



THEATRICAL HIRE  
INFORMATION PACK

# CHINCHILLA CINEMA



# ABOUT THE CENTRE

## CHINCHILLA CULTURAL CENTRE

80-86 HEENEY STREET  
CHINCHILLA QLD 4413

Ph (07) 4679 7220

[Cinema.Chinchilla@wdrc.qld.gov.au](mailto:Cinema.Chinchilla@wdrc.qld.gov.au)

On behalf of the Western Downs Cinemas, welcome and thank you for considering the Chinchilla Cinema as the venue for your upcoming event. This information pack has been designed to assist you in ensuring your event is a success and provide you with valuable information to assist you with your preparations.

Found in the heart of Chinchilla's central business district, Chinchilla Cultural Centre was designed by award winning architectural firm Fulton Trotter & Partners and officially opened in 1999.

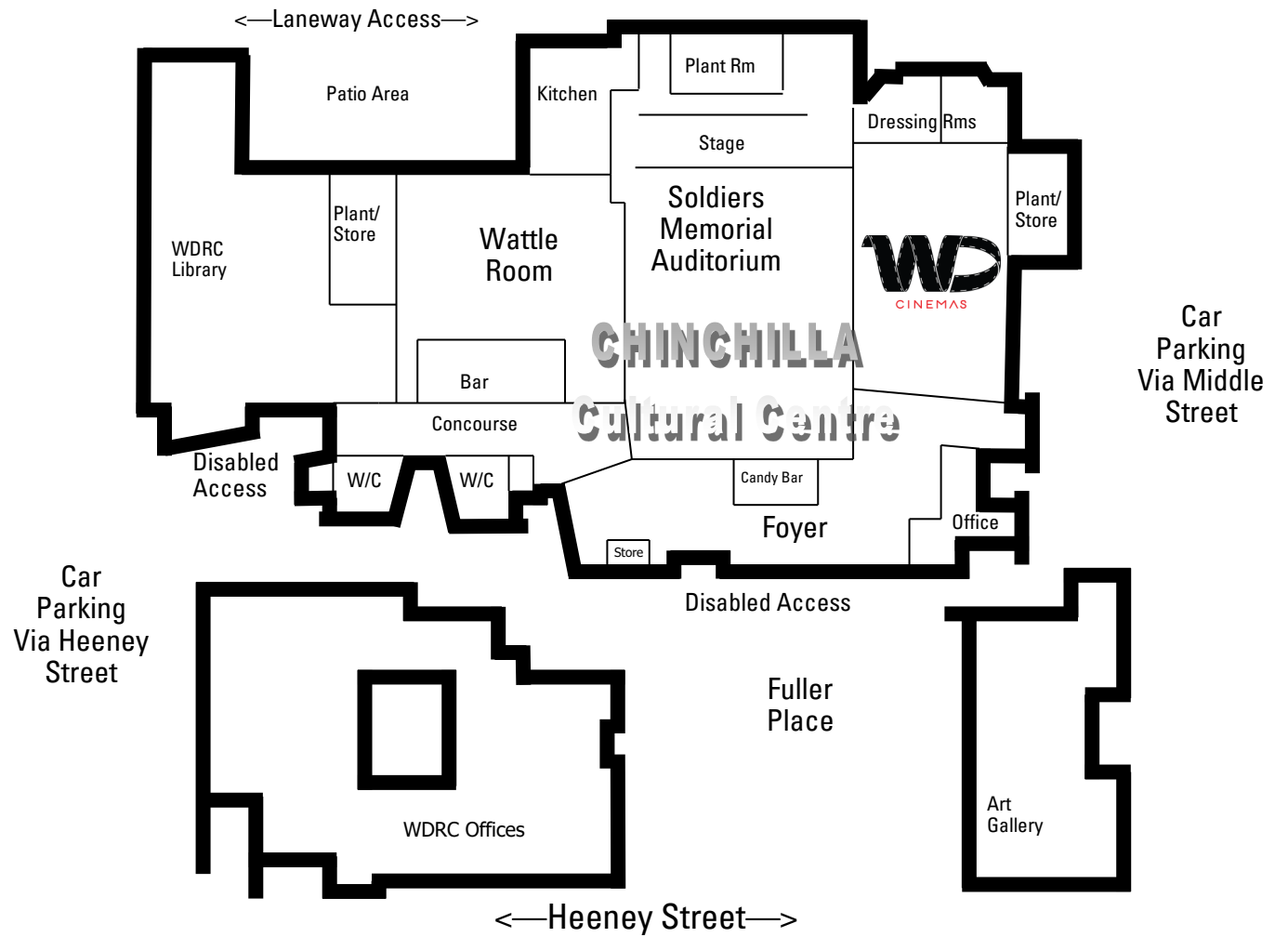
The Centre is home to the Chinchilla Cinema and shares it's landscaped grounds with the Western Downs Regional Council Customer Service Centre, the Chinchilla Library and the Lapunyah Art Gallery.

