



# Caro Convention Centre, Mt Helen

1870 Founders Theatre

---

Federation University Australia acknowledges the Traditional Custodians of the lands and waters where our campuses, centres and field stations are located and we pay our respects to Elders past and present. We extend this respect to all Aboriginal and Torres Strait Islander and First Nations Peoples.

The Aboriginal Traditional Custodians of the lands and waters where our campuses, centres and field stations are located include:

<b>Wimmera</b>	Wotjobaluk, Jaadwa, Jadawadjali, Wergaia, Jupagulk
<b>Ballarat</b>	Wadawurrung
<b>Berwick</b>	Boon Wurrung and Wurundjeri
<b>Gippsland</b>	Gunai Kurnai
<b>Nanya Station</b>	Mutthi Mutthi and Barkindji
<b>Brisbane</b>	Turrbal and Jagera

---



Federation University is committed to creating an inclusive, safe and supportive culture that allows all members of our community to be known, seen and to contribute and participate as their whole selves.

We welcome and celebrate the LGBTIQA community.



## The Caro Convention Centre is set in the bushland surrounds of the Mt Helen Campus

Conveniently located only minutes from the vibrant Ballarat CBD and just over an hours drive from Melbourne and Geelong, the Caro Convention Centre offers a unique and flexible venue for any occasion, with a range of set-up options.

The impressive Founders Theatre has fixed seating for up to 660 people, and is particularly suited to a wide variety of dramatic presentations, or large gatherings. The theatre features expansive stage and back-stage areas suitable for performances, ceremonies, conferences, presentations and more.

In addition to the main theatre, the convention centre also offers a range of breakout and meeting rooms, a large flexible space, spacious foyer and outdoor courtyard.

The Caro Convention Centre is located within the University campus, giving attendees access to additional venues and spaces, recreation facilities, resources, accommodation, catering and so much more.

Let the natural beauty and history of regional Victoria inspire your upcoming event.

**HOSPITALITY  
AND EVENTS**

### Contact us

+61 3 5327 9480

[hospitalityandevents@federation.edu.au](mailto:hospitalityandevents@federation.edu.au)

[Federation.edu.au/hospitalityandevents](https://Federation.edu.au/hospitalityandevents)

# 1870 Founders Theatre

The well-appointed and comfortable auditorium has fixed seating for 660 people. Of these 516 are at ground floor level and the remainder (144) on a balcony above.

The theatre is suited for a range of events and functions including conferences, presentations, musical performances, graduation ceremonies, conventions, film screenings, dance concerts and much more. Disability access to venue and stage is available.



## Stage Facilities

The stage is designed to suit a wide variety of dramatic presentations, measuring 9.3 metres x 15 metres and the width of the proscenium arch is 15 metres.

The stage is surmounted by a fly tower with a grid height of 7 metres. Stage lighting is controlled from the bio box at the rear of the balcony operating through a flexible patching system. A professional standard audio system compliments the excellent acoustics of the auditorium.



## Foyer

The spacious foyer is ideal for pre-show drinks and nibbles, conference registration, morning and afternoon teas or exhibitions and displays.

Screens are located within the foyer area, able to be linked to the stream the activity inside the theatre, so no-one misses any of the action.

## Box Office

The box office space in the front foyer presents the option for ticket sales, programs, an information point, or even merchandise and memorabilia.





# Studio Theatre

Studio Theatre offers a flexible space suitable for group meetings, seminars and other team activities. With the capacity of up to 170, this space has a number of room set-up options available.



## Capacities

	THEATRE	CABARET	BANQUET	CLASSROOM	U-SHAPE	BOARDROOM
<b>STUDIO THEATRE</b>	150	100	100	80	45	-

# Studio Rooms

With a capacity of up to 50-70 people theatre set-up, Studio rooms are an ideal flexible space for your next meeting, workshop or small seminar.

Studio rooms may be used as additional break-out spaces for large conferences or can be utilised for a range of training, meetings or events.



## Capacities

	THEATRE	CABARET	BANQUET	CLASSROOM	U-SHAPE	BOARDROOM
STUDIO ONE	30	30	-	25	18	-
STUDIO TWO	30	30	-	25	18	-
STUDIO THREE	60	50	50	40	24	-



## Boardroom

With seating for up to 20, the Caro Convention Centre boardroom features the latest in audio visual technology, including wireless presentation and streaming. Blockout curtains are available to provide the ideal lighting for your presentation.

The large windows, and adjoining courtyard allow for ample natural lighting, while maintaining privacy, making the boardroom is ideally suited to your next team meeting, video conference or planning day.









