

TECHNICAL SPECIFICATIONS

Encore Events Centre provides flexible meeting and events spaces equipped with professional lighting, sound and audio-visual equipment. Our experienced technicians will assist you in all aspects of your event.

AUDITORIUM

Function rooms 1, 2 and 3 are created by closing sections of the operable walls in the Auditorium. Three different rooms, 1 large room or combinations of rooms can be created. Each room is installed with a Crestron System that operates the projector with drop down screen and microphone inputs. HDMI inputs and easy access power are installed in each room.

FUNCTION ROOMS 1, 2 & 3

Function rooms 1, 2 and 3 are created by closing sections of the operable walls in the Auditorium. Three different rooms, 1 large room or combinations of rooms can be created. Each room is installed with a Crestron System that operates the projector with drop down screen and microphone inputs. HDMI inputs and easy access power are installed in each room.

MEETING ROOMS 1, 2 & 3

Meeting rooms 1, 2 and 3 are located adjacent to the foyer. One long room that can be separated by operable walls to make 3 different rooms, 1 large room or combinations of rooms. The meeting rooms also use the Crestron System to operate the AV equipment. Only meeting room 1 and 3 have projectors with drop down screens, microphone inputs and HDMI inputs. Power points are installed throughout.

TECHNICAL TEAM

Please contact the Cultural Venues Technical team to discuss your technical requirements prior to your event:

Kirsty Kearney - Senior Theatre Technician

T: (03) 8734 6008

E: kirsty.kearney@wyndham.vic.gov.au

ROOMS & CAPACITIES

Room	Banquet	Theater Style	Cabaret	Cocktail	Screens	Stage Lighting	Stage	Area (sqm)
Auditorium	500	830	400	800	5	✓	✓	827
Function Room 1	60	68	24	80	1	X	X	103
Function Room 2	60	68	24	80	1	X	X	104
Function Room 3	60	102	48	100	1	X	X	117
Combined Function Room 1, 2 & 3	200	289	144	300	3	X	X	324
Meeting Room 1	X	30	24	40	1	X	X	45
Meeting Room 2	X	30	24	40	X	X	X	39
Meeting Room 3	X	30	24	40	1	X	X	42
Combined Meeting Rooms 1, 2 & 3	100	194	80	120	2	X	X	126
Foyer	X	X	X	300	8 (TV)	X	X	362

All capacities are a guide only. Individual capacities for function and meeting rooms may vary based on AV requirements.
Please note, the functions rooms are part of the Auditorium. Maximum capacity for the entire venue is 1,000 pax.

GREEN ROOMS & DRESSING ROOMS

Room	Accommodates	Make-Up Mirrors	Hanging Space	Monitor
Green Room	18	✓	✓	✓
Dressing Room 2	16	✓	✓	X
Dressing Room 3	20	✓	✓	X

AUDITORIUM

Loading Dock Entrance	Rear of building. Access via second driveway off Derrimut Road. 1500mm high loading dock straight onto the Auditorium Stage (Refer to Parking & Transport Map).
Cast and Crew Entrance	Access can be arranged via Southern entrance or loading dock
Audience/Guests	Front entrance doors from main Northern entrance carpark
Stage	Depth: 10.89m from rear curtain to front edge of stage Width: 10.70m from the widest points of the thrust stage Height: 900mm
Stage & Auditorium Surface	Polished hardwood Maximum weight load 200kg per m2
Overstage bars	3 x Lighting bars each with 6 x lighting patch points and DMX patching 3 x Black border curtains are hung over the stage (not movable) 4 x Sets of black leg curtains are hung over the stage (not movable)

Item	Description
Black House Curtain	Downstage - Operable via hand pulley from Stage Left – French Action
Lighting Bar 1	Downstage - Mechanical Hand Winch 1 from Stage Right – Flown Action
Empty Bar	Midstage - Mechanical Hand Winch 2 from Stage Right – Flown Action
Lighting Bar 2	Mid Upstage - Mechanical Hand Winch 3 from Stage Right – Flown Action
Lighting Bar 3	Upstage - Mechanical Hand Winch 4 from Stage Right – Flown Action
Black Rear Curtain	Upstage - Operable via hand pulley from Stage Left – French Action
White Cyc Curtain	Upstage - Mechanical Hand Winch 5 from Stage Right – Flown Action

N.B. Flown Action – Bar moves up and down

French Action – Curtain Splits in the middle and tracks out to either side of stage

