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BOWRAL MEMORIAL HALL

BRIEF FOR DESIGN FOR STRUCTURAL WORKS AND REDEVELOPMENT AS A CONCERT HALL

- Stage 1 - CONCEPT DESIGN
- Stage 2 - FINAL DESIGN & DOCUMENTATION (for tenders and DA)
- Stage 3 – TENDER EVALUATION

21 December 2015

Council Vision for Redevelopment of Bowral Memorial Hall

The Wingecarribee Shire Council has a vision for a modern, comfortable, acoustically excellent, accessible and well equipped Concert Hall to be developed in the historic but outdated Bowral Memorial Hall to attract and welcome patrons, to create a centre of excellence for music and build on the rich and diverse local arts scene.

Coupled with this is the need for this Council asset to have essential upgrades and repairs in order to renew and make safe its structure and amenity into the future.



Introduction

A redeveloped Bowral Memorial Hall will provide a modern venue for the performance of music with quality facilities and ancillary services to enhance the cultural life for the people of the Bowral and Southern Highlands.

The principal venue within the Bowral Memorial Hall redevelopment will be the Concert Hall with a maximum capacity of 300.

Foyers, supper room and kitchen, bar, exhibition and public facilities will be included in the redevelopment as well as potential for some office space.

Once redeveloped the use of the Bowral Memorial Hall is projected to grow to be constant throughout the year, so that there is always an impression of a dynamic music centre and coupled with its bar, box office, exhibition spaces it has the potential to become an “arts destination” within the Bowral CBD.

A strong focus on facilitating music programs for all ages along with the provision of resources that contribute to stimulating and nurturing creative development will build on partnerships between the Wingecarribee Shire Council and local user groups and touring organisations, through utilisation of the Bowral Memorial Hall as a learning centre.

It is envisaged that the Concert Hall seating up to 300 would host local and touring orchestral concerts, chamber music, piano recitals, jazz concerts, contemporary music, bands, exhibitions, meetings, seminars and conferences in order to generate a greater performing arts focus in Bowral and beyond.

Building on patronage of the much loved Bowral Memorial Hall this redevelopment project would take the presentation of the arts in the Southern Highlands to a new intermediate level, with the ultimate long term goal of building a larger purposed built performing arts centre.

This Brief is to inform selected Architects submitting tenders to provide Wingecarribee Shire Council with a Concept Design, Final Design and Tender/DA Documentation.

Although the Brief is largely based on keeping the existing configuration of the main hall spaces, Council is looking for an innovative solution which provides the facilities and amenity outlined in the Brief.

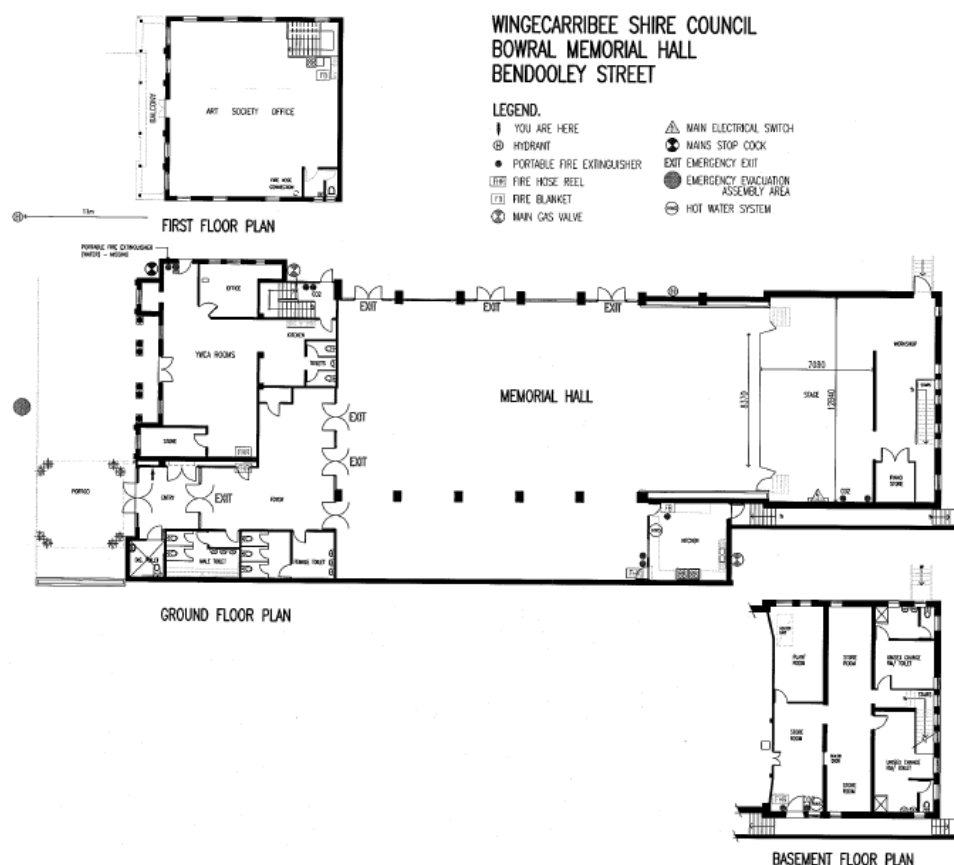
1. Project Overview

Following community and stakeholder consultation and analysis of user group requirements and expectations for new arts facilities in Bowral, the Wingecarribee Shire Council developed a scheme to assess redevelopment options for the Bowral Memorial Hall, within a contained budget context. The focus for the redevelopment is to achieve a concert hall which accommodates the performance of unamplified music. An acoustics report completed earlier this year makes a number of recommendations in this regard.

The project is also informed by recently commissioned structural engineers reports that indicated the need for work to be done on the roof, ceiling, floor frame and flooring in order to ensure the soundness of the structure into the future and allow redevelopment to be accommodated.

