

kingston**arts**

kingston**city**hall

985 Nepean Hwy, Moorabbin, Vic 3189

Technical Specifications

October 2022

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KINGSTON CITY HALL SOUND & LIGHTING PACKAGES

Package	Includes	Standard Rate Per Day	Not-for-profit Rate Per Day
Package A 1 Tech Required	Front of House PA System Side-fill stage monitors 2 x corded vocal microphones 1 x stereo D.I. to enable playback from laptop Lectern with microphones Basic stage lighting wash Projection onto back wall Comms system	\$650 + Labour	\$395 + Labour
Package B 2 Techs Required 1hr Setup/1hr Pack up Required	Front of House PA System 4 x monitor speakers Lectern with microphones Access to full range of microphone stock Full in-house lighting rig Projection onto back wall Comms system	\$875 + Labour	\$540 + Labour
Package C 3 Techs Required 2hr Setup/2hr pack up Required	Front of House PA System Monitor Desk side of stage Full access to monitor system Access to full range of microphone stock Lectern with microphones Full in-house lighting rig Projection onto back wall Comms system	\$1390 + Labour	\$840 + Labour
Basic Schools Package 2 Techs Required No Setup/pack up Time Required	Front of House PA System 4 x monitor speakers Lectern with microphones Access to full range of microphone stock Full in-house lighting rig Projection onto back wall Comms system	N/A	\$650 + Labour

Technical Equipment

Item	Full day	Half day
Laptop	\$130	\$72
Portable PA System—including lectern & corded mic	\$150	N/A
Portable Data Projector & Screen	\$155	\$82
Cordless Microphone (Lapel or Handheld)	\$75 per unit	N/A
Hazer	\$65	N/A
Staging (portable) 1.2m depth x 2.4m width, per section (9 available)	\$45	N/A

Additional equipment can be cross hired through our preferred providers.

Rates inclusive of GST

SERVICES AND STAFF

Venue Services	
Damage Bond	\$600-\$2000
Kingston City Hall Additional Hours <i>Curfew 1.00am or as by negotiation</i> Monday to Friday Saturday to Sunday	\$260 per hour \$310 per hour
Kingston City Hall Bump In/Out additional hours Monday to Friday – 9am to 5pm Saturday to Sunday – 9am to 9pm Public Holidays by negotiation	\$260 per hour \$310 per hour
Kingston City Hall Kitchen Grand Hall event Banquet Room event	\$650 \$250
Table cloth hire—black or white	\$20 each
Standard chairs and tables included in Venue Hire	\$-
OneMusic Licensing Fees	www.onemusic.com.au/
Kawai Grand Piano—Arts Centre Theatre	\$100
Wurlitzer Organ & Grand Piano—Kingston City Hall For use in connection with a function For practice/casual use to approved players <i>Practice/casual use between 9.00am and 4.30pm Monday to Friday subject to availability.</i>	\$61 \$25
Venue Staff—minimum 3 hours	
All staffing is determined by Kingston Arts' management	
Event Supervisor Included in the Venue Hire	\$0
Event Cleaner Standard clean included in the Venue Hire Extra cleaning charged at Front of House rate	\$0 \$45-85 per hour
Audio/Lighting Technician Mon-Sun Public Holiday	\$85 per hour \$110 per hour
Security—minimum 4 hours Mon-Sat Sun Public Holidays	\$50 per hour \$67.50 per hour \$85 per hour
Front of House/Bars/Box Office Mon-Sat 9pm Sat after 9pm—Sun Public Holidays	\$50 per hour \$67.50 per hour \$85 per hour
Standard Event Set Up Included in Venue Hire	\$0
<i>Rates inclusive of GST</i>	

EVENT TECHNICAL REQUIREMENTS

General technical requirements should be filled out in your Application for Hire. A representative of the venue will then be in contact to discuss your event's detailed requirements.

To assist in the smooth running of your event, please provide a production schedule and stage plan no later than 3 weeks prior to your event.

Any equipment brought into the venue must have been tested and tagged and have a current tag displayed on the item. Where external equipment is brought into the venue a 3 hour tech call will be allocated and charged to the hirer to ensure that all equipment is suitably tagged.

Where a Hirer engages an external hire company to supply equipment and technical support, a Risk Management Plan is required to be prepared and supplied to Management no later than 14 days prior to the event.

