

VENUE DESCRIPTION

The Peninsula Community Theatre (PCT), located centrally on the Mornington Peninsula is a large and versatile venue available for multipurpose hire.

The venue offers 2 x indoor spaces for hire, the Auditorium and the Reception Room. Facilities include; a commercial kitchen, purpose built stage & dedicated on-site car parking.

The venue does not have permanent staff on-site however arrangements can be made for additional support such as; audio-visual technical support & services, set up team to build your chosen floorplan, cleaning team to re-instate the venue on your behalf, plus event planning & marketing support for organisers of public events.

The PCT location is home not only to the Peninsula Community Theatre, but also The Studio @ PCT, a secondary venue available for hire and also local radio station - RPPFM.

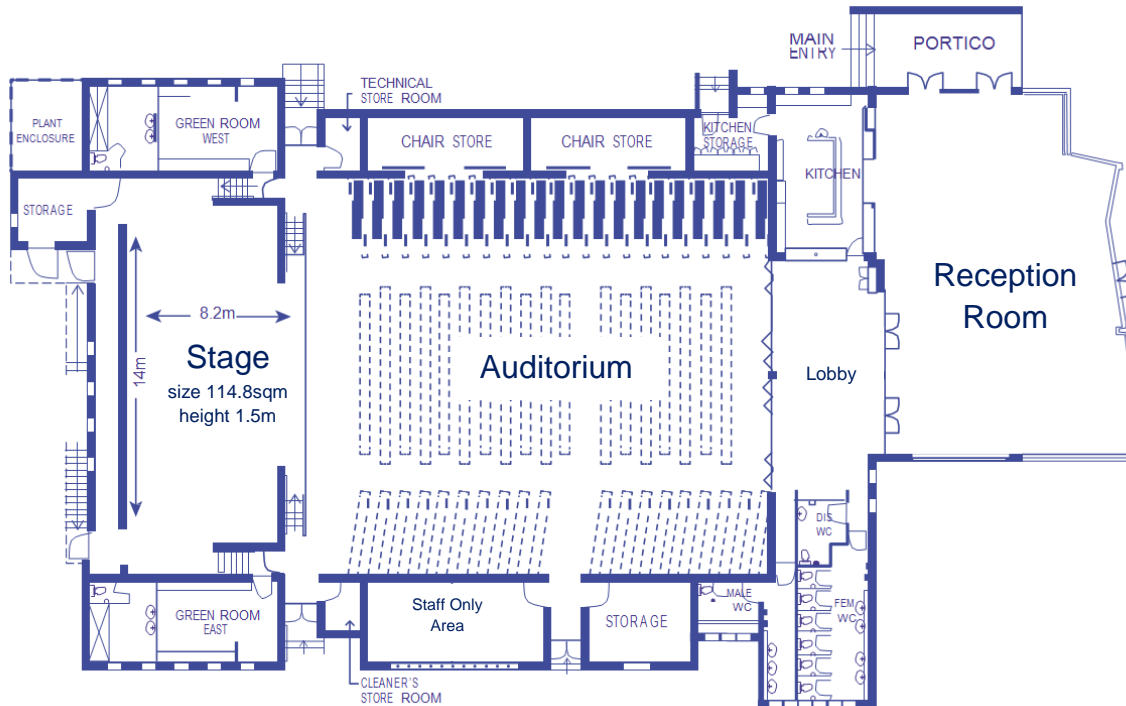
From functions or events to concerts and expos - the Peninsula Community Theatre is a convenient and affordable space that boasts an open floor plan and flexible set up options to stage your next event.



ADDRESS

**91 Wilsons Road
MORNINGTON
Melway Ref: Map 145, E2**

FLOOR PLAN



CAPACITIES

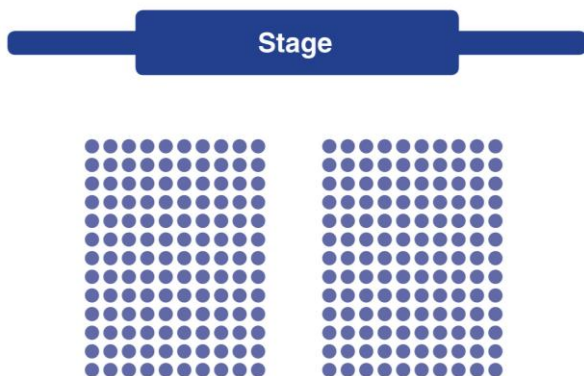
PCT has 2 x different spaces –the **Auditorium** & the **Reception Room**

