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Please consider the environment before printing this document.
 La Mama strives to be an environmentally sustainable organisation.



La Mama Theatre is on traditional land of the Kulin Nation. We give our respect to the Elders of this country and to all First Nations people past, present and future. We acknowledge all events take place on stolen lands and that sovereignty was never ceded.

La Mama is financially assisted by the Australian Government through the Australia Council – its arts funding and advisory body, Restart Investment to Sustain and Expand (RISE) Fund - an Australian Government initiative, the Victorian Government through Creative Victoria, and the City of Melbourne through the Arts and Creative Partnerships Program. We are grateful to all our philanthropic partners and donors, advocates, volunteers, audiences, artists and our entire community as we work towards the La Mama rebuild. Thank you!

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1. Introduction

- 1.1 [Venue Introduction](#)
- 1.2 [Production meetings](#)

2. Responsibilities of programmed shows and space users

- 2.1 [Safety & insurance](#)
- 2.2 [Sharing the space](#)
- 2.3 [Building structure and appearance](#)

3. Theatre Facilities

- 3.1 [Venue access](#)
- 3.2 [Work lights](#)
- 3.3 [Dressing room](#)
- 3.4 [Venue dimensions](#)
- 3.5 [Production desks](#)
- 3.6 [Power](#)
- 3.7 [Toilets](#)

4. Theatre Equipment

- 4.1 [Access equipment](#)
- 4.2 [Seating](#)
- 4.3 [Grid and rigging](#)
- 4.4 [Lighting](#)
- 4.5 [Sound](#)
- 4.6 [Audio visual](#)
- 4.7 [Production/ event stock equipment](#)

5. Documents

- 5.1 [APRA](#)
- 5.2 [Risk assessment](#)

1. Introduction

1.1 Venue Introduction

The La Mama family includes the Courthouse on Drummond Street (capacity 70), and the intimate, 34-seat La Mama HQ on Faraday Street. Both come supplied with lighting and audio equipment and access to technical support.

1.2 Production Meetings

You will be invited to attend a Production Meeting with our Venue Technical Manager approximately 6 weeks before your bump in. You will go through any questions you may have about the space so it is important that your creative and technical team are all present. Some points to consider before the meeting include:

- seating bank configuration and audience capacity (see below '4.2 Seating'),
- specific technical requirements,
- performance run time,
- crew and creatives contact list.

2. Responsibilities of programmed shows and space users

2.1 Safety & Insurance

Personnel

La Mama does not provide technical staff and it is the responsibility of the incoming show to rig lights and operate any technical equipment. If you require assistance sourcing an appropriate person, we are happy to make suggestions. The Venue Technical Manager will be on site Monday through Wednesday.

Induction

The stage manager/ operator will be inducted into the space before or during bump in. They will be instructed in the opening and lock up procedures including accessing technical equipment. This information will be provided verbally and in writing.

The stage manager/ operator assumes responsibility for the venue in the absence of the Venue Technical Manager, including correct opening, shut down and lock up procedures. The stage manager/ operator is the point of contact for Front of House regarding safety issues and in case of emergencies will assist in enacting the appropriate safety measures.

Flammable Materials

Flammable materials must be fire-retarded when used near any source of heat including lighting fixtures. Flammable liquids must not be kept on site.

Insurance

La Mama's insurance covers personal injury of staff or audiences. We recommend [Duck for Cover](#) or [Dancesurance](#) for insurance of your cast, crew and property.

Footwear

Appropriate (closed toe) footwear must be worn at all times during bump in/ out and while operating. Cast members may wear open shoes or be barefoot if the stage manager deems it safe and has stated as such in the Risk Assessment.

Working alone

La Mama does not recommend working alone at any time. It is the responsibility of the stage manager to ensure the Front of House person is never left alone in the building at the end of their shift.

Test & tag

All electrical appliances used at La Mama or the Courthouse require appropriate testing & tagging as per AS 3760. This includes all electrical items brought into the theatre. La Mama can provide a test and tag service within reason.

Air conditioning

It is essential that the air conditioners be accessible to provide either heating or cooling at all times. This is non-negotiable, regardless of the noise it may make or the effect the air flow has on set elements. It is the prerogative of the Front of House person to set the air-conditioning as they deem necessary.