AUDITORIUM LIGHTING

Desk	ETC Coloursource 40 AV located in the Control Room
Power	2 x 12 Channel LSC Gen VI dimmer racks with LSC 36 patch panel 1 x LSC PowerPAK Power Distro Power and dimmers located in storeroom at the rear of the Auditorium

Quantity	Light	Effect
18	Chauvet SlimPar Pro H	LED Parcans
12	Strand SL 15/32	Profile Spot
4	Coemar 1000w Fresnels	Stage Wash
8	Multipars	Stage Wash
4	1250w 3 Colour Cyc Lights	Cyc Wash

FOH Lighting Truss	4 x Electronic winch bars with a SWL of 250 kg evenly distributed. Each bar includes 6 patch points and DMX patching.
Custom Requests	For custom lighting requests please contact our Senior Theater Technician.

AUDIO

Desk	Soundcraft Expression SI3 digital mixing console 30 Mono analogue inputs, 2 x stereo inputs, BluLINK output
Processing	BSS SoundWEB
Speakers	JBL VRX rigged line array in left/right configuration 3 x VRX928LA per side 2 x VRX918S per side
Amplifiers	3 x Crown XTS4002 2 x Crown XTS6002
Patching	1 x Patch bays on either side of stage - 12 x XLR sends, 4 x XLR returns 3 x Floor traps on front of stage – 2 x XLR Sends, 2 x XLR returns each trap Optical and Cat6A is also provided between stage and control room
Hearing loop	Available in foyer, auditorium and function rooms. Meeting rooms contain portable hearing loops.

AUDIO EQUIPMENT

Microphones

- 4 Shure SM57 – Instrument Mic
- 3 Rode NTG1 Shotgun
- 6 Sennheiser E835 – Vocal Mic
- 7 Shure PGA Drum Microphone Kit
- 4 SHR ULXD2B58 Wireless Handheld
- 2 SHR WL185 Wireless Lapel with pack

Microphone Stands

- 6 K&M Boom Stands - tall
- 4 K&M Boom Stands - short
- 8 Tabletop Stands

DI Boxes

- 2 Radial Stereo DI - passive
- 3 Klark Technic Stereo DI – active
- 3 Klark Technic Mono DI – active

Input Devices (Control Room)

- 1 Tascam CD-400U CD Player
- 1 Redback A2733c CD Player

Comms

- 1 Clear-com Tempest Base Station
- 5 Clear-com CC300-X4 Headsets
- 5 Tempest Melt Pack Receivers

Portable Speakers

- 2 JBL PRX715 Powered Stage Monitors

VISION

Control

Crestron network with HDMI and VGA inputs

Input point location

3 Floor traps along the front of the stage
3 Wall units along rear wall of the auditorium
Control Room

Data Projectors

2 x Panasonic DW11k WXGA – focused on screens either side of the stage
3 x Panasonic VZ570 WUXGA – focused on screens along rear wall of auditorium
All data projectors are permanently installed on ceiling brackets

ENCORE

EVENTS CENTRE

Screens	2 x Ceiling mounted motorised screens either side of the stage 3 x Ceiling mounted motorised screens along rear wall of auditorium
Camera	Lumens VC200 – Mounted on rear wall of Auditorium and focused on the stage. Suitable for backstage television to green room. Visual only, no audio.
Input Devices	1 x LG Blu-Ray player (Control Room)
Other Hired Equipment	2 x Lectrum lecterns 4 x Shure MX 418 lectern microphones 3 x Kensington MO1354-P wireless presenter pointer/clicker 1 x Targus AMP16B wireless presenter pointer/clicker HP Elite tablet device with basic Microsoft Office capability
Cables	A variety of HDMI, power, DMX and microphone cables of various lengths are available in limited numbers.
Bio Box	Bio box is accessed only via stairwell and only 1 client technical staff can accompany Encore's technician.
Stage Banners	<p>Any banners to be hung over the stage must have steel eyelets in the top and need to be attached to the bar using cable ties or suitable cloth based rope. Banners can be no larger than 10m wide x 4.5m high. Any other items must be hung from the bar using rated steel wire ropes and shackles. Encore requires a house technician be rostered on when any items are being hung over the stage.</p> <p>The client must assist the technician with the hanging of items. Please allow suitable time to hang any items over the stage. All items must be fire retardant and proof of such provided to the technician. The house technician may, at their own discretion, refuse to hang any items that may cause injury or risk to persons using the stage or other parts of the venue.</p>

DIGITAL SCREENS AT ENCORE

Enhance the marketing opportunities and exposure of your event by utilizing the digital screens at Encore. We have a variety of screens available for use. Further details, specifications and requirements are listed below.

