

CUMMINS THEATRE

BOOKING FORM

Please sign the below statements before returning this booking form:

I/We have read, understand and agree to abide by the "Conditions of Hire" (provided), while hiring the facilities at the Cummins Theatre.

Signature: _____ Date: _____

On acceptance of hire, the Hirer undertakes to hold the Shire of Merredin indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatever arising out of or on connection with the hiring of the venue. The Shire of Merredin is further indemnified against any and all personal injury (including death or disease) to the Hirer or any invitee or third party unless and then only to the extent that the Hirer proves said injury is due to the negligence of the Shire of Merredin. The Shire of Merredin is also further indemnified against all loss of or damage to any property owned by the Hirer, the Shire or any third party. The Hirer agrees to comply with any statute or regulation or local law of any public, municipal or other authority.

Signature: _____ Date: _____

HIRER

BUSINESS

PRIVATE

COMPANY NAME _____

ABN _____

CONTACT NAME _____

BEST CONTACT NUMBER _____

CONTACT EMAIL _____

BILLING ADDRESS _____

FUNCTIONS DETAILS

PUBLIC FUNCTION

PRIVATE FUNCTION

COMMUNITY FUNCTION

COMMERCIAL FUNCTION

FUNCTION INFORMATION

TYPE: _____

(i.e.: Performance, Meeting, Wedding, Social event, Conference)

NAME OF EVENT: _____

SET UP TIME: _____

EVENT/PERFORMANCE START TIME: _____

EVENT/PERFORMANCE FINISH TIME: _____

TIME BUILDING WILL BE EVACUATED: _____

EXPECTED ATTENDANCE NUMBER: _____

The Occupational safety and health code limits the Cummins Theatre Venue Capacity, including the Tivoli Room and courtyard to a maximum of 500 people. Exceeding this limit will leave the Hire liable for any injury or loss of life due this safety breach.

Signature: _____

Date: _____

FACILITIES REQUIRED

THEATRE & BACKSTAGE

See Section 1

TIVOLI ROOM & COURTYARD

See Section 2

KITCHEN

See Section 3

BAR SERVICE

See Section 4

BOX OFFICE (Ticketing)

See Section 5

LIGHTING EQUIPMENT

See Section 6

SOUND EQUIPMENT

See Section 7

FOH & TECH STAFF

Staff support is listed in the related section

I/We agree to allow images from this event to be used by Cummins Theatre and the Shire of Merredin for promotional purposes.

Signature: _____

Date: _____

(This is optional)

Payment of fees is due no later than the closest working day prior to the commencement date of the function. This Booking is not confirmed until payment is made in full.

HIRE FEES

FACILITY	PER HOUR	HALF DAY (Less than 4 hours)	FULL DAY (More than 4 hours)	BOND
Theatre (Commercial)	\$30*	\$390	\$785	\$500
Theatre (Community)	\$30*	\$200	\$400	\$500
Tivoli Room (Commercial)	\$42	\$165	\$325	\$500
Tivoli Room (Community)	\$30	\$125	\$165	\$500
Kitchen (Commercial)	\$20	\$85	\$160	
Kitchen (Community)	\$10	\$40	\$80	

*please note that the hourly rate for the theatre doesn't include the stage lighting.

EQUIPMENT	PER HOUR	PER HIRE	
Staff Set up and/or pack up	\$60		
FOH Manager	\$60		
Technical Staff	\$60		
Call out Fee	\$20		
Foldback speakers		\$30	
Stage Risers (300 x 1800 x 1200)			\$10
Additional Microphones		\$10	
Data Projector (less than 4 hours)		\$50	
Data Projector (More than 4 hours)		\$100	
Cinema Kit – includes staff	\$80		
Table clothes	\$20		
White Board / Display Board	\$10		
Tea/Coffee			\$2 (per head)

BOX OFFICE	PER HOUR	PER TICKET	
Booking Fee		\$3.50	
Credit fee			5% per transaction
Poster Distribution	\$50		
Flyer Distribution	\$130		

FEES TO BE PAID

Theatre Hire @ \$ _____ for _____ Days = \$ _____
Tivoli Room Hire @ \$ _____ for _____ Days = \$ _____
Kitchen Hire @ \$ _____ for _____ Days = \$ _____
_____ @ \$ _____ for _____ Days = \$ _____
_____ @ \$ _____ for _____ Days = \$ _____
_____ @ \$ _____ for _____ Hours = \$ _____
_____ @ \$ _____ for _____ Hours = \$ _____
_____ @ \$ _____ for _____ Per Hire = \$ _____
_____ @ \$ _____ for _____ Per Hire = \$ _____
BOND @ \$500 per hire = \$500
TOTAL = \$ _____