Council's Assets staff have also identified other works that need to be carried out on the building to maintain it as a Council asset including plumbing, electrical, heating/cooling, the kitchen, doors/windows, stage curtains, seating, bathrooms, fire systems, lighting, painting and floor coverings.

This plan shows the current configuration of the Bowral Memorial Hall showing the original School of Arts building on Bendooley Street, Memorial Hall built behind, refurbished Memorial Hall with Supper Room new Stage and Dressing Rooms added in 1961 and finally the Portico added more recently.



The Bowral Memorial Hall redevelopment project will provide a structurally sound, modern, comfortable, acoustically excellent, and accessible and well equipped Concert Hall with ancillary areas and services including:

- Concert Hall with up to 300 audience seats in a flexible arrangement
- Stage Area with an acoustic shell to accommodate up to 50 performers
- Backstage technical and performer facilities
- Management offices
- Office accommodation
- Supper room and kitchen
- Box Office
- Foyers with Cloak Room and public amenities
- Exhibition Space
- Bar
- External Public Spaces
- Technical Facilities
- Storage

A preliminary list of works divided into areas of the building has been compiled by Council's Assets staff and includes the following:

Entry

- Redesign to include ticket office, cloak room, bar, new carpet, painting
- External – display board, remove portico and wall
- Bathrooms to DDA/ accessibility standards and parenting room

Front Upstairs

- Lift
- Upgrade toilet/ceiling
- Carpet
- Projection box/control room
- Office space/meeting space
- Data/Internet
- Wifi/phone

Roof

- Replace roof, roof trusses
- Access system for roof
- Lighting/power points in roof
- Roof safety system

Hall

- PA system
- Floor/frame/footings/ventilation/heating/cooling
- Upgrade Electrical

- Upgrade all plumbing
- Side doors/curtains
- Painting
- Acoustic ceiling
- Lighting plus stage lighting
- Hearing loop
- Partitions to supper room
- Upgrade kitchen
- Access ramp through kitchen to stage
- Piano lift
- Projector
- Fire system
- Windows
- Art hanging system
- Some tiered collapsible seating

Stage

- Motorized new front curtain (fire proof)
- Acoustic shell
- Mezzanine floor above stage
- Lighting
- Remove rigging, back and wing curtains
- Screen (on or in front of stage)

Downstairs

- Cleaning cupboard
- Storage – chairs/tables/band equipment
- Change rooms/mirrors/hooks/seating
- Lighting
- New carpet – stairs
- Handrails on stairs
- Kitchenette
- Heating/cooling/ventilation
- Underfloor lighting/power points
- Internal phone

Outside

- Courtyard - Redesign and link to building
- Front entry – new path
- Seating
- Accessible parking – 2 spots

1.1. Project History

For many years Wingecarribee Shire Council has recognised the need for a new performance space to service the Southern Highlands and the surrounding region which could accommodate both local and touring performances.

In 2011/12 options for developing the space to accommodate both music and theatre were developed into concept designs. A selected option was costed and a development application was prepared.

Council did not proceed with the project at that time.

Since that time, the Hall has begun to be used on a regular basis by the Southern Highlands Symphony Orchestra and the Southern Highlands Concert Band, both of whom have found the Hall acoustics favourable for unamplified music. At the same time, they have made a number of recommendations in regard to improving the standard of the Hall for performers and audiences.

Earlier in 2015, Council commissioned a report by an acoustics consultant in order to obtain advice on how the Hall could be redevelopment to maintain and improve its acoustical performance for unamplified music. This report has been received and contains a number of recommendations relevant to this Brief.

As a result of a user group seeking to install portable tiered seating in the Hall, a Structural Engineers report was commissioned which also reported on the soundness of the floor and bearings, the roof, the roof structure and the ceiling.

As part of assessments for Fit for the Future, Council Assets staff also assessed the overall state of the building and identified a number of other works required to renew the Hall as a Council Asset.

Consequently, the findings of all of these reports, summarised into a list of proposed works, was considered by Council in October 2015 with Council resolving as follows -

1. *THAT the primary purpose of the Bowral Memorial Hall be confirmed as a concert hall for unamplified music/centre of excellence for music and part of the cultural infrastructure of the Shire.*
2. *THAT a refurbishment project for Bowral Memorial Hall that improves the Hall's qualities and facilities for this purpose be commenced immediately.*
3. *THAT the plan for the refurbishment outlined in this report, whereby works are completed according to the short term, immediate and long term strategies is adopted.*
4. *THAT it be noted that refurbishment of Bowral Memorial Hall as a concert hall does not prevent the Hall being booked and used for other purposes.*

The project is expected to move from Concept Design to Completion of the Works from February 2016 – December 2017.



1.2. Design Stages

This phase of the redevelopment project is for an Architect to be commissioned to develop a Concept Design, Final Design and Tender/DA Documentation against this Brief so that Council can complete the DA process and tender for the works. The Architect is also being invited to quote for being involved in the Tender Assessment process.

The Architect is required to inspect the existing conditions and advise on the suitability of development options to expand the use of the Bowral Memorial Hall as detailed herein. It will be necessary for the Architect to consider the structural engineer's report in assessing the feasibility of any proposed changes to the building walls and roof structure. The Acoustic Consultants report should also be closely considered in the design.

Council will advise the appointed Architect on boundary lines of the existing land and buildings.

When the Tender Documents are complete the contract for this phase for the redevelopment will conclude. Copyright in all works created by the Architect for Council will belong to Council. On award of the tender, the successful Architect will be required to execute an assignment of copyright to Council.