## Capacities

	THEATRE	CABARET	BANQUET	CLASSROOM	U-SHAPE	BOARDROOM
BOARDROOM	-	-	-	-	-	20



# Venue Capacities

	THEATRE	CABARET	BANQUET	CLASSROOM	U-SHAPE	BOARDROOM
FOUNDERS THEATRE	660	-	-	-	-	-
STUDIO THEATRE	150	100	100	80	45	-
BOARDROOM	-	-	-	-	-	20
STUDIO ONE	30	30	-	25	18	-
STUDIO TWO	30	30	-	25	18	-
STUDIO THREE	60	50	50	40	24	-
						

## Venue Costs

Venue hire costs may vary depending on your event and requirements. Rates for 2025 are outlined as below. *No hourly rates are available.*

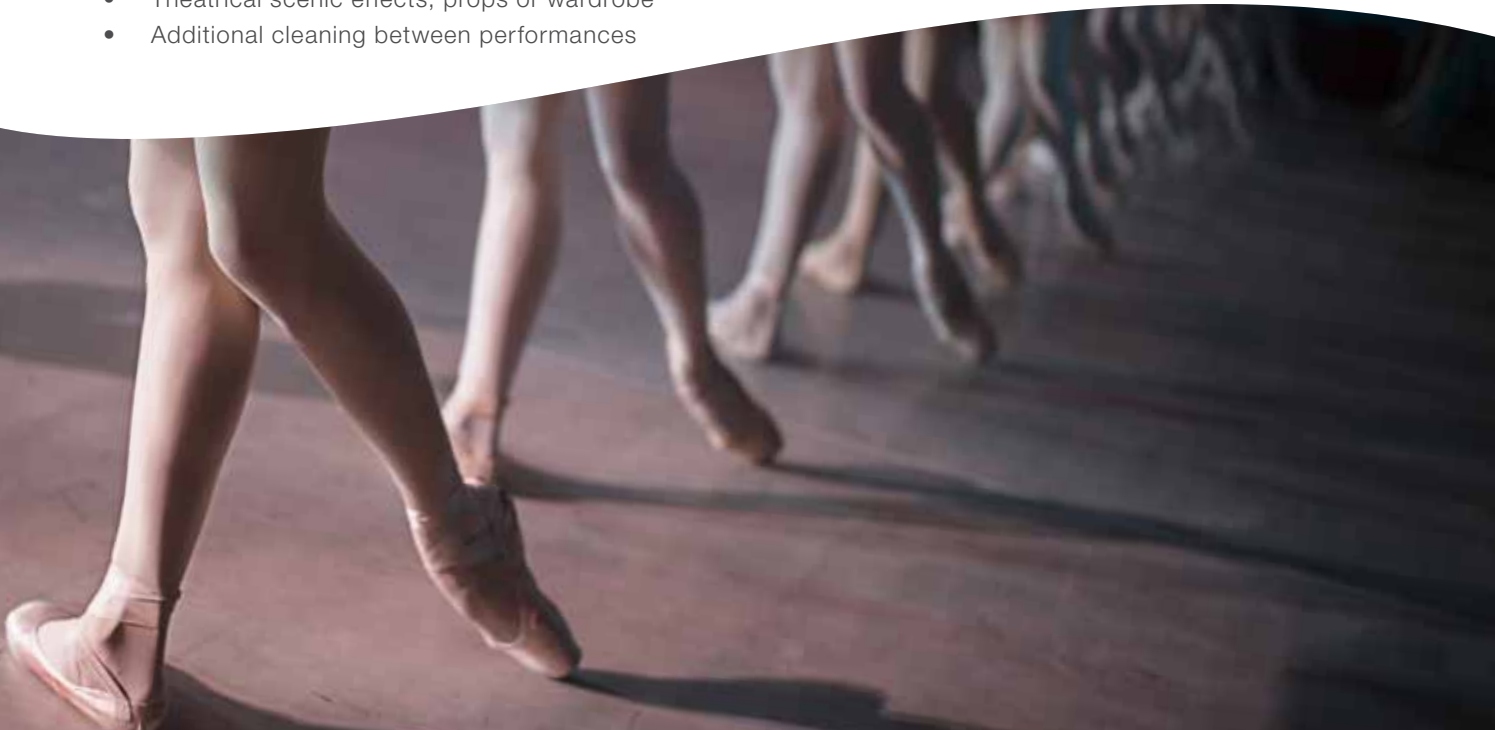
	FULL DAY	HALF-DAY (UP TO 5HRS)	ADDITIONAL DAILY RATE^^
FOUNDERS THEATRE*	\$3,400	\$2,020	\$1,700
STUDIO THEATRE	\$940	\$535	-
BOARDROOM	\$430	\$320	-
STUDIO ONE	\$375	\$270	-
STUDIO TWO	\$375	\$270	-
STUDIO THREE	\$375	\$270	-

\* Venue technician must be present ^^ Must be consecutive days

The Founders Theatre costs include the use of the theatre, heating (if required), standard cleaning service, 8 hours of technical support (full day hire) or 5 hours (half day hire).

The following services are available. Additional charges will apply as required.

- Technical support in excess to hours included
- Box Office attendants
- Front of house management
- Ushers
- Theatrical scenic effects, props or wardrobe
- Additional cleaning between performances
- Ticketing sales
- Program or promotional product printing
- Additional break-out spaces
- Weekend cleaning



# Conference and Event Services

For all events, large and small, our professional and friendly Events Team will provide the right venue and advice to make your day a success.