The above is the agreed final payment for Venue Hire:

Hirer- Name: _____ Signature: _____

Theatre Manager: _____ Signature: _____

✂-----

Administration use only:

FINANCIAL RECORDS

Bond Received – Date: _____
Payment: Cash Card Eftpos Cheque Direct Debit

Refund Cheque to be made out to: _____

Address: _____

Payment handled by: _____

Hire Payment Received – Date: _____
Payment: Cash Card Eftpos Cheque Direct Debit

Payment handled by: _____

Bond Refund issued- Date: _____ Amount issued: _____

Bond Refund requested by: _____

CUMMINS THEATRE

BOOKING FORM

SECTION 1 – Theatre and Backstage area

I/we have been orientated to the Theatre and backstage area.

I/we know how to access and lock up the theatre appropriately

I/we know the location of the appropriate light switches, air conditioning, and Hot water

I/we know the location of the the relevant cleaning products

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

EQUIPMENT AND STAFF REQUIREMENTS

Do you require Theatrical/Stage lighting or AV for this event?

YES NO

If YES please see section 6 to specify specific requirements

Do you require Sound for this event?

YES NO

If YES please see section 7 to specify specific requirements

Do you require technically trained staff for this event?

YES NO

Do you require Front of house staff for this event?

YES NO

Ushers Programs Merchandise stand

If YES please see section 8 to specify specific requirements

Please sign to acknowledge that you are aware and accept to following:

The cost of professional staff is additional to the hire of the Cummins Theatre. NO staff is included in the standard Cummins Theatre hire fee.

Signature: _____ Date: _____

** Please be aware that the Venue Manager can supply a list of orientated Volunteers at your request*

THEATRE

Fly System

Fly Lines required

Name of person operating the fly system: _____

Construction card number: _____

Contact number: _____

Please sign to acknowledge that you are aware and accept to following:

Occupational Safety and Health Laws require the Fly System be operated by a person who has received the operated training and orientation to the theatres equipment.

Signature: _____ Date: _____

Has the above operated the Cummins Theatre fly system previously?

YES NO

Date of Cummins Theatre orientation: _____

Confirmation orientation signatures:

Fly system operator: _____ Date: _____

Cummins Theatre Manager: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Any person operating the Cummins Theatre Fly system MUST be orientated to the fly system at least a week prior to the event. Prior orientation is only valid if it was performed by the current Cummins Theatre Venue Manager no more than a year before the hire date of the theatre event.

It is the hirer responsibility to ensure that all required ordination is arranged and completed by the relevant individuates prior to the event. Retribution for damage to property or individuals course due to lack of appropriate training and orientation is the responsibility of the hirer.

Signature: _____ Date: _____

**** Please be aware that the Venue Manager can supply a list of orientated Volunteers at your request***

Backstage

- Dressing Rooms: _____ Showers Laundry
- no. of people: _____ Loading Bay

AUDITORIUM

Tables

- YES NO

Trestle _____ Round _____

** Please be aware the theatre has 6 new trestle tables and 17 round tables plus some assorted small tables and old trestle tables.*

Please sign to acknowledge that you are aware and accept to following:

The use of the venue table and chairs are included in the hire fees for the venue. Any tables and chairs required in additional to the Theatre’s stock is the hires responsibility to source and pay for.

Signature: _____ Date: _____

Chairs

- YES NO

Chair configuration options

- Concert - full rowed seating (484 capacity)
- Cabaret/Concert – 17 tables and rowed seating (366 capacity with 8 per table)
** Please be aware tables can seat up to 10 per table*
- Cabaret – 17 tables not rowed seating used (136 capacity with 8 per table)
** Please be aware 8 per table is the best number for meal events*
- Other

If **OTHER** please describe your purposed seating:

Do you require tables and/or seating to be set up and/packed up by Cummins Theatre staff?

- YES NO

Set up – to be completed in time for

Date: _____ Time: _____

Pack up – to be start after the completion of event ending

Date: _____ Time: _____

Please sign to acknowledge that you are aware and accept to following:

I am aware and except that the set up and pack up of tables and chairs by theatre staff is at additional cost to the base hire fee and have referred to the fees and charges to establish the additional cost.

