

Plenary venue specifications

Plenary is the centrepiece of Melbourne Convention and Exhibition Centre



Open to new experiences

Whether it's a single-speaker presentation, full-scale concert production or lavish gala dinner – Plenary is open to new experiences and a world of possibility.

Plenary has a total seating capacity of 5500 and can be divided into three self-contained separate plenaries due to its two internal operable walls. The walls are acoustically treated to minimise disturbance to neighbouring events. When divided, the outer theatres have a capacity of 1500, whilst the middle theatre can seat up to 2500.

Fully motorised blinds can also be lowered at the fixed tiered seating and/or at balcony level to conceal seating not utilised for your event.

Main stage

The main stage is made up of four mechanical elevators providing flexibility in stage configurations and height. There are also two forestage elevators that can be lowered to create an orchestra pit.

The forestage has two mechanical sections consisting of a 22m rectangular section and a 19m wide curved section.

When in orchestra pit mode, the forestage is 1.75m below flat floor level. A safety barrier is also installed with a finish height of 1m above flat floor level.

- Total overall stage width – 38m (124ft)
- Total overall stage depth – 12m (40ft) not including orchestra pit/thrust

Stage measurements and specifications

Plenary (combined)	Plenary (combined)	Plenary 1 and 3	Plenary 2
Width of stage overall	34.94m		34.94m
Width between tormentors at setting line	18.10m		18.10m
Width of stage at widest point (down stage)		17.5m	
Width of stage at narrowest point (up stage)		10.4m	
Depth at centre line from edge		9.0m	
Depth from setting line to rear wall	12.07m		12.07m
Depth from setting line to upstage tab	10.2m		10.2m
Stage lifts (x4) dimensions	18.00m x 3.02m		18.00m x 3.02m
Height of stage above flat floor (standard)	1.00m	1.0m	1.00m
Forestage Pit front to setting line	5.35m		5.35m
Proscenium height from raised stage	9.50m		9.50m
Grid height from fixed floor	15.90m		15.90m
Grid height from stage		9.5m	
Clear height under fly gallery (wings)	5.10m		5.10m
Clear height under fly gallery (upstage)	6.20m		6.20m
Stage rake	0 degrees	0 degrees	0 degrees
Surface – reconstituted wood fibre (Masonite) painted black			

Please note

Stage dimensions are approximate and measurements should be confirmed on-site. The setting line (zero line) of the stage in Plenary is drawn between the downstage corners of the tormentors.



Surface

- Masonite – painted matte black
- Stage must not be screwed or nailed into
- Tenacious K969 tape must be used (can be supplied if required)

Loading capacity

- 7.5KPa when elevated
- 20KPa when flat (ground level with loading dock and flat floor)
- Rake 0 Degrees

Masking

- Removable panels to change proscenium (front of stage) from approx. 18m wide up to 38m wide
- 1 x motorised single speed house curtain (grey)
- 1 x hard border (22m x 2m)
- Downstage legs (10m x 5m)
- Downstage border (22m x 5m)
- Mid-stage legs (10m x 5m)
- Mid-stage border (22m x 5m)
- Upstage legs (10m x 5m)
- Mid-stage traveller (manual) (22m x 10m)
- Upstage traveller (manual) (22m x 10m)

Note

All legs and borders can be moved where required. Any reconfiguration or removal and restoration of borders, legs and draping will incur additional labour charges. The house curtain, mid-stage and upstage travellers can be removed but the tracks cannot be relocated. All dimensions and measurements are approximate and critical measurements should be confirmed onsite.

Stage setup and moves

The stage will be pre-set to your desired height which can be organised with your event planner.

Please note, MCEC employees do not control the movement of the stage, so any last minute changes whilst you are on-site are not always possible as contractors need to be called and charges may apply.

Any changes to stage height during a setup or bump in should be arranged prior to your event with your event planner.

Rigging

A rigging plot and a Safe Work Method Statement (SWMS) must be submitted to MCEC no less than 10 days prior to your event. All top rigging must be performed by MCEC's approved riggers. A list of approved riggers is available on request.

Please contact MCEC Rigging for specific weight loading capacities and rigging plans.

MCEC Rigging:
rigging@mcec.com.au

Catwalks and fly gallery

Plenary is fitted with seven dedicated lighting bridges and a fly gallery. This building infrastructure can support heavy loads and sophisticated rigging for concerts and other major performances.

Fly system

- 30 x assisted rigging bars (fly lines) above the main stage (Plenary 2)
- 5 x assisted rigging bars (fly lines) Front of House (FOH) (Plenary 1 and Plenary 3)

Fly system is not suitable for flying people.

Proscenium

Proscenium height: 9.5m from stage at standard height (10.5m from floor level)

Technical grid

Height to underside of technical grid: 15.9m from stage

Max trim height of fly bars: 14m from stage





Backstage VIP Suites and Green Rooms

Dressing rooms

Two group dressing rooms are provided for up to 15 people per room along with individual dressing rooms for principal speakers or lead artists. All dressing rooms have full-length and make-up mirrors, showers and toilets.