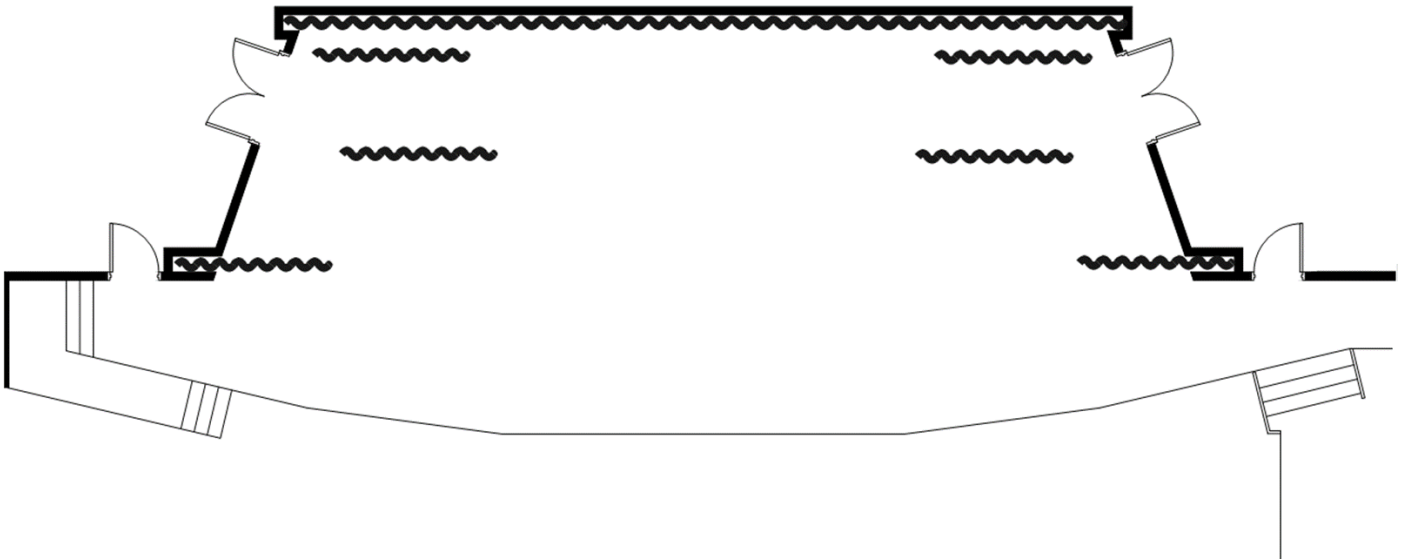
ADDITIONAL DOCUMENTS REQUIRED

Bands and musicians	Exhibitions, conferences & markets
Technical rider Stage Plan Lighting requirements	Technical Specifications Stage Plan Floor Plan Audio visual & lighting plans
Theatre and touring shows	Other events
Technical Specifications Stage Plan Lighting requirements Audio & Lighting Scripts	Technical Specifications Stage Plan Floor Plan Audio visual & lighting plans

