging	6
Loading Dock	7
Scenery Dock	8
LIGHTING	9
Control	9
Dimmer Racks	9
Lighting Fixtures	9
House Lights	10
Power	10
Cabling	10
AUDIO	11
Control	11
Speakers	11
Playback	11
Recording	11
Microphones	11
DIs	12
Stands & Accessories	12
Pianos	12
Line Patching	12
Power	13
Cabling	13
VIDEO	14
Projectors	14
Projection Surfaces	14
Playback	14
Filming Services	14
Cabling	14
Video Notes	14



BACKSTAGE

Dressing Rooms	15
Green Room	15
Production Facilities	16
Laundry / Wardrobe	16

VENUE

Venue Contacts	18
----------------	----

APPENDICES

15

15

15

16

16

17

18

19



AUDITORIUM

The Auditorium comprises 8 rows of Interseat tiered retractable seating across 2 units. Each unit seats 66 people. The front row of seating is at stage level. Wheelchair spaces are available in front of the main seating but reduces the available stage area to accommodate.

Alternatively, loose seating may be used, the venue has padded banquet or plastic chairs available.

Seating Capacity

The maximum seating capacity in the venue is 116, straight row style, using the retractable seating.

The maximum seating capacity using loose chairs is 140, subject to availability.

For further reference see Appendix A: Studio Seating Plan



Auditorium seating.



STAGE

Brief Stage Description

Unraked stage with a sprung surface of polished timbers from Australian Solar. There are no cable traps, all cabling is run and taped down using Tarkett tape. Absolutely **no** penetrations into the floor are permitted under any circumstances.

Stage distributed load limit	500kg/m ² --- 5kPa
Stage rake	No

Stage Dimensions

Width: 12.8m
Height: 4m

Setting Line

1m US of DS edge of seating when fully deployed.

Distance From (SL = Setting Line, CL = Centre Line)

SL to deployed seating	1m
SL to retracted seating	5.8m
SL to first LX bar	6.9m
SL to last upstage LX bar	1.7m
SL to rear wall	2.76m
CL to OP wall	7.15m
CL to PS wall	5.46m
Stage to grid underside	5m

For further reference see Appendix B: Studio Stage Plan



Flying Facilities

The Glasshouse Studio has no flying facilities. Steelwork allows installation of approved rigging and flying gear, please contact technical management for further discussion. Curtain track surrounds the US and PS walls with black drapery.

Drapery

Type	Material	Colour	Width	Height	Quantity
Masking	Wool 50% Fullness	Black	3000mm	4830mm	8

All black stage masking is manufactured to A/NZS 1530 Parts 2 & 3. They are made from inherently fire-retardant wool.

Access Equipment

Equipment is shared with the Theatre and are subject to availability.

Elevated Work Platform

Genie GR-20

Maximum working height: 8m

Maximum platform height: 6m

EWP Restrictions

Operator induction before use.

Ladders

2 x 2.4m Fibreglass step ladder.

2 x 1.2m Fibreglass step ladder.

1 x 3.3m-5.8m Aluminium extension ladder.

Staging Units

Staging units are shared with the Theatre and are subject to availability.

10 x Mega Deck 2.4m x 1.2m x 0.182m

Legs to finished heights 300mm, 600mm, 900mm.

18 x 300mm Wheel Legs

Selection of black painted ply treads to match Mega Deck leg heights.

Stage Covers

Full floor Harlequin Cascade dance floor is available for an additional fee. Laid PS to OP.

Rigging

The Studio has no dedicated rigging equipment and no dedicated rigging points.



Loading Dock

Facilities are shared with the Theatre and are subject to availability.

Access

Vehicular access is via Hay Street Forecourt off Clarence Street. Trucks can reverse into loading dock. There is a motorised dock leveller ramp to provide a level surface from truck bed to stage.

