

# PLENTY RANGES

## Yan Yean Theatre

### EVENT REQUIREMENTS FORM

Name of Event: \_\_\_\_\_

**Please complete ALL sections of the following tables.**

#### SCHEDULE DETAILS

*The schedule needs to include a half hour break, for the staff, at least every five hours. Penalty rates will be incurred if breaks are not included or finish times are not adhered to.*

<b>Date</b>	/ /	/ /	/ /	/ /	/ /
<b>Day of week</b>					
Venue Access					
Rehearsal					
Depart Venue <small>(if required)</small>					

Venue Access <small>(if required)</small>					
Theatre Doors Open					
Performance Starts					
Interval					
Performance Ends					
Venue Cleared					

#### STAFFING DETAILS

*Plenty Ranges reserves the right to insist on minimum staffing levels based on event requirements.*

➤ **Plenty Ranges Supply;**

Lighting Operator                       x1  x2 Follow spot operator  
 Mech / Fly Operator                       Audio Visual Operator  
 Audio Operator                               Other: \_\_\_\_\_

➤ **Client Supply;**

Stage manager                              NAME: \_\_\_\_\_  
 Lighting Operator                              NAME: \_\_\_\_\_  
 Audio Operator                                NAME: \_\_\_\_\_  
 Microphone Fitter                              NAME: \_\_\_\_\_  
 Audio Visual Operator                              NAME: \_\_\_\_\_  
 Follow spot operator #1                              NAME: \_\_\_\_\_  
 Follow spot operator #2                              NAME: \_\_\_\_\_

## AUDIO DETAILS

### ➤ **Standard Audio Configuration Options**

- |   |   |
|---|---|
| <input type="checkbox"/> CD Backing Tracks                | <input type="checkbox"/> USB / PC Based Backing Tracks        |
| <input type="checkbox"/> Controlled at Stage Manager Desk | <input type="checkbox"/> Controlled at Bio Box/Front of House |

### ➤ **Additional Audio Equipment Hire**

- |                                |  |
|--------------------------------|--|
| <input type="checkbox"/> 4     | x Plate Microphones (\$40.00 p/day)                          |
| <input type="checkbox"/> 4     | x Choir Microphones (\$40.00 p/day)                          |
| <input type="checkbox"/> _____ | x Hand Held Wireless Microphones (\$80.00 p/day + Batteries) |
| <input type="checkbox"/> _____ | x Lapel Wireless Microphones (\$80.00 p/day + Batteries)     |
| <input type="checkbox"/> _____ | x Corded Vocal Microphone (\$10.00 p/day)                    |
| <input type="checkbox"/> _____ | x Corded Instrument Microphone (\$10.00 p/day)               |
| <input type="checkbox"/> _____ | x DI for guitars or keyboard (\$10.00 p/day)                 |
| <input type="checkbox"/> 1     | x Lectern & Microphone (\$80.00 p/day)                       |
| <input type="checkbox"/> 1     | x Band Microphone Package (\$100.00 p/day)                   |
| <input type="checkbox"/> _____ | x Additional Fold Back Speaker (\$50.00 p/day)               |

### ➤ **Additional Audio Information**

- |   |  |
|---|--|
| <input type="checkbox"/> Band on stage            | <input type="checkbox"/> Band in orchestra pit |
| <input type="checkbox"/> <b>NO AUDIO REQUIRED</b> |  |

## LIGHTING DETAILS

### ➤ **Standard Lighting Configuration Options**

- |  |  |
|--|--|
| <input type="checkbox"/> Using Standard Lighting Rig | <input type="checkbox"/> Set Spots 1,2,3,4,5,6,7,8,9 |
| <input type="checkbox"/> Using Followspot #1         | <input type="checkbox"/> Using Followspot #2         |

### ➤ **Additional Hire Lighting Effects**

- |  |   |
|--|---|
| <input type="checkbox"/> Haze Machine (\$80 p/day) | <input type="checkbox"/> UV Lamps (\$50 p/day)    |
| <input type="checkbox"/> Blinder (\$50 p/day)      | <input type="checkbox"/> Mirror Ball (\$50 p/day) |

### ➤ **Lighting Effect Packages**

*The below are available seasonally between October to December only – see the Theatre Coordinator for more information*

- |  |  |
|--|--|
| <input type="checkbox"/> Platinum FX Package | <input type="checkbox"/> Silver FX Package |
| <input type="checkbox"/> Gold FX Package     | <input type="checkbox"/> Bronze FX Package |

- NO LIGHTING REQUIRED**

## AUDIO VISUAL DETAILS

➤ **Audio Visual Equipment Hire**

- Data Projector (\$450.00 p/day)

➤ **Input Sources and Devices**

- PRACC Laptop (\$150.00 p/day)       Client BYO Laptop  
 Media Server (\$50.00 p/day)       DVD Player  
 Controlled at Stage Manager Desk       Controlled at Bio Box/Front of House

- NO AUDIO VISUAL REQUIRED**

## FLY LINE AND RIGGING DETAILS

➤ **Standard Fly Line Usage**

- Using Mid Tabs - Up/Down       Using Mid Tabs - Sideways  
 Using Cyclorama       Using Upstage Tabs

➤ **Additional Fly Line Equipment Hire**

- Using Scrim (\$100.00 p/day)       Using Screen (\$100.00 p/day)

➤ **Additional Fly Line Requirments**

- \_\_\_\_\_ x Material Back drops / Cloths  
 \_\_\_\_\_ x Solid Sets  
 \_\_\_\_\_ x Other: \_\_\_\_\_