Our Events Team will work with you to customise a package tailored to your needs and budget.

## Event Management Services

Our comprehensive and flexible range of event management services will ensure all bases are covered for your upcoming event.

- Venue and room hire
- Session and event set-up
- Planning and management services
- Activities planning and preparation
- Registration and ticketing management
- Customised program development and printing

## Catering

Our modern, on trend catering service compliments the regions most unique conference and events venues. We will work with you to tailor a package personalised to your tastes, budget and event themes, featuring fresh produce and gourmet selections.

Full catering services are available for your event, from breakfast to formal dinners and everything in between with a focus on fresh, local produce.

We are proud to support local, with our food and beverage menus featuring a selection of the best produce our regions have on offer.

## Accommodation

Accommodation options for up to 150 are available within walking distance to the event venues.

As specialists in accommodation for large groups, our team will put together a tailored package for your next conference, school camp, sporting competition or event.

## Additional Venues

Federation University campuses offer a wide range of lecture theatres, meeting rooms and flexible spaces, catering for a range of set-up options, and attendee numbers. We are sure to have the ideal option for your next event to provide additional space and breakout sessions.

**Albert Coates Complex** offers a large flexible space with a range of set-up options for different event formats, catering for 50-500 guests.

The **Geoffrey Blainey Auditorium** incorporates a well appointed 350 seat lecture theatre in addition to a number of smaller breakout spaces. The spacious foyer areas are ideal for registrations, cocktail events and morning and afternoon teas.

Contact us to discuss available options suitable for your group and activities.



## Recreation

Our state of the art Health and Sport Precinct at the Mt Helen Campus features a Health and Fitness Centre, heated indoor 25 metre pool, indoor sports stadiums, active studio and tennis courts. Facilities are conveniently located on-campus and present an opportunity to include a range of team-building or practical activities in your program, or unwind at the end of the day.

Why not incorporate a lifestyle and fitness session into your event program, run by our qualified health and fitness staff!

## Event Printing Services

The range of print services available through our onsite printing facilities are second to none. We can deliver all your printing requirements, including programs, promotional material, pull-up banners, posters and everything in between.

Items can be delivered directly to your events venue, giving you one less thing to worry about.

As specialists in the print industry, we can guide you through the process and recommend the products to make your printing stand out.

## Custom Products

Bring your brand to life and make it memorable with branded products; expo giveaways, corporate gifts, conference collateral, or award nights, the perfect custom product is available for all occasions.

Items available may include pens, drinkware, bags, apparel, promotional products and much more.

## Local Region

Our Mt Helen campus is located only a short distance from the Ballarat City Centre and all the entertainment and attractions the region has to offer, including numerous parks, nature walks, hikes and biking trails, Sovereign Hill, Kryal Castle, The Ballarat Wildlife Park, Lake Wendouree and more.

Ask us about what local attractions may be suitable to include in your program making the most of your visit to Ballarat.



# 1870 Founders Theatre Conditions of Hire

## 1 Booking

1.1 Booking requests can be made online at [federation.edu.au/hospitalityandevents](http://federation.edu.au/hospitalityandevents).

1.2 To secure and confirm booking dates, the hirer must return a signed hire agreement to [hospitalityandevents@federation.edu.au](mailto:hospitalityandevents@federation.edu.au) and pay a deposit. The hire agreement must state the full purpose for which the theatre is required and the date and hours during which it will be used.

1.3 When application is made on behalf of an organisation or body of persons the hirer shall state the name of such organisation and the authority of the person making the application.

1.4 At the time of making the booking the hirer may be required to produce evidence of the aims and objectives of the body or organisation for whom the booking is made.

1.5 The Federation University Australia reserves right to refuse any booking without assigning a reason and to reject applications for hire of the theatre from an individual or organisation for a specific period of time.

## 2 Charges

2.1 Details of University charges may be obtained on request from the Venue Manager. The hire charge may vary depending on the category into which the hirer is classified. The University's Committee of Management shall determine the category.

A University representative is required to be in attendance during the entire hire period.

### 1870 Founders Theatre Hire Rates 2025

Full day hire	\$3,400
Additional consecutive days	\$1,700
Half day (up to 5 hours)	\$2,020

Note: no hourly hires

### 2.2 Included in Schedule of Charges

- Use of theatre
- Electricity and Heating
- Cleaning (3 hours)
- 8 hours of technical support (full day hire) or 5 hours (half day hire)

### 2.3 Excluded from Schedule of Charges

- Technical Support in excess to hours included
- Box Office attendants
- Front of House Management
- Ushers
- Telephones
- Theatrical scenic effects, props or wardrobe
- Additional cleaning between performances

Hirers may, and when required shall, arrange with the Venue Manager for any of the attendants or facilities referred to in this clause. Additional charges will apply.

### 2.4 Extra Charges

Hirers should note that extra charges can be incurred during hire and are payable on receipt of final invoice issued post event.

When venue hire and access is required in excess of 8 hours per full day hire booking, additional charges will apply, up to an extra \$100 per hour for technician and venue costs. Half day bookings exceeding 5 hours will be charged full day hire rate.

