



# adelaide symphony orchestra

## TECHNICAL REQUIREMENTS

### Schedule C

1. **Hirer Name:**-----

Address:-----

Hirer Contact Name:-----

Hirer Phone/Mobile Number:-----

Name of Event:-----

Date/s of Event:-----

Type of Event: Concert Seminar Conference Cocktail Function Recording session

circle choice

Rehearsal Exhibition Dinner Function Other:-----

2. **Technical Contact Name:**-----

Phone/Mobile Number:----- Fax Number:-----

### 3. Access Times

	Date/s						
	Times	START	FINISH	START	FINISH	START	FINISH
<b>Bump-in Gear</b>							
<b>Access to Venue – Rehearsals/Recording</b>							
<b>Rehearsals/Recording session</b>							
<b>Pre-concert Talk</b>							
<b>Access to Venue – Performance/s</b>							
<b>Performance/s</b>							
<b>Interval/s</b>							
<b>Bump-out</b>							

Please ensure finish times are inserted.

### 4. Assembly Area

Assembly area required: YES/ NO

Please state required use:-----

Number of Artists please indicate:-----

### 5. Seating/Ticket Sales

Capacity for this event -----

Refer Schedule B

Tickets may be sold privately but if an agency is used it must be BASS.

Estimated public attendance ----- Allocated seating YES/NO General Admission YES/NO

Private sales contact number ----- BASS sales YES/NO



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## 6. Stage

Provision of a basic stage 800mm high is included in the hire fee. Other configurations, including stage extensions and chorals, will incur extra costs.

Staging units = 2m x 1m. 40 units are available.

Height required: 800mm [ ] 400mm [ ]

## 7. Other Staging Requirements

Conductor's Podium (1 available)	YES [ ]	NO [ ]	
Music stands (65 available)	YES [ ]	NO [ ]	number required_____
Orchestra chairs (50 available)	YES [ ]	NO [ ]	number required_____
Tables/Trestles	YES [ ]	NO [ ]	number required_____
Steps to auditorium (3)	YES [ ]	NO [ ]	number required_____

## 8. Do you wish to hang banners, logos, screens, scenery? YES [ ] NO [ ]

Give specific details (including numbers, dimensions and position to be hung) -----  
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PLEASE NOTE: There is a charge for the hanging of all banners, displays and signage (price on application).

## 9. Do you require our Piano/s?

Concert Grand - **\$660 per day** (including single tune) YES [ ] NO [ ]  
Please indicate desired position of piano on floor plan. *Relocation fee may apply. Refer Rate Card sections 3.7 & 3.8*

## 10. Lighting

Standard Concert Stage Lighting-----  
List any other special lighting requirements -----  
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----- *Additional charges will be incurred for special requirements*

## 11. Audio Requirements

Do you wish to use our sound equipment YES [ ] NO [ ]  
If YES, list number of microphones to be used \_\_\_\_\_



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List any other special audio requirements-----  
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----- Additional charges will be incurred for special requirements

**12. Do you wish to use any special effects?** YES [ ], refer to Schedule B  
NO [ ]

If YES, give details-----  
-----  
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**13. Will there be any filming, televising, audio or video recording of any portion of your event?**

Extra charges may be involved and seats may have to be removed. YES [ ] NO [ ]  
NOTE: The ASO does not warrant the fidelity or standard of any recording carried out in the building.  
Refer Clause 12 of the Hire Agreement.

**14. Technical Staff Requirements**

NB. Hire fee includes a technician for 8 hours at the standard rate (Refer to Hire Agreement).  
Other calls and penalty rates will be charged to the Hirer. (Refer to Hire Agreement).

Please detail any other technical requirements. eg. follow spot operator, stage manager-----  
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**15. Front of House Staff** (Refer to Hire Agreement)

Front of House staff will be engaged and charged to the Hirer in accordance with standard venue requirements.

**16. Running Sheet/Program**

Please attach your draft or final running sheet/program if available.

**17. Will you be hiring in equipment?** (eg. audio visual, instruments, floral displays, balloons, exhibition stands)

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Please give details including bump-in/out times: -----  
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## 18. Sketch Plan (not to Scale)

Please indicate position of equipment, eg. piano, tables, chairs etc.)