Signature: _____ Date: _____

CUMMINS THEATRE

BOOKING FORM

Section 2 – Tivoli Room and Courtyard

I/we have been orientated to the Tivoli and Courtyard.

I/we know how to access and lock up the building appropriately

I/we know the location of the appropriate light switches, air conditioning, and Hot water

I/we know the location of the the relevant cleaning products

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

EQUIPMENT AND STAFF REQUIREMENTS

Do you require Theatrical/Stage lighting or AV for this event?

YES NO

If YES please see section 6 to specify specific requirements

Do you require Sound for this event?

YES NO

If YES please see section 7 to specify specific requirements

Do you require technically trained staff for this event?

YES NO

Do you require Front of house staff for this event?

YES NO

Ushers Programs Merchandise stand

If YES please see section 8 to specify specific requirements

Please sign to acknowledge that you are aware and accept to following:

The cost of professional staff is additional to the hire of the Cummins Theatre. NO staff is included in the standard Cummins Theatre hire fee.

Signature: _____ Date: _____

** Please be aware that the Venue Manager can supply a list of orientated Volunteers at your request*

Do you require Front of house staff for this event?

YES NO

Ushers Programs Merchandise stand

TIVOLI ROOM

Facilities

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Coolroom | <input type="checkbox"/> Urn/tea and coffee |
| <input type="checkbox"/> Pin up board | <input type="checkbox"/> Lectern | <input type="checkbox"/> Data Projector* |
| <input type="checkbox"/> Projection Screen* | <input type="checkbox"/> Whiteboard* | <input type="checkbox"/> Staging* |

*Additional hire cost see fees and charges

Do you require the Bar area for this event?

- YES NO

If YES please see attachment 4 to specify specific requirements

Do you require the Kitchen area for this event?

- YES NO

If YES please see attachment 5 to specify specific requirements

Tables

- YES NO

Trestle _____ Round _____

** Please be aware the theatre has 6 new trestle tables and 17 round tables plus some assorted small tables and old trestle tables.*

Please sign to acknowledge that you are aware and accept to following:

The use of the venue table and chairs are included in the hire fees for the venue. Any tables and chairs required in additional to the Theatre's stock is the hires responsibility to source and pay for.

Signature: _____ Date: _____

Chairs

- YES NO

Chair configuration options (indoors standing capacity 100)

- Concert - full rowed seating (90 capacity)
 Meeting/Seminar/conference – 6 round seating (60 capacity with 10 per table)
 Dinners – 6 round (48 capacity with 8 per table)

** Please be aware 8 per table is the best number for meal events*

- Other

If **OTHER** please describe your purposed seating:

Do you require tables and/or seating to be set up and/packed up by Cummins Theatre staff?

YES NO

Set up – to be completed in time for

Date: _____ Time: _____

Pack up – to be start after the completion of event ending

Date: _____ Time: _____

Please sign to acknowledge that you are aware and accept to following:

I am aware and except that the set up and pack up of tables and chairs by theatre staff is at additional cost to the base hire fee and have referred to the fees and charges to establish the additional cost.

Signature: _____

Date: _____

COURTYARD

Please sign to acknowledge that you are aware and accept to following:

The Cummins Theatre is a smoke free environment. Smoking within the building and within ten (10) meters from the entrance, including the court yard is prohibited.

Signature: _____

Date: _____

CUMMINS THEATRE

BOOKING FORM

Section 3 – Kitchen

I/we have been orientated to the Kitchen area.

I/we know how to access and lock up the building appropriately

I/we know the location of the appropriate light switches, air conditioning, and Hot water

I/we know the location of the the relevant cleaning products

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

Kitchen

Do you have a community group or catering group for your event?

YES NO

Name of the Caters: _____

Contact person's name: _____

Contact number: _____

Has the above Catered at the Cummins Theatre previously?

YES NO

Date of Cummins Theatre orientation: _____

Confirmation orientation signatures:

Caterer Contact's Name: _____ Date: _____

Cummins Theatre Manager: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Any catering group operation from the Cummins Theatre Kitchen MUST be orientated to the area at least a week prior to the event. Prior orientation is only valid if it was performed by the current Cummins Theatre Venue Manager no more than a year before the hire date of the theatre event.