1.3. Project Milestones

Indicative project milestones are as follows:

5 January 2016	Tenders advertised for Design and Documentation
18 January 2016	Site Inspection/Tender Briefing
27 January 2016	Tenders close
February 2016	Tender evaluation
31 March 2016	Concept Design presented to project team
31 August 2016	Final Designs and Tender/DA Documentation completed
Mid October 2016	DA process completed
21 October 2016	Call for Tenders for Construction
November 2016	Tender evaluation
November/December 2016	Council approval of Tender
January 2017	Construction starts
December 2017	Construction completed

1.4. Budget

The indicative budget for the redevelopment of the Bowral Memorial Hall as of December 2015 is set at an upper limit of \$3M.

The indicative budget is for the entire project including, fees and preliminaries, building design, construction and fit-out as detailed within this Brief.

Some constraint of design and/or facility aspirations may be required to meet the nominated budget, which cannot be exceeded.

1.5. Client

Wingecarribee Shire Council is the client for the project.

1.6. Project Management

Wingecarribee Shire Council is the management authority for the Bowral Memorial Hall redevelopment project.

1.7. Planning Approvals

It will be the responsibility of Wingecarribee Shire Council to seek and/or grant all necessary planning and heritage approvals for the Bowral Memorial Hall redevelopment project.

1.8. Management of Bowral Memorial Hall

The Bowral Memorial Hall is owned by Wingecarribee Shire Council. The Bowral Memorial Hall will be managed under a management model developed for Council.

Council ensures that all rules and regulations pertaining to public buildings and those relating to licensed premises and places of public entertainment are upheld by the users of the facility.

Council will be the owner of the Bowral Memorial Hall and hirers will enter into venue hiring agreements with the nominated management for the rental of spaces for rehearsals and performances.

The Bowral Memorial Hall redevelopment will require flexible and cost efficient energy, building, security and communication systems in order to ensure an efficient operation with a minimum staff structure to contain operating costs.

1.9. An Important Public Building



The historic Bowral Memorial Hall with the original School of Arts Building at the Bendooley Street front will be a showpiece for music in the Southern Highlands. Its design should reflect the creative aspirations of the performing arts and be seen as a place to go in Bowral to be stimulated and challenged.

Located beyond the main shopping street and surrounded by heritage community buildings, churches and parkland, a unique opportunity exists to create a significant public building in the Bowral Memorial Hall that embraces the rich heritage of the precinct and its vital role in the development of Bowral.

1.10. Site

The Bowral Memorial Hall is located between the Town Hall, Neighbourhood Centre, Library and Church with boundaries as shown in Council plans.

The enclosed building plan and aerial photo indicate a site with a compact site area, subject to planning, heritage and other constraints, limiting any expansion of the building footprint, other than enclosing a link between the existing dressing rooms and existing kitchen, off the supper room.

Vehicular access is limited to the Bendooley Street frontage.

It is envisaged that the Bowral Memorial Hall will be built with all public entries and the Concert Hall accessible at the ground floor level, with some administrative, function and technical facilities at a first floor level, in order to contain the overall building footprint.

1.11. Building Design

The design and construction of the Bowral Memorial Hall will be to the highest architectural, engineering and construction standards, utilising energy efficient practices coupled with long life and hard wearing finishes.

All aspects of the project will comply with all relevant legislation, building codes, BCA, DDA, Australian Standards and OH&S legislation, with particular regard to places of public entertainment.

1.12. Heritage Impact and Issues

The redevelopment should embrace the historic School of Arts building at the Bendooley Street front of the hall and rework the later Memorial Hall and more recently added stage buildings in responding to the Brief.

1.13. Environmental Impact

An Environmental Impact Study may be required by Council.

1.14. Energy Efficiency

The design of the Bowral Memorial Hall should incorporate innovative schemes to maximise the use of natural light, natural ventilation, water conservation and solar energy to make the building a showpiece in energy efficiency in contemporary architecture and engineering.

It may be possible to explore funding options for specific energy efficiency initiatives through the design process.

1.15. Vehicular Access

Vehicular access will remain as Bendooley Street. Access for service vehicles and for unloading small loads will be to the side of the hall in the courtyard. These would need to be trolleyed into the hall and up to the stage via the access ramp from the kitchen. Alternatively, the possibility of including an access door to the stage on that side of the building should be considered.

1.16. Car Parking

Car parking is currently available under the adjacent Library, in Bendooley Street in front of the hall and in

a public car park across the road.

Two accessible parking spots will need to be included at the front of the building.

2. User Groups to be provided for in the Bowral Memorial Hall

The Bowral Memorial Hall redevelopment must provide access and facilities for a number of identified user groups.

2.1. Patrons

The Bowral Memorial Hall should be an arts focal point in the Bowral CBD and Southern Highlands that has a lively and vibrant ambience that attracts and engages with the public and patrons.

It will be a welcoming meeting place for those with an interest in the arts as well as those attending performances.

Patrons must be able to readily access the Bowral Memorial Hall through clearly identified entry points.

2.2. Bowral Memorial Hall Management

The Bowral Memorial Hall will be managed under a management model developed by the Council.

It is envisaged that a small core management, technical and ticket sales team will be augmented by a pool of casual staff and volunteers for events and performances.

A programme of events would be scheduled by the management to ensure a balanced programme of events is presented and to avoid clashes of event style across the year, whilst accommodating the needs and aspirations of touring and local groups.

The bar operation may be managed by a contract catering company.

2.3. Hall Hirers

Hirers of the Hall will include local arts, musical and community groups, Council through its Public Programs and touring companies.

3. Spatial Relationships

The relationships of front of house and back of house spaces are as follows: Front of House public access is required to:

- Foyers
- Reception/Information counter
- Box Office counter
- Bar
- Bowral Memorial Hall Management office
- Concert Hall
- Exhibition area
- Public amenities
- Arts Group offices

Back of House access is required via either the Stage Door or via the Stage area to:

- Stage Door / Security
- Storage area
- Concert Hall
- Backstage, Dressing Rooms, Green Room, Control Room, Catwalks and technical areas
- Bowral Memorial Hall Management offices
- Foyers
- Kitchen
- Bar
- Arts Group offices
- Common Room
- Storage Areas

The main Foyer entry represents the “central point of access” for the public, patrons and visitors to the Front of House areas and to the offices of management and arts groups.

