



AUSTRALIAN
INSTITUTE OF SPORT

AIS ARENA EVENT PLANNER

Welcome to the AIS Arena. The following document provides you with information on the venue and assists you with your event.

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1 DESCRIPTION OF THE FACILITY

1.1 The building

The Australian Institute of Sport (AIS) is located seven kilometres from the central business district and is a fully enclosed structure that can cater for 21 indoor sports. It is also used to stage concerts, exhibits, trade shows and large dinners. The roof covers the whole of the playing floor and seating. It gives an unencumbered height of 12.5m above the timber parquetry, cushioned playing floor, which measures 54.96m x 34.88m with the seats retracted and 44.96m x 21.68m with the retractable seating in place.

The venue has ten change rooms varying in size from 7sqm to 60sqm. The building **is not air-conditioned**, but it is air ventilated, which means that it can be heated.

The Sports Visitor Centre provides the entry foyer to the Arena, and has a ticketing office (box office), cloakroom, cafe, toilets, lift and function facilities, including a bar.

1.2 The stage

The venue has a Sico Fold 'n' Set. The maximum size of the stage with wings is 18.30m wide x 12.20m (60' x 40'), with wings ranging up to 3.65m wide and 7.31m deep (12' x 24'). The stage can be set at a height of 1.21m to 1.82m (4' to 6'). The stage comes with its own barricade of 21.9m (72').

The venue also has 200mm (8"), 400mm (16") and 600mm (24") stage risers, measuring 2.4m x 1.2m (8'x4').

1.3 Venue capacity

The venue has 2723 permanent seats and 1652 retractable seats for a capacity of 4375. There is also standing room for 500 on the concourse and limited seating for wheelchairs (12 spots) on the concourse.

The **AISS Arena** can accommodate a variety of seating modes for concerts:

In the round	5225	Reserved seating with centre stage
End stage	3450	Full reserved seating
End stage GA	4000	Reserved and GA on floor
Reduced	2650	Reserved seating
Intimate	2030	Reserved seating

Seating numbers can vary depending on sight lines. See floor plans for more detail.



1.4 Power

It is most important that all power requirements are provided well in advance of any event to ensure that your requirements can be met. The venue has the following standard electrical power for productions (additional power can be provided if advised in advance):

- Stage right
400 amp, 3 phase + 3 x 32 amp outlets
32 amp (5 pin)
300 amp (standby)
- Stage left
150 amp, 3 phase
100 amp, 3 phase
2 x 30 amp (5 pin by two — 3 phase)
- Northwest corner of venue
32 amp (5 pin by one — 3 phase)
- Northeast corner of venue
3 x 32 amp (5 pin by two — 3 phase)
- North concourse platform
(Spotlight platform)
2 x 32 amp (5 pin by two — 3 phase)
4 GPOs, 10 amp
- Eastern concourse platform
32 amp (5 pin by two — 3 phase)
4 GPOs, 10 amp
- Southern concourse
3 GPOs, 10 amp
- Doorway from floor
2 GPOs, 10 amp
- Production office
GPO, 10 amp
- Crew room
GPO, 10 amp
- All changerooms
GPO, 10 amp

1.5 Production office and communication lines

The production office is 29sqm and has five telephone lines and one fax line. It has GPO outlets, tables, chairs, a fridge and a photocopier.

1.6 Riggers and rigging points

Rigging is done using a gantry. The venue must be provided with a copy of all rigging plans for events, which will be passed to the venue's technical department for approval. It is the responsibility of the hirer to ensure that all riggers are qualified and licensed, carry public liability insurance and adhere to occupational health and safety guidelines. The venue does not have in-house riggers, however we can provide you with the names of riggers.

1.7 Local crew/stagehands

The venue does not provide labour to assist with the bump in and out. We can provide you with the names of companies who can provide this service.

1.8 Catering

All catering and concessions are provided through Spotless, who can be contacted on (02) 6214 1033 and fax (02) 6214 1116.



1.9 Curtains

The venue has black theatre curtains that are 21.95m (72') wide and are available for behind the stage. Additional black theatre curtains can be erected to extend the full width of the arena.

