



2010

TECHNICAL SPECIFICATIONS TATTERSALL'S THEATRE

Please return pages 9 to 19 dated and signed.

Wyndham Cultural Centre is owned and managed by Wyndham City Council
"Service First - Making it Happen"

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Technical Requirements

Full technical schedules are supplied herein.

It is mandatory that the Hirer attends a pre-production meeting with the Theatre Operations Supervisor. It is imperative that you schedule an appointment for your pre-production meeting at least 14 days to your first booking. This ensures that the venue is prepared prior to your arrival. It saves time and staff costs.

After attendance at the meeting you will be supplied with a Technical Estimate outlining costs, and a customised Stage Plan with your specific technical requirements.

If you have any further queries after this, the Theatre Operations Supervisor is available to discuss any questions you may have regarding your event.

This will guarantee you peace of mind and allow the Wyndham Cultural Centre to make your event the best it can be.

The Wyndham Cultural Centre OH&S Policy is available to the hirer at request.

Stage Door

It is the responsibility of the Hirers to supply a Stage Door Person. Ideally this person should have a list of all performers and support staff that will be backstage during the event. (see page 14) The evacuation area is located in the park just outside the Stage Door.

The Stage Door Person is responsible for refusing entry to those persons not authorised by the Hirer. Please note that this is not the responsibility of the Wyndham Cultural Centre Staff.

All members of the Hirer's party must enter the backstage area from the Stage Door entrance (Synnot Street) Access from the auditorium is not allowed. Patrons in the foyer who need to access the backstage area will need to exit the building and re-enter via stage door at the Synnot Street entrance.

Publicity & Promotions

- Wyndham Cultural Centre takes no responsibility for promotions of your event.
- You may display fliers and posters in the foyer and Box office.
- You may wish to display your event on the electronic sign. This is only done at specific request of the Hirer.

Merchandising & Programs

- It is the responsibility of the hirer to provide Ticket Sellers, Program Sellers and Merchandise Sellers.
- Wyndham Cultural Centre Staff are available to sell programs and merchandise supplied by the Hirer for the season/performance. This is an additional cost whereby the hirer is charged for additional Front of House Staff. Please refer to the fees & charges schedule.
- You may display merchandising in the foyer including posters, and photo boards. Please specify on your technical requirements sheets the number of display boards you require.

Interval Catering

- Hirers are prohibited from selling foodstuff in the foyer at any time.
- If catering is required, please organise with Centre Management on 9742-0910.

Food & Beverage Catering for other functions

- Contact the Centre Management on 9742-0910 for recommendations of catering companies who frequently service the venue.

Occupational Health & Safety

- It is a venue policy to always operate in a manner that puts performers and patrons safety first. Our expectation is that all hirers will share this priority.
- All events, rehearsal and performances held in the theatre must adhere to the Wyndham Cultural Centre OH&S Policy. Breaches of this policy and unsafe working practices will not be tolerated in theatre. The Theatre Operations Supervisor have the right to require Hirers to cease and desist in any practices deemed unsafe according to Centre Policy.

Parking

- Free parking is available in the parking area adjacent to the venue, and in the streets around the building.
- There is no dedicated parking space for any staff associated with your event.
- Parking near the Loading Bay is restricted to vehicles directly involved in loading of props and sets.
- The loading bay and driveway are not to be used for performer or crew parking. This is a clearway and must have access for Emergency Services at all times.

The Performance

- No production may proceed until the Front of House Co-ordinator has advised the Theatre Operations Supervisor that the audience is in place.
- As a guide, we advise that the first act last for no longer than 1 hour and 30 minutes and that there be a minimum of 20 minutes for interval.

Please note:

Should the Hirer wish to provide their own staff to operate lighting and sound equipment, they must demonstrate a level of competency to the Theatre Operations Supervisor 2 WEEKS PRIOR to first booking. If the Hirers staff does not demonstrate competence in this time frame the Venue will provide qualified staff to operate equipment in a safe and professional manner.

POST-EVENT

Invoicing

An invoice will be dispatched directly to the hirer and will include all compulsory and additional charges as per the schedule of fees. A report accompanying the invoice will outline the access times and outline the application of any additional charges.

Refund of BOND

Following receipt of invoice of payment for hall hire, the BOND will be refunded.

The BOND cannot be deducted from the hall hire fees.

