

DANCENORTH

Dear Hirer,

Thank you for your interest in using our venue.

We appreciate your enquiry and look forward to providing you with a high quality, enjoyable experience.

As such, we ask that you complete the attached agreement and requirements in as much detail as possible. This will enable us to provide the best service we can.

Once the following forms are complete, return them to the address below with evidence of your public liability insurance, and we will provide a formal quote. This should not be seen as a full and final costing, but an estimate based on the information given. Once the quote is accepted, a letter of confirmation will be supplied.

If you have any queries regarding any of these details please feel free to contact us.

Venue Bookings:
Karin Palmer
info@dancenorth.com.au

Production Manager:
Van Locker
van@dancenorth.com.au

Production Assistant:
Louise Miller
louise@dancenorth.com.au

www.dancenorth.com.au

\\Fax: +61 7 4721 3014

\\Ph: +61 7 4772 2549

\\Postal Address:

PO BOX 1645
Townsville
QLD 4810

\\Physical Address:

188-210 Stanley St
(Corner Walker and Stanley Streets)
Townsville

Important Information for Hirers

Please read the following carefully.

The School of Arts Building and Studio primarily functions as a rehearsal and performance space for the Dancenorth Company. As such, additional costs may apply should significant changes be required to our standard operating setup.

Dancenorth has it's own public liability insurance, however this does not cover outside hirers. New legislation now requires all hirers to have their own public liability insurance to cover audience, performers and crew. A copy of your certificate of currency needs to be attached and sent with the completed Hirer Agreement.

The "Friends And Members of Extensions" Youth Dance Company (FAME) operates the bar as a fundraiser. The bar will operate for any occasion at no extra charge to the hirer. Prior arrangement is essential if bar facilities are required.

The studio has fixed tiered seating for 187 patrons (plus 4 wheelchair spaces), and a maximum capacity of 200 patrons.

For the safety of all, hirers must complete a short 15-minute safety induction prior to commencement of any activities. This induction should be carried out by all users of the venue (excluding general public).

It is the hirer's responsibility to source and provide any materials, equipment or services, and labour costs not included in the base hire.

Dancenorth requires a Venue Supervisor (VS) to be onsite at all times that the building is occupied by the hirer. The VS is there to ensure that all Dancenorth systems and equipment are functioning, and that our policies and procedures are observed in accordance with our workplace health and safety policy. The VS will also provide the safety briefing and an orientation.

Any equipment provided by the hirer should be discussed prior to booking confirmation to ensure compatibility with Dancenorth equipment.

Bookings **will not be confirmed** until this agreement is completed and returned to:

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\\Ph: +61 7 4772 2549

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Hirer Agreement

Please provide the following required information.

Production/ Event Name: _____

Organizer's Name: _____ PH: _____

Email: _____

Billing Name: _____ PH: _____
(If different from above)

Email: _____

Billing Address: _____

Booking dates: _____

Period of Hire: _____

Access required from _____ am | pm to _____ am | pm

Performance Times: _____

Total Length of performance/ event: _____

Is a lighting and/ or sound operator required? Yes | No

Will you be using sub-contractors for your event? Yes | No

Please provide details: _____

Will you require use of the following areas (Please circle):

Verandah Pergola Carpark Function/ Rehearsal Room

Will you require the use of the bar? Yes | No

Signed by: _____

Signature: _____ Date: _____

Technical Requirements

The following questions will help to establish what the technical requirements are for the hire. **Please be as detailed as possible**, all information is significant.

\\Will the event be open to the general public? Yes | No

If possible, please provide any indication of numbers attending.

\\Briefly describe the event.

\\Please provide a brief schedule. Include setup, performance and cleanup time required during the hire period, starting from when access is first required.

Note: A 15 min safety induction **must** be carried out with all users of the venue (not including general public) prior to any activities commencing. The purpose of this is to make the necessary people aware of our emergency plans and evacuation procedures.

\\How will the stage area be utilised? Provide details of any scenic elements or dressing you intend to supply. Do you require tables and chairs?

Dancenorth has a limited supply of tables and chairs that are available for use. If more are required the hirer will need to arrange supply and delivery.

\\What sort of lighting is required? If unable to discuss specifics, describe the look or feel desired.

Dancenorth provides a basic lighting rig, including a general wash and simple color wash. Some specials and specific color requirements may be added with prior arrangement.

\\What are the audio requirements? Do you require microphones? What playback is required?

Dancenorth provides a full range stereo PA system with subs. Playback is primarily CD and Minidisc. Other formats may be available if requested. A limited stock of vocal and instrument microphones with stands is available for use. All mics are wired.

\\How many performers will require dressing facilities?

\\If the verandah, pergola or carpark are required, please provide a brief explanation of the activities intended.

\\What signage or dressing is required for the foyer or the entrance?

Note: It is the hirer's responsibility to supply and setup any additions to the foyer.

\\Other Comments.