2.2 Sharing the Space

Shows sharing a season

Whenever possible, shows that share the space for a season will have their production meetings at the same time to discuss any issues that may arise in the bump in process or during the season. All reasonable steps will be taken to ensure both shows are satisfied with the arrangements made. It is the responsibility of the set and lighting designers and production/ stage managers from each show to make sure the space is workable for both teams.

Rehearsals

Upcoming shows are often offered use of the space once the incumbent show has had their opening night. This isn't always possible due to the set or configuration of the space, but options will be discussed during your production meeting.

Likewise, once your show has opened, the space will be offered to upcoming shows as a rehearsal space. For that reason, if you have props or valuables you would rather weren't touched or moved, it's recommended you put them away in the tech store or dressing room after each performance.

We are unable to facilitate full time rehearsal schedules, so [here is a list](#) of local options that may be useful to you.

Unless you are the incumbent show, you must not use or in any way interfere with the lighting desk. There is enough work light to make this unnecessary. Please also do not use or change anything on the audio desk.

Readings, and one-off events

If you are using the space on a one-off basis for a performance or reading (not a rehearsal) and wish to access the lighting or audio equipment, please discuss options with the Venue Technical Manager.

Please be aware that you will be working on the set of the incumbent show. In some cases it will be possible to move set items, but please respect that this might not be an option. We will work with you to give you as much space as possible. The venue manager will let you know in advance what the space will look like.

2.3 Building Structure and Appearance

Courthouse

Due to the heritage listing of the Courthouse, the walls cannot be painted or adhered to in any way.

The floor of the Courthouse can be painted, taking care not to paint the timber skirting boards. It is up to the incoming show to decide whether they want to work with the space as it is when you bump in or to paint it back to black (or your own preferred colour/ design). The cost of paint is the responsibility of the show doing the painting.

Screwing, drilling, sticking or bolting to the theatre walls or beams is not permitted, including in the Courthouse foyer and bar.

La Mama HQ

No wall at La Mama, whether internal or external, can be adhered to using screws, nails or any fixing that will permanently mark or puncture the walls. 3M hooks may be used.

The walls, floor and staircase in the theatre may be painted. Please note: it is the responsibility of the incoming show to decide whether they want to work with the space as it is on arrival or to paint it back to black (or the preferred colour/ design). The cost of paint is the responsibility of the show doing the painting.

No other walls or floor can be painted, including the Rehearsal Hub.

If using paint or other materials that could stain the exterior floor surfaces, please use a drop sheet.

3. Theatre Facilities

3.1 Venue Access

Emergency exits and egress

Clear access routes to emergency exits are required at all times, for all persons throughout the season. Please allow for this in all set designs/ seating bank layouts.

Venue exit signage must not be blocked under any circumstances. In the instance that drapes are used and cover the exit signs, temporary glow-in-the-dark signs must be affixed to the drapes.

Click [here](#) to access our emergency diagrams.

Parking and loading at the Courthouse

There is no loading dock at La Mama Courthouse. Bump in access is via the dressing room, foyer or front portico gates. There is free 1-hour, 2-hour and 4-hour street parking in the area, including Palmerston Street. Directly outside the Courthouse is a 10 minute Loading Zone.

Parking and loading at La Mama HQ

There is no parking on site at La Mama HQ. Show teams may pull onto the forecourt for Sunday night bump in only.

Paid multi-level parking is also available at Greenco Parking on Elgin/Lygon Streets at \$18.50/day* or at the Woolworths carpark on Drummond Street for \$20/day.

*Subject to change. Please check all signage.

3.2 Worklights

Courthouse

A diagram of all light switches can be found in the Tech Store beneath the notice board.

There are motorized 'black out' blinds in the space that can be used to cover the 4 large windows in the space. The remote for these should always be left on the front row of the seating bank for easy access.

Work lights are located on the facing wall of the dressing room as you enter the stage door. The left and middle switches operate the theatre work lights and the right switch operates the dressing room lights.

In the tech office, on the right-hand wall, there is a 6 point light switch. All exterior lights (including toilets) can be turned on here. These switches are labelled and colour-coded.

