

Peninsula Community Theatre Fact Sheet

**Address: 91 Wilsons Road Mornington (Corner of the Nepean Highway)
Peninsula Community Theatre**
Booking Enquiries: 5950 1150 – After hours emergencies contact: 1300 850 600

The Peninsula Community Theatre (PCT) is located centrally on the Mornington Peninsula and is a large and versatile venue available for multipurpose hire. From functions or events to concerts and expos, the PCT is a convenient and affordable space that boasts an open floor plan and flexible set up options to stage your next event.

The Mornington Community Hub Precinct located on the corner of Nepean Highway & Wilsons Road, Mornington, is home not only to the Peninsula Community Theatre but also the newly built Mornington Community House, The Studio hall, 'The Corner' Youth Centre, the local RPPFM radio station and the Mornington Men's Shed.

Booking Information

- 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 hours booked must include time to complete your set up and clean up, please allow enough time for this when booking the venue.
- The facility is located in a residential area. As per EPA requirements, 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 Key Safe** is located at the front entrance to the facility, attached to the wall directly opposite the glass entrance doors. Hirers are given the Key Safe & Alarm Codes only once the hire fee and security bond have been paid. Key Safe Codes are changed regularly and regulated by the Community Facilities Team. Access is permitted within agreed booking times only.

Front Door Key opens the front glass doors, kitchen doors, green rooms, overflow car park gates.

- **The Alarm** pad is located inside on the wall by the entrance to the kitchen.

Entering - You have 1 minute to deactivate the alarm – by entering the 4-digit code - firmly onto the keypad without pressing # or 'enter' keys.

Exiting - Re-enter the 4-digit code upon departure to reactivate the alarm & lock the door from outside.



Should you make a mistake or alarm continues to sound, just re-enter the correct numbers. If the alarm persists, contact CoastCom Security on 1300 844 44.

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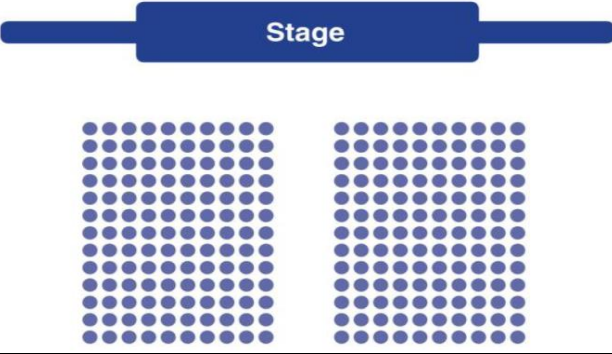
Capacities

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)

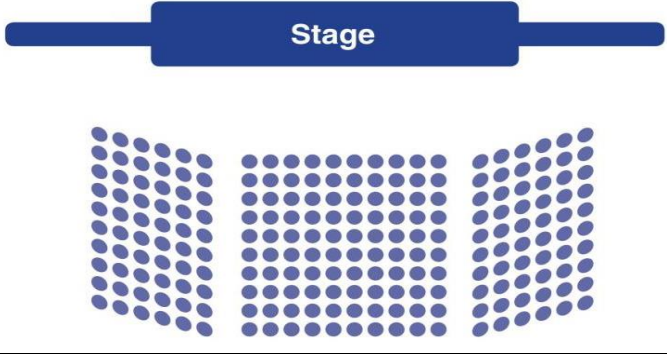
Capacity	Auditorium	Reception Room / Foyer (standing only = 80)
Theatre Style (2 blocks)	350	80
Theatre Style (3 blocks)	350	
Banquet (standard)	250	60
Banquet (w/ dance floor)	150 - 200	

Set up styles (options below, diagrams only not to scale)

