



TECHNICAL SCHEDULE

Updated September 2025

Venue Manager

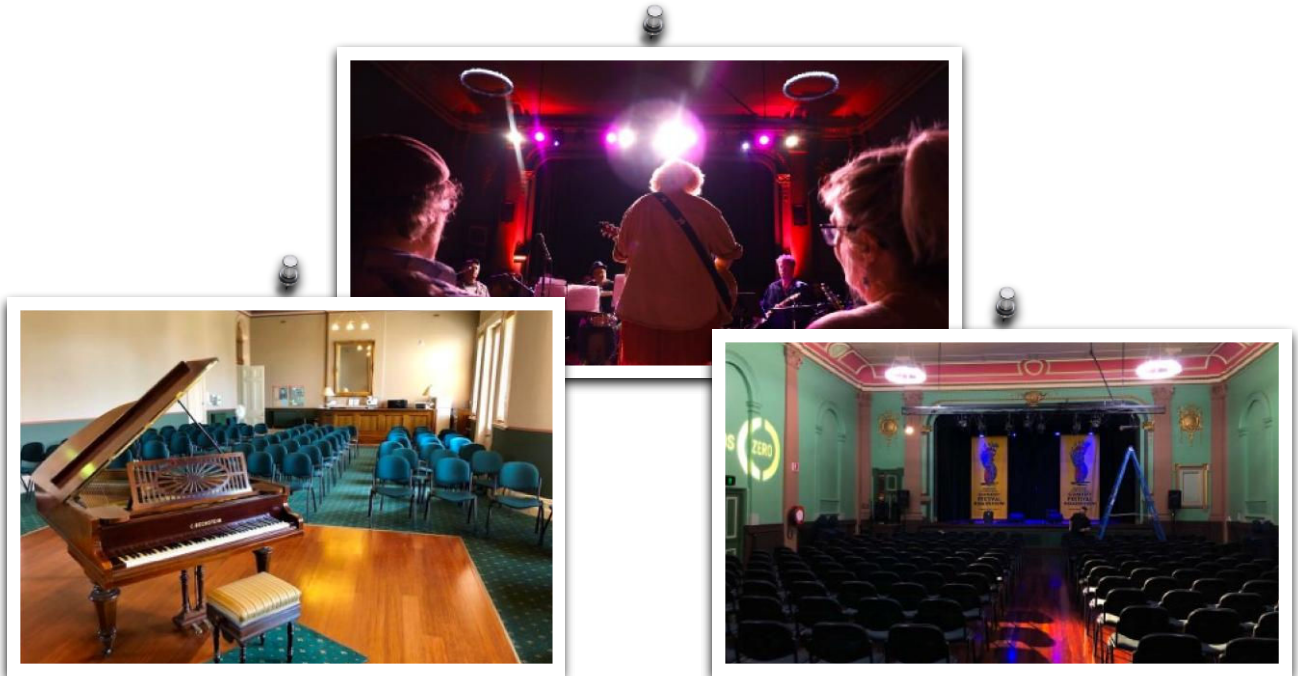
0419 677 713 | venue@ballaratmi.org.au

117-119 Sturt Street, Ballarat Central, VIC 3350



**BALLAARAT
MECHANICS'
INSTITUTE**

CONTENTS



**The BMI acknowledges the Wadawurrung
People of the Kulin Nation as the first
inhabitants and Traditional Custodians of
the lands where we work, learn and create.
Always Was, Always Will Be, Aboriginal
Land.**

About the BMI

The Ballarat Mechanics' Institute was established in 1859. The Institute was first established as an independent home for arts, culture and learning. With one of the oldest operating independent lending libraries in Australia, and home to a very large collection of newspapers, books, and photos, the Ballarat Mechanics' Institute continues to be a valuable asset for the Ballarat community.

Ballarat Mechanics' Institute (BMI), sitting proudly under the watchful eye of Minerva, has welcomed a diverse group of people through its doors.

Since 1859, the BMI has been used for balls, lectures, markets, cinema, library, concerts and cultural events. Following a magnificent restoration in 2013, the BMI continues its significant role in Ballarat's rich cultural heritage.

The Minerva is an alternate name that the BMI uses for live music gigs. The Minerva is a community venue that is dedicated to supporting local and regional artists in an inclusive environment. We pride ourselves on being accessible to all people within our wider community.