FOYER SCREENS / AUDITORIUM

Foyer screen signage is to adhere to the following specs: resolution - 1920 x 1080px (min) ratio - 16:9 format - jpg/png – **landscape**. Submit to Encore no later than 5 business days prior to the event.



Encore reception screens



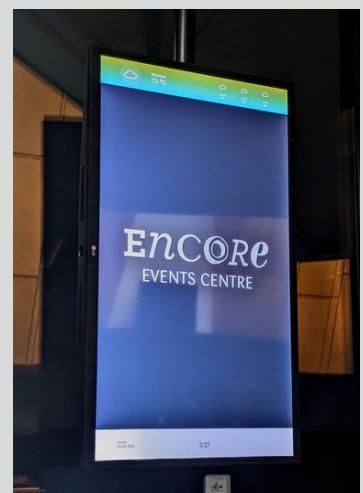
Encore foyer screens

MEETING ROOM SCREENS

Meeting room screen signage is to adhere to the following specs:

- Resolution - 1080 x 1650px
- Ratio - 36:55, **Portrait only**
- Format - jpg/png

Submit to Encore no later than 5 business days prior to the event.



Encore meeting room screen

EXTERNAL SCREEN

Encore allows one image to be displayed on the external big screen for events that are open to the general public to attend (Private or invitation only events cannot be displayed).

Images must meet the external signage guidelines outlined below approved by the Encore marketing team before being displayed. Encore allows the client's image to be run 6 weeks prior to the event however the screen content is shared infrastructure, therefore the image will be included with other Council rotating promotional materials.

External screen signage is to adhere to the following specs:

- Resolution - 1920 x 1080 (min)
- Ratio - 16:9
- Format - jpg/png

EXTERNAL SIGNAGE GUIDELINES

- Needs to include event date, time, location and Encore logo
- Client logo and image needs to be high resolution and sit smoothly
- Recommended fonts – Calibri, Abadi, Arial Bold, Dax Bold
- Include body text lettering not less than font size 40 in height
- Include heading lettering in bold style and not less than font size 80 in height
- Needs to include booking details
- Exclusive use of the external screens on event day is at Encore's discretion
- Encore reserves the right to remove artwork that does not meet the marketing guidelines.

Artwork must be submitted no later than 10 business days prior to the event, however can be provided up to six weeks out.



Encore external screen

EnC@RE

EVENTS CENTRE

Venue Map with Measurements and Power



VENUE OH&S RULES

- Limited access is permitted to stage while fly lines are being loaded/unloaded
- Please be aware of our auditorium to stage lift and stair ways when moving down stage
- No smoking inside the venue or within 5 meters of any entrance.
- No tape is to be used on stage without permission from a Venue Supervisor
- Please do not touch the Cyclorama. Damages will incur charges.
- Please do not touch the fly lines. It is mandatory an Encore staff member do this.
- For your own safety, please do not run. Move safely throughout darker areas during performances.
- If required, you may be requested to provide a job safety analysis
- All electrical equipment must have a current test and tag certification in accordance with Australian Standard AS 3760. Electrical equipment which has not been tested and tagged must not be used.

VENUE SECURITY

- Do not leave external or fire doors propped open.
- Encore accepts no responsibility for loss or damage of personal property.

ENCORE WIFI / COMPUTER COMPATIBILITY

- Encore provides free connection to Wyndham City Council public Wi-Fi. Connection requires a 5GHz Wi-Fi compatible device. Devices not compatible with 5GHz Wi-Fi will not connect to our network.
- The public Wi-Fi will time out after 4 hours and you will need to reconnect.
- Performance and stability of the network cannot be guaranteed and if Wi-Fi is critical to the success of your event we suggest you provide your own connection to the internet.
- Connection to the data projectors is via HDMI – if there is audio within the presentation this may be delivered via the HDMI output or the 3.5mm headphones output.

VENUE EVENT VARIATIONS

- Should there be subsequent technical changes to resources or staffing, additional charges will be incurred. You will be required to sign a variation form and charges will be invoiced post event.
- Schedule overruns will incur penalty charges.
- Encore Events Centre reserves the right to insist on minimum staffing levels based on your technical requirements.
- Schedule overruns will incur penalty charges.
- Please contact our AV technician for equipment pricing.