

Besen Centre Hiring Information

Please read through and complete each section with as much information as possible.



Company Name	
Date of Hiring	
Contact Name	
Contact Phone	
Day of Event Contact Name	
Day of Event Contact Phone	
Box Office/Ticketing Phone	

Venue Access Times

Please list the estimated arrival and departure times to and from the venue of your staff, performers, and audience, plus the estimated number of each. If you have more than 1 hiring period, please list each of them.

The venue will only be accessible to you and your staff based on this information, so please be as accurate as possible. If these times differ from the booked time on the hiring contract, there may be additional charges.

	Production Staff	Artists/Performers	Audience
Arrival			
Depart			
Estimated Number			

Performance Times

	Start	Interval/Break	Finish
Rehearsal #1			
Rehearsal #2			
Performance #1			
Performance #2			
Performance #3			

Additional Staff

There is **1 multi skilled technician** included in the hire of the venue for the complete duration of your hiring. For all performances there will be a FOH Manager and 2 FOH staff to manage the audience.

If you require any **additional** technical staff or FOH staff please list them here.

	Qty	Dates/Times required
Technical Staff eg lighting/audio/flys		

Foh Staff/Ushers		
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Additional Cleaning

The venue is fully cleaned at the end of each day, but if you have a rehearsal and performance on the same day and would like an additional clean of the venue to be done in between please tick here.

Technical Requirements

If you have any specific technical requirements for your show whether small or large, please list them here. Please note that there may be additional costs involved with moving lights/projection/radio mics/flys which can be discussed further.

General Lighting	
Moving Lights	
Projection	
Audio	
Radio Mics	
Sets/flys	

About your show

As we have a wide variety of clients, we deal with a wide range of events. Please give us a brief description of your event/show/concert, it may help to prepare the venue for your arrival.

Besen Centre Hiring Guidelines

In the interest of making your event at The Besen Centre as smooth as possible, we have developed a range of guidelines and standard procedures for areas of the venue. Whether this is your first time hiring The Besen Centre or you are one of our long-term clients, please give them a read through and pass the information on to appropriate members of your event staff.

Stage

Electrical tape is the only tape permitted to be used to mark the stage floor. All tape markings are to be removed at the end of your hiring.

Gaffer tape can be used with permission from the duty technician when securing leads or props to the stage floor.

Black chairs are to be returned to the loading dock and stacked appropriately.

There are 4 large trestle tables available for use onstage or backstage, stored against the wall side stage on prompt side near the orchestra pit stairs. All trestle tables must be folded and returned to storage at the end of your hiring.

We have 2 small rosin boxes for using rosin. If you cannot locate them, please ask the duty technician.

Backstage

All exit doors must always remain clear of any obstacles. Primarily the prompt side stage door cannot be blocked at any time. If you require a quick-change area, please speak to the duty technician to arrange it. Any signs or posters put up backstage must be done using blue tac only and must be removed at the end of your hiring.

Dressing rooms must be returned to their standard configuration at the end of your hiring. Both main chorus dressing rooms contain 20 red chairs and 2 costume racks on wheels. These must be returned to their standard configuration of one chair in front of each mirror and costume racks in the centre of the room.

There are signs in each dressing room explaining the standard configuration.

The rehearsal room contains approximately 20 black chairs; these are to be stacked against the walls at the end of your hiring.

Company offices are to be returned to their standard configuration of desk and single office chair.

Foyer

Signs or posters should be placed onto the hanging blue pinboards wherever possible, or small amounts of blue tac are to be used if placed elsewhere on the walls or windows. All signs and posters are to be taken down at the end of your hiring.

There are also A4 size frames for signage on the auditorium doors and entryways for your use, just speak to the duty technician on how to use them.

2 large trestle tables for FOH use are stored in the upstairs lounge cupboard, and they must be returned to storage at the end of your hiring.

Foyer furniture can only be moved with permission from the duty technician, who will provide guidance to ensure the carpet is not damaged.

Rubbish

Loose rubbish is to be placed in to or next to the provided rubbish bins, any large items are to be placed into the wheelie bins outside stage door. The rest of the cleaning will be done by the venue cleaners.

Storage

If your hiring period is across multiple days, storage of any props or costumes must be arranged with management prior to your arrival.