



Please PRINT, CIRCLE appropriate requirements and TICK BOXES.

1. CONTACT DETAILS

Name of Show: _____

Hirers Name: _____

Trading Name (if not as above): _____

Are you registered for GST: YES / NO (Please circle)

ABN Number: _____

Hirer Contact: _____

Postal Address: _____

Telephone: Bus _____ A/H _____

Fax: _____ E-mail _____

Production Manager: _____

Address: _____

Telephone: Bus _____ A/H / Mobile _____

Fax: _____ E-mail _____

Accounts Contact: _____

Telephone: Bus _____ Fax _____

E-mail: _____

Bank Name: _____ Branch: _____

Bank Account No. for Payment of nett proceeds:

BSB: _____ A/C: _____

Name of person authorised to obtain progressive sales figures:

Telephone: Bus _____ A/H _____

Email: _____

Name of person authorised to order complimentary tickets:

2. STAFFING

Number of Artists in Company: Male _____ Female _____

Number of Support Crew in Company: Male _____ Female _____

The following support crew will be supplied on this Production:

<u>NAME</u>	<u>JOB DESCRIPTION</u>
Your Senior Crew with representative authority	
_____	_____
_____	_____
_____	_____
_____	_____

Please Note: If the total Cast including crew totals more than Twenty a Stage Door Person may be employed at YOUR EXPENSE.

3. DEC TECHNICAL STAFF REQUIRED

PLEASE NOTE: A minimum of one DEC Duty Technician is to be present for all bump in, rehearsals and performances.

Please tick the function that the Darwin Entertainment Centre's technicians will perform:

- () STAGE TECH: Bump in ___ Rehearsal ___ Performances ___ Bump out ___
 - () AUDIO TECH: Bump in ___ Rehearsal ___ Performances ___ Bump out ___
 - () L/X TECH: Bump in ___ Rehearsal ___ Performances ___ Bump out ___
 - () MECHANIST: Bump in ___ Rehearsal ___ Performances ___ Bump out ___
 - () FLYMAN: Bump in ___ Rehearsal ___ Performances ___ Bump out ___
 - () F/SPOT OP: Bump in ___ Rehearsal ___ Performances ___ Bump out ___
 - () WARDROBE: Bump in ___ Rehearsal ___ Performances ___ Bump out ___
-

4. ACCESS TO STAGE/THEATRE:

BUMP IN:

(Please note, this is the time your stage items will be coming into the Theatre, NOT the rehearsal start time)

Date ___/___/___	Commence: _____	Finish: _____
Date ___/___/___	Commence: _____	Finish: _____
Date ___/___/___	Commence: _____	Finish: _____

LX RIG:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

LX PLOT:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

AUDIO:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

REHEARSALS WITH WORK LIGHTS:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

REHEARSALS WITH FULL LIGHTING:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

TECHNICAL REHEARSALS:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

DRESS REHEARSALS:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

PERFORMANCES:

Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____
Date __/__/__ Commence: _____ Finish: _____

PERFORMANCE INTERVAL

Date ___/___/___ Time of Interval: _____ Duration: _____
Date ___/___/___ Time of Interval: _____ Duration: _____
Date ___/___/___ Time of Interval: _____ Duration: _____

BUMP OUT AND RESTORE RIG:

Date ___/___/___ Commence: _____ Finish: _____

5. DRESSING ROOMS

The following are available. Please indicate which ones you require. (Every effort will be made to suit preferences; however will solely depend upon availability. Final decisions will be left up to the discretion of the Centre's General Manager).

3 x Two person Dressing Rooms YES / NO Number _____
2 x Six person Dressing Rooms YES / NO Number _____
3 x Fifteen person Dressing Rooms YES / NO Number _____

6. AUDITORIUM CONFIGURATION

- () Flat Floor (seats raised)
- () Raked seating (theatre style)

Please note: Raked seating is the Centre's standard configuration

7. PIANOS

Do you require use of our piano(s)?

