Event Booking Request Form – Pilbeam Theatre

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer would like to book an event at the Pilbeam Theatre in Rockhampton. Once this form is returned and your booking is accepted, you will receive a contract, estimate of charges and deposit invoice.

P: 07 4924 5600 | **E:** majorvenues@rrc.qld.gov.au | **W:** rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | **ABN:** 59 923 523 766

Customer Details

Customer name/Business or Organisation name:		
Contact name *(if different)*:		ABN:
Preferred contact number:	Email:	
Onsite contact name:	Onsite contact number:	
Customer/Business/Organisation Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address *(if different)*:		

Event Details

Event name *(please note, this name will appear publicly)*:
Event date/s:

Event Schedule

Date	**Activity** *(Please include pre-rig, bump in, rehearsal, performance and bump out)*	**Start Time**	**Finish Time**

Venue Details *(Venue information available here. Please note the Pilbeam Theatre and 62 Victoria Parade are licensed venues and BYO alcohol is not permitted on site).*

The following rooms/facilities are automatically included with a Pilbeam Theatre Standard Hire:	Do you need any additional rooms not included in the Standard Hire? *(please note these may incur costs)*
▪ Auditorium ▪ Green Room ▪ Stage ▪ Basement ▪ Dressing Rooms	☐ Meeting Room ☐ 62 Victoria Parade – Range Room ☐ 62 Victoria Parade – Gold Room ☐ 62 Victoria Parade – Beatrice Hutton Room ☐ 62 Victoria Parade – Anderson Room

Performance Run Times

Act 1 Details	Interval Details	Act 2 Details
Duration:	Duration:	Duration:
Start time:	Start time:	Start time:
Finish time:	Finish 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 before or 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 from Council 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:

Warnings

Are there any warnings required? If so, please tick those that apply:

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

Sensory/Accessibility Considerations

☐ Auslan Interpreted Event

☐ Strobe, flashing lights or lasers

☐ Haze, smoke or fog

☐ Loud noises, sudden sound effects or explosions

☐ Sensory-friendly performance

Other

Please provide details of any other elements you plan to include in the show that have not been mentioned above:

Marketing

Please provide a blurb below that Council can use to market your event on Council's *'See It Live'* website and other printed marketing items (*minimum of 50 words)*:

Front of House (FOH) Details *(Please visit Council's See It Live website for FOH information)*

Tour/FOH Contact Information

Tour manager/FOH contact name:	
Contact number:	Email:

Programs and/or Merchandise Information *(Please note there is 10% commission on all merchandise sales)*

Merchandise contact name:	
Contact number:	Email:

Do you require a cash float?

☐ Yes

☐ No

Do you require an EFTPOS machine?

☐ Yes

☐ No

Do you require staff to sell Merchandise?

☐ Yes – please note Fees and Charges apply for Merchandise Staff

☐ No

Number of staff required:	Merchandise staff start time:	Merchandise staff finish time:

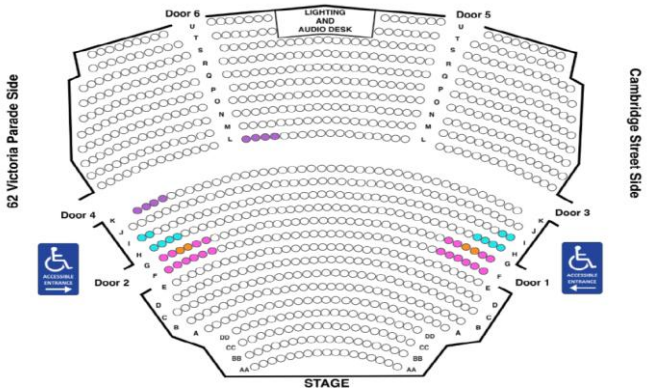
Please provide any other details relating to the Merchandise staff:

Seating Plan Information

Please choose one of the following seating plan options:

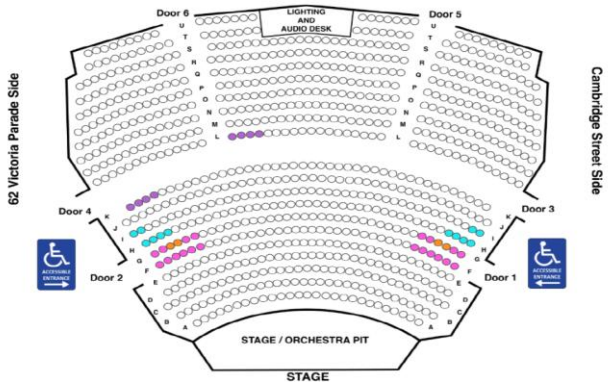
☐ **Full configuration:**

- 949 seats
- Front row AA
- No orchestra pit
- No forestage
- Selling Capacity is 905 seats with the below standard holds:
  - 24 x wheelchair and companion holds
  - 8 x house seats
  - 12 x sight issues behind wheelchairs



☐ **B configuration:**

- Please choose one of the below stage options for B Configuration:
  - ☐ Forestage Extended
  - ☐ Orchestra Pit
  - ☐ Carpeted with NO seats (stalls level)
- 874 seats
- Front Row A
- Selling Capacity is 830 seats with the below standard holds:
  - 24 x wheelchair and companion seats
  - 8 x house seats
  - 12 x sight issues behind wheelchairs



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

Other Seat Hold Information *(Please refer to the seating plans in the Seating Plan Information section above)*

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

Do you require seats to be held for a **VIDEOGRAPHER**?

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

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

Do you require seats to be held for an **ADJUDICATOR OR JUDGING PANEL**?

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

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

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	$4.10	$2.85
Ticket with a net Ticket value > $25 and < $50	$4.70	$3.20
Ticket with a net Ticket value > $50 and < $100	$5.75	$3.40
Ticket with a net Ticket value > $100	$8.15	$4.60
Zero Price Ticket Charges	$0.60	$0.30

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
☐ Admission *(one price for all)*			
☐ Adult			
☐ Concession*			
☐ Child – aged from: _____ to _____ years			

Please select all options that are applicable:	Net Price	Booking Fee	Selling/Advertised Price
☐ Family *(two adults and two children)*			
☐ Group – number of people:			
☐ Friend of the Theatre			
☐ Other:			

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

On Sale Date/s

Announce date:

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

General public date and time:

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:

☐ 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

Hospitality Rider *(The Pilbeam Theatre is a licensed venue and all hospitality requests must comply with venue licensing requirements)*

Please detail any hospitality requirements for artists, presenters or crew members below and we will provide a quote for approval.

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

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 after the conclusion of the event and includes electricity, consumables and other relevant charges

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
☐	☐	☐	Certificate of Cover for Public Liability Insurance to the minimum value of $20 million and noting Rockhampton Regional Council as an interested party
☐	☐	☐	Diagram of custom seating plans *(if applicable)*
☐	☐	☐	Debtor Credit Account Application Form *(if invoice required)*
☐	☐	☐	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:

Submit