The erection of the curtains beside or to the front of the stage can pose rigging and sightline difficulties. Requirements should be discussed with the venue in the first instance.

2 ORGANISATION/ADMINISTRATION

The AIS Arena is one of many venues at the AIS that is operated by the Commercial Operations Section of Business Operations. The venue provides front-of-house staff, attendants and a management representative for **all** major events. It is the policy of the venue that for all events a staff member will be in attendance to oversee the event and to assist the hirer when required.

For information on the venue contact:

Manager, Event Services (02) 6214 1228
and 0417 445 044

3 RENTAL POLICY

Depending on the nature of the event, rental can be negotiated on a percentage of gross ticket sales plus on-costs, or as an all-up inclusive cost.

On-costs for the Arena are stipulated in our hire agreement but generally include the following: venue preparation, stage and crash barrier, front-of-house staff, cleaning, security, ushers, first aid services and electricity.

In addition to the Manager, Event Services, to book the venue contact:

Sports Camps and Reservations (02) 6214 1750.

Tentative bookings may be made by telephone, letter or submission of an application for hire of facilities (without payment).

Tentative reservations will remain current until 28 days prior to the first day of the reservation. If no correspondence has been entered into or discussions held between the AIS and the hirer, the **tentative reservation will lapse**.

Once a potential hirer has indicated a desire to hire the venue, the booking must be confirmed by the payment of a deposit, which is normally a percentage of the rental fee.

All hirers of the venue must complete an application for hire of facilities or where it is a major event (for example, a concert/show), a formal hire agreement must be signed.



4 EVENT MANAGEMENT

4.1 Role and responsibility of the 'house'

The 'house' is responsible for seeing that the venue is ready for the hirer — that event security, ushers and first aid are all available. The 'house' will provide staff on the day/night of the event to provide general assistance to the hirer, to operate the house lights and to operate the forklift for bump in/out.

4.2 Role and responsibility of the hirer

The hirer has a duty-of-care responsibility and is required to carry public risk insurance to the value required by the AIS. The hirer is obliged to obey all and any reasonable instructions given by the Venue Manager as to the use of, and access to and from, the facility. Conditions relating to the hire of the facility are set out on the back of the application for hire of facilities form and in the hire agreement.

4.3 Emergency procedures

Should an evacuation be required, the on-duty Venue Manager will act as the evacuation controller and will ensure that all patrons are advised over the public address system to evacuate the venue in an orderly manner and that the emergency services are notified.

AIS management is responsible for the decision to evacuate the building and will arrange for their staff to open all exits, including the vehicle ramp. The electrician is to shut down all electrical equipment **except** the house lights. A member of the venue staff will be dispatched to await the arrival of the emergency services and advise them of the situation.

4.4 Event security (crowd control)

It is a requirement for all events in the Arena that there be a level of event security. The hirer acknowledges and agrees that the venue will direct event security within the venue and shall be entitled to make all arrangements and employ all such personnel as shall, in the opinion of the venue, be appropriate in order to ensure an efficient management of patrons of the event in the venue.

4.5 Alcohol management

The AIS, in conjunction with the contract caterers, strives to promote a safe and enjoyable atmosphere for all patrons in attendance at the AIS Arena. In order to assist staff in dealing with alcohol-related matters, the following guidelines have been established:

- AIS Arena patrons will not be allowed to possess or consume alcoholic beverages in the venue that have been purchased elsewhere
- alcohol will not be sold in the auditorium unless consent is given from Arena management
- alcohol can be sold from the Victory Bar or other designated areas located in the Sports Visitor Centre adjoining the Arena
- some events will prohibit minors from defined bar premises and other areas will be



out-of-bounds for liquor consumption

- trading times of outlets may be varied at the discretion of the AIS and the licensee
- signage denoting 18 age years, intoxication policy and responsible consumption will be erected in prominent locations
- no one will be allowed into the Arena while under the influence of alcohol
- it will remain the right of the venue to ban the sale of alcoholic beverages during any event
- management reserves the right to check a patron's identification
- venue security will conduct visual searches at the entrance. Persons with prohibited items will be advised of venue policy. Patrons may dispose of these items, return them to their vehicles or leave them in the cloakroom.

