

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: _____

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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: _____