

ERINDALE THEATRE



BOOKING APPLICATION

Thank you for applying to have your event at Erindale Theatre. All areas marked with an asterisk must be completed.

Submission of application does not guarantee approval of booking. Confirmation of booking approval will be sent to you via email with quote and deposit invoice.

Please note that all requests must be made in your application, failure to do this may result in requests not being filled. Applications may be sent back for additional information before processing.

The additional note page can be used for additional requests to be made. This includes technical requests, additional equipment, or any other additional requests.

All documents must be read carefully including attached Terms & Conditions.

Booking enquiries: Alex.clifford@erindaletheatre Canberra.com.au

Technical enquiries: Jack.costigan@erindaletheatre Canberra.com.au



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			

Authorized Person/s permitted to modify Booking Application on behalf of organization. *

Contact Name			
Contacts role during Hire			
Email		Mobile	

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 the 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 (e.g. Rehearsal, Performance, Theatre Dark, Bump In.)	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 minimum number:	\$
Family # Adults: #	\$
Children:	
Other (Please list)	
	\$
	\$

ADVERTISING

We would like to assist you with the advertising of your event. Please fill in the following details and supply Erindale Theatre with Posters for the event if available. Images and description of event can be added to our website and Facebook. Images must be sent to us in a ratio of 800 x 800. Fees apply.

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 Certificate of Currency.

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

ADDITIONAL FACILITIES OR SERVICES

Please use the below tables to request any theatre facilities or services you require. Please note failure to inform Erindale Theatre of any additional requirements less than 14 days prior to the commencement may result in facilities being unavailable to hire.

Equipment	Fee	Tick / No. Required	Information
Additional Tables	Included in hire		<i>Tables can be set up in the Green Room, Dressing Room and/or Foyer</i>
Box Office	Included in hire		<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>
Group Fitness Studios	\$100hr		Group Fitness Studios have installed sound systems and wooden floors for Rehearsals and Warm-up (Subject to Availability)
Sports Hall	\$100hr		The sports hall can be divided in half if required and options to hire only half are available. (Subject to Availability)
Erindale College Classroom	\$100 per day		Erindale College Classrooms are available as rehearsal areas <u>ONLY</u> Please contact Business and Operations Manager for more details (6142 2948)
Bar/Foyer Kiosk	\$150 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 Business and Operations Manager for more details. <u>NO FOOD OR BEVERAGES ARE TO BE CONSUMED IN THE AUDITORIUM.</u></i>
Orchestra Pit	\$1,500		Please contact Business and Operations Manager for more details (6142 2948)

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. 300mm or 600m
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. 300mm or 600m
Sennheiser G3 Wireless Microphones (4)	\$100 each per day		Sennheiser Wireless Microphones. Please contact management for more details and package options.
Microphone Stands	\$10 per stand		Fee waived for Sennheiser microphone hire.
Telex BTR Wireless Comms (4)	\$100 each per day		Telex Wireless comms system. Can be integrated with in house wired system.
NEC Backdrop Projector	\$500 per day		NP – PA803LG 8000lm Projector. Used for backdrop displays on cyclorama. Package options available for multiple day hires.
2017 Macbook Pro	\$100 per day		Installed with Qlab for playback control of audio and visual displays. Package options available for multiple day hire and/or use with NEC Projector.
55' TV Truss mounted for display (2)	\$150 each per day		Two-meter, truss mounted TV's for display. These can be used for videos, number machines and more. Package options available for multiple day hire.
32I Soundcraft Mini Stage Box	\$150 per day		RJ45 stage box to suit in house SI Compact Audio Console. Please contact Technical Manager for more information.
Music Stand (20)	\$10 each per hire		Fee is waived if Orchestra Pit is hired.
Tarkett	\$1,300		Only soft sole shoes are allowed on the tarquet flooring. Tap shoes, spike heeled etc. are prohibited. Staffing included.
Baby Grand Piano	\$100 per day		<i>Baby Grand Piano can be used for rehearsals or wheeled anywhere on stage during a show.</i>
Drum Riser	\$25 per day		Carpeted platform on wheels, is just the right size for a full Drum Kit
Follow Spots (2)	\$50 each per day		2000w follow spot, located Prompt and Off Prompt gallery.

MODIFICATIONS

All modifications need to be discussed with Technical Manager.

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 Business and Operations Manager for more details (6142 2948)</i>
Removal of Seating	At cost Recovery		<i>Please contact Business and Operations Manager for more details (6142 2948)</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 Business and Operations Manager for more details (6142 2948)</i>
Sound Rig Modification	Refer to the Terms and Conditions		<i>Please contact Business and Operations Manager for more details (6142 2948)</i>
Tables in Auditorium	At cost Recovery		Maximum of 4 tables can be setup. Aisles cannot be blocked. <i>Please contact Business and Operations Manager for more details (6142 2948)</i>

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

SHOW 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?	
Will there be stalls or coffee carts used in the foyer? Please note that a fee of \$50 a day will be applied per vendor.	
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 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 Certificate of Currency (1 page)
 - APRA License
 - Deposit paid within 14 days of receiving deposit invoice