

PRACC

PLENTY RANGES ARTS
& CONVENTION CENTRE



Event Planning Guide 2024

Table of Contents

PLENTY RANGES ARTS & CONVENTION CENTRE	3
Event Planning Checklist.....	4
Accessibility	5
Wheelchair access	5
Vision impairment	5
Assisted hearing	5
Animals	5
ATMs.....	5
Audio Visual.....	5
Authorised Contractors	5
Defibrillator	6
Balloons	6
Bathrooms	6
Buses / Shuttle.....	6
Capacity Guidelines	7
Cleaning	8
Confetti.....	8
Covered Areas	8
Candles / Open Flame	8
Emergency Response.....	8
Equipment Specifications	9
Function	9
Theatre:	9
Exclusive Services	9
First Aid.....	9
Floor Weight Load	9
Floor Plans	9
Foggers & Lasers.....	10
Foyer Space	10
Food & Beverage	10
House Sound & Lights.....	11

PRACC

PLENTY RANGES ARTS
& CONVENTION CENTRE

Eucalypt Room.....	11
Theatres:.....	11
Heating and Cooling	11
Insurance	11
Loading Dock Access.....	11
Microphones.....	11
Parking.....	12
Public Transport	12
Pyrotechnics	12
Recycling.....	12
Registration Areas	12
Rigging and Suspending.....	12
Security.....	13
Set-up	13
Signs & Banners	13
Smoke-Free Zone.....	13
Social Media	13
Sustainability	13
Temporary Structures.....	14
Ticket Sales	14
Vehicle Display.....	14
WIFI Access.....	14
Standard Inclusion & Options.....	15
VENUE DETAILS.....	16
Venue Contacts:	16
Staff Contacts:	16

PRACC

PLENTY RANGES ARTS
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PLENTY RANGES ARTS & CONVENTION CENTRE

Welcome to Plenty Ranges Arts & Convention Centre (PRACC). This Event Planning Guide has been created to help you understand our venue's policies, procedures, rules, and regulations, which are critical as you plan your event there.

This guide also introduces you to the PRACC team, who will assist with executing the logistical aspects of your event to ensure an exceptional experience at PRACC.

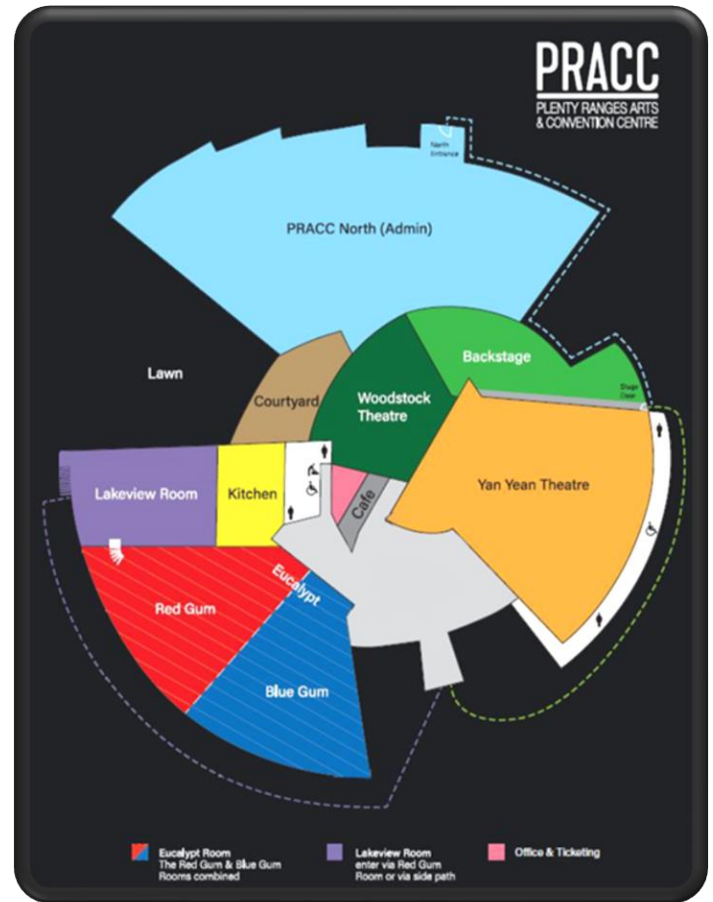
Please share this guide with contractors/vendors and use it as a reference tool as you develop rules & regulations for your exhibitors and sponsors.

Venue Information

Set in 40 acres of gardens and reserves, PRACC is a multi-purpose venue that can accommodate functions, conferences, meetings, conventions, and world-class theatre productions.

Offering 7 flexible spaces and 2 theatres, Plenty Ranges allows numerous areas and layout options to suit your function and event needs. All our function rooms offer open, light-filled spaces and high glass windows with outlooks to the landscaped gardens.

Located 24 mins from Tullamarine Airport and 40 minutes from the CBD, there is plenty of car parks, wheelchair access, and free public Wi-Fi.



Contacting Us

PRACC is located at 35 Ferres Boulevard, South Morang, Victoria, 3752. Our main administration phone line is 03 9217 2317, and we can be found online at www.pracc.com.au

Event Planning Checklist

Please use this checklist to help with the planning, coordination and implementation of your upcoming event

To confirm booking

- Agree to terms and conditions
- Return a signed contract
- Pay the deposit invoice.

Once the booking has been confirmed

- An Event Planner is assigned to your event
- Receive access to the customer portal that has all relevant event planning information, documents and forms

Pre-event

- Organise a site visit/production meeting
- Submit the ticketing form
- Ticketing set up and available for purchase (if applicable)
- Submit the event requirements form, safety & wellbeing form and provide a copy of your insurance/certificate of currency

- Review and approve final versions of any floor plans with Event Planner (If applicable)
- Review and sign approval the final version of the Event Order with the Event Planner
- Resources allocated to your event
- Obtain final invoice (if applicable)

Event finalisation

- Confirm final numbers and dietary information for catering (If applicable)
- Pay final invoice (if applicable)
- Update your Event Planner with any changes or adjustments to the event requirements.

Post-event

- Event reconciliation occurs
- Obtain and pay the final invoice if applicable
- Fill out the feedback survey
- Rebook for next year (if applicable)

Accessibility

Wheelchair access

There are accessible toilets, ramps and lifts throughout our venue.

Vision impairment

Braille is provided on all room door signage. PRACC is guide dog friendly and welcomes any registered assistance animals into all areas of the building.

Assisted hearing

Yan Yean Theatre within PRACC is equipped with hearing-assisted devices. Please talk with your event planner to ensure this is available.

Animals

PRACC allows service animals into the venue.

For performances, it is the responsibility of the hirer to ensure that any animal brought to PRACC for the purposes of a performance abides by the following:

- All animals must always be supervised by a handler
- All animals must be on a leash/suitably restrained (unless required to be off leash during performance, while on-stage)
- Animals must be given regular toilet breaks
- Any mess created by an animal is the responsibility of the handler and hirer (both inside and outside PRACC)
- Any damages caused by an animal will incur fees

- All animals must be appropriately trained and safe to work with all staff, cast and crew.

ATMs

There are no ATM machines around PRACC. However, we do accept EFTPOS payment via our Box Office and café. There are many ATMs at Plenty Valley Westfield, a 700m flat walk south of PRACC.

Audio Visual

All audio-visual is in house and provided by PRACC. We have extensive audio-visual capabilities and can cater to most of your needs. Please discuss with your Event Planner and the technical Coordinator your audio-visual needs.

Authorised Contractors

For any proposed scope of work in the following, service must be provided by a contractor on the PRACC authorised list; there are no exceptions to this without prior approval by PRACC management.

- Event Security
- Rigging
- Cleaning services
- Electrical/Utilities + Catering.

PRACC

PLENTY RANGES ARTS
& CONVENTION CENTRE

Defibrillator

There is a defibrillator in the venue in case of an emergency that requires one. It is placed in an alarmed cabinet located next to the disabled toilet nearest the cafe.