Staff

The Wyndham Cultural Centre has a range of professional staff available. The following minimum requirements and duties will help you plan your event.

- (a) **All events will be managed by the resident Venue Technician in conjunction (where necessary) with the Front of House Manager.** These person/s oversees the well being of the audience and have a duty of care for the performers and support crew, during your rehearsals and performances.
- (b) All events where patrons occupy the auditorium will be allocated a **Front of House Co-ordinator** and will be available at all times during your occupancy to assist as required to Front of House matters.
- (c) Ushers will be rostered according to the nature of your event and the size of your audience. The cost of Ushers is directly charged to the Hirer. **Supply of Ushers by the Hirer is only allowed at the discretion of Venue Management.** All Hirer supplied Ushers must attend a Venue Induction prior to commencing a shift.
- (d) You may wish to engage the use of additional technical staff to operate lighting and sound. Please refer to the table of fees and charges. The cost of additional technical staff is directly charged to the Hirer. Please consider this factor when setting your budget.
- (e) The Hirer may provide their own lighting and sound operators. However, all lighting or sound operators provided by the Hirer must be competent to operate the venue equipment in a safe manner. If the Technical Coordinator or Venue Technician deems the Hirer provided operator not competent for any reason, they may be replaced by paid venue staff. The Hirer may be liable for any damage done to venue equipment by their staff, should they choose to provide their own staff.
- (f) **Hirer's are not allowed to operate the Theatre's counter weight lines** ("fly lines"). If your performance includes any use of "flown" scenery (including the House Curtain), it is mandatory that there be a member of the Venue technical staff on hand to operate the lines. Please consider this factor when setting your budget.
- (g) You may wish to engage the use of additional Front of House staff to oversee the sale of your merchandise. Please refer to the table of fees and charges. The cost of additional Front of House staff is directly charged to the Hirer.
- (h) The Venue shall nominate a Chief/Deputy Chief Fire Warden (in charge of the Emergency Response) and other Fire Warden(s) for every event. The Hirer also needs to nominate one of their production team as Fire Warden, in case of emergency

The Venue Manager will discuss the role of Warden with hirers nominated as Floor Warden prior to event.

TECHNICAL SPECIFICATIONS

Location: 177 Watton Street Werribee, VIC 3030
Melway's Reference: 205 J9
Loading Dock Entrance: Synnot Street Entrance

Access:
Cast & Crew: Stage Door at the Synnot Street Entrance
Audience: Foyer at the Watton Street Entrance

STAGE

Proscenium Arch

Height 5 metres (Please note Borders set to 4.5m)
Width 10 metres (Please note Legs set to 9m)
Depth 8 metres

****Please Note:** Due to placement of the fly-tower grid, the height available to fly out hung scenery is approx 5metres. Please do not build or commission scenery that is beyond this height. The bottom edge of any scenery built to 5.5metres will be visible to the audience when in the “out” position.

Surface

Stage Masonite, No Rake
Wings Masonite, All Flush

Stage Trap

Nil

Load

Uniformly Distributed Load
Loading Bay 750 kg/m²
Stage 750 kg/m²
Thrust Floor 750 kg/m²
Loading Bay Hydraulic Lift 2000kg

Wings

Prompt Side 4 metres from Legs
Opposite Prompt Side 1 metre from Legs

Counter Weight Lines

4 Lx Bars,
1 House Curtain,
2 Tab Tracks,
9 Scenery Lines,
1 Cyclorama

Scenery Lines 9 available to hirers (see map for locations).
Other lines can be used upon request.

Legs & Borders 4 Sets of Legs & Borders (Border 1 Dead Hung)
House Curtain Fly in, Blue Velvet 400mm from edge of Arch
Cyclorama 12m wide, 7m drop
Material: White filled shark tooth.
Mid Tabs 12 m wide, 5.5m drop. French action or flown

Rear Tabs
Machinery

12 m wide, 5.5m drop. French action or flown
Single purchase counter weight sets
300kg barrel weight limit evenly distributed
Operated from stage floor Prompt Side

Standard Grid Plot: (refer to stage map)

