

HAYES THEATRE TECHNICAL REQUIREMENTS FORM

PLEASE COMPLETE AND RETURN THIS FORM AT LEAST 4 WEEKS PRIOR TO BOOKING

Hirer: _____

Name of Event/Performance: _____

Type of Event: _____

Contact Information:

Name: _____ **Phone:** _____

Email: _____

TERMS AND CONDITIONS

- Unless previously organised with the General Manager, all users of the theatre are obliged to be under the direction of the Technical and Production Manager and comply with the House Rules of the venue. It is the Technical and Production Manager's role (or delegate) to be responsible for the safety of all users of the venue, the installation of productions, the management of productions and the restoration of the theatre at the conclusion of the production.
- Amateur/non-professional/unpaid staff that have satisfied the Technical and Production Manager (or delegate) as to their competence relating to the task/s they are undertaking may be approved to work on stage or operate equipment.
- Each performance must be under the control and direction of a competent Stage Manager. The Hirer may provide the Stage Manager, however the General Manager reserves the right to ensure that adequate stage management is provided. If the hirer does not supply a Stage Manager and in the opinion of the Technical and Production Manager, one is required, the venue reserves the right to roster a suitable Stage Manager at the hirer's expense.
- A Hayes Technician is mandatory at all times when the theatre is occupied and has the authority to act as the Manager's representative and enforce all conditions of the hire.
- All technicians are required to have a 30 minute meal break after every 5 hours.
- Bump-out is to commence immediately after the last performance and to be completed as soon as possible. As the venue has no storage area we are unable to hold any materials for hirers so please have a comprehensive bump-out plan in place, which is to be discussed with the Technical and Production Manager.
- As we are in a residential area, we ask that you be respectful of our neighbours when leaving the building and when using the balcony. Please be aware that the balcony should not be in use after 10:30pm on all nights.
- Due to council regulations, the venue closes at 12am every night without exception. This applies to all venue activity including rehearsals, bump in, bump out and performances. Therefore all work must be completed by 11:45pm to ensure that we comply with regulations.

Signed for Hirer: _____ **Date:** _____

Name: _____

SCHEDULE

Bump In

Date: _____ Start Time: _____ Finish Time: _____

Rehearsals

Date: _____ Start Time: _____ Finish Time: _____

Date: _____ Start Time: _____ Finish Time: _____

Performances

Date: _____ Start Time: _____ Finish Time: _____

Date: _____ Start Time: _____ Finish Time: _____

Date: _____ Start Time: _____ Finish Time: _____

Date: _____ Start Time: _____ Finish Time: _____

Date: _____ Start Time: _____ Finish Time: _____

Bump Out

Date: _____ Start Time: _____ Finish Time: _____

Please attach separate rehearsal/performance schedule if above space is insufficient.

TECHNICAL STAFF REQUIREMENTS

Note: A Hayes Technician is a mandatory requirement for all hirers. This technician will normally assume the role of sound / lighting operator, or stage manager. Depending on specific technical requirements and operator workload, some shows may require additional operators. Please consult with the Technical and Production Manager.

Sound Operator: Lighting and Sound Operator:

Lighting Operator: Lighting & Sound Operator/Stage Manager:

Stage Manager: Duty Technician only:

(please select at least one)

Lighting Bump In/Out Techs No.: _____

Sound Bump In/Out Techs No.: _____

Staging Bump In/Out Techs No.: _____

(please indicate numbers)

Others: *(please specify)*

Please attach separate/additional staff schedule if necessary

No. of Company Cast: _____ No. of Company Crew: _____

LIGHTING REQUIREMENTS

Do you wish to use the venue's Standard Lighting Rig?:
(Contact venue for details of the standard rig)

Will you supply a Lighting Design and/or Hanging Plot?:

Will you supply any Lighting Equipment?:

Details of supplied lighting equipment:

Do you require a Hazer?:
(charges apply)

Additional Lighting Requirements:

Please attach separate/additional lighting requirements as necessary.

SOUND REQUIREMENTS

Will you be using standard Hayes sound system?:

Foldback/Stage Monitor Sends Required: No.: _____

Will you be supplying your own sound system?:

Details of supplied sound equipment:

Wireless Handheld Microphones No.: _____ (charges apply)

Wireless Bodypack Microphones No.: _____ (charges apply)

Wired Microphones No.: _____

Instrument Microphones No.: _____

DI Boxes No.: _____

Music/ Effects Playback: Qlab / Laptor / CD / Hard Disk / Other: _____

Additional Sound Requirements:

Please attach Stage Audio Plan/Layout if available.

Please attach separate/additional details regarding audio requirements as necessary.

STAGING REQUIREMENTS

Note: All technical requirements should be discussed with the Technical and Production Manager at least 4 weeks prior to the first performance or event.

- Piano:** Kawai Upright Piano:
Digital Piano: (charges may apply)
Grand Piano: (charges may apply)

Accessories:

No. of Music Stands: _____ with sconces (lights): No. of Chairs: _____

Communications:

Talkback/Headset Communication System:

Masking:

Rear Stage Blacks:

Additional Masking Requirements: _____

Additional Staging Requirements:

Rigging

Please supply hanging plot or details of equipment/scenery/backdrops to be flown.

Please attach separate/additional details regarding staging if necessary

AUDIO VISUAL REQUIREMENTS

Data Projector and Projection Screen:
(charges apply)

Playback Format: Hayes Mac Mini (Qlab):

Hirer's Laptop:

DVD:

Other: _____

Do you require a feed from sound desk?:

Will you be supplying your own AV equipment?:

Details of supplied AV equipment:

