

Booking Application

Erindale Theatre

McBryde Crescent
Wanniassa ACT 2903

PO Box 97
Erindale Centre ACT 2903

Telephone: 02 6207 2703
Facsimile: 02 6207 2702

E-mail: theatre@activevc.com.au
Facebook: www.facebook.com/ErindaleTheatre



ORGANISATION DETAILS

Name of Organisation			
Organisation President/Owner			
Facebook		Mobile	
Email		Work	
Website		Fax	
Organisations Postal Address			

HIRERS DETAILS

Name of Hirer			
Home		Work	
Email		Fax	
Postal Address			

ONSITE CONTACT DURING THE HIRE

Contact Name			
Contacts role during Hire			
Email		Mobile	

TECHNICAL DIRECTOR (if applicable)

Contact Name			
Contacts role during Hire			
Email		Mobile	

NAME OF SHOW

TYPE OF EVENT (PLEASE CIRCLE)

DANCE SHOW **DANCE COMPETITION** **PRESENTATION**
MUSICAL **SCHOOL YEARLY SHOW** **OTHER:** _____

DATE(S) REQUIRED

An Erindale Theatre Client Liaison will be onsite from the Arrival Time stated below and will be charged to you from the time stated below, This time is to include all subcontractors that will be working at the venue *(please photocopy this page and attach it if there is not enough space)*

Day of the Week Day/Month/Year	Arrival Time (24Hr)	Purpose <i>(e.g. Rehearsal, Performance, Theatre Dark, Bump In.)</i>	Show Start (24Hr)	Show Start (24Hr)

/ /	Departure Time		Show Finish	Show Finish

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TICKETING

Ticketing is the responsibility of the hirer. Please complete the details below for Erindale Theatre to provide ticketing information to patrons before your event.

Ticketing Agent	
Phone	
Email	
Website	
Will there be allocated seating?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this event suitable for children?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Ticket	Price
Full/Adults	\$
Children	\$
Students	\$
Seniors	\$
Group's <i>minimum number:</i>	\$
Family # Adults: # Children:	\$
Other <i>(Please list)</i>	
	\$
	\$

ADVERTISING

We would like to assist you with the advertising of your event if you could please fill in the following details if applicable and supply Erindale Theatre with Posters of the Event if available.

Brief Description of Event <i>(your Description will be directly posted on our website after booking application and deposit is received)</i>			
Organisations Website			
Organisations Facebook			
Will programs be available at the show?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Cost: \$
Please contact Erindale Theatre regarding posters and promotional material that you wish us to display before your event.			

PUBLIC LIABILITY

All hirers **must** hold a current policy of public liability insurance of at least **TWENTY MILLION DOLLARS (\$20,000,000)**. Please supply the relevant information below and attach a copy of the policy cover sheet.

Type of Insurance			
Limit of Liability			
Company Name			
Policy Number			
Inception Date		Expiry Date	

ADDITIONAL STAFFING



Please fill out the below form for any staff you require Erindale Theatre to provide (Lighting Operator, Fly Operator, Follow Spot, Sound Operator, Additional Crew etc) Please note that this sheet is only an indication on when you would like certain staff available for your hire. Please take into consideration rehearsals. Staff may be required to stay longer then specified time to for fill their job requirements. If you have any questions regarding this form or anything to do with your hire please contact us (6207 2703).

Date	Role	Start	Finish	Start	Finish	Start	Finish	Total Hours

ADDITIONAL FACILITIES OR SERVICES

Please use the below tables for any theatre facilities or services you may require. Please note that failure to inform Erindale Theatre of any additional requirements less than 14 days prior to the commencement of your event/ hire will incur a 20% additional charge.

Equipment	Tick / No. Required	Information
Additional Tables		Tables can be set up in the Green Room, Dressing Room and/or Foyer
Box Office		<i>The Box Office can be used by a hirer for ticket sales immediately before (max one hour) an event, or during an event. The Box Office is not available for pre-booked ticket sales prior to the event.</i>

EQUIPMENT WITH ADDITIONAL COST

All equipment listed is charged as per below to hirer.