The building's timeless design earned the F.D.G. Stanley Award - Highly Commended from the Royal Australian Institute of Architects in 2000.





# GENERAL LAYOUT



# ABOUT OUR THEATRE

The Chinchilla Cinema is a fully functioning 140 fixed seat digital Cinema with minor performing arts and meeting capabilities. The box office and candy bar operate Wednesday through to Sunday (7 days during School Holidays). The Cinema is available for hire on Mondays and Tuesdays during school terms. Other days may be available, please contact the Chinchilla Cinema Manager to discuss your requirements.

For details about our current movies visit [www.westerndownscinemas.com.au](http://www.westerndownscinemas.com.au) or our [Facebook page](#) for session times, movie info and special offers.

A Babes in Arms session is held every Wednesday morning at 10am. This session is open to all patrons with a special invitation to Mums to bring along their bubs and enjoy a movie in a tolerant and understanding environment.

Movie screening events are a popular fundraising choice for many of our local clubs and organizations and have proven to be a fun and low fuss way of raising much needed funds. Download our Movie Screening Event Pack on our website for further details.

The Cinema is the ideal location for smaller corporate events, guest speakers, and small stage productions/performance. The Theatre is equipped with minor theatrical sound and lighting equipment, please refer to the technical specifications for further details.

Private movie screenings may be available, provided there are adequate numbers, please feel free to discuss your requirements with the Cinema Manager.