The Stage Door represents the “central point of access” for all performers and theatre workers in the Back of House areas. The Stage Door is the central security point for the backstage area.

There needs to be appropriate fire separation between different areas.

Front of House and Back of House Separation

In order for the Bowral Memorial Hall to function effectively, a clearly defined security strategy must be developed to control access between public and back of house spaces.

The public should have access to all public areas.

It is desirable that hirers of the Concert Hall must have discreet access to all facilities associated with that particular space, without passing through areas occupied by other user groups and vice versa.

4. Public Spaces

Public spaces in and around the Bowral Memorial Hall should be accessible and welcoming with excellent directional signage from all entry points to the site.

4.1. Public Access to the Bowral Memorial Hall

It is proposed that the public will access the Bowral Memorial Hall through the main entrance at street level, with alternative access from the Library courtyard at the northern side of the site.

4.2. External Areas

Design of the external areas should use durable, low maintenance finishes and take into account of the cost impacts of any perceived security issues in the area.

Adequate shade and seating will be required in external areas to allow people to gather and mingle outside the building at all times of the year to maximise a sense of connection with the surrounding arts and community facilities in the precinct.

4.3. External Performance Areas

Consideration should be given to creating an area in the courtyard where outdoor performances and concerts could be staged, either as part of activities in the Bowral Memorial Hall or as separate programmes. Such performances would usually be serviced from within the Bowral Memorial Hall.

Power and lighting facilities should be provided.

4.4. External Signage and Display Areas

External signage and displays will require a well-planned strategy that allows all hirers and user groups to display and advertise their productions, as well as the overall branding and marketing of the Bowral Memorial Hall as an entity.

4.5. Entrance Lobby

The entrance lobby should be separated from the main foyer area, to provide noise and weather separation and to maintain the efficiency of air conditioning in the foyers.

4.6. Foyers

Foyers should be large and welcoming. It is envisaged that the main foyers will have a strong visual connection with surrounding area from inside and out.

The foyers should embrace the Concert hall to one side as a discreet area with patron access to the bar and café whilst allowing other patrons unrestricted access to the bar, box office, exhibition space, reception and offices.

Cloak Room facilities will be required in the Foyer area.

Comfortable bench or lounge seating will be required in the foyer areas and outdoor spaces as well as access and seating for all age groups.

4.7. Public Amenities

Amenities including toilets, accessible toilets and parents' room will be required in the Foyer.

A good standard of amenity is required with sufficient numbers of cubicles to meet or exceed code for maximum numbers of patrons using the building.

4.8. Access for all Abilities

The proposed layout of all public facilities and the Concert Hall on the ground level allows for a very accessible building, although an access ramp would be required to the stage (via the kitchen), and lift access would be required to any facilities on the first floor of the historic School of Arts building and under stage dressing rooms.

Automatic doors at foyer entrances will be required to provide access for all abilities, including mobility devices and scooters.

Tactile signage will be required.

Hearing assistance loops will be required in the Concert Hall.

4.9. Vertical Transportation

A Front of House lift will be required to service the ground floor and first floor of the Bowral Memorial Hall.

A Back of House lift will be required to service the ground floor, first floor and basement dressing room areas of the Bowral Memorial Hall. This service lift would be a medium size lift with a wide door opening to allow the transport of furniture, equipment. A piano lift is also required to move the piano from the stage to the floor of the Concert Hall.

4.10. Management Offices

Bowral Memorial Hall management will require a secure office suite, possibly on the first floor and in close proximity to the foyers and box office.

The Bowral Memorial Hall management office suite will include:

- Receptionist/Information counter
- Bowral Memorial Hall Manager office
- Work stations for up to four persons
- Store Room for office supplies, filing, archives and shelving for merchandise stock
- A safe, in a secure space, for holding cash
- Comms Room for PABX/Computer Network/Box Office Network
- Tea making bay with bench, sink, instant hot water unit, refrigerator, microwave, dishwasher
- Control station for building systems including EWIS, air conditioning, foyer and external lights, house lights, foyer paging, foyer bells, CCTV monitoring, audio/visual promotional equipment, security phone
- Security access from the foyer

4.11. Box Office

A ticket sales counter with secure access is required at a prominent location near the main entry.

The Box Office operation may be combined with an information and reception desk.

Secure space for computer sales terminals, printers and cash handling will be required.

4.12. Catering

The kitchen facilities will need to be upgraded to industry standards and should include a commercial dishwasher and commercial oven. Food will generally be cooked off-site so the kitchen area would be for the use of caterers to heat, plate and serve finger food, afternoon teas, light suppers for up to 300 people. It will also need to service the bar.

The design of kitchen air conditioning and ventilation systems will ensure cooking exhaust systems and cooking smells do not permeate into the Performance Space and other work areas.

The design of the kitchen will comply with all relevant regulations pertaining to the storage, handling, preparation and serving of food in public places.

4.13. Bar

A Bar will be provided within the public area of the Bowral Memorial Hall to service patrons and performers.

The Bar should have a contemporary ambience that encourages a relaxed atmosphere both within the foyer and externally in the leafy courtyard area. It should allow for fast service by several sales staff during busy pre-show and interval periods.

The Bar will require a fit-out that includes modest servery equipment to commercial standards for the scale of operation, cash registers, display cabinets, refrigerated display cabinets and associated equipment.

Particular attention should be paid to potential noise disturbance created by glass washers, refrigeration, plumbing and compressors, so that there is no noise transfer to the Hall from the Bar.

