

Alexander Theatre Planning Form

All information provided on this form will only be used by Monash University staff for communication in servicing your event. If you have any privacy concerns please contact your event Coordinator or view the Monash University privacy policy at <http://www.privacy.monash.edu.au>

Please complete this form as thoroughly and as accurately as possible, and return at least 60 days prior to your event.

1. CONTACT – This form has been completed by:

Name:	_____	Phone Business hours:	_____
Address:	_____	Fax:	_____
	_____	Mobile:	_____
	_____	Email:	_____

NB: Monash University Academy of Performing Arts will only accept changes by the person named here.

2. TYPE OF PRODUCTION

Name of Production or Event:

Which of the following best describes the nature or content of your performance or event?

- | | | | |
|---|---------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Dance | <input type="checkbox"/> Theatre | <input type="checkbox"/> Music |
| <input type="checkbox"/> Calisthenics | <input type="checkbox"/> Presentation | <input type="checkbox"/> Commercial | <input type="checkbox"/> Musical |
| <input type="checkbox"/> Other - please specify _____ | | | |

3. VENUE ACCESS TIMES

Access times are as set out in your Confirmation Letter. A full schedule of the access times for your event is contained in the **Event Sheet** forwarded to you with the Confirmation Letter.

In accordance with the Monash Enterprise Bargaining Agreement, a minimum ½ hour meal break will need to be scheduled into your production schedule for appropriate meal breaks. These breaks can only be scheduled between the following times:

Lunch: 1200 – 1400 Dinner: 1700 - 1900

No equipment will be set up before the time listed as the entry time and all equipment must be packed away before the exit time listed or additional costs shall be incurred.

All items brought into the venue must be removed from the University grounds at the completion of the event.

NB: If any changes are required to your access times please advise us immediately.

*Interval – minimum 20 minutes

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Day	Date	Bump in	Rehearsal Times		Evening Venue Access Time	Foyer Access Time	Performance Times		Interval Start Time*	Bump Out	
		Start	Start	Finish			Start	Finish		Start	Finish
<i>Eg: Sat</i>	<i>01/1/06</i>	<i>10.00 am</i>	<i>10.30am</i>	<i>2.00pm</i>	<i>5.00pm</i>	<i>6.00pm</i>	<i>8.00pm</i>	<i>10.30pm</i>	<i>9.00pm</i>	<i>10.30pm</i>	<i>11.30pm</i>

4. SIGNAGE

Signage in the Light Box outside the Alexander Theatre can be organised for your event at an extra cost to you.

Would you like to be contacted for further details?

Yes

No

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5. PARKING PERMITS for EVENT DAYS (Not required on Weekends or after 5pm)

- Ticketed parking is available year round. Ticket machines in car parks.
- Visitor's permits available, cost \$8.00 per permit

Please complete the details below.

PLEASE NOTE PARKING IS PROVIDED IN "YELLOW" PARKING BAYS ONLY

Name of person or organisation requesting Permit	Dates required:		
		To	
		To	
		To	

Please note that the issue of a visitor's permit does not guarantee a space.
These permits shall be posted to you before your event.

6. BUS PARKING for EVENT DAYS

Please advise if you will be bringing buses onto Campus for your event:

Number of Buses	Size (how many seats)	Dates required:		
			To	
			To	
			To	
			To	
			To	
			To	

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7. FRONT OF HOUSE DETAILS

Event Front of House Contact: _____ Mobile: _____

Please ask your Front of House contact to meet with the Front of House Supervisor for your event at least 1 hour before the performance.