The BMI offers an exciting and versatile suite of spaces that can be hired for a wide range of occasions, including:

- **The Minerva Space** Theatre/Ballroom/Conference, capacity 250-280
- **The Humffray Room** Meeting/Concert/Conference, capacity 80-100
- **The Hooper Room.** Meeting room, capacity 30-40
- **The Hugh Williamson Foyer** Exhibition/meeting, capacity 15-20
- **Heritage Reading Room** by Special arrangement only, capacity 20-30
- **Library** by Special arrangement only, capacity 20-30
- **The Basement** by Special arrangement only, capacity 24
- **Finishing Kitchen**

Accessibility information for our venue can be found at <https://ballaratmi.org.au/accessibility/>

NOTE: This document outlines the technical specifications and equipment for the Ballarat Mechanics' Institute. Please be aware that not all equipment listed in this schedule will be available at all times. All information is true and correct at the time of publishing.

Standard Venue Facilities & Inclusions:

- Modular staging system available
- High-speed Wi-Fi with private network option
- Lift access (except Basement)
- Whiteboards available
- Stock of trestle tables & large banquet tables
- 300 chairs venue-wide
- Limited liquor licence onsite
- Accessible restrooms via H.W. Foyer

Technical Equipment

Audio System

Standard Audio Equipment

- 1x MIDAS M32R digital mixing console - 16 in, 8 out, 6 aux in, 6 aux out
- 1x MIDAS DL32 digital stage box - 32 in, 16 out
- 2x RCF Art 735-A speakers *and* 2 x RCF 705-AS II subs (fixed FOH)
- 2x QSC K12 speakers
- 2x Turbosound TFX122MAN stage monitors
- 1x 20ch (16 in, 4 out) XLR analogue multicore

Vocal Mics

- 6 x Shure Beta58A
- 2 x Shure BLX24R B58
- 1 x Shure Super 55 Mic
- 1 x Shure BLX1 M17 Head-worn Mic
- 1 x Shure BLX4R base station

Drum Set

- 1 x Shure PGA52
- 3 x Shure PGA56
- 2 x Shure PGA81

Instrument Mics

- 5 x Shure SM57
- 4 x Sennheiser E609
- 1 x Sennheiser e835 Microphone

DIs

- 2 x Klark Teknik Pro DI 2 DI 20P
- 1 x Klark Teknik DI 10P
- 2 x SWAMP DI 120

Stands

- 8 x K&M 210/6 tall tri-stand
- 2 x K&M 260 tall round-base stand
- 5 x K&M 259/1 short stand

Multiple XLR cables of different lengths to accommodate the venue's equipment.

Lighting Equipment

Supply

- 1 x LSC Redback Wallmount 12 Dimmer (Minerva)
- 1 x LSC APS/10A 12 channel rack-mount distro

Control

- 1 x LSC Mantra Lite lighting console with additional fader wing
- 1 x ETC Element (Owned by Ballarat National Theatre)

Fixtures

- 6 x Showtec Performer Profile 150 Q6
- 12 x Chauvet DJ SlimPAR Pro H
- 2 x Chauvet Intimidator Spot 375Z
- 2 x Chauvet Intimidator Wash 450IRC Zoom
- 8 x MultiPARs (ProShop HPL 575W), multiple lens' available

The BMI is fitted with a full light rigging system installed by I.T.E. (Installation Theatrical Engineering). The specifications for lighting bars are contained on page 5 of this document.

AV Equipment

- 1 x Kogan 100" PopUp screen
- 1 x NEC NC1200C DLP® Digital Cinema Projector
- 2 x Canon XA40 Professional UHD 4K Camcorder with 2x Hollyland MARS400 Pro, batteries, cables, tripods etc
- 1 x Blackmagic ATEM Mini Pro video production broadcast system
- 1 x Epson MegaPlex MG-850HD Projector

Minerva Space Projection

The Minerva Space projection system of our NEC NC1200C DLP® Digital Cinema Projector and a permanent, motorised drop-down screen. Screen - 6100mm (W) x 3800mm (Drop - with 700mm border below)

The NEC NC1200 is compatible with HDMI (via a HDMI to DVI cable) as well as BluRay and DVD. *If you require another type of cable please provide your own device to connect with HDMI Male.*

NOTE: This projector is permanently installed behind the rear of the stage, inside the Green Room. The projector screen is fitted directly behind the FOH curtain, and when this projector is in use, and the projector screen is down, the stage can not be utilised.

