CIVIC CENTRE
HIRE

Conditions
&
Information

Amended as at
April 2017

Community Services & Major Projects
Department

Postal Address:
PO Box 26
Warwick Qld 4370

mail@sdrc.qld.gov.au
www.sdrc.qld.gov.au

Ph: 1300 697 372
Fax: 07 4661 0333
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EVACUATION PLAN

The hirer is responsible for the safe evacuation of all people from the building. A plan of evacuation should be addressed prior to the function.

The following suggestions are made for an evacuation plan.

1. The audience is advised at the start of the function of the evacuation procedure.
2. Floor plans showing exits from the buildings are located in each area of the building. This plan also indicates locations of fire extinguishers and fire hose reels.
3. In an emergency, people be advised to move safely to the nearest exit and walk across Marsh Street and assemble in Weeroona Park.
4. Hirers of the Civic Centre shall ring 000. It is also requested that the hirer ring Council's emergency phone number – 07 4661 0300.
5. In the event of a fire, the Responsible Person is required to open the curtains using the remote control and manually wind open the external windows in the Main Auditorium behind the blackout curtains, only if there are people in the building and only where safe to do so.

Location of Stanthorpe Civic Centre:

<table>
<thead>
<tr>
<th>Address</th>
<th>Cnr Marsh St and Lock St</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nearest Cross Road</td>
<td>Intersection of Victoria St, Lock St &amp; Marsh St</td>
</tr>
<tr>
<td>Significant Landmarks</td>
<td>Next to Fire Station and Police Station</td>
</tr>
<tr>
<td>Town</td>
<td>Stanthorpe</td>
</tr>
<tr>
<td>Nearest Entrance</td>
<td>Lock St</td>
</tr>
<tr>
<td>A/H Emergency Phone</td>
<td>07 4661 0300</td>
</tr>
<tr>
<td>B/H Phone</td>
<td>1300 697 372</td>
</tr>
<tr>
<td></td>
<td>Or visit the office at 61 Marsh St, Stanthorpe (Monday to Friday, 8am to 5pm)</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

Please note the following information is intended as a guide only. The Council reserves the right to modify these conditions from time to time.

1.00 BOOKINGS

1.01 All bookings must be made direct by the applicant with the Customer Service Officers during office hours (8.00 am - 5.00 pm) Monday to Friday either by telephoning 1300 697 372 or by calling into the Council Office, 61 Marsh Street, Stanthorpe.

1.02 It is the responsibility of the hirer to be certain of dates, times and particular areas required, be conversant with these conditions of use and the desired equipment intended to be used for the function, and to check and confirm bookings.

1.03 Itinerant Commercial Operators
The Civic Centre is not available for hire to non-local traders or their agencies. This recommendation was adopted in Council's Committee Meeting 16 January 1996.

1.04 Black Outs
In case of blackouts please note that Council does not provide any back up generator.

2.00 FEES AND CHARGES

2.01 All enquiries regarding fees and charges for the hire of the Civic Centre must be directed to the Customer Services Staff. All fees and charges are reviewed annually.

2.02 All bookings of the Civic Centre, whether temporary, long term or permanent, must be confirmed with the payment of a deposit of 25% of the hire fee within seven (7) days of such booking being made or otherwise such booking will lapse. On receipt of the deposit a Hirers Agreement will be completed and a copy issued.

2.03 Keys can be obtained during office hours only. It is Council’s preference that the key is deposited at the end of the function in the “Key Return” box which can be found in the Ticket Office outside the front doors to the Civic Centre. Alternatively, the key can be returned to Customer Service at 61 Marsh Street, Stanthorpe on the following working day. This may be extended with prior permission. If the key is not returned or is lost, an adjustment of $100 will be deducted from the bond.

2.04 Call Out Fee
A fee will be charged for all call outs except where Council believes that it is an emergency situation or a fault not caused by the Hirer.