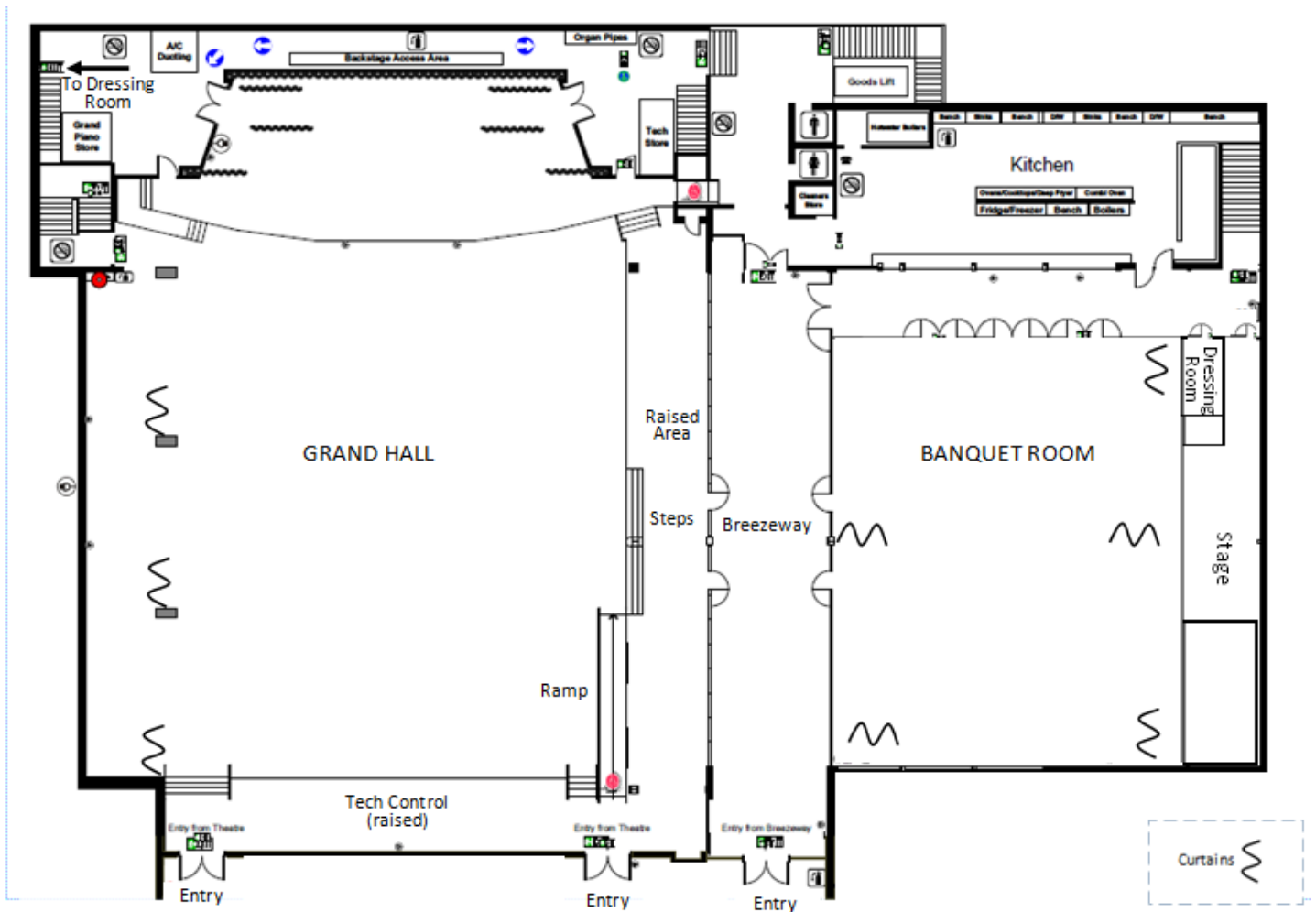
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KINGSTON CITY HALL STAGE PLAN

Please provide a detailed stage plan for your event including the placement of music instruments, microphones, monitors, lectern, projection screens, lighting, hazer, staging, props, furniture, set, performers, risers etc.



KINGSTON CITY HALL—GRAND HALL & BANQUET ROOM PLAN



TECHNICAL SPECIFICATIONS

AUDITORIUM

Main floor level is a flat, polished parquet surface. All seating is set-up according to standard plans, and consists of individual chairs.

Seating capacity 1,000

STAGE

Slightly raked stage with parquet flooring finished in matt black.

Screwing into surface is not permitted due to concrete base.

Stage crossover located behind US tabs or US wall.

Stage Dimensions

<i>Proscenium Width</i>	13.6 m
<i>Proscenium Height</i>	5.8 m
<i>Setting Line</i>	0.2m US of the proscenium
<i>Distance From (SL = Setting Line, CL = Centre Line)</i>	
<i>SL to DS edge of apron</i>	3.5 m
<i>SL to first LX Bar</i>	0.31m
<i>SL to last LX Bar</i>	4.15 m
<i>SL to rear wall</i>	4.93 m
<i>CL to OP wall (or obstruction)</i>	7.9 m
<i>CL to PS wall (or obstruction)</i>	7.9 m
<i>Stage to underside of roof</i>	6.8 m @ LX2 (raked roof)

VENUE PLANS

PDF or Visio file available upon request.

FLYING FACILITIES

<i>Lines on dedicated LX Bars</i>	5
<i>Motor Winch bars FOH</i>	2
<i>Hand winch bars over stage</i>	3
<i>Operating Position</i>	FOH: PS – Behind Proscenium Onstage: OP – Behind Proscenium

LOADING DOCK

Access	Truck access via car park off South Road. Truck is able to reverse up to goods lift at right angles.
Restrictions / Obstructions	Trucks must park at right angle to loading dock.
Goods Lift Door	1290 mm w x 2000mm h x 2320 (diagonal) x 3170mm d
Loading Dock Door (top stairs)	1350 mm w x 2000mm h x 2400mm (diagonal)

