



**ALL SAINTS'  
COLLEGE**

## CENTRE FOR PERFORMING ARTS

### Event Technical Requirements Form

Please complete **in full** the following sections. This information will greatly assist us in planning your event and ensure the professional running of your show. Provide us with as much detail as possible.

Please return this form with all other required documents for your event.

Please note, this venue comes with a standard focused, lighting and sound rig, including a lectern and one microphone, any changes or additions to this setup, could incur extra charges. (all consumables, gaffe tape, batteries or such items consumed during the production, will be added to final account.) Items highlighted red below, may incur extra charges.

See venue facilities equipment 2019 list for breakdown of available equipment for use in the venue.

Contact venue management for equipment hire rates, as these are negotiable, based on the event -venue set up required, they will be included the final hire package.

If you have any questions, please don't hesitate to contact the Theatre Management for the Centre for Performing Arts.

#### **Hire Details**

Name of Organisation

Type of Performance

Contact for Booking

Postal Address

Telephone / office

Email

**Billing Details**

ABN Number

Contact for Billing

Postal Address

Telephone / office

Mobile

Fax

Email Address

**Event Details**

Event Name

Venue

Starting Date

Ending Date

Nature of Function  
Booking Details

Estimated Attendance

**Access Required:**

Bump In & Set up times

Rehearsals

Performances

Bump Out

**Rehearsal and Performance Schedule**

Date	Time	Intention


Expected running time of event

Start \_\_\_\_\_ Interval \_\_\_\_\_ Finish \_\_\_\_\_

Maximum number of patrons expected to attend each night \_\_\_\_\_

Wheelchair patrons            Yes                    No

Number of Performers

Female \_\_\_\_\_                      Male \_\_\_\_\_

Age range of performers \_\_\_\_\_

Number of backstage crew \_\_\_\_\_

Number of front of house helpers \_\_\_\_\_

Expected number of cars per performance \_\_\_\_\_

**Staff Requirements**

*(Please circle) Please note that one person (Theatre Duty Manager) must be in the venue at all times of hirer's occupancy) All staff call times are based on a minimum 4 hour call period.*

Lighting Technician/ Theatre Manager	Yes	No
Sound Technician	Yes	No
Follow Spot Operator 1 or 2	Yes	No
Stage Crew	Yes	No
Audio Visual Technician	Yes	No
Parking Attendants	Yes	No
Front of House Attendants/Ushers / No:	Yes	No
Stage Manager	Yes	No

Are you intending to employ external technical assistance?    Yes            No

If Yes please give details

Name of Company \_\_\_\_\_

Position of employment (Role) \_\_\_\_\_

Contact Number \_\_\_\_\_

**Foyer**

Will you be requiring the use of any of the following?

Trestle Tables Yes No How many? \_\_\_\_\_  
 Chairs Yes No How many? \_\_\_\_\_

Are you planning on bringing in for interval or pre/post show?  
 Merchandising Yes No

Please note, any food or drinks of any kind, to be sold or consumed in the venue must be approved by Management before booking is confirmed.

*Foyer continued...*

Details \_\_\_\_\_  
 \_\_\_\_\_

Food Yes No

Details \_\_\_\_\_  
 \_\_\_\_\_

Drinks Yes No

Details \_\_\_\_\_  
 \_\_\_\_\_

*Please note that alcohol is not permitted on site unless otherwise approved by the Principal prior to the occupation of the venue.*

**Staging**

Will you be requiring the use of any of the following?

Apron area, raised or lowered Yes No

For what purpose? \_\_\_\_\_  
 \_\_\_\_\_

Stage extensions (on to the apron area) Yes No

Details \_\_\_\_\_  
 \_\_\_\_\_

Rostra/external hire Yes No

Details \_\_\_\_\_  
 \_\_\_\_\_

Grand Piano (permission required) Yes No extra charge/tuning  
 Upright Piano Yes No

Position of piano on stage: \_\_\_\_\_

*\*Please note if you require either piano an additional cost will apply for tuning.*

Music Stands Yes No How many? \_\_\_\_\_  
 Chairs Yes No How many? \_\_\_\_\_  
 Drum Kit (permission required) Yes No extra charge

Lectern Yes No

*Staging continued...*

With microphone Position of lectern on stage/apron _____	Yes	No
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Whiteboard Position _____ <i>(Please bring own markers and eraser for whiteboard)</i>	Yes	No
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*Staging continued...*

Are you bringing the following? *(Please give details)*

Props	
Small set pieces	
Large set pieces	
Instruments	
Costumes/ Costume racks	
Any other information	

*If possible please return the stage plan with details of stage movement on it.*

**Lighting**

Will you require the following?		
Standard Orchestral Lighting (open white)	Yes	No
Theatrical Lighting Standard/colour/movers	Yes	No

*Lighting continued...*

Details (including particular gobos, spots and colours)

Follow Spot	Yes	No
Special effects	Yes	No
(Smoke*, UV*, Strobe*)		
Details		

\* Please note that if these items need to be hired and an additional cost will apply

Any other information

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### **Audio Visual**

Will you require the use of any of the following?

PowerPoint Presentation	Yes	No
<i>(Please note Laptop is not provided for stage) Control is equipped with a PC and Vision mixer.</i>		
Front Projection (onto cyc, back wall)	Yes	No
Front Projection (Projection screen)	Yes	No

Position: \_\_\_\_\_

Any other information

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### **Sound**

Will you require the use of any of the following?

Sound computer	Yes	No
Fold back Speakers (front x powered)	Yes	No
Fold back Speakers (rear x powered)	Yes	No



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Print name

Signature

Date