Green rooms

Two green rooms are provided for up to 30 people per room. Green room guests have access to male and female toilets, showers, change rooms and a kitchenette.

VIP suites

Two VIP suites are available for up to 30 people per room. Each suite includes male and female toilets, showers, change rooms and make-up mirrors.

Speakers' preparation room

The Speakers' Preparation Room is provided for speakers to prepare for their presentation.

All rooms are fully furnished. Floor plans and furniture lists are available on request.

Plenary lounge A

The lounge can be used as a respite area for cast and crew, as well as after-show and cocktail parties for up to 70 people. It can also accommodate up to 50 people banquet style for catering.

The lounge can be furnished. Floor plans and furniture lists are available on request. Mood lighting is available for an additional cost, please speak to your Technology Planner to arrange.

Additional furniture

A wide variety of additional furniture is available for use including stools, lounges and tub chairs.



Audio visual inclusions

Included in the space hire charge is limited pre-installed technical equipment for standard configuration.

The provision of additional technology equipment and services can be supplied in-house as required. Please contact our Technology team: technology@mcec.com.au for further details.

Plenary technician on duty (house tech) requirements

A minimum of three technicians must be on duty to assist with access, installation and integration of equipment where there is a requirement to move in production equipment, sets, etc.

Front of house mix position

Size

- 12m (39') x 3m (10')

Distance

- 5m (82') from the downstage edge (pit lifts up). (27.7m (91') in standard concert configuration – (Pit lift 2 at 0mm)
- Cable runs must be around the outer perimeter of Plenary. The total length from wings to front of house is 100m. (329')

Control rooms

A lighting and sound control room (Bio Box) is available for each Plenary.

Distance from the down stage edge to centre control room is: approx. 46m.

Followspots

Four Robert Juliat Arthur 800w LED Followspots 5.5-15 are available in-house. Charges apply for followspot usage and operators. Standard positions are in row JJ of the Level 1 balcony. Distance from down stage edge in standard concert configuration is: approx. 45m at an angle of approx. 25 degrees.



Power

Stage right (opposite prompt):

- 2 x 400 Amp Powerlock (Lighting)
- 4 x 40 Amp 3 Phase Wilco

Stage left (prompt) (audio):

- 4 x 40 Amp 3 Phase Wilco

Main stage:

- 2 x 10 Amp GPO in each floor box

Flat floor:

- 1 x 40 Amp 3 phase per floor box
- 2 x 10 Amp GPO per floor box

OB (Located in loading dock approximately 10m from stage door)

- 1 x 63 Amp Wilco (common earth with 100Amp audio power on stage)

Front of house:

- 3 x 40 Amp 3 phase (5m drop under seating)
- 2 x 10 Amp GPO

Bio boxes:

- 1 x 50 Amp 3 Phase

Logistics and staffing

Seating distances

The distance from front row of seats on the flat floor to the downstage edge is 1.8m (6') when the pit lifts are up, or 4.5m (15') for the standard stage configuration for a concert.

Standard configuration for a concert:
Pit lift 2 at floor level, all other stage lifts at 1000mm.

Crowd control

A crowd control barrier and additional safety measures are required for the front of stage when venue is in general admission standing mode.

A 50m Framelock Barrier with two variable hinges is available for use.

Security

Event security will be provided for your event. Event security services are provided by SecureCorp. A security quotation will be provided upon request.

A security briefing will be conducted before the start of your event to discuss any fine details or requirements with positioning and procedures.

At no time during a performance is the artist permitted to leave the stage and enter the audience. MCEC reserves the right to turn on house lights and regain control of the crowd should large movements of people occur due to the artist leaving the stage.

First aid

First aid is provided by MCEC Event Security. MCEC can supply additional first aid or paramedics upon request (charges apply). Use of external first aid or paramedic suppliers must be approved by MCEC at least 10 days prior to your event.

Internet

Free visitor Wi-Fi is available throughout the venue. When event delivery is dependant on Wi-Fi, you will need to purchase one of our internet packages which are built to ensure a seamless experience. MCEC offer multiple connectivity packages to provide the right web accessibility for your event, either wired or unwired.



Ticketing

MCEC is not contracted to a ticketing company and does not take ticket sale commissions.

If tickets are being sold for your Plenary event, you will need to appoint an external ticketing agency. A box office can be set up and operated on the day of your event. For further information, please speak with your event planner to discuss the required procedures.

It is recommended that one agent is used to distribute all tickets.

Ticket proofs must be submitted to MCEC prior to any tickets going on sale for approval. Please refer to [MCEC's Ticketing Guidelines](#) for specific details relating to content and size.

