

The Hills Shire Council

# The Pioneer Theatre & The Castle Hill Cultural Centre

Technical and Production Information



March 2020

**PIONEER**  
THEATRE

The Hills Shire Council

Pioneer Theatre Technical and Production Information | 2020

Street Address:

Pioneer Theatre and Cultural Centre

Level 1, 12-14 Pennant Street

Castle Hill NSW 2154

Australia

Mailing Address:

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PO Box 7064,

Norwest 2153

<http://www.pioneertheatre.com.au/Home>

Venue Bookings:

T 1300 426 654

<https://www.thehills.nsw.gov.au/Venues>

The information contained in this document is given in good faith and is believed to be correct. All measurements are approximate and should be checked on site. While every effort is made to fulfil production requirements from in-house stock, no guarantee is made that the equipment listed will be available for a particular event. Please refer to the relevant sections within this document for fixed and loose equipment schedules.

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## Introduction

The Pioneer Theatre is a cultural asset co-located with The Hills Shire Council library on the ground floor of the Castle Grand building on the corner of Castle and Pennant Streets, Castle Hill.

The Pioneer Theatre is an intimate and versatile 'black box' style theatre, with configurable seating, staging and layout options enabling it to provide a range of experiences to audiences. It can house theatrical works, acoustic and contemporary music, cabaret, large corporate functions, school events, conferences, and social usage including weddings, family gatherings, film screenings and parties.



Given that this facility is shared with the library and private residents in the Castle Grand building above, event planning must be carefully coordinated with theatre staff. Once your event is booked, we will work with you to plan every aspect of your event and ensure its success. Enjoy your experience at the Pioneer Theatre and Castle Hill Cultural Centre.

## General Information

The theatre's most basic configuration is as a flat, open floor area which measures approximately 19.6m (W) x 25m (L) x 4.5m (H) when the partition is open, the retractable seating bank is fully retracted, and the stage has been removed. The theatre has a variety of "modes" with the retractable seating offering the venue an intimacy for theatre modes, and the partition enabling various sizes or configurations.

The colour scheme within the theatre is predominantly red tones with red fabric acoustic panels on the walls, red upholstering retractable seats and loose floor seats, and an Ash wood coloured timber floor. Black side and upstage masking is available as well as a "theatre red" house curtain that can close the stage completely.



The maximum stage area is 14.64m (W) x 7.32m (D) x 600mm high. In the Theatrical Modes, the depth of the stage can also be reduced to a shallow stage size of 14.64m (W) x 4.88m (D) x 600mm high. As the stage is modular, there are many possible configurations. Please refer to staff for further detail.

The theatre has a turnkey sound and video presentation system and a lighting rig that can deliver from a basic presentation up to more complex theatrical events. The venue hirers are welcome to bring their own equipment to integrate with the house systems. Please note that the Theatre is offered as a "dry Hire" and no technical staff or technical support will be

provided. All the Audio / Visual equipment is included in the hire fee, however it is the hirer's responsibility to source adequately training technicians to set and operate the equipment for their function. The staff at the Theatre are not trained in the use of the A/V systems and cannot assist in the operation of said equipment.

Entrance to the theatre is via two double doors leading from the foyer. The foyer has shared access with the four community meeting rooms. The main foyer has a box office, toilets, administration and cloak room. There are also provisions for a concessions outlet within the box office area. All areas within the Cultural Centre and Pioneer Theatre are strictly non-smoking.

### Accessibility

The Pioneer Theatre is wheelchair accessible from the Cultural Centre foyers to the main entrance doors of the venue. Once inside there are wheelchair seating positions on the flat floor. There are four accessible parking spaces on carpark level B1. There is a public elevator from the carpark with direct access to the theatre foyer. In the foyer are the box office, administration and limited mobility toilets which are adjacent to the entrance to the Pioneer Theatre.

### Assisted Hearing System

An Assisted Hearing System operates within the Pioneer Theatre. Please discuss accessibility needs with staff in advance so that the appropriate arrangements can be made for your event.



## Public Transport

The Pioneer Theatre and Cultural Centre is a five minute walk from the new Castle Hill Metro Station and the Castle Towers Bus Terminal

## Vehicle Access

Vehicle access for deliveries to the Pioneer Theatre and Cultural Centre is via the Loading Dock off Castle Street and is strictly by arrangement only. The sections of Pennant Street and Castle Street adjacent to the building are clearways at all times. Major disruptions will require traffic management.

The loading dock is a mixed use dock servicing the theatre, residents and library and deliveries must be arranged and booked in advance. Arrival must be on schedule and if this is not possible, staff must be notified of the accurate arrival time.

The Pioneer Theatre and Cultural Centre loading dock has a height restriction of 2.9m and cannot accommodate B-double articulated vehicles or any vehicles over the height of 2.9m. Other access will need to be arranged for these larger vehicles. Bicycles, skateboards and motorbikes are not permitted in the Loading Dock.

Please note that under no circumstances are vehicles to be left unattended in the dock and there is no parking available in the dock. Please discuss in detail all of your access needs with staff.

Please note that all vehicle access and load-in schedules must be included with the production requirements information package and submitted at least 10 days prior to the commencement of hire.

## Load-in Area

The Pioneer Theatre stage is located at the same level as the loading dock, along a series of corridors. Strict height limits and corners apply for this access. Please see below for details.

Larger items need to be carried into the Pioneer Theatre through double glass doors from the foyer entrance on Pennant Street. This will require prior permission from staff. Safety is the highest priority and anyone working to carry these larger items must wear high visibility vests, protective footwear and the working area must be clearly cordoned off with safety tape.

## Height Restrictions

It is the responsibility of the venue hirer and transport contractors to ensure that load heights do not exceed the maximum:

- Loading Dock:

2.9m high safe clearance

4.5m width safe clearance

- Back of House Corridors Doorways:

2.0m high safe clearance

1.55m width safe clearance

- Back of House Entry Doors to Venue:

2.08m high safe clearance

1.6m high safe clearance

- Front of House Entry Doors to Venue:

2.5m high safe clearance

1.5m width safe clearance

- Main Entrance Double Glass Doors:

2.3m high safe clearance

1.5m width safe clearance

## Maximum Loads

- Loading Dock Floor: 5kPa

- Back of House Corridor Floor: 5kPa

- Foyers Floor: 5kPa



## Smoke Management System

As the Theatre and Cultural Centre are shared with residential housing, isolation of the fire alarm and monitoring system is not allowed at any time under NSW Regulations. This prevents the use of any type of atmospheric effects such as haze, smoke or dry ice within the Pioneer Theatre.

## Risk Management

In accordance with NSW WH&S legislation, a comprehensive risk assessment is required during pre-production for all shows and events. The Risk Assessment needs to consider the risks associated with your specific event. It should be delivered to the Production Manager at least ten days before the event. Our staff can assist you with this process.