STANDARD GRID PLOT

Line	Distance	Description	Line	Distance	Description
	1.83	Stage Front Edge	16	3.80	
	0	Proscenium Rear Edge	17	4.00	Border 3
	0.40	House Curtain	18	4.20	Legs 3
.5	0.60	Border 1 (Dead Hung)	19	4.40	Scenery Bar 6
1	0.80	Legs 1	20	4.60	
2	1.00	Scenery Bar 1 (Choir Mics)	21	4.80	Electrics Bar Three
3	1.20	Electrics Bar One	22	5.00	
4	1.40		23	5.20	
5	1.60	Scenery Bar 2	24	5.40	
6	1.80	Fire Sprinkler Pipe	25	5.60	Movie Screen (Motorised)
7	2.00	Scenery Bar 3	26	5.80	Scenery Bar 7
8	2.20	Border 2	27	6.00	Border 4
9	2.40	Legs 2	28	6.20	Legs 4
10	2.60		29	6.40	Cyc Flood Bar
11	2.80	Electrics Bar Two	30	6.60	Scenery Bar 8
12	3.00		31	6.80	Scenery Bar 9
13	3.20	Scenery Bar 4	32	7.00	Black Tabs (French Action Only)
14	3.40	Scenery Bar 5	33	7.40	Cyclorama
15	3.60	Black Tabs (French Action or Fly)		7.60	Back Wall

Auditorium Floor to stage floor:

Height 107cm

Stage Manager Position

Stage Management position is in the prompt corner.

Fitted With: LED real time/stop clock
 Desk Lamp
 House Light Control
 Backstage Paging
 FOH camera show relay via monitor

Hirers to provide Own torches, marking tape, consumables
 (use of Wyndham Cultural Centre consumables will incur additional charges)

Orchestra Pit

Accommodates 15
 Cover Panels 14, weigh 85kg each
 Access OP backstage hallway
 Power Supply GPO's along front and rear walls
 Audio Patching 24 Mic lines, 4 returns, 2 Speakon
 Music Stands 8
 Music Stand Lights 8
 Chairs 90 available
 Hirer to organise the number of chairs required in each dressing room as listed in the technical requirement sheets.

AUDIO

Consoles: Yamaha M7CL Digital Mixing Desk (Installed as Main Desk)
 Yamaha GA 24 analogue
 Yamaha MX 12 analogue

Speakers: Auditorium 2 x Tannoy Superdual B475
 *4 x Tannoy Superdual T300 (Main & Delayed)
 *(1 Either side of Proscenium, 1 Either side behind F.O.H Bridge)
 Sidefill 2 x Quest QS500 with stands.
 Foldback 2 x Tannoy T12

Amplifiers: 1 x Yamaha P3200 for Foldback & Sidefill
 3 x Crown K2 for Auditorium (FOH)

Microphones: 6 x Senneheiser E845 Corded Microphones
 4 x Shure SM 57 Corded Microphones
 2 x Senneheiser EW300 Radio Mics (Lapel or H/Held)
 5 x Senneheiser EW325 Radio Mics (Lapel or H/Held)

3 x Shure Beta-91 (PZM's)
5 x Audio Technica AT853x Choir Mics (3 pre hung Line 2)
2 x pairs Behringer C2 pencil Condenser Mics
2 x Behringer C3 dual Diaphragm Condenser Mics

D.I.'s: 2 x Behringer N222 (Phantom Powered)
1 x Behringer GI 100 (Phantom Powered)
1 x Behringer DI 120 (Phantom Powered)

Multicore: 1 x TRC 12way Multicore with Stage Box (Portable)
24 XLR patch points each P & OP inside wall of proscenium

Playback: Denon DN-T620 CD/Cassette Combi-Deck
Tascam CD01U CD Player with Mp3

Dynamics: 2 x ARX Quadcomp II – 4Ch Compressor/Limiter
1 x DBX 1074 4Ch Gate
NOTE: M7CL Digital Desk has 2 dynamics in EACH channel

Effects: Lexicon MPX1 Multi-Processor
Behringer Virtualiser Pro
NOTE: M7CL Digital Desk has 4 stereo Effects devices inbuilt.

