

# Technical Schedule



ESTD 1859

## Ballaarat Mechanics' Institute

as of October 2020

**Contact: Sam McColl**

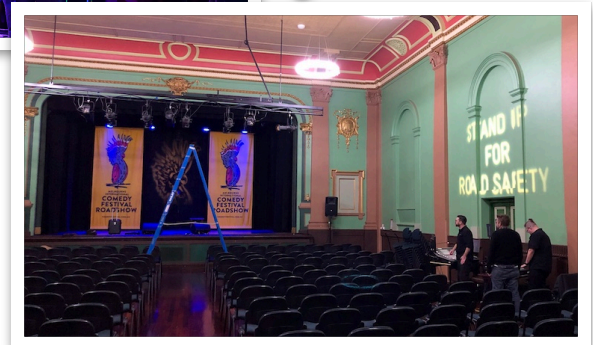
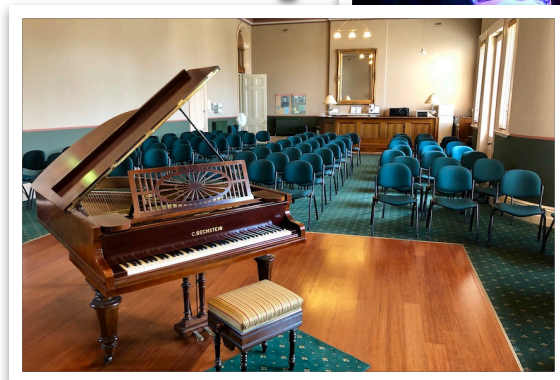
Venue and Events Manager

0419 677 713 | [sam@ballaratmi.org.au](mailto:sam@ballaratmi.org.au)

03 5331 3042

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# About

The Ballarat Mechanics' Institute was established in 1859. The Institute was first established as an independent home for arts, culture and learning. With one of the oldest operating independent lending libraries in Australia, and home to a very large collection of newspapers, books, and photos, the Ballarat Mechanics' Institute continues to be a valuable asset for the Ballarat community.

Ballaarat Mechanics' Institute (BMI), sitting proudly under the watchful eye of Minerva, has welcomed a diverse group of people through its doors, from the founding fathers, to miners and others seeking knowledge through education.

Since 1859, the BMI has been used for balls, lectures, markets, cinema, library, concerts and cultural events. Following a magnificent restoration in 2013, the BMI continues its significant role in Ballarat's rich cultural heritage.

The BMI offer an exciting and versatile suite of spaces that can be hired for a wide range of occasions, including:

**The Hugh Williamson Foyer** is our smallest and most intimate room. It is perfect for small meetings or consultations, and also to use as a break-out room with direct access to the bathroom facilities. It is also on the same floor as the finishing kitchen. **Capacity: 30pax**

**The Humffray Room** is our beautiful, medium size, ballroom complete with a small dance floor and inbuilt bar area. It is great for larger meetings, small music concerts and wedding ceremonies, and cocktail functions. This room houses our 1913 C Bechstein Grand Piano and it also has a balcony with views up and down Sturt Street. **Max capacity: 150pax**

**The Minerva Space** is our large flat floor Grand Hall complete with a proscenium arch theatre with a tiered stage and professional lighting, audio, and projection system. It is perfect for performances and live music, but is extremely versatile that it can host events from sit-down dinners and wedding receptions to movie screenings and art exhibitions. **Max capacity: 290 pax**

**NOTE TO HIRERS:** This document outlines the technical specifications and equipment for the Ballarat Mechanics' Institute. Please be aware that not all equipment listed will be available at all times. All information is true and correct at the time of publishing.



**Wadawurrung**

***BMI acknowledges the Wadawurrung people as the first inhabitants and traditional custodians of the lands on which The BMI building stands.***

# The Minerva Space

The Minerva Space is host to our grand proscenium arch theatre stage, as well as our very large flat timber floor. This space has the versatility to host anything from dances and dinners, to movie screenings and musicals.