- NO FLY LINES OR RIGGING REQUIRED**

## STAGING DETAILS

➤ **Scenery and Props Information**

- Small sets and props       Large scale sets and props  
 No sets or props

➤ **Staging Requirements**

- \_\_\_\_\_ x Music stands on Stage       \_\_\_\_\_ x Music stands on Stage Pit  
 \_\_\_\_\_ x Chairs on Stage       \_\_\_\_\_ x Chairs in Pit  
 \_\_\_/10 x 1.2m wide x 2.4m long x 0.4m high Stage Risers (*client to set and pack down*)

➤ **Orchestra Pit Lid Removal**

- Musical Director section removed       All sections removed

- NO STAGING, SETS OR PROPS REQUIRED**

**All sets and props are to be removed at the end of event**

## PERFORMANCE RECORDING DETAILS

### ➤ Video Recording

- Camera in seats **M24-26**                       Camera in seats **A23-24**  
 Camera in seats; \_\_\_\_\_                       Company name: \_\_\_\_\_  
 **NO PERFORMANCE RECORDING REQUIRED**

## DRESSING ROOM DETAILS

### ➤ Dressing Room Spaces Required

- Dressing rooms 1 (*max 54 people*)                       Dressing rooms 2 (*max 46 people*)  
 Dressing rooms 3 (*max 26 people*)                       Dressing rooms 4 (*max 5 people*)  
 Green Room (*max 24 people*)

### ➤ Additional Spaces for Hire

- Woodstock Theatre (*max 175 people, no makeup application allowed, \$300.00 p/day*)  
 Blue Gum Room (*max 175 people, no makeup application allowed, \$1000.00 p/day*)  
 Red Gum Room (*max 175 people, no makeup application allowed, \$1000.00 p/day*)  
 Eucalypt Room (*max 350 people, no makeup application allowed, \$1000.00 p/day*)  
 **NO DRESSING ROOMS REQUIRED**

## FRONT OF HOUSE DETAILS

### ➤ Ticketing Options and Information

- Self Service Box Office (*Bulk Print, Client provide Box Office Staff*)  
 Online Only Box Office  
 Full Service Box Office  
 \_\_\_\_\_% sold/expected to sell                       Expected to be sold out performances  
 Wheelchairs expected. Seats; A\_\_\_ A\_\_\_ A\_\_\_ A\_\_\_ A\_\_\_ A\_\_\_  
 Interval during show                       NO Interval during show

### ➤ Front of House Requirements

- Flash photography **is not** permitted                       Flash photography **is** permitted  
 Video cameras **are not** permitted                       Video cameras **are** permitted  
 Latecomers in between items only                       Latecomers can enter anytime  
 Lock out period; open doors after; \_\_\_\_\_ minutes

### ➤ Commercial Merchandising in PRACC

- Photo, video and food sales in PRACC (*Minimum \$200.00 Charge*)

## OH&S DETAILS

➤ **Event Based OH&S Concerns**

- |  |  |
|--|--|
| <input type="checkbox"/> Pyrotechnics                    | <input type="checkbox"/> Lasers                          |
| <input type="checkbox"/> Naked Flame                     | <input type="checkbox"/> Confetti / Streamers / Balloons |
| <input type="checkbox"/> Staging Platform above 1 Metre  | <input type="checkbox"/> Animal used in Performance      |
| <input type="checkbox"/> Prop Swords or Guns             | <input type="checkbox"/> Material dropped from above     |
| <input type="checkbox"/> Construction Scenery on site    | <input type="checkbox"/> Prop Swords or Guns             |
| <input type="checkbox"/> Other; _____                    |  |
| <input type="checkbox"/> <b>NO OH&amp;S REQUIREMENTS</b> |  |

## VENUE INDUCTION

➤ **Venue Security**

- PRACC leaves backstage external doors unlocked unless requested otherwise.
- Do not leave external doors propped open.  
*Plenty Ranges accepts no responsibility for loss or damage of personal property*

➤ **Venue Staff Working Hours**

- All staff are entitled to a half hour break after 5 hours work. If staff are required to work without a break, overtime rates will be passed on to the company.
- Schedule overruns will incur substantial penalty charges.
- Theatre return to standard configuration is done during hirer's time.

➤ **Venue OH&S and Rules**

- Limited access is allowed to stage while fly lines are being loaded/unloaded
- Please be aware of our auditorium to stage lift when moving down stage
- Theatre front curtain has a weight chain in the lower section be aware of performers when lowering curtain
- Access and egress of the theatre for performers and crew is via stage door.
- Foyer is NOT part of the hired space at a rehearsal unless by prior arrangement
- PRACC has a strict no alcohol policy in any part of stage or backstage areas.
- No smoking inside the venue or within 5 metres of any entrance.
- No tape is to be used on stage without permission from a Venue Supervisor
- Do not touch the Cyclorama. Damages with incur charges.
- Do not touch the Fly Lines. It is mandatory a PRACC staff member do this.
- Do not run. Move safely throughout darker areas during performances.
- Cast and Crew should be consuming any food and beverages in dressing rooms.
- Ushers have no authority to stop audience members leaving during a performance

- I would like the Venue Supervisor to induct my cast and crew *(10 minutes required)*
- I will induct my cast and crew

***An On-Site Induction is still required on the first date of your event. A Venue Supervisor will discuss with you; Venue Emergency Procedures and First Aid.***

## AGREEMENT

I agree that the above information is correct and understand the information under Venue Inductions. I understand that an event sheet with associated costs will be derived from this information and subsequent changes to the requirements indicated above may not be available and could incur extra costs to those quoted.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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