



STATE
THEATRE
CENTRE

VENUE HIRER INFORMATION

174 – 176 WILLIAM STREET
PERTH WA 6000
(CORNER OF WILLIAM AND ROE STREETS)

STAGE DOOR/DOCK ADDRESS
6 ROE STREET
PERTH WA 6000



VENUE HIRER INFORMATION

VENUE MANAGEMENT

	Name	Office	Mobile	Email
Venue Manager	Alice Jorgensen	+61 8 6212 9202	+61 403 919 239	Alice.Jorgensen@ptt.wa.gov.au
Event Operations Coordinator	Ashlee Karpinczyk	+61 8 6212 9203	+61 459 805 943	Ashlee.Karpinczyk@ptt.wa.gov.au
Technical Manager	Graham Piper	+61 8 6212 9211	+61 429 365 838	Graham.Piper@ptt.wa.gov.au

VENUE CONTACTS AND OPERATING HOURS

Non-performance mode

	Telephone	Weekdays	Saturdays	Sundays	Public holidays
Venue Management	+61 8 6212 9200	9am to 5.30pm	CLOSED	CLOSED	
Stage Door	+61 8 6212 9200	7.30am to 6pm	9am to 6pm		
Box Office	+61 8 6212 9292	10am to 5.30pm	CLOSED		
Black Swan State Theatre Company	+61 8 6212 9300	9am to 5pm	CLOSED		
Barking Gecko Theatre Company	+61 8 6212 9399	9am to 5pm	CLOSED		

Performance mode

		Open	Closed
Stage Door	+61 8 6212 9200	2 hours prior to performance	2 hours (maximum) after performance
Box Office	+61 8 6212 9292	1 hour and 30 minutes prior to performance	15 minutes after commencement of the final performance of the day
Front of House Manager	+61 8 6212 9300 +61 487 313 613	2 hours prior to performance	2 hours (maximum) after performance



VENUE HIRER INFORMATION

The State Theatre Centre of Western Australia was opened on January 27, 2011 and is one of Perth's most striking architectural landmarks.

The Centre has two main performance spaces: the Heath Ledger Theatre (a 575 seat proscenium arch theatre) and the Studio Underground (a 250 seat black box studio space). The Centre also has an outdoor function and performance space, The Courtyard: a 20m x 20m paved, open-air space.

FACILITIES

REHEARSAL SPACES

Rehearsal spaces are not included with performance space hire and must be booked in advance.

Rehearsal Room 1: Located in the basement level of the building directly under the Heath Ledger Theatre substage area. It is 13.4m x 22m and has similar flooring to the Heath Ledger Theatre stage. There is a small fixed lighting grid with limited hanging capacity installed in the roof (5.5m trim height). This room has no allocated technical equipment. There are ballet barres and mirrors installed along the north and west walls, and a full room curtain system.

Rehearsal Room 2: Located on level 2 of the building, between the Heath Ledger Theatre Foyer and dressing rooms. This room is 17m x 9.8m and has a similar floor to the Studio Underground. There are floor to ceiling windows on the southern end of the room and mirrors and ballet barres installed on the eastern wall. There is a curtain system to cover the windows, mirrors and northern wall of the room, and an installed projector (VGA only). There are no rigging or hanging points in this room and there is no allocated technical equipment.

GREEN ROOM

The Green Room is located on the street level and caters for all performers, crew and staff operating in the centre on a day-to-day basis. The Green Room is equipped with tables, chairs and sofas, a microwave, refrigerator, sandwich press, vending machines (cold drinks and snack food), filtered hot and cold water. Tea and coffee is also available, along with an espresso vending machine (\$2 each).

All visitors utilising the Green Room are requested to keep the facilities in a tidy condition by cleaning up after themselves and utilising the dishwasher provided. Food and drink (except bottled water) is not permitted on stage or in the auditoriums.

Our Green Room is a shared space at ALL times. As such, it is not a good place for notes or meetings.

DRESSING ROOMS

There are four dressing rooms available at the Heath Ledger Theatre stage level catering for capacities of ten, five, five and three. There are also three dressing rooms available at the Studio Underground stage level catering for capacities of ten, five and five. All dressing rooms have showers, toilets, and safes. Access toilets are located nearby to all dressing rooms.

SHOWERS

All dressing rooms are equipped with showers as well as some access toilets located at various locations around the Centre.

TOILETS

In addition to front of house male, female and access toilets, each performance space has an access toilet at stage level. Toilets are also located outside the Green Room, sub-stage and along the Courtyard colonnade.

LOCKERS

In addition to dressing room safes, lockers are also available outside the Green Room. All safes and lockers in the venue are pin code activated. In the case of forgotten or incorrectly entered codes, please contact venue management for assistance.

WARDROBE

A fully maintained wardrobe and laundry are available in the venue for use by visiting companies. This is located on street level, sub-stage of the Heath Ledger Theatre. The following equipment is available:

- Layout/cutting table (3m x 1.25m)
- Mobile steamer
- Steam press
- Ironing board
- Portable wardrobe rails
- Washing machine (2)
- Front load dryer (2)
- Upright drying cabinet
- Sewing and overlocking machines
- Adjustable dummy.

HOUSE RULES

SMOKING

The State Theatre Centre of WA is a State Government building. It is a smoke-free space, and no smoking is permitted within five metres of the building.

WALLS

Many of the front of house walls are made from polished plaster or are covered with Chinese silk wallpaper. Items are not to be fixed to these walls at any time.



VENUE HIRER INFORMATION

VIP GUESTS

The venue must be informed if a VIP guest will be attending a performance or event. When inviting VIP guests, such as the Governor or Consul Generals, provisions should be made in the seating arrangements for their security staff (i.e. Federal Police) to be seated next to or behind the person they are protecting. Security staff will be briefed by the Front of House Manager as to the appropriate secure exit routes out of the building in case of emergency.

INFORMATION FOR STAGE MANAGERS

- Rehearsal Room 1 has four standard trestle tables and Rehearsal Room 2 has two standard trestle tables. Rehearsal room tables are not to be removed from the rehearsal rooms under any circumstance.
- The Heath Ledger Theatre has six standard trestle tables on stage
- The Studio Underground has four standard trestle tables in the space
- If you require more tables for use onstage, please contact technical management; however, we cannot guarantee there will be more available.
- Paging from the Heath Ledger Theatre stage goes to the dressing rooms on the HLT level and the Green Room only under normal conditions. If you require paging to other areas, please contact technical management.
- Paging from the Studio Underground control room only goes to the dressing rooms on the SU level and Green Room under normal conditions. If you require paging in other areas, please contact technical management.
- If you are hosting Q&A sessions or pre/post show artist talks in the performance spaces during your season, you will need to ensure channels for the required microphones are allowed for in your audio design and that technical management is informed so that the setup of these microphones can be completed by the audio department during your bump-in phase.
- If your rehearsals require the isolation of smoke detectors in the rehearsal space, please supply a list of dates and times you will need to have the room isolated and when your scheduled breaks are. It is not possible for us to isolate the rehearsal rooms for entire days, and the room must be de-isolated while you are on breaks and the room is vacant. Any changes to the scheduled times and dates must be emailed technical management in advance.
- Depending on other hirers and venue requirements, access to your performance space prior to the first day of your production week may not be possible. Please contact technical management before attempting to

access any spaces other than your rehearsal room. Do not under any circumstances "just turn up" on stage to have a look unescorted.

- Access for cast to performance spaces prior to our technical crew arrival during your season is not permitted due to OH&S requirements.
- If you intend to run any open or invitation only rehearsals, please ensure Venue Management is informed. Due to OH&S and Evacuation requirements, we will have to roster FOH staff for these rehearsals.
- The Centre's wardrobe is shared between both performance spaces.
- If you require access to the wardrobe for costume maintenance after evening performances or at any time technical staff are not rostered for show calls, please inform technical management and venue management as either stage door or technical staff will have to be rostered appropriately to facilitate this.

STAFFING

FRONT OF HOUSE

Standard staffing is in place for the Heath Ledger Theatre, the Studio Underground and the Courtyard based on the maximum patronage of each space as follows:

Heath Ledger Theatre

- 1 Front of House Manager
- 1 House Assistant
- 1 Early Door
- 4 Front of House Ushers

Studio Underground

- 1 Front of House Manager
- 1 Early Door
- 2 Front of House Ushers

The Courtyard

- 1 Front of House Manager
- 2 Front of House Ushers

BACK OF HOUSE

Standard staffing is in place for the Heath Ledger Theatre, the Studio Underground and the Courtyard based on the maximum patronage of each space as follows:

Heath Ledger Theatre

- 1 Duty Technician
- 1 Head Fly Man (Head of Department)
- 1 Technician



VENUE HIRER INFORMATION

Studio Underground

- 1 Duty Technician

The Courtyard

- 1 Duty Technician

All Perth Theatre Trust staff are rostered for a minimum 4 hours per call. The hourly rate is as per the **AEGO Perth (Pty Ltd) Collective Agreement + 40% loading**. Should staff work beyond 8.5 hours without a break, rates will be charged at time and a half or double time. Staffing rates for Sundays and Public Holidays are charged at double time. A Live Broadcasting Allowance is applicable if filming/recording for broadcast use.

BUILDING ACCESS

SIGNING IN AND OUT

All visitors, performers, crew and contractors must sign in prior to accessing the Centre or commencing work via Stage Door (6 Roe Street). On departure from the building, please sign out of the visitors log.

ACCESS CARDS

Access cards for visiting performers and crew can be sourced via the company's Production Manager by completing the required forms available at Stage Door. The access cards will be programmed to provide the required access level depending on performance and rehearsal spaces and times. Certain restrictions apply to access cards to ensure building access procedural requirements.

KEYS

All visitor access to the Centre is via the Stage Door, with all additional access controlled by access cards or through liaising with the Stage Door Keeper as required. No keys will be distributed to visitors to the centre.

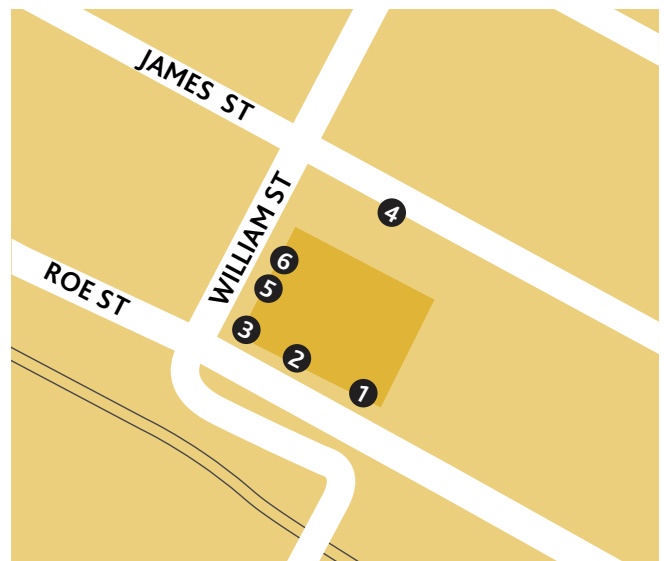
TRANSPORT AND CAR PARKING

There is no parking available on the State Theatre Centre site. Up-to-date information on Transperth bus and train services, CAT bus services, parking, taxis, trains and pedestrian access to the Centre is available on our [website \(www.ptt.wa.gov.au > State Theatre Centre of WA > Your Visit > Parking and Transport\)](http://www.ptt.wa.gov.au). The venue is located next to Perth's main train station.

DROP-OFF POINTS

There are five minute drop-off points outside the entrances on William Street and Roe Street, and a coach drop-off point outside the Roe Street entrance. Other access points for the Centre are:

1. Stage Door – 6 Roe Street
2. Roe Street Entrance – to Public Concourse
3. Main Entrance – Corner of William and Roe Streets
4. James Street Entrance – from Cultural Precinct
5. Venue Management Office – 174-176 William Street
6. Resident Companies Entrance
Barking Gecko Theatre Company – 178 William Street
Black Swan State Theatre Company – 182 William Street



LOADING DOCK ACCESS

Both loading docks situated on Roe Street are strictly for bump in/bump out requirements and deliveries. Parking is not permitted on either of the docks without a prior booking being made through the Stage Door Keeper. Unauthorised vehicles may be towed at the owner's expense to ensure operational requirements of the centre are not disrupted.

BUMP IN AND BUMP OUT

Specific parking bays on the street can be reserved for bump in/bump out; however, 24 hours' notice must be given for issue of the permits. The permits can be obtained from the City of Perth's Compliance/Event Coordinator on +61 8 9461 3885.

The Theatre Dock services the Heath Ledger Theatre stage and Rehearsal Room 2, and access to the large goods lift to the Studio Underground and Rehearsal Room 1. A maximum clearance of 4.686m is available at the Roe Street entrance roller door.

The Studio Dock services the Studio Underground and Rehearsal Room 1 via the large goods lift and food and beverage via the small goods lift. A maximum clearance of 3.8m is available at the Roe Street entrance swing doors.



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TRAFFIC MANAGEMENT

Access

Articulated vehicles must approach the venue from Beaufort Street or Stirling Street, turning right into Roe Street and are not to begin reversing into the loading dock until instructed to do so by our traffic controllers. Approach from William Street is no longer possible due to road modifications.

The Studio Dock is not suitable for High Cube or HGV articulated trucks.

Restrictions/obstructions

Any articulated vehicle requiring access to the theatre loading docks will require traffic management to be put in place. This must only be carried out by MRWA licensed traffic controllers. The Centre has licensed traffic controllers on staff. Three (3) are required for truck entry as per our Traffic Management Plan and permit.

We require advanced notice of the use of articulated vehicles in order to have the correct licensed staff rostered for the arrival of the vehicle.

Our traffic management permit from the City of Perth allows us to undertake the necessary traffic management between the following times **ONLY**:

- **9.30am – 4.15pm Monday to Friday**
- **9.30am – 7pm Saturday**

Access by articulated vehicles outside these times is not permitted by the City of Perth without application for an Out of Hours Traffic Obstruction Permit which can be organized by the venue on request. This may incur costs.

The City of Perth will not issue permits for truck access during peak traffic periods (7 – 9.30am, 4.15 – 6pm weekdays, 7 – 9.30am Saturdays) under any circumstances.

The Centre must be notified of the impending arrival of any articulated vehicle at least 10 minutes prior in order to have traffic controllers in place.

Articulated vehicles may **EXIT** our dock without restriction, as this does not require traffic management.

DELIVERIES

Large deliveries requiring dock access must be organised and booked in advance with the Stage Door Keeper or Venue Management. Smaller packages and deliveries can be dropped off with the Stage Door Keeper via the entrance at 6 Roe Street.

FRONT OF HOUSE

FOYER MUSIC

Music of the hirer's choice can be played in the performance

space foyer pre-show, during interval, and post-performance. Music needs to be provided in a downloadable format, i.e. audio CD or a removable storage device.

PA DETAILS

Announcements will be made along with paging bells prior to performance commencement, pre-show and during intervals. A standard spiel is used advising of performance commencement, a reminder about recording devices, a note about food and drink not being permitted in the auditorium and any lock-out in place for the particular performance. If you wish to add any additional information to this announcement, you will need to advise the Event Operations Coordinator prior to the season commencing.

ACCESSIBILITY

THEATRE ACCESSIBILITY

The Heath Ledger Theatre has 22 removable seats providing wheelchair access seating options. Lifts serve all levels including front stalls, rear stalls and circle levels in the Heath Ledger Theatre. Wheelchair access toilets are available on each level.

The Studio Underground has wheelchair seating locations available both on the flat floor and on the balcony. Lifts serve foyer and studio floor levels for the Studio Underground. Wheelchair access toilets are available on each level.

GENERAL ACCESSIBILITY INFORMATION

All public areas of the State Theatre Centre are accessible to patrons with impaired mobility.

Accredited sight and hearing dogs are welcome to the centre and can be accommodated in all performance spaces.

An infrared hearing system for deaf and hearing impaired patrons is available. We also offer an audio description service for blind or vision impaired patrons for certain performances.

It is recommended that patrons with special requirements state their needs when booking their tickets so as to ensure that their expected level of service is met.

STCWA INDUCTION

The State Theatre Centre of Western Australia is committed to providing a safe working environment for its employees, hirers and patrons. Together with this booklet, the online induction provides the necessary information to allow all persons entering the venue to be aware of the most common procedures and general housekeeping policies.



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Before commencement of work, all crew and a designated representative of the hirer for the cast, such as the Stage Manager, must complete an online induction at the following URL: <http://www.onlineinduction.com/ptt/index.php>

Click the 'First Time Here? Click To Register' link, select External Production Crew and fill in the registration form to create your account.

Please ensure you bring your certificate with you to the venue when you arrive.

Please note that all cast and crew will also be given a physical venue induction by technical staff or venue management that will cover the following areas:

- Venue personnel and communications
- Building access – Stage Door and loading docks
- Parking
- Green Room policy
- Change rooms, toilets and lockers
- Emergency evacuation procedure and assembly points
- First aid kits
- Incident/accident reporting procedure.

OCCUPATIONAL HEALTH AND SAFETY

The State Theatre Centre of Western Australia complies with the Western Australia Occupational Safety and Health Act 1984, and the Western Australia Occupational Safety and Health Regulations 1996. Separate procedures are in place for the use of such technical equipment as required.

EMERGENCY EVACUATION POLICIES AND PROCEDURES

The safe and quick evacuation of all patrons, visitors and staff at the venue is of paramount importance. There are two situations in which different procedures are utilized to evacuate the centre. This is based on the person responsible in chief ward duties.

Business Mode (No Performance or Front of House Staff)

Chief Warden: General Manager > Deputy General Manager > Operations Manager > Technical Manager.

Performance Mode (Performance with Front of House Staff)

Chief Warden: Front of House Manager in order of spaces being utilised: Heath Ledger Theatre, Studio Underground, then Courtyard.

- Upon the activation of the ALERT tone (beep, beep, beep), be prepared to evacuate only. Await instructions from the Chief Warden, then:
- Upon the activation of the EVACUATION tone (whoop, whoop, whoop), listen for instructions from the Chief Warden, wardens and venue staff and evacuate the building via the nearest, safe, exit.

Fire stairwells are located:

- Stairwell 1 - Opposite prompt side of stage.
- Stairwell 2 - Prompt side of stage.
- Front of house.

The assembly areas will be decided upon by the Chief Warden depending on where the incident has occurred.

Assembly areas are located:

- Outside the PICA building on the main concourse at the north end of the centre (James Street).
- Outside the main entrance to the building on the corner of William and Roe Streets (south west).

Do not leave the assembly area until all persons in the building have been accounted for. Do not re-enter the building until advised to do so by the Chief Warden.

Safety is the responsibility of ALL staff, visitors and contractors within the venue.

Fire extinguishers are located throughout the building. Please familiarise yourself with where these are located before commencing work in your area.

INCIDENT/ACCIDENT REPORTING

Any hazards or incidents resulting in the injury to a person or damage to equipment (however minor) should be brought to the attention of the Technical Manager/Assistant Technical Manager (or venue technician on duty), Front of House Manager, or the Event Operations Coordinator. The hirer may be required to complete an Accident/Incident Report Form (Form 132).

The Centre has a strong reporting culture. All accident/incident reports are reviewed and investigated by STCWA venue management as part of venue procedures to monitor and maintain a safe workplace.

FIRST AID

The First Aid Room is located at Stage Door and is accessible via Roe Street (if outside the venue) or from the public concourse and BOH corridor (if inside the venue). First aid kits are located in the following rooms:

Level & Room	Location Description	Type of First Aid Kit
B210	Rehearsal Room 1 Kitchenette	Wall mounted
B104	Control Room – Studio Underground	Portable
B113	Service Kitchen – Food & Beverage	Wall mounted
B116	Food & Beverage Office	Portable
B120	Studio Underground Bar	Portable
L105	FOH Managers' Office on Public Concourse	Portable



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L117	Wardrobe/Laundry	Wall mounted
L117	Corridor outside Wardrobe	Wall mounted
L120	Technical Manager's Office	Portable
L123	Security Office at Stage Door	Portable
L125	First Aid Room at Stage Door	Wall mounted
L129	Workshop on Studio Dock	Wall mounted
L228	Scene Dock on Theatre Dock	Wall mounted
L232	Heath Ledger Theatre Main Bar	Portable
L304	Control Room – Heath Ledger Theatre	Portable
W101	Venue Management Office on William Street	Portable

St John Ambulance may be in attendance at some performances; however, if St John are not in attendance all Front of House Managers are trained to Senior First Aid level and can assist. Some Front of House staff also have first aid training. The Front of House Manager will have a list of those staff.

MORE INFORMATION

If you have any questions about hiring a performance space at the State Theatre Centre of WA, please contact the Centre's Event Operations Coordinator:

Ashlee Karpinczyk

+61 8 6212 9203

+61 459 805 943

Ashlee.Karpinczyk@ptt.wa.gov.au

This document contains general information only and is current at the time of going to print. Availability of equipment and space is subject to current performance schedules.