**The Minerva Space has the capacity to hold up to 290 people (theatre style seating).**

## Technical Equipment

*Note: All technical equipment at the BMI must be operated by BMI Technical Staff, or approved external technicians.*

### Audio System

The Minerva Space audio system consists of a Midas M32R mixing console as the main FOH and sends control unit that drives our FOH audio - RCF Art 735-A speakers, 705-AS II subs, and our QSC K12 speakers as the standard sends.

### Standard Audio Equipment

- 1 x MIDAS M32R digital mixing console - 16 in, 8 out, 6 aux in, 6 aux out
- 2 x RCF Art 735-A speakers *and* 2 x RCF 705-AS II subs
- 2 x QSC K12 speakers (foldback)
- 1 x 20ch (16in, 4out) XLR analogue Multicore

### Microphones

- 6 x Shure Beta58A Microphone<sup>^</sup>
- 1 x Shure Super 55 Mic<sup>^</sup>
- 1 x Shure PGA52 drum microphone<sup>^</sup>
- 3 x Shure PGA56 drum microphones<sup>^</sup>
- 1 x Shure PGA57 instrument microphone<sup>^</sup>
- 2 x Shure PGA81 instrument microphones<sup>^</sup>
- 2 x Klark Teknik Pro DI 2 DI 20P<sup>^</sup>
- 2 x Klark Teknik DI 10P<sup>^</sup>
- 1 x Sennheiser e835 Microphone<sup>^</sup>
- 2 x Sennheiser XS Wireless Digital XLR Base Set<sup>^†</sup>
- 2 x Audio Technica AT808G Dynamic Microphone (Lectern)
- 1 x Shure WH20XLR Head-worn Mic - used in conjunction with XSW-D<sup>^†</sup>
- 4 x K&M 210/6 tall tri-stand
- 2 x K&M 260 - heavy duty Black - tall round base<sup>^</sup>
- 1 x K&M 259/1 short for kick drum<sup>^</sup>

### Lighting Equipment

- 1 x LSC Mantra Lite lighting console
- 1 x LSC Redback Wallmount 12 Dimmer (one outlet not working)
- 1 x LSC APS/10A 12 channel rack-mount distro
- 12 x Chauvet DJ SlimPAR Pro H
- 2 x Chauvet Intimidator Spot 375Z
- 2 x Chauvet Intimidator Wash 450IRC Zoom
- 12 x MultiPARs (ProShop HPL 575W), multiple lens' available
- 2 x LED Stage Work Lights - controlled via ext. lead at SM Desk

*The BMI is fitted with a full lighting system installed by I.T.E. (Installation Theatrical Engineering).*

*The specifications for lighting bars are contained further on in this document.*

<sup>^</sup> Only available on request, not part of standard rig - please allow at least one (1) week for retrieval/setup.

<sup>†</sup> Usage fees may apply, please consult Venue and Events Manager.

## Auditorium Lighting

The Minerva Space is fitted with six (6) large round chandeliers that have a raw crystal look. These lights are controlled by dual push-button switches (one located near the main doors, with the other located behind the SM position, near the stage door). The LED lights output a cooler 5,500K white light. These lights are dimmable however can not be controlled by DMX via a lighting console.

## Audio Visual Equipment

The Minerva Space AV equipment consists of our NEC NC1200C DLP® Digital Cinema Projector and a permanent, motorised drop-down screen.

The NEC NC1200 is compatible with HDMI (via the DVI port) as well as DCP and BluRay films.

*If you require another type of cable please provide your own device to connect with HDMI Male.*

**NOTE: This projector is permanently installed behind the rear of the stage, inside the Green Room. The projector screen is fitted directly behind the FOH curtain, and when the projector is in use and the projector screen is down, the stage can not be utilised.**

Events that require simultaneous use of the full stage and a projector should contact an equipment hire company (we recommend SLC Ballarat) to obtain a projector and screen that can be hung on the FOH lighting bar, and used wirelessly, possibly with the use of an Apple TV or similar. We do not have the capability internally to achieve this.