## 3 Deposits and Payments

3.1 All hirers will be invoiced a deposit of 50% of the minimum room hire charge upon confirmation of venue availability and booking acceptance.

3.2 The Venue Manager in his/her discretion may call for a higher deposit up to the amount of the total charges to be paid when the booking is made or at any time between the making of the booking and the date of the activity. In such a case the hirer must pay the amount requested within seven days of being so requested.

3.3 Payment of the deposit invoice will confirm the hirers booking has been accepted by the University.

3.4 A booking for which no deposit payment has been received may be cancelled by the University without notice and no charge will be made on the hirer.

3.5 Full payment of hire fees is required upon receipt of final invoice post event.

3.5.1 Additional charges incurred during hire will be charged post event.

3.6 All accounts are payable within seven days of receipt of invoice.

3.7 Future bookings may be refused to any hirers who fail to pay outstanding accounts promptly on request.

3.8 The hirer shall not issue to any persons any advance publicity relating to the use of the 1870 Founders Theatre prior to receiving written confirmation of the booking.

## 4 Cancellation of Bookings

### 4.1 By the hirer

4.1.1 Where written notification of cancellation is received not less than two calendar months prior to the function the full deposit will be refunded.

4.1.2 Where written notification of cancellation is received less than two calendar months prior to the function the entire deposit may become forfeit to the University at the discretion of the Venue Manager.

### 4.2 By the university

4.2.1 The Venue Manager, may, at his/her discretion, prohibit at any time any performance or function which is objectionable or dangerous or which is contrary to the law or which infringes any copyright or is prohibited by law or which would be detrimental to the reputation of the 1870 Founders Theatre or Federation University Australia.

It shall also be in the Venue Manager's discretion in any case to direct the return to the hirer of all monies paid in respect of the hiring and the hirer hereby agrees to accept the same and to be held to have consented to such cancellation and to have no claim at law or in equity for loss or damage in consequence thereof.

4.2.2 When there are repairs, alterations or additions in course of progress at the theatre every letting of the theatre shall be subject to cancellation or to any diminution of available area and to sufferance by the hirer and those using the theatre of all inconveniences which may arise in consequence of the works in course of progress.

4.2.3 The University shall not be held liable for any interference, disruption or enforced cancellation of any part of a booking which is caused by some civil disturbance, industrial action, act of God or any

circumstance which is beyond the control of the University.

4.2.4 The University shall not be held liable for the cancellation of any booking due to the University's Bush Fire policy (which states that only essential service personnel are required to be on University grounds).

## 5 Transfer or Assigning of Hiring

5.1 No hiring shall be assigned or transferred without the consent in writing of the Venue Manager.

## 6 Liability of Hirer

### 6.1. Observance of laws

6.1.1 The hirer shall conform to the requirements of the Health Act, Theatres Act, Local Government Act and any other relevant act, relevant by-laws, rules or regulations made there under, and shall be liable for any breach of any such Acts, By-Laws, Rules or Regulations.

### 6.2 Infringement of copyright

6.2.1 The hirer shall indemnify the University against any infringement of copyright or performance rights in connection with the performance of any musical, literary, or dramatic work in the 1870 Founders Theatre.

### 6.3 Insurance

6.3.1 Prior to the period of hiring the hirer shall take out a public risk insurance policy against all claims or demands made by any person or persons for bodily injury or for damage to or loss of property occurring during the period of hiring; the cover note for this insurance shall be produced to the Venue Manager upon request.

### 6.4 Consumption of liquor

6.4.1 No alcoholic or intoxicating liquor or beverages shall be brought into or consumed upon the hired premises without the written consent thereto of the Venue Manager having first been obtained and then only in accordance with the conditions of consent.

### 6.5 Good order

6.5.1 The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the theatre and its environs throughout the whole duration of the hiring period.

### 6.6 Damage to building and equipment

6.6.1 The hirer shall be responsible for and shall pay to the University the cost of any damage beyond fair wear and tear to the theatre property, fittings, furniture, curtains and equipment either mechanical or electrical therein, caused as the result of the hiring or incurred during the hiring period. The decision of the Venue Manager will be accepted in determining such damage.

6.6.2 No floors, walls, or any parts of the building may be broken or pierced by nails, screws, or other means.

6.6.3 No scenery, fittings, decorations, posters, advertisements, flags, shields or emblems shall be erected, fixed, hung or displayed in the building without the previous consent of the Venue Manager. Should additional insurance be rendered necessary, the premium for such will be the responsibility of the hirer and will be charged to the hirer in addition to the hiring charges.

### 6.7 Indemnification of university

6.7.1 Neither the University nor any of its officers or servants shall be liable for any loss or damage of any article or thing sustained by the hirer or any person, firm or corporation supplying such article or thing to the hirer. The hirer by accepting these conditions indemnifies the University against any claim by any such person, firm, or corporation in respect of such article or thing.

## 7 Functions

### 7.1 Starting times

7.1.1 For a public evening performance, the hirer will give the Venue Manager four weeks' notice of the proposed starting time.