Should an event require the simultaneous use of the stage and projection clients should discuss and coordinate well ahead of time to allow additional equipment to be hired, any equipment hire costs will be passed onto the client.

Access

Loading

There's a non-time limited loading zone on Sturt Street near the front of the items up the main building. Hirers may load their equipment through the front foyer and carry items up the main stairs. The main doors are 2600mm wide and 2700mm high. The stairs do present some difficulty for especially large objects.

Elevator

The elevator is accessible via the front foyer. The doors are 910mm wide and 2100mm tall. It is 2100mm long inside.

Rear Access

There is a Loading Zone on Lewis Street (at the rear of the building) and hirers can load equipment up the fire escape stairs into the Minerva Space. The door into the Minerva is 1050mm wide and 2100mm high. The stairs are 1200mm wide (rail to rail). There are approx. 30 steps.

Parking

Unfortunately, the BMI does not have any reserved parking for the venue. There is paid parking along Sturt Street (first hour free, \$3 for every hour after, 9am-5.30pm, Sunday free) and a \$6.50 all day carpark at the corner of Dana St and Anderson St W.

Other Important Information

Security

The BMI Venue Manager will determine, after undertaking an initial risk assessment, if any event needs to have dedicated security guards or protection services. These will be contracted at the expense of the hirer. All contractors must be approved by Venue Manager.

First Aid Kits

First Aid Kits are located throughout the building. Our main first aid kit is located on the ground floor in the cupboard that is opposite the lift doors. There is a first aid kit located in the Minerva Space on stage at the PS-DS corner, just near the SM Desk. If these kits are used, you should notify the Venue Manager so that they can be immediately restocked.

Egress:

All emergency exits must, at all times, remain unobstructed to ensure egress is constantly maintained. Any items, furniture, or equipment that hinders or obstructs exits will be immediately removed and a warning will be issued. If egress continues to be hindered hirers may be required to vacate the building and forfeit their hire.

Smoke Detection

The BMI is fitted with an automatic smoke and fire detection system throughout the building. Hazers, smoke machines, open flame, candles, or anything similar must not be used without prior written approval from the Venue Manager. This approval must be applied for at least two weeks before your event. A fire warden will be required to be present.

Noise:

Sound Pressure Levels within the auditorium should not exceed an average of 88dB continuous exposure per four hours per day (National Health and Medical Research Council of Australia). For Sound Pressure Levels in excess of 88 dB to a maximum Peak Level of 140dB hearing protections must be made available to BMI staff and patrons.

Test and Tag

All portable equipment must be tested and tagged per AS/NZS 3760. If an item isn't tagged, the BMI is able to test it for \$5 per item (staff dependent).

Control Positions

The lighting and sound desk have multiple control positions. The standard control position is in the auditorium against the west wall, halfway up. Both desks are able to be moved to the PS stage managers desk, if needed. Both desks have the capacity to be placed at the rear of the auditorium, against the barricade, however, you will need to hire extra equipment to be able to do this. Please consult with the Venue Manager.

Stage Risers

The BMI owns 6 x (1m x 1m) modular evo stage risers with 400mm high legs and black skirts. These can be used either on the stage or on the floor. They are commonly utilised when using the projector screen in the Minerva for conferences/orations. Or as a raised platform in other rooms.

Minerva Floor

The auditorium floor is polished hardwood. 14200mm (W) x 20400mm (L). Gaffer tape is **NOT** to be used on the auditorium floor under any circumstance. Unless specifically provided by the venue. Using "cheap" gaff will remove the top protective coating of the floor. If damage occurs this will be charged back to the hirer.

Seating:

Seating is provided via single temporary stackable seats. The seats are cushioned and can be locked together if required. Seating plans can be requested from the Venue Manager. Fees apply for any changes from the standard layout (cocktail setting). The Venue has 300 seats available in the building.

Patron Limits:

The Minerva Space is licensed to hold a maximum of 294 people. This limit must NEVER be exceeded. This number must also include any staff or artists. For clarification consult with the Venue Manager.

