



Prepared by Shannon Gobell
Consultant to Measure Up! 2008

CAPEL COMMUNITY CENTRE

Roe Road, Capel WA 6271
Queries and bookings to Shire of Capel
Ph: 08 9727 0222
Fax: 08 9727 0223
Email: info@capel.wa.gov.au

LOCAL GOVERNMENT

Shire of Capel
Capel Donnybrook Road, Capel
Capel WA 6271

PO Box 369, Capel WA 6271

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Fax: 08 9727 0223
Email: info@capel.wa.gov.au

CITY/TOWN DESCRIPTION

Capel has the feel of a small country working town, friendly and safe. The Shire of Capel is situated in the shores of Geographe Bay approximately 212 kilometres south west of Perth. The Shires boundaries take in the town sites of Boyanup and Capel and the semi rural settlements of Gelorup, Stratham and the beachside estates of Peppermint Grove Beach and Dalyellup. The Shire has a blend of rural countryside, rolling hills and wide open spaces. Popular beaches, rich Jarrah forests and the magnificent Tuart forest which is part of the only naturally occurring Tuart forest in the world.

Capel is located roughly halfway between Bunbury and Busselton. It has easy access to either town for shopping or business. The Shire of Capel is one of the fastest growing regions of Western Australia with a growing diverse economic base. Capel's traditional industries have been agricultural, predominantly dairying, beef, orchards and viticulture. Challenge Dairy has factories in both the Capel and Boyanup townsites and supplies both the local, interstate and export markets with processed dairy products. Capel Vale winery also supplies local, interstate and export markets. The resources industry is a major source of employment in the region and Capel is very close to several large mineral sands mining operations.

Capel Shire is unique in its diversity and has an active sporting and cultural life. There are many sporting, arts and community groups in town, offering a diverse range of activities. The town offers a Post Office, a number of banks, a supermarket and a range of specialty stores.

EXTERIOR PHOTOS



Front of Venue



3D of Front of Venue



Rear of Venue (Load in from Truck)



*Venue Front Doors
(possible load in through these doors)*



Car Park in front & on side of venue



*Loading dock
(small concrete dock area for kitchen and bar deliveries only)*

GENERAL DESCRIPTION

This venue is a small community facility that has recently undergone a major refurbishment. The venue was re-opened in October 2007. The Capel Community Centre comprises a function hall space, kitchen, meeting rooms and is attached to the local library. Primarily the hall is used for workshop classes, indoor sport and other general community activities and does not have a strong performing arts presence.

As mentioned above the venue has recently undergone a major refurbishment with all finishes in the venue now presenting new fresh and modern surfaces & finishes, modern design, and very much a multiuse approach to community spaces. Everything is in excellent condition given the new fit out. The venue revolves around the main hall space with a large commercial kitchen space and bar off one side and two large meeting rooms off another side of the space. These large meeting rooms are air conditioned and come complete with tables, chairs, whiteboards, telephone lines & cat5 patch. One of the meeting rooms has a kitchenette with small fridge, sink and instant hot water boiler. The main hall also comes with ample storage spaces for this size space. There are also some smaller community storage spaces and community office spaces. It is worth noting that there is no stage in the venue and no foyer area with the main entry doors leading from the entry porch area straight into the main hall.

It's not clear how many people the venue is permitted to hold under the Heath Act 1911, Health (Public Buildings) Regulations 1992, but as there are 138 chairs I would suggest the space could comfortably seat this amount of people, if not many more in theatre seating style.

The venue has approximately 138 black padded chairs, 1 chair trolley, 44 x 6' laminated white trestle tables and a trestle table trolley. All furniture is in excellent condition. There are also 20 white display boards and 3 carpeted display boards.

The venue has a solid wooden floor finished in a hard 2-pak clear finish, giving it a glossy hard finish, most suitable for sports floors. It is in excellent condition. The venue has no cooling or heating but the "Zircon" meeting room is air-conditioned with a reverse cycle system.

The acoustics in the venue are not good for any performance at all with large reverb times and some echoes reflecting off many surfaces. There is no blackout facility in the venue with glass doors on two sides and many glass windows in the ceiling. No windows have any blinds or other blackout treatments. It would also be very hard to achieve a blackout during the day on a temporary basis using standard theatrical techniques given the amount of windows and locations.

The venue has both male & female toilets and disabled toilets in an adjoining hallway. These are all modern facilities and would cater for the space well. Further to this there are both female and male public toilets on the outside of the building too.

There is no lighting, sound or theatrical technical equipment in this venue at all currently. As mentioned above there is no stage and hence no associated theatrical curtains either.

Venue load in is best straight from the car park through the double glass doors on the front of the building. Alternatively you could load in from the rear of the building but through a small lobby with a single door leading into the venue.

There is very limited entertainment power available in this venue with only 1 x 32amp 5pin 3phase outlet in the adjoining library's A/C plant room. There are also 4 separately circuited, single phase, double GPO's around the hall.

