



## FRONT OF HOUSE QUESTIONNAIRE

To better help you with your venue requirements we ask that you fill in the following Front of House Questionnaire completely and return to us as soon as possible.

**In all questions please circle your response and complete in full.**

**Initial each page in the bottom right hand corner.**

PERFORMANCE: \_\_\_\_\_ DAY / DATE: \_\_\_\_\_

### ► PROGRAMMES

Will programmes be offered for sale?

No. ► GO TO NEXT QUESTION

Yes. Programme price. \$ \_\_\_\_\_

Do you require programme sellers? Yes / No How Many? \_\_\_\_\_

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

Please indicate the times you require access to the Front of House areas.

### ► MERCHANDISE

Will merchandise of any type be offered for sale during this hire?

No. ► GO TO NEXT QUESTION

Yes. Item: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Do you require table/s for display? Yes / No Table/s required: \_\_\_\_\_

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

Initial: \_\_\_\_\_

**▶ PERFORMANCE INFORMATION**

Are cameras and recording equipment permitted? Yes / No

Please note the Darwin Entertainment Centre has a policy of no flash photography.

Will latecomers be allowed entry? Yes / No

If yes at what stage? \_\_\_\_\_

Do you require backstage refreshments for Artist of crew? Yes / No

If yes please list requirements: \_\_\_\_\_

\_\_\_\_\_

(A minimum of 72 hours notice is required for 'riders' otherwise supply will not be guaranteed.)

Dressing Room label requirements (please list)

2-person dressing room:

No 1. \_\_\_\_\_

No 2. \_\_\_\_\_

No 3. \_\_\_\_\_

6-person dressing room:

No 1. \_\_\_\_\_

No 2. \_\_\_\_\_

15-person dressing room:

No 1. \_\_\_\_\_

No 2. \_\_\_\_\_

No 3. \_\_\_\_\_

No 4. \_\_\_\_\_

Initial: \_\_\_\_\_

► EXHIBITION SPACES

Will your hire include the use of Front of House areas for trade or exhibition purposes?

No. ► GO TO NEXT QUESTION

Yes. (Type of display) \_\_\_\_\_

Ground Floor - Level 1

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Number of booth or displays on level 1? \_\_\_\_\_ Average size: \_\_\_\_\_

Top Floor - Level 2

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Type of Display. \_\_\_\_\_

Number of booth or displays on level 2? \_\_\_\_\_ Average size: \_\_\_\_\_

Company providing booths / displays. \_\_\_\_\_ Ph: \_\_\_\_\_

Date and time of delivery: Date: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_ am/pm

Date and time of collection: Date: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_ am/pm

The Centre has limited number of loose tables and chairs.

Will you require the use of these? Yes / No. Number: \_\_\_\_\_

Initial: \_\_\_\_\_

**▶ SECURITY**

Will security staff be used for this hire?

No. ▶ GO TO NEXT QUESTION

Yes. Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Times: \_\_\_\_\_ Company: \_\_\_\_\_

**▶ CATERING**

Will you require access to the Front of House areas outside of the normal opening hours?  
i.e. 9:00am to 5:30pm Monday to Friday

Will you require the Centre to provide continuous tea and coffee?

No. ▶ GO TO NEXT QUESTION

Yes. Please indicate the times you require access to the Front of House areas.

Date: \_\_\_\_\_ from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Date: \_\_\_\_\_ from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Date: \_\_\_\_\_ from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Date: \_\_\_\_\_ from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Date: \_\_\_\_\_ from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Date: \_\_\_\_\_ from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Initial: \_\_\_\_\_

**► CATERING**

The Darwin Entertainment Centre provides a limited in house catering service in the form of morning and afternoon teas provided on a self serve basis for up to 100 people.

The following is a selection of these services and fees as provided by the Centre.

		Disposables	Crockery
A	Tea & Coffee, assorted biscuits, iced water & mints	\$3.00pp	\$3.50pp
B	Tea & Coffee, Chilled Orange Juice, assorted cream biscuits, iced water & mints	\$4.00pp	\$4.50pp
C	Tea & Coffee, Chilled Orange Juice, assorted cake, iced water & mints	\$5.00pp	\$5.50pp
D	Tea & Coffee, Chilled Orange Juice, Fresh Fruit & assorted Danish pastries, iced water & mints	\$6.50pp	\$7.00pp

For other catering enquires we would recommend you contact the following caterers

Holiday Inn (adjoins Entertainment Centre)	ph: 8980 0800	fax: 8980 0888
Roma Bar	ph: 8981 6729	fax: 8981 0522
Food with a View	ph: 8984 4044	mob: 0418 897 980
Schubert's Catering Services	ph: 8946 6220	mob: 0419 821 219

Will you require the Centre to cater for morning or afternoon tea?

No. **► GO TO NEXT QUESTION**

Yes. Please indicate the times you require access to the Front of House areas.

A	B	C	D	Disposables / Crockery	_____ am/pm	_____ am/pm	No's _____
A	B	C	D	Disposables / Crockery	_____ am/pm	_____ am/pm	No's _____
A	B	C	D	Disposables / Crockery	_____ am/pm	_____ am/pm	No's _____
A	B	C	D	Disposables / Crockery	_____ am/pm	_____ am/pm	No's _____

Would you require the Darwin Entertainment Centre to arrange further catering requirements on your behalf for your hire? i.e. Breakfast, lunches etc.

(The Darwin Entertainment Centre can handle all catering requirements on your behalf at a cost to you.)

Initial: \_\_\_\_\_

▶ **EXTERNAL CATERERS**

Will an outside caterer provide your catering requirements?

No. ▶ GO TO NEXT QUESTION

Yes. Please provide details below.

Company: \_\_\_\_\_ Ph: \_\_\_\_\_ Contact: \_\_\_\_\_

Date:		M/Tea	Lunch	A/Tea	No. People
_____	Times:	_____	_____	_____	_____
_____	Times:	_____	_____	_____	_____
_____	Times:	_____	_____	_____	_____
_____	Times:	_____	_____	_____	_____
_____	Times:	_____	_____	_____	_____

▶ **BARS / ALCOHOL**

The Darwin Entertainment Centre operates under specific liquor licenses, there are bars on both levels at the Centre and these may be requested to be opened by a hirer at any time between the hours of 11:00am and 2:00am Monday to Sunday.

**ALCOHOL THAT HAS NOT BEEN PURCHASED UNDER THE LICENSE OF THE DARWIN ENTERTAINMENT CENTRE WILL NOT BE BROUGHT ONTO OR COMSUMED ON THE PREMISES.**

Do you require access to the bars?

No. ▶ GO TO NEXT QUESTION

Yes. Please indicate which bars you require open with date and times.

Playhouse Bar (upstairs)

Studio (downstairs)

Date: _____	___ am/pm to ___ am/pm	Date: _____	___ am/pm to ___ am/pm
Date: _____	___ am/pm to ___ am/pm	Date: _____	___ am/pm to ___ am/pm
Date: _____	___ am/pm to ___ am/pm	Date: _____	___ am/pm to ___ am/pm
Date: _____	___ am/pm to ___ am/pm	Date: _____	___ am/pm to ___ am/pm

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Initial: \_\_\_\_\_

**▶ ALL OTHER INFORMATION**

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

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Please provide a brief description of the performance / exhibition or hire.

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Signature: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Date: \_\_\_\_\_