Plenary customer service staff

For events in Plenary, MCEC customer service staff will assist in managing seating and work with the security team in the event of an emergency. Depending on the nature of the event, the requirement for and number of Plenary customer service staff will vary at MCEC's discretion.

For allocated seating and ticketed events, MCEC recommends three customer service employees per entry door. A quote will be provided for each event pending final numbers, timings and event requirements by your event planner.

If the ticketing company provides staff to scan tickets, a minimum of one employee and scanner per door (up to a total of 16 doors) is required. MCEC will then provide the additional two customer service employees per door (charges apply).

Plenary access

Plenary can be accessed via the Convention Centre Loading Dock. This is adjacent to the back and side stage areas and is at the same level as the Plenary floor. Access is via Normanby Road, South Wharf, Victoria.

The loading dock has a total size of 2000sqm and offers:

- a clear working height of 4.4m
- three dock levellers allowing vehicles to load and unload at floor level
- a sound insulating wall with roller shutter doors separating the stage and loading dock
- full weather protection
- clear access from the loading dock to the stage, and
- a wash bay for the preparation of paints, trade materials and cleaning purposes.

The Loading Dock can accommodate one full size OB truck with a dedicated power outlet. For concerts, up to five 48' semitrailers can be accommodated.

Due to other areas of the venue using the loading dock, car parking is not permitted. A 30-minute parking limit applies for drop-off/pick-up of goods during the move in and move out process. One production runner is allowed to enter and exit throughout the day with an allocated parking bay. Vehicles are not permitted to park on the loading dock at any other time.

Children under 15 and animals are not permitted in the loading dock during move in and move out times. Vehicles and their contents are the responsibility of the owner while on the loading dock.

Storage space on the loading dock can be arranged with your Event Planner. Storage is limited and charges may apply.

The Convention Centre Loading Dock is a strictly smoke-free environment.

All pedestrian access paths and egress zones must be kept clear.

Forklifts

One forklift (2.5 tonne) is available onsite. Forklifts must be driven by MCEC employees and should be booked in advance. Charges may apply.

Signage

Digital signage is provided outside Plenary. Custom logos and videos can be played pending other events.

Merchandise

Display benches and furniture are available and can be setup in the Plenary main foyer. MCEC does not take any merchandise commissions.



Special effects

Pyrotechnics

Proposals to use pyrotechnics, flammable gas, smoke generation, naked flames or other special effects in display areas must be submitted in writing to your event planner at least one month prior to the event date. The use of pyrotechnics or other special effects require the isolation of smoke detectors to the area (and surrounding areas). A fire warden is required whenever smoke detectors are isolated and is charged at a minimum four hour call.

A risk assessment and SWMS clearly outlining the step-by-step procedure that is going to occur must be completed and submitted to MCEC. All risks and control measures must be identified.

A Material Safety Data Sheet (MSDS) must also be submitted for use of any chemicals or flammable substances.

Theatrical smoke and haze

Measures must be in place to ensure fluid is not split onto stage or floor surfaces. Whenever smoke or haze is to be used, smoke isolation is required and charges for a fire warden apply.

Flutter fetti

The use of flutter fetti is permitted in both the Convention Centre and Exhibition Centre. Flutter fetti must not be shot into the audience and should be contained to the stage area. All flutter fetti must be fire retardant and be of minimum size 40mm x 25mm. The use of confetti and streamers are not permitted.

Smoke isolation is required and charges for a fire warden apply. A risk assessment must be completed when flutter fetti machines are to be used. Additional cleaning charges apply.

Laser shows

Proposals to use lasers must be submitted in writing at least one month prior to the event date and a permit to work must be completed and submitted to MCEC.

A risk assessment clearly outlining the step-by-step procedure that is going to occur must be completed and submitted to MCEC. All risks and control measures must be identified.

Where entertainment lasers are to be shone into the audience the beams must be aimed above head height to avoid any exposure to eyes or skin.

Signage must be placed at each entrance to indicate the use of lasers. Lasers must also avoid fixed equipment such as projectors.



Contractors and volunteers

Anyone working at MCEC including contractors, volunteers and touring crew, are required to complete a venue site induction. These documents contain the necessary information required for working at MCEC including all OH&S requirements and information.

[Inductions should be completed before arriving on site.](#)

Any entertainment proposed for your event needs to be approved by MCEC.

In order to avoid disturbance to other events in the venue, MCEC reserves the right to change or prohibit sound check and performance times.

Performances are permitted in the public foyer areas provided no amplification is used and pending surrounding events. If amplification or larger scale entertainment is required in these spaces, please speak with your event planner.

Dressing rooms for performers can be provided free of charge when entertainment is occurring in Plenary.

Specific artist requirements (rider) should be submitted as early as possible to your event planner. MCEC can customise catering to meet artist requirements. Please note that external catering is not permitted in the venue.

Start planning your next event

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