

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 \$650

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, additional charges will apply

Please list any other additional audio requirements

8. Lighting

We offer standard concert stage lighting (general wash) in the auditorium. If your event requires a lighting technician, additional charges will apply.

List any other additional lighting requirements

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):

2026: \$42 p/h weekday; \$47 p/h Saturday; \$63 p/h Sunday

Ushers are required 1 hour 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 providing a free, printed program? YES NO

If a cost is involved, please supply your own EFTPOS / float and someone to manage sales.

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 and Light Meals in Garden Terrace

Integral to the concert-going at UKARIA is the experience of visiting the garden and feeling the connection between the venue and nature that comes with enjoying refreshments in the Garden Terrace prior to the event. For this reason we encourage Cultural Hirers to have the bar open prior and to offer a Light Meal. There is no additional cost to the Hirer for having light meals on offer and this will encourage patrons to make a purchase at the bar which helps Hirers achieve the minimum spend (the Lights Meal component is not included in the bar minimum spend). As we do require a minimum of 10 Light Meals in order to proceed, we kindly ask the Hirer to support this activity by promoting on their website and email communications.

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

There is a minimum spend to operate the bar. Please read below for this pricing:

2026: \$420 Mon-Fri / \$480 Sat / \$530 Sun

If bar sales do not exceed the minimum spend, you will be charged the difference between the bar takings and the minimum spend.

The bar will open 1 hour prior to the starting time of your event, or if you have opted for a Light Meal offering 90 minutes prior to the starting time of your event.

Light meals

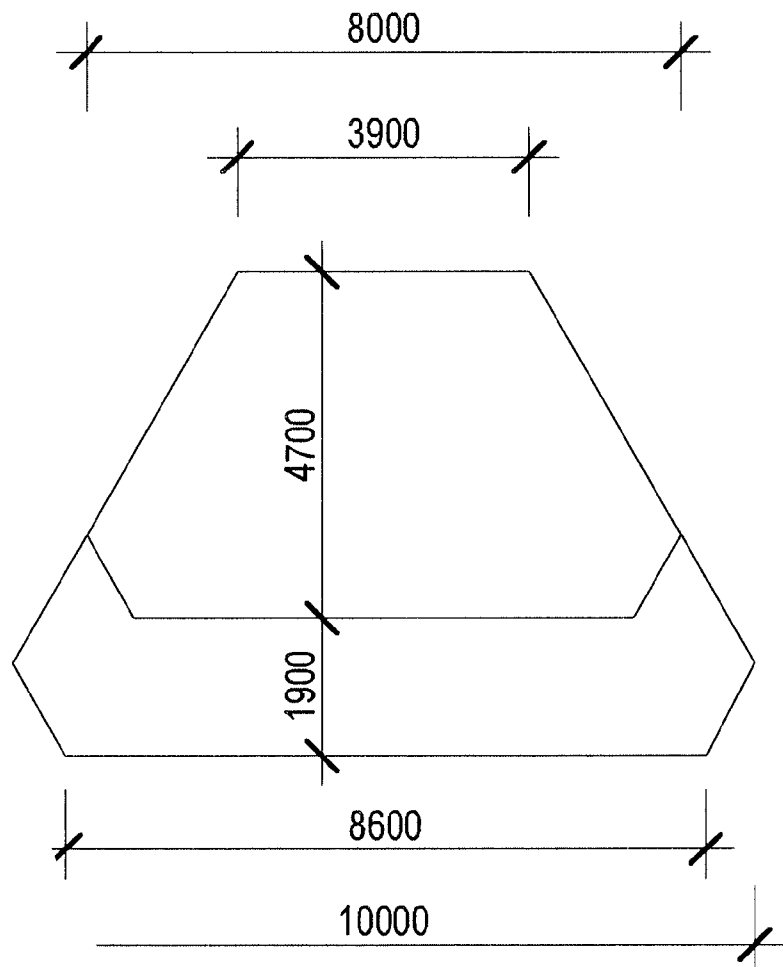
Would you like to include a Light Meal (daytime concerts - pies in summer, soup in winter; evening concerts – antipasto platter) offering? YES NO

Light meals go off sale 5 days before the show, unless sold out prior.

To abide by SA Health regulations, consumption of food and drink that has not been purchased on our premises is not permissible.

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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