# USEABLE SPACES

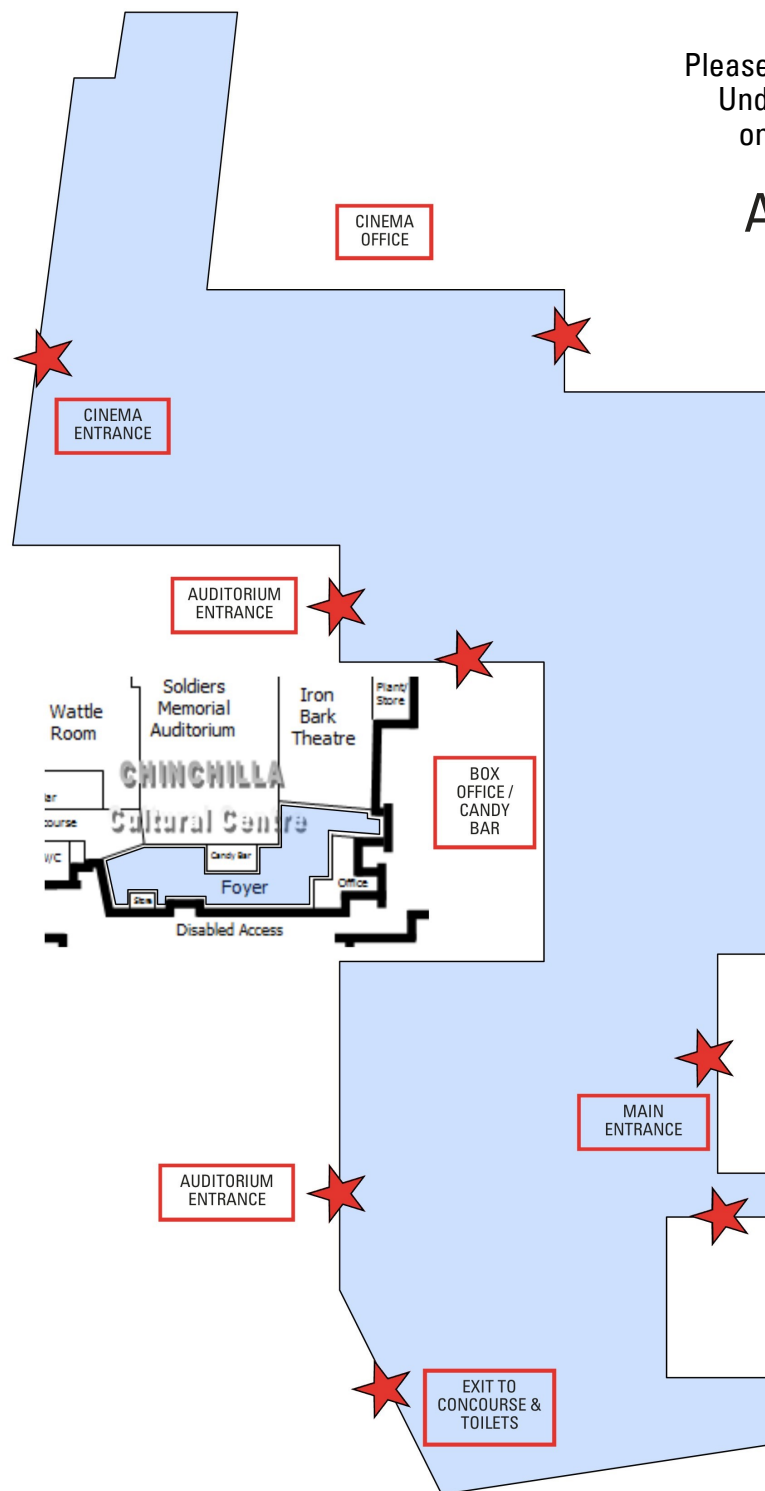
## FOYER AREA

The Foyer of the Chinchilla Cultural Centre is located adjacent to the Cinema and is available for use during your event as a break-out space at no additional cost. The Cinema office, candy bar and box office are located in the foyer. If you require the Cinema candy bar to be available during your event please email the Cinema Manager at [Cinema.Chinchilla@wdrc.qld.gov.au](mailto:Cinema.Chinchilla@wdrc.qld.gov.au) to discuss your requirements.

Please be aware the foyer is a shared space providing access to the Chinchilla Cultural Centre function rooms and public amenities. It is possible other patrons and members of the general public will have access to this space during your hire period, we thank you for your consideration.



# CINEMA FOYER PLAN



This plan is an indication of the foyer area  
at the Chinchilla Cultural Centre.

Please refer to the image to the left for adjacent areas.  
Under no circumstances are entries/exits (indicated  
on plan by a red star) to be blocked for Fire Safety.

## AVAILABLE CHAIRS & TABLES

10 x Round Patio Tables  
6 x Rectangular Tables on Casters  
8 x High Bar Tables  
Padded Chairs  
Urn Available for Tea/Coffee

Further tables may be available -  
please discuss your requirements with  
the Cinema Manager



# TECHNICAL SPECIFICATIONS

## CHINCHILLA CINEMA

### SEATING & STAGE

140 Fixed seats

Low stage with access to 2 ensuited and 2 non-ensuited dressing rooms

### CINEMA FORMAT

- Barco Dp2k - 15C digital projector (2D only)
- Doremi IMB media block with Doremi ShowVault - 2K4 Storage
- Dolby stereo audio reader - reproducing back stage, left, centre, right, sub bass channels plus surround speakers both side walls
- Multiplay DVD/Blu-ray/CD player
- Fixed cinema screen (2D)

### POWER

3 phase power available via Clipsal 56C532 switched outlet

### PERFORMING ARTS (MINOR) FORMAT LIGHTING

1 x LSC Minim N921 lighting console 12/24 channel

1 x Profile spot centre back stage beside screen

1 x Powered lighting bar

LB1 - 2 FOH Profiles & 1 Floodlight

2 x Profiles mounted either side behind front curtain

Additional luminaires & a follow spot from the Auditorium may be available

2 x powered perch bars (no fixtures)

1 x Jands GP12 dimmer rack

3 phase availability on stage via Clipsal 56C532 switched outlets

### SOUND EQUIPMENT

1 x Soundcraft Spirit Live 24-channel mixing console

1 x Crown Xli 1500 power amplifier

1 x CPS 2.4 2 x 450watts power amplifier

2 x Rane ME60 Equalisers

1 x DBX 1066 Compressor

1 x Jands Exicom talk back system (belts and headsets available from Auditorium)

1 x SHURE SLX2/SM58 handheld wireless microphone

Additional wired and wireless microphones & mic stands from the Auditorium may be available  
Please note: Restricted sight lines for performing arts. Majority of seating can see only 1000 above stage floor. Stage entry - prompt side only (right looking at stage)





# HIRING THE CINEMA

Hiring of the Chinchilla Cinema is organized through Western Downs Cinemas - Chinchilla.

