

# 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 (additional charges may apply) | <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?  Yes  No

How many people will attend your event (please specify estimate)?

Performers / Presenters:

Audience (per day):

Do you plan to provide or sell any food or drink at this event?  Yes  No

If Yes, please provide details on exactly what you intend to give away or sell (fees apply):

Do you require any catering?  Yes  No

Please specify your needs and we can provide a quote:

Do you have public liability insurance?  Yes  No

If yes, you will be asked to email a copy of your public liability insurance before your booking is confirmed.



## 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	\$35 per day	
Handheld radio microphones (cordless)	2 in each theatre	Included in technician fees	
Handheld microphones (corded/instrument)	Variety	Included in technician fees	
Headset/lapel radio microphones (performance)	18 in total	\$35 per day per microphone	
Two-way communication (wired)	2 in total	Included in technician fees	
Hazer	1 in total	\$35 per day	
Stage riser 1mx2m adjustable height	16 in total	\$35 per deck per set up	
Follow Spot	2 in total	Quoted on request	
Piano	1 in each theatre	\$30 per day	
Piano tuning	Variety	Enquire with staff	
Lectern	1 in total	Included in technician fees	
Aerial Rig (infinitely adjustable)	Theatre One	\$150 per day	
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):

- |  |  |
|--|--|
| <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 \$50 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 \$59 per hour. For multi-day hires, 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 <a href="#">terms and conditions</a> .	<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.

On return of booking form, a quote will be provided. If you accept the quote, we will request a deposit. Final payment of full hire fee is due 7 days prior to hire.