

# UKARIA

## TECHNICAL REQUIREMENTS FORM

Please submit completed form below, email to [functions@ukaria.com](mailto:functions@ukaria.com) and [kingsley@ukaria.com](mailto:kingsley@ukaria.com) or post to UKARIA 911 / 147 Pirie Street Adelaide SA 5000 no later than thirty (30) days prior to your event, otherwise additional charges may be levied to offset unscheduled staffing costs. Tel: (08) 8391 0986

**SUBMIT FORM**

### 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.

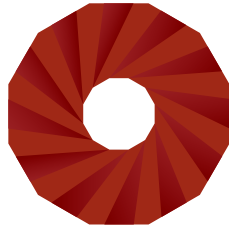
Mobile No.

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.



# UKARIA

## 4. Number of Artists

Set up required for back stage

## 5. Seating/Ticket Sales

Estimated Attendance                      Allocated Seating (seat numbers)                      General Admission (no seat numbers)

\* If allocated seating please state rows required

[View seating plan](#)

Ticketing agency contact number

## 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 Bösendorfer 214 Vienna Classic 7ft Grand Piano?                      YES                      NO

Do you require the piano to be tuned for your event?                      YES                      NO

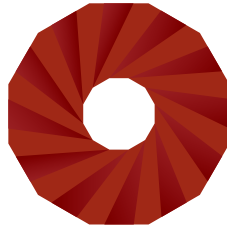
Piano hire fee \$150 / Piano hire fee including tuning \$250

## 8. Lighting

Standard Concert Stage Lighting (white wash)                      YES

List any other additional lighting requirements

*Additional charges may apply for tech staffing*



# UKARIA

## 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:

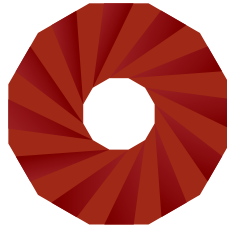
**11. Do you wish to use any special effects?**      YES      NO

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:



# UKARIA

## 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 technical requirements: Turning on house lights, AV, and a simple microphone setup.

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

## 14. Front of House Staff

Front of House staff will be engaged and charged to the Hirer based on timings and expected numbers provided by the Hirer.

## 15. Running Sheet / Programme / Seat Drops

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

Programme distribution      Gold coin donation      Free

Seat Drops (maximum of 2 per seat)      YES      NO

Please list seat drops

## 16. Other (please specify)

## 17. Stage Plan

[View stage plan](#)

Please indicate the position of equipment, eg. piano, lectern, tables, chairs etc.

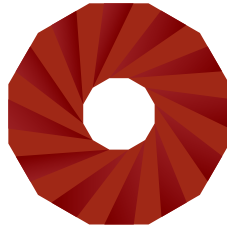
Scan and email to [kingsley@ukaria.com](mailto:kingsley@ukaria.com) or print and post to the address below.

## 18. 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 \$250 there is no charge to you. If bar sales do not exceed \$250 you will be charged the difference between the amount taken and the minimum spend of \$250.



# UKARIA

## 19. Free Online Listing

Would you like your event to appear online in What's On at UKARIA?      YES      NO

If yes please provide the following information no later than 21 days before your event.

### What's On Event – Required Information

Please provide a jpeg Image in landscape format, 310 pixels high x 600 pixels wide, 72 dpi, or simply a high resolution image for our web designer to reformat.

**Date and time of the event:**

**Event Title:**

**Names of key performers in correct order:**

- |    |    |    |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

**Short description – max 250 characters including spaces:**

**More Information link:**

**Booking Link:**

## 20. 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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