Item	Yes	No	Details
Will there be a lockout period for latecomers?	<input type="checkbox"/>	<input type="checkbox"/>	How long?
Will the Mobile Box Office be used?	<input type="checkbox"/>	<input type="checkbox"/>	
Ticket Prices	<input type="checkbox"/>	<input type="checkbox"/>	Specify all ticket prices \$
Will there be Programs? How much will they cost?	<input type="checkbox"/>	<input type="checkbox"/>	Who will hand them out?
Will you use the Program Sellers Stand?	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be Merchandising / Handouts or Giveaways?			
Charge of Merchandising/ Handouts – Giveaway NB: <i>Unless approved a 10% selling fee applies</i>	<input type="checkbox"/>	<input type="checkbox"/>	Price?
Prams – It is the policy of Monash University that prams not be allowed in the auditorium aisles for OH&S reasons. Therefore a pram parking area will be provided in the foyer with signage.	<input type="checkbox"/>	<input type="checkbox"/>	
During the performance, are there any entries or exits through the auditorium?	<input type="checkbox"/>	<input type="checkbox"/>	
To your knowledge, will there be any patrons in wheelchairs or with special needs?	<input type="checkbox"/>	<input type="checkbox"/>	
Will you be having a catered function? Please contact your Event Coordinator to discuss your requirements. NB: <i>As per Clause 8.5 of 2008 Standard Conditions of Hire. All beverages are to be purchased through Monash University Academy of Performing Arts</i>	<input type="checkbox"/>	<input type="checkbox"/>	Number of People?
Is Photography, ie. Video or Still Camera permitted by patrons? Please note: Condition of Hire Clause 11. <i>Authority to grant this permission lies with the copyright holder.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there official Photography, ie. Video or Still Camera? Please arrange for the video photographer to contact our Technical Coordinator 7days in advance of the event.	<input type="checkbox"/>	<input type="checkbox"/>	Contact Name & Ph:
Dignitaries – Will any dignitaries be attending your event? Eg. Government ministers, foreign consulate representatives?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please list names and titles:

OFFICE USE ONLY	NAL <input type="checkbox"/>	BCF <input type="checkbox"/>
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Auditorium Open – 20 minutes before the performance

Monash University Academy of Performing Arts requires that doors to the auditorium are opened 20 minutes before the start time of your event. Before opening the doors, the Front of House Supervisor shall check with the Senior Technician to ensure that there are no changes to this time of opening. Should you wish to hold the opening time of the house ensure you have communicated this to the Senior Technician.

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8. SECURITY

Do you require Security Guards for your event? This will incur an extra charge if booked through Monash University. **Yes** **No**

If Security Guards are required:
How many? _____ From: _____ To: _____

If you are planning to bring external Security personnel onto Monash University grounds, it is a requirement that both the Client Manager and the Head of Monash University Security are contacted by the company fourteen (14) days in advance of the event. Any security brought onto campus may deal only with security matters within the venue and have no jurisdiction outside the building.

Are you planning to bring Security onto campus? **Yes** **No**

Please provide company name & contact details

Company

Contact name

Phone Number

9. ADDITIONAL INFORMATION

Please indicate any additional information that would be useful in planning staff, equipment and event requirements.

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12. OCCUPATIONAL HEALTH AND SAFETY

- 12.1 A Notification of Hazardous Event Conditions needs to be completed by the stage manager/ technical representative of the Hirer. This report is attached to this Planning Form and should be completed and returned sixty (60) days before the event. This report is to ensure that the event/performance is conducted within the Occupational Health and Safety Guidelines.
- 12.2 A risk assessment will also need to be carried out once your scenery is in place in the venue. This will require the attendance of your stage manager/technical representative. The Manager has the discretion to prohibit any event, which infringes the guidelines referred to in paragraph 6.1.2 of the Conditions of Hire.
- 12.3 To ensure that all participants are fully aware of safety procedures throughout the period of hire you are required to allot a ten (10) minute period within the contracted hire period to have all members of the production/event assembled to attend a Venue Procedures Briefing. This briefing will be conducted by the Senior Technician on duty
- 12.4 The Monash University Safety Induction Presentation was forwarded to you. It is expected that you have now viewed and shown the induction Presentation to all staff assisting on your event.

Please fill in and sign the statement below:

Statement of Completion of Safety Induction Presentation

I have read and understood my responsibilities as a supervisor, and a visitor to the Alexander Theatre in respect to the Victorian Occupational Health and Safety Legislation of 2004.

I accept that I have a responsibility for myself and a duty of care for those under my control in respect to the Victorian Occupational Health and Safety Act 2004, I have worked through and understand the Monash University Academy of Performing Arts Safety Induction Presentation provided.