## Standard AV Equipment

1 x NEC NC1200C DLP® Digital Cinema Projector

Screen - 6100mm (W) x 3800mm (Drop - with 700mm border below)

## Minerva Stage

### Stage Dimensions

**Proscenium** Height: 4200mm

Width: 8240mm

**Stage Width** Wing to Wing: 7500mm

Wall to Wall: 14200mm

Wing curtains: 1500mm

**Stage Depth** Apron to Setting line/FOH Curtain (incl. cable pit): 800mm

Setting line to rear curtain: 3800mm

Setting line to rear wall: 5200mm

**Stage Floor** Surface: Masonite painted matte black

Rake: Approx 2°

The stage is set 1100mm above the Minerva floor

**NOTE:** Painting, screwing, and taping are allowed on the **STAGE ONLY** as long as the surface is returned to its original condition. Paint is available to the hirer on request.

The hirer must never apply paint or tape to the auditorium floor. This will damage the floor and the hirer will be responsible for any remedial costs.

## Stage Facilities

**Stage Door:** Height: 2320mm  
Width: 1230mm  
Diagonal: 2630mm

A Stage Manager's Desk is located on the Prompt side of the stage. It is the standard position for the lighting and sound consoles.

The BMI does not have any internal talkback or video relay capabilities. This equipment should be hired from an external company (we suggest SLC Ballarat).

## Stage Machinery and Electrical

**FOH Curtain:** Centre L/R split - inside pros arch  
Material: Fireproof Pyrovatex Velvet (Green)  
Open/Close time: 13 Seconds  
Operated by push button (electric winch) on prompt side

**Note: Nothing must hinder or impede the closing of the FOH curtain, as it is a fire safety mechanism.**

### Lighting Bars:

**FOH Bar:** 200kg SWL  
Length: 8000mm, Height: Adjustable  
Horizontal distance from Setting line: 4700mm  
12 x 240v outlets, Sub-patch Points 1-12, 1x DMX out  
Controlled via push button electric winch at SM Desk

**LX1:** 200kg SWL  
Length: 9000mm, Height: Adjustable  
Horizontal distance from Setting line: 600mm  
12 x 240v outlets, Sub-patch Points 13-24, 1x DMX out  
Controlled via hand winch on off prompt side

**LX2:** 200kg SWL  
Length: 9000mm, Height: Adjustable  
Horizontal distance from Setting line: 3100mm  
12 x 240v outlets, Sub-patch Points 24-36, 1x DMX out  
Controlled via hand winch on off prompt side

### Stage Cloths:

**Legs:** x2 Pairs - Black PFZ Treated wool  
Width: 1800mm, Drop: 5410mm

**Borders:** x2 - Black PFZ Treated wool  
Width: 9000mm, Drop: 1500mm

**Rear Curtain:** x1 set (pair) - Black PFZ Treated wool - Centre-split  
Width: 5250mm, Drop: 5500mm

**Scrim** x 1 - White Sharktooth Gauze (installed behind rear curtain)  
Width: 9500mm, Drop: 5500mm

**Power:** 6 x 240v, 10amp outlets at side of stage (4x Prompt Side, 2x Off Prompt)  
2 x 3 Phase 5 pin outlets at Prompt Side of stage (1x 20amp, 1x 32amp)  
Multiple 10amp extension cables - Black - 2m & 5m - All tested and tagged  
Multiple 10amp power boards - Black - 5 or 6 outlet - all tested and tagged  
1 x LSC Redback Wallmount 12 Dimmer (one outlet not working)  
1 x LSC APS/10A 12 channel rack-mount distro

## **Access**

**Stairs/Main Access:** There's a non-time limited loading zone on Sturt Street near the front of the building. Hirers may load their equipment through the front foyer and carry items up the main stairs. The main doors are 2600mm wide and 2700mm high. The stairs do present some difficulty for especially large objects. Please consult with the Venue and Events Manager.

