

Venue specifications

Barnet Long Room, Customs House

City of Sydney Venue Management

April 2024

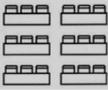
CITY OF SYDNEY



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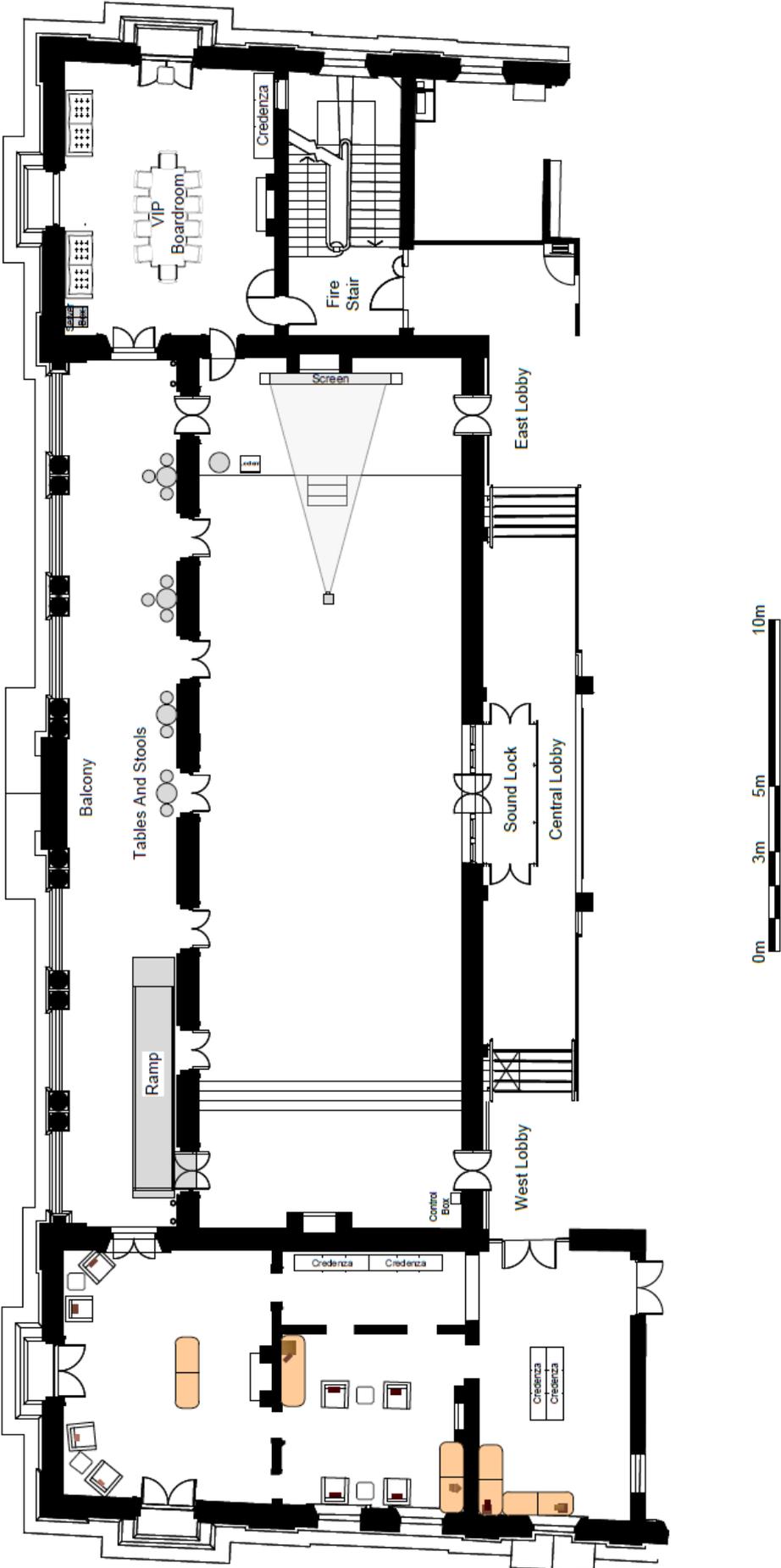
Capacities