I acknowledge that it is in my interests to ensure that all people working on this event whether voluntarily or paid must view or be taken through the Monash University Academy of Performing Arts Safety Induction Presentation before coming entering the venue.

Supervisor in Charge of Event

Name.....

Signature..... (Date)

The presentation is located at www.monash.edu.au/monart/venues/ohs.html

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13. TECHNICAL STAFFING

A meeting between your technical personnel and the Monash University Academy of Performing Arts Technical Coordinator will need to be arranged a minimum of three weeks prior to your event.

For the success of your performance, a Stage Manager is essential.

Do you have an appropriately trained person to act as Stage Manager /Technical Coordinator?

YES NO

If yes, please give details below:

Name: _____ Phone: _____

As stated in the conditions of hire Monash University Academy of Performing Arts will provide two (2) technicians for your event, however if you do not have an appropriately trained Stage Manager or would like additional technical support we are happy to provide you with additional technicians, charges for additional technicians are outlined in the Conditions of Hire.

Do you require additional technical staff for your Event?

YES NO

If yes, please outline expected duties:

NB: Additional charges will be added to your account.

14. LIGHTING

Will you be using the Standard Lighting rig for your event?

*The Standard Lighting rig is a wash of blue, pink, amber and open white
A limited number of specials are also available*

YES NO

Will you be supplying a list of proposed lighting states?

YES NO

Do you require a Followspot? (2 available)

YES Quantity

Do you require a Mirror Ball?

YES NO

Do you require a Strobe?

YES NO

Do you require Ultra Violet lighting? (6 x UV tubes)

YES NO

Additional items available for hire

Smoke Machine

Required?	Charge per Day
<input type="checkbox"/>	\$55.00

Will you be providing your own Smoke/Haze Machine

YES NO

Any changes to the Standard Lighting rig need to take place during your access time and restored at the conclusion of your event. Any additional time taken to restore the Standard Lighting rig is chargeable

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15. SCENERY

Do you intend to fly scenery? YES NO

Please describe:

For safety reasons, Monash University Academy of Performing Arts approved staff must operate the flying system. No object will be flown if it is deemed unsafe by a member of staff. No object may be suspended above the audience unless rigged by a member Monash University Academy of Performing Arts staff or by a licensed rigger. Limited rigging tackle can be provided at no extra charge. This must be discussed with the Technical Coordinator before bump-in.

Do you wish to store scenery? YES NO

Note: Any Scenery, Props, Costumes and the like left in the theatre after the conclusion of your booking, without prior arrangement, will be disposed of at your expense.

16. EQUIPMENT

Please indicate how many of these items you need. If you require equipment in excess of the numbers shown, Monash University Academy of Performing Arts can arrange the necessary hires. Additional charges will apply.

No equipment will be set up before the time listed as the Entry time and all equipment must be packed away before the exit time listed on the Event Sheet or additional costs shall be incurred.

	Required?	Quantity
Microphones		
Do you require Vocal microphones? (6 available)	<input type="checkbox"/>	_____
Do you require microphones for Dramatic performance? (5 available)	<input type="checkbox"/>	_____
Do you have Recorded Music Playback during your event?	YES	NO
<i>If yes, please specify the format</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Standard Audio Cassette <input type="checkbox"/> CD		
Playback required from: <input type="checkbox"/> Side Stage <input type="checkbox"/> Control Room <input type="checkbox"/> Other		
Do you require Foldback speakers? (2 available)	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
Production desk required for rehearsal?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

	Charge per Day/each	Quantity
<i>NB: We do not have Radio Microphones at the venue unless required.</i>		
Hand Held Radio Microphones	\$99.00	_____
Lapel Radio Microphones	\$99.00	_____
Head Worn Radio Microphones	\$110.00	_____

Batteries are an additional charge.

Note: While every reasonable effort will be made to meet your requirements Monash University Academy of Performing Arts cannot guarantee that all items listed above will be available.

Equipment requirement details received less than 60 days prior to Event will incur a penalty cost.