Kawai Model G550 Baby Grand (Cost: \$75.00 p/day) YES / NO
Kawai Model U550 Upright (Cost: \$44.00 p/day) YES / NO
Roland RD300GX Digital Piano (Cost: \$100.00 p/day) YES / NO
(If YES, please show position on stage plan and note these must remain on stage throughout)

7a. Do you require the piano tuned? YES / NO

Note: Pianos tuned at YOUR EXPENSE to A440

8. Do you require Cabaret Tables & Chairs? YES / NO

If YES, how many? _____

Please show position on Stage Plan

9. Do you require Music Stands and Chairs? YES / NO

If YES, how many? _____ Music Stands: _____ Chairs: _____

Please show position on Stage Plan

10. Other Staging Requirements? (E.g. tables, rostra, stools, lectern, etc)

Please show position on Stage Plan

11. LIGHTING

Please Note: The STANDARD LIGHTING RIG consists of a full Stage wash in the following colours, Red, Amber, Blue and Open White and is generally sufficient for most performances, provided Standard Mask is used.
Stage Wash does not include Orchestra Apron.

Will you be using our STANDARD LIGHTING RIG? YES / NO

If **NO**, please supply your Plan

12. FLYING

Will you be hanging any Set Pieces above Stage? YES / NO
(E.g. Flats, Flags, Banners, Props, Mirror Balls etc.)

If **YES**, please show details and positions on Hanging Plot

13. AUDIO

Will you be using our Sound Equipment? YES / NO

If **YES**, please supply a Plan showing Microphone and Foldback Speaker Placement.
Please Note: A Maximum of Four Foldback Sends are Available.

13a. Do you require Playback facilities? YES / NO

Cassette Compact Disc (Please circle)

14. Are there any other Sound requirements? YES / NO

If **YES**, please record below

15. RECORDING

Will the performance be recorded in part or full for broadcast or other commercial purposes?
YES / NO

Commercial Archival News footage (Please circle)

Name of Firm or Person Recording: _____

Phone no. _____ Date of Recording _____ Time _____

*Where a performance is to be recorded or transmitted by any means, including but not limited to radio or television transmission or film, video or audio recording, and whether transmitted live or recorded for later transmission, exhibition, distribution or sale, all production employees who perform work on that performance will receive an allowance (recording allowance) or \$66.68 in addition to the rate they would otherwise have received. **This allowance is absorbed by the hirer.***

16. PYROTECHNICS AND FIRE

Will you be using any Pyrotechnics, Fire or Smoke on Stage? YES / NO
If YES, Please provide details.

Please note: Only an NT registered Special Effects Shot firer is allowed to detonate explosives on Stage. If you do not have this licence a Shot firer can be supplied at YOUR EXPENSE.

17. STANDARD RIG

The Theatre is hired in a standard configuration as per the 'Standard Lighting Rig' and 'Standard Mask'.

This includes: Positioning, Colour and Patching of Lights, complete masking of Stage and LX Bars, Stage area clean & tidy. (Stage painted black)

Any variation to the existing configuration must be made by the hirer or at the hirer's expense and returned to the STANDRAD RIG at the conclusion of the performance.

18. TICKETING

ONLY to be completed if tickets will be printed by the Darwin Entertainment Centre – if not, please continue to Question 19.

Ticketing Details (i.e. Wording)

Ticket Prices (including booking fee)

Please tick the box provided if the price includes GST

ONLY to be completed if tickets will be sold by the Darwin Entertainment Centre – if not, please continue to Question 19.

Full Price: \$ _____ **DEC Member:** \$ _____

Child: \$ _____ **From** _____ **years old to** _____ **years old**

*A Child Ticket will default to the DEC Classification of 3-15 years if not specified.
Children 2 years and under may be nursed.*

School Student: \$ _____

Pension Concessions: \$ _____

Age Pension YES / NO
Invalid Pension YES / NO
Sole Parent YES / NO
Unemployed YES / NO
Seniors (NT/Nat) YES / NO
University Student:
 Full Time YES / NO
 Part Time YES / NO

Group Price: \$ _____ (Number _____)

Other: \$ _____ **Buyer Type:** _____

Day & Date Tickets to go on sale: _____

Is the performance suitable for children under 16 years of age? YES / NO

19. PERFORMANCE INFORMATION

Seating Arrangements:

GENERAL ADMISSION / ASSIGNED / CABARET (Please circle)

Number of VIP / Artist seats to be held: _____

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20. PROGRAMMES

Are programmes to be offered for sale? YES / NO

Programme Price: \$ _____

21. MERCHANDISE

Is merchandise to be offered for sale? YES / NO

(Please note: 12% commission is charged on all sales)