2.05 Bond Requirement

(a) Hirers will be required to pay a cash Bond to cover damage or breakages of equipment and/or any extra cleaning which may be required. The Bond will be refunded if no damage or breakages of equipment occur or no extra cleaning is required.

(b) The balance of the Civic Centre hire charge and bond are to be paid two (2) days prior to the date of the function and before any key(s) are issued.

(c) The hirer is to ensure that care is taken not to spill liquor on the floor of the auditorium and supper room and if it is, the hirer must arrange to clean up the floor area before any damage occurs.
(d) The recoupment of the cost of breakages from the hirer of the Civic Centre is at cost price plus 20%.

(e) Where bar tickets are used they must be placed in a bin.

(f) Bond refund, where applicable, will be processed as soon as possible after the function has taken place.

3.00  SETTING UP FOR A FUNCTION

3.01 Setting up can be done by the hirer or alternatively, this can be done by Council at a cost to the hirer in accordance with the fee structure.

3.02 All seating arrangements etc for bookings must be arranged at least two (2) working days prior to the date of the booking.

3.03 If setting up is carried out by the hirer, ensure the following is carried out:

(a) All tables and chairs are cleaned and returned to their place of storage. Chairs are to be stacked evenly and in stacks of 10 high.

(b) When moving tables and chairs, do not drag across floors, please use trolleys provided. Damage to the floor resulting from hirer’s negligence may result in forfeiture of part or all of the Bond.

(c) Tape is not to be stuck to the floor, walls or doors.

4.00  CANCELLATIONS

In case of cancellations, or non-use of a booking, the following charges will apply:-

(a) cancelled more than six (6) weeks before date of booking - the entire deposit is refunded;

(b) cancelled less than six (6) weeks but more than three (3) weeks before date of booking - half of the deposit is refunded;

(c) cancelled less than three (3) weeks before date of booking - all of the deposit is forfeited.
5.0 GENERAL CONDITIONS OF HIRE

5.01 Responsible Person

(a) The hirer is to nominate a person as the "responsible person" at the time of booking the function. This person is responsible for the opening up of the building, lighting, heating and stage power supply, operation of public address system, operation of kitchen equipment, operation of bar equipment, conduct of persons attending the function, security of Civic Centre, fixtures and fittings during the function and the closure and locking of all doors and windows prior to vacating the building.

(b) The "responsible person" is to have adequate knowledge of the operation of all equipment in the Civic Centre to enable its safe and proper usage and is responsible for the safe evacuation of the Civic Centre in the case of an emergency. In the case of fire, the "responsible person" is required to open the curtains using the remote control and manually wind open the windows in the Main Auditorium, if there are people in the building and only where safe to do so. A "responsible person" shall be approved by the Manager Community Services and Major Projects as having sufficient knowledge in the operation of equipment with the Civic Centre.

(c) Please note that if the “responsible person" fails to carry out (a) and/or (b) and a Council Officer is called out during non working hours, then the hirer will be charged for such a service at applicable award rates.

Note: No Civic Centre furniture shall be removed from the Civic Centre premises under any circumstances.

5.02 Equipment Failure

In the event of failure or malfunction of any equipment during the function and where such equipment is necessary for the further conduct of the function the "responsible person" or hirer is to contact the Council by telephoning the after hours emergency number – 07 4661 0300 regarding repair or continued use of the equipment.

5.03 Closing Down of a Function

The Council by its Manager Community Services and Major Projects, or Authorised Officer reserve the right to close down a function where the instructions of any of the abovementioned are ignored or where in their opinion, damage is likely to be caused to the Civic Centre Building, its furniture, fixtures or equipment or injury caused to persons within the Civic Centre Building.

5.04 Cleaning

(a) Mops and cleaning aids are available in the kitchen, table storage room and at the roller door near bar. An industrial bin for depositing all rubbish is located in the Council car park (outside roller door near bar).