4.14. Foyer or Courtyard Performances and Events

The Foyer and/or Courtyard will be used for formal and informal performances, either staged or roaming, pre and post show music, receptions and special events. There may be occasions where it is desirable to open the Foyer and Courtyard out of performance hours for informal events featuring music, food and drink, to enliven the centre.

Provision will be made for power for sound systems, portable lighting rigs, portable stages and drapes to be rigged at suitable locations in the Foyer.

4.15. Marketing and Event Displays

It is envisaged that Bowral Memorial Hall will require prominent signage to establish its location as a focal point in the CBD.

Varying levels of signage will be required along the lines of:

- Concert Hall - what's on, what's coming
- Arts Groups - this year's season, what's on, what's coming
- Exhibition signage

To avoid a mish-mash of styles it is desirable to develop and install a flexible system of signage types and locations that meet these competing demands so that the overall look of the public spaces of the Bowral Memorial Hall is uncluttered.

Consideration should be given to using standard computer generated artwork and print sizes for either video or print display signage, posters or display material for consistency and to help contain marketing costs to user groups.

4.16. Exhibitions

Provision should be made for the staging of exhibitions in all public areas of the Bowral Memorial Hall. Although there is not a dedicated exhibition space, inclusion of infrastructure for future exhibitions is required.

The design of the Foyers should include hanging points and rails, for hanging artworks and banners, to all appropriate walls with exhibition track lighting installed wherever possible.

Space within the Foyers and external areas may be used for free standing exhibitions for unique events or for show related exhibitions. Recessed power points should be provided for this purpose in floors and

walls.

4.17. Retail and Merchandising

The provision of space for retail outlets and registration tables within the Bowral Memorial Hall should be included in the Foyer areas.

Provision should be made for satellite merchandise stands and conference registration tables to be set up in the foyers for specific events and festivals. Such retail outlets are usually temporary and self contained except for the provision of power and data for phone, computer and eftpos connection.

4.18. Air Conditioning

Air conditioning is required in all public areas with particular attention paid to energy efficiency and localised control, to minimise running costs.

Provision should be made to operate discrete public zones separately as their operational needs dictate.

A Building Management System (BMS) will control all air conditioning systems.

4.19. Security and Out of Hours Access

Security of the public and foyer spaces is of prime importance. CCTV cameras may be used to monitor public spaces, with appropriate recording and monitoring in the Bowral Memorial Hall management office.

External Doors will be fitted with alarms. A programmable swipe card system is recommended as the basis for overall building security, allowing management complete flexibility in providing or limiting access to all functional zones of the Bowral Memorial Hall as required.

5. Concert Hall - Technical and Backstage Requirements

The Concert Hall is the key performance venue in the Bowral Memorial Hall with flexible seating for up to at least 300 patrons.

5.1. Overview

The Concert Hall will be a technically well-resourced space with quality seating affording the best sightlines to the stage. Consideration should be given to the option of including all loose chairs or some retractable seating/loose chairs so the space can be used as an exhibition hall, cabaret room, gallery or large rehearsal studio. The flat floor needs to be retained as an option.

All patrons will enter the Hall from the foyer via doors and aisles at either side of the seating and access for all abilities will be provided at the front of the seating layout.

The Hall will have a self contained suite of facilities including: dressing rooms, green room, laundry, assembly area, control room and full technical facilities with access to the Stage Door.

An acoustic shell will be created on the stage to improve the acoustics for unamplified music from the stage. A back curtain and side curtains will no longer be needed and all associated rigging can be removed. A new motorized front curtain will be needed to allow the flexibility for uses such as seminars and the setting of a lectern and screen close to the seats.

The space above the acoustic shell will be converted to a mezzanine style storage area.

The seating layout should allow for the most flexible configuration within the building footprint that provides maximum flexibility of stage arrangements, but not at the expense of good sightlines.

Technical equipment and infrastructure including lighting, sound and video will be installed in the Hall.

5.2. Dimensions

The stage area within the acoustic shell should be able to accommodate up to 50 performers in Symphony Orchestra arrangement. This can be augmented with platforms/risers in front of the stage if necessary.

5.3. Auditorium

The Auditorium should be sized to maintain the acoustic performance for orchestral and other unamplified concerts that will be staged in the Concert Hall.

Entry to the Hall from the Foyer will be via sound locks at either side of the seating. These sound locks shall be a minimum of 2 m in depth with silent operation double sound and fire rated doors. The interior of the sound lock shall be lined with dark sound absorbent material.

Mobility impaired patrons will be seated in the front row on the flat.

5.4. Seating

Architects are encouraged to explore options to maximise the use of the hall, balancing long-standing community expectation for the hall to be a flat floor hall with the aspiration to provide better sight lines in the Hall.

Seating should follow the following criteria:

- Seats in the Hall shall be of the highest quality with an emphasis on patron comfort
- Seats shall be fully upholstered with hard wearing acoustically absorbent fabric (selected on the advice of the Acoustics Consultants)

- Seats shall be typically spaced in generous width rows with code compliant aisles and access
- Removable seats will be provided in the front row to accommodate a variable number of wheelchairs and accompanying persons to meet or exceed BCA and DDA requirements

A motorised retractable seating system may be installed in half the Hall with public entrance doors through sound locks from the foyer at either side of the retractable seats.

5.5. Sightlines

Achieving optimum Sightlines for all patrons is paramount in the design of the Hall as a contemporary arts venue.

Consideration may be given to staggering the seats between rows in the seating layout to improve the (perceived) sightlines.

5.6. Acoustics

The Hall will be sound-proof and sound isolated from other spaces in the Bowral Memorial Hall.

The acoustic of the Hall should be designed primarily for unamplified music.

The Acoustic Consultant will provide advice on the most suitable wall and ceiling finishes and seating upholstery fabric and other acoustic design considerations.

5.7. Air Conditioning/Heating

The Hall auditorium and stage will be air conditioned. Consideration shall be given to using under floor heating maximise efficiency.