Loading Dock Height	0.925m above road level.
Road Level Door Dimensions	Width: 5.4m Height: 4.4m
Stage Level Door Dimensions	Width: 3.3m Height: 3.4m

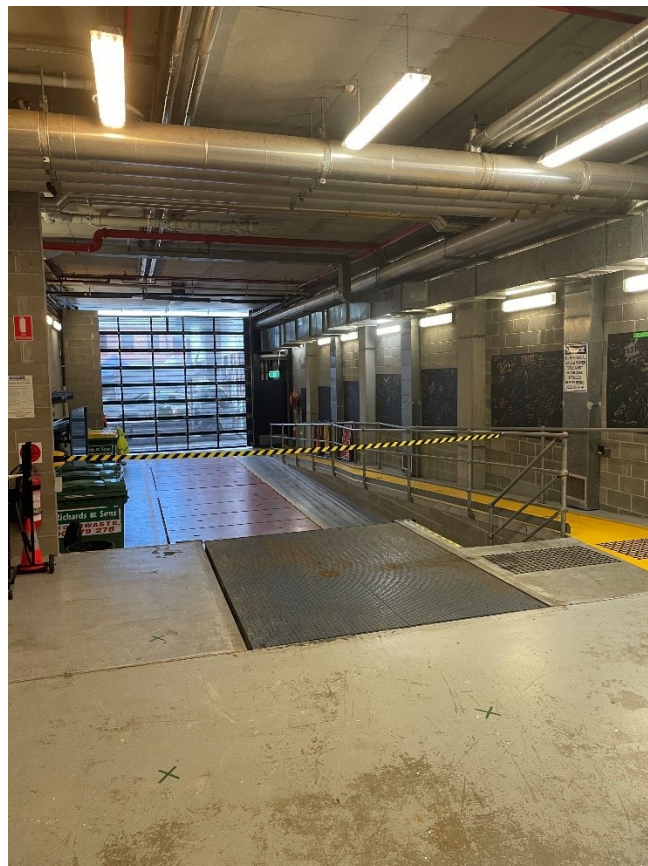
Restrictions / Obstructions

Any vehicle entering or leaving the Hay Street Forecourt and Loading Dock area **must** do so under the direction and supervision of Glasshouse Traffic Controllers.

Trucks exceeding 8 tonnes or 8 metres in length are prohibited from leaving the site via streets to the west of Hay Street, north of Clarence Street and north of Gordon Street.

No vehicle exceeding the dimensions of a 19m long articulated will be allowed to enter the site.

For further reference see Appendix C: Loading Dock Vehicular Access



View of Loading Dock.



Scenery Dock

Facilities are shared with the Theatre and are subject to availability.

Stage Access

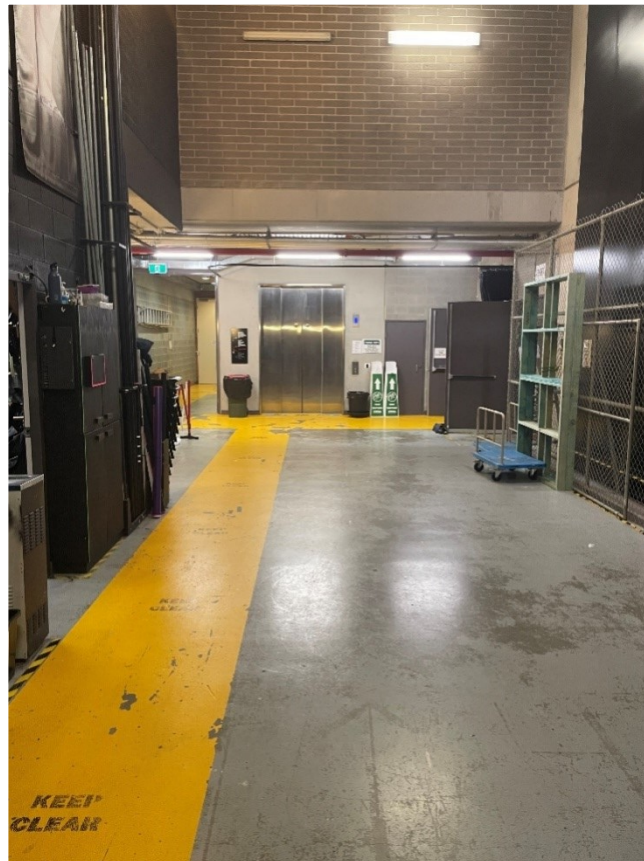
Two sets of double doors provide direct access to the Studio.

