



BOX OFFICE & FRONT OF HOUSE QUESTIONNAIRE

This form must be completed by the Hirer and returned to THE CENTRE no later than two weeks prior to the date of tickets going on sale at The Box Office.

Note: This questionnaire “must” be completed thoroughly, prior to return to the Centre.

BOX OFFICE

1. Contacts

- a. Attraction: _____
- b. Hirer's Name: _____
- c. Address: _____
- d. Telephone: Bus: _____ A/H: _____ Fax: _____
- e. Bank Name: _____ Branch: _____
- f. Bank Account No. for payment of nett proceeds: _____
- g. Name of person/ office authorised to obtain progressive sales figures:

- h. Name of person authorised to order complimentary tickets:

2. Performance Details

DAY	DATE	START TIME	TIME OF INTERVAL (APPROX)	DURATION OF INTERVAL	FINISH (APPROX)

Please note: All Box Office service and ticketing enquiries should be directed to the Box Office Supervisor.

3. Ticket Details (i.e. Wording)

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4. Ticket Prices (including booking fee & GST)

Full price: \$ _____ DEC Members: \$ _____
Children/Student: \$ _____ *From _____ years old to _____ years old
*Including Secondary School? YES / NO
*Including University students? YES / NO
Pension concessions: \$ _____ *Age/Invalid/Sole Parent/Veteran/Unemployed
Party Price: \$ _____ (number _____)
Other: \$ _____ Buyer Type _____

5. Other Information

- a. Is the performance suitable for children under 16 years of age? YES / NO
- b. Is the performance for mature age patrons only? YES / NO
- c. Day and Date tickets to go on sale: _____
- d. Do you require rows BB & CC to be installed into the auditorium? YES / NO
- e. Seating arrangements GENERAL ADMISSION / ASSIGNED
Details (if any): _____

- f. Number of Promoter/ VIP/ Artist seats to be held: _____
- g. Is tabled service permitted during a performance (Studio Theatre cabaret performances only) YES / NO

Note: The Sound Desk is permanently housed in the auditorium.

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FRONT OF HOUSE

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1. Programmes

- a. Are Programmes to be offered for sale? YES / NO
- b. Programme price: \$ _____

2. Merchandise

- a. Is Merchandise to be offered for sale? YES / NO
- b. If 'YES' to merchandise, do you need table/s for display? YES / NO
- c. If 'YES' state number of tables required _____
- d. Do you have your own float, or do you need the Centre to provide one?

e. Merchandise details:

Item _____	\$ _____
Item _____	\$ _____
Item _____	\$ _____
Item _____	\$ _____

3. Other Information

- a. If 'YES' to merchandise and/or programmes, do you need the Centre to arrange sellers? YES / NO

(Darwin Entertainment Centre can handle merchandise sales on your behalf at a cost to you).

- b. If 'YES' state number of sellers required _____
- c. Are Cameras and Recording Equipment permitted? YES / NO
- d. Are Latecomers to be allowed entry? YES / NO
- e. If so, at what stage? _____

- f. Do you require Backstage refreshments for Artist or Crew? YES / NO
The provision of alcoholic beverages to all backstage areas inclusive of green room and dressing rooms is at cost to the performance and strictly at the discretion of the Licensee. **Approved requests are to be allocated at the conclusion of the performance only (not before or during a performance).** (A minimum of 3 working days notice is required for 'riders' otherwise supply will not be guaranteed.)

- g. Please list requirements:

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h. Dressing Room label requirements (please list):

- 2 person Dressing Rooms:

No. 1 _____

No. 2 _____

No. 3 _____

- Six person Dressing Rooms:

No. 1 _____

No. 2 _____

- 15 person Dressing Rooms:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

i. Please list details of any other issues relating to Front of House requirements not mentioned above:

j. Please provide a brief description of the performance:

Signature: _____

On behalf of: _____

Date: _____