ROOM	Theatre (2 blocks)	Theatre (3 blocks)	Banquet (standard)	Banquet (dance floor)
Auditorium	400	300	250	110
Reception Rm	80	-	60	-

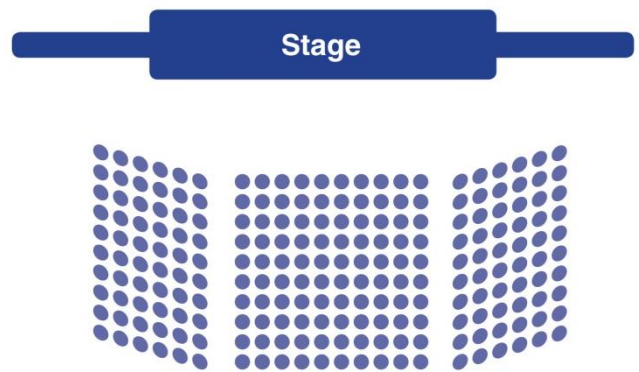
The maximum capacity for the whole venue is **460** people (includes guests, staff & any other persons occupying the building i.e. stage crew, performers, security)

SET UP STYLES

Theatre (2 blocks of seating)



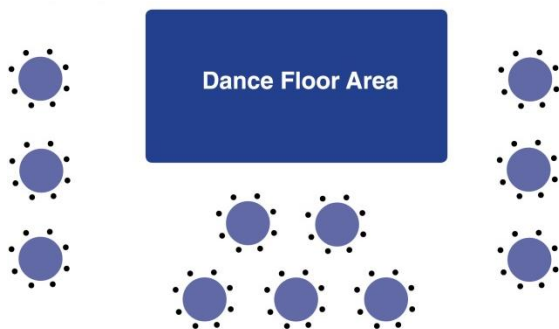
Theatre (3 blocks of seating)



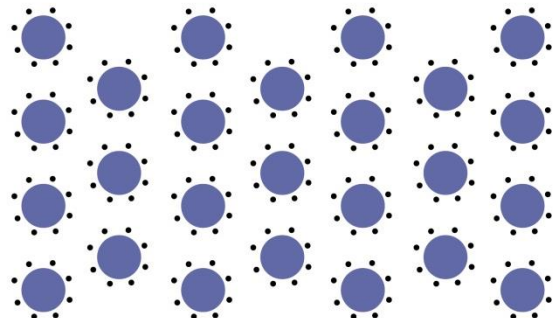
Theatre style setback 4M – 8M

*The “ready to use floorplan” includes a standard setback distance of 4M-8M (gap from stage to first row)
 The set up crew will lay the floorplan to “best fit” based on your guest numbers and set up requirements.
 Requests to tailor the setback distance can be made on your booking requirements form or via your hall booking officer.*

Banquet (with dance floor)



Banquet (standard)



My Style

Hirer’s who would like to tailor their set up may choose the ‘My Style’ option.

The hirer is required to provide a floor plan to the Hall’s Booking Officer along with the Booking Requirements Form at least 2 months prior to the event. Please refer to the list of furniture to see what is available. Additional fees may apply.

The Hall Booking Officer will assess the floor plan and advise if any additional set up fees are required.

FURNITURE

The tables & chairs are set up according to your booking requirements. Set up and pack down is strictly the responsibility of Shire contractors.

Please note – Furniture is locked away at all times and unavailable to the hirer unless requested on your booking form. Make sure you consider and pre-book all the furniture you require. Access to the furniture store room - on the day is strictly for emergency and last minute changes only. Table linen is not provided.

The furniture store rooms are solely for storing & accessing furniture and cannot be used for any other purpose e.g. change room, bar, rehearsal space or office. Penalties apply.

Item Name	Description	Quantity
<u>TABLE - ROUND</u>	180 diameter, 76cm height (seats 10 pax)	30
<u>TABLE - TRESTLE</u>	180cm x 75cm, 76cm height	20
<u>CHAIR - STANDARD</u>	(black, no arms)	80
<u>CHAIR - THEATRE</u>	(red, 1 arm)	334
<u>CHAIR - THEATRE</u>	(red, 2 arms)	46
<u>QUEUE MANAGEMENT</u>	Silver poles (98cm high)	10
	Black rope (150 cm long)	10

EQUIPMENT

A range of in-house audio-visual equipment is available including:

*Wireless lapel microphones (x2)	Theatre lighting
*Wireless hand held microphones (x2)	Sound system
*Data projector and screen	Lectern
*Portable P.A system	Wired microphone on stand (x2)

*Lockable piano

Important note - **Equipment requires technical support by the Theatre Operations Officer. Fees & charges may apply. Please refer to the fee schedule for costs.*

The Theatre's Technical Operations Officer is not present during your booking **unless** you request technical support in advance of your event. Fees and charges will apply

Fees and charges may apply depending on your audio-visual requirements.

