



# Everything you need to know about hiring Common Rooms

Melbourne Fringe is moving to Trades Hall – right in the heart of Melbourne – and we are bringing together the energy of Melbourne’s independent artists to open a brand-new, year-round venue, **Common Rooms**.

People have been making art and coming together to make big things happen at Trades Hall since the 1870s, and from November, we are opening Common Rooms with a ripper program of art, DJ parties and well, more art.

This is going to be your new home for one-off gigs. We’re not making a year-round Fringe Festival (can you imagine?), so save your theatre and dance shows for Festival time and bring to us anything else you think the world needs to hear during the other 49 weeks of the year.

**Common Rooms** consists of two spaces. The main room (Old Ballroom) is a performance space & bar that holds up to 170 patrons standing or around 90 seated theatre-style. If you’re looking for somewhere to hold your one-off performance event (think comedy, cabaret, spoken word), DJ night, book launch, film screening or panel event, then this is the space for you. There’s also a second, more flexible space (the Annexe) that holds up to 70 people and is ideal for workshops, meetings, or rehearsals.

## BOOKING COMMON ROOMS

Once you fill out the EOI form on our website, a team member will be in touch to discuss your event further to work out whether Common Rooms is the right space for your event. Please note that filling in the EOI form does not guarantee a booking.

### *Hire models*

Depending on the kind of event you want to run, we’ll set a hire fee based on either a door-split, per-ticket fee, flat venue-hire cost or minimum bar spend. When there’s shared risk (i.e. door splits) there will always be a minimum charge to ensure basic costs are covered.

The hire fee includes a dedicated venue staff member to assist you with making the event a success. A team member will discuss the appropriate hire model with you during the booking process.

### *Tech*

The venue is fully kitted out for music and performance events (see full tech specs below). Each event will receive a basic tech set up (microphone and PA, aux cord to plug in a music device, pre-set lighting state) as part of the venue hire cost. If you want to do anything fancy you’ll need to bring in your own technician to operate, or we can arrange one from our pool of extremely capable casual tech staff at an additional cost.

### *Ticketing and Front of House*

As a rule, all tickets must be sold through the venue’s ticketing system. We’ll work with you to set your ticket prices and if there’s any special ticketing requirements. You’ll need to provide your own Front of House/door person to check tickets, and if you want to sell tickets at the door, you’ll be responsible for that too (we can always arrange for a venue staff member at an additional cost).

### *Event Information*

Once we’ve confirmed your event, we’ll send you a form to lock in all the details of the event. Below is a taste of the things you will be required to provide so that you can be ready to go!

- Event details: dates, duration, line-up, ticket prices etc
- Your details: primary contact, number of artists, demographic details etc
- Room requirements (seating style, etc)
- Additional technical requirements
- Additional staffing requirements
- Evidence of public liability insurance
- Risk management plan (if applicable)
- Merch requirements (if applicable)





## ACCESS AND INCLUSION

Common Rooms is committed to being a wholly inclusive and accessible venue. No more out-of-the-way goods lifts! Trades Hall's recent renovations means the entire venue is accessible, with a brand-new platform lift from Lygon Street and an internal lift right near the entrance to the venue. Newly installed gender-neutral and accessible bathrooms are just down the hall. There's also a hearing loop and portable wheelchair lift to make the stage accessible.

To make sure your event is as accessible as possible, we'll ask some questions at the time of booking that we'll put on the event listing:

### *Will your event be:*

- Auslan interpreted
- Audio described
- A relaxed performance
- 100%/75%/50% visual rating (100 meaning it has no sound/interaction – like a visual art exhibition, 75 meaning it's Fully subtitled or very minimal dialogue; some background music and/or sounds (e.g. theatre show with subtitles whenever there is speech, and 50 meaning it is partly subtitled or includes very minimal dialogue, only incidental background music and/or sounds not essential for fully experiencing the work (e.g. dance or movement piece with a subtitled spoken introduction)
- Open captioned – captions are always in view, and cannot be turned off
- Closed captioned – captions can be activated or deactivated by the viewer
- Suitable for children
- Have no language barrier

### *We'll also ask if you or any of your performers require:*

- Accessible performance space
- Accessible backstage space
- Mobilift (so we can set it up)
- Wheelchair transfer
- Any additional access requirements

### *Bump in/out & sound checks*

You'll need to provide all your room and tech needs during the booking process so the venue is set appropriately for your event. Bump in access will be granted from 4:30pm daily except Fridays, unless negotiated otherwise. Events on Fridays must bump in prior to 4.30pm or after 7pm.

Sound check and rehearsal times will be arranged with the Venue Manager and times must be strictly adhered to. Event times will be confirmed in consultation with the Venue Manager. All gear must be packed down and loaded out on the night of the final show. No gear can be left at the venue overnight.

## EVENT PROMOTION

We want your show to sell out as fast as possible! In order for that to happen, we want to help you with a few things.

### *As part of your booking, you will receive:*

- Listing on venue website (launching in October)
- Social media support across venues channels
- Inclusion in monthly venue EDM
- Inclusion in advertising on community radio carts

As part of the terms and conditions of the venue you agree not to promote any other Melbourne show within 14 days either side of your event at Trades Hall.