Green Room

A Green/Change Room is located behind the stage. 6500mm x 3200mm. **Change Room:** It is fitted with a bar fridge, 3 wash-basins with large mirror, make-up lights, 8 power points, hooks, chairs, iron and ironing table. This room adjoins a LH accessible all-gender toilet.

Wireless Comms

BMI owns one set of Hollyland T1000 wireless comms units. These can be utilised for productions or events through prior arrangement with the Venue Manager. We have found that the range of the wireless units extends throughout the entire building

Staffing

After consultation with the Venue Manager hirers will be informed of the staffing requirements of their event, a hirer representative may be inducted into the venue safety procedures in order to manage their own event or BMI staff may be rostered to the event at the hirers expense, as per consultation and issuing of relevant quotes. At any time, for any event, the BMI may determine that BMI staff are required to be on site. These staff will be employed at the expense of the hirer (usually incorporated into the hire quote). Venue staff will undertake the tasks they are designated (eg. Duty Technician, Lighting and Sound Operator, etc.) These staff are also empowered to maintain safety and security of the venue; it's assets and all persons on site.. The Hirer shall always defer to the venue staff if there is a question of safety and/or damage to the venue or equipment.

Network Access

Internet Access can be achieved with either Wi-Fi or Ethernet. A network switch is available on PS Stage (near the SM Desk) and has 2 available outlets. Wi-Fi is available throughout most of the building, including the Minerva Space. Wi-Fi details are available on contacting the Venue Manager. Download speeds average 60-90 Mbps on Wi-Fi and 90-100Mbps connected to ethernet (Peak Information Rate).

Lectern

BMI owns two Lecterns

- Mobile Black H1205xW445xD450mmLectrum
Stable A-leg design with 4x locking castors Second shelf for storage of notes, water.... Flat pack design and easy self-assembly
- Aero (silver frame, red fabric, BMI Logo on front). This has two XLR inputs for lectern microphones (Audio Technica AT808G).

Ladders

1 x 3.4m A-frame industrial ladder and other smaller ladders. To be used under BMI Staff supervision.

Pianos:

Schimmel K195 Konzert Grand Piano

The Margaret Schofield OAM Memorial Piano is owned by the Royal South Street Society (RSSS) and housed at BMI. Any client wishing to hire the piano must apply to RSSS via the Venue Manager.

- July-September it is located in the Minerva Space from the start of the RSSS competition through to the end of September every year.
- October-June it is housed in the Humffray Room

Any events requesting piano hire must be carried out in the rooms as listed above. The piano should not be moved at other times during the year without express permission from the RSSS. If the RSSS agrees to move the piano during the year to accommodate a booking request, this would be done by our approved mover at the cost of the hirer.

1925 R. Lipp & Sohn Upright

Housed in the H.W. Foyer this piano serves as the BMI's "Community Piano" available for use by the general public

Note: This piano is tuned to A440. Tuning is only to be carried out by a BMI authorised piano tuner, at the expense of the hirer. Pianos should be booked well in advance to allow scheduling of tuning to occur.

The Minerva Space

The Minerva Space is the largest and most versatile room at the Ballarat Mechanics' Institute. A striking ballroom-style hall with polished timber floors and full theatrical infrastructure, it's perfect for live performances, conferences, gala dinners, large weddings, community gatherings and cinema screenings.

Capacity: 280 theatre-style, 295 max

Facilities & Inclusions:

- Full professional lighting & sound rig
- AV equipment: projector & cinema screen (blocks stage when in)
- Polished timber floor, black stage masking
- Green room access
- Hearing loop (audio over Wi-Fi)
- Heating & ventilation

Auditorium Lighting

The Minerva Space is fitted with six (6) dual circuit LED chandeliers boasting a raw crystal aesthetic. The lighting is controlled by dual push-button switches (one to the West of the main entrance, the other located at side of stage). The LED lights output a cooler 5,500K white light. These lights are dimmable however cannot be controlled by DMX via a lighting console.