Stage Door Dimensions Width: 1.8m
 Height: 2.8m

Back of House Lift

Access to Basement Dressing Rooms & Laundry.

Dimensions Door Width: 1.8m
 Door Height: 2.8m
 Internal Width: 2.0m
 Internal Height: 3.2m
 Internal Depth: 3.4m



View of Scenery Dock from Loading Dock.



LIGHTING

Overhead Bars

Composition	6 bars, each with 2 Jands JLX modules.
Usable bar width	11m
Notes	Bars do not swing.

For further reference see Appendix D: Studio Lighting Plan.

A VectorWorks file is available upon request.

Control

Console	LSC Mantra.
Control channels	24 fixtures.
Signal output	DMX512.
Signal distribution	DMX512 via ISOPort Series 3 to lighting bars.
Remote available	No.

Dimmer Racks

Dimmer Room

Total circuits @ 10A	60
Fed by	5 x Jands WMX
Distribution	Jands WM-PATCH to lighting bars.

Lighting Fixtures

Profiles

Make	Model	Angle	Detail/Accessories	Wattage	Quantity
ETC	Source 4	19°	Gobo holder, iris	750W	4

Fresnels

Make	Model	Angle	Detail/Accessories	Wattage	Quantity
Selecon	Acclaim	6-60°	Barndoors	650W	18

Par Cans

Make	Model	Angle	Detail/Accessories	Wattage	Quantity
ETC	Source 4 Par	As req.	Lens kit VNSP, NSP, MFL, WFL Subject to availability	750W	30

Wash

Make	Model	Detail/Accessories	Wattage	Quantity
Selecon	Aurora single cell	Subject to availability	500W	14

Static LED

Make	Model	Detail/Accessories	Wattage	Quantity
Chauvet	Par-Hex 12	RGBAW+UV	95W	6

Additional Lighting

Item	Make	Model	Detail/Accessories	Wattage	Quantity
Par 16	Varytec	Black	Subject to availability	15W	5
Sconce			Subject to availability	25W	22



Special Effects

Item	Make	Model	Detail/Accessories	Quantity
Mirror Ball		30cm	Small Motor, subject to availability	1
UV	ProShop	EA-8030UV	DMX control, subject to availability	4

House Lights

Independent control
Control
Fade time

No - via venue or touring lighting console.
DMX via lighting console.
adjustable via lighting console.

Power

Dimmer GPO Allocation

Location	10A Outlets	20A Outlets
LX 1 - LX 6	60 (12 per bar)	0

3 Phase Allocation

Stage Level 2 @ 40A
Control Position 1 @ 32A

Cabling

The Studio has a good stock of DMX leads and 240V extension leads to accommodate the venue's standard lighting rig and additional lighting requirements.

3 Phase Extensions

32A 1 @ 10m
40A 2 @ 15m, 2 @ 10m



AUDIO

Control Positions

Auditorium

Dedicated position located behind the retractable seating, raised approximately 3m above stage level. No seating removal required.

Control

Primary Console	Roland RSS M400
Secondary Console	DiGiCo SD11, available upon request, subject to availability.
Stage I/O	2 x Roland S-1608
EQ	Integrated into console, 4 x 32-band.
FX	Integrated into console, 4 x stereo FX processors.
Compression/Limiter/Gates	Integrated into console, available per channel.

Speakers

Front of House	2 x EV SXA360
Stage Monitors	6 x JBL PRX512M
	2 x EV SX300A
	2 x EV ZXA1

Playback

Apple MacBook Pro with QLab installed, subject to availability.

