

**Visiting Hire Requirements Form**

**Production / Event Details**

Company Name:	
Production / Event Name:	
Production / Events Dates:	
Get In Date & Time:	
Get Out Date & Time:	
Production Start Time:	
Production Running Time:	
Interval:	Y/N
Interval Length:	

**Company Contact Details**

**Main contact**

Name:	
Position:	
Telephone:	
Email:	

**Technical contact (production manager/technician etc)**

Name:	
Position:	
Telephone:	
Email:	

**Technical**

Please detail your technical requirements for the show.

**Show Operation**

Do you require an operator for your production? Yes / No

If yes which is most appropriate for your event:	Tick Appropriate
Tour with your own operator	
Require a venue technician to operate which will be cued by your staff	
Require a venue technician to operate*	

\*Our technicians will not operate for scripted productions without being cued, but can do general cues i.e. lights up & down at start and end

**Production Content**

Use of Weapons (including dummies and replicas that don't fire): Yes / No

Large amounts of water: Yes / No

Live animals: Yes / No

Children: Yes / No

\*Yes to any of the above will initiate contact from our Performing Arts Centre Manager

**Please note that 1532 Performing Arts Centre operates a no smoking policy both on stage and off.  
We cannot support naked flames of any kind.**

**Playing space**

What is the rough playing space your show requires? This allows us to work out the appropriate capacity to set for seating.	
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**Set Details**

Please provide details of toured set including information on fireproofing.

Please notify us if you expect the venue to provide any items or equipment.

**Box Office**

Do you require us to sell tickets for your event\*: Yes / No

\*We use Oscar (Savoy Systems) and take 10% of ticket sales for this service.

**Bar**

Would you like the bar open for your event\*: Yes / No

\*We staff and operate bar and retain revenue.

For health and safety purposes we must provide sufficient FOH staff / ushers unless otherwise agreed.

**Name:**

**Signed:**

**Date:**