Show Comms: 9 x Jands Exicom Belt Packs
(Talkback) 1 x Talkback Station at SM Console

LIGHTING

Console: ETC Congo
132 Dimmer Channels available

Dimmers: 11 x APC 12 channel 2500W Dimmer

Lamps: 28 x Strand 1.2k Fresnels
12 x Strand 600w 23/50 Profiles
17 x Strand 600w 15/32 Profiles
12 x Strand 600w S/L Profiles
16 x 120 vac M.F.L Par 64 Par Cans
12 x Strand 500/4 Cyc Units
4 x 2Way Audience Blinder
12 x Litecraft 575w Multipars
12 x ETC Source 4, 70 degree, 750w

Moving Lights: 2 x iMove 250S

Followspots: 2 x Selecon Performers 1200w MSR

Projection Equip: 1 x NEC MT1065 LCD Projector *Please note: Projector fixed to FOH Bridge
1 x Overhead Projector + Stand Alone Screen

Fx: 1 x Robe 400FT Hazer

1 x HP-4DS Stage Hazer (Smoke Machine)

GENERAL

Auditorium 449 - General
24 - Disability
4 - House

Seating Tiered, no restricted viewing, adjustable armrests

Dressing Rooms Located on the mezzanine level

Access Stairs from OP side crossover corridor

Dressing Room Accommodation & Facilities

Room No	Accommodates	Make-Up Mirrors	Hanging Space	Monitor
1	3	1	Yes	Yes
2	40	5	Yes	Yes
3	10	5	Yes	Yes
4	4	0	Yes	Yes
5	6	0	Yes	Yes

2 x Unisex Toilets. 1 x Shower.

Green Room Located on the stage level

Access Via Stage door at the Synnot Street entrance

Facilities Table and Chairs available upon request

Kitchen Electric Cook Top & Oven
24 Hour Urn
Sink
Bar Fridge
Hirer to provide all kitchen implements and cleaning products for use during the event.
No cutlery or crockery is supplied

THE FOLLOWING 10 PAGES NEED TO BE
COMPLETED SIGNED AND DATED
14 DAYS PRIOR TO YOUR EVENT
AND RETURNED TO THE
TECHNICAL DEPARTMENT AT
WYNDHAM CULTURAL CENTRE

ENTERTAINMENT AND BROADCASTING INDUSTRY - LIVE THEATRE AND CONCERT - AWARD 1998

20.5 Transmission or recording

[20.5.1 varied by PR944509 PR956225; substituted by PR968154 ppc 04Mar06]

20.5.1 Where a performance is to be recorded or transmitted by any means, including but not limited to radio or television transmission or film, video or audio recording, and whether transmitted live or recorded for later transmission, exhibition, distribution or sale, all production employees who perform work on that performance will receive an allowance (recording allowance) of **\$91.90** in addition to the rate they would otherwise have received. Provided that:

20.5.2 Where a performance is recorded for sound only or transmitted by radio only the provisions of 20.5.1 will apply to Sound Technicians only.

20.5.3 The provisions of 20.5.1 will not apply to:

20.5.3(a) Extracts of a performance or performances which are recorded or transmitted for news, publicity or promotional purposes, including paid television or radio commercials for that performance or season of performances;

20.5.3(b) A performance or performances which are recorded for training, educational or archival purposes, provided that the hirer undertakes in writing to the employer that such recordings will not be used for public broadcast, exhibition, distribution or sale; and

20.5.3(c) Occasions when the only purpose of the hiring is the recording or transmission of a performance, even though a non-paying audience may be present.

20.5.4 The recording allowance is not to be recorded as ordinary pay for the purpose of this award insofar as the calculation of overtime, penalty, shift and annual leave loading payments are concerned.

20.5.5 Where the employer proposes an exclusion from payment of the recording allowance as provided for in 20.5.3, the employer will provide all production employees with seven days notice of any such performance provided that where such recording or transmission is arranged with less than seven days notice, all production employees will be provided with notice as soon as arrangements for the relevant recording or transmission are made.

Wyndham Cultural Centre policy is that a broadcast transmitted to either pay TV or a national broadcaster, regardless if the broadcast is deemed a “community event” or “community television”, will incur Broadcast Loading fees.

You have the following options:

OPTION 1: If you contract someone to film your event in our venue you will be charged the broadcast loading fee per technician, regardless of whether it is for archival or broadcasting purposes.

OPTION 2: If you allow us to film your event and we vide you with a copy of the video of that event you will be charged only \$20 per performance event.

I/we wish to choose (please tick)

OPTION 1

OPTION 2

NOT TO FILM AT THIS EVENT

Event Dates and Times

REHEARSAL (1) Date: _____

Arrival Time: _____ am/pm

Bump-In (Set-up): From: _____ am/pm till _____ am/pm

Rehearsal on stage: From: _____ am/pm till _____ am/pm

Bump-Out (Pack-Up): From: _____ am/pm till _____ am/pm

Depart from Venue: _____ am/pm

REHEARSAL (2) Date: _____

Arrival Time: _____ am/pm

Bump-In (Set-up): From: _____ am/pm till _____ am/pm

Rehearsal on stage: From: _____ am/pm till _____ am/pm

Bump-Out (Pack-Up): From: _____ am/pm till _____ am/pm

Depart from Venue: _____ am/pm

Please Note: All technical staff must be allowed a meal break for every five hours worked.

PERFORMANCE (1) Date: _____

Arrival Time: _____ am/pm

Bump-In (Set-up): From: _____ am/pm till _____ am/pm

Performance on stage: From: _____ am/pm till _____ am/pm

Interval: Duration: _____

From: _____ am/pm till _____ am/pm

Bump-Out (Pack-Up): From: _____ am/pm till _____ am/pm

Depart from Venue: _____ am/pm

PERFORMANCE (2) Date: _____

Arrival Time: _____ am/pm

Bump-In (Set-up): From: _____ am/pm till _____ am/pm

Performance on stage: From: _____ am/pm till _____ am/pm

Interval: Duration: _____

From: _____ am/pm till _____ am/pm

Bump-Out (Pack-Up): From: _____ am/pm till _____ am/pm

Depart from Venue: _____ am/pm

Fire Warden Nomination (Please nominate 1 Fire Warden for every 100 performers backstage)

1. Name _____
2. Name _____
3. Name _____

Dressing Room Requirements

Do you require Dressing Rooms? **Yes / No**

Number of Cast and Crew members requiring Dressing Rooms. Male: _____

Female: _____

Stage Door lists with the names of all the people requiring access to the Backstage area, including Dressing Rooms must be available and accessible at stage door. Access should not be given to those whose names do not appear on the list.

Please bring your own labels for dressing room doors.

Please bring multiple copies of your running sheets to be placed throughout the backstage area.

Please remind all cast, crew and support staff that they should arrive via the Synnot Street entrance of the building.

Staging Requirements

Do you require extra staff to unload and load? **Yes / No**

(If yes, a schedule outlining details is required)

A Theatre Operations Supervisor will be allocated to your event and this cost is included in your hire charges. Knowing this,

Do you require more than one technician on stage? **Yes / No**

(If yes, a schedule outlining details is required)

Do you intend to send in any equipment? **Yes / No**

(If yes, details are required)

Note: All electrical items, including domestic items, must be tested and tagged before entering the venue.

Do you intend to hang anything? **Yes / No**

(Please provide adequate information to your Theatre Operations Supervisor with regards to this matter. eg: Notice of Rigging Intent; Hazard/Risk Assessment for Rigging; Insurance Details. **Note: Only Venue approved individuals with Entertainment industry experience/qualifications will be allowed to rig within the venue.**)

(Please Note: all hung items must be secured with suitable materials such as wire rope/shackles. No materials such as twine or fishing line are allowed to be used to secure set pieces.)

Do you intend to fly anything during the event? **Yes / No**

(If yes, please provide details of your intention to your Theatre Operations Supervisor for discussion.)

Note: Should the **House Curtain** be required, you must circle "Yes" to the above question.

Do you require the use of our upright piano? **Yes / No**

(Please Note: If you wish to use the upright piano in the orchestra pit, the cost of re-tuning the piano will be incurred by the hirer)

Do you require any of the following, (to be used on stage or in the surrounds):

Chairs (50 available) **Yes** / **No** **Number** _____
 Tables (8 Available) **Yes** / **No** **Number** _____

Do you require access to the audience via steps from stage? **Yes** / **No**

***Please note that entrance is not allowed from the curtained area to the stage on OP in front of the House Curtain.**

Do you require the Orchestra Pit covers to be removed? **Yes** / **No**

Number of Panels to be removed: **4 Centre** / **All**

(Note: Budget allowance must be made for the labour involved in removing these covers and installing the safety net.)

(Please Note: Only two options for Orchestra Pit lid removal are available. Option 1 is the full lid removal. Option 2 is removal of the four centre sections. A safety net is available and required for each of the two options.)