**Elevator:** The elevator is accessible via the front foyer. The doors are 910mm wide and 2100mm tall. It is 2100mm long inside.

**Rear Access:** There is a Loading Zone on Lewis Street (at the rear of the building) and hirers can load equipment up the fire escape stairs into the Minerva Space. The door into the Minerva is 1050mm wide and 2100mm high. The stairs are 1200mm wide (rail to rail).

**Parking:** Unfortunately the BMI does not have any reserved parking for the venue. There is a large amount of paid parking along Sturt Street (first hour free, \$3 for every hour after, 9am-5.30pm, Sunday free) and a \$6.50 all day carpark at the corner of Dana St and Anderson St W.

## **Other Important Information**

**Security:** The BMI Venue and Events Manager will determine, after undertaking an initial risk assessment, if any event needs to have dedicated security guards or protection services. These will be contracted by the BMI at the expense of the hirer.

**First Aid Kits:** First Aid Kits are located throughout the building. Our main first aid kit is located on the ground floor in the cupboard that is opposite to the lift doors. There is a first aid kit located in the Minerva Space on stage at the PS-DS corner, just near the SM Desk. If these kits are used please notify the Venue and Events Manager so that they can be immediately restocked.

**Egress:** All emergency exits must, at all times, remain unobstructed to ensure egress is constantly maintained. Any items, furniture, or equipment that hinders or obstructs exits will be immediately removed and a warning will be issued. If egress continues to be hindered hirers may be required to vacate the building and forfeit their hire.

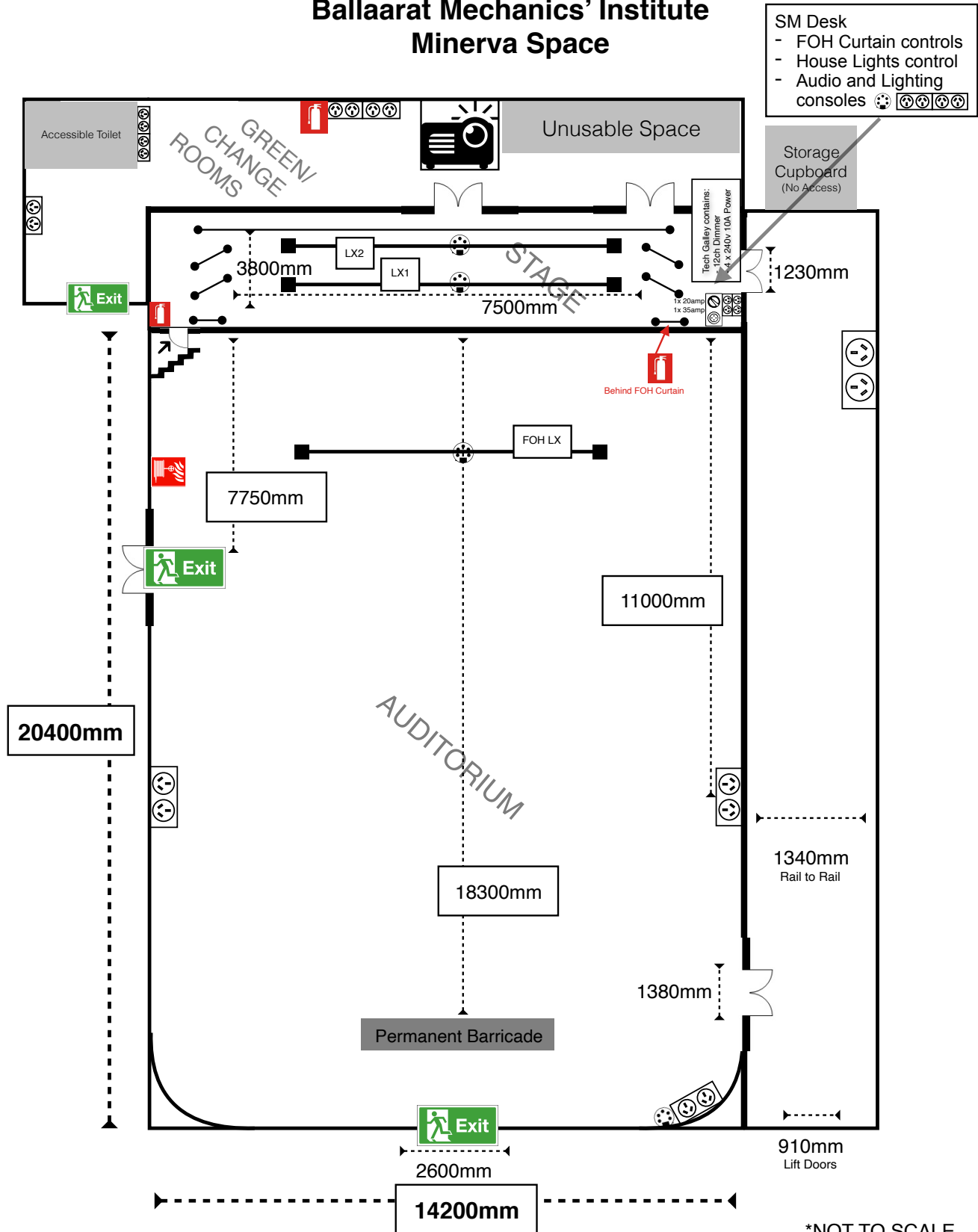
**Smoke Detection:** The BMI is fitted with an automatic smoke and fire detection system throughout the building. Hazers, smoke machines, open flame effects or anything similar must not be used without prior written approval from the Venue and Events Manager. This approval must be applied for at least two weeks before your event. A fire warden will be required to be present.

