

# EVENT PLANNING GUIDE



**PRACC**  
PLENTY RANGES ARTS  
& CONVENTION CENTRE

# FACTS ABOUT US

## PLENTY RANGES ARTS & CONVENTION CENTRE

Welcome to Plenty Ranges Arts & Convention Centre (PRACC). This event planning guide has been created to help you get familiarised with our facility, policies, procedures, rules and regulations which are critical as you plan your event at our venue.

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

### Facility information

Set in 24 acres of gardens and reserves, PRACC is a multi-purpose venue with the flexibility to cater for indoor / outdoor functions, conferences, meetings, conventions and world-class theatre productions. With seven flexible spaces and two theatres, we can host

Did you know that PRACC;

Sits on 24 acres of land

Has complementary on site parking

Attracts over 100,000+ visitors annually

Is the only place in Melbourne where you can launch in a theatre, then use our 40 acres for outdoor demonstrations, then have a gala dinner!

anything from a 10-person meeting to a 700-person cocktail party. All our function rooms offer open, light-filled spaces and high glass windows with outlooks to the landscaped gardens. With our team of expert chefs, we can deliver a range of dining experiences, from a simple morning tea to a full banquet, and everything in between. We are located 24 minutes from Tullamarine Airport, 40 minutes from the CBD by car or 44 minutes by train. PRACC is also wheelchair accessible and has free Wi-Fi.

### Contacting us

PRACC is located at 35 Ferres Boulevard South Morang, Victoria. To contact us, please call 03 9217 2317 or visit [pracc.com.au](http://pracc.com.au)





# EVENT PLANNING CHECKLIST

## To confirm booking

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

## Once booking is confirmed

- ✓ An Event Planner will be assigned to your event
- ✓ You will receive relevant event planning forms from your Event Planner outlining event requirements, ticketing, dietary requirements and a table planning spreadsheet

## Pre – Event

- ✓ Review and approve the event financials, floor plans, event sheet, attendee numbers, dietary information and resources allocated to your event
- ✓ Update your Event Planner/Front of House Supervisor with any changes or adjustments to the event requirements



# A-Z GUIDE FOR YOUR EVENT



## **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 dogs into all areas of the building.

### **Assisted hearing**

Most meeting rooms within PRACC are equipped with hearing assisted devices. To ensure this is available, please speak to your Event Planner.

### **Additional services**

Please refer to our event services directory for more information.

## **Animals**

PRACC allows service animals into the venue.

For performances, it is the responsibility of the hirer to ensure that any animal brought onto PRACC premises for the purposes of a performance abide to 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 the venue)

- Any damages caused by an animal will incur fees
- All animals must be appropriately trained and safe to work with for all staff, cast and crew

## **ATMs**

There is no ATM at PRACC. However, we do accept EFTPOS payment via our information desk and café. The nearest ATM is 600m walk at Westfield Plenty Valley.

## **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 your audio visual needs.

## **Authorised contractors**

For any proposed scope of work in the following areas, 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

## **Bathrooms**

PRACC has multiple bathroom areas including accessible and parent bathrooms.



## Capacity guidelines

All meeting room maximum capacities include an allowance for audio visual 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 factor in 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	450	700
Red Gum Room	32	300	40	150	150	200	300
Blue Gum Room	32	300	40	150	150	200	300
Lakeview Room	40	70	32	45	45	60	80
Yan Yean Theatre		497					
Woodstock Theatre		175					

## Cleaning

PRACC is cleaned daily with specialised cleaning occurring depending on what events are happening at the venue. 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 or a continuous 30 – 60 second flow. These include a confetti blower, power shots, swirl fans, handheld canons and bags of confetti either thrown by hand or dropped in one swift drop.

The hirer is responsible for all cleaning resulting from the use of a confetti cannon.

## Covered areas

PRACC has a courtyard area that has shade covers and outdoor tables and chairs. Any additional outdoor covered areas can be organised with your Event Planner.



## **Candles/open flame**

Candles or open flame are not permitted inside the venue unless approved by the Event Planner in advance before the hire commences.

It is expressly forbidden for any person to light, 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 or injuries to guests as a direct result of the breach.

## **Defibrillator**

A defibrillator is in the foyer and is clearly signed.

## **Event marketing**

Please reference our Marketing Opportunities Guide for event marketing.

## **Emergency response**

In an emergency, please follow the direction of our staff, your front of House Supervisor or Technical Supervisor. Our staff have been trained. If necessary the supervisor/s will contact emergency services.

## **Equipment specifications**

Please refer to the Technical Specifications Guide for your booked spaces.

## **Event packages**

PRACC offers multiple event packages that suit your event needs. Please refer to the event packages document for more information.

## **Exclusive services**

PRACC is a full-service venue that can provide you with all your venue needs, including but not limited to the following:

- Event catering
- Internet access
- House sound and light
- Production rigging

## **First aid**

Any first aid incidents should be reported to PRACC staff where further assistance will be provided. 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**

Floor plans for your meeting space are designed by your Event Planner in accordance to your event requirements. These floor plans will provide you with information on how the room will be set up and how much can fit into the space. Please view individual floor plans in the 'hire' section on the PRACC website for what can be provided in your selected hire space.

## **Foggers and 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 safety of patrons of the venue. Haze and smoke generated by these require fire system isolation and must be pre-arranged with your Event Planner.

## **Foyer space**

The foyer area of PRACC is a communal, shared space, with the exception being where the full venue forms part of your booking.



## Food and beverage

PRACC are the exclusive provider of food and beverage operations in 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 that the City of Whittlesea has to offer.