Whenever possible, please only use exterior lights at night to avoid using excess power.

Please note channel 24 of the dimmer and desk will be allocated for house lights, to be rigged/included as part of the incumbent show's lighting design. These can be programmed into the show, but should also be able to be increased in the event a patron/s requires more light to safely find their seat. House lights should always be programmed at a level that allows easy access.

La Mama HQ

Work/house light switches are located just inside the main theatre door. These lights can be programmed into the lighting desk.

A diagram of all other light switches can be found on the noticeboard in the Greenroom and in the Box office.

There are blackout blinds in the dressing room and rehearsal hub. In the theatre, sound-baffling window covers can be used over the windows to eliminate light spill.

Whenever possible, please only use exterior lights at night to avoid using excess power.

3.3 Dressing Rooms

Courthouse

The Courthouse has a dedicated dressing room with fridge, clothes rack, mirrors, heater/fan and small kitchen with running water and a microwave. Performers and crew can also access the instant hot water in the bar if needed.

There is a cast/crew bathroom at the rear of the building which includes a toilet and shower.

Cast and crew are asked to leave dressing room, bathroom and kitchen spaces clean and tidy after each performance.

La Mama HQ

La Mama has a Greenroom with fridge, clothes rack, mirrors, heater/fan and kitchen filtered and instant hot water.

There is a cast/crew bathroom available in the dressing room which includes an accessible shower.

As the Greenroom also serves as staff lunch room, cast and crew are asked to leave the space clean and tidy after each performance.

3.4 Venue Dimensions

Scale diagrams of both venues can be found [here](#).

3.5 Production/ Ops/ Tech Desk

Courthouse

At the Courthouse, there is a fixed bio box position in the top corner of the built-in rostra for operating when the seating bank is in the standard configuration. If needed, a table can be provided to operate from if the seating bank is in a non-standard position.

There is no comms system available.

La Mama HQ

At La Mama, the bio box/op desk is on wheels and able to be positioned anywhere in the room to suit the chosen seating bank configuration. The cabling is configured for easy patching into any of the room's floor boxes.

There is a comms system available between the Greenroom, theatre and box office on request.

3.6 Power

Courthouse

- Patch bay is located in the cross-over behind the rostra
- 3 x 32a 3phase outlets at patch bay
- 3 x 12 outlet dimmer racks at patch bay
- 56 patch points located in lighting rig

La Mama HQ

- The patch bay is located in the Greenroom
- 2 x 32a 3phase outlets at patch bay
- 2 x 12 outlet dimmer racks at patch bay
- 40 patch points located in lighting rig (5 per bar)
- Clean power (for audio equipment) is provided in each of the floor boxes and grid tech panels.

3.7 Toilets

Both venues have two unisex toilets (one of which is wheelchair accessible) available to all visitors as well as staff/cast/crew-only bathroom consisting of a toilet and shower.

4. Theatre Equipment

4.1 Access Equipment

Courthouse

The Courthouse has a large platform ladder on wheels and various A-frame ladders for rigging off the seating bank (in standard position). There is also an extension ladder if necessary, however it is possible to reach all LX bars from the ladders already mentioned when the seating bank is in the standard position.

La Mama HQ

La Mama has a platform ladder on wheels for standard rigging and a small A-frame ladder for rigging above the seating bank. Ladders should be used in accordance with La Mama Operations Manual.

4.2 Seating

Courthouse

The Courthouse has a variable seating bank. Although there is a 'standard' configuration (capacity 75, audience facing Elgin Street) other suggested options can be found [here](#).

La Mama HQ

La Mama has a flexible, movable seating bank. Suggested seating options can be found [here](#). For the purposes of events where multiple shows take place in a short amount of time (such as Explorations or festivals) the 'standard' configuration is considered to be 4 rows, facing the internal stairs (west), with a capacity of 34.

It is up to the individual show to decide which seating configuration will be used, however there are some circumstances when the Venue Technical Manager will decide on the appropriate configuration or capacity. Seating bank configuration will be decided at your production meeting. This will be the capacity used for your TryBooking event. For that reason, it's important to communicate any changes with the Venue Technical Manager and be aware that these changes may not be possible if any of your shows have already reached ticketing capacity.