Balloons

Helium Balloons are permitted in the venue if they are tied to a weight. Non-helium balloons are allowed if they are removed at the end of hire. With respect to our environment, the release of helium balloons into the air is not permitted.

Bathrooms

PRACC has multiple bathroom areas, including accessible bathrooms and parent bathrooms.

Buses / Shuttle

There is no bus parking on site. Please contact your Event Planner about bus parking.

Capacity Guidelines

All meeting rooms' maximum capacities include allowances for audio-visuals and staging.

Foyer capacities are influenced by catering, exhibition and safety requirements and are subject to change based on your final event arrangements.

Maximum venue capacities are consistent with safe-work guidelines.

Any requests to work outside of the capacity guidelines will be subject to operational approval and OH&S compliance.

Hire Space	U-Shape	Theatre	Boardroom	Classroom	Cabaret	Banquet	Cocktail
Eucalypt Room		450		300	280	400	700
Red Gum Room	32	200	40	130	130	180	200
Blue Gum Room	32	200	40	130	130	180	200
Lakeview Room	20	30	30	30	30		30
Yan Yean Theatre		497					
Woodstock Theatre		175					

Cleaning

PRACC is cleaned daily with specialised cleaning, depending on event bookings. If you believe any extra cleaning is required, please let your Event Planner know.

As the hirer you must always keep your booked room in a clean and tidy condition.

Confetti

We can supply a wide range of confetti and streamers to suit your needs. These range from an instant burst to a continuous 30-60-second flow. These include a Confetti Blower, Power Shots, Swirl Fans, Handheld Canons, and bags of confetti that can be thrown by hand or dropped in one swift drop.

The hirer is responsible for all cleaning that is a result of the use of a confetti cannon.

Covered Areas

PRACC has a shaded courtyard area with outdoor tables and chairs. Your event planner can arrange additional outdoor covered areas.

Candles / Open Flame

Candles or open flames will require fire protection system isolation and are not permitted inside the venue unless approved by the Event Planner in advance of your event.

It is expressly forbidden for any person to light or allow to be lit or remain alight any fire on the premises. It is also prohibited to have any smoke machine, sparklers or any other apparatus that produces smoke or naked flame. Users who set off alarms through prohibited activities will be charged for all the expenditure related to the call out by the CFA or Metropolitan Fire Brigade and/or any damages to the venue as a direct result of the breach. Smoke detectors are fitted throughout the venue.

Emergency Response

Your Front of House Supervisor or Technical Supervisor will facilitate any necessary evacuation. They have been trained on how to deal with emergency situations. When necessary, they will contact emergency services.

Equipment Specifications

Please refer to the Technical Specifications Guide.

Function: [PRACC function rooms technical Specifications Guide](#)

Theatre:

Yan Yean Theatre [PRACC Yan Yean Theatre Technical Specifications Guide](#)

Woodstock: [PRACC Woodstock Theatre Technical Specifications Guide](#)

Exclusive Services

PRACC is a full-service venue. Here are some examples of what we can offer:



- ✓ Event Catering
- ✓ Internet
- ✓ House Sound & Lighting
- ✓ Production Rigging.

First Aid

Any first aid incidents should be reported to PRACC staff, who will provide further assistance. We recommend using a dedicated event first aid provider for large events.

Floor Weight Load

Please refer to the Technical Specifications Guide for the Yan Yean Theatre regarding the stage floor weight load.

Floor Plans

Your event planner will design floor plans for your meeting space according to your event requirements. These floor plans are not to scale, but they give you the best idea of how the room will be set up and how much can fit into it. Please view floor plans in the 'Hire' section on the PRACC website for what can be provided in your selected hire space.

Foggers & Lasers

Foggers and lasers can only be used with the approval of PRACC management for the duration of your event. An event risk assessment may be required to ensure the safety of patrons of the venue. Haze and smoke generated by these require fire system isolation and must be prearranged

Foyer Space

The foyer area of PRACC is a communal, shared space, with the exception of the full venue, which is included in your booking.

Food & Beverage

PRACC is the exclusive provider of food and beverage operations at the venue. No outside food or beverage is allowed unless discussed with management during the booking phase. PRACC showcases the freshest local ingredients and culinary delights the City of Whittlesea offers.

