

PLENTY RANGES

Woodstock 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.

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

Venue Access <i>(if required)</i>					
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 Audio Visual Operator

Audio Operator Other: _____

➤ **Client Supply;**

Stage manager NAME: _____

Lighting Operator NAME: _____

Audio Operator NAME: _____

Audio Visual Operator 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 side of stage | <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) |

NO AUDIO REQUIRED

LIGHTING DETAILS

➤ **Standard Lighting Configuration Options**

- Using Standard Lighting Rig

➤ **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) |

NO LIGHTING REQUIRED

AUDIO VISUAL DETAILS

➤ **Audio Visual Equipment Hire**

- Data Projector (\$180.00 p/day)

➤ **Input Sources and Devices**

- | | |
|--|---|
| <input type="checkbox"/> PRACC Laptop (\$150.00 p/day) | <input type="checkbox"/> Client BYO Laptop |
| <input type="checkbox"/> Controlled side of stage | <input type="checkbox"/> Controlled at Bio Box/Front of House |

NO AUDIO VISUAL REQUIRED

STAGING DETAILS

➤ **Scenery and Props Information**

- | | |
|---|---|
| <input type="checkbox"/> Small sets and props | <input type="checkbox"/> Large scale sets and props |
| <input type="checkbox"/> No sets or props | |

➤ **Staging Requirements**

- | | | | |
|--------------------------------|-------------------------|--------------------------------|-------------------|
| <input type="checkbox"/> _____ | x Music stands on Stage | <input type="checkbox"/> _____ | x Chairs on Stage |
|--------------------------------|-------------------------|--------------------------------|-------------------|

NO STAGING, SETS OR PROPS REQUIRED

PERFORMANCE RECORDING DETAILS

➤ Video Recording

Camera in seats; _____ Company name: _____

NO PERFORMANCE RECORDING REQUIRED

DRESSING ROOM DETAILS

➤ Dressing Room Spaces Required

Green Room (max 24 people)

➤ Additional Spaces for Hire

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; _____

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"/> NO OH&S REQUIREMENTS | |

VENUE INDUCTION

➤ **Venue Security**

- 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**

- 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 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: _____