TOURING TIPS

- Tour all your own staging, curtains, technical equipment, there is nothing suitable in this venue to create and run a performance space. Consider the venue a bare walls space.
- Tour all your own event/show staffing including any crew for load in/out.
- Bring your own blacks for window blackout purposes, if you require a blackout. You may also need a small personnel lift to reach the windows in the ceiling.
- There is limited accommodation in the immediate area with mainly B&B's available. For larger accommodation options you will need to book into Busselton or Bunbury and travel the short distance out to Capel.
- The venue has a very long reverb time and hence some 100% pleated woollen drapes would be wise to be toured here and hung on truss and lx trees. Maybe up to 60m in 3 x 20m hang runs would be advisable. This should then dampen the space suitably for live performance use.
- As the foyer has no air lock, preventing noise and light entering the venue, ensure you put in place your desired patron late entry requirements.
- Check with the local council re all ticket selling locations or requirements.
- This venue is used for many different, but regular, community uses and hence if exclusivity is required through the Bump In, Rehearsal, show and Bump Out period please advise council accordingly.

INTERIOR PHOTO'S



*Main Hall - looking towards meeting room end of hall (from library end)
(main entry doors on left, kitchen on right)*



*Main Hall - looking towards toilet lobby end (from meeting room end of hall)
(Library is the other side of the toilet lobby wall)*



Kitchen in the Capel Community Centre



*"Zircon" Meeting Room
(in the Capel Community Centre)*

DIMENSIONS - All dimensions in mm

STAGE DEPTH (setting line to back wall)	N/A (No Stage in venue)
STAGE WIDTH (inc wings)	N/A
STAGE HEIGHT	N/A
PROMPT WING	N/A
OPPOSITE PROMPT WING	N/A
STAGE THRUST (setting line to front of thrust stage or apron)	N/A
STAGE FLOOR TO CEILING Centre	N/A
Outside	N/A
STAGE FLOOR TO LX BARS (or available rigging points)	N/A (no LX bars in this venue)
PROSCENIUM WIDTH	N/A
PROSCENIUM HEIGHT	N/A
STAGE TO BORDER HEIGHT	N/A
HALL DEPTH	19050
AUDITORIUM WIDTH	17150
AUD FLOOR TO CEILING Centre	4940
Outside	4560
AUD FLOOR TO FOH LX BARS	N/A

FLYING FACILITIES & DRAPES

FLYING SYSTEM	N/A
MASKING	N/A
FOH CURTAIN	N/A
LEGS & BORDERS	N/A
OTHER DRAPES or CURTAINS	N/A
CYCLORAMA	N/A

LIGHTING FACILITIES

3 PHASE POWER AND LOCATION	One (1) x 32Amp 5pin 3phase outlet is available in the adjacent Library's air-conditioning plant room.
OPERATING POSITION (S)	No set position, use location at rear of venue
LIGHTING DESK	None
DIMMERS AND LOCATION	None
WIRED LIGHTING BARS & NUMBER OF CIRCUITS & LOCATIONS	N/A
PATCHING FACILITIES	N/A
LAMP STOCK	None
ALTERNATIVE ONSTAGE LIGHTING POSITIONS	There are RSJ girders in the ceiling and hence girder clamps could be used to hang a lighting truss from these, pending engineering weights sig off.
ALTERNATIVE FRONT LIGHTING POSITIONS	As Above
TYPE OF CEILING/ POSSIBLE FIXING POINTS	A perforated plaster acoustic ceiling is installed. Currently no available fixing points from ceiling.
BLACKOUT	No Blackout in this venue.
LADDERS	None
ONSTAGE 10/15AMP GPO OUTLETS	N/A
FOH 10/15AMP GPO OUTLETS	4 separately circuited double GPO's are available around the walls in the main hall.
HOUSELIGHTS	There is no specific house lighting system for the venue, at least in theatrical terms. See below.
WORKING LIGHTS	4 x high-bay discharge lamps with diffusers are hung in the ceiling of the venue.
HAZER/SMOKE MACHINE	None

SOUND FACILITIES

OPERATING POSITION (S)	The auditorium floor at the back of room.
SOUND DESK	None
AMPLIFIERS	None
SPEAKERS	None
FOLDBACK	None
FOLDBACK AMPS	None
MICROPHONES	None
MIC STANDS	None
CD OR CASSETTE PLAYERS	None
SENDS	None

COMMUNICATIONS

TALK-BACK	None
TELEPHONES	There are no telephones currently fitted in the venue, however there are a multitude of patch points through the venue.
INTERNET	None available to touring parties, but the town has Next G and hence Bigpond wireless modems will work. As mentioned above there are also a multitude of patch points in the venue and hence it may be possible to patch internet through from the library or council buildings.

