



TECHNICAL SCHEDULE

Updated November 2022

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Venue and Events Manager

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117-119 Sturt Street, Ballarat Central, VIC 3350



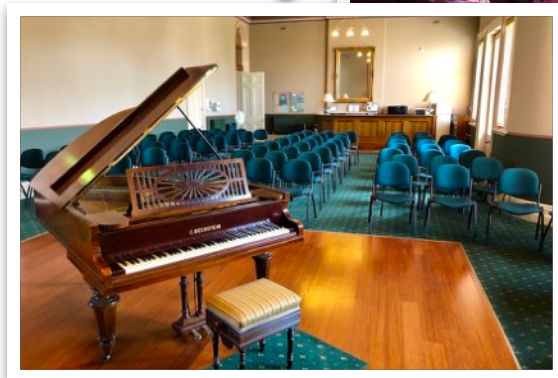
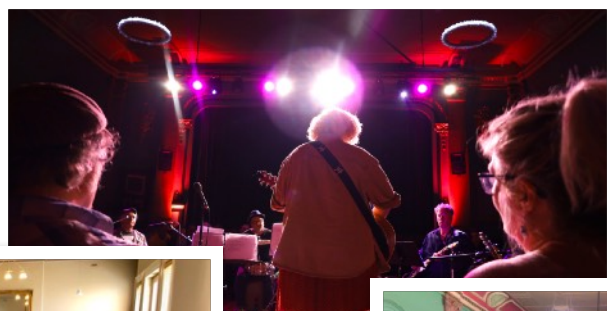
**BALLARAT
MECHANICS'
INSTITUTE**



**THE
MINERVA**
BALLARAT

CONTENTS

About the BMI	3
The Minerva Space	4
Auditorium Lighting	4
Minerva Stage	4
Stage Dimensions	4
Stage Facilities	4
Stage Machinery and Electrical	5
Technical Equipment	6
Audio System	6
Standard Audio Equipment	6
Microphones and DIs	6
Lighting Equipment	6
Standard AV Equipment	7
Minerva Space Projection	7
Access	7
Other Important Information	7
Minerva Space - Floor Plan	10
Egress and Minerva Space - Measurements	11
Minerva Space - Standard LX Rig	12
Minerva Space - Standard LX Patch	13
The Humffray Room	14
Equipment	14
Audio	14
Lighting	14
Audio Visual	14
Piano	14



***The BMI acknowledges the Wadawurrung
People of the Kulin Nation as the first
inhabitants and Traditional Custodians of the
lands where we work, learn and create.
Always Was, Always Will Be, Aboriginal Land.***

About the BMI

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.

Ballarat Mechanics' Institute (BMI), sitting proudly under the watchful eye of Minerva, has welcomed a diverse group of people through its doors.

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 Minerva is an alternate name that the BMI uses for live music gigs. The Minerva is a community venue that is dedicated to supporting local and regional artists in an inclusive environment. We pride ourselves on being accessible to all people within our wider community.

The BMI offers 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 standing**

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: 280 pax**

Accessibility information for our venue can be found at <https://ballaratmi.org.au/accessibility/>

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

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 280 people (theatre-style seating).

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.

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 stage black
Rake: Approx 2°
The stage is set 1100mm above the auditorium 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 coating 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 alternate position for the lighting and sound consoles.

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

BMI owns one set of Hollyland T1000 wireless comms units. These can be utilised for productions or events through prior arrangement with the Venue and Events Manager. We have found that the range of the wireless units extends throughout the entire building.

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: x 2 Pairs - Black PFZ Treated wool
Width: 1800mm, Drop: 5410mm

Borders: x 2 - Black PFZ Treated wool
Width: 9000mm, Drop: 1500mm

Rear Curtain: x 1 set (pair) - Black PFZ Treated wool - Centre-split, hand operated
Width: 5250mm, Drop: 5500mm

Scrim x 1 - White Sharkstooth Gauze (installed on a track behind the 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

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 as the FOH and sends control unit that drives our FOH audio - two RCF Art 735-A speakers with two 705-AS II subs on the floor.