### *Announcement requirements*

Once we've confirmed your event, you will need to provide us with a bunch of info to get your event out into the world:

- Event details: dates, times (as agreed with Venue Manager), line-up, ticket prices etc
- Link to Facebook event (so we can co-host it on our Facebook page)
- Links to all your social media and any websites
- High res image for website, image for social media
- Long form event blurb for website + 50 word event blurb for EDM
- 160 character tweet for event
- 4 x A2 posters (Portrait only)
- Does your show require any audience warnings? (eg; nudity, strobe lights)





COMMON ROOMS  
ARTS. MUSIC. EVENTS.  
→TRADES HALL CARLTON

## VENUE FACILITIES

### ***Venue access***

The venue can be accessed by the public from the Lygon Street portico. There are two flights of stairs and a lift to level 1.

There is a loading dock available for bump-in during business hours, but there is no parking on-site. Vehicles must not be left in the loading dock. There is limited street parking around Trades Hall.

The venue holds a 3am licence on all days except Sunday, which is licenced until 11pm.

### ***Green Room***

The green room is for the artists who are performing on the same date. It is not a party room or public space. In the interests of the safety and security of the artists using the room and their belongings, the venue reserves the right to eject any persons not performing in the show from the green room area.

### ***Merchandise***

If you wish to sell merchandise, you are welcome to do so. We will provide you with a table and chair to set up. You must provide your own salesperson and float.

### ***Banned Items***

Trades hall is a heritage listed building so there are a few items that we just have to say a hard no to. A full list will be provided in the venue hire contract but some important things to note are;

No alteration will be made to the lighting or sound rig without the consent of the Venue Manager, no spirit stoves, candles, lamps or inflammable gas or spirits or petrol engines of any kind shall be brought onto the Venue premises. No smoking shall be permitted in the Venue or on stage (including e-cigarettes).

No items shall be permitted to be affixed to the walls or floors of the venue, including the shared hallways and toilets. This includes the use of nails, staples, tape or blu-tack.

The use of glitter anywhere in the venue, including on stage and in the dressing rooms, is strictly prohibited.

The use of any single use plastic is heavily discouraged and items such as balloons are banned outright.

### ***Rider***

The venue will provide a rider of 2 drinks tokens per participant. These are to be collected from the Venue Manager. Please note we do not allow BYO of alcohol into the venue. You may bring in food, but it is to remain in the green room only.

### ***Staging and Room Setup***

The capacity of the Old Ballroom depends on the set-up of the room: 66 cabaret seating; 80 mixed cabaret and theatre; 170 standing. The Annexe can fit 70 standing or approximately 30 seated. For most performances in the Old Ballroom the Annexe can be used as a backstage area and green room at no extra cost.

The venue has 10x cabaret tables, 6x high bar tables and chairs and 100x theatre seats available to use.

The size of the stage in the Old Ballroom is 6m wide x 2.4m deep x 600mm high. The stage can be expanded to 3.6m if necessary.





## TECH SPECS

### Audio

2 x d&b V10P 3-way passive point source loudspeaker

---

2 x d&b B6 Sub (omni directional)

---

1 x d&b D20 Amplifier NL4 – 1 x d&b D20 sleeve

---

4 x dbTechnologies Opera 12 foldback  
– can hire extras in

---

1 x Allen & Heath SQ-5 19" 48 channel mixer  
96KHz digital mixer

---

1 x Allen & Heath Qu AB168 16/8 channel digital  
stage box

---

### Visual

Epson EB-L615U 5k Laser Projector

---

125" Electric Screen 16:9

---

13" Macbook Pro, Late 2013 running Qlab

---

### Mic/XLR Cables

10 x XLR M-F cable (1.5m)

---

10 x XLR M-F cable (5m)

---

10 x XLR M-F cable (10m)

---

10 x XLR M-F cable (20m)

---

### DJ Gear

2 x Denon SC5000

---

1 x Allen & Heath XOne:96

---

2 x Reloop RP8000

---

### Mics Di's

2 x Radial JDI Stereo Passive 2-channel direct injection  
box with Jensen transformer

---

2 x Radial - J48 active 48V direct injection box

---

1 x Radial ProAV1 Multimedia DI

---

4 x Shure SM57 - 6 x Shure SM58

---

1 x Shure Beta SM52A Kick Drum Mic

---

4 x Shure Beta SM56A Instrument Microphone

---

10 x Microphone stand - boom (210/9)

---

1 x Microphone stand – kick

---

2 x Sennheiser G3 wireless mic kit (B band)

---

2 x Sennheiser EW100 G3 wireless beltpack transmitter

---

2 x Sennheiser ME 2-II Lapel Microphone

---

### Lighting

1 x Zero88 FLX S24 Lighting Controller

---

8 x Pluto 800 wash moving head

---

2 x Pluto 350 moving head spot

---

2 x LED Fresnel 50 - Nitec

---

2 x Pharos Jnr - Compact LED Profile with  
integrated zoom (19-36 degree)

---

1 x Unique Hazer 2.1

---

8 x LED PAR Quad-7 (Showtech)

---

1 x Zero88 FLX S24 Lighting Controller

---

### Backline & Instruments

Yamaha Tour Custom Fusion Shell Pack

---

Fender Mustang GT200 200W 2X12 Combo Amp

---

Upright Piano

---

