

TECHNICAL REQUIREMENTS FORM

Kingsway Theatre Hire

Please complete IN FULL the following. This will greatly assist us in planning your event and help ensure the smooth running of your show. Please provide as much detail as possible. Please return with all required documents.

Hirer's Name _____ A.B.N. _____

Address _____

Contact Person (s) _____

Telephone Number _____

Email _____

Name of Organisation _____

Type of Performance _____

Name of Venue Required **KINGSWAY THEATRE**

USAGE SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Intention</i>

Expected running time of show/event

Begins _____ Interval _____ Finish _____

Maximum number of patrons expected to attend? _____

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	_____	

STAFF REQUIRED

Theatre Manager Required by KCC
Sound Tech
Lighting Tech
Follow Spot Operator
Ushers Required by KCC
Parking attendant Required by KCC
Front of House Manager Required by KCC
Security Required by KCC

Theatre Manager or authorised representative must be in attendance at all times of Hirer's occupancy.

- Are you intending to employ external technical assistance? YES NO

If yes, please give details.

Name of Company:

Position of employment;

Contact phone numbers

FOOD & BEVERAGE FACILITIES

- Will you be requiring any of the following?

Trestle tables YES NO How many?

Urns YES NO How many?

- Are you planning on bringing in any of the following?

Merchandising YES NO

Details

Food YES NO

Details

Drinks YES NO

N.B. Alcohol is not allowed on the premises.

White Board

YES

NO

Position _____

(Please bring your own markers and eraser for whiteboard)

- Are you bringing any of the following *(please give details)*

Props

Set Pieces

Instruments

Costume Racks

- Will you be requiring any of the following?

Standard Orchestral Lighting (open white)

YES

NO

Theatrical Lighting

YES

NO

Details

Follow Spot

YES

NO

Special FX

(Smoke, Haze, Strobe,)

YES

NO

Details

AUDIO VISUAL

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

Power Point Presentation

YES

NO

Computer is provided)

Projector or

YES

NO

LED Screen (8m x 4m)

YES

NO

SOUND

- Will you be requiring any of the following?

Foldback Speakers YES NO
Microphones (Wireless) YES NO

H/Held Headset Clip On

Microphones (Cable) YES NO

Details

Microphone Stands YES NO

I/We have read the conditions of hire and accept and agree to them.

I/We have completed the attached technical requirement form and enclose a copy of our Public Liability Insurance cover.

Print Name _____

Signature _____

On behalf of _____

Date _____