List any other staging requirements:

Lighting Requirements

Do you intend to supply your own complete lighting rig? **Yes** / **No**

If so, what are your power requirements? _____

Do you require the Venue lighting rig? **Yes** / **No**

Do you intend to supply a lighting design? **Yes** / **No**

(If no, a lighting rig tailored to your event requires careful planning, therefore must be discussed in advance. A budget allowance must be made for the labour involved with creating a specific lighting design for your event.)

Do you require the Venue to supply a lighting operator? **Yes** / **No**

Do you require the use of the Venue's follow spots? **Yes** / **No**
 If yes, One/Two (Please circle)

Do you require the Venue to supply follow spot operators? **Yes** / **No**
 If yes, One/Two (Please circle)

Do you intend to use:
 (Please place a tick or a cross in all boxes below)

Pyrotechnics? **Firearms?** **Open or Practical Flame?** **Water**

(Details of these requirements will be taken from your "Notification of Hazardous Event Conditions" form. Please ensure those details are completed correctly and all safety requirements are adhered to.)

(Please Note: Pyrotechnics include all pyrotechnic effects such as flash paper and must be noted prior to bumping into the theatre.)

NOTIFICATION OF HAZARDOUS EVENT CONDITIONS

It is the policy of the Wyndham Cultural Centre to ensure that every event within the venue is conducted in a safe manner.

To assist in achieving this outcome, The Wyndham Cultural Centre requires each hirer, production company or presenter to complete a Notification of Hazardous Event Conditions (overleaf), which becomes part of the hiring agreement.

Procedures

- The notification is to be completed by the hirer or presenter, and submitted to your Theatre Operations Supervisor, at least 14 days prior to the first occupancy of the venue.
- If deemed necessary, a demonstration time and date to view any hazardous conditions, can be made by contacting your Theatre Operations Supervisor on 9742-0909.
- A risk assessment based on Australian Standard AS4360 will be conducted, and the outcome of this assessment may either approve or reject the hazardous conditions, or provide operational controls to ensure minimal risks and maximum safety strategies are employed.
- Should hazardous performance conditions require the appointment of a dedicated Safety Officer or operator to the performance in question, they will be rostered accordingly by the Venue Manager and at the presenter's expense of \$40.00 per hour (minimum 4 Hour call-out).
- Material Safety Data Sheets must be provided with the notification where appropriate.
- Failure of the production company or presenter to comply with this policy, in total or part, breaches legislative conditions of the OH&S Act 1985, and constitutes a failure to comply with "duty of care" provisions.
- Examples of hazardous performance conditions include, but are not limited to:
overhead rigging, including props and/or people, temporary staging and platforms, use of theatrical props, naked flame and theatrical effects including pyrotechnics and smoke, use of water and manual handling hazards.

NOTIFICATION OF HAZARDOUS EVENT CONDITIONS

To be completed by the production company or presenter	
Company:	
Production:	
Venue:	Date/s:
Technical Contact:	Phone:

Briefly describe major set elements

Hazardous Condition	Materials Involved

Manual Handling	
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			
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:

Centre Management Use Only	
Technical Manager:	Conditions :
Safety & Insurance Co-Ord:	
Date:	

TECHNICAL REQUIREMENTS BY THE HIRER

To ensure the efficient and effective organisation of your event, please complete and return Pages 9 to 19 of this document to the Theatre Operations Supervisor at the Wyndham Cultural Centre no later than fourteen (14) days prior to your event, in person or by Facsimile on (03) 9741 9648.

A pre-production meeting will be scheduled by the Theatre Operations Supervisor to go over the technical requirements for your event. This meeting will help to clarify staffing levels for the event and to will confirm all technical requirements for your event.

Any technical queries should be directed to the Theatre Operations Supervisor on (03) 9742 0909.

Some equipment listed within these sheets will incur *additional costs* and is *subject to availability*. Upon receipt of these requirements, the Theatre Operations Supervisor will notify you of all potential equipment and/or labour costs.

Please attach any designs; set, lighting, audio pertaining to your event when returning these sheets.

Group: _____

Title of Event: _____

Contact Details

Contact Person's Name: _____

Address: _____

Telephone Number/s

Work: (____) _____ Home:(____) _____

Mobile: _____ Facsimile:(____) _____

E-mail: _____

Signed by Hirer: _____

**Name and
Position:** _____

Date: _____

(All changes to requirements will only be negotiated with the person whose signature appears above.)

OFFICE USE ONLY

Signed by Wyndham Cultural Centre.: _____

Name and
Position: _____

Date: _____