

# 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		

---

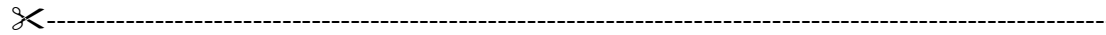
**FEES TO BE PAID**

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***

**Staging**

- Stage
- Centre stairway
- Orchestra Pit
- Stage Curtain Operation
- Lecture
- Stage Rises\*

\*Additional hire cost see fees and charges

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

**For the safety of uses the centre stairs are supplied with hand rails. The used of the stairs without these rails are not recommended. It is the responsibility of the hirer to ensure that the stairs are used in an appropriate and manor at all times**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Any person operating the Cummins Theatre Stage curtain 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.**

**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 appropriate training and orientation is the responsibility of the hirer.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person operating the curtain operator: \_\_\_\_\_

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

Has the above operated the Cummins Theatre stage curtain previously?

- YES
- NO

Date of Cummins Theatre orientation: \_\_\_\_\_

Confirmation orientation signatures:

Stage Curtain operator: \_\_\_\_\_ Date: \_\_\_\_\_

Cummins Theatre Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Stage Dimensions**

*All dimensions in mm*

STAGE DEPTH (setting line to back wall):	8570
STAGE WIDTH (inc wings):	13240
STAGE HEIGHT:	1300
PROMPT WING:	2850
OPPOSITE PROMPT WING:	2850
STAGE THRUST (setting line to front of thrust stage or apron):	1370
STAGE FLOOR TO CEILING:	10843
STAGE FLOOR TO LX BARS:	4770
PROSCENIUM WIDTH:	7460
PROSCENIUM HEIGHT:	4665
AUDITORIUM DEPTH:	17325 flat floor (+ 11480 fixed tiered seating)
AUDITORIUM WIDTH:	12968
AUDITORIUM FLOOR TO LX BARS:	5610

**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 addition 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: \_\_\_\_\_