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DRAPERY

Type	Material	Colour	Width	Height	Quantity
House Curtain	Velvet	Ruby Red	18.2 m	6.6 m	1
Borders	Velvet	Ruby Red	18.2 m	1.5 m	1
	Wool	Black	18.2 m	1.5 m	2
Legs	Wool	Black	3 m	6.3 m	4
US Tabs	Wool	Black	18.2 m	6.3 m	1

ACCESS EQUIPMENT

EWP Restrictions
Ladders

Due to access restrictions an EWP may not be bought into the venue.
1 x 1.8m Fibreglass A frame
1 x 2.4m Fibreglass A frame
1 x 3.35m Fibreglass A frame

STAGING UNITS

1.2m x 2.4m risers

10 x 300mm or 600mm high *Available for hire*

HANGING PLOT

SL: Setting Line, Line Type: **SP** = Single purchase, **DP** = Double purchase, **MW** = Motor Winch, **HW** = Hand Winch, **HL** = Handline, **W.L.L.:** Maximum distributed "Working Load Limit" including bar weight

Line #	Distance from SL	Line Type	WLL	Venue Allocation
FOH 1	4500 mm	MW	300 Kg	FOH 1 (LX)
FOH 2	8600 mm	MW	300 Kg	FOH 2 (LX)
LX 1	310 mm	HW	200 Kg	LX 1
LX 2	2100 mm	HW	200 Kg	LX 2
LX 3	4150 mm	HW	200 Kg	LX 3

LIGHTING

Positions

Stage LX Bars Fixed positions

FOH Bar #1

Setting Line to lighting bar 4.5m from curtain line. Adjustable height.

Usable bar width 12.5m

Notes 18 x LX Patch Points

600kG SWL

FOH Bar #2

Setting Line to lighting bar 8.6m from curtain line. Adjustable height.

Usable bar width 12.5m

Notes 18 x LX Patch Points

600KG SWL

LX1

Setting Line to lighting bar 0.31m

Usable bar width 12.0m

Notes 17 x LX Patch Points, End Patch Points linked

250KG SWL

LX2

Setting Line to lighting bar 2.1m

Usable bar width 12.0m

Notes 17 x LX Patch Points, End Patch Points linked

250KG SWL

LX3

Setting Line to lighting bar 4.15m

Usable bar width 12.0m

Notes 17 x LX Patch Points, End Patch Points linked

250KG SWL

CONTROL

Lighting desk ETC ION XE 20 with 40 fader wing

LSC Maxim XL with PATPAD section

Control channels 50 physical faders, with 1024 channels of DMX

48/96 physical faders, with 1024 channels of DMX

Signal output 2 Universes of DMX512

Signal distribution 2 DMX patches at control position. 1 DMX at each of the 3 wall patch bays, 1 at each of the 3 floor traps, 1 PS, 1 OP, 2 on FOH 1 (LX bar) and 2 on FOH 2(LX bar). DMX cable is also run to LX1 and LX3 as part of the standard LX rig.

A Jands DD-8 DMX512 active splitter is available and is part of the venue's standard lighting rig.

Remote riggers available onstage NO

HOUSE LIGHTS

Independent control Overhead Fluoro system is independently controlled; QI flood system is controlled by LX desk.

Control positions Fluoro: Dimmer room, control position, PS auditorium door.

Fade time adjustable Fluoro: No, Snap

QI Flood: Yes

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DIMMER RACKS

Total Dimmers	48
Dimmer Locations	All Dimmers are located in dimmer room, located PS
2.4Kw Dimmer Racks	4 x Bytecrafft Solution 12 wall mounted 12 channel dimmer racks (Digital) 1 x Dyna-Lite 12 channel pro-pak dimmer racks (Digital) (By Request Only)
Total dimmers @ 2.4kw per dimmer	48
5Kw Dimmer Racks	0
Total dimmers @ 5kw per dimmer	0

STAGE LUMIERE

Profiles

Make	Model	Angle	Detail / Accessories	Watt	Total
ETC	Source 4	15/30	Shutters, Gel Frame	750	12
Pro-lite	Narrow	16/28	Shutters, Gel Frame	650	08
Pro-lite	Wide	26/40	Shutters, Gobo Holders, Gel Frame	650	09
Pro-lite	Narrow	16/30	Shutters, Gel Frame	1000	02

Fresnel's

Make	Model	Detail / Accessories	Watt	Total
Selecon	Rama	Barn Doors	1200	06
Pro-lite		Barn Doors	650	11
Pro-lite		Barn Doors	1000	06