Availability will be dependent on the contracted Cinema screenings. To check if the Cinema is available on your desired date visit the Cinema at 80-86 Heeney Street Chinchilla (Ph 4679 7220) to seek advice on the availability on your chosen date and the hire fees applicable to your event.

Once your date and hire fees are confirmed you can proceed with the completion of a theatrical hire booking form, available online at [www.westerndownscinemas.com.au](http://www.westerndownscinemas.com.au) or from your Cinema Manager.





# TERMS OF HIRE

Upon confirmation of a booking, it is acknowledged that the hirer is aware of, understands and accepts the following conditions.

## TENTATIVE BOOKINGS

Tentative bookings will be accepted at the discretion of the Chinchilla Cinema Manager & Western Downs Regional Council. Should we receive enquiries for a date that is tentatively booked, the contact person for the tentative booking will be notified and given first preference to confirm their reservation.

## PAYMENT

Our policy requires full payment of all charges prior to the commencement of hire of the facility.

## CANCELLATIONS

Notification must be provided to Council & Western Downs Cinemas, as soon as possible, in the event of a cancellation.

## STAFFING

Should you require the use of the Cinema Projector for your event there will be additional charges to cover Cinema Staff required to operate the equipment. These charges will be determined on an individual basis depending on staff availability for your event.

## TECHNICAL REQUIREMENTS & OPERATION OF EQUIPMENT

When hiring the Chinchilla Cinema, the provision of 1 x microphone and a static lighting setup is included in the hire costs. Any further technical assistance must be provided by a person or persons competent in the operation of sound and lighting equipment. Permission must be sought from the Cinema Manager a minimum of 7 days prior to the event. This person will be responsible for the correct handling of the equipment during the hire period and must ensure the equipment is restored to its original position/condition at the conclusion of the event.

## DELIVERY AND PICK UP OF EQUIPMENT

The Cinema staff must be advised of any deliveries and collections to be made on behalf of the Hirer, to ensure that staff will be on-site.

## ENTERTAINMENT

Bump in/bump out times are to be pre-arranged with Cinema Management. Hirers are responsible for payment of royalties, fees, licences etc from Australian Performing Rights Assoc. and/or specific owners of performing or copyright rights e.g. school plays, theatre productions.

# TERMS OF HIRE

## ROOM ACCESS

Dependant on cinema screenings, it may not be possible to grant access to the facilities the day prior to an event for decorating purposes or the day after an event for cleaning up.

## GENERAL SAFETY

All Hirers must comply with relevant Occupational Health and Safety guidelines. The hirers shall maintain all provided exits are clear and useable at all times and shall ensure that same are unlocked throughout the hire period. Exit lights shall be kept on at all times. The hirer is also responsible for ensuring that all persons have vacated the building at the completion of the event and that all windows, doors and other openings are locked and secure before leaving the premises.

## FIRE SAFETY

No open radiators, exposed globes or gas fuelled devices are permitted on the premises. No pyrotechnic devices or displays or open flames are permitted in or around the Chinchilla Cultural Centre. Any stage prop, curtain, fabric, cardboard, paper-mache etc. must not be placed near lights or any other devices generating heat.

## VEHICLES

Vehicles are not to be driven on the grassed areas surrounding the Cultural Centre unless prior arrangements are made with Western Downs Regional Council.

## ELECTRICAL OBLIGATIONS

Electrical equipment owned by the Hirer or introduced into the Cinema for a function must at all times be in good condition and proper working order and compliant with Australian safety regulations including a current safety inspection tag. No open radiators or exposed globes are permitted.

