



## Technical Requirements Form

**PART 1: Applicant details**      The applicant is the person or organisation who is responsible for all hire terms and conditions

Type of user*	<input type="checkbox"/> Community Group (NFP) / School <input type="checkbox"/> Private	
Organisation / Company name		
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify) _____	
Given Name*	Family Name*	
Postal Address*		
Phone*	Mobile Phone	
Email*		

**PART 2: Details of use**

Bump in date/time	Bump out date/time	
Performance date/s & time/s		
Event name		
Estimated attendance	Is the event ticketed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be supplied or sold at this event?	<input type="checkbox"/> Supplied (not for sale) <input type="checkbox"/> Sold (liquor license required) <input type="checkbox"/> Not Applicable	
Provide a brief description of your event		

**PART 3: Spaces Required**

Select all areas you plan on using during your use

**Please tick** Auditorium Seating Stage area Foyer Loading Dock Dressing Rooms Senior Citizens Centre Hall and Kitchen

It is advised that if there are more than 30 cast/crew, booking of the Senior Citizens Centre is recommended as the dressing rooms fit a max 30 people

**PART 4: Key Personnel**

Certain roles within the theatre are mandatory (as indicated with \*) please specify below:

Role	Name	Phone	Email
Front of house manager*			
Stage Manager*			
Lighting Operator			
AV Operator			
Fire Warden* (if different to FOH mgr)			

**PART 5: Schedule**

Provide a draft production schedule outlining daily tasks e.g. set-up/ rehearsal/ performance:

**Sample 1 – 1 day show:**

Date	Activity	Start time	Finish time
02/01/2019	Arrival & Induction	8:00	8:30
	Bump In / Set Up	9:00	11:00
	LX Focus / Audio Levels	11:00	12:30
	Lunch	12:30	1:30
	Block Rehearsal	2:00	3:30
	Dress Rehearsal	3:30	5:00
	Dinner	5:00	6:00
	Performance	7:00	7:45
	Interval	7:45	8:00
	Performance	8:00	9:00
	Pack Down / Bump Out	9:00	11:00
	Depart	11:30	

Please consider meal breaks for all persons, working no longer than 5 hours continuously, with a minimum break of 30 mins required.

**Sample 2 – 3 week residency**

Date	Activity	Start time	Finish time
1 July 2019	Arrival & Induction	9:00	10:00
	Bump In / Set Up	10:00	12:00
	Break	12:00	1:00
	Set Up	1:00	3:00
	LX Focus / Audio Levels	3:00	5:00
2 – 16 July	Development/ Rehearsals	12:30	1:30
17 & 18 July	Dress Rehearsals	2:00	3:30
19 & 20 July	Performance Days		
21 July	Bump out	5:00	6:00

Please complete details below or feel free to provide a schedule in your own format on a separate document.

Date	Activity	Start time	Finish time

Date	Activity	Start time	Finish time

**PART 6: Technical details**

We understand that all technical details may not be known until you are in the space, however please provide as many details as possible to help us prepare the space for your use.

Provide a brief description of any set or scenery layout

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Do you plan on using any special equipment or undertake non-standard use of the space? E.g. smoke machine, naked flame, flying people, heavy or awkward loads or large set pieces.  Yes  No

If yes, please briefly describe what special conditions may exist for your booking.

Depending on the nature of your requirements we may require further details from you, such as a risk management plan of qualifications to operate certain equipment.

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Do you intend to suspend anything from our rig system or structures?  Yes  No

If yes, please provide details below and a separate hanging plot diagram

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If using, are your fabrics or similar relevant items and scenery inherently flame retardant or treated? Ensure you provide evidence of compliance.  Yes  No

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Do you require tables or chairs on stage?  Yes  No

If yes, please specify quantity and positioning

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Do you require the use of a piano?  Yes  No

Note: There is no Piano in the building, one is available for hire from the Town Hall for an additional cost.

If yes, please specify type and location.

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Do you require the use of a raised staging / risers?  Yes  No

Note: There is no additional staging in the building, some is available for hire from the Town Hall for an additional cost.

If yes, please specify location and size

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Do you require the use of any microphones?  Yes  No  
If yes, please specify the number and preferred type. Please note the venue has 2 x handheld wireless mics and 4 x lapel mics.

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Do you require the use of the projector?  Yes  No  
If yes, please specify the format of image or video. Please note the projector is in a fixed position.

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Do you intend to bring into the venue lighting additional to the Standard Rig?  Yes  No  
If yes, please list items below and provide a lighting plan.

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Do you have major power requirements?  Yes  No  
If yes, please specify requirements in amps.

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Do you intend filming or streaming any performance or rehearsal for any purpose?  Yes  No  
If yes, please list details.

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Do you require the use of a follow spot?  Yes  No  
If yes, please list details.

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Are you bringing in any additional audio equipment other than what is provided in the venue?  Yes  No  
If yes, please provide details below and a separate sketch showing approximate positions of audio equipment for your event, e.g. foldback wedges, microphones and stands, instruments etc. Please label carefully.

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Are you bring large structures that may be difficult to get into the loading dock, store in the wings, or are more than the 55kg in weight?  Yes  No

If yes, please list details below and attach drawings and diagrams separately.

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Do you require access to the dressing rooms?  Yes  No

If yes, how many people will be using the space?

If over 30 people in the cast/crew then the Senior Citizens Centre may need to be booked for extra room.

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Are you providing refreshments, alcohol or non-alcoholic beverages for the audience?  Yes  No

If yes, please provide details below.

Under certain circumstances a Liquor Licence and/or Food Handling Licence must be obtained and will need to be provided to the Venue Coordinator prior to your event. Please note there are no kitchen facilities in the Theatre, the Senior Citizens Centre may need to be booked if kitchen facilities are required.

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