You must not, and you must ensure that your guests do not:

- ✓ Supply your guests with any wine, spirits, alcoholic or non-alcoholic drinks, refreshments, food, confectionery or other articles or services (excluding programs and event merchandise) at or from the venue other than as supplied by PRACC
- ✓ Bring such items into the venue
- ✓ Remove or take any food and beverage items supplied as part of your function from the venue.



You must confirm to PRACC by the event information due date specified in the agreement details:

- ✓ the final number of persons to be catered for
- ✓ menu selections
- ✓ details of any special dietary requirements for those persons.

PRACC is a fully licensed venue under the Liquor Control Reform Act 1998 (Vic) (“the Act”) and must comply with the terms of the

Act and the liquor licence.

House Sound & Lights

Eucalypt Room: The house lights are independently controlled and can be controlled from either side of the entrance doors. They are dimmable to 100%, 75%, and 50%. The house lights are available in seven different colours: white, dark blue, pink, light blue, purple, red, and green.

Theatres: Details on the systems available are available in the technical specifications of the booked space.

Heating and Cooling

PRACC provides standard heating, ventilation and air conditioning during your event, including bump-in and bump-out hours.

Insurance

You must affect and hold public liability insurance indemnifying you and PRACC for a minimum of \$10 million dollars. This is not required where the function is a private function:

- for any legal liability with respect to personal injury or property damage arising directly or indirectly from the use of the Venue by you and/or your guests; and
- for not less than the Public Liability Insurance amount per occurrence during the booking period (or while you or your guests are at the venue if outside the booking period).

You must also affect and hold any workers' compensation insurance required by law for any persons employed, engaged to be employed or engaged by you during the booking period and the period of any licence for getting the Location ready for use during the booking period under this agreement or otherwise in respect of the event. You must also affect and hold insurance covering you for loss or damage to any property which you bring into PRACC.

Loading Dock Access

Access to the loading dock for the Eucalypt room is via the access road. The access road starts at the left of the roundabout at the entrance of PRACC. The road goes around the building. Large vehicles can turn around in the loading bay. Roller door dimensions to loading dock door and 2245mm(H) x 30000mm(W).

Microphones

Each event space can have a microphone connected to the house speakers (excluding the Lakeview Room). PRACC offers a lectern with a microphone, wired microphones, wireless microphones, wireless headsets, and lapels.

Parking

PRACC is located within the City of Whittlesea Civic Centre precinct which has 600 free car parks. Please note some car parks have time limits. PRACC is not responsible for the car park, which is a shared space within the precinct.

Public Transport

PRACC is a 500m flat walk from South Morang Station. PRACC is a flat 500m walk from South Morang Metro train station. Just jump on any Mernda line train at any City Loop station. The route is easily wheelchair accessible. Many conference delegates choose to stay in the city and catch the train.

[Nine bus routes](#) travel through South Morang Station, including the [901 Smart Bus](#) (Frankston to Melbourne Airport). For those unable to walk the 500m from the Station, the 383 Bus (Palisades to University Hill) stops out in front of PRACC on Ferres Boulevard.

Pyrotechnics

There are a range of pyrotechnic displays that we might be able to arrange for you. These include gerbs, waterfalls, flash pots and flame pots these are all able to be used indoors. The height and length of the product and a safe distance vary depending on the product you choose.

All pyrotechnic displays require a licenced Pyrotechnician and a permit to be submitted to Worksafe Victoria, which **MUST** be submitted 7 days prior to display. Permits **MUST** include setup and firing times.

Recycling

We have recycling bins should you need to recycle anything during your event.

Registration Areas

PRACC can provide registration tables in the foyer or your booked room.

Rigging and Suspending

Production rigging and suspending must be performed by a PRACC Staff member or PRACC approved contractor and in accordance with OH&S standards. Please discuss any rigging and suspending needed for your event with your Event Planner.

Security

Event security is required for any function where alcohol (excluding theatre shows) or secondary school formal/valedictory dinners are served. Event security is responsible for the general security and safety oversight of all event-related activities, including, but not limited to, perimeter door access, crowd control, bag checking, and event entrance control.