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17. AUDIO VISUAL/PROJECTION

Are you using Projection in your event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Required?	
Do you require a DVD Player?	<input type="checkbox"/>	
Do you require a VHS Video Player?	<input type="checkbox"/>	
Do you require an Overhead Projector?	<input type="checkbox"/>	
Additional items available for hire	Charge per Day	Required?
<i>NB: We do not have a Data Projector at the venue unless required.</i>	\$550.00	<input type="checkbox"/>
Data Projector		

18. STAGE FURNITURE

Do you require a Lectern? (1 available)	<input type="checkbox"/>	Quantity _____
Do you require stage chairs? (40 available)	<input type="checkbox"/>	_____
Do you require music stands? (16 available)	<input type="checkbox"/>	_____
Do you require a conductor's podium? (1 available)	<input type="checkbox"/>	_____
Do you require Rostra? (3 available, W 1m x L 2m x H 0.3m)	<input type="checkbox"/>	_____
Do you require the Orchestra Pit?	<input type="checkbox"/>	_____
Additional items available for hire	Charge per Day/each	Quantity
Presentation table	No Charge	_____
Cloth & Skirt for Table	\$10.10	_____
Trestle tables for use in foyer (4 available)	No Charge	_____

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19. PIANOS

As piano tuning must be arranged well in advance, accurate information is essential. If you need to revise any of these details, please inform the Client Manager as early as possible. Monash University Academy of Performing Arts cannot accept responsibility for the stability of an instrument unless tuned by our nominated technician.

NB: As set out in Appendix 2 of the Conditions of Hire, moving pianos and tunings will attract an additional fee.

Do you require a Piano?

YES

NO

If yes, please indicate which one

Yamaha 7ft Baby Grand

Kawai 5ft Baby Grand

Upright

(\$55/day \$275/week)

(\$27.50/Day \$175/week)

(no charge)

Do you require the piano tuned?

YES

NO

Tuning is an additional charge

Date tuning required

/

/

Time Tuning required

am/pm

Are there any special tuning requirements?

20. ADDITIONAL INFORMATION

Please indicate any additional information that would be useful in planning staff, equipment and event requirements.

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Notification of Hazardous Event Conditions

To be completed by the production company or presenter	
Client	
Production:	
Technical Contact:	Phone:

Briefly describe major set elements (Eg: scenery, musical instruments, extra rostra, furniture, props or anything else you may bring)

Hazardous Condition (Eg: Naked flame, Smoke, Materials hung overhead, Cast acting at different heights, Orchestra pit installed)	Materials Involved (Eg: Candles, Smoke Machine, Dry Ice, Backcloths, Solid Flown Scenery, Various height rostra)

Manual Handling (Eg: Loading unloading and moving around on stage of rostra, scenery, musical instruments)	
Hazard:	Estimated weight:

(Must include hazards associated with unloading, set-up, bump-out and rigging of major elements)

Rigging, Pyrotechnics, Explosives and Firearms Use Only <i>Write N/A if not used</i>			
Accredited or licensed person		Contact Details:	
License or permit number		Expiry Date:	
(A photocopy of the license or permit should be attached, or be available on demand)			

Declaration			
I confirm that the above details are a true and accurate reflection of hazardous performance conditions and that all effects will be conducted within OH&S guidelines.	Print Name		
	Signature		
	Position		Date

Monash University Academy of Performing Arts Use Only	
Conditions:	
Technical Coordinator:	Date:



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Check List of documentation required to be attached before returning the Planning Form:

Public Liability – Certificate of Currency Attached

It is a Condition of Hire that we sight your Certificate of Currency for minimum cover of \$10 million 60 days prior to your event. Please attach a copy of your Public Liability Insurance, Certificate of Currency to this page.

Running sheet Attached

Please attach a detailed order of your event. Where possible include times of each item and estimated interval time.

If required – Information of additional audio requirements Attached

Completed and signed Hazard Declaration Attached

Completed and signed Statement of Completion of Safety Induction Presentation Attached

Any changes to the requirements requested from the receipt of this planning form are subject to written confirmation from the manager as per conditions of hire and may incur an additional charge.

Signed by Hirer:..... Date.....

Print Name:

PLEASE ENSURE THAT YOU HAVE TICKED OFF EACH BOX ABOVE AND PROVIDED THE INFORMATION REQUIRED

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