

Small Scale Productions Technical Requirement Form

In order to ensure every success with your up-coming use of the Civic Hall complex, please complete and return this form to the City of Port Lincoln with your completed HIRE AGREEMENT FORM 16-6-T18 by / /

Hirer Details:

Postal Address:.....

Contact Person:.....

Production/Event Title:

Email: Contact Phone:.....

Date(s):

IS YOUR PLANNED PRESENTATION A:

- | | |
|--|---|
| <input type="checkbox"/> Theatrical/Drama Production
<input type="checkbox"/> Band Musical Concert
<input type="checkbox"/> Calisthenics/Dance Production
<input type="checkbox"/> Orchestral Performance
<input type="checkbox"/> Cabaret/Variety Performance
<input type="checkbox"/> Choral Concert
<input type="checkbox"/> Cultural Celebration | <input type="checkbox"/> AV Presentation
<input type="checkbox"/> Religious Event
<input type="checkbox"/> Movie Screening
<input type="checkbox"/> Acrobatic Presentation
<input type="checkbox"/> Award Night/Community Event
<input type="checkbox"/> Other (not listed above)
..... |
|--|---|

Will you provide a Stage Manager for the presentation?

- YES NO

If not who will be responsible to run your production:

PRODUCTION DATES AND TIMES:

	Date/Time	Date/Time	Date/Time	Date/Time
Bump In:				
Rehearsal:				
Matinee Show:				
Evening Show:				
Bump Out:				

DO YOU INTEND TO USE ANY OF THE FOLLOWING IN YOUR PRODUCTION?

- | | |
|---|--|
| <input type="checkbox"/> Smoke/Hazer Machine | <input type="checkbox"/> Strobe Lighting: |
| <input type="checkbox"/> Laser FX Lighting | <input type="checkbox"/> Offensive Language |
| <input type="checkbox"/> Replica knives/guns etc. | <input type="checkbox"/> Martial Art /Combat Scenes |
| <input type="checkbox"/> Full/Partial Nudity | <input type="checkbox"/> Adult Themes |
| <input type="checkbox"/> Smoking/Drinking on stage | <input type="checkbox"/> Reference to illicit drug use |
| <input type="checkbox"/> Reference to violence | <input type="checkbox"/> Reference to terrorist activities |
| <input type="checkbox"/> Images of Indigenous Deceased People | <input type="checkbox"/> Religious Theme/symbols |
| <input type="checkbox"/> Reference to Health Issues | <input type="checkbox"/> Reference to cruelty |
| <input type="checkbox"/> Other (please specify) | |

IF YOU HAVE TICKED ANY OF THE ABOVE BOXES YOU ARE REQUIRED TO PROVIDE WARNING SIGNS OF THE SPECIFIC TICKED ITEM.

Do you intend to suspend any scenery or part of from the grid/balconies etc.? YES NO

Please provide details:

.....

PLEASE SELECT THE AUDIO EQUIPMENT YOU REQUIRE

- | | |
|--|--|
| <input type="checkbox"/> Nautilus in-House PA system | <input type="checkbox"/> Dynamic Microphones (No.....) |
| <input type="checkbox"/> FX Unit | <input type="checkbox"/> Fold back monitors for performers |
| <input type="checkbox"/> Condenser Microphones (contact Technical Coordinator) | |
| <input type="checkbox"/> Direct Input (DI) Boxes (No.....) | <input type="checkbox"/> CD/Cassette Deck Combo |
| <input type="checkbox"/> Special cables/signal converters | |

Will there be any musical instruments being played on stage? YES NO

(Please specify)

PLEASE SELECT THE LIGHTING YOU WILL REQUIRE:

- | | |
|--|---|
| <input type="checkbox"/> General Lighting with 3 Colour Washes | <input type="checkbox"/> Cyclorama Lights |
| <input type="checkbox"/> Stage Specials | <input type="checkbox"/> Follow Spots |
| <input type="checkbox"/> Special FX lighting (contact Technical Coordinator) | |
| <input type="checkbox"/> Gobos/Deco's (contact Technical Coordinator) | |

Do you require the use of an In-House Data Projector? YES NO

Do you require the use of any tables/chairs? YES NO

If YES How many: Where will they be positioned:

Will you be selling tickets* through the Box Office? YES NO

Will you be selling any merchandise*? YES NO

***(Please Note: Council approval is needed and Commission from any sales may be sought)**

Will you be selling any food items/drinks? YES NO

Do you require persons to operate the bar on your behalf YES NO

To sell alcohol, a liquor licence will be required and will be on charged to the Hirer.

Do you have any other technical requests/requirements that have not yet been stated?

YES NO

(Please specify)
.....

I (Print full name), of the above organisation as the “hirer” declare that the technical equipment selection and additional information provided is meets the needs of the event. I understand that the employees or contractors engaged by the City of Port Lincoln for this event can not be held responsible for any of production imperfections as a result of this technical equipment selection. I agree to notify the Council through the administration at the Civic Hall should the technical requirements change.

SIGNATURE..... DATE.....

Office use:

Record Number of Hire Agreement Form

Arrangements made for Volunteers

Management of Bar

Front of House

Other

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Liquor Licence applied for Record Number

Agreed commission price for tickets if varied from Fees & Charges Schedule

Technical support agreed upon

DAVE RUSSELL standard included 6 hours PLUS additional hours

.....total Hours Dave Russell to invoice Council CHECKED

No of Hours other Technical support.....

Details circle as appropriate *Skilled / Country Arts / Other*

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Other Requirements to be arranged

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