

# Collingwood Town Hall Ballroom

140 Hoddle Street, Abbotsford, 3067

Mel ref: 2C, H10

## Induction to Venue

City of Yarra

Venues and Events Unit

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## 1 Introduction

Welcome to the City of Yarra **Collingwood Town Hall Ballroom Induction**. This induction is for clients, hirers and contractors of City of Yarra.

## 2 Purpose

- The purpose of this induction is to provide hirers and patrons with venue specific work, health and safety information. It is an important component of City of Yarra health and safety policies.
- The hirer is required to read this document and inform all members of supervising staff and patrons.
- It is part of the contract agreement that the person responsible for signing the conditions of hire is present at the event from start to finish and ensures their guests abide by the conditions of hire and induction document.
- Another person/s over 18 years of age, may be nominated as Person in Charge and details of that person/s must be provided to council before event date.
- The Person in Charge must acknowledge they have read and understood the induction document.

## 3 Definitions

1. **Person in Charge:** This can be the hirer that signed conditions of hire agreement or a nominated person/s over 18 years of age that will be at venue for the duration of the booking.
2. **Hirer:** The person that signs the City of Yarra Terms and Conditions and/or the person in charge for the duration of the event.

## 4 Emergency Evacuation Procedures

Emergencies can happen anytime which may threaten people, property and/or environment. In the event of emergency evacuation of the venue the Hirer will be responsible for coordinating the emergency evacuation of the venue and all patrons. The hirer must make themselves familiar with the evacuation diagram, location of fire extinguishers and exits. Evacuation plans are located within the building.

To report a **major** emergency such as fire, medical emergency, gas leak etc. call Triple 000 and ask for Fire, Police or Ambulance.

## 4.1 Evacuation Assembly Points

In the event of an emergency evacuation the assembly point is at Gahan Reserve, east of the venue across the train line

The hirer must familiarise themselves with the evacuation diagram and assembly points before the event commences.

**Hirer should inform all attendees of the evacuation procedures and assembly points.**

## 4.2 Use of Building

The Hirer must:

- Know where all safe exits and exit paths and assembly points are.
- Keep all exits and paths clear during use of the Town Hall.
- Know where emergency equipment is located. (e.g. fire extinguishers)

## 4.3 Access to building

- Hirer to phone venues officer on **0437 007 965** on arrival. Access requirements to be negotiated with and facilitated by venues officer.
- Hirer must complete venue check list and sign in with venues officer on arrival.
- Access can only occur from start time of booking.
- Hirer must complete venue check list and sign out with venues officer prior to departure.
- If hirer has not departed by the end time of booking an additional fee will be incurred.

## 4.4 Emergency Equipment Usage

The Hirer must:

- Call Fire Brigade (by dialling 000) before attempting to fight any fire.
- Only attempt to fight a fire with the equipment provided and if it is safe to do.
- Do not continue to fight the fire beyond the first 30 seconds. Evacuation is necessary for any fire.

*All fires need to be inspected by the fire brigade.*

## 4.5 Emergency Evacuation

The Hirer must:

- Make an announcement to guests to evacuate from their closest and safest exit in an orderly manner.
- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- Remain calm and leave in an orderly manner.
- Inform the venues officer on duty in person or by calling **0437 007 965**.
- Meet and report to emergency services on arrival.
- Only re-enter the venue once fire brigade has attended and certified the building safe.

Safety of the hirer, Community Hall and guests is the Hirers responsibility whilst under the Hirer's care and control, with the assistance of the venues officer. **Hirer should inform all attendees of the evacuation procedures and assembly points.**

## 4.6 First Aid

- It is the hirer's responsibility to administer first aid and/or contact emergency services if the need arises.

- The hirer may use the first aid kit found in the commercial kitchen.
- It is the responsibility of the hirer to have first aid supplies available at all times.
- A defibrillator is located in the front foyer in the same corridor as the toilets.
- All incidents, accidents and near misses must be reported by the hirer to the venues officer in person or by calling **0437 007 965**.

#### **4.7 Urgent Maintenance Issues**

- For any urgent or non-urgent maintenance issues relating to the venue during the booked period, including utilities not working, contact the venues officer in person or by calling **0437 007 965**.

### **5 Venue specifics**

- Hirers own or externally hired equipment must comply with relevant OH&S and any other relevant legislation.
- Hirers are responsible for the equipment they bring into the venue.
- Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.
- No equipment to be left in venue after end of hire period.

#### **5.1 Stage**

The stage is a proscenium arch-style stage with a raked hardwood timber floor and small wing space on either side. There is an apron that extends from the proscenium into the auditorium by 1915mm. Legs and borders are permanently hung, there is a stage curtain that can be drawn or opened. There is a limited cross over upstage of the rear curtain that can also be drawn or opened. The rear curtain must be opened slightly if the rear projector is in use, as the projector is located behind this curtain. Additionally, there is a mid-stage curtain that can be drawn or opened.

##### **Access**

The stage can be accessed on prompt side by a staircase from the rear foyer, or on opposite prompt by an automated lift. Lift must be operated by venues officer on duty.

##### **Stage dimensions**

Proscenium is 7560mm wide by 5000mm high. Please see diagrams in appendix or contact bookings team for more detailed information.