For more information the Theatre's Technical Operations Officer can be contacted on **5975 9754**.

KITCHEN

The kitchen is classed as a commercial kitchen and includes: Ovens, fridges, dishwasher and a continuous hot water urn. The hirer will need to bring their own: oven trays, cooking equipment and utensils, cutting knives, mixing bowls etc.

There are large quantities of kitchenware available for food service including: a range of glassware, crockery and cutlery. Please be aware this inventory does not include some important items such as: dinner plates, bowls, platters, bread baskets, or waiter trays.

A full list of the kitchenware inventory is provided below to help you and your caterer plan ahead.

Kitchenware Inventory

'On hand cupboard' Caters for up to 50pax.

The on hand cupboard contains a **limited** amount of items - and is open and available to the hirer at all times. Stocked items include:

Glassware -	50 x water glasses	50 x wine glasses
Crockery -	50 x side plates	50 x tea cups & saucers
Cutlery -	50 x tea spoons	
Other -	2 x coffee pots	1 x coffee warmer (fits 2 pots at a time)
	3 x silver jugs	1 x first aid kit

‘Main cupboards’ Caters for up to 250pax

The main kitchen cupboards contain a full inventory of items - the main cupboards are kept locked. To access these items please notify your hall booking officer one month prior to your event. A key safe code will be allocated to you. Stocked items include:

Glassware -	water glass	wine glass	champagne glass	pot glass
Crockery -	side plates	tea cups & saucers		
Cutlery -	table forks	table knives	tea spoons	desert spoons
Other -	8 x coffee pots	3 x coffee warmers		
	12 x glass jugs (1.8L)			

‘Stored stock cupboard’ Caters for up to 400pax

Additional amounts of all items (as listed in the ‘main cupboards’) are available for large bookings. Please notify your hall booking officer one month prior to your event. The items you need will be counted and put in the kitchen ready for you.

Any kitchenware that is not in the venue at the conclusion of the booking – will be charged to the hirer at replacement cost.

CLEANING

The hirer is responsible for leaving the premises as found. This includes:

- Bagging and depositing all rubbish in the outdoor skip bins
- Washing and replacing all kitchenware in the correct kitchen cupboards

Some cleaning equipment is provided: vacuum, brooms, mops with buckets, paper towel, kitchen surface spray-n-wipe (for benches and kitchen surfaces) commercial dishwasher with plastic trays (dishwasher includes in-built dishwashing liquid)

All other cleaning products the hirer will need to B.Y.O such as: detergent, disinfectant, dish cloths and tea towels.

ELECTRICAL SAFETY (TEST & TAG)

Any electrical equipment/devices brought into the venue must comply with relevant electrical laws and regulations. For more information **Energy Safe Victoria** on **1800 652 563** or visit the website: <http://www.esv.vic.gov.au/>

BOOKING DURATION

Access to the venue is strictly during the hours booked. Unauthorised access prior to or beyond booked hours will result in additional fees being charged to the hirer.

The set up and pack down time is included in the hours booked so please allow enough time to complete everything required.

The facility is located in a residential area, all evening functions must finish by midnight; music is to be turned off by 11.30pm and guests departed by midnight.

KEY ACCESS & ALARM SYSTEM

The Peninsula Community Theatre is a lockable space which can be easily accessed by hirers during the hire period. Each hirer will be given a code for the on-site key safe and also a code for the security alarm for access within the agreed booking duration.

MOBILITY & ACCESSIBILITY

Accessibility features include:

- Sealed car park
- Designated disabled car parking spaces
- Low incline concrete ramp/pathway
- Internal floor surfacing: Reception Room = polished wooden floor
Lobby = red carpet
Auditorium = polished wooden floor
- Disabled toilet
- Wheelchair access to stage (using a lift at the front of the stage)