Venue	m ²	 Cocktail	 Theatre	 Classroom	 U-Shaped	 Boardroom	 Cabaret	 Banquet
Barnet Long Room Located on the 1 st floor	200m ²	200	150	96	35	42	100	140
Pre-Function Lounge Located on the 1 st floor accessed from outside the Barnet Long Room	105m ²	100	N/A	N/A	N/A	N/A	N/A	N/A
VIP Boardroom Located on the 1 st floor accessed from inside the Barnet Long Room	50m ²	20	15	9	6	8	8	10
Balcony Located on the 1 st floor accessed from all rooms	75m ²	100	N/A	N/A	N/A	N/A	N/A	N/A

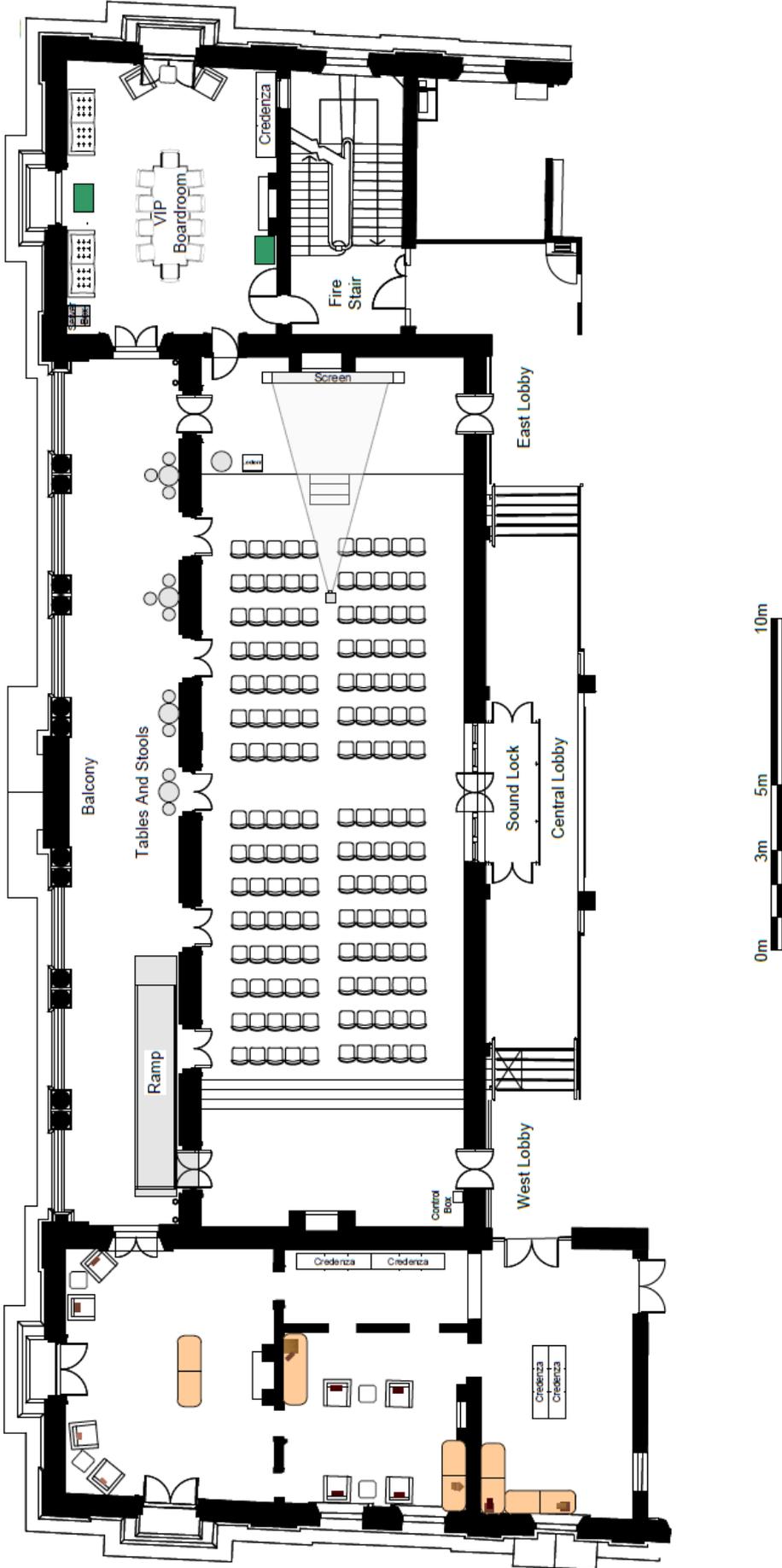
Please note the maximum capacity at any one time in Barnet Long Room and adjacent rooms is 200 people.