7.1.2 The hirer or his/her representative and ticket sellers must be in attendance at least one hour before the advertised starting time. It is a condition of hiring and hereby agreed by the hirer, that the Venue Manager shall have in their discretion full authority to cause the doors to be opened by an employee of the University at any time prior thereto. Such employee shall in any case act under the Venue Manager discretion and no liability or responsibility shall attach to the University or its employees in connection herewith.

7.1.3 The Venue Manager may at his/her discretion arrange for the box office to be opened under the same conditions as those set out in 7.1.2.

### 7.2 Finishing time of sessions

7.2.1 Unless otherwise agreed by the Venue Manager, the occupancy by the hirer of the hired premises shall not extend beyond the agreed finishing time.

### 7.3 Program of production

7.3.1 It shall be at the discretion of the Venue Manager to require the hirer of the theatre to supply to the Venue Manager a complete script or fully detailed written or printed statement or program not less than fourteen days prior to the date of the occupancy showing precisely what is to be done and to take place therein.

## 8 Access to theatre

### 8.1 Entry to building

8.1.1 Admission to the theatre is through the main foyer doors at the eastern end of the theatre. During that part of the hiring period when an audience is admitted all doors of the theatre must be kept unlocked and ready for use as escape doors in case of alarm from fire or other cause.

8.1.2 During that period of hire when an audience is not admitted all doors other than those essential to the operation of the theatre shall be kept locked in the interest of security.

### 8.2 Access by the Venue Manager or appointee

7.2.1 The Venue Manager and any person or persons duly appointed by him/her shall at all times, and notwithstanding any hiring, be entitled to free access to every part of the building.

### 8.3 Access by the hirer

8.3.1 Not with standing any hiring the building will always remain under the jurisdiction of the Venue Manager or their representative who may, at his/her discretion, restrict access by the hirer to operational areas such as bio box, plant rooms, workshop and offices.

### 8.4 Car Parking

8.4.1 For evening performances ample car parking

is normally available in close proximity to the theatre. During weekday use of the theatre parking is available in car parks 1 & 2.

8.4.2 The Hirer is expected to provide car parking attendants and to ensure patrons do not park on grassed areas.

8.4.3 Hirers of the theatre and their patrons must observe signs relating to parking. The provisions of the Road Safety Act 1986 apply to Mount Helen campus and the University has power to issue infringement notices to drivers who do not observe such signs.

8.4.4 Refer to [Mount Helen Campus Map](#) for car parking locations.

## 9 Photographs and Recordings

9.1 Photography or recording by any means in the theatre shall only be permitted with prior approval in writing from the Venue Manager. In such case all responsibility for infringement of copyright or performing rights will rest with the hirer.

## 10 Food and Alcohol

10.1 Commercial Services Hospitality and Events are the on-campus supplier of event catering requirements.

10.2 Ice-cream, confectionery, foods, drinks or refreshments, alcoholic or otherwise, of any kind whatsoever, shall not be sold or supplied in the theatre without the prior consent in writing of the Venue Manager.

10.2 Venue management reserves the right to open the foyer kiosk at such times as it sees fit.

## 11 Touting

11.1 Calling out aloud, spruiking or touting in relation to any entertainment or engagement shall not be permitted inside or within the environs of the theatre, except by permission, in writing, from the Venue Manager.

## 12 Smoking

12.1 Smoking is not permitted within any Federation University building. All signs relating to smoking must be observed.

## 13 Gambling

13.1 No game of chance at which either directly or indirectly money is passed as a prize shall take place in any portion of the building without the express approval of the University Council.

## 14 Admitting persons in excess of capacity

14.1 The hirer shall under no circumstances admit persons to the theatre in excess of its normal capacity.

## 15 Advertisements

15.1 No placard, poster or other advertisement relating to any matter for which the theatre may have been hired, shall be placed or affixed anywhere in the theatre without permission from the Venue Manager.

15.2 The Venue Manager reserves the right to reject any display which does not conform to a reasonable standard of presentation.

## 16 Getting In and Getting Out

16.1 Scenery, properties and accessories pertaining to any booking will not be permitted on the premises earlier than the first day of hiring.

16.2 Scenery, properties and accessories shall be cleared from the theatre immediately after the

conclusion of the last evening booking.

16.3 A theatre staff member must be in attendance at all times during the setting up or dismantling of scenery or lighting for a production. When such work is performed outside of normal working hours the hirer will be liable for the payment of the appropriate staff overtime.

16.4 In some circumstances paragraphs 16.1, 16.2, 16.3 and 16.4 may be modified by agreement with the Venue Manager.

## 17 Disputes

17.1 In the event of any dispute or differences arising as to the interpretation of this agreement, or as to any matter or thing herein contained or as to the meaning of any of these terms and conditions the decisions of the Venue Manager thereon shall be final and conclusive.

## 18 The Venue Manager

18.1 All references to the Venue Manager in these terms and conditions shall be deemed to mean the Associate Director, Commercial Services, Federation University Australia or his/her duly appointed representative.