Minerva Stage

Stage Dimensions

Proscenium	Height: 4200mm Width: 8240mm
Stage Width	Wing to Wing: 7500mm Wall to Wall: 14200mm Wing curtains: 1500mm
Stage Depth	Apron to Setting line/FOH Curtain (incl. cable pit): 800mm Setting line to rear curtain: 3800mm Setting line to rear wall: 5200mm
Stage Floor	Surface: Masonite, painted stage black Rake: Approx 2° The stage is set 1100mm above the auditorium floor NOTE: Painting and construction to be completed off site and finishing touches and fastening to the stage should be confirmed with the Venue manager. The hirer must never apply paint or tape to the auditorium floor. This will damage the coating and the hirer will be responsible for any remedial costs.
Stage Door:	Height: 2320mm Width: 1230mm Diagonal: 2630mm

Stage Facilities

A Stage Manager's Desk is located on the Prompt side of stage.

The BMI does not have any standard internal video relay infrastructure. This equipment can be installed for your event by negotiation at the client's expense.

Stage Machinery and Electrical

FOH Curtain: Centre L/R split - inside pros arch

Material: Fireproof Pyrovatex Velvet (Green)

Open/Close time: 13 Seconds

Operated by push button (electric winch) on prompt side

Note: Nothing must hinder or impede the closing of the FOH curtain, as it is a fire safety mechanism.

Lighting Bars:

FOH Bar: 200kg SWL

Length: 8000mm, Height: Adjustable

Horizontal distance from Setting line: 4700mm

12 x 240v outlets, Sub-patch Points 1-12, 1x DMX out

Controlled via push button electric winch at SM Desk

LX1: 200kg SWL

Length: 9000mm, Height: Adjustable

Horizontal distance from Setting line: 600mm

12 x 240v outlets, Sub-patch Points 13-24, 1x DMX out

Controlled via hand winch on off prompt side

LX2: 200kg SWL

Length: 9000mm, Height: Adjustable

Horizontal distance from Setting line: 3100mm

12 x 240v outlets, Sub-patch Points 24-36, 1x DMX out

Controlled via hand winch on off prompt side

Stage Cloths:

Legs: x 2 Pairs - Black PFZ Treated wool

Width: 1800mm, Drop: 5410mm

Borders: x 2 - Black PFZ Treated wool

Width: 9000mm, Drop: 1500mm

Rear Curtain: x 1 set (pair) - Black PFZ Treated wool - Centre-split, hand operated

Width: 5250mm, Drop: 5500mm

Scrim x 1 - White Sharkstooth Gauze (installed on a track behind the rear curtain)

Width: 9500mm, Drop: 5500mm

Power:

6 x 240v, 10amp outlets at side of stage (4x Prompt Side, 2x Off Prompt)

2 x 3 Phase 5 pin outlets at Prompt Side of stage (1x 20amp, 1x 32amp)

