



Encore Events Centre
Meeting Room & Function Room
Tech Specs

Contents

Contents	2
General Information.....	3
Function Rooms 1, 2 & 3.....	3
Meeting Rooms 1, 2 & 3.....	4
Technical Information	4
Audio.....	4
Audio Visual.....	5
Lighting	5
Venue Map – Ground Floor	6
Additional Information	7
Conclusion of Event.....	7
Consumables.....	7
Equipment & Technical Operations.....	7
Occupational Health & Safety	7
Parking	8
Sound Level Limits	8
Smoking.....	8
Venue Equipment	8
Venue Event Variation.....	8
Venue Staff.....	9
Wi-Fi	9

General Information

Overview	Encore Events Centre offers versatile spaces accommodating between 5 and 1,000 people, making it an ideal venue for meetings, concerts, banquets, ceremonies, and performances.
Address	80 Derrimut Road, Hoppers Crossing 3029
Loading Dock	There is loading dock access available for large vehicle parking and equipment drop-off, with entry via the northern and southern doors.

Function Rooms 1, 2 & 3

Seating

Function Room 1	Banquet – 60 Theatre Style – 68 Cabaret – 24 Cocktail – 80
Function Room 2	Banquet – 60 Theatre Style – 55 Cabaret – 24 Cocktail – 80
Function Room 3	Banquet – 60 Theatre Style – 85 Cabaret – 48 Cocktail – 100
Function Rooms 1, 2 & 3 Combined	Banquet – 180 Theatre Style – 289 Cabaret – 144 Cocktail – 300

Accessibility	Hearing Loop Accessible bathrooms
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Surface	Polished hardwood Note: Floor protection may be required. Stickers, adhesives and screwing into the floor are not permitted.
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Floor Loading	400kg/m ²
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Elevated Working Platform	Genie AWP30S – vertical lift (with outriggers) 11m – maximum working height EWP cannot be used onstage
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Microphone Stands	7 x K&M Boom Tall Stands 4 x K&M Boom Short Stands 3 x Tall Round Base Stands
DIs	3 x Klark Technic DI (stereo) 3 x Klark Technic DI (mono) 2 x Radial Pro DI (passive, stereo) 6 x Behringer Ultra DI (mono)
Multicore	1 x XLR patch point in each room (except Meeting Room 2)
Talkback (comms)	None

Audio Visual

Projector

Function Rooms	3 x Panasonic VZ570 WUXGA – 1 Per Room
Meeting Rooms	2 x Panasonic VZ570 WUXGA

Please note that Meeting Room 2 does not have a projector installed.

Projectors are permanently installed on ceiling brackets in all Function Rooms and in Meeting Rooms 1 and 3. These projectors can be linked to operate together as required. Recommended resolution: 1920 × 1080 px minimum, aspect ratio 16:9

Screens

5 x Motorised Screens
Please note that Meeting Room 2 does not have a projector screen installed.

Permanently installed in the ceiling in all Function Rooms and in Meeting Rooms 1 and 3.