Apple iPod with Spotify app installed, subject to availability.

Denon DN360 CD Player available upon request.

Recording

USB two-track recording via audio console.

Microphones

All microphones are shared with the Theatre and are subject to availability.

Make	Model	Details/Accessories	Quantity
audio-technica	ATM350	5" Gooseneck	1
audio-technica	AT897		1
Behringer	C-1		1
Crown	PZM6 D	Boundary microphone	3
DPA	4099	Clips available for Bass (1), Cello (2), Violin (4), Guitar (1), Piano (2)	4
DPA	4288	Headset with MicroDot to Sennheiser adapter	8
JAG	IMX6A	Headset with MicroDot to Sennheiser adapter	6
Rode	NT5	Overheads	4
Sennheiser	e901	Kick, boundary microphone	1
Sennheiser	e902	Kick	1
Sennheiser	e904	Snare/Toms, clips included	3
Sennheiser	e906	Guitar amp/Percussion	1
Sennheiser	EW-300 G3	Includes wireless receiver, handheld transmitter and beltpack transmitter	1



Sennheiser	ME 4	Lapel	1
Shure	Beta 58A		10
Shure	Beta 57A		2
Shure	Beta 87A		4
Shure	SM58		2
Shure	SM57		4
Shure	KSM27		2
Shure	PG52	Kick	1
Shure	PG56	Snare/toms, drum clips included	3
Shure	PG81	Overheads	2
Shure	SM81	Overheads	2
Shure	MX202	Choir	5
Shure	MX412	Gooseneck lectern	6
Shure	ULXP4	Includes wireless receiver, beltpack transmitter and lapel microphone	2

For information relating to venue radio frequencies, including wireless comms units, see Appendix E: Venue Frequencies

DIs

All DIs are shared with the Theatre and are subject to availability.

- 1 x ARTcessories Xdirect
- 4 x BSS AR-133
- 1 x LA Audio DBT+ (dual)
- 2 x Radial J48
- 2 x Radial ProAV2 (stereo)
- 2 x Whirlwind EDB1

Stands & Accessories

All stands and accessories are shared with the Theatre and are subject to availability.

- 6 x K&M Straight Round Base Microphone Stand
- 8 x K&M Short Boom Microphone Stand
- 20 x K&M Tall Boom Microphone Stand
- 8 x K&M Adjustable Speaker Stand
- 24 x Manhasset Model 48CA Symphony Concertino Music Stand
- 25 x Manhasset Model 4801 Symphony Music Stand
- 40 x Tempo Orchestra Chairs

Pianos

Yamaha Clavinova GH3 Digital Baby Grand, subject to availability.

Line Patching

16 sends and 8 returns are available at stage level via a Roland S-1608 REAC stage box. A second S-1608 stage box is usually located at the audio control position but can be relocated to stage level to suit patching requirements.



Power

GPO Allocation

There are several green GPOs around the venue for audio use. These GPOs are on a separate earth to GPOs used for lighting equipment.

Cabling

The Studio carries a good stock of XLR microphone leads to cater for venue equipment and additional audio requirements.



VIDEO

Projection Room	None, control located at control position next to lighting.
Primary Projector	Panasonic PT-DZ6700E (6000 lumens)
Position	Centre of LX 6
Control	Roland VR-4HD

Projectors

Hitachi CP-AW3005 ultra short throw available upon request.

Projection Surfaces

Primary Surface	Screen Technics Twin White Lace Out Projection Screen approx. 9m x 4m (36ft x 20ft) 16:9 ratio
-----------------	---

Stumpfl 3.6m x 2.4m (12ft x 8ft) 16:9 ratio Fastfold with optional Drape Kit available upon request and subject to availability.

Playback

The venue has a selection of laptops, DVD and BluRay players available upon request and subject to availability.

Filming Services

The venue has two NEC HXR-NX5P cameras available for filming, as well as a GoPro Hero 10 Black. Editing services are also available upon request and subject to availability, please contact your Glasshouse Event Services Officer for further information.