Typical operating temperatures will be variable between 19 - 23 degrees depending on the art form using the space.

Plant rooms will be located in areas acoustically and structurally isolated from the Hall.

5.8. Access for all Abilities

The Bowral Memorial Hall will require access for all abilities.

All areas in the Hall, including the first floor Control Rooms should be regarded as accessible for all abilities.

Any Catwalks in the Hall may be regarded as controlled high level technical areas for access by authorised technical staff only and would therefore be regarded as not accessible.

Audio assistance loops will be required under the floor in the Hall to BCA requirements, with a sound feed provided from the Performance Relay Microphone in the auditorium.

5.9. System for Stage Lighting

Stage Lighting Bars will be required overhead in the auditorium with safe access for rigging, either by catwalk or from the auditorium below. At least two overhead stage lighting bars positioned at optimum stage lighting angles will be required as a minimum. Wiring for stage lighting circuits will be reticulated adjacent to each lighting bar or catwalk.

5.10. Floor

The floor in the auditorium will be replaced with a timber floor. The floor of the stage will not be replaced.

5.11. Control Room

A Control Room will be located on the 1st Floor at the rear of the auditorium. It will contain projection equipment and access to controls for sound and lighting. It should have an unobstructed view to the stage.

Stage Lighting, Sound and Audio/Visual wiring to circuit outlets throughout the Hall will be reticulated from the Control Room.

The Control Room may require air conditioning to maintain comfort and equipment operating temperatures.

Sound isolation will be required between the Control Room and the Auditorium, when the sliding windows are closed.

5.12. Back of House Circulation

The Hall must be able to operate as a discrete venue within the Bowral Memorial Hall, without any disruption from performers and workers from other arts groups or venues in the Bowral Memorial Hall accessing its facilities or circulation areas.

Access will be required from Stage Door entry point to the backstage zone.

The backstage zone will have a central Assembly Area at lower ground floor level from which the following rooms will be serviced:

- Dressing Rooms
- Amenities, toilets, showers
- Green Room
- Stage and Side Stage

Performer access to the stage area of the Hall from the Assembly area shall be via doors creating sound locks into the stage crossover passage.

Stairs will be required from the backstage assembly area up to the Stage and first floor, to access the Control Room.

5.13. Stage Switch Panel and Worklights

A Stage Switch Panel (SSP) is required at stage level in Hall with the following:

- Work light switching (white lights, blue lights), individual circuits with Master Switch override for:
 - White Lights
 - Blue Lights
- Security light switching (overnight safety lights)
- House Light controls
- Relevant Building services control, eg. EWIS, HVAC

5.14. Communications Systems

A communications systems connecting all technical areas, dressing rooms, back of house and foyers will be required.

5.15. Patch Panels

Patch Panels for theatre infrastructure wiring and outlets will be provided at locations throughout the Hall, Control Room, Lighting Bars and backstage areas.

5.16. Stage Lighting

Stage lighting appropriate for a Concert Hall will be required.

5.17. Clean Power Supply for Audio/Visual equipment

A separate “clean” or “green” power supply for the Hall’s audio/visual systems is required to minimise interference.

Such a power supply requires a separate “Clean Power” or Green Power” Distribution Board fed directly from the Main Switchboard, from which all sound and audio/visual power circuits are fed, ensuring that these circuits are free of earth potentials that can be present between other circuits and switchboards. It is suggested that the Green Power DB will be located in the Comms Room.

5.18. Sound

A sound system which supports speech, amplified music and audio visual presentations will be required. It should include speakers, amplifiers and different types of microphones as a minimum and should be specified on the advice of the Acoustic Consultants.

5.19. Video

A video system comprising stage view camera, monitors, projectors and screens will be required.

5.20. Audio/Visual and Conferencing

An audio/visual system comprising lecterns, screens, projectors, cabling, patching, accessories and rigging hardware will be required.

A high powered data projector will be mounted in the Hall for video projection, with control wiring from the projector run to the Audio/Visual Patch Panel in the Control Room.

A motorised projection screen will be installed on the stage with up/down controls in the Control Room.

A professional Lectern with quality microphones will be required.

5.21. Orchestral Equipment Storage

A complement of orchestral equipment comprising adjustable orchestral chairs, music stands, conductor’s podium, accessories and storage trolleys may be required.

5.22. Grand Piano

The Bowral Memorial Hall currently has an aged Grand Piano stored in a piano storeroom on the stage.

This piano may be replaced in the future so provision needs to be made for improved piano storage.

5.23. Loose Furniture and equipment

A complement of loose furniture will be required from the Hall Equipment Fit-out Budget including:

- Stage rostra
- Storage trolleys
- Stackable chairs and storage trolleys
- Folding tables and storage trolleys

5.24. Dressing Rooms

There will be at least two Principal Dressing Rooms accommodating at least 4 persons seated at make-up benches with mirrors and make up lights.

The layout of each Dressing Room should have two sets of make-up benches along two parallel walls with ample space between the benches to allow the room to be divided in half if required. A costume hanging rail shall be installed, above head height, along the centre of the room.

Each make-up bench will have lockable drawers and cupboards under the bench between each make-up mirror. Each mirror will have a vertical row of (3) incandescent lamps on each side.

A double power point will be located below each mirror.

A full length mirror will be located on the wall adjacent to the door.

A wash basin with hot and cold water and a wet area will be provided on another wall in each room, with a door into the en-suite shower with change area and toilet. One shower and one toilet should be accessible.

Each Dressing Room will have air conditioning with an adjustable thermostat in the room.

5.25. Amenities

It is proposed that Hall dressing room male (2) and female (2) toilets will be located immediately adjacent to each dressing room entry door, so the male and female toilets can be shared with the backstage zone, without entering the dressing rooms. One male and female toilet in each block should be accessible.