##### **Fly system**

There are ten battens above stage; six of these are reserved for drapes and curtains. There is limited flying available from the four motorised battens (battens #3, #4, #7 and #9). Two of these battens are dedicated lighting bars (#4 and #7), the other two are available for scenery, decorations or banners. Please refer to the attached hanging plot in the appendix for detail on their locations. The battens can take a maximum point load of 35kg and a maximum total weight load of 450kg. If anything is to be flown this must be negotiated with the bookings officer prior to the event. No rigging gear is available in-house, including lifting straps, shackles and pulleys. There are no rigging points or flying capability above the ball room.

##### **Access equipment**

No elevated work platform is available. The battens are un-reachable when flown out. A small A-frame ladder can be used to reach lights on the FOH booms.

##### **Load in/out**

There is easy ramp access to the venue from the loading zone at the rear of the town hall in Eddy Court carpark off Stanton Street. Another loading zone exists in front of the bin area in Eddy Court.

There is also access to the venue via Stanton Street, in which there is a loading zone. From Stanton Street access is via a 2500mm high x 1800mm wide double door. This door features a small set of stairs. Adjacent to this door is a second ramp into the hall.

## **5.2 Balcony**

- Hire of the balcony in the ballroom must be arranged prior to the event as it is considered a separate space and will incur an additional fee.
- No food and drink is allowed on the balcony.
- If balcony is in use a security guard must be present on the balcony at all times.
- The seating on the balcony is fixed.
- The balcony features a foyer area that includes toilets, couches, coffee tables and mirrors.
- The furniture in the balcony foyer is not to be moved.
- There is wheelchair access to the balcony via a staircase lift in the rear foyer. This lift must be operated by the venues officer on duty.
- There are GPOs on the balcony for power.

## **5.3 Commercial Kitchen**

- Hirer must complete and sign kitchen check list with the venues officer before using commercial kitchen.
- Hirer is responsible for leaving the equipment clean when vacating venue.
- All ovens and cook tops to be clean and wiped.
- All benches to be clean and wiped down.
- All rubbish to be removed from kitchen.
- Hirer must complete and sign kitchen check list with the venues officer once kitchen has been cleaned at end of event.
- Charges may apply if equipment is left unclean or damaged.

## **5.4 Small kitchenette**

In the rear foyer behind the ballroom is a small kitchenette including:

- Small fridge
- Hot water
- Chilled water
- Small dishwasher
- GPO
- Cupboard space

## **5.5 Greenroom**

- A greenroom is available for use by the hirer.
- This does not feature a sink, fridge, microwave, or any other kitchenette or tea-making facilities.
- It can only be used outside of business hours (8:30am – 5:00pm Mon-Fri).
- This room is lockable with swipe card access – swipe card must be signed out from venues officer.
- The greenroom features two mirrors for use by the hirer.
- Partitions are available to create private change area.
- Sitting area with table and chairs.
- Key-lockable cabinet is available for locking away valuables.
- This room is a council workspace and must be respected as such. The workplace equipment including the computer is not to be touched or interfered with.
- All belongings must be removed from greenroom at end of event.
- Greenroom furniture is not to be removed from the room.

## 5.6 Front foyer

- Use of the front foyer must be negotiated with the bookings team prior to the event.
- The front foyer can be used outside of business hours to facilitate access to the venue from Hoddle Street.
- The front foyer is not available for use during business hours (8:30am-5:00pm Mon-Fri)
- The foyer includes additional toilets, two small meeting rooms and some furniture.
- All furniture in the front foyer must be reset at the end of the event.
- If the foyer is being used, a security guard must be present in the foyer at all times.
- If the hall is being used during business hours the front foyer including toilets are off limits to the hirer and guests.

## 5.7 Equipment provided with venue hire

- This venue provides the use of the tables and chairs.
- All tables are to be wiped down after use.
- Chairs and tables may be left in place at end of event, but ensure all other equipment has been removed from venue.
- This venue has lighting, sound and projection equipment. Use of this equipment must be negotiated with the bookings team (**9205 5577**) before hire and may incur an additional fee. Please see relevant sections of this document for details.
- The venue can provide other limited equipment including A-frames for signage and partitions for displaying posters or other material. Please contact the bookings team on **9205 5577** or the venues officer during the event for more information.

## 5.8 Equipment NOT provided with venue hire

- No crockery, cutlery or kitchen equipment.
- No table or chair covers.

## 5.9 Lighting

### Positions

- On stage: two lighting bars, battens #4 and #7
- FOH: four booms installed on the balcony (two PS and two OP), two are 12600mm (booms 7 and 8) from proscenium, and two are 23000mm (booms 9 and 10) from proscenium.
- For patching information, please see attached LX patch sheets.
- Standard rig cannot be moved. If standard rig is refocused it must be returned to standard position at end of event.

### Instruments

- Six 1200 watt Selecon Rama fresnels above stage
- Six 800 watt Selecon SPX 19 degree profiles; three per side on booms 7 & 8 for front light
- No gels are provided by the venue, these must be brought by the hirer and removed from lanterns at end of event.

