

CONTACT INFORMATION

Contact Name: _____

Company/Group*: _____ ABN: _____

Phone number/s: Office: _____ Mobile: _____

Email: _____

Postal Address: _____

Have you booked at the Drum Theatre before? Yes No

Public Liability Insurance is required: Do you have current Insurance? Yes No

EVENT INFORMATION: Title of Performance / Event: _____

Presented by: _____

EVENT SYNOPSIS: What is your event, and who is it for?

**Please ensure this correct and consistent for the entire of booking process. Company/Group will be accountable for financials.*

Event Timings (Activity refers to items such as Bump-in, Rehearsal, Performance, Bump-out etc.)

We recommend if your performance is over 90 minutes in length that you have a 20 minute interval in the program.

Date	Activity	Entry Time	Exit Time

Venue Hire Enquiry Form

Type of Performance / Event:	Awards Night Competition Drama Film Musical Production Week Seminar / Launch Other (please state):	Children's Event Dance Presentation Comedy Cultural Event Exhibition Graduation Music Performance School Performance
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Number of cast (people on stage): _____ Number of crew (people back stage): _____

Do you require any extra rooms?	Yes	No
Is Yes, please indicate:	Committee room Reading room	Magistrates room Rehearsal room

BOX OFFICE, FRONT OF HOUSE & BAR

Ticketing Service:	Drum Theatre provides a full ticketing service and it is a requirement of your hire that you utilise this.	
Expected Attendance (please tick):	Less than 360 patrons	More than 360 patrons (518)

STAFFING

Drum Theatre has a minimum staffing requirement when using the Theatre for performance or public presentation.

Technical Supervisor - Commences 30 minutes prior to venue access time and finishes at the end of venue access time. This role is to supervise staff, the venue, the health and safety of your cast and crew and perform minimal show duties.

1 x Technician - Assist with either Lighting, Audio, Vision or Scenery flying (mechanist). Starts at venue access time and finishes at the end of venue access time.

Front of House Supervisor - Commences 120 minutes prior to performance time and 45 minutes after performance ends.

2/4 x Ushers - Commence 45 minutes prior to performance and 45 minutes post performance. Two Ushers are rostered If you require the use of the Stalls only. If you require the Dress Circle an additional 2 x Ushers will be rostered.

Staff are required for any activity in the facility. Be sure to discuss the nature of the activity so the correct staff can be rostered and billed where necessary.