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

- Supply or consume any wine, spirits, alcoholic or non-alcoholic drinks, refreshments, food or confectionery other than that supplied by the caterer
- bring such items into the venue
- remove or take from the venue any food and beverage items supplied as part of your function

You must confirm with you event planner by the agreed date:

- the final number of persons to be catered for
- menu selections
- details of any special dietary needs

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 and lights

### Eucalypt Room:

House lights are independently controlled from either side of the entrance doors. House lights are dimmable to 100 percent, 75 percent and 50 percent. Part of house lights come in seven different colours – white, dark blue, pink, light blue, purple, red and green.

### Theatres:

Details on the systems available can be found in the technical specifications of booked spaces.

## Heating and cooling

PRACC provide standard heating, ventilation and air conditioning during your event, including any bump in and 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)



## Insurance (cont.)

You must also affect and hold any workers compensation insurance required by law for any person employed or engaged or 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 the venue.

## 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 round-about at the entrance of PRACC and goes around the building. Large vehicles can turn around in the loading bay. Roller door dimensions of the loading dock door are 2.245m (H) x 3m (W). Loading dock information for the Yan Yean Theatre is in the Technical Specifications Guide – Yan Yean.

## Microphones

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

## Outdoor event space

PRACC has acres of lawns and gardens that can be set up and used for outdoor activities, break-out sessions, event sunset canapes and drinks. Please discuss using the outdoor spaces further with your Event Planner.

## Parking

There is complementary on site parking. Buses may use the roundabout to drop off and pick up only. Overflow car parking can be opened depending on the weather. Please discuss this further with your Event Planner.

## Pyrotechnics

There are a range of pyrotechnic displays that can be used indoors. These include gerbs, waterfalls, flash pots and flame pots. The height, length and safe distance will vary depending on the product you choose. Please speak to your Event Planner prior to arranging pyrotechnics

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

## Recycling

Recycling bins are available and guests are encouraged to sort their rubbish where possible.

## Registration areas

Recycling bins are available and guests are encourage to sort their rubbish where possible.

## 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 when alcohol is served (excluding theatre shows) or any secondary school formals/valedictory dinners. 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.

Security is exclusively provided by PRACC in accordance to ratio standards.



## Set up

Set up must occur during booked hours. Anything that is brought into the venue must be taken at the end of the booked hours, including any rubbish that was created during the set up.

## Signs/banners

You must provide and produce all banners and event branding related to your event. PRACC will produce and display welcome signage, agenda or door lists.

## Smoke-free zone

PRACC is a smoke-free zone. Smoking cannot occur within five metres of the entrance doors.

## Social media

PRACC has over 3500 followers on Facebook and Instagram. On a fee-for-service basis, we can work with your team 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 of the venue tries to help reduce the amount of waste created.

## Temporary structures

All structures must be designed, assembled and configured so that the entire temporary

structure and all related components are structurally sound and stable. These structures must be designed and built per OH&S 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 10am Monday – Friday. PRACC Box Office Hours are 9am – 4pm Monday – Friday, excluding Public Holidays.

## Vehicle display

Vehicles for your event can be displayed around the round-about at the front of PRACC. No vehicles may block the entrance to the loading dock access road.

## Wi-Fi access

There is free Wi-Fi access inside the venue. The CoW PUBLIC NETWORK is an unsecured network that requires no password to connect.

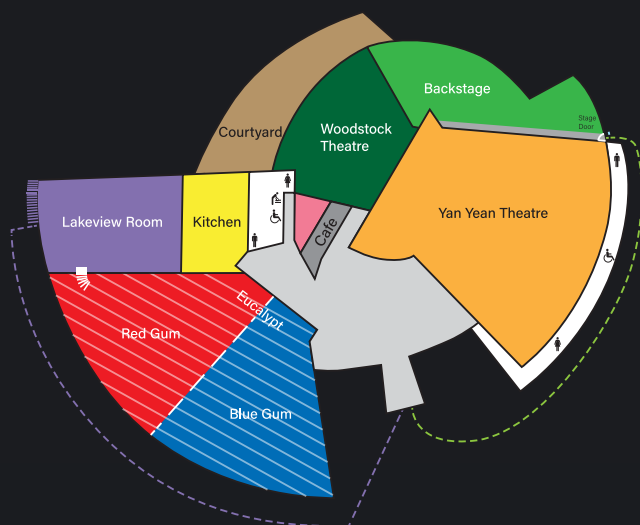
If you require a secure network, please discuss this with your Event Planner during the event planning stage, and a minimum of 10 working days before your event.






# STANDARD INCLUSIONS & OPTIONS

Space hire inclusions	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	✓	✗	✓	✗
Wheelchair access	✓	✓	✓	✓
Foyer	○	○	○	○
PA system with iPod connectivity for general announcement and background music	✓	○	✓	✓
Event lighting options	✓	○	✓	✓
Stage and dance floor allocation	✓	✗	✓	✓
Carpet/floor covering	✓	✓	✓	✓
Numbered theatre seating	✗	✗	✓	✓
Dressing Room	○	✗	✓	✓
Audio system	✓	○	✓	✓
Lighting system	✗	✗	✓	✓
Communications system	○	○	✓	✓
Stage managers desk	✗	✗	✓	✗
Dedicated technician support	○	○	✓	✓
Show relay to foyer	○	○	✓	✗
Dedicated technical booth	✗	✗	✓	✓

✓ Standard ✗ Not available ○ Optional extra



-  Eucalypt Room  
The Red Gum & Blue Gum  
Rooms combined
-  Lakeview Room  
enter via Red Gum  
Room or via side path
-  Office & Ticketing

# PRACC

PLENTY RANGES ARTS  
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## Office Hours

9am – 5pm weekdays  
35 Ferres Boulevard  
South Morang VIC 3752

## Contact us

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