### Control

- Philips Strand 200+ series lighting desk
- Default position is in PS wing, cat6 patch points exist for FOH control position
- DMX512 output to dimmers
- 24 dimmer channels and 6 relay channels

- Dimmers located mezzanine above stage PS
- GPOs available at patch bay
- 2 x LSC Redback wall mounted dimmers
- 1 x LSC Redback wall mounted 6 channel relay
- House light control is via wall panel in rear foyer, no DMX control
- Work lights and blue lights controlled from switches on DSPS wall near stairs to stage

### **Power**

- 9 x 40 amp 3 phase outlets at various locations on stage
- 1 x 40 amp 3 phase outlet for sound power on PS wall at stage level
- 8 x flush double GPO, 4 on circuit 2 and 4 on circuit 10
- 1 x double GPO on each technical panels 1,2,3,4 on stage

### **Cabling**

The venue has a good stock of extension leads to accommodate the venue's standard equipment. Additional equipment will require additional cable stock to be sourced. There are no looms or 3 phase extensions available.

## **5.10 Audio**

### **Control positions**

Analogue mixing console (Yamaha MG166CX) permanently installed on stage PS in audio cupboard. Soundcraft Expression 24 channel digital console is available for use from FOH. Cat6 patch points exist in auditorium floor boxes and on balcony. Refer to floor box map for specific positions.

### **In-house audio system**

- 1 x Yamaha MG166CX mixing console
- 1 x Australian Monitor AMB1600 amplifier
- 1 x QSC PL380 amplifier
- 6 x JBL VRX928LA speaker (3 per side on speaker poles)
- 2 x JBL VRX915S sub (1 per side)
- 1 x DVD player
- 3 x Shure Beta 58
- 2 x Mipro ACT707HE Handheld mic
- 2 x Mipro ACT707TE Lapel mic
- 1 x Mipro ACT707DE Dual channel receiver
- 1 x mic stand
- In-house speakers and mixer not to be moved without approval. Mixer in permanent housing, speakers chained in place.

### **Cabling**

The venue has a good stock of cable to accommodate the venue's equipment.

## **5.11 Projection**

- 1 x NEC PA600x rear projector is permanently mounted on upstage wall behind curtain that can be drawn or opened.
- Rear projection screen is permanently mounted on batten #2 and is lowered/raised with remote. Screen dimensions are 200" 4:3 ratio.



- Projector and screen cannot be moved.
- HDMI input to projector – hirer must bring any necessary adapters/converters.
- Lectern is also available.
- Default control position is side of stage with direct HDMI into projector.
- Can also be operated from FOH using cat6 extender.

## **6 Code of Conduct**

We expect all venue users to co-operate and interact in a friendly, polite and well-spoken manner to patrons, contractors and staff. Discrimination on grounds of age, gender, race, disability and any other forms of discrimination will not be tolerated.

## **7 Local Laws and Venue Specific Policies**

### **7.1 Smoking**

Smoking is prohibited in any internal area of the venue and only permitted outside away from doors and openings to the venue.

### **7.2 Alcohol**

- A liquor license is required when alcohol is sold or part of an inclusive charge.
- Consumption of alcohol is limited to within the walls of the Town Hall during the hire period.

### **7.3 Insurance**

All hirers are required to have public liability insurance for any single event for a minimum sum of \$10 million Australian dollars.

### **7.4 Party Safe Registration**

Completion of a Party Safe registration form is a requirement for all bookings where alcohol will be served or other high-risk events e.g. birthday parties and wedding receptions.

### **7.5 Noise**

- As the Town Hall is in close proximity to residential areas, no amplified or live music is permitted in the venue without prior approval.
- Where permission is granted, noise from amplified music or a PA system must be kept to a minimum and must not be heard in the habitable room of any dwelling at any time.
- It is the responsibility of the Hirer to ensure that participants leave the venue in a quiet and respectful manner.
- Any loud music or bands (including sound checks) must occur after 5pm from Monday to Friday and have prior approval from the venue booking officer.

## **8 Capacities**

The capacity of the venue is dependent on the furniture layout; the ballroom can fit:

- 450 cabaret layout (tables with chairs around)
- 500 theatre layout (rows of chairs facing stage)
- 800 cocktail layout (standing)
- Upstairs balcony can fit 300 seated, totalling 800 seated capacity
- Front foyer can fit 225 people cocktail style (additional charge) and hall keeper will be seated in front foyer during event. Front foyer is not accessible during business hours 8:30am to 5:00pm Mon-Fri.

The Hirer must not permit the number of people attending the function to exceed the maximum occupancy number.

## 9 Schedule of Hire

- The Hire times must include any set up and pack up time.
- Use of venue outside the booking times may affect your insurance and may result in additional facility hire charges.

## 10 Security Personnel

The Hirer must book, at their own expense, the services of licensed security personnel (as approved by the venue booking officer) at the event if these services are considered necessary by the venue booking officer. There must be one security guard for every 100 patrons or part thereof, for example for 150 guests there must be two security guards present. Security must arrive 30 minutes before doors are opened and must remain until guests have departed and venue can be secured. Security must check in with the venues officer on duty to be briefed on the venue and to sign in on arrival. Security must also sign out with the venues officer before leaving the venue.

