

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):

- | | |
|---|---|
| ☐ Theatre One | ☐ Theatre Two |
| ☐ Theatre One Dressing Rooms | ☐ Theatre Two Dressing Rooms |
| ☐ Theatre One Storage Room | ☐ 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):

- | | |
|--|--|
| ☐ Theatre Performance - Non Musical | ☐ Conference |
| ☐ Theatre Performance - Musical | ☐ Meeting |
| ☐ Theatre Performance - Dance | ☐ Private Party |
| ☐ Live Band | ☐ Movie Screening |
| ☐ Awards/Graduation Ceremony | ☐ Religious Service |
| ☐ Community Event | ☐ Rehearsal |
| ☐ Exhibition | ☐ Auditions |
| ☐ Workshop | ☐ 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:

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.

PRODUCTION SCHEDULE

Please note: A technician must be on duty for bump in and bump out, whenever technical equipment is in use and whenever The Parks Sport and Recreation Centre is closed. Your set up and pack up time must be included in the times below.

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. 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 control room

☐

Onstage

☐

Sidestage

The projector will be operated by?

☐

Theatre Staff

☐

A member of your company

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	\$25 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	\$27 per day per microphone	
Two-way radio (communication)	4 in total	Included in technician fee	
Hazer	1 in total	\$25 per day or \$60 per week	
Stage riser 1mx2m adjustable height	16 in total	\$25 per deck per set up	
Follow Spot (operated by Theatre Staff)	2 in total	\$45 per hour per spot (3hr min)	
Follow Spot (operated by your staff)	2 in total	Included in technician fee	
Piano	1 in each theatre	\$25 per day	
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	\$5 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):

- | | |
|--|--|
| ☐ Pyrotechnics | ☐ Glass |
| ☐ Fire | ☐ Dry Ice |
| ☐ Candles | ☐ Aerial Work |
| ☐ Juggling | ☐ Confetti or Glitter |
| ☐ Weapons of any kind | ☐ Cannons of any kind |
| ☐ Smoking | |

FRONT OF HOUSE SET-UP

Front of House Staff can be provided by the theatre or by your company. If you provide your own they are required to attend a 20 minute induction on site with the technician and this time must be included in your booking times. Alternatively we can organise a staff member for you at a cost of \$35 per hour. A Front of House person is mandatory for all public events.

Front of house staff for this event will be:

☐

Theatre staff

☐

Your own staff

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?

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.

☐

Yes

☐

No

Do you require any furniture in the foyer?

☐

Yes

☐

No

If yes, please provide details:

Do you plan to place any displays in the foyer or hang any artwork?

☐

Yes

☐

No

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 \$38 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?

☐

Yes

☐

No

I have read and agree to the [terms and conditions](#).

☐

Yes

☐

No

signed

date

/ /

YOUR RESPONSIBILITY

- Conduct a COVIDSafe risk assessment for your event and implement the control measures.
- Keep a register of all attendees for contact tracing purposes.
- Provide a hand sanitising station at the entrance to the room you have hired.
- Maintain 1.5m social distancing and signed occupancy limits at all times