Theatre Style (2 blocks of seating): max 350

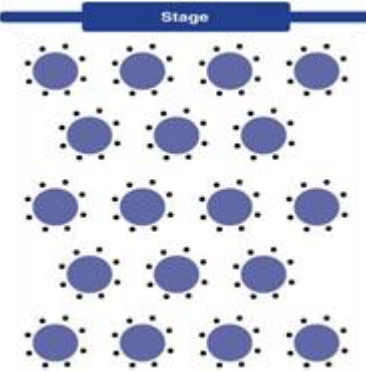


Theatre Style (3 blocks of seating): max 350

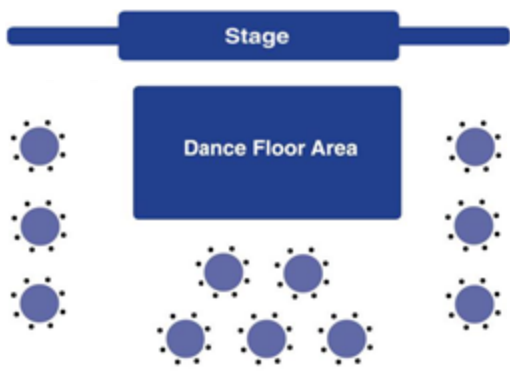


Setback is 4m-8m: This "ready to use floor plan" includes a standard setback distance (gap from stage to first row). The set-up crew will lay the floor plan to "best fit" based on guest numbers and other set up requirements. Requests to tailor the setback distance can be discussed with the hall bookings team

Banquet (standard): max 250
max 25 tables / 10 seats per table



Banquet (with dance floor): max 200
15-20 tables / 10 seats per table
the number of tables will determine the dance floor size

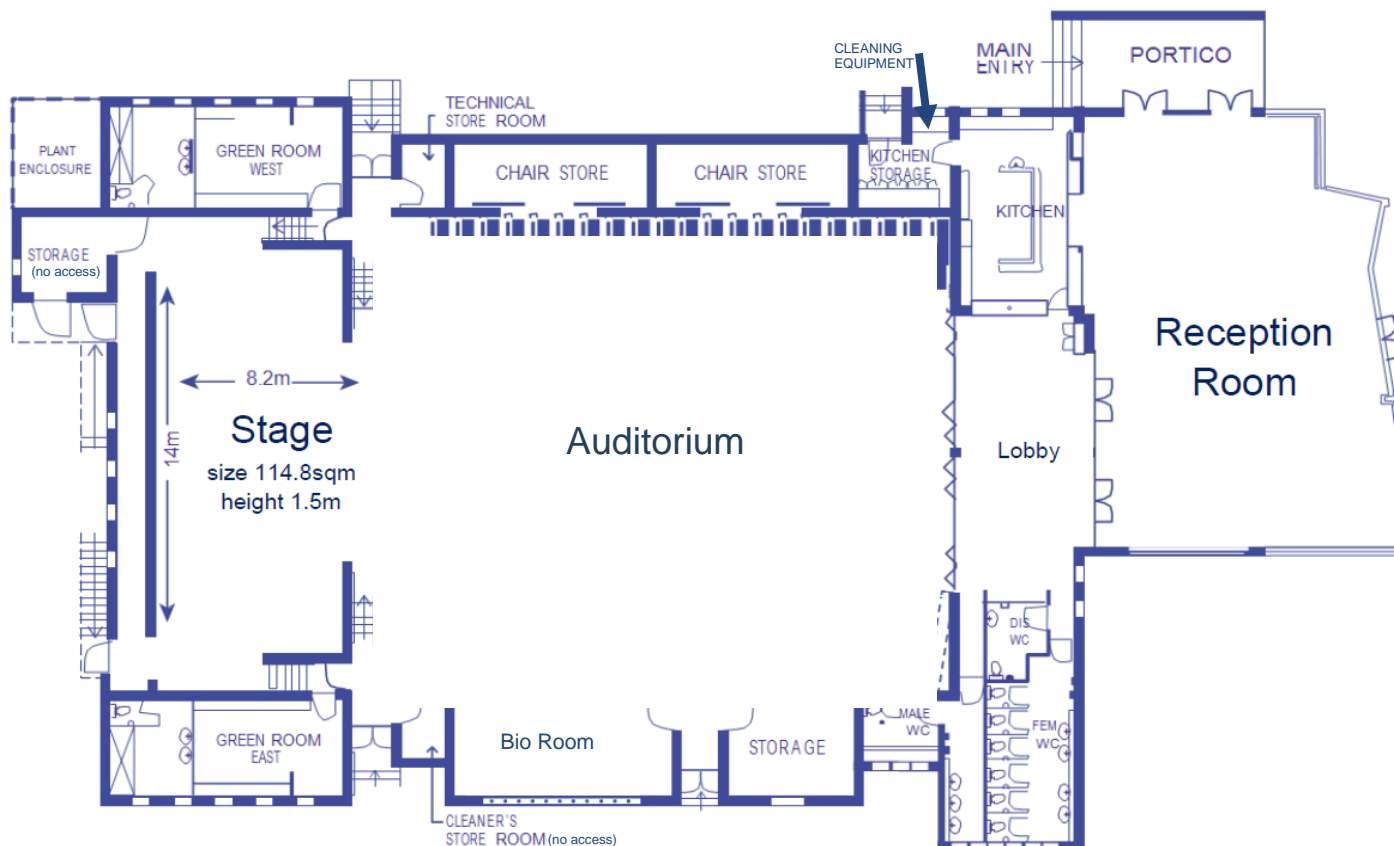


Non-Standard Style

- Hirer's who would like to tailor their set up may submit a Non-Standard Style option.
- The hirer is required to provide a floor plan to the Community Facilities team for approval with a brief description of what is required.
- The Hall Bookings team will assess set up requirements and advise set up fees if applicable.