## 11 Lighting

Light switches are located in the rear foyer. The venues officer on duty can set lighting for the ball room and rear foyer or instruct hirer on setting it themselves. Light levels during event must be sufficient for safe movement of patrons and staff.

## 12 Air Conditioning and Heating

Air conditioning for the venue is managed remotely. If any issues arise please contact the venues officer in person or on **0437 007 965**. When the Stanton Street doors are open the function of the heating and cooling system is negated, so on hot or cold days these doors should be closed to allow heating and cooling to function properly.

## 13 Amenities

- Toilets including ambulant toilet and toilet with a baby change table are located within the venue.
- During business hours (8:30am-5:00pm Mon-Fri) the toilets are shared with council staff.

## 14 Waste Disposal

Landfill, recycling and organic bins are located in the bins storage area off Eddy Ct. It is the responsibility of the hirer to correctly dispose of all rubbish in the bins provided. Only recycling must be placed in the recycling bins and empty cardboard boxes flattened. Small bins can be placed within the venue and within the kitchen but must be emptied into the wheelie bins in the bin storage area. Wheelie bins can be placed inside the venue for convenience when large amounts of rubbish are expected or when a bar is present. Placement of wheelie bins in the venue must be negotiated with the venues officer present. If excessive waste is expected please discuss this with the bookings team so that they can make arrangements.

## 15 General Housekeeping

- Inform your attendees of the evacuation procedures and assembly points.
- Inform attendees that no smoking is allowed in Council Venues
- Inform attendees that any consumption of alcohol must be within the venue.

- The hirer must complete a basic clean.
- It is recommended you bring cleaning liquid, sponges and cloths.
- Basic cleaning equipment is provided including mop, bucket, dust pan and brush.
- All cleaning equipment must be cleaned after use.
- The hirer must pack up their belongings and take down any signs, decorations or banners.
- No items to be left in venue after the end time of bookings.
- At the completion of hire venue must be returned to its original layout, excluding chairs and tables in ball room.

## **16 Property Damage**

- The floors, walls, curtains, fittings, furniture or any part of the venue shall not be broken or damaged in anyway.
- Glitter and confetti inside or outside the facility is not permitted.
- Smoke machines are not permitted.
- Gas bottles and any inflammable items are not permitted.
- Any open flames are not permitted. This includes candles and fuel-consuming food warmers.
- Council will carry out all repairs from any damage at the full expense of the hirer. This includes external and environmental damage.

## **17 Parking**

- Parking is limited within many areas in City of Yarra.
- Observe and note parking restrictions near your venue.
- Parking is unrestricted after business hours on Stanton Street.
- Limited parking spaces exist on Eddy Court past the restricted council fleet zone.
- Parking restrictions also apply in the surrounding streets.
- Where possible encourage guests to use public transport.
- As part of the venue hire, three parking permits are allowed. These are to be dispensed by the venues officer at the beginning of or during the booking. These permits are subject to conditions, and all terms specified on the permit must be adhered to.

## **18 Conclusion**

- When leaving the venue ensure
  - Rubbish and decorations are removed
  - All furniture and venue equipment returned to where found
  - Sign out with venues officer has been completed
- Complete Venue Checklist with venues officer:
  - Completion of checklist forms part of the process for return of bond
- Bond refund
  - Council will process a bond refund based on completion of venue checklist and report by venues officers.
  - Bond is refunded by EFT transfer and may take up to 30 days after hire date.

**Thank you for taking the time to read through this induction.**

We encourage you to consult with the Venues and Events Unit for further information on 03 9205 5577 or [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

We wish you all the best for your event.