General considerations:

- Equipment may be subject to safety checks by Pioneer Theatre staff
- All mains-connected electrical equipment requires a current compliance test tag from a suitably licensed person.
- Overhead equipment (including lighting and scenery) must be rigged by a qualified rigger, using appropriately certified equipment
- Lighting equipment rigged overhead must be secured with a safety chain or similar
- Scenery and large props must be of a fire-retardant fabric or treated with a fire retardant. A certificate of such treatment must be produced on request
- Polystyrene, plastic and other such materials that cannot be treated with fire retardant are not permitted
- Approved drapes must be of a fire-retardant fabric or treated with an approved fire retardant and with an appropriate label attached to the drape
- Compressed air may only be used by suitably trained operators
- The Risk Assessment should be included with the Hirer's Requirements package a minimum 10 days prior to the commencement of venue hire.

## Workshop Space

The Pioneer Theatre has no workshop space. No construction or painting is permitted onsite; work should be limited to the assembly of pre-built set pieces.

## Storage Space

There is minimal storage space available in and around the Pioneer Theatre. Please discuss your requirements with staff.

## Production Store

A production store is located back of house behind the upstage, stage left fire doors. There is an allotment of staging, lighting, audio-visual and ancillary (cabling, tape, etc.) equipment available for use located in this store.

## Venue Specifications

### Configurations

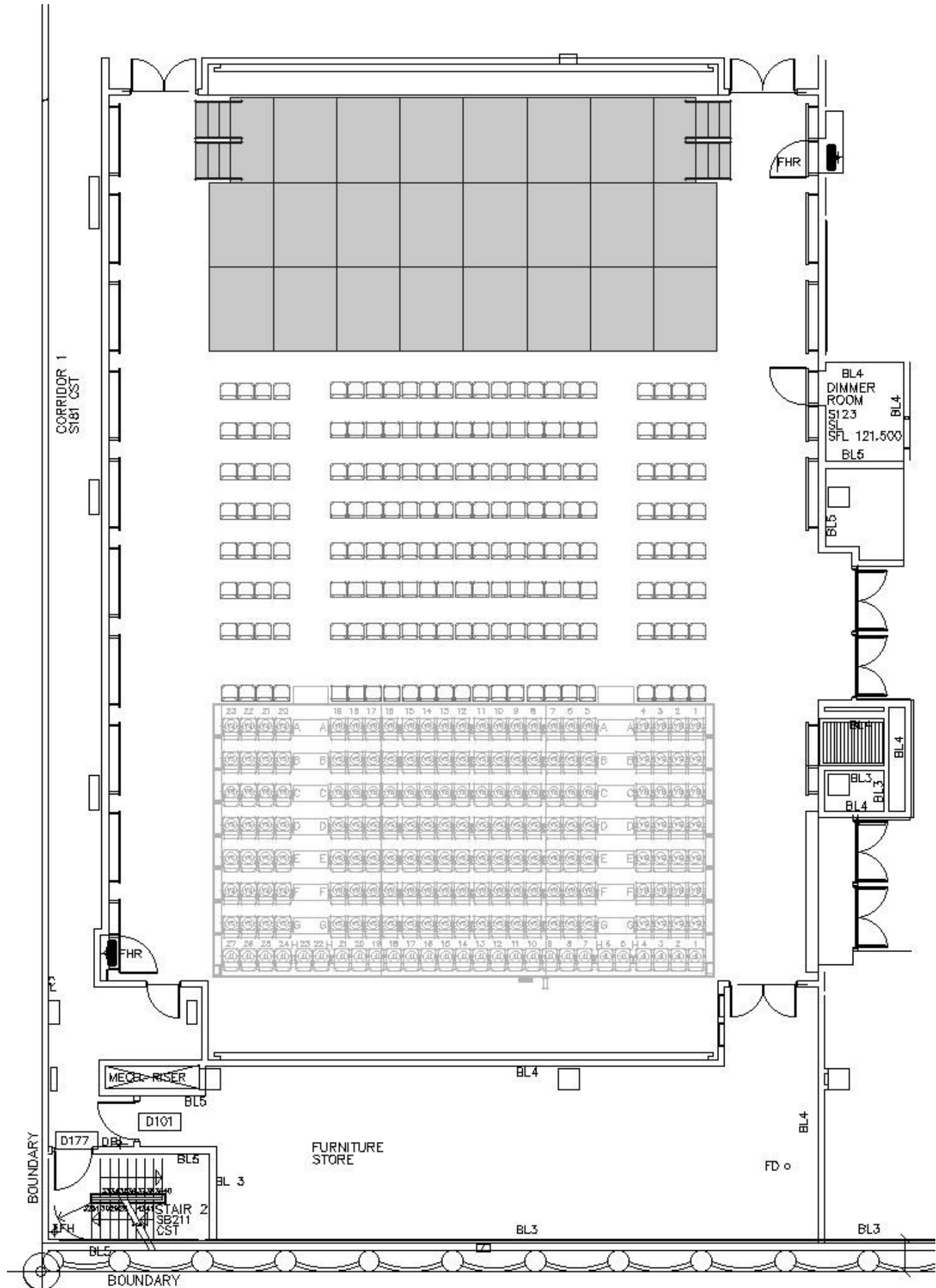
The Pioneer Theatre offers a variety of configurations which determine the maximum audience size. Some examples of typical room configurations are:

- Theatre Mode—Two Aisle (Maximum Seating of 372)
- Theatre Intimate Mode (Maximum Seating of 211)
- Banquet Mode (Maximum of 34 Tables and 340 seats)
- Cabaret Mode (Maximum of 22 Tables and 220 seats)

The theatre can be divided in half using a concealed partition wall, and the retractable seating bank can be positioned to a number of depths. Please discuss your requirements with staff who can help establish the most suitable configuration for your event.