Cabling

The Theatre has a good stock of HDMI and Cat5 leads to accommodate venue equipment, as well as some VGA and DVI leads.

HDMI over Cat5 extenders are also available for long runs from FoH to stage and vice versa.

A selection of common adapters to HDMI are subject to availability - it is advisable to provide your own should your equipment require them.

Video Notes

The venue can send audio and video from the Studio to the Meeting Rooms upon request.



BACKSTAGE

Talkback

The Studio patches into the Theatre talkback system, usually on Loop B, which comprises a mix of wired and wireless units that can be patched into one of two separate signal loops. Wired sub stations are single loop while wireless sub stations and the wired base station at the Stage Managers Console can switch between the A and B loops.

Alternatively, two-way radios can be provided upon request.

Wired base station	Clear-Com MS-702
Wired sub stations	6 x Clear-Com RS-601 2 x Clear-Com RS-701
Wireless base station	RTS BTR-800
Wireless sub stations	4 x RTS TR-800-C3
Headsets	3 x Clear-Com CC-300 single muff 3 x Beyerdynamic DT 280 single muff 1 x Beyerdynamic DT 180 single muff
Patching Locations	Studio stage level Studio control position

Show Relay

A colour image of the stage area can be distributed to the dressing rooms, Scene Dock, Stage Door office and Green Room. In low light this can automatically switch to an infrared image.

Additionally, audio from a Studio room microphone, located at the control position, can also be distributed to the above areas. The Green Room and all dressing rooms have individual volume control over the incoming show relay audio.

Dressing Rooms

Dressing Room	Capacity	Toilets	Showers	Details
Dressing Room 1	2	1	1	Stage level
Dressing Room 2	2	1	1	Stage level
Dressing Room 3	18	2	1	Basement, one level below stage
Dressing Room 4	18	2	1	Basement, one level below stage
Green Room	34	*	0	*Amenities available on same level
Artlab	54	*	0	*Amenities available on same level

In instances where both the Studio and Theatre are activated, the Green Room and Artlab on Level 1 are utilised as dressing room spaces for Studio hirers where required, and the Basement Foyer becomes the green room for Theatre hirers.

Green Room

Location	Level 1, one level above stage
Facilities	Paging and show relay speaker Stage monitor feed Small fridge/freezer Small kitchenette including microwave, crockery, and cutlery.



Catering can be arranged for your production, please contact your Glasshouse Event Services Officer for further information.

Production Facilities

Production Desk	None
Production Office	Stage Door office, internet, phone, safe, show relay.

Laundry / Wardrobe

Facilities are shared with the Theatre and are subject to availability.

Location	Basement, one level below stage
Washing Machines	Whirlpool 6ALSR7244MW top loader Maytag MAT20MN top loader
Dryers	Maytag MDE17MN Maytag MDE18MN ASKO DC 7171 drying cabinet
Iron / Ironing Board	YES
Steamers	Jiffy Steamer
Clothes Racks	10, distributed across dressing rooms and laundry.



VENUE

The Glasshouse is a perfect venue for professional touring performing arts companies, community groups, functions, conferences, and workshops.

Our state-of-the-art facility includes:

- A purpose built 588 seat Theatre and 116 seat Studio
- A Regional Art Gallery spanning three levels
- Two versatile meeting rooms and three modern boardrooms
- In-house technology and services
- A fully licenced bar
- On-site catering and a commercial kitchen

The Glasshouse curates an eclectic yearly Theatre Program featuring a diverse range of the performing arts disciplines including dance, drama, theatre, opera, music, and comedy. The venue also runs an Education Program offering both visual arts and performing arts opportunities, providing an arts experience to over 7,000 children from Pre-school to Year 12 annually.

The venue is owned and operated by Port Macquarie Hastings Council and has a core team of 20 staff. A pool of casuals cover positions including Back of House, Front of House, Customer Service, and Bar.