Par Cans

Make	Model	Angle	Detail / Accessories	Watt	Total
AVE StagePar - Hex18	LED	33	RGBAWUV	18 x 12	18
ProShop	LED	25	RGB	3 x 12	14
Par 56	Par 56	MFL	Gel Frame	300	07
Par 64	Par 64	MFL	Gel Frame	1000	13

CYC

Make	Model	Detail / Accessories	Watt	Total
Pro-Lite	4 cell flood	Gel Frame	500	04

Movers

Make	Model	Control	Detail / Accessories	Watt	Total
Robe	Spot 250XT	16	Moving Head/Yoke	250	04

Followspot

Make	Model	Angle	Detail / Accessories	Watt	Total
Proel				575	01

Additional Lighting

Item	Make	Model	Detail / Accessories	Watt	Total
Mirror Ball		300mm D	Motor		1
Mirror Ball		500mm D	Motor		1
Pin spot				30	3

PATCHING

Location	Quantity	Numbering (PS to OP)	Detail / Accessories
FOH 1	18	19-36	Please note, FOH LX bars are separately patched to Onstage LX bars, numbers that match onstage bars are NOT the same patch.
FOH 2	18	1-18	
LX 1	17	17-1	Duplicate "1" @ PS
LX 2	17	18-34	Duplicate "18" @ OP
LX 3	17	35-51	Duplicate "35" @ OP
DSP Trap	2	43-44	Floor LX
DSC Trap	2	41-42	Floor LX
DSOP Trap	2	39-40	Floor LX
Operating Position	2	37-38	Floor LX/Followspot feed

POWER

3 Phase Outlets

- 4 x 32amp - Dimmer Room
- 1 x 32amp - PS
- 1 x 32amp – PS (Green power/Audio Only)
- 1 x 32amp - OP (Green power/Audio Only)
- 1 x 32amp, 1 x 20amp - Auditorium storeroom, OP

CABLING

240v Extension Cable

The centre has a good stock of extension leads to accommodate the venues own requirements, with limited additional cable.

240v Looms

The centre has no 240v looms available. These must be hired at hirers expense if required.

3 phase Extensions

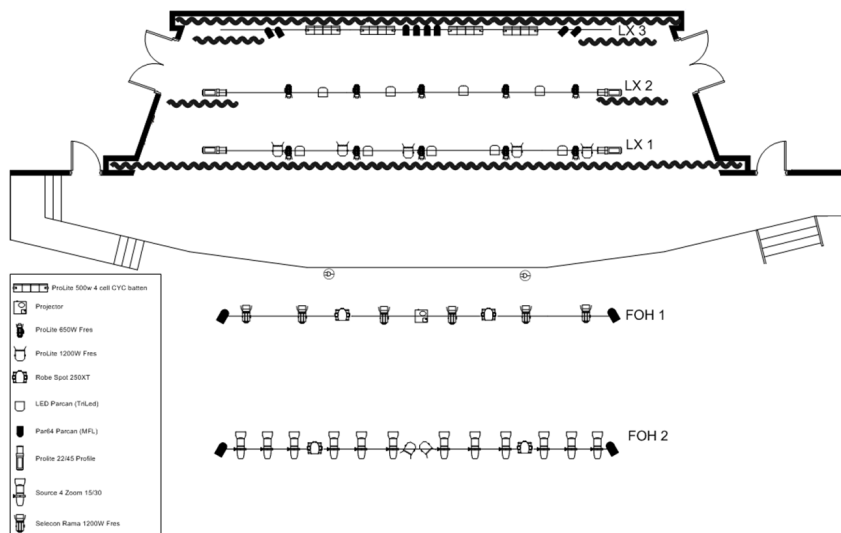
The centre has no 3 phase extensions available. These must be hired at hirer's expense if required.

LIGHTING NOTES

FOH must be bounced focused. Sufficient bump in time should be allowed for this process.

Venue's standard rig must be restored at the end of each hire period. Sufficient bump out time should be allowed for this process if the lighting rig is changed.