## **19 Venue Information**

**Venue Address:** 140 Hoddle Street, Abbotsford, Victoria, 3067

**Venue Postal Address:** PO Box 168, Richmond, Victoria, 3121

**Venues Officer On-Duty (for access and for all issues during booking):** 0437 007 965

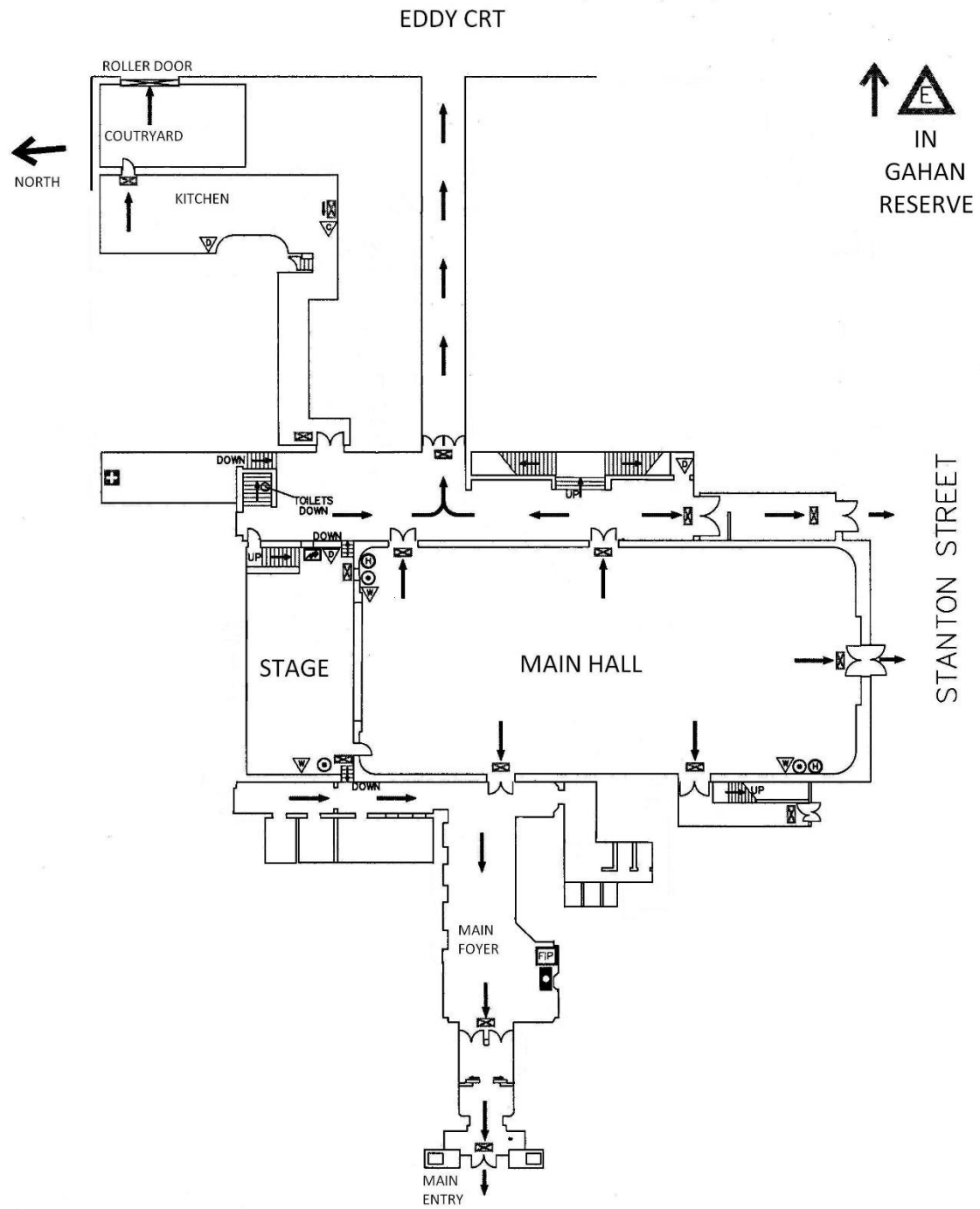
**Venues Booking Officer:** 9205 5577

**Email:** [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

**Website:** <https://arts.yarracity.vic.gov.au>

# 20 Appendix

## 20.1 Emergency Evacuation Diagram



**LEGEND**

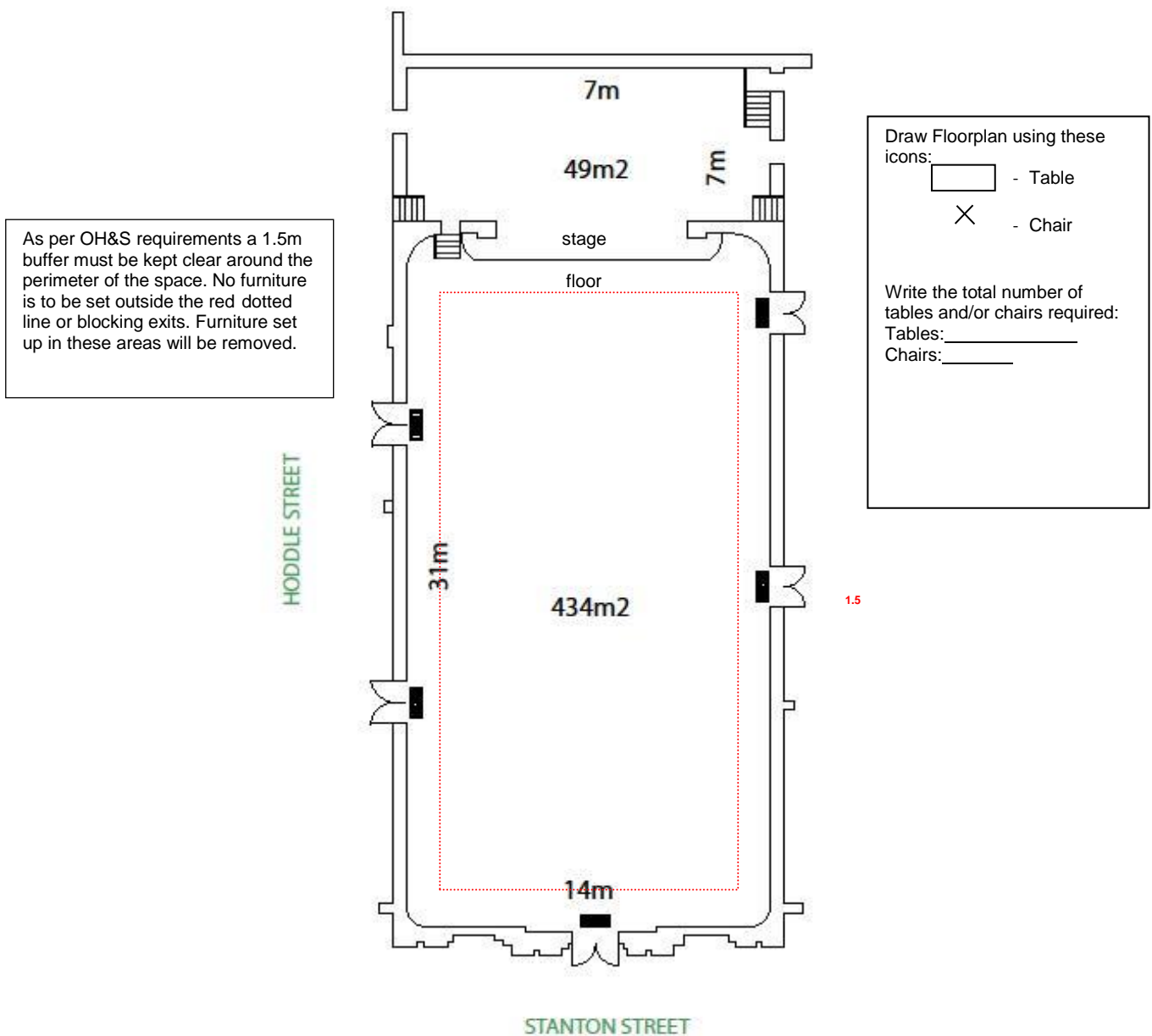
- |                    |                           |                      |                   |
|--------------------|---------------------------|----------------------|-------------------|
| DRY CHEMICAL       | EVACUATION ASSEMBLY POINT | HYDRANT              | FIRST AID         |
| CO2 EXTINGUISHER   | EVACUATION ROUTE          | HOSE REEL            | ELECTRICAL        |
| WATER EXTINGUISHER | EXIT                      | EMERGENCY EXIT       | BREAK GLASS ALARM |
|                    |                           | FIRE INDICATOR PANEL |                   |