**Noise:** Sound Pressure Levels within the auditorium should not exceed an average of 88dB continuous exposure per four hours per day (National Health and Medical Research Council of Australia). For Sound Pressure Levels in excess of 88 dB to a maximum Peak Level of 140dB hearing protections must be made available to BMI staff and patrons.

<b>Test and Tag:</b>	All portable equipment must be tested and tagged to AS/NZS 3760. If an item isn't tagged the BMI can test it for \$5 per item (subtracted from bond).
<b>Control Positions:</b>	The lighting and sound desk have multiple control positions. The standard control position is on the prompt side of stage at the SM Desk. Both desks are able to be moved into the auditorium and placed on the western wall, approx. half way up the wall towards the rear of the auditorium. Both desks do have the capacity to be placed at the rear of the auditorium, against the barricade, however you will need to hire extra equipment to be able to do this. Please consult with the Venue and Events Manager.
<b>Stage Risers:</b>	BMI owns two risers (Length: 1800mm, Width: 1500mm, Height: 450mm). These can be used either on the stage or on the floor. They are commonly utilised when using the projector for conferences or orations. The lectern can be placed on top of the riser so the audience can see the speaker.
<b>Minerva Floor:</b>	The auditorium floor is polished hardwood. 14200mm (W) x 20400mm (L). <b>Gaffers tape IS NOT TO BE USED</b> on the auditorium floor under any circumstance. Using gaff will remove the top protective coating. If damage occurs this will be charged to the hirers bond.
<b>Seating:</b>	Seating is provided by single temporary seats. The seats are cushioned and can be locked together. Seating plans can be requested from the Venue and Events Manager. Fees apply for any changes from standard (cocktail setting).
<b>Patron Limits:</b>	<i>The Minerva Space is licensed to hold a maximum of 294 people. This limit must NEVER be exceeded.</i> This number must also include any staff or artists. For clarification consult with the Venue and Events Manager.
<b>Green Room/ Change Room:</b>	A Green/Change Room is located behind the stage. 6500mm x 3200mm. It is fitted with a bar fridge, 3 wash-basins with large mirror, make up lights, 8 power points, hooks, chairs, iron and ironing table. This room adjoins a LH accessible all-gender toilet.
<b>Staffing:</b>	Hirers are required to have at least two responsible adults on site at all times. These persons will be responsible for the safety and security of the building and its patrons. At any time, for any event, the BMI may determine that BMI staff are required to be on site. These staff will be employed at the expense of the hirer (usually incorporated into the hire quote). Venue staff will undertake the tasks they are designated (eg. Duty Technician, Lighting and Sound Operator, Fire Warden etc.) but will also hold the same authority of the Venue and Events Manager in relation to health, safety and risk. The Hirer shall at all times defer to the venue staff if there is a question of safety and/or damage to the venue or equipment.
<b>Network Access:</b>	Internet Access can be achieved with either Wi-Fi or Ethernet. A network switch is available on PS Stage (near the SM Desk) and has 2 available outlets. Wi-Fi is available throughout most of the building, including the Minerva Space. Wi-Fi details are available on contacting the Venue and Facilities Coordinator. Download speeds average 10-15Mbps on Wi-Fi and 90-100Mbps connected to ethernet.
<b>Lectern:</b>	BMI owns one Lectrum Aero (silver frame, red fabric, BMI Logo on front). This has two XLR inputs for lectern microphones (Audio Technica AT808G).
<b>Ladder:</b>	1x 3.4m A-frame industrial ladder.
<b>Piano:</b>	1925 R. Lipp & Sohn Upright <u>Note:</u> This piano is tuned to A440. Tuning is only to be carried out by a BMI authorised piano tuner, at the expense of the hirer. Pianos should be booked well in advance to allow scheduling of tuning to occur.