KINGSTON CITY HALL STANDARD LIGHTING RIG



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AUDIO

CONTROL POSITIONS

Auditorium Rear of auditorium, centred, raised. No seats pulled
Other PS. For smaller console, or monitor engineer position only

CONTROL

Primary Mixer

Allen and Heath SQ7 48 channels, 12 stereo mixes (Aux/ group), 3 stereo matrix, 8 stereo FX

Secondary Mixers

Allen and Heath SQ6 48 Channels, 36 bus, 12 stereo mixes (Aux or group), 3 stereo matrix, 8 x stereo FX
Soundcraft GB4 30 Channels, 2 stereo inputs, 2 stereo returns, 4 sub-groups, 8 Aux sends, 7x4 matrix
Allen and Heath Zed22FX 16 XLR input channels, 3 stereo channels, 3 Aux sends, built in effects
Soundcraft EFX8 8 XLR input channels, 2 stereo channels, 2 Aux sends, built in effects

AMPLIFIERS

Grand Hall FOH: (2) D&B 30D, 4 x 1600w @ 4-ohm (Left and Right channels)
(1) D&B 10D, 4 x 700w @ 4-ohm (Stage Front Fill and Hall Delays)
(1) Crown XLS602, 2 x 600w @ 4-ohm (Front Out Fill and Alcove)

Monitors:

(2) Crown XLS2500, 2 x 775w @ 4-ohm
(1) Quest 3004, 2 x 1100w @ 4-ohm
(1) Yamaha P1250, 2 x 150w @ 4-ohm

EQ

1 x Klark Teknik DN370 Dual 31 band graphic EQ (FOH)
4 x dbx 1231 Dual 31 band graphic EQ (Monitors Rack)
1 x dbx 231 Dual 31 band graphic EQ (Effects Rack @ FOH)

FX

2 x TC Electronics M-One Multi effects processors

COMPRESSION / LIMITER / GATES

4 x DBX 266XL Compressor/Gate (2 channels of compression/gate per unit)

SPEAKERS

Grand Hall FOH:

(8) D&B 10AL, 2 way Line Array modules (FOH, 4 flown per side)
(4) D&B 10AL-D, 2 way Line Array modules (FOH, 2 flown per side)
(4) D&B 18A, 18" subwoofers (FOH, 2 flown per side)
(4) D&B 8S, 2 way Loudspeakers (Front Fill)
(2) D&B 8S, 2 way Loudspeakers (Hall delays)
(3) JBL Control 29AV (Front Out Fill and Alcove)

Foldback

(8) Quest QM-12MP 500W 2 way Passive Speakers
(2) RCF ART 715A 700W Bi-Amp Powered speakers
(4) RCF ART 312A 400W Bi-Amp Powered speakers
(2) RCF ART 300A 300W Bi-Amp Powered speakers
(2) RCF ART 310A 350W Bi-Amp Powered speakers
(4) Proel EX12MA 300W Wedge Powered Speakers
(2) Proel EX12A 130W Powered Speakers

Subwoofers:

(2) EV EKX-18SP 1300W Powered Sub Woofers
(3) Quest QM-600AS 650W Powered Sub Woofers
(5) Proel EX15SA 200W Powered Sub Woofers

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PLAYBACK

Item	Make	Model	Detail	Total
CD Player	Numark	MP103	CD + USB input playback	1
CD Player	Denon	DN - 4500	Twin CD Player	1
CD/Tape Player	Tascam	CD-A500	CD/Tape Player	1

MICROPHONES

Make	Model	Detail / Accessories	Use	Total
Shure	SM58	Dynamic Microphone, Clip	Vocal	12
Shure	Beta 58A	Dynamic Microphone, Clip	Vocal	2
Shure	SM57	Dynamic Microphone, Clip	Instrument/Vocal	14
Shure	Beta 58A/ SLX TX/RX	Wireless with Handheld or Beltpack	Vocal	8
Shure	SM48	Dynamic Microphone, Clip	Vocal	2
Shure	PG48	Dynamic Microphone,		
Shure	MX202	Hanging Condenser Microphone	Choir/general coverage	6
Shure	MX418	Gooseneck Condenser Microphone	Lecturn Microphone	3
Sennheiser	MD421	Dynamic Microphone Clip	Toms, Sax	2
Sennheiser	E935	Dynamic Microphone Clip	Vocal	2
Sennheiser	E904	Dynamic Microphone Drum Clip	Tom Mic	2
Sennheiser	E385	Dynamic Microphone	Vocal	1
Sennheiser	E604	Dynamic Microphone, Drum clip	Toms	2
Audix	I5	Dynamic Microphone	Instrument	4
Audix	F50	Dynamic Microphone	Vocal	3
Audix	D6	Kick Drum Microphone	Kick Drum	1
Audio Technica	ATM250D (Dual Element)	Kick Drum Microphone	Kick Drum	1
Beyer Dynamic	M201	Dynamic Pencil Microphone	Hi hats/snare/overhead	2
Crown	CM-200A	Vocal Condenser Microphone	Vocal	1
Behringer	DI-100	Active DI Box	Direct Injection	14
LA Audio	D12	Active DI Box	Direct Injection	1
AV-Jefe	AVL-680	Clip	Shotgun/OH	2
Rode	NT5	Clip	OH Instruments/ Piano	4
Generic	Headset Mic	Wireless with Headset	Vocal	6

