**Wyndham Cultural Centre**

Technical Requirements Form

Please complete this form and return it to the Wyndham Cultural Centre a minimum of 8 weeks prior to the commencement of hire. Please provide as much information as possible. If you have any questions, please contact the Technical Team at [venuetech@wyndham.vic.gov.au](mailto:venuetech@wyndham.vic.gov.au)

## Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation / Hirer** | Name | **Phone:** | Phone |
| **Production / Event Name** | Production Name | | |
| **Technical Contact** | Technical Contact name | | |
| **Email** | Best contact email/s | **Phone:** | Additional phone |

*Please consider the following when completing this form:*

**Occupational Health & Safety**All events, rehearsals and performances held in the venue must adhere to Wyndham Cultural Centre OH&S guidelines. Breaches of OH&S or unsafe working practices will not be tolerated in the Venue. The Venue staff have the right to instruct Hirers to cease and desist in any practices deemed unsafe.

Wyndham Cultural Centre staff require a break every 5 hours. Failure to provide adequate breaks will result in overtime penalties.

**Safety Induction**All cast, crew and support staff must participate in a safety induction conducted by the Wyndham Cultural Centre Technical Staff. Emergency Evacuation Procedures, OHS guidelines and theatre safety will be covered. This will be conducted at the commencement of your hire. Split safety inductions may occur if crew are arriving prior to cast and other personnel.

**Electrical Test/Tagging**As per AS/NZS 3760, all electrical equipment supplied by the hirer, or their contracted suppliers, tag, will be refused for use within the venue until the item has been tested and tagged.

Venue Access Dates and Times

Please advise your ideal access times to the venue for the duration of your hire. This information should cover bump in, rehearsals, technical sessions, and each of your event or performance times. For example;

*17/05/23* | *08:00am* | *12:00pm* | *Bump in  
17/05/23* | *12:00pm* | *1:00pm* | *Break   
17/05/23* | *1:00pm* | *6:00pm* | *Rehearsal  
17/05/23* | 7*:30pm* | *9:30pm* | *Performance 1*

If the details of your schedule are unknown, please include each date and times of venue hire. If there are not enough rows for your production, please include additional dates or information at the end of the form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Activity** |
| Click to enter a date. | Start | End | Choose an activity |
| Click to enter a date. | Start | End | Choose an activity |
| Click to enter a date. | Start | End | Choose an activity |
| Click to enter a date. | Start | End | Choose an activity |
| Click to enter a date. | Start | End | Choose an activity |
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| Click to enter a date. | Start | End | Choose an activity |
| Click to enter a date. | Start | End | Choose an activity |
| Click to enter a date. | Start | End | Choose an activity |
| Click to enter a date. | Start | End | Choose an activity |

## Technical Staff

Two theatre technicians are included in the hire of the venue. Additional technicians can be booked at the hourly rate as required. Please indicate how you would like the Wyndham Cultural Centre crew allocated. You may provide production staff to operate technical equipment however this requires prior approval by the Team Leader Technical Services. Any personnel provided by the hirer must be skilled and competent to operate the equipment in a professional manner. If the on-duty venue technician deems the operator not competent, they may be replaced by paid venue staff at the expense of the hirer. Only venue technicians may operate the theatre’s counterweight lines (fly lines).

|  |  |
| --- | --- |
| **Wyndham Cultural Centre – Tech 1** | Choose a role |
| **Wyndham Cultural Centre – Tech 2** | Choose a role |
| **Wyndham Cultural Centre – Tech 3** | Choose a role |
| **Additional Personnel** | Click to enter additional personnel, if required |
| **Additional Information** | Click to enter additional information |

## Your Cast & Crew

To ensure we meet the Building Code of Australia Regulations and provide safe conditions, please advise the number of cast, crew and/or other support staff you are bringing onsite. Please note the total backstage capacity is 150. All external cast, staff, crew and helpers are under the direct authority of the venue staff at all times.

|  |  |
| --- | --- |
| **Number of Cast** | Click to enter text. |
| **Number of your**  **Crew / Support Staff** | Click to enter text. |

## Audio

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you require any vocal microphones?**  (Wireless radio microphones incur extra fees) | Y/N | **How many vocal mics do you require?**  (Wireless radio microphones incur extra fees) | Number |
| **Do you require any additional microphones?** | Y/N | **Do you require any D.I boxes? If so, how many?** | Number |
| **Will you have instruments onstage?** | Y/N | **Do you require additional foldback wedges?**  (2 x sidefill provided as standard. Maximum 4 foldback wedges available) | Number |
| **Do you require playback of music or other effects?** | Y/N | **Please indicate the device for playback of music or other effects** | Device |
| **Please outline any additional audio information**  For example; what type of instruments | Click to enter additional information | | |

## AV

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you require the projector?** | Y/N | **What type of device will you connect with?** | Device |
| **Does your projection content require audio?** | Y/N | **Where would you like to project to?** | Device |
| **Are you providing a photographer / videographer?** | Y/N | **Does your videographer require an audio feed from the venue?** | Y/N |
| **Please outline any additional AV information** | Click to enter additional information | | |

## Lighting

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you require smoke / haze?**  (Additional charges apply) | Y/N | **Are you providing a lighting designer?** | Y/N |
| **Do you require lighting to be pre-plotted prior to your venue hire?**  (Pre-filled lighting sheet to be submitted at least one week before venue hire. Additional charges apply) | Y/N | **Do you require changes to our standard lighting rig?** | Y/N |
| **Do you intend to bring any additional lighting equipment?**  Please provide additional information | Click or enter additional lighting information | | |

## Hazardous Event Conditions

Wyndham Cultural Centre requires the hirer to submit a Notification of Hazardous Event Condition form if they are to undertake hazardous and high-risk activities. Hazardous or high-risk activities are anything that has the potential to cause injury, illness and/or possibly death. Wyndham Cultural Centre has a duty of care to all persons in the venue at any time.

Further documentation including Risk Assessments, Safe Work Method Statements (SWMS), Job Safety Analysis (JSA), Material Safety Data Sheets (MSDS), relevant licenses and qualifications associated with the activity may be required. Additional venue staff may be required to ensure the activities are conducted safely and will be provided at the expense of the hirer.

**Wyndham Cultural Centre reserves the right to refuse any hazardous or high-risk activities from taking place within the venue.**

|  |  |  |
| --- | --- | --- |
| **Do you intend to undertake any of the following activities?** | | |
| **Overhead rigging of sets, people, circus apparatus, cloths or other flown items?** | | Y/N |
| **Temporary staging, platforms, scaffolding or ground support set pieces?** | | Y/N |
| **Use of theatrical prop firearms including fake, toy, replica and/or deactivate or blank firing weaponry?** | | Y/N |
| **Naked flame including candles, incense and/or cigarettes** | | Y/N |
| **Theatre effects including pyrotechnics, specialised smoke and haze effects, confetti cannons and/or balloon drops** | | Y/N |
| **Laser, strobe or flashing lights** | | Y/N |
| **Water or other liquids, including bubble effects** | | Y/N |
| **Live animals** | | Y/N |
| **Other** | Additional information | |

## Additional Event Information

If there is any other additional information regarding your event, please provide further details below for our technical team

|  |  |
| --- | --- |
| **Additional Information** | Click to add additional information |

|  |  |
| --- | --- |
| **Name** | Name |
| **Signature** |  |
| **Date** | Click to enter a date. |