Playback

HDMI/USB-C

Input Locations

1 x HDMI in all rooms except for Meeting Room 2

Lighting

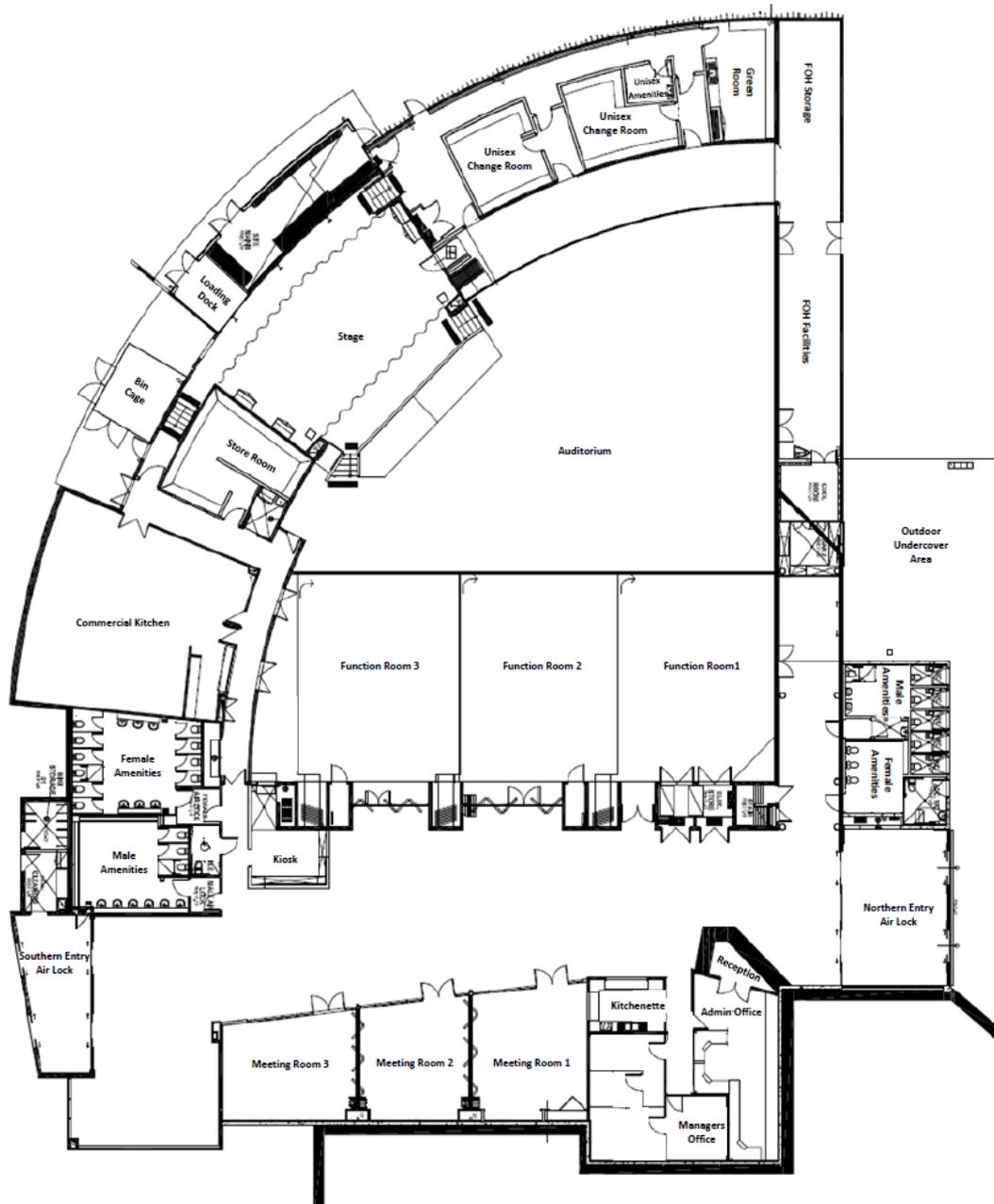
The venue's house lighting features two types, downlights and panel lights, providing a standard warm white colour with adjustable brightness levels to suit different requirements.

Console	None
Dimmers	None
Data Distribution	None
Lamps	6 x Chauvet DJ Freedom Flex H9 IP X6 - up lights
Moving Lights	None

Fly Lines

None

Venue Map – Ground Floor



Additional Information

The following information is provided as a practical summary of the Conditions of Hire. These notes do not replace the Conditions of Hire and should be read in conjunction with them.

Conclusion of Event

The hirer is responsible for ensuring all attendees depart the venue in a quiet and orderly manner, minimising disturbance to others, including concurrent venue users.

At the conclusion of the booking period, the hirer must vacate the venue, leave it clean and tidy and in the same condition as at the commencement of the booking, and remove all property brought into the venue, making good any damage caused by removal.

