

# 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, 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:

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**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 they will be needed and specify skills that they will require:

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**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 describe:

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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 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: \_\_\_\_\_