Multiple 10amp extension cables - Black - 2m & 5m - All tested and tagged

Multiple 10amp power boards - Black - 5 or 6 outlet - all tested and tagged

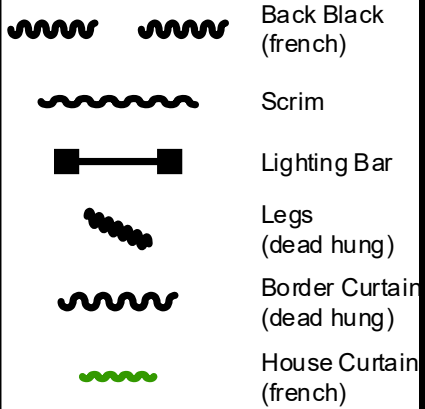
1 x LSC Redback Wallmount 12 Dimmer

1 x LSC APS/10A 12 channel rack-mount distro

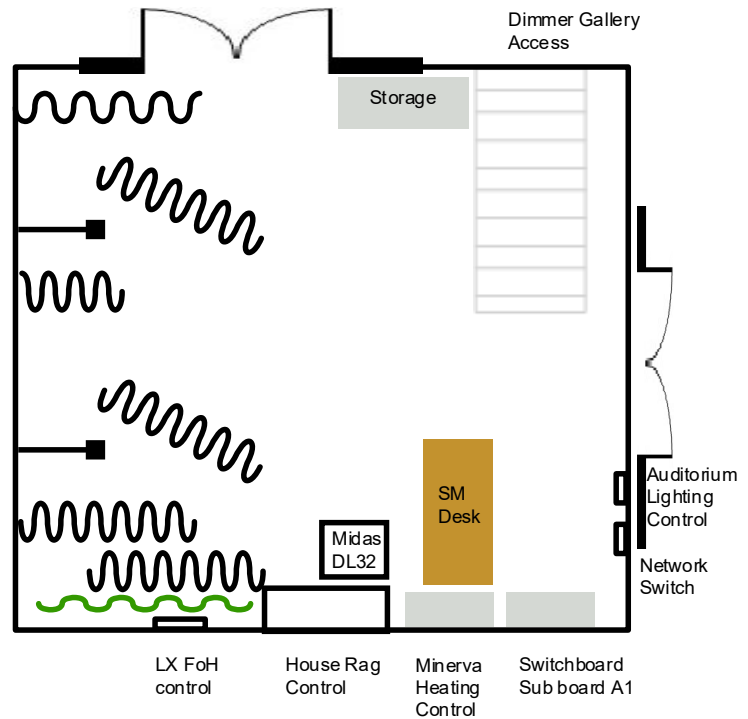
Audio System

The Minerva Space audio system consists of a Midas M32R as the FOH and sends control unit that drives our FOH audio - two RCF Art 735-A speakers with two 705-AS II subs on the floor.