Any items not removed will be treated as abandoned and disposed of by Council acting reasonably, with the hirer liable for all associated costs, including cleaning, repairs and disposal.

Consumables

Charges may apply for consumable items used during the hire period. Consumables include items that are depleted through normal use and cannot be reused once opened or utilised. Any applicable charges will be calculated based on actual usage and added to the final invoice following the event.

Equipment & Technical Operations

The hirer must ensure any additional equipment brought in is in safe working order, compliant with venue systems, and approved by the Venue Technician at least 4 weeks prior. Hirer-provided operators (e.g. lighting/audio), on venue systems must be approved by the Technical Supervisor and demonstrate competence. If not, they will be replaced at the hirer's expense.

Electrical equipment must be tested and tagged in accordance with **AS/NZS 3760**.

Untagged equipment will not be permitted.

Radio frequency devices must comply with Australian standards and operate within legal frequencies. Frequencies must be provided in advance to avoid clashes.

Occupational Health & Safety

All rehearsals, performances, and events in the theatre must comply with Wyndham Cultural Centre's Occupational Health & Safety (OHS) guidelines. Unsafe practices will not be permitted. Venue staff have the authority to instruct hirers to cease any activity deemed unsafe. Hirers may be required to provide Risk Assessments, Safe Work Method Statements (SWMS), and Job Safety Analysis (JSA), or other documentation as required.

All members of the production company are required to wear enclosed, safe footwear whilst setting up and packing down in the auditorium and public access areas. Appropriate footwear must be worn at all times during these activities.

Hirers must supply their own first aid kit for backstage use.

Parking

Encore Events Centre forms part of a shared precinct with Aquapulse and the Youth Resource Centre. The precinct offers a total of 562 free parking spaces, accessed via Derrimut Road, located on both the southern and northern sides of the venue and shared across all facilities.

Truck parking is limited to approximately one to two vehicles only, and prior notice must be provided to the venue where truck access or parking is required.

Sound Level Limits

All events and performances must comply with venue sound level limits to ensure a safe environment for patrons and staff. Sound levels are monitored by venue staff and must not exceed 91 dB LAeq averaged over 15 minutes or 115 dB LCpeak within the venue. Directions to reduce volume must be followed immediately, including during rehearsals and sound checks.

Failure to comply may result in enforced sound reduction, interruption or termination of the event, and may affect future hire approvals.

Smoking

Wyndham City Council is a **smoke free workplace**. Smoking, vaping and the use of e-cigarettes are prohibited in all enclosed areas and within 4 metres of entrances, exits, windows and ventilation systems.

Venue Equipment

The Venue reserves the right to change, substitute, or remove from use any items of venue equipment at any time. Specific venue equipment may not always be available for use at hire time, and a substitute may not be available. Hirers using venue equipment may be liable for any loss, damage, or breakage caused during their hire period.

Venue Event Variation

Any subsequent technical changes to resources or staffing may incur additional charges. A variation form will need to be signed or approved by the Technical Supervisor, and charges will be invoiced after the booking. Additional charges may apply if the event schedule overruns.

Venue Staff

A minimum may be required to meet emergency requirements and ensure the safety and positive experience of all venue users and audiences. Any such staffing requirements will be at the expense of the hirer.

Staff are rostered in accordance with EA requirements and best practice, and overtime penalties may apply where additional hours are required. Minimum staffing levels are determined at the discretion of the venue.

All external staff, crew, performers, and volunteers always remain under the direct authority and supervision of venue staff.

Wi-Fi

Encore provides free access to Wyndham City Council public Wi-Fi. A 5GHz Wi-Fi-compatible device is required to connect; devices that are not compatible with 5GHz Wi-Fi will not be able to access our network.

The public Wi-Fi will time out after 4 hours, requiring reconnection, and the performance and stability of the network cannot be guaranteed. If Wi-Fi is critical to the success of your event, we recommend providing your own internet connection.

For any questions or clarifications, please contact venuetech@wyndham.vic.gov.au

We look forward to seeing you at Encore Events Centre!