



Venue Hire Application

Thank you for choosing Laycock Street Community Theatre for your upcoming event. Please complete the following details and return to Claire Ross Team Leader Programs and Venue Services claire.ross@centralcoast.nsw.gov.au ph. 0439 370 117

Contact Details	
Company name	<i>Legal entity or trading name</i>
ABN/ACN	
Contact person	
Phone/mobile	
Email	
Street address	<i>Not a PO Box</i>
Postal address	
<p style="text-align: center;">Not for Profit <input type="checkbox"/> Y <input type="checkbox"/> N Registered for GST <input type="checkbox"/> Y <input type="checkbox"/> N</p>	
<p>Venue <input type="checkbox"/> Auditorium (396) <input type="checkbox"/> Don Craig Room (100) <input type="checkbox"/> Peninsula Theatre (124)</p>	
<p>Please complete and attach <u>all</u> supporting documentation, including:</p> <p><input type="checkbox"/> Public Liability Insurance Certificate of Currency</p> <p><input type="checkbox"/> Marketing resources including: show synopsis, hero image, images sized at 1726px x 792px (website) and 300 dpi x 11cm wide (printed Guide), and Facebook event image (not required for dance schools)</p> <p><input type="checkbox"/> Covid Safety Plan Community centres and halls</p> <p style="text-align: center;">AND</p> <p><input type="checkbox"/> Company Covid Safety Plan</p>	

Hire Dates								
Please list all dates for access required, including rehearsal information								
Day	Date	Reh	Perf	Venue access time	Event start time	Interval time	Event finish time	Venue egress time
MON	01/01/19	<input type="checkbox"/>	<input type="checkbox"/>	9.00am	10.00am	11.00am	12.00pm	1.00pm

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Stage manager			
Phone/mobile			
Number of cast		Number of crew	
Individual(s) authorised to request additional FOH services			
Support Act Name (if applicable)			
Support act start:		Support act finish:	

Ticketing

Wording on ticket	_____ <i>(Presenter's name)</i> Present(s) _____ <i>(Production title)</i>	
<i>Tickets must be sold through Laycock Street Community Theatre's Box Office</i>		
Ticket pricing	Adult \$	Student \$
All advertised prices MUST include the \$3.95 booking fee and 10% GST	Concession/Senior \$	Groups of 10 or more \$
	Child \$ (2 up to Year 12 of High School)	Other \$
Note: only complete the prices relevant to your event	Children up to the age of two years are free of charge provided they are seated on the lap of a paying parent/guardian	
Complimentary tickets	Charged to the hirer at \$3.95 per ticket and arranged upon payment of deposit, please speak to our Ticket Sales Officer on 4323 3233	
Preferred on sale date	Date: _____ <i>Tickets will not be placed on sale without a signed agreement, payment of deposit, provision of public liability insurance certificate, marketing information, and Covid Safety Plans.</i>	

Please ensure booking details are presented as follows in all related promotional material:
Bookings: Telephone 4323 3233 Online www.centralcoast.nsw.gov.au/theatres
Email laycockstreettheatre@centralcoast.nsw.gov.au
 The venue name **Laycock Street Community Theatre** must not be abbreviated or altered.

Production classification

<input type="checkbox"/>	Suitable for all ages	<input type="checkbox"/>	Mild content (adult supervision may be required, e.g. mild language and themes)
<input type="checkbox"/>	Moderate content (ages 15 and over)	<input type="checkbox"/>	Adults only (language, nudity, sex scenes)

Effects and warnings (please identify all relevant)

<input type="checkbox"/> Loud music/noises	<input type="checkbox"/> Language
<input type="checkbox"/> Fog/smoke/hazer	<input type="checkbox"/> Adult themes, nudity
<input type="checkbox"/> Strobe or laser	<input type="checkbox"/> Projectiles or confetti cannons
<input type="checkbox"/> Pyrotechnics	

<input type="checkbox"/> Violence	<input type="checkbox"/> Audience interaction/participation
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Lockouts and latecomers	
Is there a lockout? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, at what point in the performance entry is permitted?
Latecomers - when is there a suitable break during the performance to admit them (e.g. between songs/acts)?	

