



# UKARIA

## TECHNICAL REQUIREMENTS – FUNCTION

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.

*Note that you must inform UKARIA in writing of the Final Numbers, 14 days prior to the event start date, this must be final numbers inclusive of dietary requirements.*

## CORE INFORMATION

### 1. Type of function

Conference      Wedding Banquet      Wedding Ceremony      Dinner

Other - please describe

**This is a**      Public Event      Private Event      Estimated Attendance

### 2. Hirer

Address

Name of Event

Date of Event/s

Contact Name/s

Telephone No.

Mobile No.

Email

## FUNCTION INFORMATION

### 3. Access Times

Date(s)				
Times	Start	Finish	Start	Finish
Bump-in Gear				
Rehearsal(s) eg. for wedding				
Function				
Bump-out				

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

#### 4. Audio Requirements

Lectern (1 available)      YES      NO

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

Do you wish to use our projector and screen (auditorium bookings only)?      YES      NO

Do you wish to use our digital TV (Garden Terrace bookings only)?      YES      NO

Will your function include a band or musical performance?      YES      NO

If yes, how many performers in total and how much space do they require in the room?

Please list any other additional audiovisual requirements

*Additional charges may apply for tech staffing*

#### 5. 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 function*

#### 6. Lighting

Standard Concert Stage Lighting (white wash)      YES

List any other additional lighting requirements

*Additional charges may apply for tech staffing*

## 7. Additional Equipment/ services

Do you require any additional equipment/services (eg. audio visual equipment, floral displays, balloons, exhibition stands)?      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 {insert blank box}:

## 8. 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.*

## 9. Recording

Will there be photography and filming?      YES      NO

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.

## 10. Additional Information

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

Please email completed form to **events@ukaria.com** no later than thirty (45) days prior to your event to avoid additional charges being levied to offset unscheduled staffing costs.