The Hirer must not issue tickets or invitations for more than these maximum numbers.

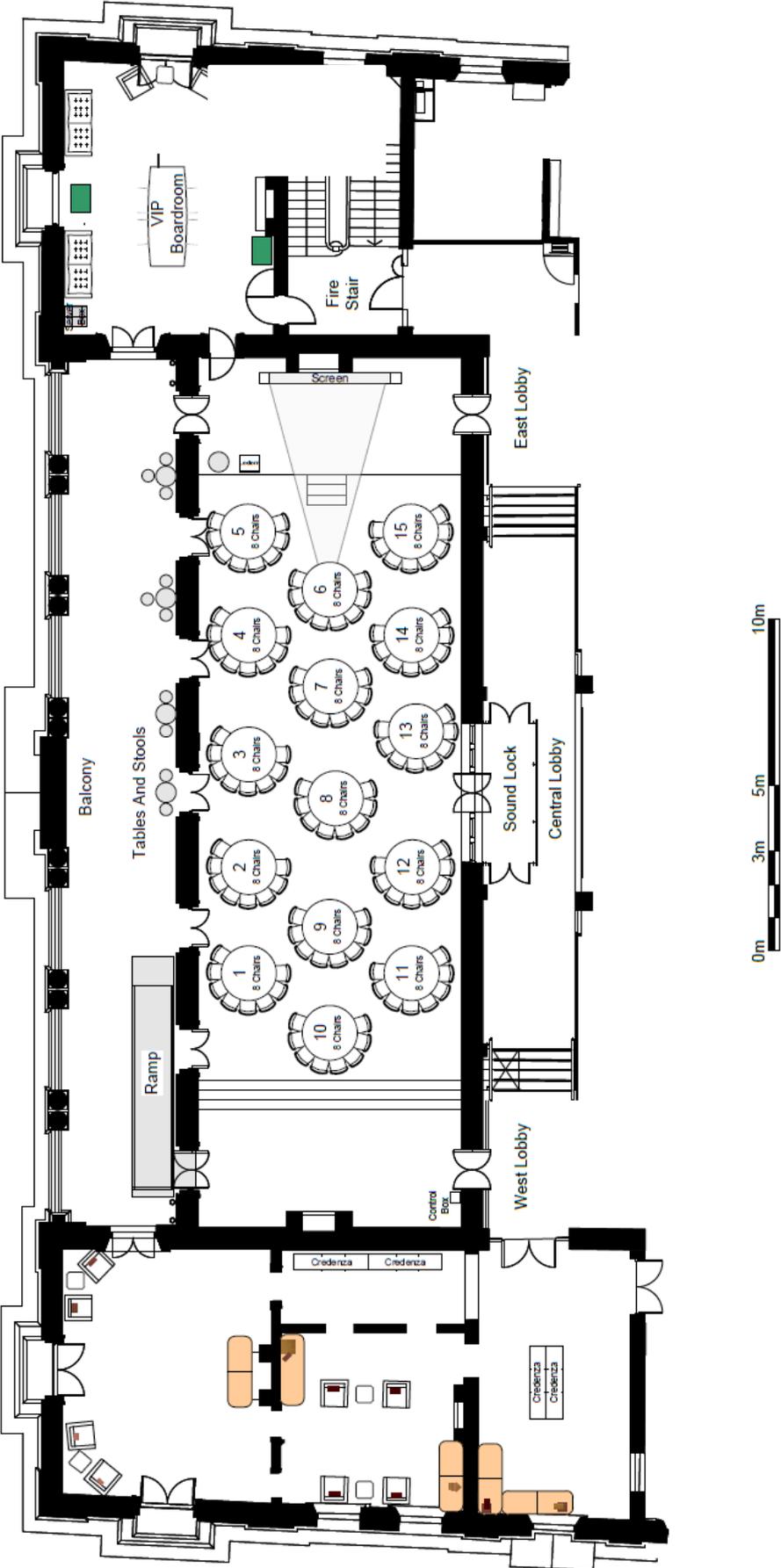
Floor plan – empty room



Floor plan – theatre style, 150 person capacity



Floor plan – cabaret style, 120 person capacity



Room dimensions

Location	Length	Width	Ceiling Height	Floorspace
Barnet Long Room	25.0m	8.0m	5.0m	200m ²
Pre-Function Lounge				
Room 1	8.0m	4.4m	4.3m	35.2 m ²
Room 2	5.0m	5.0m		25 m ²
Room 3	7.5m	5.7m		42.75 m ²
VIP Boardroom	8.2m	6.2m	4.17m	50m ²
Balcony	25.0m	3.3m	5.0m	82.5m ²

Barnet Long Room

The windows in the main room are fitted with automated blinds that can be individually controlled.

Pre-Function Lounge

The Pre-Function lounge comprises three (3) interconnected rooms. The balcony is accessible directly from the Pre-Function Lounge and the space is furnished with lounge chairs, floating lounges and side tables.

Picture rails at 3.1m from the floor are positioned around the perimeter of the Pre-Function Lounge covering 39m in length. Hanging fixtures are not included with venue hire.

Balcony

A spacious balcony running the length of the main room and overlooking Customs Square is accessible from the Barnet Long Room, VIP Boardroom and Pre-Function Lounge.

Technical services

Barnet Long Room includes an array of inbuilt audio-visual features which can be supplemented by the City's Technical Services Team or an external third party.

