

Additional Information

Accommodation

The Mackay Entertainment Centre is situated within the City precinct, and is within walking distance from several large motels.

Backstage Accommodation

All backstage accommodation have air-conditioning, program relay and call facilities, and bathroom facilities. The Green Room is equipped with a fridge, microwave, tea / coffee making facilities and is available to hirers.

Bar & Catering Services

The Mackay Entertainment Centre is a licensed venue and can provide full bar services. Our Bar Coordinator Fem Carbone can assist with your bar requirements

The Centre has bar areas and spaces available for catering of all types of functions. Catering facilities are available through our Leasee, Grinders Corporate Catering. Proprietor Sonya Paris can be contacted on (07) 4957 8366 or at www.grinderscatering.com.au to discuss your catering needs.

Box Office Services

The Centre has a fully computerised ticketing system and offers excellent box office service. Opening hours are Monday to Friday, 9.00 am - 5.00 pm and Saturday 10.00 am - 1.00 pm, and ninety minutes prior to a performance. Bookings can be made by mail, fax, phone, email or in person.

Disabled Access

Access for disabled persons is via a ramp from the Alfred Street Car Park or via the Macalister Street Car Park. Infra red audio enhancing equipment for patrons with hearing disabilities is available in the theatre and seats are available to accommodate wheelchairs. The Centre has toilets for patrons with disabilities.

Goods and Services Tax

All prices quoted within this document are inclusive of GST. As defined the Goods and Services Tax Act 1999 (the Act), Mackay Entertainment Centre shall charge GST to the recipient of a supply and shall issue to the recipient an appropriate Tax Invoice, as required by the Act, the details of which shall include the price or value of the goods and/or services being supplied, plus the GST computed on the price or value of that supply. Further, hirers must confirm that they are registered, or are required to be registered, pursuant to Division 23 of the Act.

Marketing Services

The publicity department can handle all your advertising needs for a fraction of the cost of an outside agency. This includes preparation, make up and placement of press advertising and the organising of television and radio coverage. The Centre enjoys competitive rates with local newspapers and television stations.

Non Smoking

The Mackay Entertainment Centre is a non smoking venue and as such smoking is prohibited in the venue.

Parking

Off street and disabled car parking is available in the Alfred Street or Macalister Street Car Parks.

Additional Information

Public Liability

All hirers of the Centre must provide a Public Liability Certificate of Currency.

Technical Dimensions & Capacity

Auditorium

Stage Dimensions	Proscenium width - 12.0 m Proscenium height - 7.0 m Stage depth- 10.0m
Capacity	1090 seated 460 to running curtain
Access	Via loading dock - 3.45m high x 3.8m wide Distance from dock door to stage - 6.0m

Foyer

Dimensions	Available upon request
Capacity	Theatre Style - approximately 400 Tables & Chairs - to 350

The Lynette Denny Space

Dimensions	Clear area - approximately 10 sq m
Capacity	Tiered Seating - 100 Theatre Style - 160 (including tiered seating) Classroom Style - 50
Access	Via loading dock - 3.35m high x 3.0m wide Distance from dock door to stage - direct entry

Mezzanine

Capacity	Tables & Chairs - 60 Theatre Style - 70 Cocktail Party - 100
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Workplace Health & Safety

The Hirer is responsible for compliance with all provisions of the Workplace Health and Safety Act 1995.

It is a regulation that all equipment used in the Venue must have a current electrical safety tag attached. This includes back-line equipment, i.e. guitar amps, keyboards, plus hairdryers, power tools etc. (Clause 4.10)

No naked flames or pyrotechnics are to be used without the expressed permission of the Manager.

Smoking is prohibited in the venue as is the consumption of food and drink in any Technical Operational Area (ie Sound/Lighting Desks, Followspot Positions etc)

Further Information

To discuss your requirements please contact:

Cheryl Jorgensen, Manager	(07) 4957 1700	mec.admin@mackay.qld.gov.au
Denise Holley, Operations Administrator	(07) 4957 1749	mec.boxoffice@mackay.qld.gov.au
Vanessa Wright Production Coordinator	(07) 4957 1715	mec.technical@mackay.qld.gov.au www.mackayentertainment.com.au