## 19 Box Plans and Front of House

### 19.1 Event Ticketing

19.1.1 Event ticketing and sales are available through the University with an online listing.

General Admission: \$150 per month per listing + \$1.50 per ticket OR \$3.50 per ticket

Reserved Seating: \$300 per month per listing + \$2.50 per ticket

19.1.2 The hirer will be required to provide an image, event description, sales dates and pricing for an event ticketing listing to be activated.

19.1.3 The Venue Manager will provide the hirer with regular sales reports and updates.

19.1.4 Hirers may choose to make their own arrangements with respect to seat bookings for performances.

### 19.2 Event Ushering and staffing

19.2.1 Unless by special arrangement the hirer shall be responsible during the season for his/her own evening box office sales for performances.

19.2.2 The hirer shall nominate one person as Front of House Manager who will familiarise himself/herself with all emergency and safety procedures required by the Public Building Regulations and shall assume full responsibility for organising ushers, box office staff and the safety of the audience.

19.2.3 Where total audience is less than the total capacity of the ground floor seating available patrons are not to use the balcony level to avoid additional staffing requirements.

19.2.4 Depending on the number of patrons attending at least four ushers may be on duty (downstairs) for each performance and at least two ushers may be on duty for the balcony when this is in use.

19.2.5 The number of ushers required will be determined by the Venue Manager or the representative.

19.2.6 Where ushers are provided by the hirer they will need to complete a local induction which will

include an evacuation procedure.

19.2.7 Where ushers are provided as part of the hire agreement, minimum hours, penalty and overtime rates will apply as required. The hirer will be required to provide detail on times required and event details as required for usher training.

19.2.8 Suitable business or evening dress shall be worn by ushers.

19.2.9 Ushers should endeavour to familiarise themselves with the seating plan.

19.2.10 All immediate pass doors to the theatre must be closed when the house lights fade out.

19.2.11 Ushers shall remain at their posts for fifteen minutes after the rise of curtain to cope with latecomers.

19.2.12 For the remainder of the performance one person shall be on duty at each of the lower foyer pass doors and one person at the upper foyer pass doors.

19.2.13 Ushers must be conversant with performance running times and be ready to fasten open pass doors to foyers both at intervals and at the conclusion of the performance.

19.2.14 The University reserves the right to engage ushers at the hirer's cost should the hirer not make adequate arrangements.

## 20 Stage Lighting and Sound

20.1 Hirers requiring lighting or special sound facilities should submit these requirements to the Venue Manager at least four weeks prior to the commencement of their event.

20.2 Hirers are expected to return any changes to the standard lighting rig at the completion of their hire. Failure to do so will result in additional charges.

20.3 A University representative will supervise the rigging of these requirements but it will remain the responsibility of the individual hirer to arrange additional staff to assist backstage with angling lamps, etc., for the production.

Overtime incurred by the technician beyond arranged booking times for such supervision will be paid by the hirer.

20.4 The lighting system must be operated only by the University staff or by a suitably qualified operator under the direction of a member of the University staff.

20.5 Hire of additional lighting equipment can be arranged by the University and the resulting costs will be included with other theatre hiring charges.

20.6 No additional electrical equipment shall be

brought into the theatre without prior approval of the Venue Manager. All electrical equipment brought into the theatre must have a current electrical appliance test tag.

20.7 Alterations shall be made to the existing sound or stage lighting systems by University staff only. Any additional expenditure resulting from these changes will be charged to the Hirer.

20.8 At the conclusion of a hiring the hirer shall pay the cost of restoring such alterations to the initial arrangements.

20.9 Noise Levels in the Auditorium. The hirer shall not permit the level of noise from any entertainment in the theatre to exceed the level recommended by the National Health and Medical Research Council of Australia, viz. 100dB per half hour per day.

## 21 Props & Scenery

21.1 The University does not undertake to provide hand tools, power machines, set materials, paints, brushes and rollers for the building of scenery except by special arrangement with the Venue Manager.

21.2 As the hirer you must ensure that when bringing in and taking out props such as Replica Guns, Knives etc for use in the Theatre the person responsible must make sure that these items are concealed at all times other than when in use.

21.3 No Hirer shall arrange for scenery, wardrobe, props or other items required for their production to be delivered to the theatre without having first sought permission and a suitable time from the Venue Manager.

21.4 A representative of the hirer must be in attendance at such times to bring in and store items in whichever part of the theatre is nominated by the Venue Manager.