The venue is located in the centre of Port Macquarie's CBD, within walking distance of the Hastings River, the Breakwall, a variety of restaurants, and many accommodation options. Port Central Shopping Centre is located next door with ample parking for patrons.

Rehearsal Spaces

Rehearsal spaces will require booking and may incur additional hire charges.

Meeting Room 1	9.86m x 7.3m carpet on concrete floor.
Meeting Room 2	9.86m x 7.25m carpet on concrete floor.
Notes	Meeting rooms are split by a retractable partition wall.

Safety

All scenery, curtains, costumes, and props must be flame retarded in accordance with the prevailing Fire Code in NSW before being brought into the venue.

All electrical equipment being brought into the venue must be tested and tagged.

Dangerous good and Hazardous Materials being brought into the venue must have prior approval from venue management, and be accompanied by a Dangerous Good Register, Material Safety Data Sheets, and all necessary safety and handling equipment.

Staffing

All venue staff must be engaged on a minimum 3-hour call.

Staff working on a Sunday, Public Holiday or after hours (11pm-6am Monday to Saturday) will be charged at penalty rates.



Venue Contacts

Address

32-40 Clarence Street, Port Macquarie, NSW, 2444

Postal Address

PO Box 84, Port Macquarie, NSW, 2444

Event Services

Phone Number

02 6581 8888

Email Address

sales@glasshouse.org.au

BoH Coordinator

Phone Number

02 6581 8291

Email Address

adam.zakarauskas@pmhc.nsw.gov.au

Box Office & FoH Officer

Phone Number

02 6581 8873

Email Address

karly.mejlak@pmhc.nsw.gov.au

Marketing Coordinator

Phone Number

02 6581 8875

Email Address

belinda.vennell@pmhc.nsw.gov.au

Art Gallery Curator

Phone Number

02 6581 8292

Email Address

bridget.purtill@pmhc.nsw.gov.au

Senior Audio Technician

Phone Number

Position Vacant

Email Address

Senior Lighting Technician

Phone Number

David Elliott

Email Address

02 6581 8860

david.elliott@pmhc.nsw.gov.au

Senior A/V Technician

Phone Number

Daniel Parlevliet

Email Address

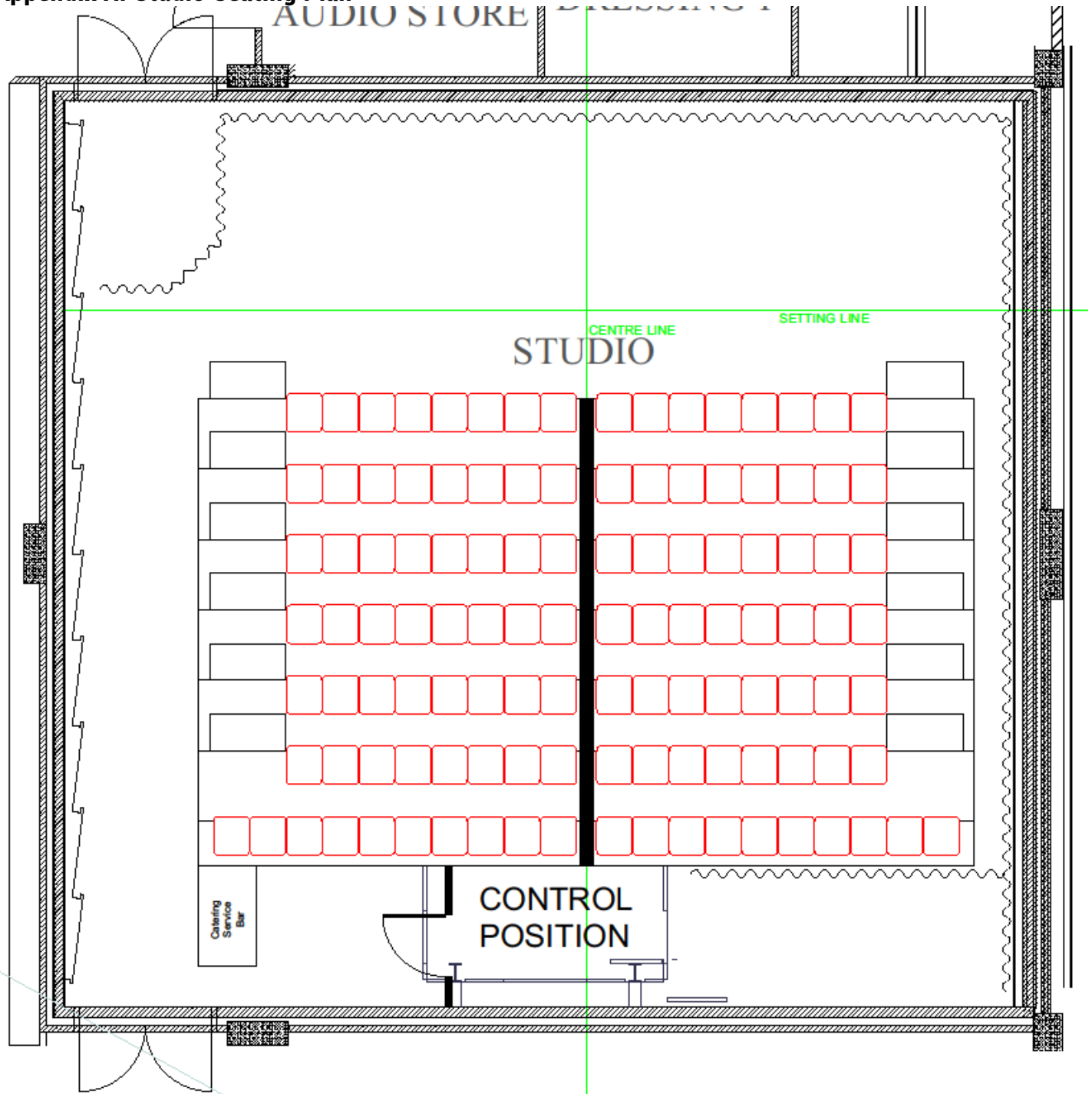
02 6581 8695

daniel.parlevliet@pmhc.nsw.gov.au



APPENDICES

Appendix A: Studio Seating Plan





Appendix B: Studio Stage Plan



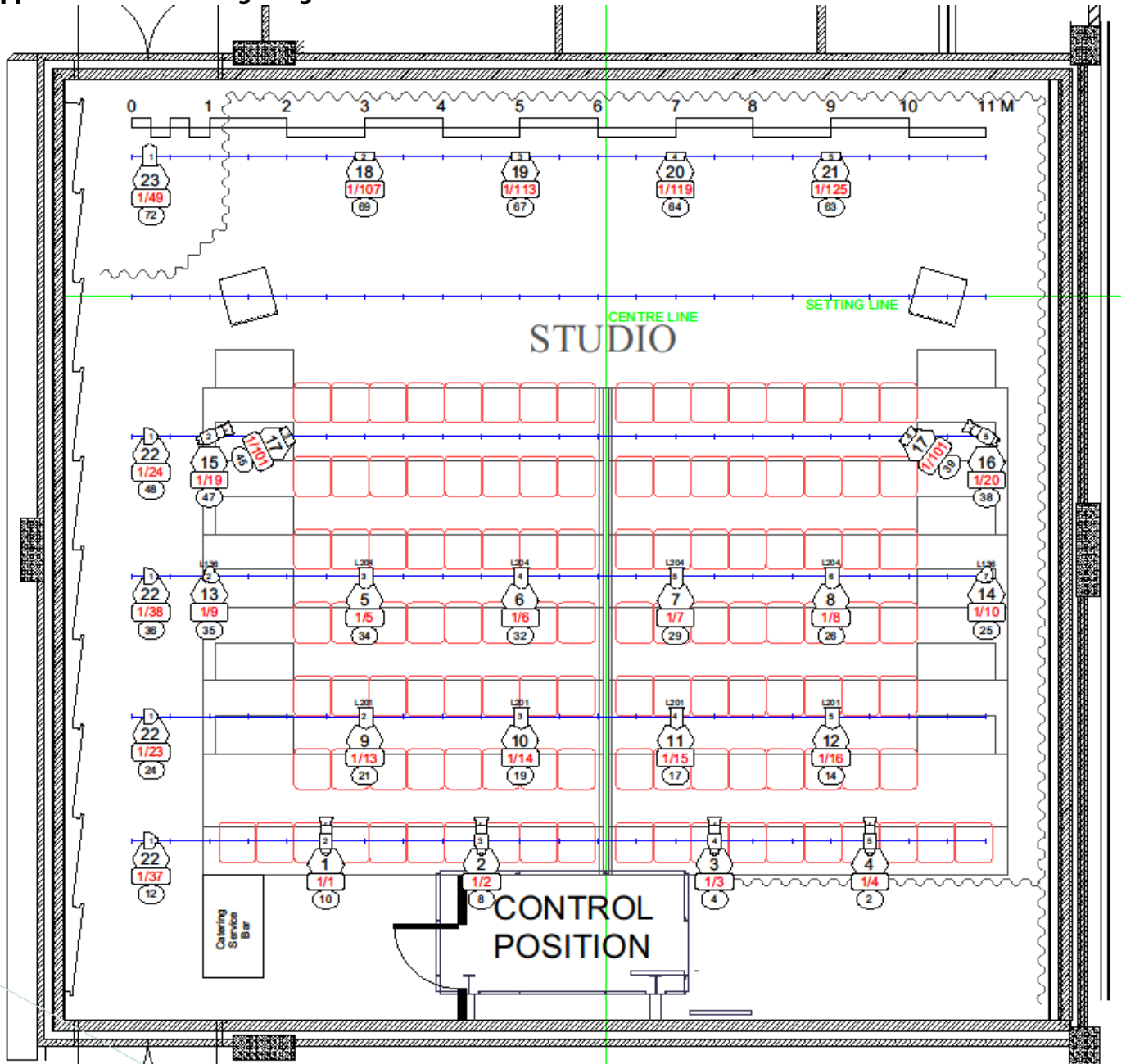