Equipment	Fee	Tick / No. Required	Information
1.2m x 1.2m Stage sections (2)	\$25 each per hire		Black wooden stage sections can be located anywhere on stage for either dancing or presentations
2.4m x 1.2m Stage sections (8)	\$25 each per hire		Black wooden stage sections can be located anywhere on stage for either dancing or presentations
Foot Lights (11)	\$110 per hire		Can be lined up across the front of the stage for additional lighting effects
Ground Row Cyc Lights (3 colours)	\$200 per hire		Cyclorama Ground Row can be laid behind the cyclorama for additional lighting of the cyc
Hot Water Urn (3)	\$25 per hire		Urns can be located in the bar. We have several sizes to use. 5L, 10L, 20L.
Long Mic Stands (10)	\$15 each per hire		
Multi Core (2)	\$75 per hire		Will be required for any band or musical setups on stage. 2 x 16 Channel 4 Return
Music Stand (20)	\$15 each per hire		
Orchestra Pit	\$1200		<i>Please contact Theatre Manager for more details (6207 2703)</i>
Short Mic Stands (10)	\$15 each per hire		
Tarquet	\$900		<i>Only soft sole shoes are allowed on the tarquet flooring. Tap shoes, spike heeled etc. are prohibited.</i>
Ultraviolet Lighting (6)	\$300 per hire		Ultra Violet lights can be placed in the lighting rig for additional lighting effects

Equipment	Fee	Tick / No. Required	Information
Group Fitness Studios	\$50 per hour		Group Fitness Studios have installed sound systems and wooden floors for Rehearsals and Warm-up (Subject to Availability)
Sports Hall		Please Contact Theatre Management	The sports hall can be divided in half if required and options to hire only half are available. (Subject to Availability)

Equipment	Fee	Tick / No. Required	Information
Lighting Rig Modification	Refer to the Terms and Conditions		<i>If modifications are required please attach a copy of your desired plots. A copy of our "Standard House Rig" is available on our Website. Please contact Theatre Manager for more details (6207 2703)</i>
Remove Seating	At cost Recovery		<i>Please contact Theatre Manager for more details (6207 2703)</i>
Rigging Modifications	Refer to the Terms and Conditions		<i>If modifications are required please attach a copy of your desired plot. A copy of our "Standard Fly Plot" is available on our Website. Please contact Theatre Manager for more details (6207 2703)</i>
Sound Rig Modification	Refer to the Terms and Conditions		<i>Please contact Theatre Manager for more details (6207 2703)</i>
Tables in Auditorium	At cost Recovery		Maximum of 4 tables can be setup. Aisles cannot be blocked. <i>Please contact Theatre Manager for more details (6207 2703)</i>

Equipment	Fee	Tick / No. Required	Information
Baby Grand Piano	\$100 per day		<i>Baby Grand Piano can be used for rehearsals or wheeled anywhere on stage during a show.</i>
Bar/Foyer Kiosk	\$100 per day		<i>Please note that the sale or supply of alcohol from the Foyer Bar requires that the hirer hold a current liquor license. Please contact the Theatre Manager for more details. <u>NO FOOD OR BEVERAGES ARE TO BE CONSUMED IN THE AUDITORIUM.</u></i>
Drum Riser	\$25 per day		Carpeted platform on wheels, is just the right size for a full Drum Kit
Erindale College Classroom	\$100 per day		Erindale College Classrooms are available for rehearsal areas <u>ONLY</u> Please contact Theatre Manager for more details (6207 2703)
Follow Spots (2)	\$50 each per day		
Projector	\$100 per day		3200 Lumens Projector. VGA Only, Client is asked to supply Laptop or Device to play content.
Smoke Machine	\$100 per day		1200w Output machine using Ethernet control. Can be located anywhere around the stage
Workshop	\$100 per day		This area can be used for either a rehearsal area a store room and a workshop for set construction

Please contact the Erindale Technical Manager if you require any additional equipment that is not previously stated above

ADDITIONAL INFORMATION

What is the Approximate size of your Cast?	
What is the Approximate size of your Crew?	
What is the Approximate Length of Act 1?	
What is the Length of Interval	
What is the Approximate Length of Act 2?	
Would you like any seats Reserved for shows? Example: VIP's, Judges, Camera Operators	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please contact Erindale Theatre Management	
Will there be sub-contractors at Erindale Theatre during your hire period?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES which Company?	
Do we need to advertise any Notifications for patrons? (PLEASE CIRCLE)	<p>STROBE SMOKE/HAZE</p> <p>EXCLUSIVE LOUD NOISES</p> <p>CAMERAS/VIDEO CAMERAS ARE PERMITTED</p> <p>ANY OTHER: _____</p>

DEPOSIT

A **Deposit** of **\$500** per day of your hire is required to confirm all bookings. This deposit will be **subtracted** from the hirer's final invoice. **Please refer to Erindale Terms and Conditions about refunds.**
 All cheques should be made out to **'Active Leisure Centre'**

I _____ have read and agree to the **Terms and Conditions of venue hire listed on the Erindale Theatre Website. I also declare all details above are true and correct as of the below date.**

Signed:

Date:

- The following must be submitted within 14 days for a Theatre Booking to be confirmed:
- Completed Booking Application (7 pages)
 - Public Liability Insurance Policy (1 page)
 - APRA License
 - Deposit paid within 14 days of receiving Deposit Invoice