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Floor Plan



Furniture

- Furniture Set up / Pack down is completed according to approved booking requirements.
- This can be performed by a contractor for a fee that is dependent on the type and size. Please contact the Community Facilities team for information on fees.
- Alternatively, you can complete the furniture set up / pack down yourself. However, set up requirements need to be approved and a fee may be applicable if furniture is not packed and stored away correctly. Set up / Pack up must follow OHS manual handling requirements.
- Furniture storerooms are solely for storing & accessing furniture and cannot be used for any other purpose e.g. change room, bar, rehearsal space or office. Penalties will apply.
- Table linen is not provided.

Item Name	Description	Quantity (approx)
Table - Round	180cm diameter, 76cm height (seats 10 pax)	30
Table - Trestle	180cm x 75cm, 76cm height	20
Chair - Standard	Black, no arms	80
Chair - Theatre	Red, 1 arm	310
Chair - Theatre	Red, 2 arms	45
Queue Management	Silver poles (98cm high)	10
	Red rope (150cm long)	10

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Equipment - A range of in-house audio-visual equipment is available and listed below.

Standard equipment available for request;
Ports & Cables available for AUX, iPod
Ports available for HDMI & VGA (Note: cables need to be provided by the hirer)
Lectern
Theatre lighting – High bay dome lighting, and stage theatre lighting (pre-set)

Equipment available to hire; (charges apply)
Wireless lapel microphones x2*
Wireless handheld microphones x2 (on stands)*
Data projector & Screen*
Portable PA system*
Upright Piano*

*Equipment is available with access via the Bio Room provided on receipt of all hire fees and bond payment.

Please note – Shire staff are not present during your booking. Most of our AV equipment is managed through an iPad. We provide a user guide for this. If you externally hire an Audio-Visual Technician to provide additional service to your booking, they must be qualified, and you must provide their contact details.

Any AV or Lighting settings altered without permission and / or not returned to default settings will incur an additional fee to the hirer.

Stage

- The stage size is 114.8 m² (14m x 8.2m) Height 1.5m
- Access to the storage room at the back of the stage is not permitted.
- Stage Curtain – Red, typically left closed when an event doesn't require the use of the stage. The curtain operates on a pulley system at the side of the stage & can easily be operated by the hirer.

Green rooms

- There is a male and female green room on either side of the stage with toilets, showers, and mirrors in each. Access is available for all hirers. The doors are locked but can be opened with the front door key.

Lights

- The control for the foyer & auditorium standard fluorescent room lights are located in the lobby and for the Auditorium only, another switch is located on the front right wall facing the stage.
- Lights in both areas have 3 dimmer settings.
- Pre-set stage lighting is also available.

Blinds – Black out

- There are wireless motorized black out blinds, the remote to operate them is located on the side of the stage near the tech corner, mounted to the wall.

Folding Doors / Lobby Divider

- There are foldable/retractable doors between the hall and carpeted area. Instructions for these can be requested during the booking application process.

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Kitchen

- The kitchen is classed as a commercial kitchen, which includes
 - Ovens (x3), 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.
 - dinner plates, bowls, platters, bread baskets, or waiter trays.
- There are large quantities of kitchenware available for food service including a range of glassware, crockery, and cutlery. A full list of the kitchenware inventory is provided below to help you and your caterer plan ahead.
Any kitchenware that is not in the venue at the conclusion of the booking – will be charged to the hirer at replacement cost.

On hand cupboard - Caters for up to 50pax The on-hand cupboard contains a limited amount of items and is open/available to the hirer at all times.		
Glassware	50x water glasses	50x wine glasses
Crockery	50x side plates	50x teacups & saucers
Cutlery	50x teaspoons	
Other	2x coffee pots	1x coffee warmer (fits 2 pots at a time)
	3x silver jugs	1x first aid kit

Main cupboards (locked) - Caters for up to 250pax The main cupboards contain a Full Inventory of items. These cupboards are locked. To access these items please notify the Hall Bookings Team. A Key Safe Code will be allocated to you.				
Glassware	water glasses	wine glasses	champagne glasses	pot glass
Crockery	side plates	teacups & saucers		
Cutlery	forks	knives	teaspoons	dessert spoons
Other	8x coffee pots	3x coffee warmer	12x glass jugs (1.8L)	

- The kitchen is not available for singular hire.
- Island Bench Fridge – the island bench fridge that sits in the middle of the kitchen needs to be turned on for use and turned off after use.
- Gas Stove – Needs matches or a lighter to light.
- Numbers are approximate only.