Where the Hirer chooses to utilise the experience and expertise of the City's Technical Services Team, charges will apply for both the hire of equipment and staff to operate. Equipment is not able to be hired separately.

Should the hirer wish to engage their own supplier, details of the scope of work including equipment to be included, methods for installation and operation, must be provided to the City's Technical Services Team for approval prior to the event.

Lighting

Barnet Long Room

House lighting is included within the Barnet Long Room and include dimmable room lighting and dimmable wall wash. Ceiling Wash is available in 12 colours.

- - 2x Selecon 650w Fresnel (focussed as lectern and head table spots)

Venue specifications

- 2 x Ceiling Mounted Lighting Bars – Load Rating: 50kg per lineal metre
- (12 dimmer outlets on each, linked as pairs)

Ancillary spaces

House lighting is fixed in the Pre-Function Rooms, VIP Board Room and Balcony.

Audio

Barnet Long Room

- 1x Black Lectern with Microphone (front panel 845mm x 540mm)
 - 1x Shure UR4Q Quad Channel Radio receiver (additional charge)
 - 2 x Shure UR Handheld SM58 Radio Mics (additional charge)
 - 2 x Shure UR Handheld SM86 Radio Mics (additional charge)
 - 4 x Shure UR Body packs with Lapel Mics (additional charge)
 - 2 x Meyer UPJ Loudspeakers
 - PC/mp3 Audio Input
 - Yamaha QL 1 (additional charge)
- *Please note, only 4 radio mics can be used at one time.