Appendix C: Loading Dock Vehicular Access



Further information, including truck ingress and egress, can be found in the Glasshouse Traffic Management Plan; the PDF document is available from your Event Services Officer, or email sales@glasshouse.org.au.

Appendix D: Studio Lighting Plan



Instrument Schedule

Light	
	ETC Source 4 PAR MFL
	ETC Source4 Jr Zoom
	Light Instr Selecon Acclaim Fresnel
	Chauvet COLORdash Par Hex 12

H	24	1/41
O		1/42
U		1/43
S		1/44
E		1/45



Appendix E: Venue Radio Frequencies

Theatre

TX/RX 1	546.850
TX/RX 2	518.100
TX/RX 3	548.775
TX/RX 4	550.925
TX/RX 5	555.300
TX/RX 6	520.500
TX/RX 7	547.550
TX/RX 8	552.750
TX/RX 9	553.800
TX/RX 10	555.525

Studio

TX/RX 1	528.025
TX/RX 2	662.750
TX/RX 3	665.000

Meeting Rooms

TX/RX 1	543.450
TX/RX 2	667.000
TX/RX 3	540.350
TX/RX 4	668.750

Gig Rig

TX/RX 1	536.350
TX/RX 2	528.575
TX/RX 3	666.250
TX/RX 4	668.000

Floater Kit

TX/RX 1	526.325
TX/RX 2	703.750

Wireless Comms

BASE STATION 1	TX 1: 554.200	RX 1: 650.200
	TX 2: 558.300	RX 2: 650.700
		RX 3: 652.500
		RX 4: 655.000

BASE STATION 2	TX 1: 556.200	RX 1: 658.000
	TX 2: 557.500	RX 2: 661.500
		RX 3: 662.700
		RX 4: 666.400