Drapes and LX Bars



Stage Manager Position

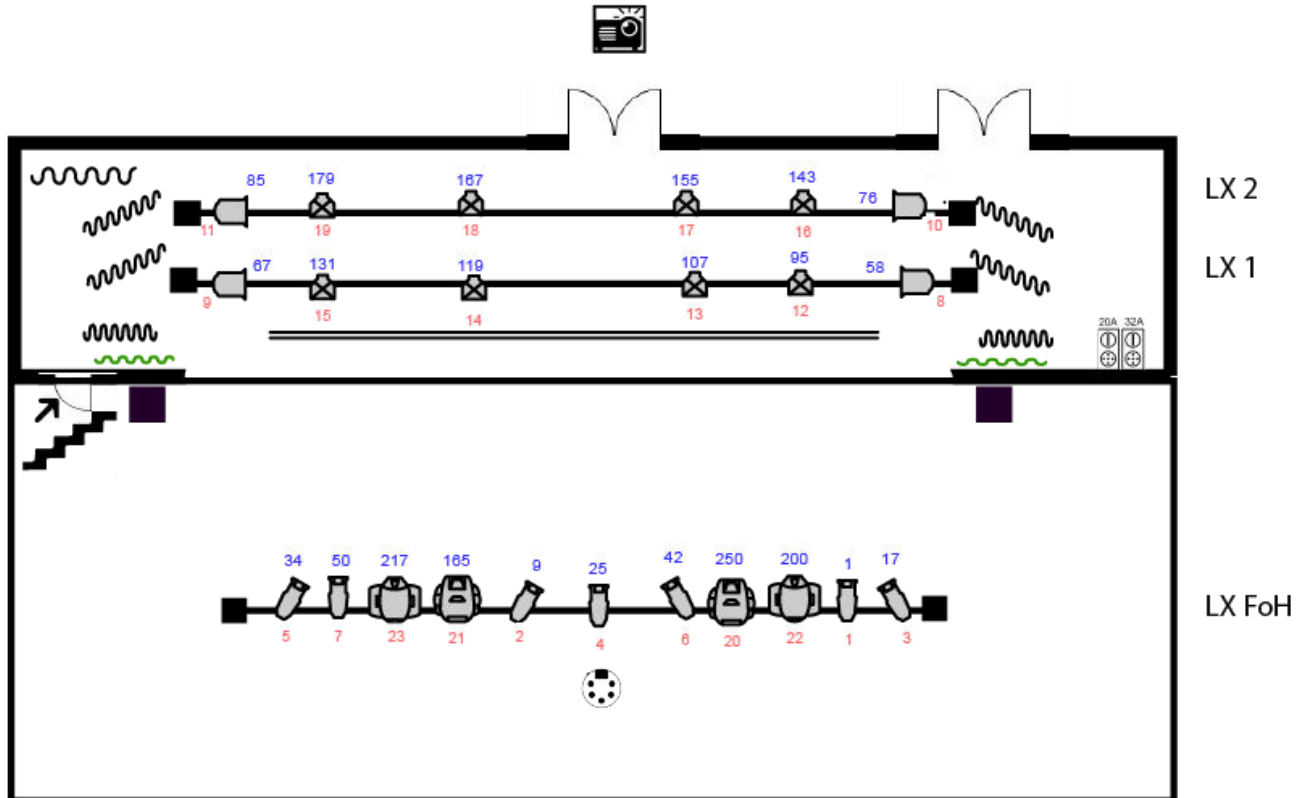




ESTD 1859

Ballaarat Mechanics' Institute Minerva Space

Lighting design
L.S.Mudge 22/09/2025



Egress and Minerva Space - Measurements

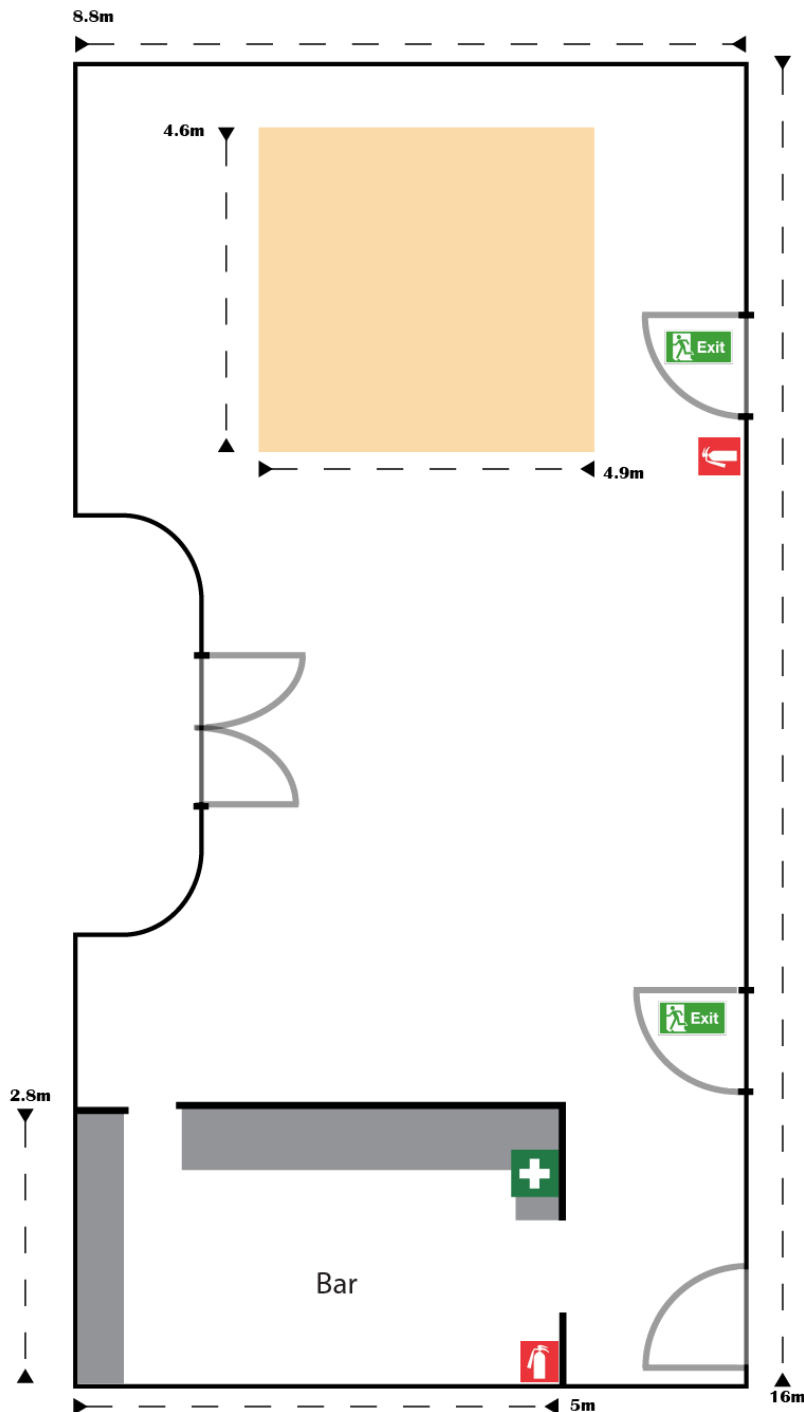
Location	Width	Height	Length	Depth	Other
<u>ENTRY TO BUILDING</u>					
Front Doors	2.27m	2.29m			
Foyer Auto Doors	1.31m	2.48m			
Front Foyer Hallway	2.57m	3.16m	11m		
Main Stairs	1.35m	2m			
Foyer passage to lift					
Lift Doors	0.9m	2.1m			
Lift Internal	1.08m	2.24m	2.1m		2.34m - corner to corner
<u>ACCESS - MINERVA</u>					
Doors to stairs - Minerva	2.4m	2.7m			
Doors to Fire Stairs - Minerva	1.2m	2m			
Side door - lift hallway - Minerva	1.38m	2.2m			
Door from side hallway to side stage (P)	1.23m	2.35m			
Door from side stage to green room	1.45m	2.3m			
Door at rear of stage to green room	1.9m	2.3m			
Door - Minerva Space to side stage (OP)	0.8m	2.06m			
Hallway (incl. handrails)	1.33m	2.24m	19m		<i>Note: The hallway has a 4° incline (1:14)</i>
<u>MINERVA SPACE</u>					
Main Auditorium	14.2m	7.35m	20.4m		<i>Note: There is a curve in both corners at the rear of the room (opposite the stage)</i>
Proscenium Arch	8.25m	4.55m			
Stage (setting line to rear curtain, wing to wing - aka performance space)	7.8m			3.5m	<i>Note: The stage has a 1.5° rake (1:43)</i>
Stage (wall to wall, lip to rear wall)	14.3m	5.7m		5.65m	
Green Room (artist and crew rest area)	3.2m	2.76m	6.5m		