Pre-Function Room

- 4 x JBL Control 25T Speakers
- 8 x JBL Control 26C Ceiling Speakers
- Australian Monitor IS1200 Power Amplifier
- 2 x Australian Monitor SY400V Power Amplifier

Balcony

- 6 x JBL Control 25 Speakers (ability to mute or run concurrently with Barnet Long Room)
 - Australian Monitor SY400V Power Amplifier
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Vision

Barnet Long Room

- 1 x EPSON EB-G6900WUNL Projector (6000 lumen; ceiling mounted)
- 1 x Motorised Projection Screen (10' x 7.5')
- HDMI input (Western, Eastern Stage and rack)
- SDI input (Tie lines on Western and Eastern Stage, routing to rack)
- 1 x ATEM Television Studio switcher (additional charge)
- 1 x 27" Samsung Foldback screen (additional charge)

Pre-Function Room

- 1 x Sony Experia 65" LCD screen on portable stand (additional charge)
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Patch bays

Barnet Long Room

- 8 x XLR inputs (6 x mic, 2 x line) 2 x XLR Output
- 2 x Fibre port
- 2 x SDI tie lines
- 4 x Data port
- 1 x DMX input

Input list per patch bay.

Patch bays are located on both eastern and western stages. Signal sent to master patch bay in VIP Boardroom which enables patching through to system processor and projector.

Touch screens

Barnet Long Room

- Source – Projector Input (computer, SDI, blank screen)
- Volume – Master Volume for Barnet Long Room, adjacent rooms and Balcony.
- Audio – Volume/Mute Controls for Mic and Line Inputs
- Lights – House and Stage Lighting Controls
- Blinds – Up, Down and Stop Screen – Up, Down and Stop

Touch Screens located at eastern and western stages (lighting only), eastern stage controls audio and vision.

Power

Barnet Long Room

- 1 x 32 Amp 3-phase outlet (located outside the Pre-Function entry door)
- 1 x 32 Amp 3-phase outlet (located on the eastern stage)
- 32 x GPO's throughout

Pre-Function Room

- 1 x 32 Amp 3-phase outlet (located outside the Pre-Function entry door)
- 6 x GPOs (2 located in each room)

VIP Boardroom

- 2 x GPOs (2 located in each room)

Equipment

The equipment listed below is included in the hire of the venue.

Description	Dimensions	Quantity
Black Conference Chair	0.85m (h) x 0.55m (w) x 0.51m (d) Seat Height: 0.47mm,	170
Round banquet tables	1.68m diameter x 0.74m (h), 32 kg	15
High bar tables	1.04m diameter (height adjustable), 24kg	5
Bar stools	0.75m (h)	12
Trestle Tables	2.14m (l) x 0.61m (w) x 0.74m (h), 22kg	20
Trestle Tables	1.83m (l) x 0.76m (w) x 0.74m (h), 19kg	4
Board room furniture		1 & 10

Venue specifications

Description	Dimensions	Quantity
Board table and directors chairs		
Adjustable Bar Round Tables	0.91m (diameter), 24kg	4
Flipchart/Whiteboard on easel	0.81m (w) x 0.56m (d) x 1.8m (h) (A1 size)	10
Case Ottomans		5
Pert single seater lounge		10

Stage

Permanent staging is located at both ends of the main room. The stage at the rear has permanent in-built stairs the width of the room leading up to it.

