

UKARIA

TECHNICAL REQUIREMENTS FORM

Please email completed form to **functions@ukaria.com** and **info@ukaria.com** or post to UKARIA 911 / 147 Pirie Street Adelaide SA 5000 no later than thirty (30) days prior to your event to avoid additional charges being levied to offset unscheduled staffing costs. Tel: (08) 8391 0986

1. Type of event

Concert Conference Dinner Function Recording Session Rehearsal

This is a Public Event Private Event

2. Hirer

Address

Name of Event

Date of Event/s

Contact Name/s

Telephone No.

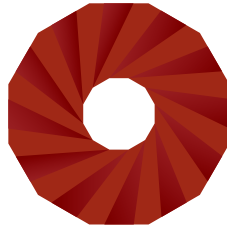
Mobile No.

Email

3. Access Times

Date(s)						
Times	Start	Finish	Start	Finish	Start	Finish
Bump-in Gear						
*Access To Venue - Rehearsal(s)						
Rehearsal(s)						
*Access To Venue - Performance(s)						
Performance(s)						
Interval(s)						
Bump-out						

NB: A fee will be charged for any items left on the premises after an event without prior arrangement.



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4. Number of Artists

Set up required for back stage

5. Seating / Ticket Sales

Estimated Attendance

Please note that all seating at UKARIA Cultural Centre is General Admission (no seat numbers). You should advise your patrons to arrive early; doors open 30 minutes prior to the event.

6. Other Staging Requirements

Lectern (1 available)	YES	NO	
Music stands (12 available)	YES	NO	Number
Orchestra chairs (8 available)	YES	NO	Number
Bass Stools (1 available)	YES	NO	Number

7. Do you require our Piano?

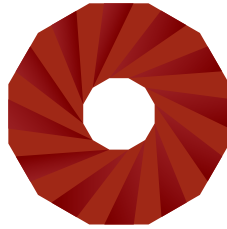
Do you require access to the Steinway Model D Grand Piano? YES NO
Piano hire fee including tuning \$620

8. Lighting

Standard Concert Stage Lighting (white wash) YES

List any other additional lighting requirements

Additional charges may apply for tech staffing



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9. Audio Requirements

Do you wish to use our sound equipment? YES NO

If YES, list the number and type of microphones required

Hand held: (maximum 4) | Lapel: (maximum 4) | Lectern microphone (maximum 1)

Please list any other additional audio requirements

Additional charges may apply for tech staffing

10. Do you require any additional equipment/services? YES NO

(E.g. audio visual equipment, instruments, floral displays, balloons, exhibition stands)

Please detail your requirements and we can provide you with a quote through our preferred suppliers:

If you wish to bring your own equipment or contact your own supplier, please provide a list of all equipment (Separately if required) to be brought into the Venue and give details of the supplier and bump in / bump out times:

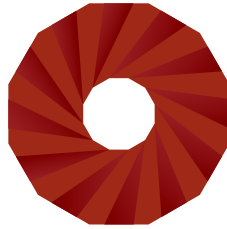
11. Do you wish to use any special effects? YES NO

Give details

NB Refer to terms and conditions for list of Prohibitions.

12. Will there be: filming televising audio DVD recording **of rehearsal/performance?**

By whom:



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13. Technical Staff Requirements

A Venue Manager is included in the hire fee, their roles include:

- Manage the security and implementation of the UKARIA Work, Health and Safety policies.
- **Manage basic setup of AV, house lights and microphone**

Will your event require a technician? YES NO *Additional charges may apply*

14. Front of House Staff

Front of House staff and ushers are not included in room rate.

UKARIA will supply experienced, trained staff to accommodate expected numbers.

For your budgeting purposes:

Staffing requirement: 1-100 guests – 1 usher; 101-220 guests – 2 ushers.

Cost (per usher, minimum 4 hour call): \$38 p/h weekday; \$42 p/h Saturday; \$57 p/h Sunday and public holiday

Ushers are required 30 minutes before doors open.

15. Running Sheet / Programme / Seat Drops

Please attach your draft or final running sheet / programme if available.

Programme distribution cost (please indicate) Free

Seat Drops (maximum of 2 per seat) YES NO

Please list seat drops

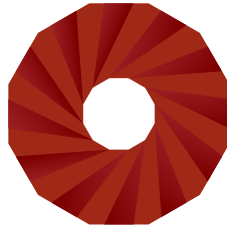
16. Other (please specify)

17. Operation of Bar

Would you like the bar to be open one hour prior to the starting time of your event? YES NO

Would you like the bar to be open during interval YES NO

If bar sales exceed \$300 (Mon – Sat) / \$350 (Sun) there is no charge to you. If bar sales do not exceed the minimum spend of \$300 (Mon – Sat) / \$350 (Sun) you will be charged the difference between the amount taken and the minimum spend.



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18. Stage Plan

[View stage plan](#)

Please indicate the position of equipment, eg. piano, lectern, tables, chairs etc. to attached floor plan.

19. Additional Information

If there is anything else we should be aware of please note below.

Name of person submitting this form:

Date:

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