PRACC exclusively provides security in accordance with ratio standards. PRACC, acting reasonably, reserves the right to arrange for licensed security personnel to attend an Event at the Customers' expense.

The Customer shall, when so directed by the Coordinator, arrange for Police &/or Security attendance. The Customer may also request an arrangement of Security for their Event if required.

Set-up

Set-up must occur during booked hours. Anything brought into the venue, including rubbish created during the set-up or event, must be removed by the end of the booked hours.

Signs & Banners

You must provide and produce all banners and event branding related to your event. PRACC will produce and display welcome signage, agendas, or door lists. Please seek approval from your Event Planner before attaching anything. We recommend bringing 3M picture hanging strips, as these can be removed at the end of your event without damaging painted or timber surfaces.

Smoke-Free Zone

PRACC is a smoke-free zone. Smoking cannot occur within 5 metres in front of entrance doors.

Social Media

PRACC has over 4117 followers on Facebook and Instagram. PRACC can work with your team on a fee-for-service basis to enhance and support your event's social media campaigns. Please speak to your Event Planner for additional information.

Sustainability

PRACC follows sustainable practices when possible.

We ask that any hirer tries to help reduce the amount of waste created.

Temporary Structures

All structures must be designed, assembled and configured that the entire temporary structure and all related components are structurally sound and stable. These structures must be designed and built per health and safety standards.

Ticket Sales

PRACC is the sole supplier for tickets for theatre events. Non-PRACC tickets will not be accepted for entrance to the theatre.

Ticketing on sale start times are 10 am Monday - Friday. PRACC Box Office Hours are 9 am - 3 pm Monday - Friday, excluding Public Holidays.

Vehicle Display

Vehicles for your event can be displayed around the roundabout at the front of PRACC. However, no vehicles may block the entrance to the loading dock access road. Please speak to your Event Planner to confirm your requirements to display vehicles.

WIFI Access

There is free public WIFI access inside the venue. The CoW PUBLIC NETWORK is an unsecured network that requires no password to connect. You must agree with the terms and conditions and you and your guests will connect to the network.

If you require a secure network, please chat with your Event Planner for such a service.

Standard Inclusion & Options

Space Hire Inclusions	Foyer	Eucalypt Room (Red Gum and Blue Gum)	Lakeview Room	Yan Yean Theatre	Woodstock Theatre
Pre-installed technology and services		✓	✓	✓	✓
One standard configuration set up per day, including seating and tables	✓	✓	✓	✓	✓
Heating and air conditioning	✓	✓	✓	✓	✓
General lighting and power	✓	✓	✓	✓	✓
Dedicated event planning support	✓	✓	✓	✓	✓
Café	✓				
Loading dock access		✓		✓	
Direct wheelchair access	✓	✓		✓	
Lift access			✓		✓
PA system with iPod connectivity for general announcements and background music	✓	✓		✓	✓
Event lighting options		✓		✓	✓
Stage and dance floor allocation		✓		✓	✓
Carpet/floor covering	✓	✓	✓	✓	✓
Numbered theatre seating				✓	✓
Dressing Room				✓	✓
Audio System		✓		✓	✓
Lighting system, including standard rig				✓	✓
Communications system				✓	✓
Stage managers desk				✓	
Dedicated technician support		✓		✓	✓
Show relay to the foyer				✓	
Technician booth				✓	✓

VENUE DETAILS

Venue Contacts:

Venue Address **35 Ferres Boulevard, South Morang, Vic, 3752**
Venue Postal Address **Locked Bag 1, Bundoora MDC, Bundoora, Vic, 3083**

Staff Contacts:

Coordinator Cultural Venues

Email Address
Phone Number
Mobile

Matthew Cartledge
Matthew.cartledge@pracc.com.au
(03) 9217 2150
0429 528 030

Technical Operations Coordinator

Email Address
Phone Number
Mobile

Ash Whelan
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0447 319 806

Venue Operations Coordinator

Email Address
Phone Number
Mobile

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