

# Event Details

## Technical Requirements

### Kalamunda Performing Arts Centre

48 Canning Road, Kalamunda 6076 | Ph 9257 2558 | E performingarts@kalamunda.wa.gov.au

**THIS FORM MUST BE COMPLETED AND APPROVED BEFORE BOOKING IS CONFIRMED**

**A KPAC TECHNICIAN IS COMPULSORY FOR DURATION OF EVENT INCLUDING A MINIMUM OF 1 HOUR PRIOR AND AFTER (UNLESS OTHERWISE ARRANGED) AT A COST OF \$43 PER HOUR FOR A MINIMUM OF THREE HOURS PER TECHNICIAN.**

**IF BOTH SOUND AND LIGHTING ARE REQUIRED, TWO TECHNICIANS WILL BE REQUIRED.**

#### Contact Details

Organisation	<input type="text"/>		
Contact Name/Organiser	<input type="text"/>	Mb #	<input type="text"/>
Contact/Warden name (to be present at event)	<input type="text"/>	Mb #	<input type="text"/>
Stage Manager (cannot be organizer)	<input type="text"/>	Mb #	<input type="text"/>

#### Booking Details

Event Title	<input type="text"/>		
Performance Type	<input type="checkbox"/> Ceremony/Assembly	<input type="checkbox"/> Musical/Drama	
	<input type="checkbox"/> Music/Dance concert	<input type="checkbox"/> Other (please specify)	
	<input type="text"/>		

#### Rehearsal

Date	<input type="text"/>	Estimated time of Arrival (for set up)	<input type="text"/>
End time	<input type="text"/>	Expected time to leave the building	<input type="text"/>

#### Performance 1

Date	<input type="text"/>	Estimated time of Arrival (for set up)	<input type="text"/>
Doors open	<input type="text"/>	Event Start Time	<input type="text"/>
Event End Time	<input type="text"/>	Expected time to leave the building	<input type="text"/>

#### Performance 2

Date	<input type="text"/>	Estimated time of Arrival (for set up)	<input type="text"/>
Doors open	<input type="text"/>	Event Start Time	<input type="text"/>
Event End Time	<input type="text"/>	Expected time to leave the building	<input type="text"/>

#### Performance 3

Date	<input type="text"/>	Estimated time of Arrival (for set up)	<input type="text"/>
Doors open	<input type="text"/>	Event Start Time	<input type="text"/>
Event End Time	<input type="text"/>	Expected time to leave the building	<input type="text"/>

**Do you have more than 3 performances?**

Yes  No

Please elaborate

**Equipment Required From KPAC: (May incur additional hire costs)**

- Grand Piano       Upright Piano       Projector       Radio Mics       Disco Ball
- Chairs for Stage      Other

**Equipment To be supplied by event organiser**

- CD       DVD       USB       Laptop       PC       Mac
- Other

**Technical Requirements**

**Sound Requirements**

- Backing tracks (format)       CD       Phone       Apple Device       Laptop
- Please ensure all music is downloaded and in a numbered playlist
- Microphones required
- Instruments Supplied
- Do you have the correct copyright?       Yes       No

**AV Requirements**

- Type       Slide Show       Video       Suppled from       DVD       PC       Mac
- All videos must be downloaded prior to the event
- Do you have the correct copyright?       Yes       No

**Lighting Requirements**

- Full theatre lighting (with colour changes)       Stage Wash (no change)
- Detail
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Please provide a detailed lighting cue list 2 week before your booking

**Staging Requirements**

- Will you be bringing any staging       Props       Scenery       Stage Risers
- Detail
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**Theatre Guidelines to be adhered to at all times:**

- Students (under 18s) will not be permitted access to KPAC without a school staff member and must be well supervised with enough staff to manage their whereabouts and behaviour.
- If KPAC furniture or equipment is moved it must be returned. If our technicians need to tidy or restore order after the event this will be added to their hours for payment.
- The Duty Technician requires a contact person present during the event to act as a warden on the day in case of an emergency. This is in addition to the Stage Manager.
- Please provide technician with cds, dvds, usbs etc well in advance of event to allow the technician to have everything cued and in place.

Please Note: Organisation of your event is the hirers responsibility.

I agree that the information above is accurate and I have read and understood the theatre guidelines above.

Signature  Date