A cleaners' sink in a wet area recess or cupboard will be provided in the backstage zone for use by theatre technical staff.

5.26. Assembly Area

The Assembly Area is a general purpose space in the centre of the backstage zone. All other rooms in the backstage zone lead off the Assembly Area.

The Assembly Area should have full length mirrors adjacent to the doors to the sound locks and backstage crossover. Notice Boards will be required.

5.27. Backstage Circulation

To maintain the security and operational integrity of the building for its hirers, the Performance Space should be regarded as a "stand alone venue". Performers, hirers and workers using other venues in the Bowral Memorial Hall must not pass through the Theatre zone to access their areas.

Equally, the tenants and hirers of other areas in the Bowral Memorial Hall must feel secure in their particular work areas and must not be disturbed in carrying out their work.

Careful layout of access corridors will be required to provide this operational separation.

5.28. Green Room

The Green Room is a common room for hirers of the Hall.

It should have a recess or separate kitchen area with bench, sink, instant hot water unit, fridge, microwave and storage cupboards.

The Green Room will be used as a lounge, meeting room, training room, office area, and on occasions a dressing room, depending on the needs of hirers.

Furniture will include lounges, coffee tables, stackable chairs, folding tables. The provision of windows and daylight is desirable.

5.29. Security and Out of Hours Access

Security of the Concert Hall and Stage as a stand-alone venue is essential within the overall security strategy of the Bowral Memorial Hall.

Hirers of the Concert Hall may require access out of normal building operational hours (0700 - 2400) to undertake production or technical work that necessitates access to the space while the rest of the building is closed and secured.

Bowral Memorial Hall management will develop operational procedures to deal with the competing time and access demands of the tenants and hirers of the facility, to allow flexible operational conditions without incurring excessive security costs.

A programmable swipe card system is recommended as the basis for overall building security, allowing management complete flexibility in providing or limiting access to all functional zones of the Bowral Memorial Hall as required.

Hall backstage areas including the dressing rooms should be lockable to secure hirers' property during their period of hire, with keys signed out to the hirer from a key register.

6. Backstage Spaces

There are a number of common backstage spaces that will be managed by the Bowral Memorial Hall management, including Stage Door, Comms Room and Store.

6.1. Stage Door

The Stage Door is the entry point for all performers, musicians, technicians, hirers, maintenance staff and contractors of the Bowral Memorial Hall.

Stage Door is a “point of control” where hirers can monitor the arrival and departure of authorised personnel and restrict access to non authorised persons.

Stage door is the point where notices and schedules are displayed and safety and security information displayed. Prominent notice boards will be required for permanent “building and security” information as well as hirer’s notices.

The building EWIS system may be located at Stage Door.

A building intercom may be required outside the Stage Door to call tenants and hirers out of hours.

The Stage Door entrance should provide access for all abilities.

6.2. Technical Store

A storage area to store equipment, spare parts and consumable stock is required. The lockable store will require steel shelving and cupboards.

6.3. Comms Room

The Comms Room will house all theatre and/or building systems communications equipment.

The “Green Power” Distribution Board could be located in the Comms Room.

6.4. Security and Out of Hours Access

Security of all backstage areas will be required.

Security monitoring of the Stage Door and Loading Dock will be required.

A video intercom system will allow visitors at Stage Door to call relevant work areas to gain out of hours access.

7. Loading Facilities

A loading dock will not be provided. Loading of equipment will be via small vehicular access in the courtyard next to the hall and trolleyed/lifted to various parts of the building.

Loading will also happen by the front door and through the Hall.

Storage will be provided wherever possible throughout the building to ensure economical operation of the Bowral Memorial Hall. Any spare spaces or voids should be made accessible for use as storage areas.

8. Office Accommodation

There is potential for related arts groups to be accommodated in office space in the Bowral Memorial Hall.

8.1. Overview

Arts groups could be accommodated in open plan offices in a cluster adjacent to the Management offices.

Offices will have an appropriate level of privacy between them. Natural light would be desirable.

8.2. Office Facilities

To reduce duplication, ensure access to high quality office equipment and to enhance a co-operative arts community working environment in the Bowral Memorial Hall, the arts groups using office space would use some centralised office amenities including:

- Colour photocopier/printer
- Laminator
- PABX

An office workroom will be provided in a central location to service these needs.

8.3. Public Access

Public access will be via stairs and/or a lift from the Foyer.

8.4. Office Space Requirements:

The offices will be designed to service the needs of the nominated user groups to a good standard of office accommodation.

9. Services

A Consultant team will be formed by the Architect to design and detail all services for the Bowral Memorial Hall project.

9.1. Structural

The structure of the Concert Hall will provide for spaces that are large volume voids without impediment of internal columns or bracing.

Long span roof trusses/beams may be required to span the Concert Hall, to support possible overhead stage lighting and air conditioning.

9.2. Mechanical

Efficient mechanical systems will be required throughout the building.

9.3. Hydraulic

Hot and cold water will be required throughout the building.

Particular attention will be paid to eliminating noise from hydraulic systems around the Concert Hall.

Down pipes will not be run within internal Hall spaces. Consideration should be given to utilising solar hot water systems. Consideration should be given to water conservation.

9.4. Electrical

The existing power mains supply to the building is of limited capacity and an electrical substation may be required to service the increased power requirements of the redeveloped building.

All audio power and stage lighting wiring will use fully rated neutrals.

Energy management and efficiency principles will be applied to the design of lighting in all public and back of house areas, noting that "House Lighting" in the Concert Hall must use fully dimmable incandescent lamps.

Exit signs will be theatre-type green on black.

9.5. Fire

Fire services will be provided in accordance with all relevant codes.

9.6. Communications

Communications wiring and systems will be to the highest standards with provision for future technologies, such as optical fibre which should be incorporated in backbone wiring schemes.

All offices, dressing rooms and work areas will require comms/data outlets for phones, data, computers, etc.