It is the hirer responsibility to ensure that all required ordination is arranged and completed by the relevant individuals prior to the event. Retribution for damage to property or individuals course due to lack of orientation is the responsibility of the hirer.

Signature: _____

Date: _____

Facilities

- Coolroom Bain Marie Urn Bins & liners
- Crockery Pots and pans Glassware Cutlery
- Oven (x2 Chef Ovens)
- Microwave
- Commercial Glass Washer (automatic)
- Commercial Pass (Through Dishwasher)

Please sign to acknowledge that you are aware and accept to following:

The use of the the above kitchen items are included in the hire fees for the venue. Any equipment additional to the Theatre’s stock is the hires responsibility to source and pay for.

Kitchen items belonging to Cummins Theatre/Shire of Merredin are NOT to be removed from the facility for any reason.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

The kitchen facilities, crockery and cutlery are to be left by the hirer in a clean state with all equipment in working order. All used equipment belonging to the Cummins Theatre is to be cleaned after use and return to the correct storage space.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

Cleaning supplies are supplied by the venue. It is a condition of Hire that all food scraps are removed from the premises before the end of the hire period, and are not left in indoor bins overnight. External bins are available at the rear of the venue.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

Hirer/Caterer is to provide tea-towels and tablecloths, and specialized cooking equipment. Hirer/Caterer is to ensure that all items brought in for the period of the Hire (such as tea-towels, tablecloths, dishes or serving implements, food and drinks etc) are removed at the end of the Hire period. Any food and drink items or equipment still in the venue for more then 24 after the conclusion of the event will disposed of at a fee of \$60 per hour deducted from the Bond.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

All breakages are to be recorded on the breakage report below and handed to the Theatre Manager.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____



BREAKAGE REPORT

DATE: _____

SHOW: _____

HIRING GROUP: _____

ITEM(S) DAMAGED: _____

COMMENTS: _____

NAME: _____

SIGNATURE: _____

CUMMINS THEATRE

BOOKING FORM

SECTION 4 – Bar Area

I/we have been orientated to the Bar area.

I/we know how to access and lock up the building appropriately

I/we know the location of the appropriate light switches, air conditioning, and Hot water

I/we know the location of the the relevant cleaning products

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

Bar

Do you have a third party operating the bar for your event?

YES NO

Name of the Group: _____

Contact person's name: _____

Contact number: _____

Has the above Group operated the bar at the Cummins Theatre previously?

YES NO

Date of Cummins Theatre orientation: _____

Confirmation orientation signatures:

Group Contact's Name: _____ Date: _____

Cummins Theatre Manager: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Any group operating the Cummins Theatre Bar MUST be orientated to the area at least a week prior to the event. Prior orientation is only valid if it was performed by the current Cummins Theatre Venue Manager no more than a year before the hire date of the theatre event.

It is the hirer responsibility to ensure that all required ordination is arranged and completed by the relevant individuals prior to the event. Retribution for damage to property or individuals course due to lack of orientation is the responsibility of the hirer.

Signature: _____

Date: _____

Are you serving alcohol at your event?

YES NO

If yes

Have you fill out the alcohol permission slip for your event?

YES NO

The permission form is located at the end of this section and needs to be returned to the Cummins Theatre Manager prior to your event in order for the form to be signed and a copy returned. Please note that if your event requires an Occasional Liquor License than you will need your signed copy a minim of two week prior to the event.

Do you require an Occasional Liquor License?

YES NO

Occasional Liquor License queue questions:

What is the expected length of your event? _____

What is the expected number of attendees? _____

Are you providing a live performance as part of your event

YES NO

If you are uncertain check the Occasional Liquor License Guidelines at

http://www.rgl.wa.gov.au/ResourceFiles/ApplicationKits/Liquor/guide_occasional_%28online_lodgement%29.pdf

or click on the link under the hire forms on the Cummins Theatre Website

Please sign to acknowledge that you are aware and accept to following:

Cummins Theatre is an unlicensed facility: It is the responsibility of the Hirer to obtain written permission from the Shire of Merredin to allow alcohol to be consumed at the Theatre.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

In the event that alcohol is to be sold, it is also the responsibility of the Hirer to obtain an Occasional Liquor License and this is to be cited by the Theatre Manager prior to the function. It an essential condition of the use of the space that the Liquor License be displayed prominently during the Hire period.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