If you select a configuration which is different to the show before yours, you will be required to provide crew members to assist with moving the seating bank either on the Sunday night or Monday morning of your bump in.

La Mama reserves the right to make changes to the advertised capacity at any time.

4.3 Grid Rigging

Courthouse

Floor to grid is 4670mm.

A licenced rigger is required if rigging anything beyond standard lighting, audio and AV equipment. The Courthouse grid is not rated for live loads.

A diagram of the grid can be found [here](#).

La Mama HQ

Floor to grid is 3300mm.

A licenced rigger is required if rigging anything beyond standard lighting, audio and AV equipment.

There are four rigging points provided in the ceiling, fixed to two ceiling joists, allowing suspension of performers. The rigging points have been designed to support a live load of 1000kg **per beam**, rather than per point. Two performers may be suspended from separate beams at the same time, however two performers may not be suspended from two points on the same beam at the same time.

All four rigging points may be used for **dead loads** less than 500kg per point at the same time.

Lighting bars are rated to support a maximum of 50kg per linear metre.

A diagram of the grid can be found [here](#).

4.4 Lighting

All electrical appliances used at the Courthouse must be tested and tagged as per AS 3760.

Courthouse Lighting Stock

23 x Selecon Acclaim 650w Fresnel (mix of old and new generations)

7 x Rama 1.2k Fresnel

4 x Selecon Compact 1k Fresnel

7 x Acclaim 650w Profile 18/34

4 x Acclaim 650w Profile 24/44

9 x birdies (some with stands/clamps/gel frames)

4 x 500w flood lights/QIs

Used as 'standard' houselights:

2 x Selecon 500w mini fresnel

1 x Prolite fresnel

1 x patt 23 profile

There is also some floating stock of various older fixtures which are not kept maintained or tagged. Please enquire if you would like a list of the current floating stock.

There is a limited supply of gel stock available. If you require something specific it is highly recommended you bring your own as the quality or quantity cannot be guaranteed.

House Lights

House lights must be rigged, patched and accounted for by the lighting designer/operator on a show-by-show basis. Be aware that one dimmer channel must be allocated to house lights.

Control

The Courthouse is equipped with a Jester 24/48 (a VGA monitor is available for use with the Jester, and is provided on request). A PDF instruction manual can be found [here](#).

La Mama provides a USB for saving shows which must remain with the desk at all times. If you need to save your show to take with you or as a backup, please bring your own USB.

Cabling

There is a very limited stock of connectors, adapters and enough DMX cable to reach from the patch bay to the bio box in the standard position. If you require more DMX or specific adapters, please ensure you bring these with you.

Consumables

While spare globes are provided, if globes are blown due to misuse of equipment (i.e. failing to warm up the rig before use or rough handling of fixtures) the cost of replacement will be deducted from your production budget/ box office reconciliation.

Tapes (i.e. electrical, gaff, mark up or glow tape) are not provided.

All electrical appliances used at La Mama Theatre must be tested and tagged as per AS 3760.

La Mama HQ Lighting Stock

8 x ETC ColourSource Spot Jnr LED ([manual](#))

8 x Showtec 1500 Q6 LED Fresnel ([manual](#))

8 x Showtec 1500 LED Fresnel 2700K – 4500k ([manual](#))

House Lights

Our House lights (8 x LED Par 46) operate on their own circuit and operation panel but can be patched into a show via the lighting desk.

Patch

There are 48 patch points - 40 in the grid (5 per bar) and 2 in each of the 4 floor boxes. Each patch point can be switched between dimming and hot power at the patch bay in the Green room. By default, all dimmers are set to hot power as the La Mama rig is entirely LED.

Control

La Mama is equipped with an ETC Element2, with 24" touch screen monitor and fader wing. A PDF instruction manual can be found [here](#).

La Mama provides a USB for saving shows which must remain with the desk at all times. If you need to save your show to take with you or as a backup, please bring your own USB.

Cabling

There is a limited stock of connectors, adapters and enough DMX cable to patch each of our stock fixtures. If you are bringing in your own lights and require more DMX or specific adapters, please ensure you bring these with you.

Consumables

The La Mama rig is entirely LED. No globe stock is kept on site. If you bring in your own conventional lights, please ensure you bring spare globes.

