

# 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, 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:

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

***Council'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 they will be needed and an 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 Sound equipment: \_\_\_\_\_

Contact number: \_\_\_\_\_

Does this person have any technical training or experience?

YES

NO

If yes:

Please described:

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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: \_\_\_\_\_