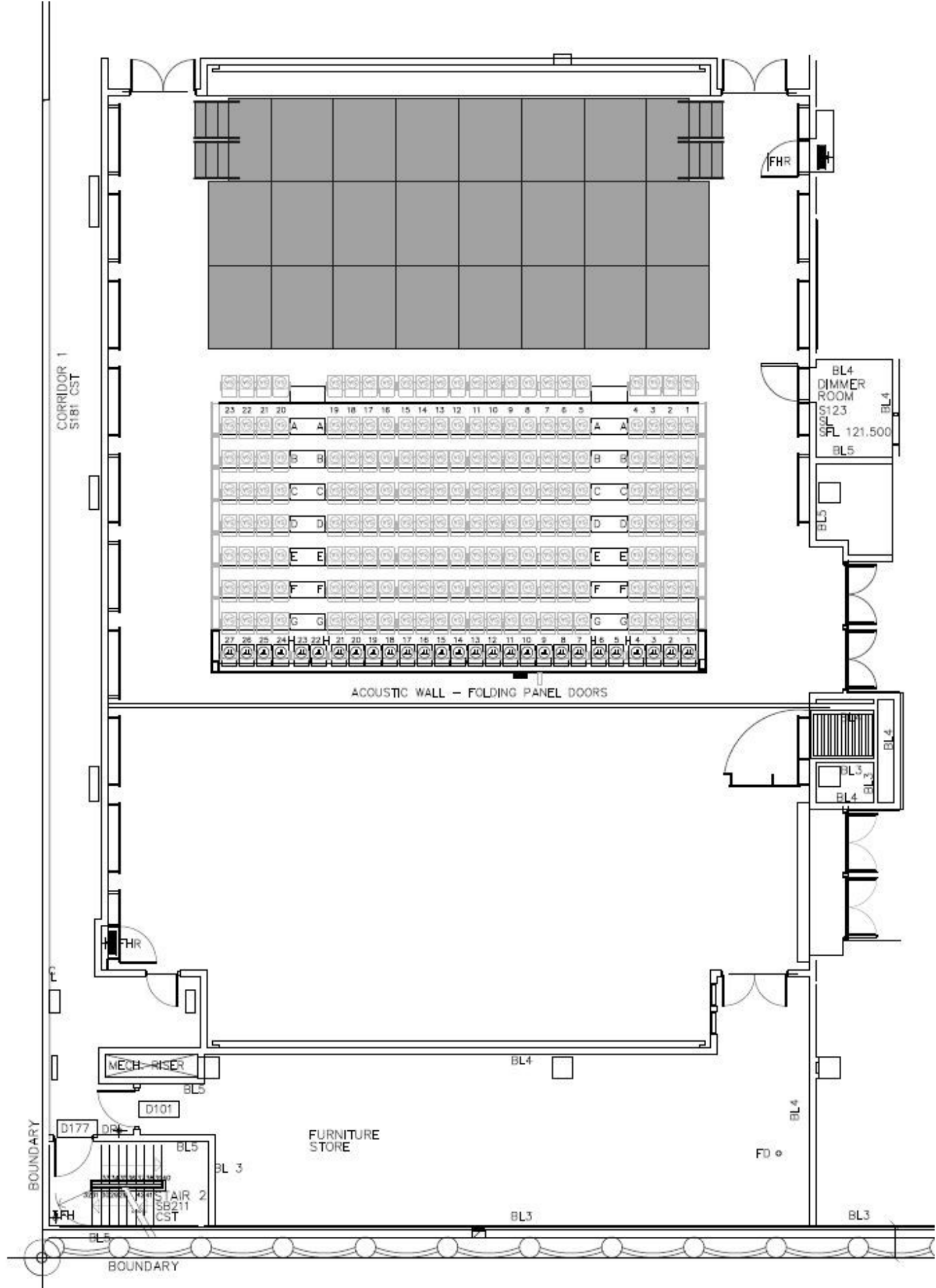
Theatre Mode—Two Aisle

The Theatre Mode—Two Aisle seating capacity is 372 which consists of 188 seats on the tiered retractable seating bank and individual linking chairs on the floor. The partition is open, the retractable seating bank is fully deployed and the stage is at full depth.



Theatre Intimate Mode

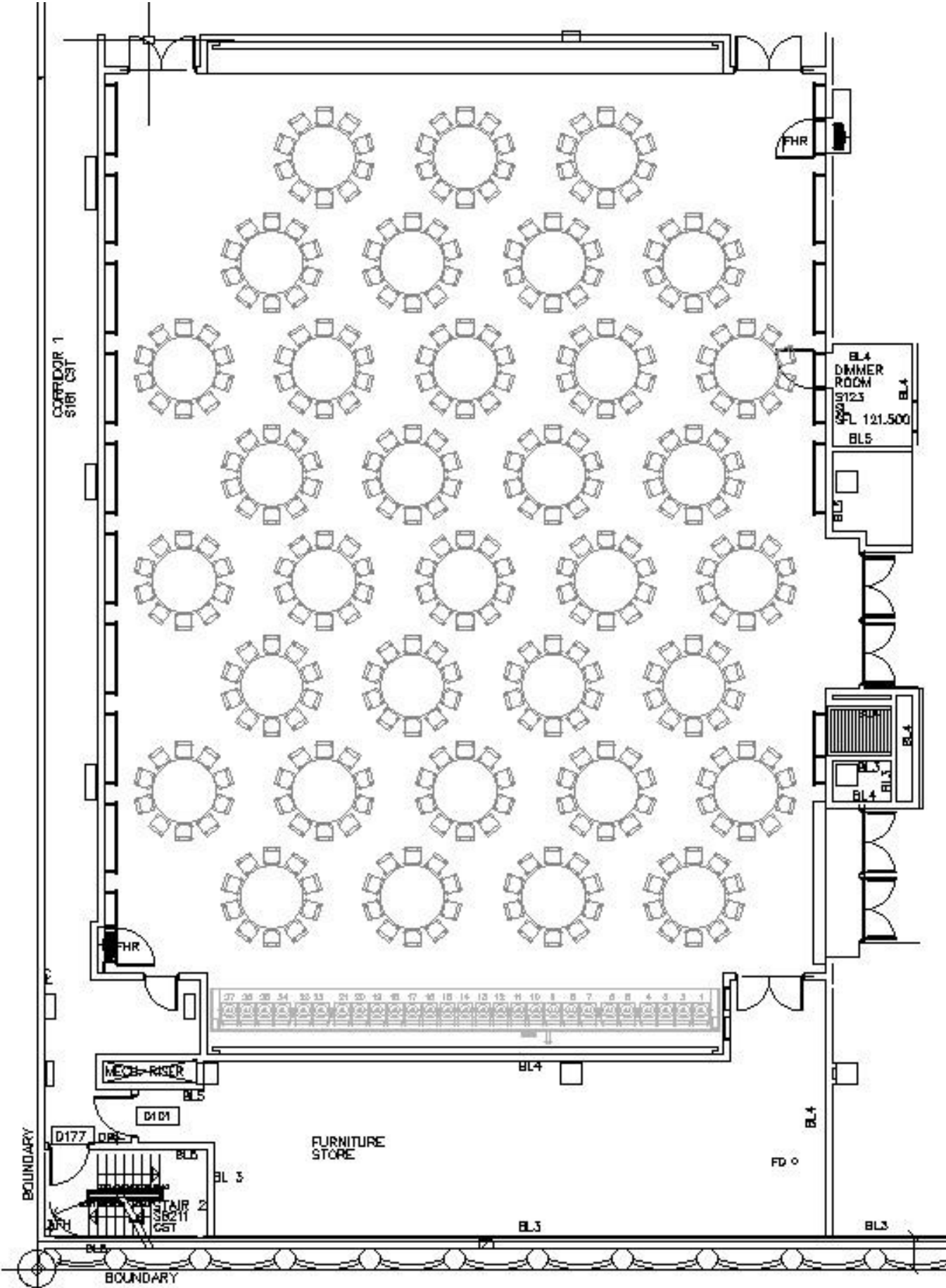
The Theatre Intimate Mode seating capacity is 211 with the tiered retractable seating bank pushed forward to the stage, the partition closed and the stage at full depth.





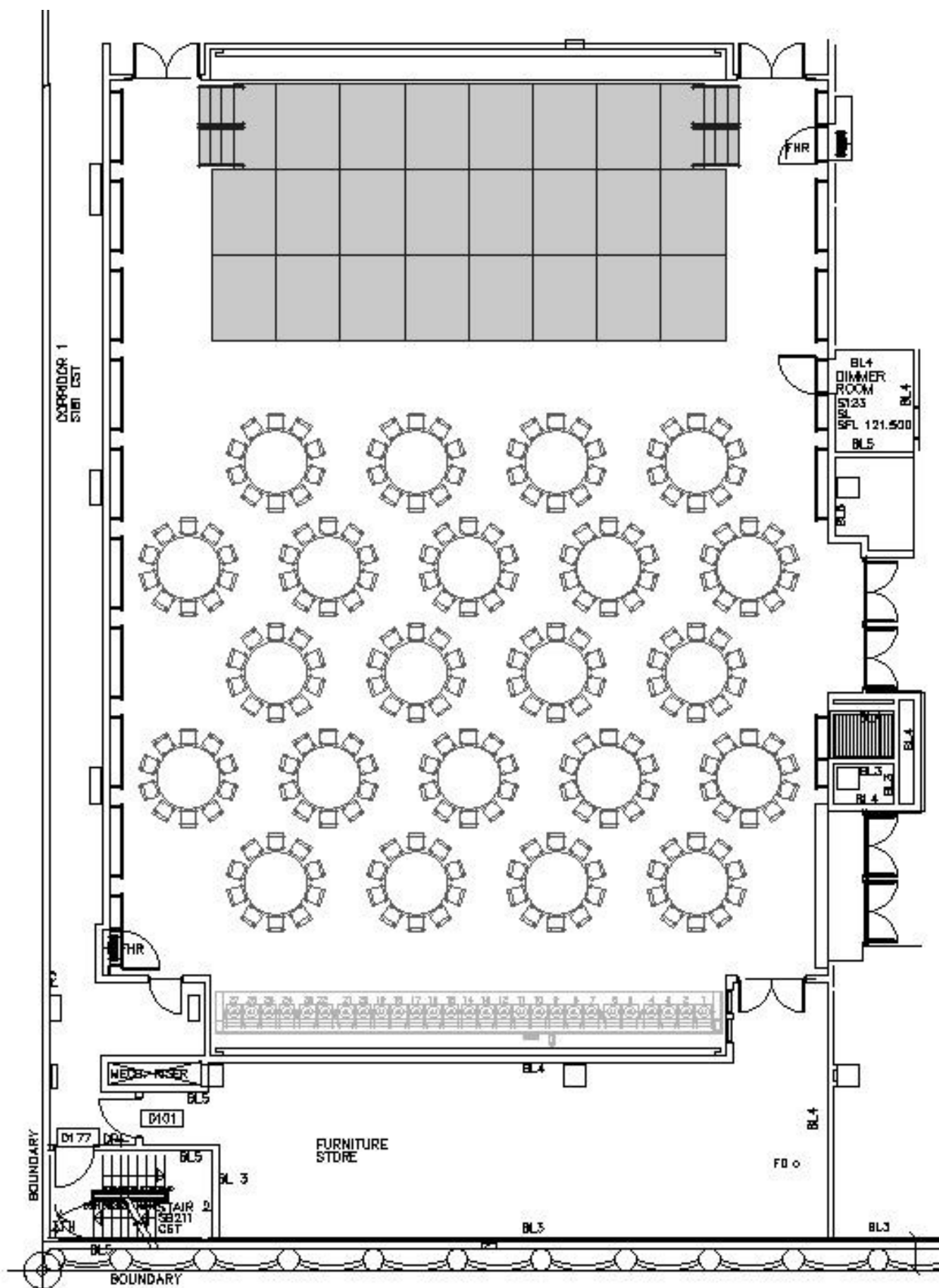
**Banquet Mode**

The Banquet Mode includes the deployment of dinner tables and chairs but with no stage. The seating capacity is dependent on the number of tables and chairs required. The maximum capacity of the Pioneer Theatre is 340 seats on 34 tables. The retractable seating bank is not used in this configuration



## Cabaret Mode

Cabaret Mode includes the deployment of dinner tables and chairs as well as the stage. The maximum capacity in this mode is 220 seats on 22 tables. The partition is open so the room is extended. The retractable seating bank is not used in this configuration and the stage at full depth.



## Venue Layouts in CAD

CAD plans to scale are available and can be requested from your Production Manager. Please email [pioneertheatre@thehills.nsw.gov.au](mailto:pioneertheatre@thehills.nsw.gov.au) or contact your Production Manager directly.

## Internal Venue Dimensions

• Floor Area	Venue Floor
19.6m (w) x 25m (l) in Flat Floor mode with partitions open and the rooms combined	• Floor System
• Ceiling Height	Unobat 62 system from Junckers Industries.
5.15m to underside of the Hebel ceiling	• Floor Material
• Portal Frame Height	22mm solid hardwood "Harmony" Sylvaket
4.5m above fixed floor	2 strip flooring
• Lighting Bar Height	• Floor rake
4.6m above fixed floor	0 degrees (flat)
• Lighting Pipe Grid Height	• Maximum loading
4.8m above fixed floor	5.0kPa live load, distributed
	1.8kPa concentrated loads

## Care of Building Surfaces

No holes or permanent marks of any kind may be made on any timber surface in The Pioneer Theatre. Equipment and scenery can be weighted, clamped or hung on approved rigging points, but may not be anchored into the timber or fabric wall panels, or affixed to the Hebel ceiling above. The use of gaffer tape is to be minimised, and any stage mark-up must be done using removable "spike tape" only, which is available from staff.

## Staging

### Weight-Loading

The Pioneer Theatre has a ceiling constructed from Hebel which cannot be affixed to. A series of six, free-standing portal frames support a lighting pipe grid system that enables the suspension of equipment and scenery sets from above. Please note: there are no chain motors or motorised lighting bars provided in the Pioneer Theatre. There is an Electric Ladder (Crown Wave 60) on site for accessing the grid from the floor. An EWP certification is required to access this lift. If minor adjustments are required from the stage platform, an A-frame ladder can be made available and must be used with all relevant safety standards adhered to.

## Rigging

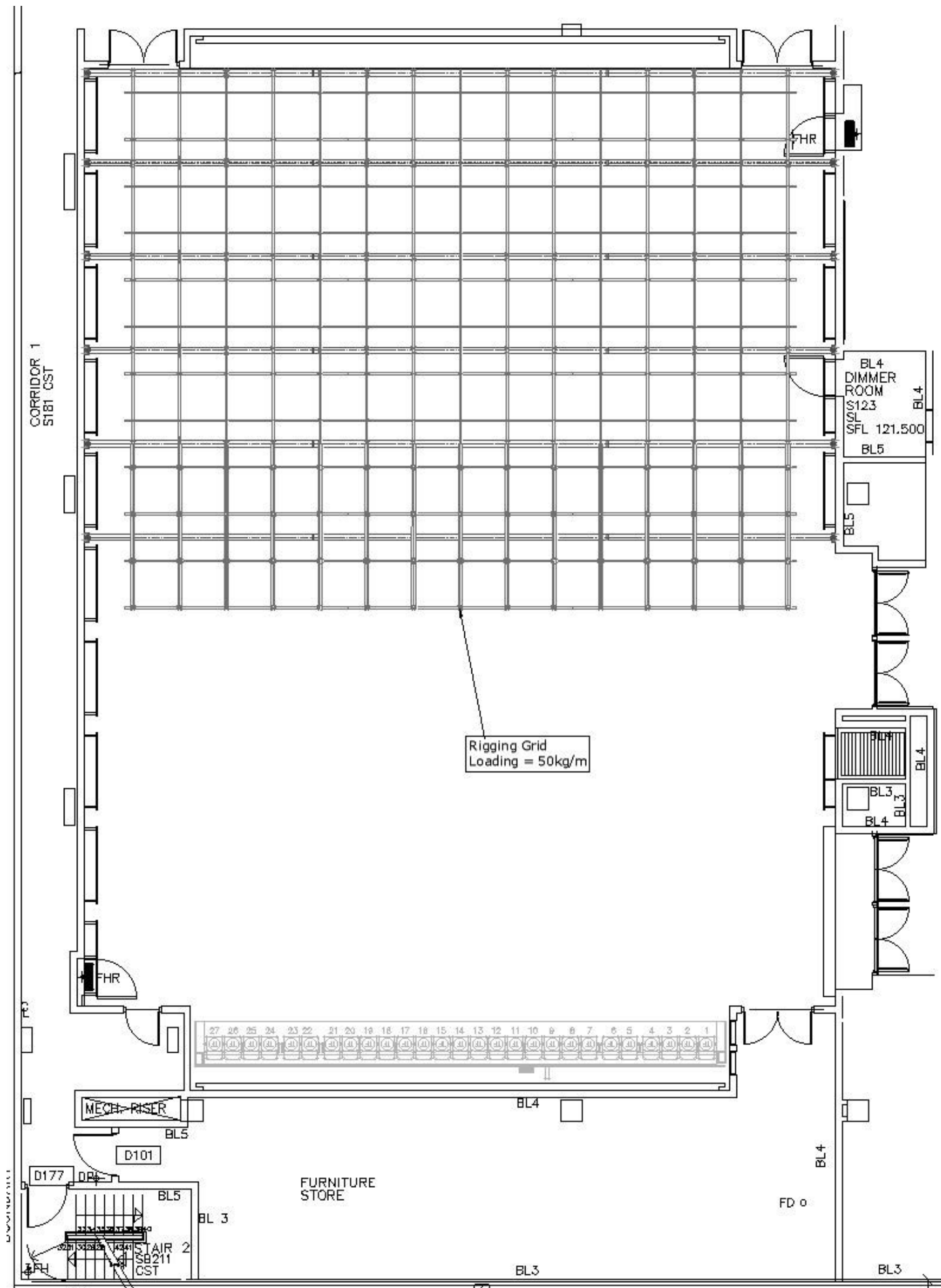
The lighting pipe grid that is provided over the main stage and front of house lighting positions in the Pioneer Theatre has a maximum weight-loading available on the grid of 50kg per lineal metre. Connections to the lighting pipe grid shall be with standard lighting clamps. All equipment rigged must have a safety wire attached to the lighting pipe system.

Hirers are able to affix to the portal steel frames with a protected sling, however this is subject to approval of submitted certification to staff 10 days in advance of the venue hire commencement date.

All rigging to the portal frames or lighting pipe grid must be performed by qualified personnel (dogging or rigging certificate).

## Rigging Accessories

All hirers must bring their own rigging provisions. The Pioneer Theatre does not own or provide any rigging provisions.



## Curtains and Masking

### Front Curtain, Full Depth Stage

There is a pair of theatre red curtains made from durable flame retardant synthetic velour that are the front of house curtains. They extend width wise from the side walls to centre stage, and height-wise from flat floor to underside of the portal frames.

### Front Curtain, Shallow Stage

There is a pair of black curtains made from durable flame retardant wool serge. These curtains act as side legs masking when the stage is in full depth formation, and become the front curtains when the stage depth is reduced.

### Back Curtain

There is a pair of black curtains made from durable flame retardant wool serge. These curtains are on track and meet in the middle of the upstage wall with a 150mm overlap.

### Staging Elements

The Pioneer Theatre has a Sico 1800 series, mobile folding stage platform set at a 60 cm height. The stage includes side access steps, drapery and safety guard rails. The maximum stage area is 14.64m x 7.32m in Full Depth Stage Mode. In Shallow Depth Stage Mode the stage area is 14.64m (W) x 4.88m (D).

### Dinner Tables

The Pioneer Theatre has 36 round banquet tables of 1.8m diameter (Sebel Furniture Duralite) available for use. Please discuss your requirements further with staff.

### Retractable Seating Bank

There is a Kotubuki retractable seating bank installed in the rear of the Pioneer Theatre with a total capacity of 188 seats. Each seat is numbered with dimmable aisle lights also available. It can be deployed for Theatre mode and brought forward in the theatre for placement as required by the hirer. It can only be operated by trained and inducted Pioneer Theatre personnel.

## Stage Lighting

### Control

The Pioneer Theatre has one ETC Coloursource 20 lighting console.



### Installed Lighting Equipment

#### Dimmers

A Jands WM series 12-Channel dimmer and a Jands 24-channel HUB XCD dimmer unit are installed in the control room. There are 72 circuits in total available for use.

#### Lighting Bars

There are six Jands JLX-Lite lighting bars installed each with three 5-pin DMX outlets and 12 lighting circuit outlets.

### DMX Distribution

There is a comprehensive DMX512 patching and distribution system in the Pioneer Theatre. There is DMX input patching at the following locations:

- FOH plate A
- FOH plate B





There is DMX output patching in the following locations:

- Lighting Bar #1 (3x)
- Lighting Bar #2 (3x)
- Lighting Bar #3 (3x)
- Lighting Bar #4 (3x)
- Lighting Bar #5 (3x)
- Lighting Bar #6 (3x)
- Stage Plate A
- Stage Plate B
- Stage Plate C
- FOH Plate A
- FOH Plate B

### Lighting Fixtures

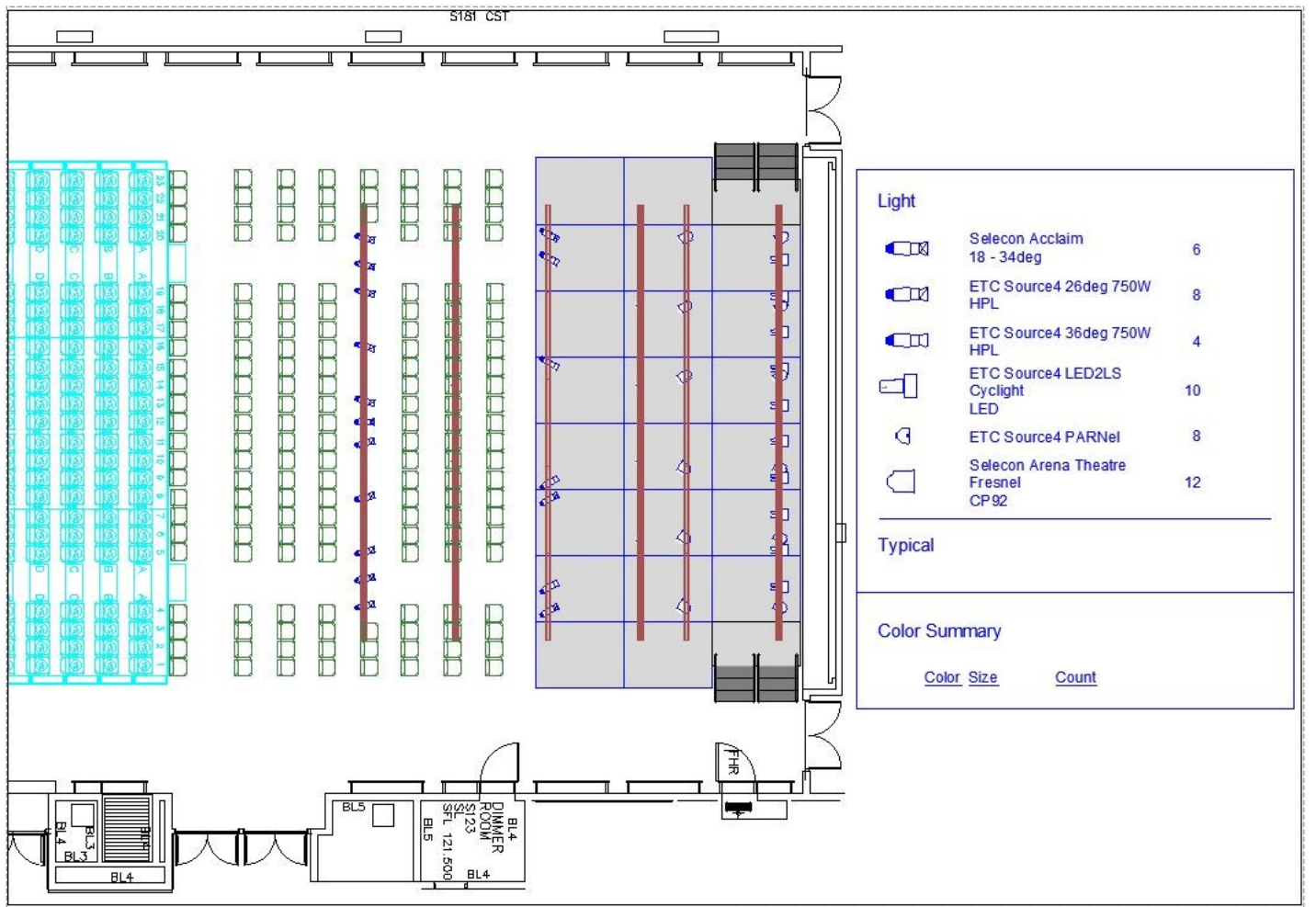
The following lighting fixtures are installed on the lighting bars.

Type	Model	No.
ETC	Source Four 26 Deg	8
ETC	Source Four 36 Deg Profile	4
ETC	Source Four 7' Fresnel	12
ETC	Source Four PAR EA	8
ETC	Coloursource CYC	4
Selection	Acclaim 18-34 Deg	6



## Basic Room State

The Pioneer Theatre has an installed lighting rig that is available for use. It has been designed to provide a basic turnkey stage wash, though this set up is not a standard plan (based on adjustments made by prior hirers). Please see the layout below:



## House Light Control

The house light pendants are available to control via the Lighting Control Console. Please discuss any further requirements with staff.

## Sound & Audio Visual

## Sound Console

The Pioneer Theatre has a Yamaha TF1 digital sound console equipped with a NY64-D Dante input card and a TIO1608D digital stage box system.



## Speaker System

## Front of House PA System

There is a full range stereo Front of House PA system available for use. The left/right system consists of the following:

- Electro Voice EVFS15 15-inch full range speakers
- Electro Voice EVF1181S 18-inch subwoofer speakers

## Ceiling Speaker System

There is a distributed ceiling speaker system to provide coverage for the various modes of operation when the main Front of House PA system is not in use. The Ceiling Speaker System can be addressed separately or combined into three zones:

- Over Stage
- Room 1
- Room 2

## FOH Mobile Rack

There is 1 No. 16RU mobile equipment rack with fold out table legs available for use. It contains a recessed 6-way 10-amp power rail and can provide a work surface for the lighting console, portable comms master station or be used as a stage management desk.

## Additional Audio-Visual Equipment

The Pioneer Theatre has the following equipment that is available for use.

System	Type	Model	No.
SLX Wireless Microphone System + Lavalier System	Shure	SHR-SLX1485	2
SLX Wireless Microphone System SM58 Transmitter	Shure	SHR-SLX2S58	2
Antenna, 1/2 Wave Omnidirectional Receiver	Shure	SHR-UA8	4
Goose Neck Lectern Microphone	Shure	MX412C	1
Single Channel Passive DI	Radial	JDI Passive DI	6
Dynamic Vocal Microphone	Shure	SM58	5
Dynamic Instrument Microphone	Shure	SM57	6
Large Diaphragm Kick Drum Mic	Shure	Beta 52	1
Small Diaphragm Condenser Mic	Shure	PGA81	2
Teleboom mic stand, Tall, Black	K&M	210/2	8
Teleboom mic stands, Short, Black	K&M	259	8

There is also an assortment of microphone and speaker cables, NL4 barrel joiners and XLR microphone looms.

## Production Patching

There are numerous audio and data facilities panels that enable the connection and distribution of audio signals throughout the venue.

## Operating Positions

There are two main operating positions for audio-visual and lighting operators:

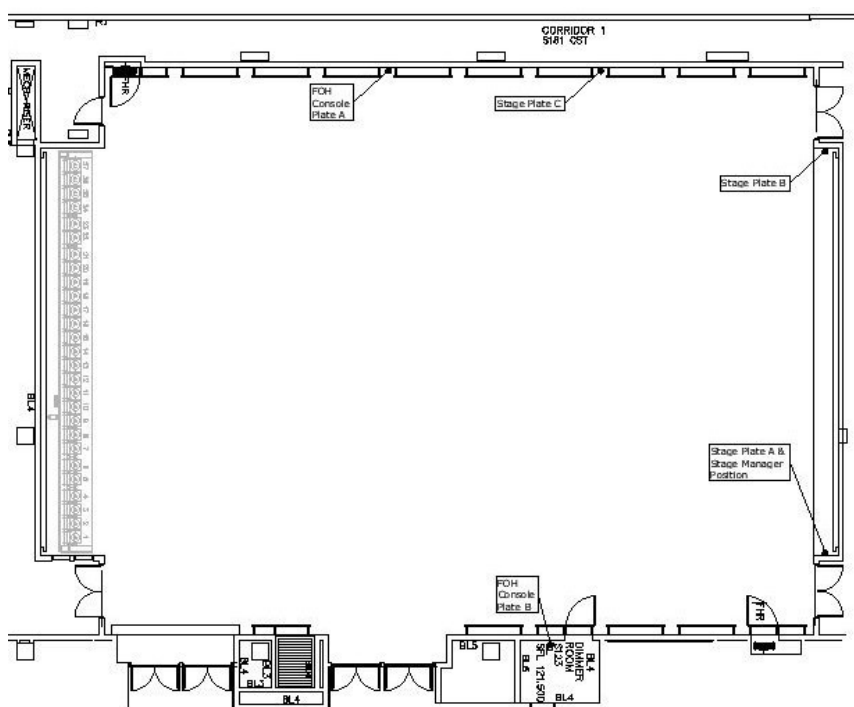
### 1. Front of House:

Located directly opposite the venue entry doors. Connection into the system is via the connection plate on wall.

### 2. Side of Stage:

Located adjacent to the equipment room, stage left. Connection into the system is via connection plate in the control room. Leads are to run from the connection plate through the cut-out in the door frame.

There is also a stage manager's operating position stage left. Connection into the system is also via the connection plate in the control room.



There are DMX and power provisions at each of these locations. If any further locations of operating positions are required, there are DMX outlets located around the room. Please discuss your requirements with staff.

## Noise Monitoring

There is currently a standalone SPL monitoring and limiting system installed in the venue. There are a number of visual indicator panels showing the status of the system as well as a calibrated microphone above the AV control room door for level monitoring. Once the pre-set SPL level of 100db is sustained, visual indicators will inform the sound operator to reduce volume. If the volume levels remain, a relay will trigger to mute the audio system and isolate power to low level power outlets around the venue.

## Communications

### *Show Relay*

There is a Rode NT5 condenser microphone suspended under the Pioneer Theatre ceiling to capture the performance audio and distribute to back of house and foyer areas.

### *Performance Communications System*

The Pioneer Theatre has a Clearcom Encore 2-channel wired analogue partyline intercom system for performance communications. The following hardware components are available for use:

- Portable Master Station:

This is a Clearcom MS702 Main Station with stalk microphone, headset and wireless touch panel. It is housed in a road case and can be used at various locations within the venue. As well as performance communications, it can also be used for paging to venue, BOH and public areas.

- Wired Belt Packs:

There are four single-channel Clearcom RS- 701 wired belt pack units with associated headset units and cables.

## Video Systems

There is a centralised Crestron DM8x8 Matrix Switcher video routing system that enables the distribution of video sources to end points around the venue.

### *Sources*

#### *Blu Ray Player*

There is a Sony BDP-S6700 Blu Ray Player installed in the control room. It is connected via HDMI to the central matrix switcher and controllable via the AV control system.

#### *Show Relay Camera*

There is a Panasonic AW-HE40HK PTZ camera installed within the Pioneer Theatre that can capture the stage and distributes the video to the central matrix switcher for distribution to digital displays in foyers and dressing rooms. PTZ functions can be controlled by the AV Control System touchscreens.

#### *Laptop Inputs*

There are three VGA/HDMI laptop inputs located on stage plates that are connected into the central matrix switcher. The inputs can be selected via the AV Control System touchscreens.

#### *Digital Set Top Box*

There is one Digital Set Top Box that receives free-to-air television connected to the central video matrix. It is accessible via the AV Control System.

#### *Wireless Presentation*

There is one Wireless Presenter Gateway connected to the central video matrix. It is connected to the guest WiFi network and can display presentations from user laptops. It is controllable via the AV Control System touchscreens.

### *Projection*

There is a Panasonic PT-DZ870EK 8500 lumens projector installed in the Pioneer Theatre. 1 No. standard and one short zoom lens are available. There is 1 No. 210 inch 16:10 motorised projection screen installed upstage.



### Control System

There is an AV control system that enables control of various functions of the audio, video and lighting systems in the venue, dressing rooms and foyer areas. Access to these functions is via User Interface on touchscreen controllers at the following locations:

- Theatre Entry 1
- Theatre Entry 2
- Box Office
- AV Rack
- Portable Master Station
- Dressing Room Foyer

From these panels Front of House and Technical Staff are able to perform such functions as:

- Page to front of house and back of house areas
- Audio distribution to ceiling speakers
- Selection of audio and video playback sources (microphones, wireless presenter, digital Set Top Box, etc.)
- Control of the in-house projector and screen
- House lights

The control system can control functionality within the Pioneer Theatre if the rooms are combined into the one larger space, or in standalone mode when the room partition is closed.

### Backstage Facilities

#### *Dressing Rooms*

There are four dressing rooms with shared bathroom and shower facilities. There are two toilet cubicles and one shower cubicle. Each dressing room has a makeup bench, mirrors, sink and cloaking facilities. The dressing room sizes are as follows:

Dressing Room A and B which are 3.8m x 4.1m (15.8sqm) with sink, bench and mirrors

Dressing Room C and D which are 3m x 2.1m (6.3sqm) with sink, bench and mirrors





### **Laundry Facilities**

There is a dedicated laundry measuring 4m x 2.1m that includes hanging space. There is a commercial washer and dryer also available for use.

### **Service of Food**

The Pioneer Theatre can be configured for Banquet style events and Cabaret performances utilising the theatres Banquet tables. In these modes, the venue can accommodate the full service of food and beverages within the theatre. Within the foyer areas, the sale, service and consumption of beverages and dry snack style foods is permitted. The consumption of plated foods (including hot foods, soups, Asian style boxed foods, cakes served on plates etc) is not permitted in the foyer areas.

Should an event utilising the more standard Theatre Mode style of set up also require the service of plated foods, it is suggested that the hirer should seek to also book one of the Cultural Centre rooms such as the Rebellion or Tribute rooms. This would also give them access to the Terrace area which can accommodate the service of plated foods, and the consumption of plated foods can then be done at tables pre-set up in these rooms.

For more information, please contact the Production Manager.

### **Kitchen**

The Pioneer Theatre and Cultural Centre has a commercial kitchen available for use. It contains:

- One Pass through Dishwasher
- One Three Door Freezer
- One Goldstein Bain Marie/Hotpress Model WDB6/6HC/S
- Two Blue Seal Gas Fryers Model GT35
- One Gas 6 burner/oven
- Two Gas 4 burner/Oven
- One Tandoor Oven
- One Rational Combi Steamer Model CPC201
- One 40L Zip Water Unit
- One Two Door Refrigerator
- 3.8m x 2.2 Cool Room
- 1 Blast Freezer
- 2.2m x 2.2m Store Room



### **Wi-Fi and Network**

The centre is equipped with an internal Wi-Fi system, and has internet speeds of approximately 100Mb/s shared and 15Mb/s upload, making it a great choice for Web casting services out of the theatre and meeting rooms.

### **Front of House Areas**

#### **Foyers**

The Pioneer Theatre and Cultural Centre foyers service the Pioneer Theatre, the four meeting rooms and the Terrace. There is a finite amount of furniture arranged throughout the foyers that should not be moved unless prior permission is granted.

The foyers are able to receive background music, paging and pre-recorded messages from the Front of House Manager panel located near the Pioneer Theatre venue entry door, and the Stage Manager Desk paging microphone. Please see the Paging and Pre-recorded Messages section below.

The Foyers also contain two digital display screens that can display the video feed from within the venue, or video content from the Brightsign Digital Signage System. One display is in the Entry Foyer in Landscape orientation, with the other display is outside the box office in portrait orientation. Please see the digital signage system for further detail.

### **Box Office and Administration**

The Pioneer Theatre has a dedicated, lockable box office and concessions area with a counter facing the foyer. Venue hirers are to use their own ticketing or point of sale systems.

### Terrace

The Pioneer Theatre and Cultural Centre has a terrace that adjoins the main foyer. This can be hired for special events or is included in the Pioneer Theatre venue hire for audience congregation.

The Terrace is able to receive background music as well as paging from the Front of House Manager and Stage Manager paging microphones.

The Terrace also contains a digital display screen that can display the video feed from within the venue, or specific content from the Brightsign digital signage system.



### Digital Signage

The Pioneer Theatre and Cultural Centre has a Brightsign digital signage system. There are set top boxes behind each of the screens that are connected to the Brightsign system. Council notices as well as any event-related information can be uploaded to the Brightsign scheduling software and displayed to these displays. Please provide any content to be displayed to the venues team for upload and testing to the system at least 10 days prior to venue hire.

### Paging and Pre-recorded Messages

There is a QSys paging system installed within the facility. This system enables the Front of House manager to make paging calls from the Front of House Manager's panel near the venue entry doors, or the Stage Manager to make paging calls from the Stage Manager's Desk, into the ceiling speakers through the foyers and backstage areas.

Background music is also distributed through this system.

The system allows for up to 10 pre-recorded messages to be stored and triggered by the Front of House or Stage Manager. These are existing pre-recorded messages that announce when the venue is open, 10 minute, five minute and show calls as well as the corresponding intermission messages. Venue hirers can submit their own pre-recorded messages for the venue team to upload to the system. The format of audio files should be as follows:

- WAV, MP3 or FLAC.
- Supports 8k-192k sample rate and 8-32 bit.

These files can be sent to: [pioneertheatre@thehills.nsw.gov.au](mailto:pioneertheatre@thehills.nsw.gov.au) 10 days prior to venue hire. You can bring your own background music if required.

### Meeting Rooms

There are four meeting rooms that are available for hire. They can be used as standalone rooms, or can be hired as additional artist or administrative support as part of the Pioneer Theatre. For further information on the use, availability and technical capacity of these rooms please contact staff or email [pioneertheatre@thehills.nsw.gov.au](mailto:pioneertheatre@thehills.nsw.gov.au).

#### Rebellion Room

The Rebellion Room - maximum capacity of 180 people.

#### Tribute Room

The Tribute Room - maximum capacity of 90 people.

#### Wexford Room

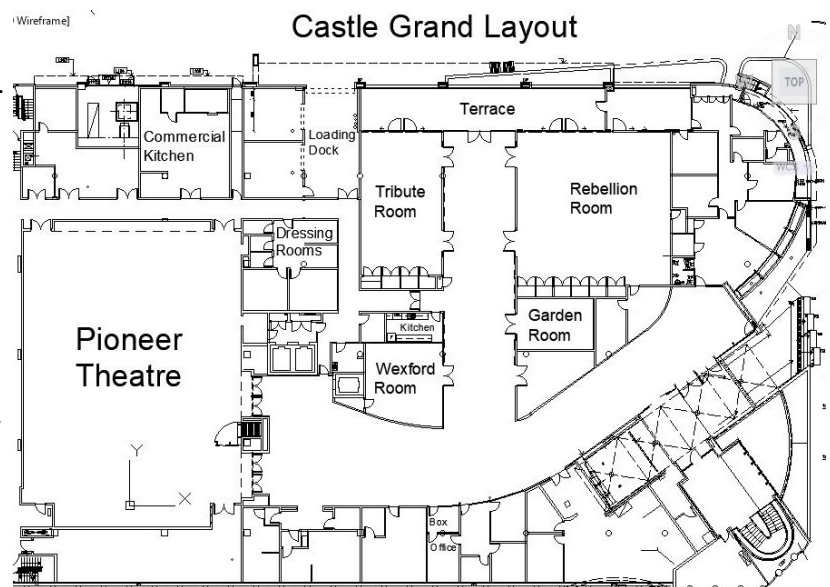
The Wexford Room - maximum capacity of 40 people.

#### Garden Room

The Garden Room - maximum capacity of 20 people

#### Small Kitchen

The Small Kitchen is available for use with your hire of any of the above rooms on a shared basis with hirers of other rooms



## Staff & Artists

### *Pioneer Theatre Staff*

The Pioneer Theatre and Cultural Centre staff are under the management and direction of The Hills Shire Council at all times. Their safety and the safety of venue hirers and patrons is paramount. There are certain restrictions with regards to hours of work, appropriate staffing levels and mandatory rest breaks that must be abided by.

The directions of the venue team are to be followed at all times. To assist in the delivery of safe productions, and to protect Council assets, certain tasks and equipment may only be performed by the Council staff. Please refer to your Production Manager for further detail.

The Pioneer Theatre and Cultural Centre staff are on site primarily as Fire Wardens, and to assist with minor adjustments to pre-set room arrangements, and general assistance with the venue. They are not able to assist with technical issues arising from the use of sound and lighting equipment, or the use of facilities in the commercial kitchen.

It is highly advised that in the event that audio visual or catering are paramount to the success of your event, that you engage properly trained personnel for the execution of these requirements.

## Access and Other Conditions

Please note the following conditions:

- All Artists and Venue Hirers must sign in at the Box Office when they arrive on site.
- All Artists and Venue Hirers must attend a safety induction prior to commencing their load in or set up.
- Smoke, matches, lighters, cigarettes, pyrotechnics and other naked flames are strictly prohibited in the Cultural Centre and Pioneer Theatre.
- Smoking is not permitted in any interior areas or designated exterior areas of the Pioneer Theatre and Cultural Centre.
- Consideration should be given to the other tenants of the building. Please keep all areas clean and tidy, and refrain from excessive noise outside of the performance and rehearsal areas.
- Dressing rooms must be kept clean and tidy. All food scraps must be placed in the bins provided.
- No food is to be prepared in dressing rooms or the other back of house areas.
- Pets are not permitted in the building without prior permission from venue management.
- There are often multiple venue hirers using the facility simultaneously. Artists and Venue Hirers must remain within the areas that they have hired.
- Payment of hire fees.
  1. Daily hire fees will need to be paid at the time of confirmation
  2. Weekly hire fees will require a non refundable 10% deposit to secure available dates, with the balance required 30 days prior to the booking.
- Alcohol

All Liquor Licensing and RSA requirements remain the responsibility of the hirer at all times

For further information on general terms and conditions of hire please visit [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