## ACCIDENT, DAMAGE OR LOSS

The Hirer shall be held responsible for and be required to make good any loss or damage to property, furniture, appliances or apparatus occurring during the period of hire.

## TEMPORARY FIXTURES AND DECORATIONS

The floors, walls, or any parts of the centre must not be broken or pierced by nails, screws, or other contrivances, nor may any writing, printing, painting or other decoration be made on the walls.

## AGREEMENT

Cinema Managers will take all reasonable steps to ensure the conditions required by the client are met, however, Western Downs Regional Council cannot be held responsible if unable to carry out the terms



# TERMS OF HIRE

due to circumstances beyond our control including, but not limited to, power disturbances, industrial disputes, fire, flood, vandalism, or any act that prevents or inhibits the normal operation of the theatre.

## HIRERS DUTY OF CARE

Hirers are reminded of their common law duty of care to persons who utilise the Centre during the period of their hire and the consequent need for them to conduct their activities in such a way as to minimise the likelihood of accident, loss, damage or injury being sustained to any person as a result of such activities.

## INSURANCE REQUIREMENTS

The Western Downs Regional Council maintains a Broadform Liability Insurance Policy providing coverage for casual hirers. The cover is available to natural persons who are non-commercial, not incorporated and irregular users of Council facilities (less than 12 times per year). All Hirers who are not considered casual hirers (i.e. sporting bodies, clubs, associations, corporations or incorporated bodies) must provide a Certificate of Currency indicating Public Liability and Indemnity Insurance Cover of no LESS than \$20 million (twenty million dollars) per claim. This certificate must accompany a Hire Form in order to secure a booking.

## CLEANING REQUIREMENTS

Hirers cleaning expectations are as follows: Removal of all rubbish to bins located throughout the Cinema and foyer area. Any tables and chairs utilised in the foyer area to be wiped down and returned to their usual position and foyer floors are to be swept. All electrical appliances and AV equipment is to be turned off.

## ALCOHOL

If alcohol is to be sold at a function it is the Hirers responsibility to obtain the appropriate liquor licence. Prior approval is required from Council is a condition of any licence.

## SMOKING

The Hirer shall ensure that no person smokes, carries a lighted cigar, cigarette, pipe, match or naked light in any interior part of the Cinema. Exceptions may be made in the instance of decorative candles or the context of dramatic performances with prior approval of Cinema Management. Smoking is permitted in the designated outdoor smoking area located on the deck area at the back of the WDRC Chinchilla Customer Service Centre (adjacent to the Restrooms) in accordance with common smoking legislation.

## CONDITIONS OF HIRE

Council reserves the right to cancel/refuse the hiring of the Cinema. Sub-letting of the Cinema is absolutely prohibited, and will not be recognised under any circumstances.

# TERMS OF HIRE

## PRIVACY

Recording or photographing any event in the venue must only be done with the permission of the principal hirer. The publication of any such recordings or images is subject to the approval of the individuals portrayed in the media in accordance with Common Privacy Laws.

## CHINCHILLA CINEMA

Recording audio or video content of Motion Pictures is strictly prohibited and can incur substantial fines.

## EVACUATION PROCEDURES

The following first response evacuation instructions must be performed in the event of an emergency requiring evacuation of the premises. Evacuation signs outlining the assembly points are located in the foyer and store room at the rear of the Theatre (beside the stage).

The below instructions take into account the following components: The location of the buildings' escape routes (fire exits and pathways to an exit). A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place). [refer evacuation signs]

1. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
2. The location of fire fighting equipment (fire extinguishers, blankets and hose reels).
3. The location of fire alarms or equipment for warning of fire (if applicable).
4. The method of operation of fire fighting equipment (fire extinguishers, blankets and hose reels).
5. The method used to activate fire alarms or equipment for warning of fire (if applicable).
6. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if available).
7. Contacting the Fire Service using the '000' telephone number passing on the details of the emergency.
8. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count).
9. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

All terms, conditions and instructions are current at publication 2019



# THANK YOU

Visit [www.westerndownscinemas.com.au](http://www.westerndownscinemas.com.au) to complete the online venue hire form or ask your Cinema Manager for assistance.

If you have any special requests please do not hesitate to speak to the Cinema staff - we are here to assist wherever possible in making your event a success.

**WE LOOK FORWARD TO SEEING YOU!**