4.6 Prohibited items

Patrons are not permitted to bring alcohol, dangerous weapons, laser pointers, professional cameras, sounding recording and audio/video equipment into the venue during an event. The AIS Arena is also a non-smoking area.

4.7 Ticketing

All ticketing for major events in the Arena is done through Ticketek. The hirer may pull up to 200 tickets to each performance at a cost of 40c per ticket. The venue retains the sole rights to 25 house seats for each performance.

4.8 Event settlement

For major events (for example, concerts), a preliminary settlement will be made on the day/night of the event. A final settlement will be completed within seven (7) days after the event and the AIS will furnish the hirer with a final statement of receipts and expenses and will pay the hirer such monies as shall be due from the event, following the deduction of all expenses of the AIS.

4.9 Merchandising

A fee equal to 12.5 per cent of gross receipts from the sale of merchandise items (for example, programs, clothes, DVDs, CDs, posters etc.), is payable to the venue. This is to be paid after each performance.

4.10 First aid

The venue has a designated first aid room. For all events it is a requirement of the venue that the services of a first aid provider be present. This will be arranged by the venue at a cost.

4.11 AIS venue promotion photographs

The venue reserves the right to take photographs of any event for AIS Arena promotion purposes only. Photographs taken will **not** be released for use by other organisations or the media and will remain the property of the AIS.



4.12 Relationship with local government agencies and neighbourhood

Under the *Noise Control Act 1988*, there is a requirement that between 7.00am and 10.00pm the noise can be no more than five decibels above the background noise of the nearest affected premises, and between 10.00pm and 7.00am, the noise cannot be above the background noise of the nearest premises. As the AIS Arena is an indoor stadium, this has not as yet been an issue for hirers. The venue is also located well away from residential development.

5 GENERAL POLICIES AND PROCEDURES

5.1 Traffic and parking

The AIS Arena can be accessed from two roads — Haydon Drive and Ginninderra Drive. There is parking for approximately 5000 cars on the site. A parking fee is payable for general parking at all major events.

5.2 Cloakroom

There is a cloakroom in the Sports Visitor Centre, which adjoins the Arena.

5.3. Insurance

All hirers of the venue are required to have public risk insurance. At a minimum the level should be no less than \$10 million for any one occurrence. Failure to have the appropriate level of public liability cover will render the hirer ineligible to stage the event in the Arena.

5.4 Occupational health and safety

The AIS has an occupational health and safety strategy that seeks the continued development and maintenance of safe and healthy workplaces throughout the site and in all matters concerning the wellbeing of staff, athletes, visitors and hirers of the facilities.

All hirers of the Arena (including their staff/sub-contractors) are expected to adhere to the requirements of the relevant occupational health and safety legislation in force in the Australian Capital Territory.

5.5 Public performance of protected sound recordings

The hirer agrees to obtain all necessary copyright licences for the public performance of any music in connection with the hiring agreement and to indemnify the Australian Sports Commission against all loss, expense or liability arising out of any breach of copyright or resulting from the hirer's public performance of music in connection with the AIS Arena hiring agreement.



5.6 Electrical safety procedures

The hirer agrees to comply with the requirements of the *ACT Occupational Health and Safety Act 1989*, that all electrical equipment brought to workplaces conform with Australian Standards AS3760. This means that all electrical equipment brought to the AIS Arena shall display a current, approved safety-test tag. The *ACT Occupational Health and Safety Act* imposes a duty of care on employers, suppliers and installers of plant and equipment to conform to the Australian electrical safety standards.

6 GOODS AND SERVICES TAX

If a goods and services tax is imposed on any supply by the AIS to the hirer under the conditions of hire, the hirer must pay the AIS the amount imposed, at the same time as, and in addition to, the amount the hirer is required to pay the AIS for the supply in question, or on demand, without setoff.