Standard Audio Equipment

- 1 x MIDAS M32R digital mixing console - 16 in, 8 out, 6 aux in, 6 aux out
- 1 x MIDAS DL32 digital stage box - 32 in, 16 out
- 2 x RCF Art 735-A speakers and 2 x RCF 705-AS II subs (fixed FOH)
- 2 x QSC K12 speakers
- 2 x Turbosound TFX122MAN stage monitors
- 1 x 20ch (16 in, 4 out) XLR analogue multicore

Microphones and DIs

- 6 x Shure Beta58A
- 2 x Shure BLX24R B58[^]
- 4 x Shure SM57
- 4 x Sennheiser E609
- 1 x Shure Super 55 Mic[^]
- 1 x Shure PGA52[^]
- 3 x Shure PGA56[^]
- 1 x Shure PGA57[^]
- 2 x Shure PGA81[^]
- 1 x Sennheiser e835 Microphone[^]
- 2 x Audio Technica AT808G Dynamic Microphone (Lectern)
- 1 x Shure WH20XLR Head-worn Mic - usually used in conjunction with XSW-D set^{^†}

- 2 x Klark Teknik Pro DI 2 DI 20P
- 2 x Klark Teknik DI 10P[^]
- 2 x Sennheiser XS Wireless Digital XLR Base Set^{^†}

- 8 x K&M 210/6 tall tri-stand
- 2 x K&M 260 tall round-base stand
- 5 x K&M 259/1 short stand
- Multiple XLR cables of different lengths to accommodate the venue's equipment

Lighting Equipment

- 1 x LSC Mantra Lite lighting console with additional fader wing
- 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 light rigging system installed by I.T.E. (Installation Theatrical Engineering).
The specifications for lighting bars are contained on page 5 of this document.*

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

[†] Usage fees may apply, please consult Venue and Events Manager.

More equipment may be available from local suppliers, but hire charges will apply

Standard AV Equipment

- 1 x NEC NC1200C DLP® Digital Cinema Projector
 - Screen - 6100mm (W) x 3800mm (Drop - with 700mm border below)
- 2x Canon XA40 Professional UHD 4K Camcorder
 - with 2x Hollyland MARS400 Pro, batteries, cables, tripods etc
- 1x Blackmagic ATEM Mini Pro video production broadcast system

Minerva Space Projection

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

The NEC NC1200 is compatible with HDMI (via a HDMI to DVI cable) as well as BluRay and DVD.

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 this projector is in use, and the projector screen is down, the stage can not be utilised.

Events that require the simultaneous use of the full stage and a projector should contact an equipment hire company (we recommend SLC Ballarat) to obtain a projector that can be hung on a lighting bar or set up in front of the stage. There is no capacity to achieve this setup with internal BMI equipment.

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). There are approx. 30 steps.