The Humffray Room

With its large north facing windows looking out over Sturt Street, the Humffray Room is a gorgeous heritage style medium sized ballroom. Complete with a small dance floor and inbuilt bar area. It is great for larger meetings, small music concerts and wedding ceremonies, and cocktail functions. From October to June this room houses The Margaret Schofield OAM Memorial Piano, it also has a balcony with views up and down Sturt Street.

The Humffray room can hold up to 80-90 seated theatre-style, 40 seated dinner-style and standing capacity for 100 guests.

For more details about this room, please contact the Venue Manager.



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ABN 53 004 034 575 | ACN 004 034 575

<u>HUMFFRAY ROOM</u>	Width	Height	Length	Notes
Wall to wall	8.8m		16m	
Wall to wall, (balcony doors)	7.48			Note: This space has an indent on the north wall (Sturt St wall) for the balcony.
Ceiling Height				
Permanent Bar	5m		2.8m	
Stage square	4.9m		4.6	
Doors (from stairs) x 2	0.93m	2.2m		
Door (from lift)	1000	2810		

Equipment

Audio

- 1 x MIDAS MR18 console (*operated - via. iPad*)
- 2 x JBL EON15 G2 speakers (FOH)

Lighting

- There is no standard Lighting equipment installed in the Humffray room however temporary infrastructure can be installed by arrangement.

Audio Visual

- 1 x Epson MegaPlex MG-850HD Projector
- 1 x Kogan Pop Up Screen: (2.21 x 1.25)m

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The H.W.Foyer

The H.W. Foyer features large heritage windows providing beautiful natural light — ideal for exhibitions, community displays, pop-up art shows, or small networking gatherings. Picture railings make it easy to hang artworks or information panels.

Capacity: 40

Facilities & Inclusions:

- Carpeted floor
- Large heritage windows for abundant daylight
- Picture railing & hanging system
- Split System Heating/Cooling

The Hooper Room

The Hooper Room is a character-filled space suited to meetings, training sessions, or small talks. The room houses part of the BMI's historic Courier newspaper collection, adding a unique heritage atmosphere.

Capacity: 50 theatre-style

Facilities & Inclusions:

- Heritage décor & archival displays
- Carpeted floor, gas heater, ceiling fans

The Heritage Reading Room

This historic room offers an authentic 19th-century atmosphere, ideal for intimate readings, talks, or small meetings. Public access restrictions apply — available only by arrangement.

Capacity: 30

Facilities & Inclusions:

- Historic books & heritage fittings
- Carpeted, climate controlled

The Basement

The BMI's basement houses parts of the rare Courier, Star, and Argus newspaper archives and features multiple small rooms with a historic feel. It's best suited for unique curated tours, special interest groups, or archival research events.

Capacity: 25

Facilities & Inclusions:

- Multiple heritage rooms
- Unique historic atmosphere
- Limited standard infrastructure (arranged case-by-case)
- No lift access — stairs only

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