

Besen Centre Hiring Information

Please read through and complete each section with as much information as possible.
When completed, return via email to production@besencentre.com.au.

Company Name	
Name of Event	
Date/s of Hire	
Contact Name	
Contact Phone	
Day of Event Contact Name	
Day of Event Contact Phone	
Box Office/Ticketing Phone	
Ticketing Website (if online sales available)	

Venue Access Times

Please list the estimated arrival and departure times of your staff and performers.

The venue will only be accessible to you and your staff based on this information, so please be as accurate as possible. If the times are different to your contracted times and it is less than 30 days until the start of your hiring period, there will be additional costs.

Hiring Dates	Staff Arrival	Staff Departure	Performers Arrival	Performers Departure

Rehearsals & Performances

Technical staff require a 30 minute break every 5 hours, so please factor this into your rehearsal schedule.

	Start	Interval/Break	Finish	Estimated Audience Size
Rehearsal #1				
Rehearsal #2				
Performance #1				
Performance #2				

Buses/Transport

If your students are arriving at the venue via buses, provide details below so that we can provide these details to security to help with the logistics during the days. Please note that Mt Scopus College has their own fleet of buses in both the morning and afternoon. In the afternoon this can be a challenge with their buses arriving from around 2:30pm until departure around 3:00pm - 3:30pm. If your times clash we will contact you and discuss a plan.

Bus Schedule	Qty	Arrival Time	Departure Time

Extras

Additional Technical Staff

There is **1 multi skilled technician** included in the hire of the venue for the complete duration of your hiring.

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

	Qty	Date Required	Time Required
Theatre Technician			
Lighting Operator			
Audio Operator			
Follow Spot Operator			
Flyman			

Additional FOH Staff

For all performances there will be a FOH Manager and at least 2 ushers to manage the audience for your event and in the case of any emergencies assist in the evacuation of the venue. If you require any **additional** FOH staff please list them here.

	Qty	Date Required	Time Required
Usher			
Stage Door			
Box Office			
Program Seller			

Additional Cleaning

The venue is fully cleaned at the end of each day and there is an onsite cleaner during all performances. However, 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 list the approximate time here.

	Qty	Date Required	Time Required
Additional venue clean			

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 & Audio *Please see the Technical Specifications document for the venue's standard lighting and audio setup	
Followspots *2 Followspots are included in your contract. Please advise if you would like to use these.	
Moving Lights *The venue will hire these on your behalf. A quote and further details will be provided before your hire period.	
Projection *Use of the projector will incur an additional charge.	
Radio Mics *2 radio mics are included in your contract. Additional units are available at an additional charge.	
Sets/flys *Please discuss any items needing to be flown with the venue PRIOR to your hire	

***Please note that if you are using radio mics, a member of your staff MUST be assigned to fit radio mics and be the point of contact for radio mic changes and problems for the performance. TMS Technicians will guide your team member in this process.**

Deliveries & Pickups

Please advise if there are any items that will be delivered or collected **OUTSIDE** your hire period (ie. backdrops, set pieces etc.) Please note that this may incur an additional charge as staff will need to be onsite to receive your delivery.

Item/s	Company	Delivery/Pickup Date & Time

Front of House

FOH/Usher guidelines

Please advise of your policy on the following. This will be given to the venue ushers during your hire period.

Audience photography/filming policy ** Unless a hirer has their own Audience Photography and/or Videoing Policy that is provided to the Besen Centre in writing, the Besen Centre's House Policy will apply to all performances.	** The Besen Centre House Audience Photography and/or Videoing Policy The use of cameras and recording equipment of any sort is strictly prohibited during the performance.
Late comers (is there a lock out?)	
Late comer admittance times (after the first item etc)	
Will performers be in the auditorium during the performance? (entering/exiting through the aisles etc)	

Wardens

As per the Contract (9.1) you must nominate two responsible adult persons from its organisation to act as Emergency Evacuation Wardens for the Hiring Period. Please note the names of your nominated Wardens below:

Name	Position Backstage – Stage Manager, Mic Tech, Helper etc	Has a copy of Annexure F - Procedures for Hirers Evacuation Wardens been provided?

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.

Anything else?

Is there any other information or details that will assist the venue staff to make your hire run smoothly?

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 pin boards 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.

Auditorium

No glass or hot food are to be taken into the Auditorium. Bar staff will provide patrons with plastic cups instead of glassware.

The use of cameras and recording equipment of any sort is strictly prohibited during the performance.

Aisles are to be kept clear at all times. Prams, wheelchairs, walking frames etc are NOT to be stored in aisles.

Rubbish

Loose rubbish is to be placed into or next to the provided rubbish bins, any large items are to be placed into the wheelie bins outside the loading dock or in the bin enclosure near the foyer. 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.