21.5 The University reserves the right to limit storage of any internal group's assets depending on available space.

21.6 All scenery brought into the theatre must be adequately flame-proofed.

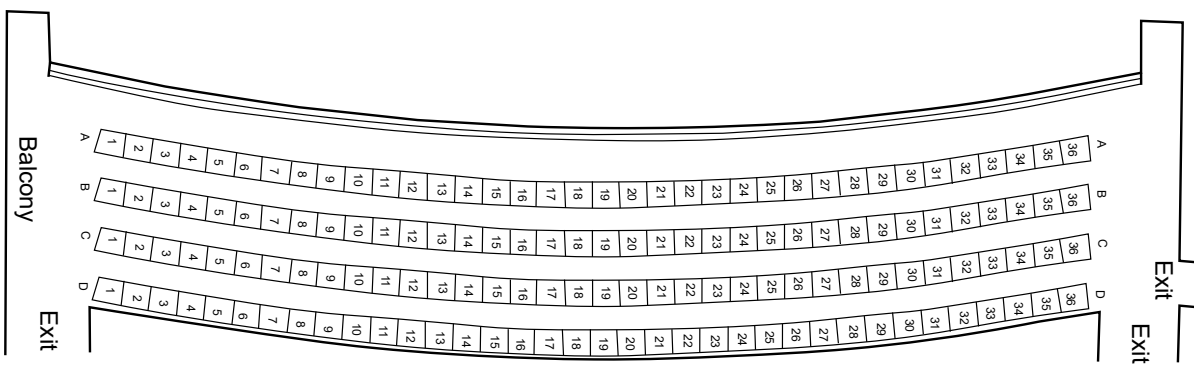
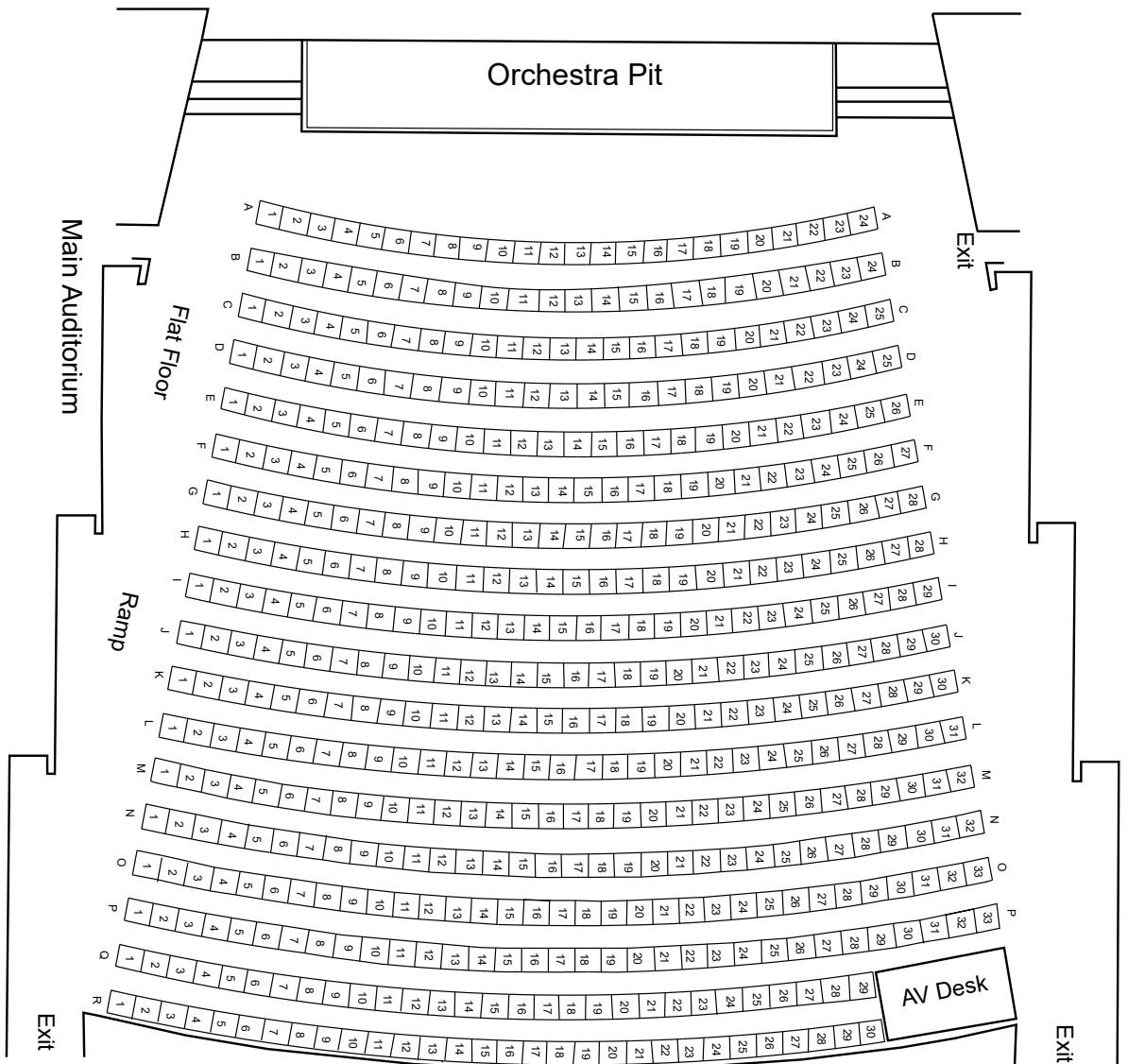
21.7 Where the use of smoke machines is required permission will be needed from the Venue Manager. At least four weeks noticed will be required.

