

**Matthew Flinders Theatre**

#### Event/Award/Presentation - Hirers Technical Requirements Form

**Hirers must complete this form & return it to the Matthew Flinders Bookings Coordinator at least *four weeks* prior to the commencement of your Event**

**Completed forms should be returned to:**

**Kathy Wyatt**

**School of Humanities**

**Flinders University**

**GPO Box 2100**

**Adelaide SA 5001.**

**Phone: 08 8201 2586**

**Fax: 08 8201 2556**

# Technical enquiries should be directed to Andrew Bailey, Theatre Manager. He can be contacted at andrew.bailey@flinders.edu.au or on 0417 832 646

|  |  |
| --- | --- |
| EVENT NAME |  |
| CONTACT PERSON |  |
| DATE OF EVENT |  |
| START TIME |  |
| FINISH TIME  DURATION OF EVENT  ESTIMATED AUDIENCE NUMBER  (Maximum seating capacity is 426) |  |
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#### 1. COMPULSORY THEATRE VISIT

It is the responsibility of the Hirer to contact the Theatre Manager and arrange a suitable time to visit the Theatre prior to your event for an OHS&W induction process.

#### 2. EVENT INFORMATION

|  |  |  |
| --- | --- | --- |
| Type of Event | Eg: variety concert / corporate presentation / recital / dance concert/ lecture / awards or prize presentation |  |
| Stage Plans | Please attach a stage plan with a legend showing positions of all scenery/props/chairs/lecterns/banners/screens etc.  If you have a particularly busy production or concert use a separate plan with a legend for each major act | Stage plan attached  Yes / No |

#### 3. STAGING ITEMS

Please indicate if you require any of the following - additional charges may apply

|  |  |  |
| --- | --- | --- |
| **ITEM** | YES / NO | **Details:** |
| Is the house curtain to be used |  |  |
| Lectern with microphone  Additional Audio required   * Handheld radio microphones * Lapel Microphones * Ear clip radio microphones * CD Player * Cassette * From ipod |  | Additional costs will apply  (these are better than lapel microphones) |
| Projection Screen Require – please specify   * On stage **or** rear of auditorium * DVD required * Computer input required * Computer on lectern * Computer at rear of auditorium * Audio required from computer * Is internet required   **Hirer to provide computer with VGA output**  **Mac users please bring adaptors** |  |  |
| Banners - Hirer to provide   * Free standing banners * Hanging on stage * Hanging in auditorium |  | If University event - contact MACO to hire  Additional set-up time will be required  Additional set-up time will be required  Additional set-up time will be required |
| Rostrum required on stage |  | Additional set-up time will be required |
| Chairs required on stage |  | If Yes, how many |
| Tables required on stage  Table cloths required – Hirer to provide |  | If Yes, how many  If University event - contact MACO to hire |
| Plants required on stage – Hirer to provide  Please specify delivery date and time:  Please specify collection date and time |  | Additional set-up time will be required  Date: Time:  Date:……………Time |
| Piano required on stage |  | Additional set-up time will be required |

#### 4. LIGHTING

Please indicate which of the following you require

|  |  |
| --- | --- |
| Stage lighting stays static.   * Auditorium lights can be raised/lowered as required |  |
| Stage lighting changes.   * Lighting operator maybe required at extra cost |  |

#### 5. DRESSING ROOMS

|  |  |
| --- | --- |
| Male dressing room required | Yes or No |
| Female dressing room required | Yes or No |

#### 6. PHOTOGRAPHY/VIDEO

|  |  |
| --- | --- |
| Will the event be photographed | Yes or No |
| Will the event be video recorded | Yes or No |

#### 7. Foyer

|  |  |  |
| --- | --- | --- |
| **ITEM** | YES / NO | **Details:** |
| Chairs required in foyer | Yes/No | If Yes, how many |
| Tables required in foyer  Table cloths required – Hirer to provide |  | If Yes, how many  Additional set-up time will be required  If University event - contact MACO to hire |
| There is limited power available in the foyer  will additional power be required |  | Additional set-up time will be required |
| Is food to be served in foyer |  |  |
| Is alcohol to be served in foyer |  | Please note that an alcohol permit must be obtained and displayed – Hirer to arrange |

#### 8 ADDITIONAL INFORMATION

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| --- |
| Are there any other details that involve technical aspects of your Event? (No information is too trivial)? |
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**Matthew Flinders Theatre – Conditions of Hire**

**Hire Period**

The hire period is contracted to commence from the time the Theatre is opened. Additional time may be charged at a rate stated in the Standard hire charges schedule.

**Cleaning Charges**

Standard Cleaning:

For all after-hours and weekend bookings there will be an extra cleaning charge of $94.00 plus GST.

Extra Cleaning:

Excessive litter or stage debris left by hirers will incur a clean up charge. Any spillage or litter left in the foyer will also incur a cleaning charge.

**Bookings**

We do not reserve bookings automatically from one year to the next. All bookings are therefore taken on a “first come, first served” basis.

**Bump In/Out**

If a technician is required to assist to bump in or out (including loading and unloading of scenery and equipment) a minimum four hour call charge will apply. All scenery and properties are to be removed from the theatre at the conclusion of the final performance unless prior arrangements have been made. (Note. Additional costs will apply if the bump out is not completed at the conclusion of the final performance).

**Refreshments**

Refreshments only are permitted to be served in the foyer. Other foods,eg. Hot snacks, sandwiches and cakes are not permitted unless prior arrangements have been made with management. A Liquor Licence is required if alcohol is to be sold and a copy of that licence must be returned with this document. Note also that access to power is limited in the foyer area. Food and drink are **absolutely prohibited** in the auditorium and stage area.

**Use of own equipment**

The hirer cannot use their own equipment or appliances (eg. Heaters, circular saws etc) without the prior approval of the Theatre Duty Technician. All electrical equipment must be tested and tagged in accordance with Australian Standard AS/3760. Users will follow all reasonable directions from University staff.

**Technical Facilities**

Theatre equipment is not to be operated without the approval and supervision of the Theatre Duty Technician.

**Fire Safety**

All aisles in the auditorium are Fire Exits and must be kept completely clear at all times.

**Parking**

It is the responsibility of the hirer to advise their patrons and staff of parking provisions at the Theatre. Charges apply at all car parks between the hours of Monday to Friday 9.00am to 5.00pm. Any person parking in reserved or restricted areas will be liable to incur a fine. The theatre is unable to reserve car parks or supply parking permits for hirers. A map of the campus showing parking areas can be viewed at http://mtu.flinders.edu.au/map/index.cfm

**Disabled Access**

Please note that disabled access to the Matthew Flinders Theatre is very limited.

**Deposit**

A deposit of $200.00 is payable upon signing of hire contract and is necessary to confirm booking. Deposit is refundable in full if a cancellation is made no less than thirty days prior to commencement of booking. Any technical or other expenses incurred will be deducted from the deposit.

**I hereby agree to abide by the conditions of hire above.**

**Signed………………………………………………………………………..Date…………………………………….**

|  |  |
| --- | --- |
| **Form Completed by:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |
| **Signature:** |  |