

# Application for Cummins Theatre Venue Hire



Please complete this form with as much detail as possible. The more we know now, the better we will be able to help you.

The "Terms and Conditions of Hire" must be read and understood prior to completion of this form. Submission of this form does not, in any way, guarantee or confirm the booking. A booking is only confirmed once you receive a booking confirmation and the required deposit is paid.

## Hirer Details

First Name:		Surname:	
Organisation:		ABN:	
Community Hire:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Commercial Hire:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Billing Address:			
Phone Number:		Email:	

## Event Details

Event Name:				
Event Type:	Concert <input type="checkbox"/>	Theatre <input type="checkbox"/>	Wedding <input type="checkbox"/>	Dance <input type="checkbox"/>
Funeral <input type="checkbox"/>	Rehearsal <input type="checkbox"/>	Meeting <input type="checkbox"/>	Workshop <input type="checkbox"/>	Other <input type="checkbox"/>
Expected Pax: (Expected number of attendees)				
The Tivoli Capacity standing: 90 The Auditorium Capacity with Gallery Seats: 422 The Auditorium Capacity without Gallery seats, Theatre or cocktail style: 200 The Auditorium Capacity without Gallery Seats, Cabaret Seating: 136 (cocktail functions, weddings, dinners + other social functions are capped at 200pax)				
Event Start Date:		Event Start Time:		
Event Finish Date:		Event Finish Time:		

## Bump In/Out

Bump In Date:		Bump In Time: Start		Bump In Time: Finish	
Bump Out Date:		Bump Out Time:		Bump Out Time: Finish	

## Event Set Up Details

Areas of Hire:	Auditorium <input type="checkbox"/>	Stage <input checked="" type="checkbox"/>
	Dressing Room <input type="checkbox"/>	Tivoli Function Room <input type="checkbox"/>
	**Bar <input type="checkbox"/>	*Kitchen <input type="checkbox"/>

\* Hire of the bar and/or kitchen includes hire of the fridges.

If you do not select bar and/or kitchen in your booking you will not have access to the fridge area. Please note- The Bar is located in The Tivoli.

\*\* This is referring to the use of the counter and fridges with the intention to sell or serve alcohol and other beverages.

If you would like the bar open for this event, but do not wish to operate the bar yourself, you do not need to hire the bar. We engage local community groups to run the Tivoli Bar. This may require a donation fee.

If the Tivoli is not in active use for your event (i.e Merch tables, installations, activities etc) and you just want the bar open, you do not need to hire The Tivoli.

Dressing Rooms, Bar, Kitchen and Stage are ancillary to a booking of The Tivoli or The Auditorium unless otherwise discussed

## Auditorium Seating

Theatre Row Seating with Centre Aisle <input type="checkbox"/>		Theatre Row Seating without Centre Aisle <input type="checkbox"/>	
Cabaret Table Seating <input type="checkbox"/>		Cabaret Table Seating with Dance floor <input type="checkbox"/>	
Number of Tables:		Number of Seats Per Table:	
Number of Seats in Auditorium: (422 capacity for Theatre seating. 136 capacity for Cabaret)			

## Tivoli Function Room

Bar Only <input type="checkbox"/>	Theatre Row Seating <input type="checkbox"/>
Cabaret Seating <input type="checkbox"/>	Presentation/Workshop U Shape Tables <input type="checkbox"/>
Boardroom Table Seating <input type="checkbox"/>	Speech/Panel/Q+A Style Set up <input type="checkbox"/>
Number of Seats Required:	

### Technical Requirements

Media Projector & Screen <input type="checkbox"/>	Four Speakers <input type="checkbox"/>	Stage Risers <input type="checkbox"/>
Microphone & Stand <input type="checkbox"/>	Lectern <input type="checkbox"/>	Theatre Lighting <input type="checkbox"/>
Sound Tech & Mixer <input type="checkbox"/>	Wi-Fi Connection <input type="checkbox"/>	Large TV on a Stand <input type="checkbox"/>
Professional Technician <input type="checkbox"/>	House Comms <input type="checkbox"/>	Haze/Fog Machine <input type="checkbox"/>

#### Technical Requirement Notes:

(Equipment you will be bringing, additional requests, etc. Cummins Theatre can only provide you with what we have; additional or specific equipment may need to be provided by you)

### Vehicle Access

Loading Dock Entry <input type="checkbox"/>	Court Yard/ Auditorium back Entry <input type="checkbox"/>
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### Ticketing

Will this be a Ticketed Event:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Who will be responsible for ticketing?		
Hirer Staff <input type="checkbox"/>	Cummins Theatre Staff <input type="checkbox"/>	

### Catering

Do you require any of the following catering requirements?

Tea and Coffee Station <input type="checkbox"/>	Water Station <input type="checkbox"/>
Paper Cups <input type="checkbox"/>	Glass/ Ceramic <input type="checkbox"/>

Details of any contractors hired for this event:

### Additional Details

Do you require Cummins Theatre to staff this event: ( Ushering & Box Office) Yes  No

Do you require Cummins Theatre to Set Up This Event ( Seating & Tables) Yes  No

## Event Contents

Is this an Age-restricted Event:

Yes

No

Please indicate if the event contains any of the following:

Nudity

Course Language

Adult Themes

Drug Use

Sexual References

Haze/Fog

Other

## Conditions of Hire

I Have read and acknowledge the terms and conditions attached to this form

(Please follow the link below to read the conditions of hire)

[Conditions of Hire](#)