Dressing Rooms
<i>Please tick dressing rooms required:</i>
<input type="checkbox"/> Dressing Room 1 (Prompt side) – Capacity 60 people
<input type="checkbox"/> Dressing Room 2 (Opposite Prompt side) - Capacity 68 people
<input type="checkbox"/> Don Craig Room (can be used as a holding/dressing room) – Capacity 120 people

Rider - standard rider includes bottled water, tea and coffee complimentary	
Would you like the standard rider delivered to dressing room approx. two hours before curtain-up. <input type="checkbox"/> Yes <input type="checkbox"/> No rider required	
Do you require any additions to the standard rider? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Additional rider items are charged at cost plus 10%, hot meals not available</i>	Additional items and quantity
External alcohol is <u>not</u> permitted on theatre premises. Alcohol may only be obtained through the venue.	

AV Policy, Filming, Recording
Are there restrictions on cameras or filming? Are personal cameras/camera phones OK? Is personal filming OK? Are you recording or filming the event? Yes/No

Merchandise (including programs)
Will you be selling merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No Sale Items: (include description of merchandise items) 10% commission charged on merchandise sales, processed at settlement.
Selling Times: <input type="checkbox"/> Pre-show <input type="checkbox"/> Interval <input type="checkbox"/> Post-show
Float and merchandise provided by the <input type="checkbox"/> Client <input type="checkbox"/> Venue Note: Minimum 3 hour call-in for Front of House staff member to sell merchandise applies.
Meet and greet
Is there a meet and greet post-show? <input type="checkbox"/> Yes <input type="checkbox"/> No Any additional details:

Technical equipment

To assist in preparing for your event, please indicate the technical equipment required. We appreciate the details below may change prior to the event. Please contact Team Leader Operations Dean Harrington for any technical requirements dean.harrington@centralcoast.nsw.gov.au ph. 0409 321 472

Additional Technician – applicable daily hourly rate	
AUD Projector	
AUD Projector - per week/3 or more days	
AUD Projector - single use <10mins	
Don Craig Room (DCR) Projector	
Grand piano (incl 1 x tune)	
Hazer	
Hazer per week/3 or more days	
Smoke machine	
Smoke machine per week/3 or more days	
Stage Risers	
Wireless body pack microphones	
Wireless body pack microphones per week/3 or more days	
Wireless comms	
Wireless hand-held microphones	
Wireless hand-held microphones per week/3 or more days	

Recorded Performances

Option 1

Filming/Editing and supply of single video file (entire concert)

- **Filming** would be show call time (separate camera operator tech same hours/rate as show techs)
Cost is one technician at the applicable daily hourly rate depending on the day of hire.
- **Editing** four (4) times the length of concert. Cost is one technician at the Monday-Friday hourly rate of \$60.00 p/h.

Option 2

(applicable for dance schools) Filming/Editing and supply of single video file (entire concert) plus each individual dance item as separate files.

- **Filming** would be show call time (separate camera operator tech same hours/rate as show techs)
Cost is one technician at the applicable daily hourly rate depending on the day of hire.
- **Editing** six (6) times the length of concert Cost is one technician at the Monday-Friday hourly rate of \$60.00 p/h.

Option 3

The theatre can supply the raw video files for editing to the hirer if preferred

- **Filming** would be show call time (separate camera operator tech same hours/rate as show techs)
Cost is one technician at the applicable daily hourly rate depending on the day of hire.

- Submit your completed Venue Hire Application Form, along with current Public Liability Insurance Certificate of Currency, marketing resources, and Covid Safety Plans.
- You will receive a Venue Hire Agreement and Tax Invoice for the Deposit.
- The Deposit must be paid within 14 days of the date the Tax Invoice is given to the Hirer.
- Tickets for the Event will be placed on sale through the Laycock Street Community Theatre Box Office at a mutually agreed date.