



Esperance Civic Centre

Council Place, ESPERANCE WA 6450
Postal Address: PO Box 507, ESPERANCE WA 6450
Phone: (08) 9083 1566 Fax: (08) 9083 1560
civiccentre@esperance.wa.gov.au

APPLICATION TO HIRE

To be completed and returned to the Esperance Civic Centre at least six weeks prior to the booking.

1. HIRER'S DETAILS

Name of Hirer

Contact Person

Street Address

Postal Address

Telephone No. Mobile:

Email Address Fax:

Bank Lodgment Details: Bank:BSB..... A/c No.

2. PERFORMANCE DETAILS

Title of Performance

Nature of Performance

Support Artist(s), if any

Offensive: Nudity (Yes/No) Sex (Yes/No) Language (Yes/No) Violence (Yes/No)

Age Suitability (mostly applicable to children's' shows): _____ years to _____ years.

3. FRONT OF HOUSE DETAILS

Date(s)	Show Time	Interval	Finish Time

Please note that by signing the “**CONDITIONS OF HIRE AGREEMENT**” of the Esperance Civic Centre you agree to the attached **CONDITIONS OF HIRE** and to pay a **DEPOSIT of \$220.00** plus the relevant charges as per the attached “**SCHEDULE OF HIRE CHARGES.**”

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4. **BOX OFFICE DETAILS** Show Title.....

Prices to include \$2.00 booking fee per ticket, or 10% of total ticket sales which ever is greater.

GROSS TICKET SELLING PRICE

ADULT / FULL PRICE	\$
FRIENDS OF THE THEATRE	\$
PENSIONER CONCESSION Please cross out any <u>NOT</u> to apply: Age / Invalid / Sole Parent / Veteran / Unemployed / Seniors Card / Health Care Card.	\$
STUDENTS - University	\$
CHILDREN To Age ____ Or up to Year 12 (age 17) Infants to age ____ years FREE if not occupying seat	\$
FAMILY (2 Adults + 2 Children) Note: Booking fee of \$2.00 applies for each person.	\$
GROUP BOOKINGS (Number ____ +)	\$
OTHER	\$

Number of Complimentary Tickets required:(note: booking fee is applicable)

Person/s authorized to approve issue of comp. tickets:

Date tickets are to go on sale:

ESPERANCE CIVIC CENTRE

5. FRONT OF HOUSE STAFF REQUIREMENTS

Note: The venue's Front-of-House Manager is mandatory for all performances. The hirer may provide own staff for other FOH duties if desired.

Are **PROGRAMMES** to be offered for sale?YES / NO

Do you require the venue to provide **PROGRAMME SELLERS?**YES / NO
(see charge applicable)

Do you require a **Programme float?**YES / NO
(applicable ONLY if venue provides seller)

Programme Price/s \$..... \$.....

Is **MERCHANDISE** to be offered for sale?..... YES / NO

There is a 10% charge on all merchandise sold at the Esperance Civic Centre.

If **YES** to merchandise sales, do you need display table/s?.....YES / NO

Do you require the venue to provide merchandise sellers?.....YES / NO

If **YES**, state number required.....(see charge applicable)

Do you require a **merchandise float?**.....YES / NO
(applicable ONLY if venue provides seller)

Merchandise details:

Item..... \$.....

Item..... \$.....

Item..... \$.....

Item..... \$.....

6. ADVERTISING DETAILS FOR YOUR PROMOTIONAL MATERIAL

For Bookings

Box Office
Esperance Civic Centre
Council Place
ESPERANCE WA 6450

Telephone No. for Box Office

9083 1566

Box Office Hours

Mon-Fri 10.00am -12:00pm-1:00pm-4:00pm
Performance Day: 2 hour prior to show.

Poster Tag Details

ESPERANCE CIVIC CENTRE
(DATE) (TIME)
BOOK AT VENUE Ph 9083 1566

ESPERANCE CIVIC CENTRE

7. TECHNICAL REQUIREMENTS

Contact details of your Technical Director

Name:.....

Position:

Postal Address:

Telephone: Mobile: Fax:

8. PRODUCTION TIMETABLE

	Date	Start Time	Finish Time	Venue Staff Required
Bump-in				
Set-up Property				
Set-up Lighting				
Set-up Sound				
Plot Lighting				
Sound Check				
Rehearsal(s)				
Performance(s)				
Bump-out				

9. PRODUCTION STAFF REQUIREMENTS

Please take care in requesting local production staff. As the Esperance Civic Centre is only a small rural venue, all personnel are contracted semi-professionals, ie. not regular full-time staff, who must take time off from regular employment.

Duties	Civic Centre Staff	Touring Staff
Lighting Board Operator		
Audio Operator		
Follow Spot Operator		
Stage Hands		
Other		

10. STAGE LIGHTING & AUDIO

See attached list of venue technical equipment available and stage plans.
Additional sound & lighting equipment may be available at hirer’s cost.

Will you be using our **lighting equipment**?YES / NO

Will your crew rig the lighting themselves?.....YES / NO

If **NO**, please provide your lighting plot **relevant to our equipment & plans shown.**

Will you be using our **sound equipment**?.(please refer to our equip list)..YES / NO

Will your crew set up the sound system themselves?.....YES / NO

If **NO**, please provide you requirement, including plan if possible.

(See attached hire charge schedule for our contract technical staff hourly rates.)

Sound Mix Position: Usual G row 12-18 and H row 13-20 required?... YES / NO

Other sound mix position required? (see cable run plan) _____ & _____ YES / NO

Will both sound & lighting be operated from rear Control Room?YES / NO

Will you be using **your own** lighting and sound desks?.....YES / NO

11. PIANO REQUIREMENT

Yamaha G2 “Baby Grand”...(on stage only).....YES / NO

Yamaha UIA “Upright”..... (on stage only).....YES / NO

Tuning (to A440) at your **expense.** (Subject to tuner availability.)

Important Note: Esperance, unfortunately, does not have a resident piano tuner.
Pianos are usually only able to be tuned twice per year.

12. VIDEO RECORDING

Do you wish to video this performance?.....YES / NO

I YES please nominate position in Auditorium on box plan attached.

Six (6) seats, three each from adjoining rows, will be removed for this purpose.

13. STAGING

State depth of stage required:

Full Stage: 9m deep x 11m wide.....YES / NO

Half Stage: 4.6m deep x 11m wide.....YES / NO

Half stage is masked by a black centre draw curtain.

SIGNED: _____ DATE: _____

NAME: _____ PHONE: _____

COMPANY: _____ PERFORMANCE DATE: _____