### Notes:

The provision of any section of the Regulations may not be varied except in special circumstances and then only as agreed to in writing by the Venue Manager according to circumstances.

# 1870 Founders Theatre Floor Plan

## Stage

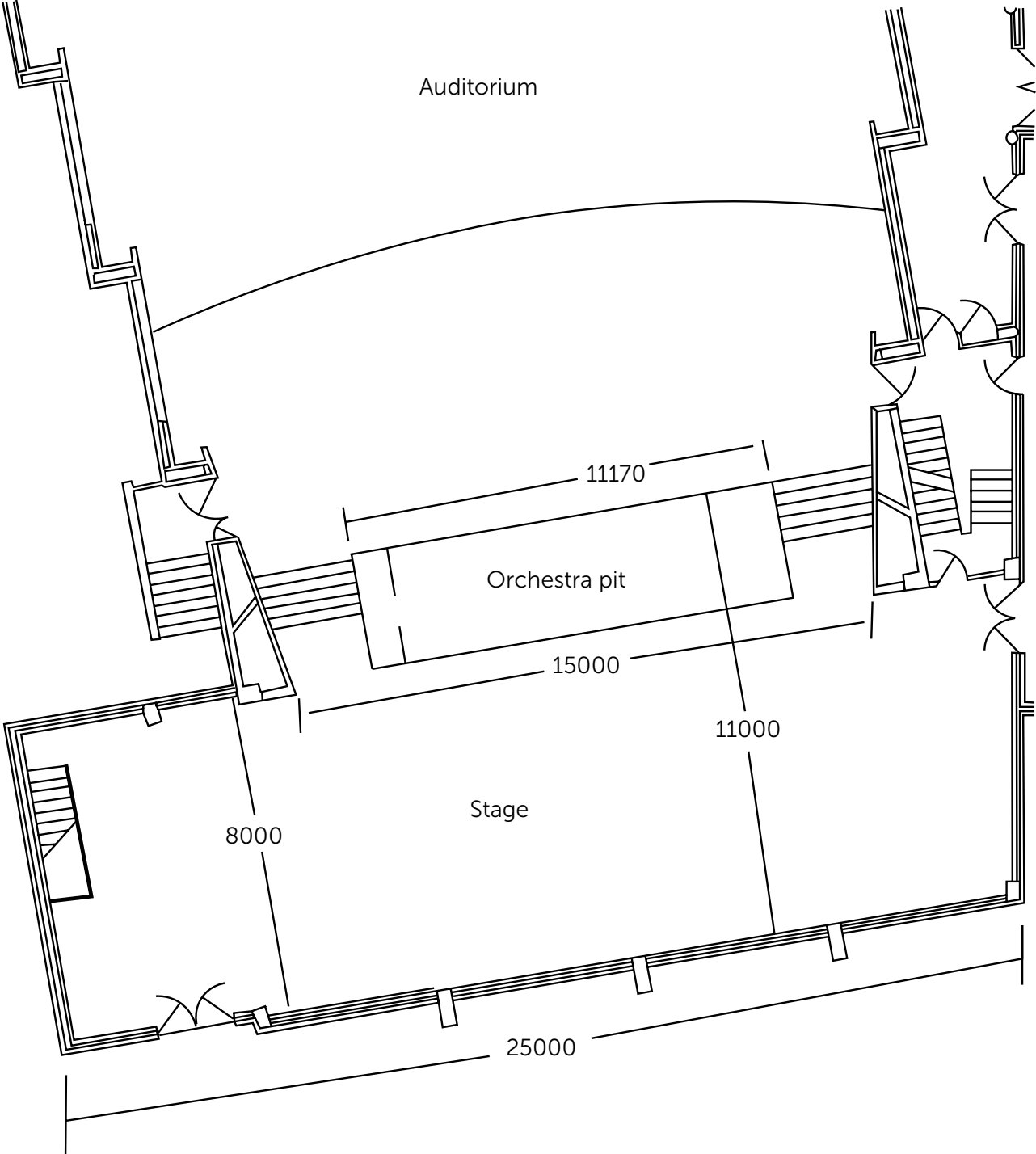


### Important Notes on Seat Allocations

1. If Sound & Light Concepts are operating lighting & or sound please allocate the following seats for their control systems:  
Stalls Q29-Q34 INCLUSIVE, R30-R35 INCLUSIVE
2. If you are using the university's data projector from the balcony please reserve seats:  
Balcony A18-A20 INCLUSIVE



# 1870 Founders Theatre Stage Plan



M Building  
1870 Founders Theatre  
Ground Floor Plan

# Caro Convention Centre Floorplan



## Hospitality and Events

### Contact us

+61 3 5327 9480

[hospitalityandevents@federation.edu.au](mailto:hospitalityandevents@federation.edu.au)

[Federation.edu.au/hospitalityandevents](http://Federation.edu.au/hospitalityandevents)

Fedliving | Fed Retail | Hospitality and Events | Fedprint  
Health Sports + Aquatic Centre | Federation Children's Centres

Connect with us!



[Federation.edu.au/commercialservices](http://Federation.edu.au/commercialservices)