COLLINGWOOD  
TOWN HALL  
GROUND FLOOR

## 20.2 Furniture Floor Plan

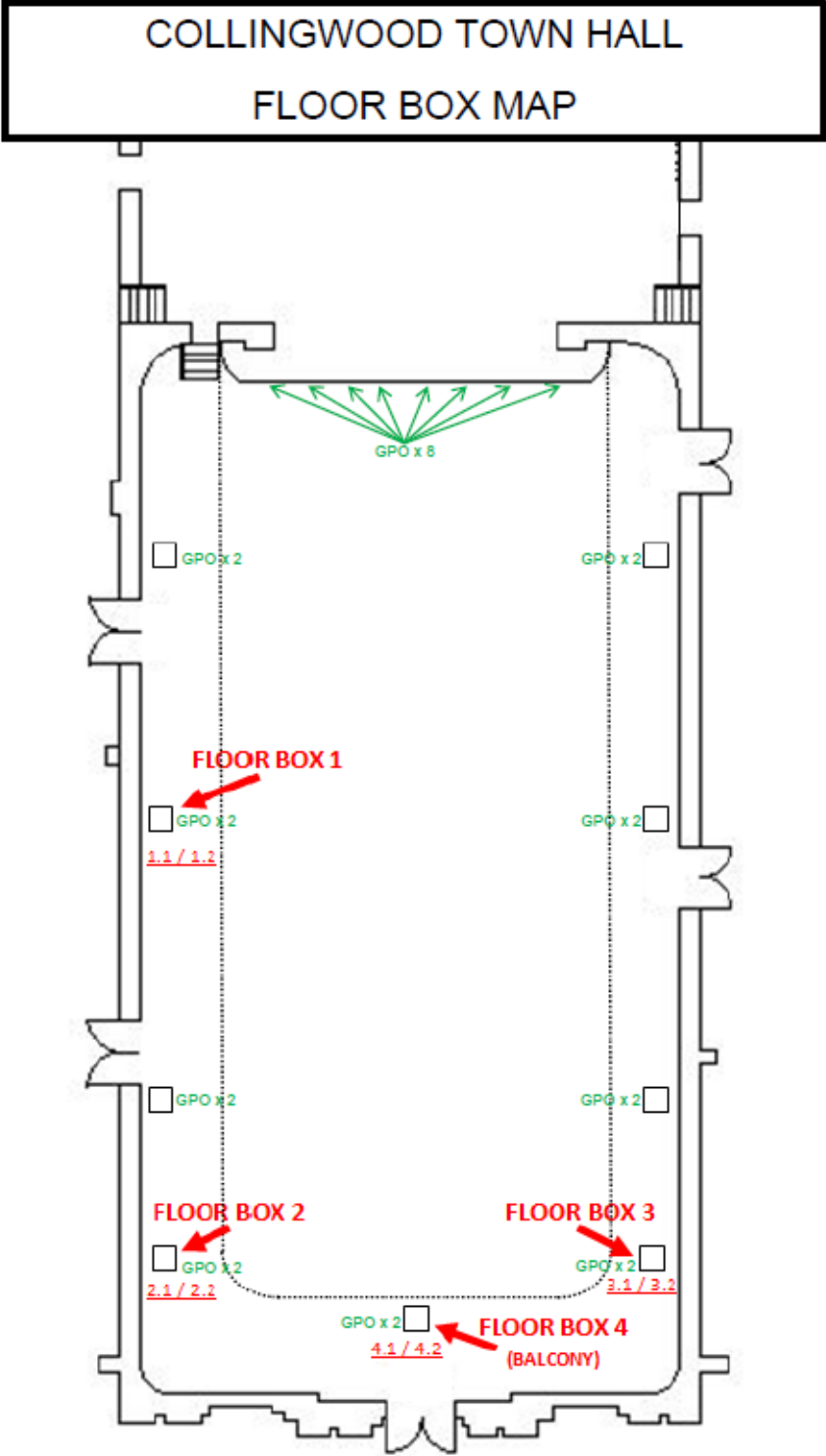


Floor Plan



**Furniture available at Collingwood Town Hall:**  
 45 rectangular tables (2.4m x 0.76m) – seats 8-10pp  
 496 brown banquet chairs (44x58cm)

20.3 Floor Boxes and GPOs Plan

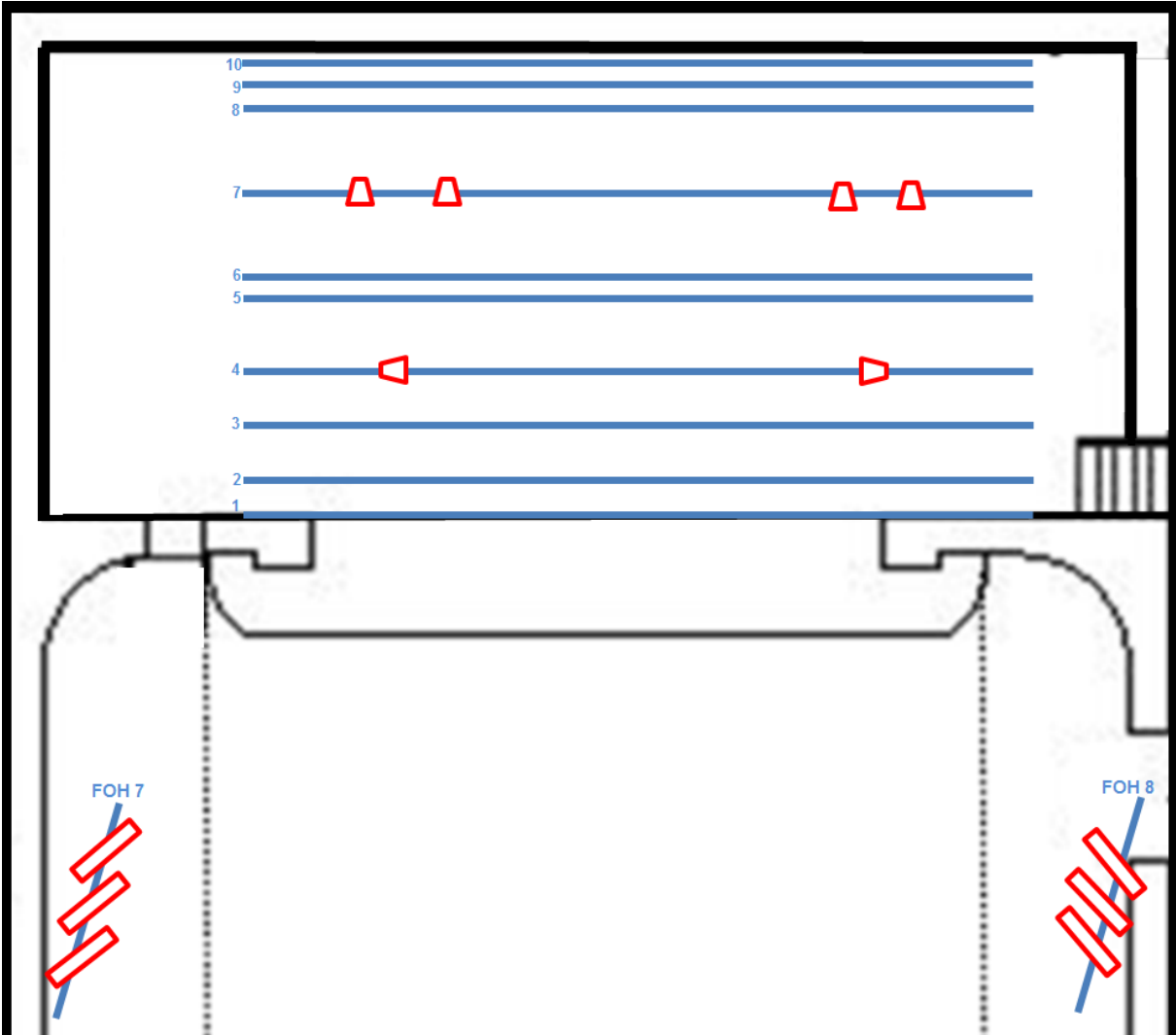


Red floor boxes 1 to 4 have cat6 patch points that run to on-stage audio position. All floor boxes contain two GPOs.