# Ballarat Mechanics' Institute Minerva Space



**SM Desk**  
 - FOH Curtain controls  
 - House Lights control  
 - Audio and Lighting consoles

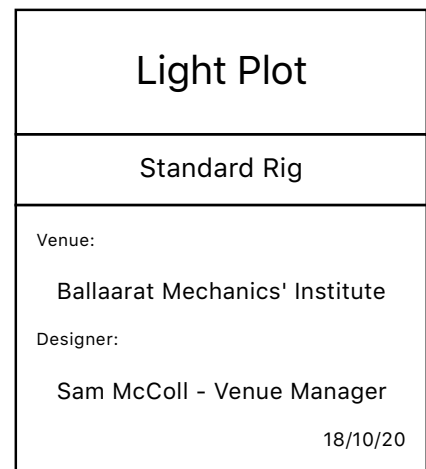
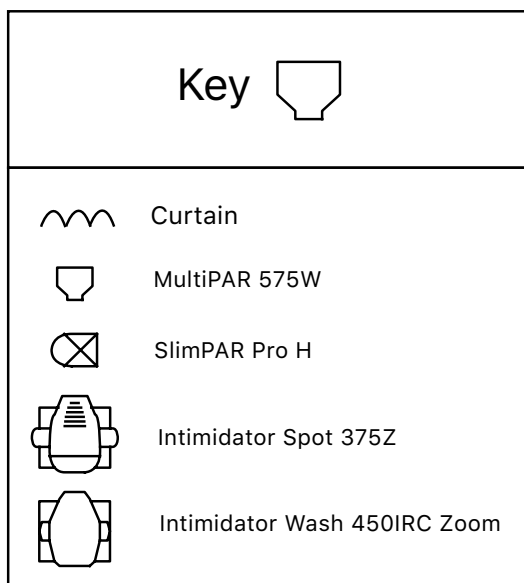
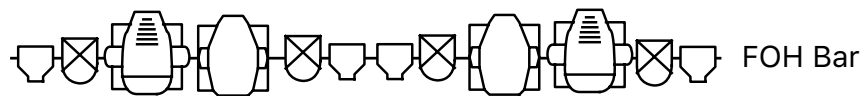
