



TECHNICAL REQUIREMENT FORM

PLEASE COMPLETE AND RETURN THIS FORM **AT LEAST 4 WEEKS** PRIOR TO BUMP-IN

Hirer: _____

Title of Performance: _____

Venue Hired: (Please Circle) Auditorium Don Craig Room

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 Senior Theatre Technician and comply with the House Rules of the venue. It is the Senior Theatre Technician'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 Senior Theatre Technician.

Amateur/non-professional/unpaid staff that have satisfied the Senior Theatre Technician (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 Senior Theatre Technician, one is required, the Theatre reserves the right to roster a suitable stage manager at the Hirer's expense.

PLEASE NOTE

- **Two Theatre Technicians are mandatory at all times when the Theatre is occupied and have 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: 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 & 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.

Please Tick Staff Required:

Theatre Technician x 2 (Mandatory) Sound/Lighting Technician & Stage Manager/Fly Operator

Audio Operator Fly Operator Number _____

Lighting Operator Stage Hand Number _____

Stage Manager Followspot Operator Number _____

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: _____

Piano: Yamaha C7 Grand (Based on stage in Auditorium) (Additional Charge \$33 per day)

Kawai US-60 Upright (Based in Don Craig Room) (Additional Charge \$16.50 per day)

Tuning Required (Additional Charge \$120)

Music Stands with Lights: Quantity: _____ (20 max)

Conductor's Podium:

Orchestra Pit: Number in pit: _____

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: _____

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 for masking)

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 LAYCOCK ST Lighting Rig (Contact Senior Theatre Technician for details of Standard Rig)
- Hazer (Additional Charge \$44.00 per day) Smoke Machine (Additional Charge \$25.00 per day)
- 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: _____

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) Epson (2600 ANSI) Don Craig Room Only \$50.00 per day
- Liesegang (4500 ANSI) \$180.00 per day

Projection Screen (3m x 4m Twin White Lace Out. Suitable for Front & Rear Projection)

Film/Video Playback Format: PC / 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 Laycock St 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: _____

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: _____

LAYCOCK ST THEATRE HOUSE RULES

All users of Laycock St Theatre must:

- Agree to comply with Laycock St Theatre's Occupational Health and Safety Policies.
- Provide risk assessment documentation for any identified hazards, which relate to any part of the production or intended activity in Laycock St Theatre. (Risk assessment forms can be obtained from Laycock St Theatre Management.)
- Provide risk assessment documentation and Material Safety Data Sheets (MSDS) for any hazardous substances to be used in Laycock St Theatre. Including but not limited to; Smoke effects, pyrotechnic effects, flame, cigarettes smoked on stage, paint and scenic treatments, dust, water.
- Ensure that any electrical equipment brought into Laycock St Theatre is safety tested and bears a current tag as approved by Workcover NSW. (Laycock St Theatre can provide test and tagging services at the hirer's cost.)
- Ensure that any flammable equipment/scenery brought into Laycock St Theatre is treated with an appropriate fire retardant and that MSDS documentation regarding the fire retardant treatment is provided.
- Not operate any equipment without approval from Laycock St Theatre Management or Staff.
- Not smoke any substance on the premises.
- Not eat or drink on the stage or side-stage areas.
- Enter and exit the building by The Stage Door. Access to the backstage areas through Front of House areas is not permitted.
- Not enter areas designated; "Authorised Personnel Only" without approval from Laycock St Theatre Management or Staff.
- Seek approval from Laycock St Theatre Management for any modifications or penetrations to the fabric of the Theatre. Any approved modifications must be restored and made good at the end of the season at the hirer's cost.
- Seek approval from Laycock St Theatre Management or Staff for any recording, audio and/or visual. Fees and staff allowances may apply.