It is the responsibility of the Hirer to ensure that the requirements of the Liquor License are fulfilled, that minors are not permitted entry to the bar or licensed area and to organize and oversee staffing of the bar.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

The hirer is committed to responsible server practices which include:

- **Controlling intoxicated persons by refusing them entry to the premises, by not providing them with liquor when on the premises and by taking appropriate care to protect both them and others they may come into contact with.**
- **Controlling juveniles by refusing them entry unless they are accompanied by a responsible adult or are on the premises for the purpose of obtaining a meal and when they are on the premises, by not providing them with liquor.**
- **The responsible promotion of liquor.**
- **Ensuring that complimentary water is available to patrons.**
- **Addressing complaints from customers and nearby residents expeditiously and reasonably.**
- **Caring for customers properly by establishing harm minimisation and responsible service of alcohol strategies to enable customers to enjoy themselves without causing harm to themselves or others.**

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

The bar facilities, are to be left in a clean state with all equipment in working order. All used equipment belonging to the Cummins Theatre is to be cleaned after use and return to the correct storage space. Any drink, snack foods or equipment still in the venue for more than 24 after the conclusion of the event will be disposed of at a fee of \$60 per hour deducted from the Bond.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

Cleaning supplies are supplied by the venue. It is a condition of Hire that all food scraps are removed from the premises before the end of the hire period, and are not left in indoor bins overnight. External bins are available at the rear of the venue.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

All breakages are to be recorded on the breakage report below and handed to the Theatre Manager.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____



BREAKAGE REPORT

DATE: _____

SHOW: _____

HIRING GROUP: _____

ITEM(S) DAMAGED: _____

COMMENTS: _____

NAME: _____

SIGNATURE: _____

ALCOHOL PERMISSION SLIP

Chief Executive Officer
Shire of Merredin
PO Box 42
MERREDIN WA 6415

The _____ seek the permission and support
(Name of Hirer)

from the Shire of Merredin to operate the bar at the Cummins Theatre between the hours of

_____ and _____ on the _____
(Time) (Time) (Date)

for the function/event _____.
(Name of Function/Event)

Where the sale of alcohol occurs, the _____
(Name of Hirer)

will obtain an occasional license to operate the bar.

The _____ will abide by the Code of
(Name of Hirer)

Conduct and Compliance with Acts and Regulations as outlined in the Conditions of Use for the Cummins Theatre.

Yours faithfully

The Shire of Merredin has no objections and therefore supports the service of alcohol / application for an occasional license to operate the bar at the Cummins

Theatre by _____ on _____.
(Name of Hirer) (Date)

Chief Executive Officer

Date

CUMMINS THEATRE

BOOKING FORM

SECTION 5 – Box Office Service (Ticketing) & Marketing

BOX OFFICE INFORMATION

Hirer Name:
Hirer ABN:
Ticketing Contact Person:
Number:
Email:
Hirer Banking Details:
Bank:
Account no#:
BSB:
Name of Event/Performance:
Support Act:
Presenter/Naming Rights:
Start Time:
Finish Time:
Interval (Y/N):
Duration:

Ticket Prices

Adult:
Child (___ years and under):
Concession:
Group:
No. Comps:

If you require Front of House (FOH) Staff for door sales please make sure you indicate this on your room hire or discuss your options with the Venue Manager at the time of your booking.

Please sign to acknowledge that you are aware and accept to following Box Office terms:

- 1. It is a requirement of Hire that the Cummins Theatre Box office be utilized as the primary Box Office for all ticketed events held at Cummins Theatre.**
- 2. It is the responsibility of the Hirer to provide all pertinent details relating to the ticketing and promotion of the event or function prior to the commencement of ticket sales.**
- 3. The Cummins Theatre Box Office charges a booking fee of \$3.50 per ticket handled (including refunds). This cost may be passed on to the customer at the discretion of the Hirer. Additional charges and/or Commissions may apply and will be listed on the fees and charges list.**
- 4. In the event of cancellation of an event, Cummins Theatre is to retain the booking fee of \$3.50 per ticket refunded.**
- 5. The hirer agrees to allow free admission to legitimate attendant careers of persons with a significant permanent disability who are holders of the Companion Card and who without such career support would be unable to attend community venues and activities. For more information please visit www.companioncard.org.au**