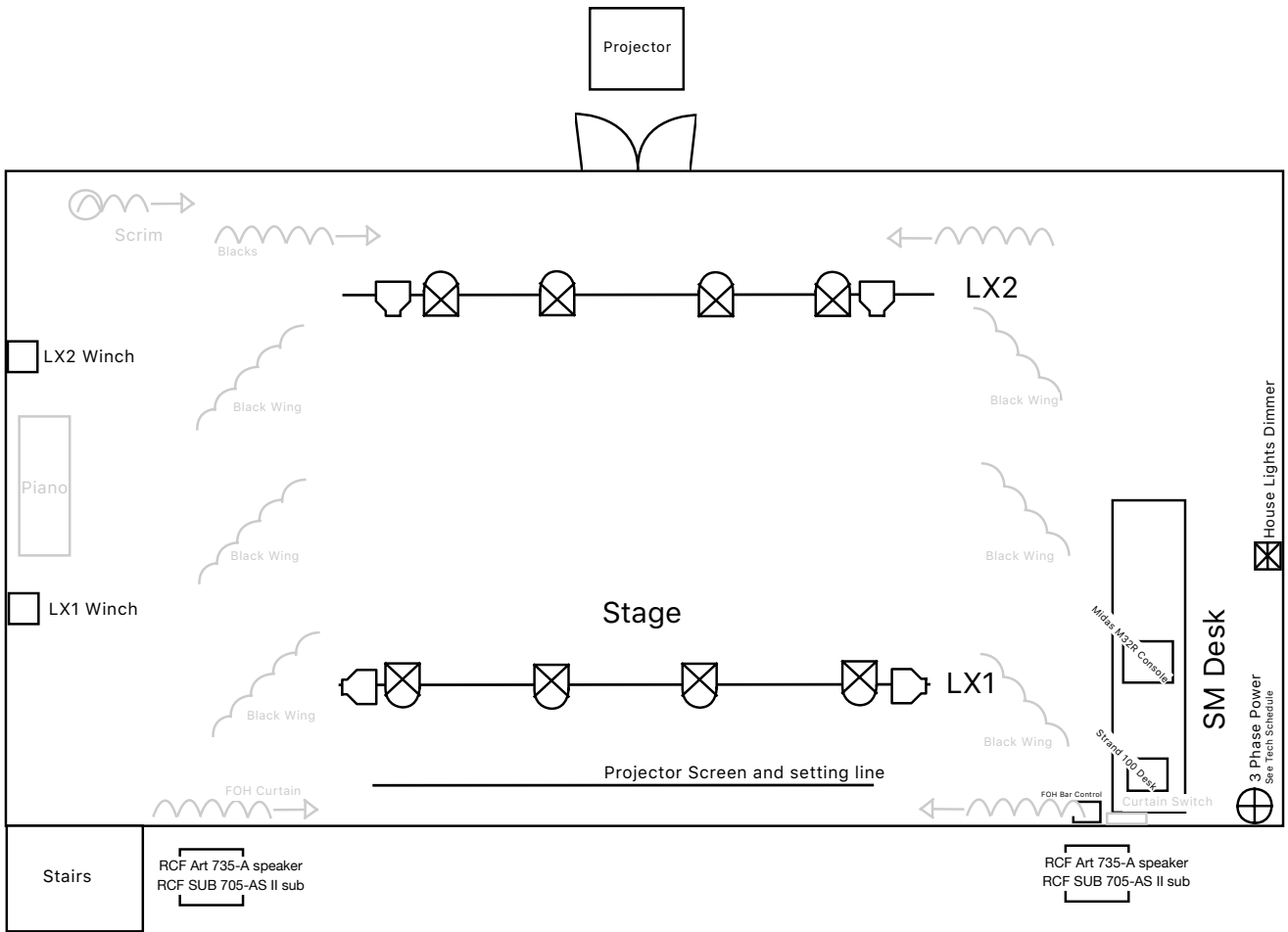
**Storage Cupboard**  
 (No Access)

**\*NOT TO SCALE**

KEY:	
	Emergency Exit
	Fire Hose Reel
	Fire Extinguisher
	Stairs
	3 Phase power Find amperage on plan
	Double power outlet 240v 10amp
	Projector
	Doorway
	Lighting Bar
	Curtain
	DMX In/Out

