



## Venue Details

The following rooms/facilities are automatically included with a Pilbeam Theatre Standard Hire:

- Auditorium
- Green Room
- Stage
- Basement
- Dressing Rooms

Do you require additional rooms other than those that are included in a Standard Hire?

- Meeting Room
- 62 Victoria Parade

## Performance Run Times

### Act 1 Details

Duration:

Start time:

Finish time:

### Interval Details

Duration:

Start time:

Finish time:

### Act 2 Details

Duration:

Start time:

Finish time:

## Other Event Details

Yes  No Will there be an after-show Q + A?

Yes  No Will there be a meet and greet after the show?

Yes  No Will there be any promotional or décor items in the foyer or other public spaces?  
*These items will need the approval of the Major Venues Coordinator and must not interfere with any entries, exits, signage or fire and emergency equipment.*

Yes  No Are camera's and recording devices permitted?

## Support Act

Yes  No Is there a support act for your event? If yes, please detail below:

Support act name:

Duration:

Start time:

Finish time:

## Age Restriction

Yes  No Is there an age restriction for your event? If yes, please detail below:

Age restriction details:

## Warnings

Are there any warnings required?

- Coarse language/adult themes
- Nudity
- Haze and/or smoke
- Suitable for a mature audience
- Strobe and/or lighting effects
- Simulated gunfire
- Explosive effects

## Other

Please detail any other event details that you will be adding to the show:

## Marketing

Please provide a blurb below that Council can use to market your event on Council's See It Live website ([www.seeitlive.com.au](http://www.seeitlive.com.au)) and other printed marketing items:

*Minimum of 50 words*

## Front of House (FOH) Details (Please visit Council's See It Live website ([www.seeitlive.com.au](http://www.seeitlive.com.au)) for FOH information)

### Tour/FOH Contact Information

Tour manager/FOH contact name:

Contact number:

Email:

### Programs and/or Merchandise Information (Please note that there is 10% commission on all merchandise sales for Commercial Hirers)

Merchandise contact name:

Contact number:

Email:

Yes  No Do you require a cash float?

Yes  No Do you require an EFTPOS machine?

Yes  No Do you require staff to sell Merchandise? If yes, please detail below:  
*Please note Fees and Charges apply for Merchandise Staff.*

Number of staff required:

Merchandise staff start time:

Merchandise staff finish time:

## Ticket Pricing

Please choose one of the following options:  Commercial  Not for Profit

Booking Fees	Commercial Rates Per Ticket	Not-for-profit Rates Per Ticket
Ticket with a net Ticket value < \$25.00	\$4.00	\$2.80
Ticket with a net Ticket value > \$25 and < \$50	\$4.50	\$3.10
Ticket with a net Ticket value > \$50 and < \$100	\$5.60	\$3.30
Ticket with a net Ticket value > \$100	\$8.00	\$4.50
Zero Price Ticket Charges	\$0.50	\$0.25

### Ticket Prices (Please note Net Price + Booking Fee = Selling/Advertised Price)

**Net price** = The total amount that you will receive from ticket sales.

**Booking fee** = The booking fee that is applicable from the list provided above.

**Selling/Advertised price** = Total of net price and booking fee.

*\*Please note that concession includes Pensioner Concession Card Holders, Seniors, and Students.*

Please select all options that are applicable:	Net Price	Booking Fee	Selling/Advertised Price
<input type="checkbox"/> Admission <small>(one price for all)</small>			
<input type="checkbox"/> Adult			
<input type="checkbox"/> Concession*			
<input type="checkbox"/> Child – aged from: _____ to _____ years			

Please select all options that are applicable:	Net Price	Booking Fee	Selling/Advertised Price
<input type="checkbox"/> Family (two adults and two children)			
<input type="checkbox"/> Group – number of people:			
<input type="checkbox"/> Friend of the Theatre			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

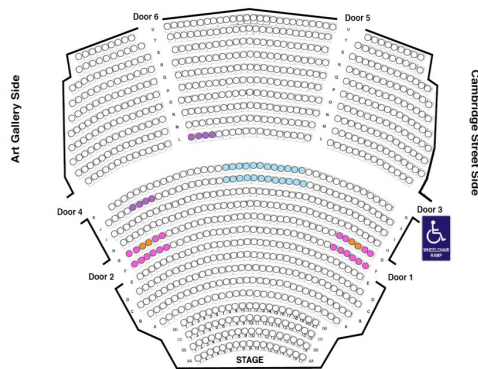
Yes  No Do you allow infants and/or children under the age of 2 on parent's laps?