(b) The hirer shall be responsible for the thorough washing of all glassware, cutlery, crockery, cooking equipment, fridges and the cleaning down of tables, benches, chairs and other equipment, the removal of spillage from floors and the removal of all refuse from the Civic Centre at the conclusion of any function or at such time as may be approved by the Manager Community Services and Major Projects or Authorised Officer.
If such works are not carried out to the satisfaction of the Manager Community Services and Major Projects or Authorised Officer the Council reserves the right to use all or part of the bond monies held by the Council to cover the costs of such works.

**Note:** Confetti is not to be used in the Civic Centre

5.05 **Cooking**

All hirers are to note that all cooking and food preparation is to be carried out within the kitchen only.

**IMPORTANT:** During cooking, the rangehood canopy MUST be kept on for the duration of cooking. Failure to do so is likely to activate the smoke detection system, which will require evacuation of the building.

**Note:** All used cooking oil must be disposed of correctly in the black cylinder located outside the kitchen door (in the alley way)

5.06 **Damage**

In the event of damage arising from misuse of the building, fixtures, fittings, furniture, equipment and utensils by the hirer or persons attending the function, the Council reserves the right to use all or part of the bond monies held to cover the cost of necessary repairs or replacement. If the bond is insufficient to cover such costs, then they may be recovered from the hirer. Please report any damages or defective equipment to Customer Service Staff.

**Note:** No staples, nails, screws etc shall be inserted into any walls, floors or equipment. No tape is to be stuck to the walls, windows, floor or ceiling of the Civic Centre.

5.07 **Future Bookings**

(a) The Council, by its Manager Community Services and Major Projects, or Authorised Officer reserves the right to refuse to accept or permit further bookings of the Civic Centre or any part thereof where in their opinion the "responsible person" or hirer has failed to observe and satisfy their instructions or where the conduct at any previous function is such, that in their opinion damage may be caused to the Civic Centre Building, its furniture, fixtures or equipment or injury caused to persons within the Civic Centre Building.

(b) Where this right is exercised the hirer may seek to show cause in writing to the Council why it should give consideration to permitting further use of the Civic Centre by the hirer or any organisation associated with that hirer at a further date.

5.08 **Consecutive Functions**

In the past, during weekends, the Council has not normally taken a booking for the next day or evening following a function the night before because of the extra costs involved in cleaning work. However, if such a booking is required the Council reserves the right to impose a cleaning fee in addition to the normal booking fee so that the Centre can be cleaned and set up for the required function.

5.09 **Insurance**

Casual hirers are covered under the Council’s public liability insurance. A casual hirer is defined as being a third party who hires Council facilities no more than a total of 10 days over a 12 month period. All other hirers must obtain public liability insurance cover for a minimum amount of 10 million
dollars. This will cover the hirer against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the hirer or both arising out of or in relation to the hiring arrangement. The policy must also note the Council’s interest as owner of the property hired and must confirm that the cover includes the indemnity required to be given by the hirer as part of this agreement.

5.10 Variations
The variation of any of the conditions of these hire rules can only be considered by the Council. In this regard a full written request accompanied by supporting reasons must be submitted.

5.11 “NO SMOKING” Policy
A “No Smoking” policy applies to all sections of the Civic Centre, including:

(a) Within 4 metres from all building entrances;
(b) A person (an actor) who smokes during a performance if the smoking is part of the performance.

**Note:** It is the hirer’s responsibility to designate an area in which patrons can smoke, however the hirer must be sure to abide by condition 5.11(a) of the “NO SMOKING” policy (above)

5.12 Toilets
Please note that external toilets are public toilets and Council cannot guarantee the cleanliness of them on non-working days. Internal toilets are provided below the stage and between the Main Auditorium and Exhibition Space.

5.13 Work Health & Safety Requirements
To comply with Work Health & Safety requirements, the hirer or M.C. shall announce (a) to (d) below to the audience prior to the beginning of a function:

(a) **Main Auditorium**
   In the event of fire, patrons are to exit the building via exit doors situated on both sides and at the rear of the auditorium.

(b) **Supper Room**
   Exit doors are located on the right hand side facing the Supper Room stage.

(c) **Exhibition Space**
   Exit doors are located on the left side of the bar and cold room and toward the internal toilets.

(d) **Gallery Only**
   Exit doors are located on either side of the Gallery. Patrons should also note that the seats can be lifted up when not in use. Please ensure your seat is in position before being seated.

5.14 First Aid Kits
Two First Aid Kits are available for Hirer’s use and are located in the kitchen and in the cloakroom. The location of the First Aid Kit is clearly signed.

Should Hirers need to utilise supplies from the First Aid Kit, it is imperative that Council staff be advised immediately following the function, to ensure items are replaced and the First Aid Kit is kept fully stocked at all times.

5.15 **Orchestra Pit Cover**
It is advised that the Orchestra Pit Cover is designed and constructed to prevent falls into the orchestra pit and should not be used as a stage or an area where people are allowed. Hirers are requested to ensure this condition is complied with.

5.16 Operation of Winches / Rigging Equipment
All persons wishing to operate the winches and rigging equipment located in the Main Auditorium must undertake an induction with an authorised Council Officer in the use of this equipment prior to the holding of the proposed function.

5.17 Animals
No animals are allowed in any part of the Civic Centre at any time without prior permission from an authorised Council Officer, with the exception of assistance animals.
SPECIFIC CONDITIONS (In addition to General Conditions)

6.00 FUNCTIONS WITH ALCOHOL AVAILABLE

6.01 LICENCE - (Where Applicable)

(a) An appropriate authorisation must be obtained from the Liquor Licensing Division to conduct the function. Patrons must allow themselves sufficient time in which to obtain their licence/permit.

(b) The licensed bar, other than that specially approved by the Council in respect of certain licensed balls, is to be closed at 12.30 a.m.

THE CENTRE IS TO BE VACATED - NO LATER THAN 1.00 A.M.

(c) The name of the person responsible for the conduct of the function is to be submitted in writing to the Council Office not less than two (2) days prior to the conduct of the function.

(d) The licence and/or permit issued by the Liquor Licensing Division in respect of the function or a copy thereof, is to be presented at the Council's Office not less than two (2) days prior to the conduct of the function.

Note:
No persons under eighteen (18) years of age are to be admitted to the bar area or are to be supplied with alcoholic liquor.
CIVIC CENTRE COMPLEX AND EQUIPMENT

BASIC FLOOR AREAS

Main Auditorium - 23.18 m x 21.04 m (487.8 m²)
Foyer - 15.25 m x 6.10 m (93.0 m²)
Stage Area - 19.52 m x 10.06 m (186 m² approx) - excludes orchestra pit.
Supper/Dining Room - 13.42 m x 11.00 m (147.62 m²)
Exhibition Space - 19.00 m x 13.00 m (247 m² approx)

A small stage is also provided in the Supper/Dining Room, the area of which is not included in the above.

DRESSING ROOM

Male Dressing Room - 3 m x 5 m
Female Dressing Room - 4 m x 5 m
Green Room - 4 m x 10 m

MAIN STAGE

Opening - 11.98 m
Depth of Cyclorama - 8.52 m
Sloping Stage (Drop from Cyclorama to the front of stage) - 200 mm

EXHIBITION SPACE

3 2 door refrigerator
Cold room available.

Bar facilities available including: - glass washer, glass racks and trays, sink, * glasses, beer jugs and carafes.

KITCHEN

1 10 Tray Combi Oven 750 x 773 x 1010
1 2 basket gas deep fryer – NO OIL PROVIDED
1 Gas griddle 1220mm
1 Gas boiling top 305mm (2 burners)
3 door Under bench glass door fridge
3 door Under bench fridge
3 door Under bench prep chiller
1 door Under bench freezer
7 tray Cold Bain-Marie
1 Hot soup tray
1 Microwave
2 Heat lamps
1 Pass through type commercial dishwasher
1 Cooking oil Disposal Container
2 Stainless steel mobile trolley
* Crockery
* Cutlery
* see stock list.
Note: Council currently has crockery and cutlery to cater for approximately 300 people – single setting only.

OTHER FACILITIES
The Civic Centre includes the foyer, dressing rooms under stage (with hot and cold showers and toilets), electrical and fly galleries and public toilets.
The public toilets are located adjacent to the Main Auditorium on the southern or Lock Street side of the building.
Men and women toilets are located adjacent to the dressing rooms and are accessible from the Exhibition Space and Dining Room.

SEATING
600 moveable single seats to match. These seats are stored in the room adjoining the main auditorium and should be returned to this room after the event.
Gallery 210 fixed seats
200 plastic seats

Please note it is estimated that the Main Auditorium can seat approximately 350 people at tables for dinner or similar type functions. If the Supper Room and Exhibition Space are included, the estimated maximum is 500 people seated at tables. However these numbers are estimates only and are largely determined by the table configuration used.

Theatre Style (approximate maximum number of people):
Supper Room - (100 people)
Exhibition Space - (100-150 people)
Main Auditorium - 1000 People (700 - Main Auditorium, 225 – Gallery)

(See section on KITCHEN and stock list for information regarding the number of crockery and cutlery settings available).

TABLES
64 Plastic tables (approx 1800 x 1000)
35 Plastic tables (approx 1800 x 750)
20 Round tables (approx 700 diameter)
LIGHTING

Main Auditorium dimmable lighting is operated from switches in the cloakroom.

Foyer and external light switches are located in the cloakroom.

All lights for other rooms operated from switches on walls of the respective areas.

Four stage working lights are operated from a switch located on the side of the Main Auditorium stage (Stage Right).

**NOTE:** The top switch must be turned on in order to operate the side and back stage lighting.

Special lighting arrangements for use of stage lights must be arranged with the Booking Officer.

When stage lighting is required, please ensure that lights are turned up to full power slowly, as turning them on to full power instantly, will cause the bulbs to blow. See lighting diagram on page 20.

P.A. SYSTEM

Use of the PA system must be arranged with the caretaker or Booking Officer prior to the date of the booking.

3 on-stage microphones are available (3 radio microphone and 2 lapel microphones) and 4 cord operated microphones.

P.A. Systems are checked for operation and set at desirable sound levels. Hirers using the system should not attempt to alter this equipment. On/off switches for microphones are located on each instrument. Check operation before using same.
AIR CONDITIONING
Main Auditorium air conditioning on/off switch is located in the cloakroom. Air conditioning units are set to 23 degrees Celsius. If the hirer requires a different temperature, it is to be requested prior to the event as the temperature controls are not available to the Hirer.

Supper Room and Kitchen air conditioning switch and controls are located in the kitchen (near the external door).

All air conditioning units are to be turned off at the conclusion of the event.

PIANO
Piano is located on the main stage. Please note the grand piano is not to be moved from the main stage.

CONTROL OF AUDIENCE
M.C.’s are asked to advise that a “No Smoking” policy applies to all sections of the Civic Centre as outlined in Clause 5.11.

Members of the audience must not be encouraged to stand on seats, or take any other action likely to cause damage to the building or its equipment.

The hirer may be held responsible for damage that occurs.
OPERATING THE SOUND SYSTEM

STEP 1 - Unlocking & Switching on the Amplifier Box

1. Standing in the main auditorium facing the stage, the amplifier box is located back stage on the left hand side on the wall that faces the auditorium.

2. The microphone outlets are underneath the amplifier box.

3. Key number A will open the glass door of the amplifier box. Leave the key in this door.

4. Turn on amplifier switches one and two (refer diagram 1).

STEP 2 - Unlocking & Switching on the Sound Desk, CD and Tape Deck

1. The sound desk is located upstairs in the gallery of the main auditorium. Take the stairs from the main auditorium foyer.