ONSTAGE FACILITIES

CROSSOVER	N/A
WING SPACE	N/A
TREADS TO FOH	N/A
LADDER	None
ROSTRA	None
BLUE WORKLIGHT	N/A

FRONT OF HOUSE FACILITIES (FOH)

SEATING	There are approx 38 x charcoal padded chairs available for audience seating in the venue. (Plus chair trolley)
BOX OFFICE	N/A
BAR	There is a bar located on the kitchen side of the venue. This is fitted with a single glass door upright fridge, glasses, sink and laminated benches.
KITCHEN	Yes, there is a commercial kitchen with a 1 domestic fridge, 1 x commercial oven with 6 hot plate cook top unit, 1 First Aid Kit, 1 x 10L Birko Urn, 1 Instant Hot Water System, 1 x toaster, 1 rangehood, 1 x 4 draw pie warmer, 1 x Bain Marie/Warming Cabinet and plenty of bench space. There is also a large servery window with roller shutter.
TOILETS	Male, female and disabled toilets are available in the adjoining hallway.
AIR CONDITIONING	The venue is not cooled or heating with any kind of air-conditioning. There is a reverse cycle air-conditioner in the "Zircon" meeting room.
HEATING	None (As Above)

BACKSTAGE FACILITIES

GREEN ROOM	No, although one of the meeting room spaces could be used.
DRESSING ROOMS	There are no dressing rooms, but again the meeting rooms could be used for this purpose.
TOILETS	None specifically for BOH. (only toilets at the library end of the hall)
SHOWERS	None
MIRRORS	None BOH
LAUNDRY	No
IRONING	No

BUMP-IN ACCESS

ACCESS DESCRIPTION	Load in from car park in front of the venue through the front glass doors and into the main hall. Street/floor level access all the way, no steps. Good access is available, with plenty of room for trucks to back up. An alternative load in space can be achieved by loading from the rear of the venue through an entry lobby with a single glass door and onto the main hall floor.
LOADING DOOR SIZE	The width of the double glass doors at the front of the venue is 1740mm wide and 2055mm high.
EXTERIOR LIGHTING	Various fluro's and discharge lights are located externally on the venue.
PARKING	Plenty of parking is available around the venue in the car park. There is also plenty of space to move trucks and buses around if required. Other parking is available on street.
STORAGE	There is a reasonable amount of storage space available for touring parties in the various storage rooms within the venue and the kitchen loading dock area.

EMERGENCY SYSTEMS

SMOKE ALARMS	Smoke alarms are fitted.
SPRINKLER SYSTEMS	None
FIRE EXTINGUISHERS	Yes, various extinguishers are fitted.
FIRE HOSES	Fire hoses as per BCA requirements are fitted.
EMERGENCY EXITS	There are two main emergency exits from the main function space.
EXIT SIGNS	Illuminated exit signs are fitted to all emergency exit doors.
MEDICAL CONTACT	There is no nominated medical contact for the venue. Please see medical contacts below.

PRE-SALES

TICKETING SYSTEM	Check with council for ticket selling agencies in town.
ADVERTISING POSITIONS	There are no specific nominated advertising positions within the building or on the exterior
POSTERS/BANNERS	Posters could be placed onto the portable display boards within the venue. There are no obvious banner locations, but a banner could probably be erected on star pickets in the garden bed in front of the venue.
LOCAL PUBLICATIONS	Bunbury Herald, Bunbury Mail, Busselton-Dunsborough Mail, South Western Times all circulate in the Capel area.
LOCAL RADIO	There are a number of radio stations covering Bunbury and Busselton that service the Capel area in both AM & FM bands. For further information on radio stations in the area please refer to the following websites: http://www.ausradiostations.com/fmwa.html http://www.ausradiostations.com/amwa.html
WORD OF MOUTH	Word of mouth is a beneficial way to publicise something in Capel. Providing media releases to council and the Tourist Centres within the Shire offers a quick and cost effective solution to spreading the word.

OTHER IMPORTANT CONTACTS

HOSPITAL/DOCTOR	Capel Surgery is located on Forrest Road, Capel and can be contacted on 08 9727 2227.
PHARMACY	Capel Pharmacy is located at 21 Properjohn Rd, Capel and can be contacted on 08 9727.
HARDWARE	Capel Hardware is located at 93 Capel Dr, Capel and can be contacted on 08 9727 2143.
COUNCIL	Local Shire Office: 08 9727 0222
POLICE, FIRE, AMBULANCE	For all emergency services contact: 000 Local police in Busselton can be contacted on: 08 9754 9555.
TAXI	There are no taxis in Capel. The closest taxi services is Bunbury Taxi Co Op on 08 9721 2300.
NEWSAGENT	Capel Newsagency is located at 30 Forrest Rd, Capel and can be contacted on 08 9727 2045.
VISITOR CENTRE	There are a number of Visitor Centres in the region, the largest being the Bunbury Visitor Centre on 08 9792 7205 or the Busselton Tourism Centre on 08 9752 1288.
ACCOMODATION	A range of accommodation options exist in Bunbury and Busselton. Limited accommodation exists in the immediate vicinity at the Boyanup Billabong B&B (08 9731 5334) or Meadowbrooke Farm (08 9731 5550) or other similar B&B's. I would suggest working with the Shire Visitor Centres to secure the rooms required. Alternatively you can view the accommodation options at www.capel.wa.gov.au/tourism/accommodation.htm