

Laycock Street & Peninsula Theatres

Front-of-House and Technical Questionnaire

Section 1 – Hirer's details

Title of Production _____

Name of touring manager _____

Phone _____

Name of stage manager _____

Mobile Phone _____

Note: One key providing access to secure areas shall be issued to the stage manager. The key shall be issued to no other individual and no other individual is authorised for its use.

Section 2 – Front-of-House

DRESSING ROOMS

No. of Cast _____ No. of Crew _____

Dressing Rooms Required _____

Dressing rooms will be provided with complimentary water, tea and coffee service. All food and other drinks are the responsibility of the hirer unless arrangements are made with the Front of House Coordinator prior to your arrival. Should you require food and drinks the Front of House Coordinator can be contacted by email laycockfoh@gosford.nsw.gov.au Expenses will be charged back to the hirer.

Apart from water there is to be NO FOOD OR DRINK on stage or in the wings.

LATE COMERS

In order to deal reasonably with latecomers please advise us as to when there is a suitable break during the performance to admit them:

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Section 3 - Technical details

Technical Specifications are available on request or from our website

http://www.laycockstreettheatre.com/venue_hire.html

Two Theatre Technicians are a mandatory requirement for all hirers. These Technicians will normally assume the role of Audio/Lighting operator and Fly Operator/Stage Manager. Depending on specific technical requirements and operator workload some shows may require a separate Audio Operator. Please consult with the Senior Theatre Technician. Counterweight Fly System is to be operated by Theatre staff or suitably qualified personnel only.

Technical Contact Information:

Name _____ Phone _____

Email _____ Fax _____

Theatre Technician x 2 (Mandatory)

Sound/Lighting Technician & Stage Manager/Fly Operator

Please Tick additional Staff Required

Audio Operator	<input type="checkbox"/>	_____	LX (Bump In/Out)	<input type="checkbox"/>	Number	_____
Lighting Operator	<input type="checkbox"/>	_____	Fly Operator	<input type="checkbox"/>	Number	_____
Stage Manager	<input type="checkbox"/>	_____	Stage Hand	<input type="checkbox"/>		_____
Mechs	<input type="checkbox"/>	_____	Followspot	<input type="checkbox"/>		_____
(Bump In/Out)	<input type="checkbox"/>	_____				_____

Others: (please specify)

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STAGING & GENERAL TECHNICAL REQUIREMENTS

Piano Yamaha C7 Grand

Tuning required

Music stands with lights Quantity (max 20) _____

Conductors podium _____

Orchestra pit Number in pit _____

Chairs Quantity _____ Location _____

Lectern _____

Theatre talkback/headset Comm system Number _____

Headset Positions

Do you intend using Pyrotechnics (i.e. flash pots, glitter bombs, firearms, lighted flames etc)?
 Yes No

If so please give details

Theatre Counterweight Flying System

Note: To be operated by Theatre Staff or suitably qualified personnel only.

Standard Curtain Rig

(House, Black Scrim, ½ stage Black, White Cyc, Rear stage Black, Legs & Borders)

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

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LIGHTING REQUIREMENTS

Do you require...

STANDARD LAYCOCK ST Lighting Rig
(Contact Senior Theatre Technician for details of Standard Rig)

Hazer

Smoke Machine

Follow Spots (Note - will require operators)

Will you supply a Lighting Design and/or Hanging Plot? yes No

Will you supply any Lighting Equipment? yes No

Details

Will the following be used?

Smoke effects yes No

Strobe lighting yes No

Please specify any other 'special effects' (eg pyrotechnics, smoking on stage etc)

Please attach separate/additional lighting requirements if necessary.

LIGHTING CONTACT INFORMATION

Please supply Name & contact details for your Lighting Designer/Tech

Name _____ Phone _____

Email _____ Fax _____

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AUDIO VISUAL REQUIREMENTS

Do you require?

Data Projector Liesegang (4500 ANSI)			
Projection Screen (3m x 4m Twin White Lace Out. Suitable for Front & Rear Projection)			
Film/Video Playback			
Format	<input type="checkbox"/> PC	<input type="checkbox"/> DVD	Other

Will you be filming, video taping or televising any performance or rehearsal? yes No

Cameras are only allowed in Bio Box or side alcoves of auditorium unless authorised by the Manager or the Manager's representative.

Do you require an Audio Feed from sound desk? yes No

VIDEO PRODUCTION CONTACT INFORMATION

Please supply contact details for AV Tech or Video Production Company.

Name _____ Phone _____

Email _____ Fax _____

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AUDIO REQUIREMENTS

Will you be using standard Laycock St Audio System?

yes No

(See Technical Specifications)

Will you be supplying your own Audio System?

yes No

Details

Foldback/Stage Monitor Sends Required yes Quantity _____

Locations

Please attach Stage Plot/Layout/Input List if available.

Do you require?

Wireless Handheld Microphones Quantity _____

Wireless Bodypack Microphones Quantity _____

Wired Microphones Quantity _____

Lectern Microphone

Music/Sound Effects Playback

Format CD Mini Disc Hard Disk

Other

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

AUDIO CONTACT INFORMATION

Please supply name & contact details of Audio Designer/Technician.

Name: _____ Ph: _____

Email: _____ Fax: _____