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

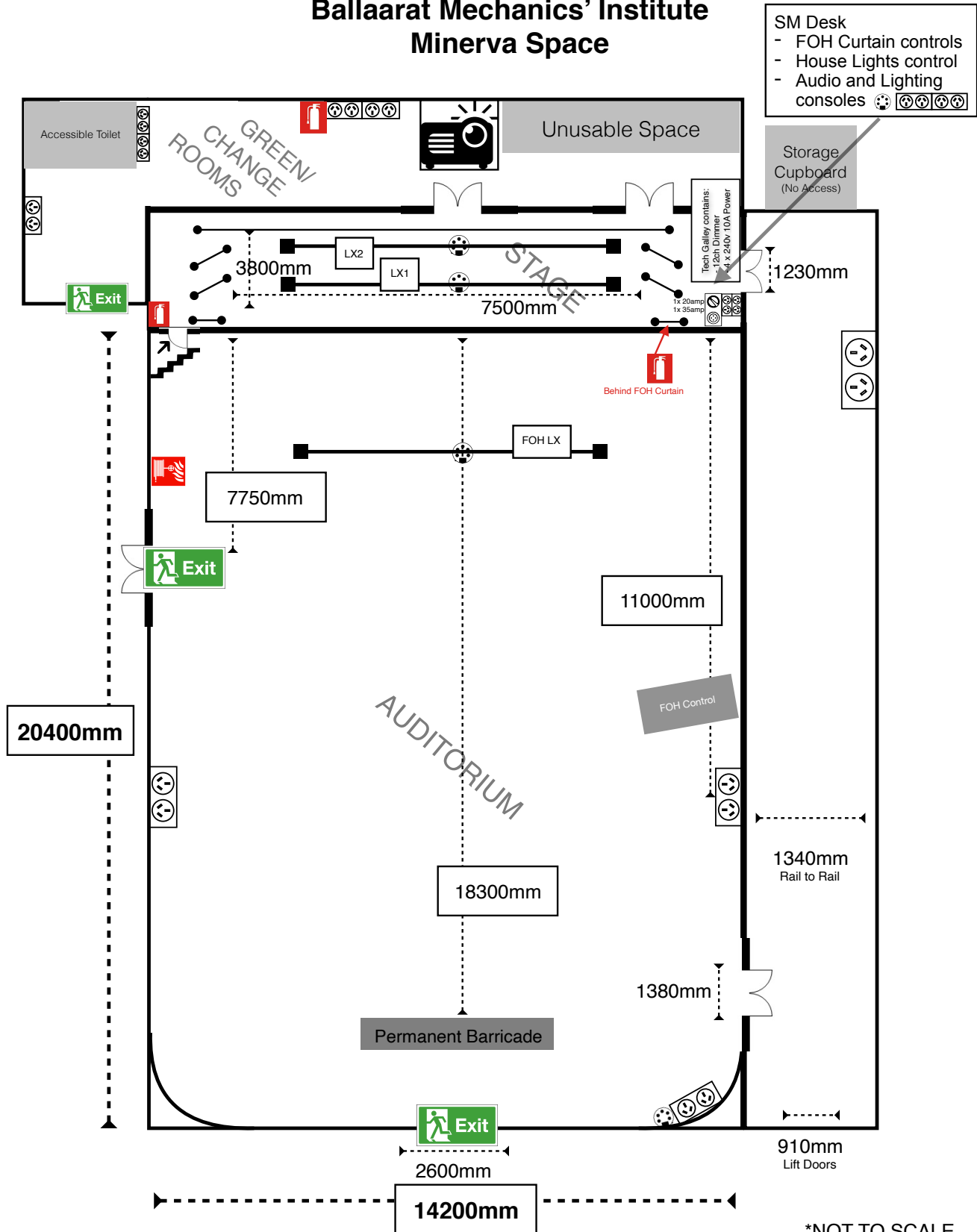
Security: The BMI Venue and Events Manager will determine, after undertaking an initial risk assessment, if any event needs to have dedicated security guards or protection services. These will be contracted at the expense of the hirer. All contractors must be approved by Venue and Events Manager.

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 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, you should 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, candles, 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.
- Test and Tag:** All portable equipment must be tested and tagged per AS/NZS 3760. If an item isn't tagged, the BMI is able to test it for \$5 per item (staff dependent).
- Control Positions:** The lighting and sound desk have multiple control positions. The standard control position is in the auditorium against the west wall, halfway up. Both desks are able to be moved to the PS stage managers desk, if needed. Both desks 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.
- Stage Risers:** 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.
- Minerva Floor:** The auditorium floor is polished hardwood. 14200mm (W) x 20400mm (L). **Gaffer tape IS NOT TO BE USED** on the auditorium floor under any circumstance. Using gaff will remove the top protective coating of the floor. If damage occurs this will be charged back to the hirer.
- Seating:** Seating is provided via single temporary stackable seats. The seats are cushioned and can be locked together if required.
Seating plans can be requested from the Venue and Events Manager. Fees apply for any changes from the standard layout (cocktail setting).
- Patron Limits:** *The Minerva Space is licensed to hold a maximum of 294 people. This limit must NEVER be exceeded.* This number must also include any staff or artists. For clarification consult with the Venue and Events Manager.
- Green Room/ Change Room:** 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.
- Wireless Comms:** BMI owns one set of Hollyland T1000 wireless comms units. These can be utilised for productions or events through prior arrangement with the Venue and Events Manager. We have found that the range of the wireless units extends throughout the entire building.

- Staffing:** 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.
- Network Access:** 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 Events Manager. Download speeds average 5-15Mbps on Wi-Fi and 90-100Mbps connected to ethernet (not guaranteed).
- Lectern:** BMI owns one Lectrum Aero (silver frame, red fabric, BMI Logo on front). This has two XLR inputs for lectern microphones (Audio Technica AT808G).
- Ladders:** 1 x 3.4m A-frame industrial ladder and other smaller ladders. To be used under BMI Staff supervision.
- Piano:** 1925 R. Lipp & Sohn Upright (Minerva Space)
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.