Electrical safety

- 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>.
- There is an outdoor power box containing 1x 32amp 3 Phase outlet, standard double power points, trip switches for all outlets.

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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.
 - Floors swept thoroughly and spot mopped as required
 - Oven, stove, fridge and kitchen benches are to be wiped down/cleaned out.
 - Any litter around the facility i.e bottles & cigarette butts should be collected and put in the bin



- Cleaning equipment cupboard is located at the rear of the kitchen area (see pictured).
Please note the Cleaner's storage room off the auditorium is locked and not accessible to hirers.
- Cleaning equipment provided.
Including vacuum, brooms, mops with buckets – located in the cupboard at the rear of the kitchen.
- The commercial dishwasher has plastic trays for stacking crockery and includes in-built dishwashing liquid.
- All other cleaning products, the hirer will need to BYO such as: dishwasher liquid for hand washing, disinfectant, surface spray, dish cloths and tea towels as these are not provided.

Facilities found not to be cleaned after a hirers use will result in a cleaning fee being deducted from the refundable bond.

- **Skip Bins** are located in a locked gated courtyard off the gravel car park at the rear of the building. You can access this area through the doors to the left of the front of the stage. These doors open using the push bar and will lock when closed. Please pull shut firmly, or the alarm may sound if they're not closed properly.
- **Bins:** Recycling and landfill bins are provided throughout the facility. Additional bins can be found in the small room rear of the kitchen, when required for larger events.

Please note bin liners are to be provided by the hirer

Heating / Cooling

- A temperature control system operates in the hall. The system will cool or warm the facility to a temperature of 22 degrees, depending on the outside temperature. The control and instructions for use are located on the stage (right wall).
- The Reception Room/Foyer has its own heater, and the power switch is on the heater (easily located in the foyer).

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Car Parking – Approximately 100 parking spaces + overflow parking available



<u>Parking Area</u>		<u>Approx. spaces</u>	
1	Disabled Parking	5 spaces	
2	Loading Zone	1 space	
3	Parking	18 spaces	
4	Parking	28 spaces	(suitable for buses)
5	Parking	26 spaces	
6	Parking	28 spaces	
7	Overflow Car Park	45 spaces	(locked, gated entrance)

For events with large crowds the overflow carpark is available. The padlocked gate can be opened using the facility access key. Please note on application form if overflow parking is required.
 The hirer is responsible for parking management during their event This includes unlocking and re-locking the overflow gate before and after their event and ensuring the overflow car park is utilised as required to reduce impacts to neighbouring streets.

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Mobility and Accessibility

Accessibility features include:

- Sealed car park
- Designated accessible car parking spaces
- Low incline concrete ramp / pathway
- Internal floor surfacing: Reception Room / Foyer = Polished wooden floor
Lobby = Red carpet
Auditorium = Polished wooden floor
- Accessible unisex toilet
- Wheelchair access to stage (using lift at the front of the stage)

Event permits

- An Event Permit is required for events that are held on Shire-managed land. If you are using the external grounds of PCT for your event, please contact the Shire's Events Team to establish if you require an event permit (1300 850 600), or email events@mornpen.vic.gov.au
- The Event team will assess each event proposal, then provide information and advice to help event organisers through the approval process.

Prohibited

- Smoke machines, candles, sparklers etc are strictly prohibited within the facility at any time. If fire alarms are activated resulting in an emergency response, the call-out costs will be charged to the hirer.
- The use of double adaptors is strictly prohibited. If required hirers may use a power board with built in power surge protection.

Shire contact list

Shire after-hours emergency contact	1300 850 600	Contact in instances of lack of access, malfunctioning equipment.
Community Facilities Booking Office	5950 1150	Contact between 9.30 – 4 to discuss your booking.
Events Team	1300 850 600	events@mornpen.vic.gov.au
Mornington Community House	5975 4772	
CoastCom Security	1300 844 844	Contact if the security alarm is triggered
Mornington Police Station	5970 4900	
Emergency	000	