2. There are two locks on the front of the cover of the sound desk facing the stage. Key number B will open the left hand lock and Key number C will open the right hand lock.

3. There are two padlocks underneath the back of the cover/sound desk. Key number D will open both padlocks.

4. To the left of the sound desk is a taller cupboard that houses the CD and cassette deck. Key number E will open the lock for this cupboard situated at the left hand end of the cupboard/sound desk.

5. On the wall behind the sound desk is the sound desk power switch with on & off written on it. Use Key number F and turn the switch to “on”.

STEP 3 - Operating the Sound Desk, CD and Tape Deck

1. Press down the small purple button on the channel you have selected for microphone, CD or cassette. (refer diagram 2).

2. Push the master volume control keys up to the top, which is maximum volume.

3. Switch on the microphone at the microphone.

4. To adjust the volume, slide the control on the channel chosen, to the desired level.

5. Turn on the CD and cassette deck, bottom far left hand side. (see diagram 3).

6. Make sure all the power switches on the entire CD/cassette system are turned on before using it.

7. Then operate the system as you would at home.

8. To adjust the volume – slide control on channel marked CD or cassette to the level required.
STEP 4 - Turning the Sound System Off

1. The amplifier back stage needs to be turned off first (e.g. turn off switch one then two).

2. Then the CD/cassette system needs to be turned off at the main switch (bottom far left hand corner). The rest of the power switches on this machine can remain on (i.e. diagram 3 – Power on/off 1, 2, 3 & 4).

3. The sound desk in the gallery can be turned off by moving Key Number F to the “off” position.

4. Replace the sound desk covers and CD/cassette system sliding door and lock them up.

Diagram 1  Amplifier Box (Stage Left)
Diagram 2 Sound Desk

Stanthorpe Civic Centre

Hire Conditions and Information - Amended April 2017

Sound Source On/Off (purple switches)
Volume Fader Controls (white & blue sliders)
Master Volume Control
Diagram 4 - Microphone Inputs
(underneath amplifier box)
Stage Lighting
Stage lighting – example of all lights turned on:

Coloured back lights ('on' position)

Individual controls ('on' position)

Main control (all lights) ('on' position)

Stage lighting diagram:
### Lighting and Sound Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
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</thead>
<tbody>
<tr>
<td>FOH Lighting Bar 9m 10 outlets</td>
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</tr>
<tr>
<td>LX 1 9m 10 outlets</td>
<td>1</td>
</tr>
<tr>
<td>LX 2 9m x 6 outlets</td>
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<tr>
<td>Lx 3 9m x 6 outlets</td>
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<td>Cyc bar 12m x 4 x 3 outlets</td>
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<td>Multi Core</td>
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<td><strong>Lighting FOH Bar</strong></td>
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<tr>
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<td><strong>LX 2 BAR</strong></td>
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<td>LX 3</td>
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<td>Use existing 3 fresnils</td>
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<tr>
<td><strong>CYC BAR</strong></td>
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<td>PR5-CHA/3</td>
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<td>Hook clamps</td>
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<td>Safety chains</td>
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<td>500w lamps</td>
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<table>
<thead>
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<th>Description</th>
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<tr>
<td><strong>Sound Equipment</strong></td>
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<tr>
<td>Mic stands</td>
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<tr>
<td>AKG mics D65s</td>
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<tr>
<td>30m mic leads</td>
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</tr>
<tr>
<td>Denon DRW580 cassette deck</td>
<td>1</td>
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<tr>
<td>Toa radio mic System divsity lapels</td>
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<tr>
<td>Single channel radio mic</td>
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<tr>
<td>Speakers KBL 4725</td>
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<tr>
<td>QSC MX1000 Amp</td>
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<td>4 x Channel Mixer Audio Telex AT60</td>
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<td><strong>Metering</strong></td>
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<td>Email digital KWH Meters</td>
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<td>Enclosure for meters</td>
<td>1</td>
</tr>
<tr>
<td>Enclosure for breakers</td>
<td>1</td>
</tr>
<tr>
<td>32A circuit breakers</td>
<td>2</td>
</tr>
<tr>
<td>3 phase 5 pin outlet</td>
<td>1</td>
</tr>
<tr>
<td>10mm sub-mains (50m)</td>
<td>1</td>
</tr>
<tr>
<td>6mm cable to outlets</td>
<td>20</td>
</tr>
<tr>
<td>Circuit breaker in main switchboard</td>
<td>1</td>
</tr>
</tbody>
</table>
Script for notifying patrons of emergency action:

ATTENTION. ATTENTION. ATTENTION.
PLEASE REMAIN CALM.
WE NEED YOU TO IMMEDIATELY EVACUATE THE CIVIC CENTRE.
PLEASE MAKE YOUR WAY IMMEDIATELY TO THE NEAREST EXIT.
LEAVE THE BUILDING AND ASSEMBLE IN WEEROONA PARK, FOLLOW ALL INSTRUCTIONS.
DO NOT GO INTO THE CHANGE ROOMS, GO IMMEDIATELY OUT THE NEAREST EXIT AND FOLLOW ALL INSTRUCTIONS.
PLEASE GO TO THE NEAREST EXIT AND LEAVE THE BUILDING NOW.

REPEAT TWICE

MAIN AUDITORIUM:
When evacuation required:
- Announce evacuation as per scripted message above.
- Order all occupants to proceed to nearest safe exit.
- Do not allow anyone to enter change rooms or other areas to collect any personal items.
- Organise for the safe evacuation of any person with special needs.
- Physically check all change rooms and above stage area for occupants, pay particular attention to places where children may hide.
- Alert Southern Downs Regional Council Community Contact area of need to evacuate.
- In case of fire: Responsible Person to open the curtains using the supplied remote (located in the Cloakroom near the light switches by pressing “up” on the grey circle while 00 is selected on the screen). Once open, manually wind open the windows in the Main Auditorium if there are people in the building and only where safe to do so. See attached diagram.

FOYER/GALLERY/SUPPER ROOM/EXHIBITION AREA/BACK STAGE/DOWNSTAIRS:
When evacuation required:
- NOTIFY ALL AREAS of need to evacuate.
- Order all occupants out and direct to nearest safe exit.
- Send 2 staff/responsible adults to all areas to ensure that the whole building has been emptied.
- Organise for the safe evacuation of any one with special needs.
- Physically check all change rooms for occupants.
- Alert Southern Downs Regional Council Community Contact area of need to evacuate.

DIRECT ALL PERSONS TO ASSEMBLY AREA IN WEEROONA PARK (ACROSS THE ROAD)

Do not allow anyone to re-enter until given the all clear by fire service

CHECK OFF SHEET FOR EVACUATION OF STANTHORPE CIVIC CENTRE:

<table>
<thead>
<tr>
<th>Location</th>
<th>All Clear</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN AUDITORIUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GALLERY / LIGHTING CONTROL ROOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOYER / CLOAKROOM / CHAIR STORAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOILETS (INTERNAL), (EXTERNAL), (DOWNSTAIRS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRESSING ROOMS (DOWNSTAIRS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXHIBITION SPACE / BAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KITCHEN / SUPPER ROOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BACKSTAGE AREA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AREA ABOVE STAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUNCIL ADMINISTRATION BUILDING</td>
<td>NOTIFIED</td>
<td>YES / NO</td>
</tr>
<tr>
<td>COUNCIL CHAMBERS / SENIOR CITIZENS ROOMS</td>
<td>NOTIFIED</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>
Manual Window Openers

The manual window openers are located on the inside (stage side) of each of the columns. To operate, first open the curtains using the supplied remote, then once fully open, rotate/crank the handle to open the windows manually.