Ballarat Mechanics' Institute Minerva Space



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

Storage Cupboard
 (No Access)

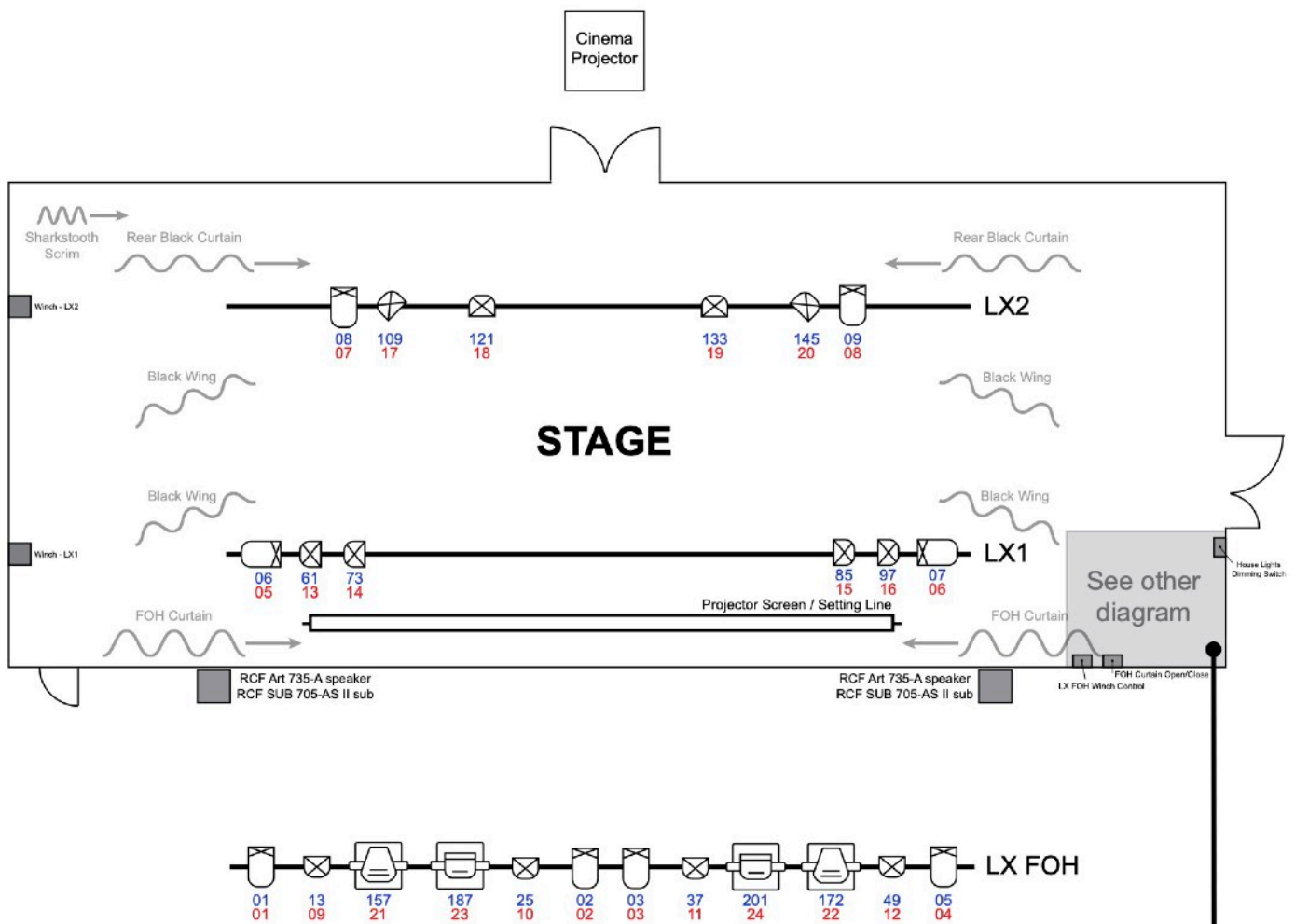
*NOT TO SCALE

KEY:

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

Egress and Minerva Space - Measurements

Location	Width	Height	Length	Depth	Other
NOTE	ALL MEASUREMENTS ARE IN MILLIMETRES				
ENTRY TO BUILDING					
Front Doors	2270	2290			
Foyer Auto Doors	1310	2480			
Front Foyer Hallway	2570	3160	11000		
Main Stairs	1350	2000			
Foyer passage to lift					
Lift Doors	900	2100			
Lift Internal	1080	2240	2100		2340mm - corner to corner
ACCESS - MINERVA					
Doors to stairs - Minerva	2400	2700			
Doors to Fire Stairs - Minerva	1200	2000			
Side door - lift hallway - Minerva	1380	2200			
Door from side hallway to side stage (P)	1230	2350			
Door from side stage to green room	1450	2300			
Door at rear of stage to green room	1900	2300			
Door - Minerva Space to side stage (OP)	800	2060			
Hallway (incl. handrails)	1330	2240	19000		<i>Note: The hallway has a 4° incline (1:14)</i>
MINERVA SPACE					
Main Auditorium	14200	7350	20400		<i>Note: There is a curve in both corners at the rear of the room (opposite the stage)</i>
Proscenium Arch	8250	4550			
Stage (setting line to rear curtain, wing to wing - aka performance space)	7800			3500	<i>Note: The stage has a 1.5° rake (1:43)</i>
Stage (wall to wall, lip to rear wall)	14300	5700		5650	
Green Room (artist and crew rest area)	3200	2760	6500		



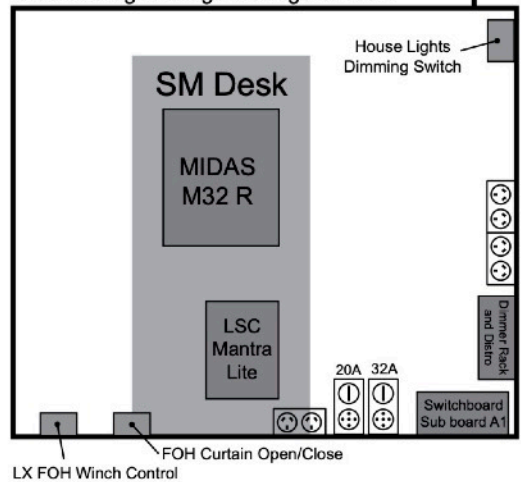
Red: Channel on Mantra
 Blue: Starting DMX
 Dimmer Rack: DMX 1-22

NOTE: This plan is not to scale

KEY

- Curtain
- 240v/10A outlet
- 3 phase outlet
- MultiPAR 575W
- SlimPAR Pro H
- Intimidator Spot 375Z
- Intimidator Wash 450IRC Zoom

Side of Stage / Stage Managers Desk



MINERVA SPACE STANDARD RIG

Ballaarat Mechanics' Institute
 Last edited August 2021
 Sam McColl | Venue Manager
 0419 677 713



Ballarat Mechanics' Institute

Standard Lighting Patch - August 2021

SUBPATCH

Bar	1	2	3	4	5	6	7	8	9	10	11	12
FOH 25-36	LEDP	MPAR	INTS	INTW	LEDP	MPAR	MPAR	LEDP	INTW	INTS	MPAR	LEDP
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 - 35	2 - 31
3 - 30	4 - FKD
5 - 26	6 - 24
7 - 13	8 - 10
9 - 3	10 - NIL
11 - NIL	12 - NIL

Distro

1 - 27	2 - 34
3 - 28	4 - 33
5 - 25, 29	6 - 32, 36
7 - 15, 17	8 - 20, 22
9 - 4, 5	10 - 8, 9
11 - NIL	12 - NIL

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 a small dance floor, projection facilities, Wi-Fi access and 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 about this room, please contact the Venue and Events Manager.

Equipment

Audio

- 1 x MIDAS MR18 console (*requires an external device to operate - i.e. iPad or laptop*)
- 1 x Mackie ProFX12 console
- 2 x JBL EON15 G2 speakers (FOH)

Lighting

- 1 x Strand 100+ Lighting Console
- *Lights from Minerva Space rig - dependent on availability

**Note: Audio or lighting 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

<u>HUMFFRAY ROOM</u>	Width	Height	Length	Notes
Wall to wall	8000		16000	Note: This space has an indent on the north wall (Sturt St wall) for the balcony.
Permanent Bar	5700		2800	
Doors (from stairs) x 2	930	2200		
Door (from lift)	1000	2810		

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