Provision should be made for the installation of wireless internet and other emerging technologies throughout the building.

9.7. Infrastructure and Equipment

All theatre facilities, infrastructure and equipment fit-out should be specified.

9.8. Acoustics

The Acoustic Consultant will advise on all matters of theatre acoustics and building and noise isolation.

9.9. Catering

A Catering Consultant may be required to advise on the size, layout and fit-out of kitchen and bar facilities.

9.10. Transportation

A Transport Consultant may be required to advise on all aspects of vehicle access and car park layout.

9.11. Landscaping

A Landscape Architect may be nominated to design a landscape scheme for the site that integrates it in the surrounding arts precinct.

Use of water recycling and storage of rain water runoff will be included in the landscape design.

Reference Documents

The following documents will be provided to assist with development of the Design:

- Structural Engineer's Report 2015
- Acoustic consultants report 2015
- Heritage Impact Study 2012
- Asbestos Report 2009

End of Bowral Memorial Hall Brief

Wingecarribee Shire Map



0 5 10 20 30 40 Meters



Produced by the GIS Section,
Wingecarribee Shire Council.



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WINGECARRIBEE SHIRE COUNCIL
BOWRAL MEMORIAL HALL
BENDOOLEY STREET

LEGEND.

f YOU ARE HERE

Lt MAIN ELECTRICAL SWITCH

ID PORTABLE FIRE EXTINGUISHER

EXIT EMERGENCY EXIT

[Tiiii] FIRE HOSE REEL

— EMERGENCY
EVACUATION
ASSEMBLY AREA

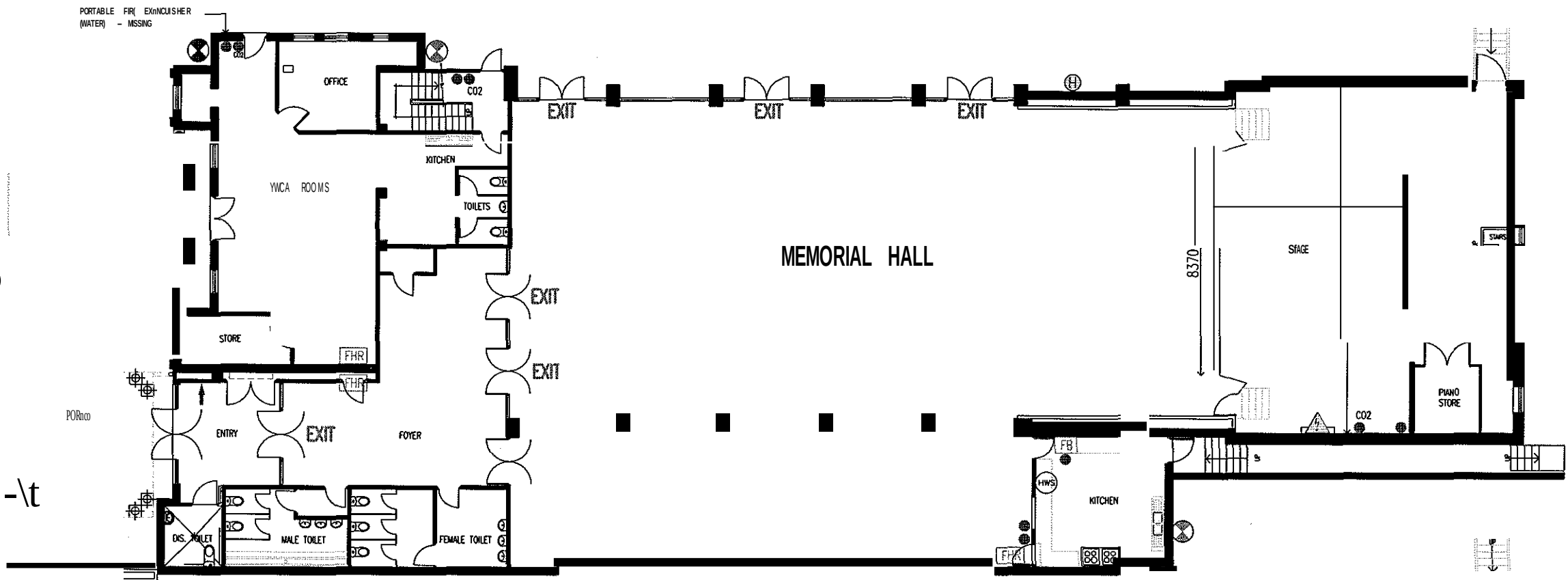
ff] FIRE BLANKET

{%} MAIN GAS VALVE

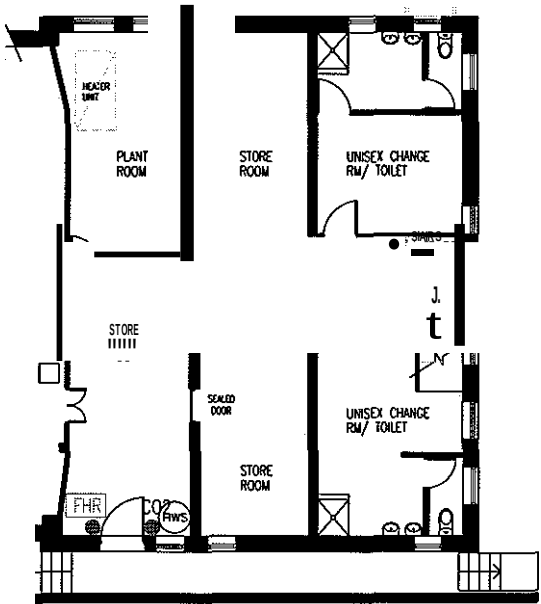
@) HOT WATER SYSTEM

11m

FIRST FLOOR PLAN



GROUND FLOOR PLAN



BASEMENT FLOOR PLAN