Tapes (i.e. electrical, gaff, mark up or glow tape) are not provided.

4.5 Sound

All electrical appliances used at the Courthouse require testing and tagging as per AS 3760

Courthouse

The Courthouse is equipped with 1 x Yamaha MG12XU (12 Inputs). A PDF instruction manual can be found [here](#).

While audio cabling for the standard seating configuration is permanent at the Courthouse, cabling can be added to allow for sound control at any location within the theatre. There is enough XLR to patch two speakers to the audio desk, plus various smaller lengths and a 6-input 10m stage box. If you require more XLR (i.e. for microphones) please ensure you bring these with you.

La Mama provides a mini-jack cable (for connecting phones, laptops or ipods) and a CD player but not a computer. A pro Qlab licence is available on request which can be installed on a computer provided by the show team.

The speakers provided are 2 x RCF - ART310A - Powered Speakers - 10" + 1" - 350W

Audio stock:

- 2 x generic microphones
- 2 x DI boxes
- 2 x boom mic stands
- 1 x 10m 6 input snake
- Various XLR leads

La Mama HQ

Control

La Mama is equipped with 1 x Allen&Heath Zed12FX. A PDF instruction manual can be found [here](#).

As there is no standard operating position at La Mama, the movable tech desk allows for patching 2 channels of audio into any of the four floor boxes.

La Mama provides a show computer and a pro Qlab licence for operating both audio and AV. If you wish to provide your own laptop or other form of audio player, you may patch directly into the mixing desk via the provided mini jack cable.

The speakers provided are 4 x QSC K8.2.

Audio stock:

3 x SM58 microphones

2 x ULTRA-DI Boxes

3 x round-base boom mic stands

2 x heavy duty boom mic stands

1 x Little Bro' 6X2 Sub Snake 20Ft

5 x 2m XLR leads

10 x 5m XLR leads

4.6 Audio Visual

Courthouse

La Mama has an OptomaGT1080 projector which may be used if available. Please check with the Venue Technical Manager. A pro Qlab licence is available on request which can be installed on a computer provided by the show team.

Some HDMI cabling is available, however it is recommended you bring your own to ensure you have the correct lengths for your needs. The projector comes with a universal adjustable cradle.

A PDF instruction manual can be found [here](#).

As a guide, the projector image will fill the Northern wall if rigged on LX 6. There is also a screen available. The dimensions are 274cm tall by 304cm wide.

La Mama HQ

La Mama Theatre has a short throw projector in the theatre and in the rehearsal hub, which may be used upon request. The theatre projector can be moved as needed. However, it is expected that with such a variety of seating positions available, it will not be suitable for every show's requirements.

Each tech panel (in the grid), as well as each floor box has ethernet/RJ45 patch points and La Mama provides Ethernet cable (as well as a USBC to Ethernet adapter from the show computer) to patch the projector in any position in the grid.

The manual for projector is available on request.

The Rehearsal Hubs comes with an ultra short throw projector and built in, manual pull-down screen. The projector can be tilted and rotated, but is mounted permanently to the ceiling, facing the screen on the Northern wall.

There is HDMI input in the Rehearsal Hub tech panel directly to the fixed projector. A manual pull down screen is also provided, fixed to the Northern wall.

4.7 Production/ Event Stock Equipment

Draping

Courthouse

3 x 2200mm Curtains (grid to floor)

2 x 3400mm Curtains (grid to floor)

La Mama HQ

3 x 3300mm Curtains (grid to floor}

Chairs and tables

La Mama has a small stock of various chairs and a limited number of small tables available.

Rostra and legs

Depending on the seating configuration, there may be rostra available for staging. Please discuss your requirements with the Venue Technical Manager.

5. Documents

5.1 APRA

If your show contains recorded music you are required to apply for the rights to use it. La Mama will pay this fee upfront and will then deduct the cost from your box office reconciliation. Please download and fill out [this form](#) and bring it to your production meeting or email to hayley@lamama.com.au

5.2 Risk Assessment

You are required to complete a risk assessment for your show before bumping in to the theatre. [This simple checklist](#) can be used, or you're welcome to use your own template.