If YES, please complete the below, if NO, please continue to Question 22

Do you need table/s for display? YES / NO Number of tables: _____

Do you need the Centre to provide a float?: YES / NO

Merchandise Details:

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Do you need the Centre to arrange sellers? YES / NO

(Please note: Cost of \$33.00 p/ hour p/ seller min. 3 hours)

Number of sellers required: _____

22. GENERAL INFORMATION

Are Cameras and Recording Equipment permitted? YES / NO

Darwin Entertainment Centre has a pre recorded pre-show Auditorium Announcement regarding the use of photographic and recording devices and the use of mobile telephones.

Do you wish for this message to be broadcast prior to your performance? YES / NO

Are latecomers allowed entry?: YES / NO

If so, at what stage: _____

23. BAR SERVICE

Do you require backstage refreshments for Artist or Crew? YES / NO

The provision of alcoholic beverages to all backstage areas inclusive of the Green Room and dressing rooms is at a cost to the school 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 is required for riders, otherwise supply will not be guaranteed.

Requirements: _____

Do you plan to host a pre-show, post-show or interval function at the Darwin Entertainment Centre on the night of the performance? YES / NO

If YES, please contact the Front of House Manager to discuss your requirements.

The Darwin Entertainment Centre controls the bars and the service of alcoholic and non-alcoholic beverages at the centre, will the bars be required for your patrons? YES / NO

You must advise the Centre of any alcohol sponsorship deals for any event that is to be held at the Darwin Entertainment Centre. All sponsored alcohol must then be consigned and delivered to the Darwin Entertainment Centre and a corkage fee and bar staff costs will apply.

Please provide any other information that might be required by the Technical, Box Office or Front of House Team:

Please provide a brief description of the performance:

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NOTE to teaching staff

Performing at the Theatre can be very exciting for the students, but it is important that they are aware of the House Rules as the Theatre can also be a dangerous place. Please ensure your students are supervised at all times and that the following House Rules are strictly observed.

HOUSE RULES

- No running or shouting backstage or in the foyers at any time.
- No food or drink (except bottled water) is permitted backstage or in the auditorium.
- The Green Room is out of bounds to performers at all times.
- NO chewing gum ANYWHERE!
- Do not misuse theatre equipment.
- Do not put feet on seats.
- Remember that performances are happening, so please keep the NOISE DOWN.
- Please give other performers backstage and on the stage the respect you would like for your own performance. This means being encouraging and polite during and after the performance.
- Please do not talk during performances, whether you are side of stage or in the auditorium.
- A theatre can be a dangerous place and there are many areas you may not go. Please observe signs carefully.
- Do not plug into or pull plugs out of any power outlets within the theatre without prior approval from the technical staff.
- Please listen to the technical staff and do what they ask you to do.
- Please listen to the ushers and do what they ask you to do.
- Footwear must be worn at all times, no rubber thongs are permitted.
- DANCERS please check your tap shoes for loose screws which could scratch the floors.
- BANDS & ORCHESTRAS, each group will be allocated an area to leave instrument cases. Please make sure they are in this area and not in the corridor as this becomes an exit hazard.

Signature: _____

On behalf of: _____

Date: _____

CONTACTS:

Should you need any assistance in completing this form, please do not hesitate to contact us:

Technical Manager – Garry Ferguson	Tel: 08 8980 3339
Box Office Manager – Kerri Santalucia	Tel: 08 8980 3308
Front of House Manager – Carl Farmer	Tel: 08 8980 3388
Finance Officer – Karen Christian	Tel: 08 8980 3344
Venue Coordinator – Karen Monk	Tel: 08 8980 3369

Please return this completed form to the Venue Coordinator either by fax: 08 8980 3399 or email: venue@darwinentertainment.com.au

Please return the completed form to DEC no later than 6 weeks prior to bump in, otherwise an additional charge may be levied to offset unscheduled staffing costs.

A Guide to assist with completing the Darwin Entertainment Centre (DEC) Technical Questionnaire

This is a brief guide to help you complete the Darwin Entertainment Centres Technical Questionnaire.

If there are any points that we have missed out or if you still have any questions regarding the filling out of the questionnaire please do not hesitate to contact me by any of the contact means at the bottom of this letter.

