



PENINSULA THEATRE

TECHNICAL REQUIREMENT FORM

PLEASE COMPLETE AND RETURN THIS FORM **AT LEAST 3 WEEKS** PRIOR TO BUMP-IN

Hirer: _____

Title of Performance: _____

Technical Contact Information:

Name: _____ Ph: _____

Email: _____ Fax: _____

Technical Terms and Conditions

Unless previously organised with the Theatre Manager, all users of the Theatre are obliged to be under the direction of the Production Coordinator. It is the Production Coordinator's role (or delegate) to be responsible for:

- The safety of all users of the venue
- The installation of productions
- The management of productions
- The restoration of the stage and theatre at the conclusion of the production

It is a condition of hire that additional professional staff be organised through the Production Coordinator

Amateur/non-professional/unpaid staff that have satisfied the Production Coordinator (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 on stage must be under the control and direction of a competent Stage Manager. The hirer may provide the Stage Manager, however the 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 Production Coordinator, one is required, the Theatre reserves the right to roster a suitable stage manager at the Hirer's expense.

PLEASE NOTE

- **One Theatre 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 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**

Signed for Hirer: _____ Date: _____

Name: _____

All changes to requirements will only be negotiated via the Technical contact person whose name appears above.

REHEARSAL/PERFORMANCE SCHEDULE

Bump In/Set-up Date(s): _____ Access Time: _____

Rehearsal Date(s): _____

Access Time: _____ Start: _____ Finish: _____

Performance Date(s): _____

Access Time: _____ Show Time: _____

Bump Out Date(s): _____ Time: _____

Please attach separate rehearsal/performance schedule if space insufficient.

TECHNICAL STAFF REQUIREMENTS

Note: One Theatre Technician is a mandatory requirement for all hirers. This Technician will normally assume the role of Audio & Lighting operator. Depending on specific technical requirements & operator workload some shows may need a separate Audio Operator. Please consult with Production Coordinator.

Please Tick Staff Required:

Theatre Technician (Mandatory)

Audio Operator

Lighting Operator

Stage Hand Number _____

Stage Manager

Mechs (Bump In/Out) Number _____

LX (Bump In/Out) Number _____

Others: (please specify)

Please attach separate/additional staff schedule if necessary

STAGING & GENERAL TECHNICAL REQUIREMENTS

No. Of Cast: _____ Crew: _____

Do you require?

Dressing Rooms: No. Required: _____

Chairs: Quantity: _____ Location: _____

Lectern:

Theatre Talkback/Headset Comm System: No. Headsets Required: _____

Headset Positions: _____

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

If so please give details: _____

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

Please attach separate/additional details regarding Staging if necessary

STAGING CONTACT INFORMATION: Please supply Name and contact details for your Stage/Tour Manager or Contractor

Name: _____ Phone: _____

Email: _____ Fax: _____

LIGHTING REQUIREMENTS

Do you require?

STANDARD PENINSULA THEATRE Lighting Rig (Contact Prod. Coordinator for details of Standard Rig)

Will you supply a Lighting Design and/or Hanging Plot? YES / NO

Will you supply any Lighting Equipment? YES / NO

Details: _____

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: _____

AUDIO VISUAL REQUIREMENTS

Do you require?

Data Projector (Additional Charges Apply)

Film/Video Playback Format: VHS / DVD / Other: _____

Will you be filming, video taping or televising any performance or rehearsal? YES / NO
Video recording is only allowed from Bio Box 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: _____

AUDIO REQUIREMENTS

Will you be using standard PENINSULA THEATRE Audio System? YES / NO (See equipment list)

Will you be supplying your own Audio System? YES / NO

Details: _____

Foldback/Stage Monitor Sends Required: Quantity: _____

Locations: _____

Please attach Stage Audio Plan/Layout if available.

Do you require?

Wireless Handheld Microphones Quantity: _____ (Additional Charge \$33.00 each per day)

Wireless Bodypack Microphones Quantity: _____ (Additional Charge \$44.00 each per day)

Wired Microphones Quantity: _____

Lectern Microphone

Music/Sound Effects Playback Format: CD / Tape / Mini Disc / Hard Disk / Other: _____

Additional Equipment:

Multi Effects Processor

Compressor/Gate Quantity: _____

Graphic EQ Quantity: _____

Other (please specify): _____

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

AUDIO CONTACT INFORMATION: Please supply name & contact details of Audio Designer/Technician.

Name: _____ Phone: _____

Email: _____ Fax: _____