PUBLIC EVENTS

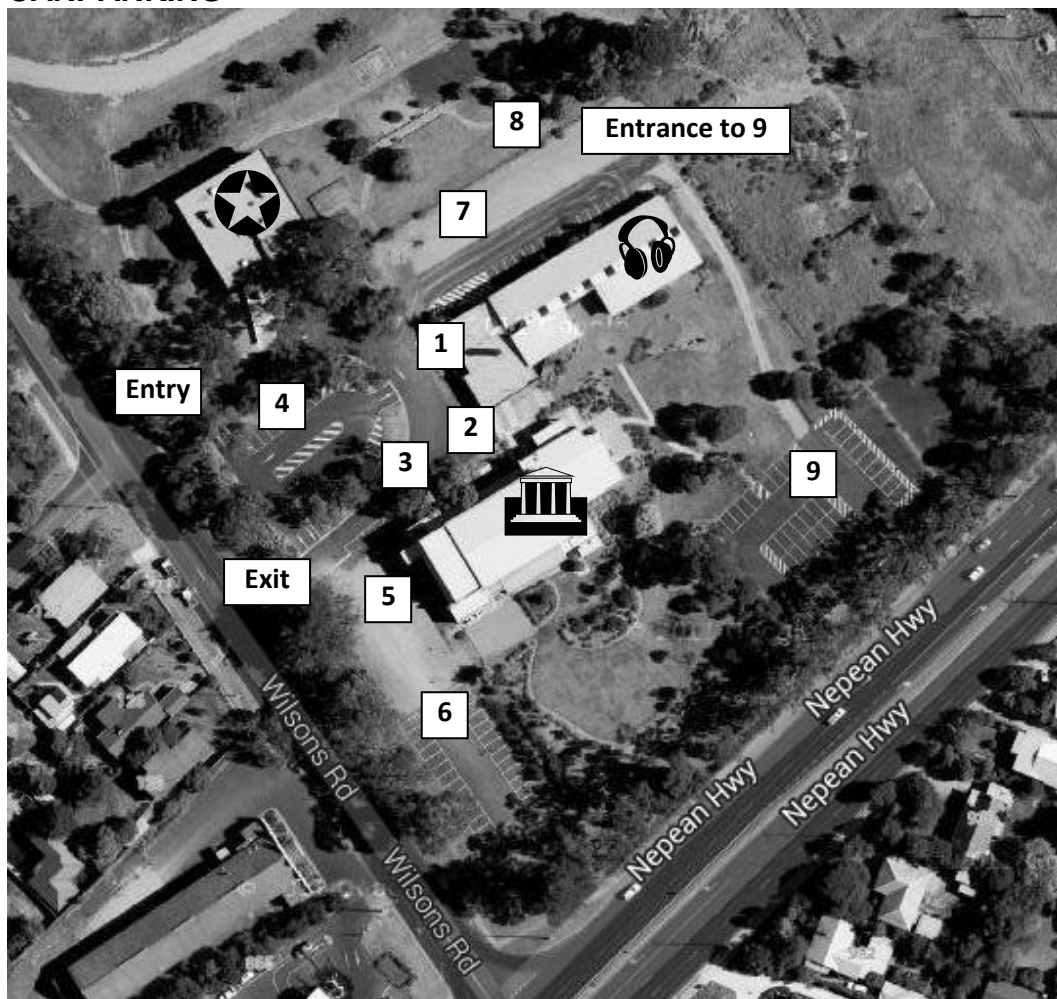
An Event Permit is required for events that are held on Shire managed land or in Shire managed facilities and are open and advertised to the general public.

The Community & Special Events Team assess each event proposal, then provide information and advice to help event organisers through the event approval process.

Registered events have access to free advertising, subsidised event signage and events equipment plus a range of information, planning and how to guides.

For further information phone the Events Team on **1300 850 600**.

CARPARKING



1. Disabled parking - 6 spaces
2. Loading Zone – 1 space
3. Directly outside facility – 4 spaces
4. Middle area shared parking with the Studio@PCT – 24 spaces
5. Gravel parking suitable for buses – 18 spaces
6. Parking – 26 spaces
7. 3RPP parking – 13 spaces
8. Gravel parking suitable for buses – 18 spaces
9. Locked overflow car park – 45 spaces (access to overflow car park is with PCT access key provided)

Total Parking Spaces 155

 - Peninsula Community Theatre

 - The Studio@PCT

 - 3RPP Community Radio

For events with large crowds the overflow carpark is available. The padlock on the gate can be opened using the facility access key.

The hirer is responsible for parking management during their event, this includes unlocking and re-locking the overflow gate before and after the event and ensuring the overflow car park is utilised, instead of patrons parking on the roadside.

KEY SHIRE CONTACT LIST

After hours Emergency	1300 850 600
Events Team	1300 850 600
Theatre Technical Operations Officer	5975 9754 or 0400 053 770
Halls Booking Officer	5950 1150
Coastcom Security	1300 844 844
RPPFM Radio Station	5975 2650