

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
 Community# # Please provide proof of association or not for profit status
 Company / Group type: Government Commercial
 School Non-for profit

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

Do you have a Workers Compensation Certificate? Yes No

EVENT INFORMATION

Title of Performance / Event: _____

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

We recommend if your performance is over 2 hours in length that you have a 20 minute interval in the program.

Date	Activity	Entry Time	Performance Start (if applicable)	Interval Time and Length (if applicable)	Performance End (if applicable)	Exit Time

Type of Performance / Event:

Awards Night	Children's Event
Competition	Calisthenics / Dance Presentation
Drama	Comedy
Film	Cultural Event
Musical	Exhibition
Production Week	Graduation
Seminar / Launch	Music Performance
Other (please state):	School Performance

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 Magistrates room
Reading room Rehearsal room

TECHNICAL INFORMATION

Please describe your technical needs (i.e. equipment, musical instruments, stage settings, special lighting, etc).

Do you require the orchestra Pit? Yes No

What technical staff do you require?*

Lighting operator	Sound Operator
Fly Operator	Follow spot operator
Vision Operator	Stage Manager

**We have a minimum staffing level of one Supervisor Technician and one technician for the duration of the event. The technician can perform one of the above roles.*

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 that 360 patrons More than 360 patrons

The Drum Theatre offers a bar service attending the events and includes the provision of alcohol. Please indicate if it is appropriate to serve alcohol at your performance / event. Yes No

Do you require the Drum Theatre to publicise your show? Yes No

How did you hear about the Drum Theatre? Return client Website
Newspaper Other:
Word of mouth