Signature: _____

Date: _____

Marketing Materials

Posters supplied:
Flyers supplied:
Electronic image supplied:
Media release supplied:
Producer/Production website:
Additional info for Cummins Theatre website:

Please sign to acknowledge that you are aware and accept to following terms:

- 1. Unless arrangements are made with the Theatre Manager, the hirer is responsible for the production of any program and/or promotions relative to the booking.**
- 2. Distribution of posters and flyers by the Cummins Theatre is supplied at a cost. (Please see the fees list for relevant information)**

Signature: _____

Date: _____

CUMMINS THEATRE

BOOKING FORM

SECTION 6 – Lighting and AV Equipment

*I/we have been orientated to the Lighting and AV equipment.
I/we know how to access and lock up the building appropriately
I/we know the location of the appropriate light switches, air conditioning, and Hot water
I/we know the location of the the relevant cleaning products*

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

Do you require theatrical lighting for you event?

YES NO

The Cummins Theatre supplies a standard lighting rig as part of the the base hire fee, which consists of:

- Two colour wash
 - Four Cyclorama
 - Four special
- with the Cyclorama positioned in the halfway position

Do you have any lighting requirements in addition to the standard rig?

YES NO

If yes:

Please describe below or supply technical specs at the time of the booking:

Please sign to acknowledge that you are aware and accept to following:

Any lighting, focus and plotting in addition to the standard rig must be arranged prior to the event. Additional setup, outside of the hire times, will be charged at \$60 per hour.

Lighting and Sound requirements need to be submitted to the Theatre Manager no less than 20 working days prior to your event.

Additional stock requirements are to be sourced by the Hirer and at the Hirer's cost.

Signature: _____

Date: _____

Cummins Theatre Lighting Stock:

48 channel Theatrelite board 24 scene x 10 page memory

*Old Lamps: 8 x 1K FAL fresnels
1 x ETC Source4 650watt Zoom Profile
7 x Patt 23s
6 x Selecon 1.2k fresnels
5 x Prolite PC*

*New Lights: 8 x Spotlight Fresnels (with barn doors)
16x Domino 1000 (Cyc lights)
8 x ETC Source4 Compact Zoom
8 x ETC Source4 19deg*

*4 x Dimmers
5 x Three phase Power*

Do you require a projector for this event?

YES NO

*Additional hire cost see fees and charges

Do you require a projection screen for this event?

YES NO

*Additional hire cost see fees and charges

Do you require the Cummins Theatre Cinema Kit for this event?

YES NO

*Additional hire cost see fees and charges

Please sign to acknowledge that you are aware and accept to following:

Technical staff is not included in the basic hire fee. Technical staff must be sourced externally, and as such require travel and accommodation costs. Local Volunteers may be used if they have been appropriately trained and orientated.

The charge for the Cummins Theatre Cinema Kit does include on staff member. The hirer will be required to supply/pay a second person to assist with the set up and pack up.

Signature: _____

Date: _____

Technical staff can be sourced and paid for directly by the hirer or booked through the Theatre Manager at the rates designated in the Cummins Theatre Fees and Charges. If you wish the Cummins Theatre Manager to source technical staff you must request this at the time of hire.

Signature: _____ Date: _____

Do you require the Cummins Theatre Manager to source Technical Staff for you?

YES NO

If yes:

Please list below the number of technically trained lighting staff required, times and dates staff will be needed and an specify skills that they will require:

Volunteer Technical Staff

Are you using Volunteer Technical Staff?

YES NO

Name of person operating the Lighting: _____

Contact number: _____

Does this person have any technical training or experience?

YES NO

If yes:

Please described:

Has the above operated the Cummins Theatre Lighting system previously?

YES

NO

Date of Cummins Theatre orientation: _____

Confirmation orientation signatures:

Lighting operator: _____ Date: _____

Cummins Theatre Manager: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Any volunteer operating the Cummins Theatre lighting system MUST be orientated to the system at least a week prior to the event. Prior orientation is only valid if it was performed by the current Cummins Theatre Venue Manager no more than a year before the hire date of the theatre event. Trained paid staff can opt to do the Cummins Theatre orientation but are not require to do so.

It is the hirer responsibility to ensure that all required ordination is arranged and completed by the relevant individuates prior to the event. Retribution for damage to property or individuals course due to lack of appropriate training and orientation is the responsibility of the hirer. The hirer is responsible for ensuring that all staff, paid or voluntary act in accordance to the terms and conditions of hire.