Contact Details: All your contact details.

Staffing: Your Companies numbers and Support Crew.

Performance Staff: These are the people who will be assigned from DEC to assist you and operate our equipment on your event.

Stage Tech: This is the crew who will be on stage with you. Their responsibilities will be to set up, strike and change any staging, set items, chairs, music stands etc that you require for your performance.

If you have no scene changes there is still the requirement to have a 'duty technician' who will take charge of your event and deal with fire alarms or any other issues that may arise.

Audio Tech: One Audio Tech will operate the sound desk for you. This can range from playing a CD to mixing a full band. If during your event, you require microphones to be moved around the stage or radio mics fitted to performers it is wise to consider having a second 'on stage' Audio Tech.

Lighting Tech: One Lighting Tech will operate the lighting desk for your event.

Mechanist: Unless you are using any machine operated set or stage equipment a mechanist would not be required.

Flyman: If you have stage cloths, projection screens or the house curtain coming in and out over your event you will require a Flyman. Because of OH & S guidelines it is recommended that the Flyman does not double up as a Stage Tech.

Followspot Op: We have 2 Followspots. If you wish to use these an operator is required.

Wardrobe: This department is only really called upon if you wanted us to supply someone to do any washing and ironing of costumes or if you required someone to assist with quick changes.

Access to Stage/Theatre:

Bump In: The times that your set items will be coming into the Theatre.

LX Rig: If you are not using our standard lighting rig then you have to allow time for the lights to be moved, patched and focussed before your performers come onto stage.

LX Plot: If you wish time to set lighting states in the board before a rehearsal.

Audio: If you wish to have a complete audio set up before a rehearsal.

Rehearsal with Work lights: A rehearsal session with no performance lighting.

Rehearsal with Full lighting: A rehearsal in full performance states.

Technical Rehearsal: The time when all the production elements of your performance are put together.

Dress Rehearsal: A full and complete run of you performance without an audience.

Performances: Times of your performances. Please bear in mind that technicians are usually called one hour before the performance time.

Bump Out and Restore Rig: When all your set and other equipment is removed from the building and when the lighting is returned to standard if you have moved the rig.

Dressing Rooms: Where possible we will give you the rooms you request. In the event of another performance been held in the other theatre your allocation may be reduced. We will strive to make you aware of this before your bump in.

Orchestra Pit or Apron: The Stage lift can be set at three positions, as a pit, at auditorium level or as an extension to the stage. If you wish to have it as a pit or as the stage extension please be aware that the first row of seats you can use is Row A.

Pianos: The Pianos are an additional charge. If you wish to have the piano moved on and off stage during your performance please bear in mind that it takes a minimum of two people to move them.

Do you require chairs: Self explanatory.

Do you require music stands: As question 8.

Other staging requirements: If you require rostra, tables etc.

Lighting: We normally have a fixed rig with an open white stage wash, a red, blue and amber stage wash. We also have lights rigged to cover most 'specials' required, i.e. Lectern, Piano etc.

If you are not using the standard rig please send us a lighting plan no later than 4 weeks before your event.

Masking: As with the Lighting, if you require us to change our masking configuration please supply a stage plan no later than 4 weeks before your event. Plans are available from the technical office in AutoCAD or PDF formats.

Standard Rig: If you are planning to make any other changes to the staging set up please let us know, again, no later than 4 weeks prior.

Flying: Any elements that you wish to attach to our flying system must be non flammable and rated. If you require further information regarding this please contact the technical office.

Audio: If you have specific requirements in terms of band set ups etc please let us know so we can work out the best way to set up microphones, fold back etc.

Other Sound Requirements: Do you require any radio or lapel mics which we may need to hire in on your behalf: Strange as it may sound in this section you put down whether you wish to use our projector etc and if you will require a laptop, DVD player and if you will require an audio feed from them.

Mix position: Where the sound desk is situated.

Recording: Will you be making a recording of your performance and what will it be for.

Pyrotechnics and Fire: Please be aware of the note at the bottom of this section.

As I stated at the beginning, If you have any queries please do not hesitate to contact me, Garry Ferguson – Technical Manager, on:

08 8980 3339 or technical@darwinentertainment.com.au.

Best wishes and we look forward to helping you make your event a success.

Garry Ferguson
Technical Manager