Stage Size	Height	Load Rating
7.8m x 3.0m	0.83m	300kg per square metre

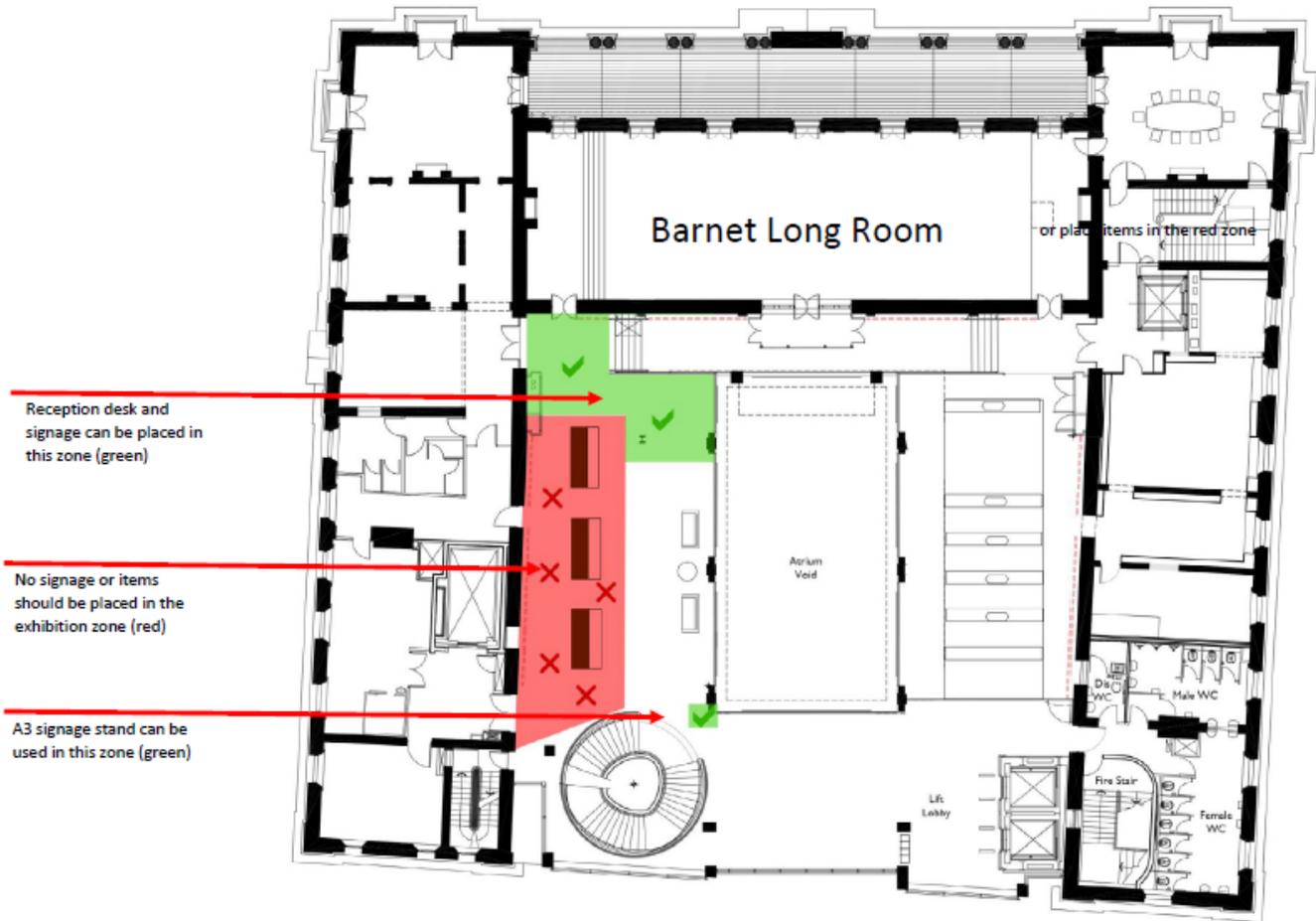
Loading dock

Dimensions of the Loading dock are 2.1m (w) x 4.2m (d) x 2.8m (h)

Please note, to access the loading dock needs to be discussed at the production meeting. Vehicle registration details and arrival times will be required.

Please note, there is a 20 minute limit to access of the loading dock and there is no other parking available on site.

Signage placement



Ground Floor	
✓	1 x A3 sign stand at the ground floor staircase (provided)
✗	No other signage
First Floor	
✓	1 x A3 sign stand at the top of the stair case (provided)
✓	Signage in the green zone
✗	No signage in the red zone
✗	Please do not move the lights on the lighting track