Signature: _____

Date: _____

CUMMINS THEATRE

BOOKING FORM

Section 7 – Sound Equipment

*I/we have been orientated to the Sound equipment.
I/we know how to access and lock up the building appropriately
I/we know the location of the appropriate light switches, air conditioning, and Hot water
I/we know the location of the the relevant cleaning products*

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

Do you require sound equipment for you event?

YES NO

The Cummins Theatre supplies a standard sound set up as part of the the base hire fee*, which consists of:

- 1 x Behringer 25 Channel Sound Desk
- 2 x Behringer Bass speakers
- 2 x Behringer Treble speakers
- 3 x Microphones
- 3 x Microphone Stands
- 1 x 5 stack CD player

**Sound equipment is only included in the hire fees for the Theatre space – use of sound equipment in the Tivoli Room or the court yard are additional to the hire of the venue.*

Do you have any sound requirements in addition to the standard sound set up?

**This includes any Sound equipment required in the Tivoli Room, Courtyard or backstage area*

YES NO

If yes:

Please describe below or supply technical specs at the time of the booking:

Additional sound equipment available for hire from the Cummins Theatre is listed below, please indicated if you wish to hire the below form the venue.

- Additional mics (2 more) No. required: _____
- Additional mic stands (2 more) No. required: _____
- Additional speakers* (4 more) No. required: _____

*speaker can either be used as additional Treble output or as foldback

The Merredin Repertory Club also own 3 x Behringer mics, 3 Radio mics that made be available for use at your event. Please ask the Cummins Theatre Manager for more information if you require.

Please sign to acknowledge that you are aware and accept to following:

Any sound set up and equipment in addition to the basic sound set up must be arranged prior to the event. Additional setup, outside of the hire times, will be charged at \$60 per hour.

Lighting and Sound requirements need to be submitted to the Theatre Manager no less than 20 working days prior to your event.

Additional stock requirements are to be sourced by the Hirer and at the Hirer's cost.

Signature: _____ Date: _____

Do you require the use of the Cummins Theatre Piano for this event?

- YES
- NO

Please sign to acknowledge that you are aware and accept to following:

Only Cummins Theatre's piano will be allowed in the Theatre unless the written consent of the Theatre Manager is obtained.

The Cummins Theatre's piano cannot be moved from the stage, and can only be moved under the supervision of the Theatre Manager.

The Cummins Theatre Manager must be notified at the time of booking if you require use of the Piano to allow adequate time to organise tuning, as only Council's supplier of this service may be utilized.

A secondary piano is available for use in the orchestra pit.

Signature: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Technical staff is not included in the basic hire fee. Technical staff must be sourced externally, and as such require travel and accommodation costs. Local Volunteers may be used if they have been appropriately trained and orientated.

Signature: _____ Date: _____

Technical staff can be sourced and paid for directly by the hirer or booked through the Theatre Manager at the rates designated in the Cummins Theatre Fees and Charges. If you wish the Cummins Theatre Manager to source technical staff you must request this at the time of hire.

Signature: _____ Date: _____

Do you require the Cummins Theatre Manager to source Technical Staff for you?

YES NO

If yes:

Please list below the number of technically trained lighting staff required, times and dates staff will be needed and any specify skills that they will require:

Volunteer Technical Staff

Are you using Volunteer Technical Staff?

YES NO

Name of person operating the Sound equipment: _____

Contact number: _____

Does this person have any technical training or experience?

YES NO

If yes:

Please described:

Has the above operated the Cummins Theatre Sound equipment previously?

YES NO

Date of Cummins Theatre orientation: _____

Confirmation orientation signatures:

Sound operator: _____ Date: _____

Cummins Theatre Manager: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Any volunteer operating the Cummins Theatre Sound equipment MUST be orientated to the system at least a week prior to the event. Prior orientation is only valid if it was performed by the current Cummins Theatre Venue Manager no more than a year before the hire date of the theatre event. Trained paid staff can opt to do this orientation but are not require to do so.

It is the hirer responsibility to ensure that all required ordination is arranged and completed by the relevant individuates prior to the event. Retribution for damage to property or individuals course due to lack of appropriate training and orientation is the responsibility of the hirer. The hirer is responsible for ensuring that all staff, paid or voluntary act in accordance to the terms and conditions of hire.

Signature: _____

Date: _____