## Minerva Space - Measurements

	Width	Height	Depth	Length
<b>Main Automatic Doors</b>	1360mm			
<b>Lift Doors</b>	910mm	2100mm		
<b>Door from lift landing into Minerva Space</b>	138mm	2210mm		
<b>Main Doors from stairs to Minerva Space</b>	2620mm			
<b>Side Fire Door in Minerva Space</b>	1070mm	2100mm		
<b>Stage Door (from hallway)</b>	1230mm			
<b>RHS door to Green Room/Office</b>	1500mm			
<b>Fire Escape Stairs (rail to rail)</b>	1220mm			
<b>Hallway (hand rails included)</b>	1340mm			
<b>Hallway (wall to wall, w/o handrails)</b>	1570mm			
<b>Green Room space</b>	4740mm		1560mm	
<b>Stage (setting Line to rear curtain, wing to wing)</b>	8300mm		3200mm	
<b>Auditorium Space</b>	14200mm			20400mm



\*NOT TO SCALE

House Lights Dimmer (rear of room)



# Ballarat Mechanics' Institute Standard Lighting Patch (October 2020)

## SUBPATCH

Bar	1	2	3	4	5	6	7	8	9	10	11	12
FOH 25-36	MPAR	LEDP	INTS	INTW	LEDP	MPAR	MPAR	LEDP	INTW	INTS	LEDP	MPAR
LX1 13-24	MPAR		LEDP		LEDP			LEDP		LEDP		MPAR
LX2 1-12			MPAR	LEDP	LEDP			LEDP	LEDP	MPAR		

### KEY:

**MPAR:** MultiPar 575W

**INTW:** Intimidator Wash 450IRC Z

**LEDP:** SlimPAR Pro H

**INTS:** Intimidator Spot 375Z

## PATCH

Dimmer Rack

1 - 25	2 - 30, 31
3 - 36	4 - FKD
5 - 13	6 - 24
7 - 3	8 - 10
9 - X	10 - X
11 - X	12 - X

Distro

1 - 27	2 - 34
3 - 28	4 - 33
5 - 26, 29	6 - 32, 35
7 - 15, 17	8 - 20, 22
9 - 4, 5	10 - 8, 9
11 - X	12 - X

# The Humffray Room

The Humffray Room is our beautiful, medium size, ballroom complete with a small dance floor and inbuilt bar area. It is great for larger meetings, small music concerts and wedding ceremonies, and cocktail functions. This room houses our 1913 C Bechstein Grand Piano and it also has a balcony with views up and down Sturt Street.

**The Humffray room can hold up to 90 seated theatre-style, 40 seated dinner-style and standing capacity for 150 guests.**

The room has a bar/servery, carpeted floor with small dance floor, projection facilities, Wi-Fi access plus a professional JBL PA system.

It can also be utilised as a breakout room for the larger Minerva Space for catering or pre-function food and drinks.

For more details of this room please contact the Venue and Events Manager.

## **Equipment**

### **Audio**

- 1 x Mackie ProFX12 Console
- 2 x JBL EON15 G2 speakers

### **Lighting**

- 1 x Strand 100+ Lighting Console
- 4 x Chauvet DJ SlimPAR Pro H (transferred from Minerva Space rig)

*Note: Equipment can be transferred from the Minerva Space if needed, however priority is given to hirers of the Minerva Space when it is being used.*

### **Audio Visual**

- 1x Epson MegaPlex MG-850HD Projector  
Screen Size: 2200mm x 1600mm

### **Piano**

- 1913 C. Bechstein M/P192 Grand Piano (6'4")

Note: This piano is tuned to A440. Tuning is only to be carried out by a BMI authorised piano tuner, at the expense of the hirer. Pianos should be booked well in advance to allow scheduling of tuning to occur

**[ballaratmi.org.au](http://ballaratmi.org.au)**