ACCESSORIES

Item	Model	Detail / Accessories	Total
Tall Stand	3 Leg Base	With Boom Arm	32
Tall stand	Round base	Straight	4
Short Stand	Round Base	With Boom Arm	4
Desktop Short Stand	Round Base (small)	Straight	6

LINE PATCHING

Location	Quantity	Numbering	Detail
Operating Position	48	1-48	48 microphone lines from stage patch bay to operating position.
Line returns	8	FOH L, FOH R, Return 1-6	8 return lines from operating position to stage patch bay
USP Wall Box	14	1-12, 1-2	12 sends, 2 returns
USC Wall Box	14	1-12, 1-2	12 sends, 2 returns
USOP Wall Box	14	1-12, 1-2	12 sends, 2 returns
DSP Trap	6	1-4, 1-2	4 sends, 2 returns
DSC Trap	6	1-4, 1-2	4 sends, 2 returns
DSOP Trap	6	1-4, 1-2	4 sends, 2 returns
LX 1	3	MX202 PS/C/OP	3 lines run to LX 1 for MX202 hanging microphones.
LX 2	1	MX202 C	1 line run to LX 1 for MX202 hanging microphone.

CABLING

Audio Cable

The venue has a good stock of cable to accommodate its in-house equipment.

Multicore

2 x 30m 20 lines, 16 sends 4 returns

1 x 15m 36 lines audio snake for monitor split

1 x AR2412 Audio Rack for Allen and Heath SQ6 console, 24in, 12 out

AUDIO NOTES

FOH speakers are fixed and cannot be moved.

AUDIO VISUAL

PROJECTORS

Type	Model	Detail / Accessories	Total
Panasonic Laser projector	PT-RZ970	10000 Lumens	1

PROJECTION SCREENS

Please note— Grand hall projection is on the back wall and requires the back drape to be open.
1 X Generic 3m x 18m push up projection screen available for other spaces

AV PLAYBACK EQUIPMENT

Item	Model	Detail / Accessories	Total
DVD Player	Sony DVP-NS50P	DVD+RW/+R/-RW/-R Playback	1
Laptop PC	Lenovo	Audio, Video Power point, MS Office, ...	1

PROJECTOR RIGGING POINTS

Projector has a mounting assembly and can be rigged from any horizontal lighting bar.

CABLING

The Venue has sufficient stock of cable to accommodate projection from the centre of FOH 1 or FOH 2.

BACKSTAGE

COMMUNICATIONS

Talkback

Master Unit	Jands EziComm E-401 Master Station. (4 ring)
Total sub stations	6
Total headsets	6
Radio Units In-house	0
Talkback patching located at:	Dimmer Room
	PS
	OP
	Operating Position (2-5)
	All patching is looped from FOH

Paging / Show relay

There is no paging or show relay system to the dressing rooms.

Stage Monitor

There is no stage monitor in the dressing rooms.

Q Light System

There is no in house Q lighting system

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DRESSING ROOMS

Dressing Room	Capacity	Toilets	Shower	Details
Room 1	2-3	1	No	Located under stage
Room 2	1-2	1	No	Located under stage

LAUNDRY / WARDROBE

Washing Machines	NO
Dryers	NO
Drying rooms	NO
Iron / ironing board	NO
Clothes racks	4

Coin laundry is located at Moorabbin Station directly behind the venue, at hirer's expense.

PRODUCTION FACILITIES

Production Office	NO	Space available side stage or Main Foyer
Phone	NO	
Internet access	NO	

GREENROOM

Tea / Coffee facilities	At Hirer's Expense
Fridge / freezer	YES
Microwave	NO
Running water	NO

STAGE DOOR

Access

Stage door is located via metal fire escape stairs next to the Goods Lift at the rear of the carpark.

VENUE SERVICES

ACCESSIBILITY

Kingston City Hall's three public levels are full accessible via lift and ramps. The Lower Ground dressing rooms under the stage are not accessible, but alternative spaces are available on Level 2.

