

THEATRE HIRE BOOKING FORM

CONTACT DETAILS

Contact Name			
Organisation Name			
Address			
Phone		Email	
Alternative Contact		Phone	

EVENT DETAILS

Name of Event			
No. of days		Start Date	
		End Date	

Application is to hire areas (please select):

<input type="checkbox"/> Theatre One	<input type="checkbox"/> Theatre Two
<input type="checkbox"/> Theatre One Dressing Rooms	<input type="checkbox"/> Theatre Two Dressing Rooms
<input type="checkbox"/> Theatre One Storage Room	<input type="checkbox"/> Foyer

Please note: the foyer is a shared space between both theatres and therefore may not be available to book as an individual space. Please contact us for information.

Type of event (please select):

<input type="checkbox"/> Theatre Performance - Non Musical	<input type="checkbox"/> Conference
<input type="checkbox"/> Theatre Performance - Musical	<input type="checkbox"/> Meeting
<input type="checkbox"/> Theatre Performance - Dance	<input type="checkbox"/> Private Party
<input type="checkbox"/> Live Band	<input type="checkbox"/> Movie Screening
<input type="checkbox"/> Awards/Graduation Ceremony	<input type="checkbox"/> Religious Service
<input type="checkbox"/> Community Event	<input type="checkbox"/> Rehearsal
<input type="checkbox"/> Exhibition	<input type="checkbox"/> Auditions
<input type="checkbox"/> Workshop	<input type="checkbox"/> Other (please specify):

Is this event open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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How many people will attend your event (please specify estimate)?

Performers / Presenters:	Audience (per day):
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Do you plan to provide or sell any food or drink at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, please provide details on exactly what you intend to give away or sell:

Do you require any catering?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please specify your needs and we can provide a quote:

Do you have public liability insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, you will be asked to email a copy of your public liability insurance before your booking is confirmed.

PRODUCTION SCHEDULE

Your set up and pack up time must be included in the times below. Attach your own production schedule if required.

Date	Venue entry time	Technician start time	Event start time	Interval start time	Interval end time	Event end time	Exit time (including technician)

TECHNICAL STAFFING

To enable us to select the best staff member and to provide appropriate equipment for your event we require the following information at least three weeks prior to your event. Please remember that a staff member is required whenever you are using the theatre technical equipment and they are available to assist you during that time.

Are you providing your own lighting operator? Yes No

Are you intending to make any changes to the standard lighting rig? Yes No

If yes, please provide details:

Do you need any spots or specials rigged? Yes No

If yes, please provide details:

Are you using projections? Yes No

If yes, how will images be provided?

Are you bringing your own laptop to play them? Yes No

The projector will be operated from?	The projector will be operated by?
<input type="checkbox"/> The control room	<input type="checkbox"/> Theatre Staff
<input type="checkbox"/> Onstage	<input type="checkbox"/> A member of your company
<input type="checkbox"/> Sidestage	

Are you providing your own sound operator? Yes No

Please provide details of all audio equipment you require including corded and handheld microphones, DI's, foldback wedges, music stands, microphone stands etc.

TECHNICAL REQUIREMENTS

Please select the items required as well as the quantity. Items are subject to availability.

Item	Quantity we have	Cost to hire	Number Required
Projector	1 in each theatre	\$30 per day	
Handheld radio microphones (cordless)	2 in each theatre	Included in technician fee	
Handheld microphones (corded/instrument)	Variety	Included in technician fee	
Headset/lapel radio microphones (performance)	16 in total	\$30 per day per microphone	
Two-way radio (communication)	4 in total	Included in technician fee	
Hazer	1 in total	\$30 per day	
Stage riser 1mx2m adjustable height	16 in total	\$30 per deck per set up	
Follow Spot (operated by Theatre Staff)	2 in total	Quoted on request	
Follow Spot (operated by your staff)	2 in total	Quoted on request	
Piano	1 in each theatre	\$25 per day	
Piano tuning	Variety	Enquire with staff	
Lectern	1 in total	Included in technician fee	
Microphone Stands	12 in total	Included in technician fee	
Laptop	1	\$50 per day	
Cabaret Tables	10	\$10 per day per table	

Please list any other equipment that you may require:

STAGE SET-UP

Please provide a diagram of your stage layout including location of any stage risers, furniture and audio equipment. Please attach an image or sketch one if printed.

HAZARDOUS ACTIVITIES

Does your event include any of the following activities? (please select):

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|--|--|
| <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Dry Ice |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Aerial Work |
| <input type="checkbox"/> Juggling | <input type="checkbox"/> Confetti or Glitter |
| <input type="checkbox"/> Weapons of any kind | <input type="checkbox"/> Cannons of any kind |
| <input type="checkbox"/> Smoking | |

FRONT OF HOUSE SET-UP

Front of House Staff can be provided by the theatre or by your company. If you choose to provide your own staff they are required to look after the patrons (audience) when they are on site including ensuring safe entry and exit, provide information about location of amenities, provide first aid (supplying own first aid kit), ensure walkways are kept clear, act as a fire warden and log any incidents or accidents involving the audience. If supplying your own they will need to attend an induction which is an additional cost of \$20. Alternatively, we can provide a Front of House Staff member for you at a cost of \$70 per hour (\$90 Sunday and Public Holidays). A Front of House person is mandatory for all public events.

Front of house staff for this event will be:	<input type="checkbox"/> Theatre staff	<input type="checkbox"/> Your own staff
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The Parks Theatre is a licenced venue and it is therefore not possible for any other party to run a bar facility at this venue. Would you like the bar open for this event? <small>Please note: It is at the complete discretion of theatre management if the bar will be opened for an event and if alcohol will or will not be sold. Please contact us to discuss if you have any concerns or preferences. Charges may apply for bar staff on some events.</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you require any furniture in the foyer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please provide details:

Do you plan to place any displays in the foyer or hang any artwork?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please provide details:

SCOPING MEETING

Hirers with simple hires or who have hired many times before may not require a scoping meeting. However, if you are new to theatre or new to this venue and if your event has any complexity we recommend a scoping meeting to discuss your individual needs. Scoping meetings are charged at \$50 per hour. For hires lasting over 18 hours in duration a complimentary scoping meeting of one hour is included in your booking.

Would you to arrange a scoping meeting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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I have read and agree to the terms and conditions .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
signed	date / /	

YOUR RESPONSIBILITY

- Conduct a COVIDSafe risk assessment for your event and implement the control measures.
- Provide any changes to scheduling or requirements at least three weeks prior to booking.