

UKARIA

TECHNICAL REQUIREMENTS – CULTURAL ACTIVITY

Please email completed form to events@ukaria.com no later than thirty (30) days prior to your event to avoid additional charges being levied to offset unscheduled staffing costs.

CORE INFORMATION

1. Type of cultural activity

Concert Rehearsal Recording Session Residency

Other - please describe

This is a Public Event Private Event 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.

2. Hirer

Address

Name of Event

Date of Event/s

Contact Name/s

Telephone No.

Mobile No.

Email

CULTURAL ACTIVITY INFORMATION

3. Access Times

Date(s)						
Times	Start	Finish	Start	Finish	Start	Finish
Bump-in Gear						
Rehearsal(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.

4. Artists

Number of Artists

Are there any specific backstage requirements? YES NO

If yes, please specify

5. Staging Requirements

Lectern (1 available) YES NO

Music stands (12 available) YES NO Number required

Orchestra chairs (8 available) YES NO Number required

Bass Stools (2 available) YES NO Number required

Additional charges may apply for additional equipment

6. Piano Usage

Do you require access to the Steinway Model D Grand Piano? YES NO

Piano hire fee including tuning \$620

Please note that once the piano is in position, it cannot be moved during the performance

7. 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)

Will your event require an audio technician? YES NO

If yes, please note that additional charges may apply

Please list any other additional audio requirements

8. Lighting

Standard Concert Stage Lighting (white wash) YES NO

Will your event require a lighting technician? YES NO

If yes, please note that additional charges may apply

List any other additional lighting requirements

Additional charges may apply for tech staffing

9. Additional Equipment/ services

Do you require any additional equipment/services (eg. audio visual equipment, instruments)? YES NO

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

As per Venue Hire Terms and Conditions, if you wish to bring your own equipment or contact your own supplier, you need to provide a list of all equipment to be brought into the Venue so we can approve. Please give details of the item/s, supplier and bump in / bump out times

10. Special effects

As per Venue Hire Terms and Conditions, special effects must be approved.

Do you wish to use any special effects? YES NO

Give details

NB Prohibitions include but are not limited to: firearms, explosives, inflammable liquids, hazardous materials, drugs, food or alcoholic beverages; helium bottles and balloons, smoke machines, misters, hazers, foggers, foamers, oil crackers, dry ice or fluid, dry density machines, pyrotechnics or similar atmospheric altering equipment, confetti, glitter, powder dust or other such substances whether manually dispersed or by a discharge mechanism.

11. Recording

Will there be: filming/ televising/ audio/ DVD recording of rehearsal/performance? YES NO
By whom? Give details

Please note that no drone footage is possible without prior approval from neighbours.

Do you require us to seek this approval? YES NO

Please note there will be a \$50 admin fee for such approval.

STAFFING INFORMATION

12. 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
- Manage the Front of House staff

13. Front of House Staff

Front of House staff and ushers are not included in room rate but are a requirement of venue hire.

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.

ON THE DAY OF THE CULTURAL ACTIVITY

14. Running Sheet / Programme / Seat Drops

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

Will you be distributing a printed program? YES NO

If YES, please indicate: Free or a Cost

Will there be any seat drops (maximum of 2 per seat)? YES NO

Please list seat drops

(note these must be provided to the venue at least two hours prior to the performance start time)

15. Operation of Bar in Garden Terrace

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

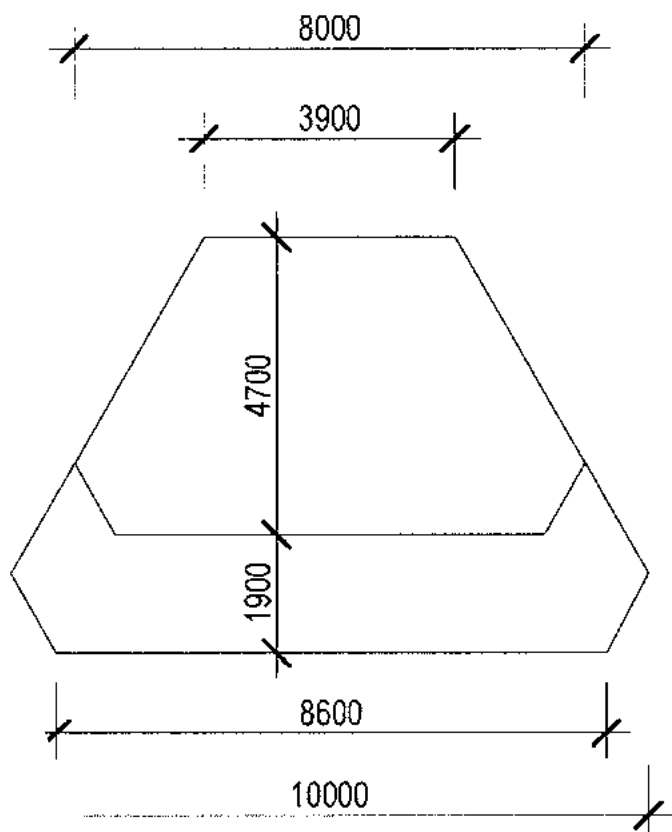
Would you like the bar to be open during interval YES NO

If bar sales exceed \$420 (Mon – Sat) / \$475 (Sun) there is no charge to you.

If bar sales do not exceed the minimum spend of \$420 (Mon – Sat) / \$475 (Sun) you will be charged the difference between the amount taken and the minimum spend.

16. Stage Plan

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



17. Additional Information

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

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