FOOD & BEVERAGE

Kingston City Hall is fully licensed with a Bar on Level 2 offering drinks, snacks and tea and coffee for purchase. Ground Level has a café which can be opened for events as required.

MERCHANDISE

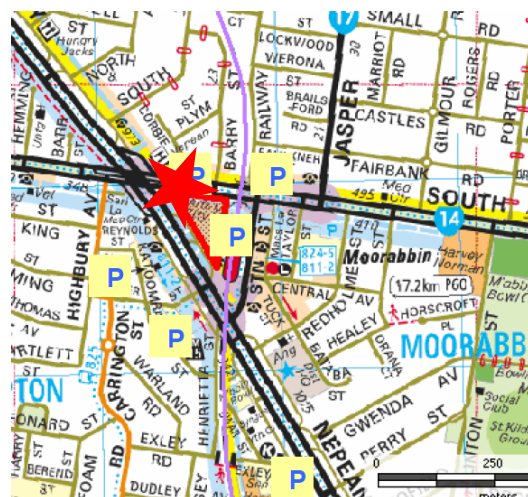
Management must be advised no later than 3 weeks prior to the event if merchandise will be sold. Please discuss requirements with the Venue Hire Co Ordinator.

PARKING AND TRANSPORT

There is parking available for hirer, crew and patrons under the Kingston City Hall and the car park directly behind as well as surrounding streets. Parking is limited with alternatives in surrounding streets. Access via the first driveway from the Nepean Highway service lane.

Moorabbin Station (Frankston Line) is directly behind Kingston City Hall.
Bus Routes 627, 811, 824 (Moorabbin Station Stop)


Taxis and Ubers can drop off in the Nepean Highway Service Road directly in front of the Kingston City Hall.



RISK MANAGEMENT

RISK ASSESSMENT

Our Event Supervisor will ask the Hirer or Hirer's representative to complete a Risk Assessment on arrival at the Venue.

		Kingston Arts Centre – 979 Nepean Highway Moorabbin Ph: 03 9556-4440 Kingston City Hall – 985 Nepean Highway Moorabbin Ph: 03 9556-4440 Shirley Burke Theatre – 64 Parkers Road Parkdale Ph: 03 9580-4998								
Assessment/Event Location:										
Event Name:										
Date(s):										
Brief description of elements to be assessed:										
Assessor's details:										
Name	Title	Name	Title							
1. Qualitative Measure of Likelihood										
A	Minor/Certain	The event is expected to occur in most circumstances.								
B	Likely	The event will probably occur in most circumstances.								
C	Moderate	The event should occur at some time.								
D	Unlikely	The event could occur at some time.								
E	Rare	The event may occur only in exceptional circumstances.								
2. Qualitative Measure of Consequence or Impact										
1	Insignificant	No injuries. Low financial loss.								
2	Minor	First aid required. On-site release immediately contained. Medium financial loss.								
3	Moderate	Medical treatment required. On-site release contained with outside assistance. High financial loss.								
4	Major	Extensive injuries. Loss of productive capability. Off-site release with no detrimental effects. Major financial loss.								
5	Catastrophic	Deaths. Total release off-site with detrimental effects. Huge financial loss.								
3. Qualitative Risk Analysis Matrix - Level of Risk										
Likelihood	Consequence 1		Consequence 2		Consequence 3		Consequence 4		Consequence 5	
	Insignificant	Minor	Moderate	Major	Minor	Major	Minor	Major	Catastrophic	
A	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
B	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	
C	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	
D	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	
E	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	
Legend H: High risk. Detailed research and management planning required at senior levels. S: Significant risk. Senior management attention required. M: Moderate risk. Management responsibility must be specified. L: Low risk. Manage by routine procedures.										

EVENT WARDENS

Management requires that each hirer allocates a number of people to act as Wardens in the case of an emergency situation.

Kingston City Hall staff in attendance at your event will be the Chief Warden and instruct allocated Wardens if a situation arises.

Each person allocated as a Warden is required to run through an Induction prior to the event. This can be done as a group on the date of the booking prior to public entry.

The induction outlines the following:

- Emergency Plans
- Emergency Exits
- What the EWIS system does (Emergency Warning & Intercommunications System)
- Warden Intercommunication Phones and/or radio use
- Assembly points
- Responsibility for each area
- Responsibility for patrons

Wardens must not participate in the event or consume alcohol. If the Hirer's Wardens are absent or considered unfit for the role, Kingston maintains the right to engage another Warden(s) for the event and charge the hirer for any costs.

KINGSTON CITY HALL PLAN