# 20.5 Hanging Plot



## 20.6 Batten Layout

### COLLINGWOOD TOWN HALL BATTEN LAYOUT

Note

The stage has a rake of 2° and all height dimensions are from the floor directly under each batten.

Height is from stage floor to bottom of pipe (P) or track (T)

All dimensions are in millimetres

Setting line is upstage edge of proscenium wall. Setting line distances are to centre of pipe

Batten#	Use	Distance from setting line	Out Dead/ fixed height	In Dead	Length
1	House Curtain	150	5600 T	N/A	10790
2	Projection screen	400	5700 P	N/A	10790
	Projection screen housing	N/A	5090	N/A	10790
3	Motorised Scenery bar	800	6650 P	1449	10350
4	LX 1 motorised	1500	6695 P	1469	10330
5	Border # 1	2800	7320	N/A	10790
6	Mid stage tab curtain	3000	5650 P	N/A	10790
			5513 T	N/A	
7	LX 2 motorised	4000	6599 P	1019	10140
8	Border # 2	5100	7240 P	N/A	10790
9	Motorised scenery bar	5300	6572 P	764	10140
10	Upstage tab curtain	5550	5380 T	N/A	10790
	FOH from centre line at setting line to top of boom pipe				
FOH 7		12600			
FOH 8		12600			
FOH 9		23400			
FOH 10		22800			

## 20.7 LX Patch Sheets

### COLLINGWOOD TOWN HALL LX PATCH SHEET

Rack 1 DMX address is 1, Rack 2 DMX address is 13, Relay Rack DMX address is 25

Patch #	Dimmer #	TP #	Location	Lantern	Cat6a #	Device
1	7	N/A	LX 1 P.S,	Fresnel	IS07-TDLI	Dimmers
2		N/A	LX 1			
3		N/A	LX 1			
4		N/A	LX 1			
5		N/A	LX 1			
6		N/A	LX 1			
7		N/A	LX 1			
8		N/A	LX 1			
9		N/A	LX 1			
10		N/A	LX 1			
11		N/A	LX 1			
12		N/A	LX 1			
13		N/A	LX 1			
14		N/A	LX 1			
15		N/A	LX 1			
16		N/A	LX 1			
17		N/A	LX 1			
18	8	N/A	LX1 O.P.	Fresnel		

## COLLINGWOOD TOWN HALL LX PATCH SHEET

Rack 1 DMX address is 1, Rack 2 DMX address is 13, Relay Rack DMX address is 25

Patch #	Dimmer #	TP #	Location	Lantern	Cat6a #	Device
19	9	N/A	LX2 P.S.	Fresnel		
20		N/A	LX 2			
21		N/A	LX 2			
22		N/A	LX 2			
23		N/A	LX 2			
24		N/A	LX 2			
25	11	N/A	LX2 P.S.C, B/LX	Fresnel		
26		N/A	LX 2			
27		N/A	LX 2			
28		N/A	LX 2			
29		N/A	LX 2			
30	12	N/A	LX2 O.P.C, B/LX	Fresnel		
31		N/A	LX 2			
32		N/A	LX 2			
33		N/A	LX 2			
34		N/A	LX 2			
35		N/A	LX 2			
36	10	N/A	LX2 O.P	Fresnel		

## COLLINGWOOD TOWN HALL LX PATCH SHEET

Rack 1 DMX address is 1, Rack 2 DMX address is 13, Relay Rack DMX address is 25

Patch #	Dimmer #	TP #	Location	Lantern	Cat6a #	Device
37		01	DSPS			
38		01	DSPS			
39		02	DSOP			
40		02	DSOP			
41		03	USPS			
42		03	USPS			
43		04	USOP			
44		04	USOP			
45		07	PS FOH Boom			
46	3	07	P.S. FOH bottom	Profile		
47		07	PS FOH Boom			
48	1	07	P.S. FOH top	Profile		
49		07	PS FOH Boom			
50		07	Not Connected			
51		07	Not Connected			
52	2	07	P.S. FOH mid	Profile		
53		08	OP FOH Boom			
54		08	OP FOH Boom			
55	5	08	O.P. FOH mid	Profile		
56	4	08	O.P. FOH top	Profile		
57	6	08	O.P. FOH bottom	Profile		
58		08	OP FOH Boom			
59		08	Not Connected			
60		08	Not Connected			

## COLLINGWOOD TOWN HALL LX PATCH SHEET

Rack 1 DMX address is 1, Rack 2 DMX address is 13, Relay Rack DMX address is 25

Patch #	Dimmer #	TP #	Location	Lantern	Cat6a #	Device
61		09	PS Rear Hall Boom			
62		09	PS Rear Hall Boom			
63		09	PS Rear Hall Boom			
64		09	PS Rear Hall Boom			
65		09	PS Rear Hall Boom			
66		09	PS Rear Hall Boom			
67		09	PS Rear Hall Boom			
68		09	PS Rear Hall Boom			
69		10	OP Rear Hall Boom			
70		10	OP Rear Hall Boom			
71		10	OP Rear Hall Boom			
72		10	OP Rear Hall Boom			
73		10	OP Rear Hall Boom			
74		10	OP Rear Hall Boom			
75		10	OP Rear Hall Boom			
76		10	OP Rear Hall Boom			