### Seating Plan Information

Please choose one of the following seating plan options:

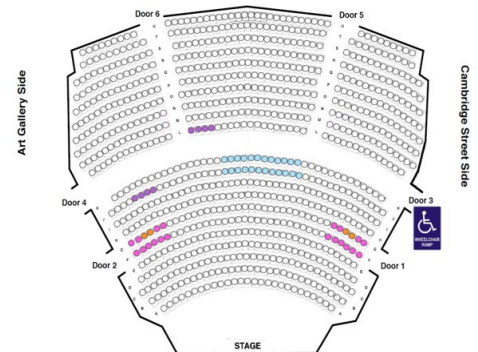
**Full configuration:**

- 972 seats
- Front row AA
- No orchestra pit
- No forestage
- *Selling Capacity* is 916 seats with the below standard holds:
  - 24 x wheelchair and companion holds
  - 8 x house seats
  - 24 x audio desk



**B configuration:**

- 897 seats
- Front Row A
- With forestage extended OR orchestra pit OR level carpeted no seats
- *Selling Capacity* is 841 seats with the below standard holds:
  - 24 x wheelchair and companion seats
  - 8 x house seats
  - 24 x audio desk area (seats removed)



**Custom configuration** – please provide details below and attach a diagram displaying the custom seating plan:

### On Sale Date/s

Announce date:

Early bird/presale date and time (if applicable):

General public date and time:

**Promoter Hold Information** *(Please refer to the above Pilbeam Theatre seating plans)*

How many promoter holds would you like to be held from sale?

Would you like to hold specific seats?     Yes     No     Box Office can allocate

If yes selected above, please identify which seats you would like held:

**Technical Details**

Technical contact name:

Contact number:

Email:

Number of performers:

**Touring Technical Staff**

Please list the technical staff you are supplying for the event:

Name	Role

**Pilbeam Theatre Technical Staff** *(Please note, Fees and Charges may apply for Pilbeam Theatre Technical Staff.)*

Please list the technical staff you require the Pilbeam Theatre to provide for the event:

Name	Role

**Touring Technical Equipment**

Please tick any equipment that you are providing for your event – if you are providing equipment that is not listed, please email [mvtechnical@rrc.qld.gov.au](mailto:mvtechnical@rrc.qld.gov.au):

- Flown scenery                       Lighting equipment                       Follow spots  
 Projection equipment                       Audio equipment                       Other

**Pilbeam Theatre Technical Equipment**

Please tick any equipment that you need the Pilbeam Theatre to provide for your event:

- Truss/ground support                       Audio FOH system                       Audio console  
 Lighting fixtures                       Lighting console                       Other

**Event Proceeds** *(Ticket proceeds from the event after all applicable Fees and Charges have been applied, will be deposited in this account)*

Account name:

Bank name:

BSB:

Account number:

**Event Payment Schedule**

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

**Event Deposit:** Once your completed form is returned and your booking is accepted, a contract and invoice will be issued for payment.

**Event Balance:** This payment is due seven days from the date of invoice (where applicable).

**Public Liability Insurance** *(Please note ALL Pilbeam Theatre bookings require a copy of your public liability insurance and indemnity statement. Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and the level of cover must be \$20 million.)*

Name of insurer:

Policy number:

Policy limit:

Expiry date:

**Supporting Documentation**

Your booking is not confirmed until all relevant supporting documentation, including a signed contract, has been received with the applicable deposit and relevant approvals given. If your booking is accepted, written approval will then be provided. Do not publicly advertise your performance until booking approval has been given.

Attached	Pending	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million and noting Rockhampton Regional Council as an interested party
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diagram of custom seating plans <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debtor Credit Account Application Form <i>(if invoice required)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

**Declaration**

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date: