

Technical Application Form



The information on this form will be used by the staff and provide resources for your function. Please complete it thoroughly and as accurately as possible and return it to the Functions Coordinator, no less than 10 working days prior to the event to enable the smooth running of the function.

Organisation: _____

Address: _____

Contact Name: _____ Telephone/fax number: _____

E-mail address: _____

Technical contact for function: _____

Deposit \$4,000.00: _____

Full amount \$ _____

We have received a copy of terms and conditions: [Sign Here](#)

Chefscene are the licensed food suppliers at "the dallas brooks centre" no other person or company can service or supply food without prior agreement from chefscene management. 03 9495 6444.

Rehearsal

If on separate day show details

Day	Date	Access Times		Rehearsal Times		Bump Out	
		Start	Finish	Start	Finish	Start	Finish
Eg. Wed	00/00/00	9:00am	3:00pm	10:00am	2:00pm	2:00pm	3:00pm

Technicians need time to set your stage; all relevant information must be returned to this office at least 10 working days prior to your event. Cost may apply for large equipment bump in and bump out.

Myles Production is our preferred supplier of Data Projectors and Screens, the contact details are as follows:

Clint on 03 9429 2058 Email: mylesproduction@bigpond.com.au

When Rehearsal Is On The Same Day



Technicians

A time frame of 4 Hours is allowed for Sound & Light Technicians, any Rehearsals outside the 4 hours will be charged as extras by the Technicians.

The Bump in of equipment will be on arrangement with the venue coordinators; cost may apply.

Equipment

Every effort will be made to have the equipment ready at the times and positions indicated on this information sheet.

Delays with set up will occur if the information you have supplied is incorrect, or your specific time table is unrealistic.

Direct contact with the Technicians is recommended and the contact numbers are attached to this form.

The client should be made aware of any extra costs that may occur, due to additional equipment or time frames that fall outside of this agreement.

Day	Date	Access Times		Rehearsal Times		Public Access Time	Performance Times		Interval Start Time	Bump Out	
		Start	Finish	Start	Finish	Start	Start	Finish	Start	Start	Finish
Eg. Sat	00/00/00	10:00am	11:30pm	10:30am	2:30pm	7:30pm	8:00pm	10:30pm	9:00am	10:30pm	11:30pm

- No Equipment will be set-up prior to the time listed as the entry time and all equipment must be packed away prior to the exit time listed or additional costs shall be incurred
- Access time is the earliest time you require the venue to be opened and the time you expect to exit the venue.
- The Hirer shall be responsible for the maintenance and preservation of good order in the venue and its environs throughout the whole duration of the hiring period.
- Public access time is the time the doors are open for the public to enter the venue and for all staff to be in place.

Ushers/crowd control

PLEASE NOTE: McCall Security is the contracted Security Company for the Dallas Brooks Centre. No other Security company are permitted to work events without authorisation.

Ushers	From	To	Quantity	\$/pp/hr/ (Min 4 hrs)
Security	From	To	Quantity	\$/pp/hr/ (Min 4 hrs)

The above rates are for Monday to Friday, Saturday rate is \$ _____ & Sunday rate is \$ _____

No items may be left on the premises past vacate time without prior Written consent from the Functions Coordinator.

This Form Must Be Returned 10 Working Days Prior To Event



Catering

For all your catering requirements please contact the caterers

Contact numbers Oscar 9495 6444 Email chefdbc@bigpond.net.au

CHEFSCENE IS THE CONTRACTED CATERER FOR THE DALLAS BROOKS CENTRE;
NO OTHER FOOD IS PERMITTED IN THE VENUE.

Kiosk Yes No

Additional Catering

Backstage Catering: Yes No (To be arranged in advance)

Additional Catering: Yes No (To be arranged in advance)

Ticket Details Disabled Access

The elevators do not go to the gallery level of auditorium.

FOR EASE OF ACCESS AND EMERGENCY EVACUATION, IT IS STRONGLY RECOMMENDED THAT PATRONS WITH PHYSICAL MOBILITY PROBLEMS BE DIRECTED TO THE STALLS LEVEL OF AUDITORIUM.

Clients Contact Number for bookings:

Cost of Tickets: Adults: \$ Concession: \$ Children: \$

Box Office
(client supplies own float & staff): Yes No

Tickets sold/available at door: Yes No

Stage

Standard Stage: Yes No

Stage extension – 6 foot Yes No Price on Application
Rows UVW are removed and placed
at sides

Stage extension – 12 foot Yes No Price on Application
Rows STUVW are removed and placed
at sides

Carpet on Stage: Yes No Price on Application

Baby Grand Piano: Includes tuning Yes No Price on Application

Concert Grand Piano: Includes tuning Yes No Price on Application

Organ: Yes No Price on Application

Conductor's Rostrum: Yes No

Lectern: (Venue has one Lectern) Yes No Price on Application

Centre Stage Steps: Yes No

Stage Blocks: Yes No Quantity: _____ (8 Available)

Foyer

Box office and Merchandising benches are already in place near access doors.
Cost will apply for any more than five tables per foyer (No tables on Gallery level).

Tables:	Stalls level	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity: _____
	Lounge	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity: _____
Chairs on Stage:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity: _____
Tables on Stage:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity: _____

Choir

Choir Risers:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Stage Wings:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	(Allows for full width of stage to be used)			
Choir Stalls:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Choir Stall Gates:		<input type="checkbox"/> In	<input type="checkbox"/> Out	
	(Allows access to Choir stall from choir risers)			
Chairs on Risers:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity: _____
Portable Audience Chairs:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	(Unavailable with stage extension)			

Other

Curtains:	<input type="checkbox"/> Open	<input type="checkbox"/> Closed
Visual Projection Screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Important

Pyrotechnics*:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Smoke Machine:	<input type="checkbox"/> yes	<input type="checkbox"/> no

* Authorisation must be obtained
(Client to arrange and to advise DBC Functions Coordinator of usage)
(Fire Warden mandatory \$50/hr min 4 hr call)

Stage Plan 1

Please supply plan of on stage equipment and performers



BACK OF STAGE

FRONT OF STAGE

Stage Plan 2

Additional set-up or change over of on - stage equipment.

BACK OF STAGE

FRONT OF STAGE

Additional requirements

Please remember that your information is required ten (10) working days prior to you event.

Completed application form, and \$4,000 deposit will confirm your booking.

Balance of cost due is required seven (7) working days prior to your event.

Management reserve the right to cancel any event that has not complied with the above conditions.

300 Albert Street East Melbourne VIC 3002

PO Box 553 East Melbourne VIC 8002

Phone 03 9411 0102 **Fax** 03 9416 1468

Toll Free 1800 068 416

Website www.dallasbrookscentre.com.au



Electronic signage

Yes No

The Dallas Brooks Centre has an external electronic data sign placed at the main access steps to the Auditorium, the sign is in a prominent position with high visibility from Victoria Parade.

This sign is used for our own promotional purposes; at a reasonable price you can promote your event.

Promotional Message Date		Promotion Message Time	Message
Start	Finish	Start	
14/10/2006	16/10/2006	8:00pm	Jimmy Jimbob live Friday 20th October 2006 Tickets 946465567

- The Dallas Brooks Centre will endeavour to display the promotional message on the day, date and time requested; if message cannot be displayed within that timeframe due to an Auditorium event the message will be displayed as close to the date requested.
- On your Event day the electronic sign will be used for directional purposes at no charge.
- If the Hirer decides to split the times purchased please indicate on the table above.
- The sign is a multiple message sign, other messages may be displayed at the same time.

Length	Price
24 hours	\$44.00
48 hours	\$84.00 Eg. Above
72 hours	\$124.00
96 hours	\$160.00
5 days	\$190.00
6 days	\$220.00
7 days	\$250.00

All prices inclusive of GST

Melbourne Sound Systems

Contact: Tony Maggio
 Telephone 03 9380 5000 Mobile 0427 133 199
 Email: melsound@aapt.net.au

PLEASE FAX A COPY OF YOUR SOUND NEEDS DIRECT TO: (03) 9384 1818



Microphones (not included in performance)

Cordless Microphone – Lapel (UHF) Yes No Quantity _____ Price on Application
 Hand held Cordless (UHF) Yes No Quantity _____ Price on Application

Standard microphones

Vocal (standard) Yes No Quantity _____ Conditions Apply
 Instrumental Yes No Quantity _____ Conditions Apply
 Lectern Yes No Quantity _____ Conditions Apply
 Table Yes No Quantity _____ Conditions Apply
 Shot gun Yes No Quantity _____ Conditions Apply
 Tape recording of function Yes No Quantity _____ Price on Application
 CD/ DVD player Yes No Quantity _____ Price on Application
 Client providing CD's/Tapes to be played to AV Yes No
 Sound from AV for film/video/slide projector Yes No Conditions Apply
 Stage fold-back monitors (2 or 4) Yes No Price on Application
 Extra fold-back monitors Yes No Price on Application
 Talk back to sound/lighting engineer Yes No (2) No charge
 Extra Yes No Price on Application
 Foyer paging system Yes No Conditions apply
 Artist call system Yes No

Additional requirements for sound technician on day:

Be advised that the production company or presenter must comply with the regulations that govern the sound levels at their Event. Failure to comply with this policy, in total or in part, breaches legislative conditions of the OH&S Act 1985, and constitutes a failure to comply with "duty of care" provisions.

Peter Harvey Lighting

Telephone 03 9654 7047 Mobile 0412 130 968 Email rjharvey@optusnet.com.au

PLEASE FAX YOUR LIGHTING NEEDS DIRECT TO: (03) 9654 7047



Power Available at the Dallas Brooks Centre:

64 AMPS @ STAGE 3 PHASE
64 AMPS ON STALLS AND LOUNGE LEVEL 3 PHASE

If more power is required, the Dallas Brooks Centre can arrange for a generator at Client's cost.

Included in Concert Performances:

12 x 2KW Fesnel stage floods
15 x 1KW profile spots (overhead) (specials)
2 x 1KW (Solo CID) Follow Spots available. Operators @ Client's cost. 3 hour minimum.
6 x 1KW profile spots FOH

All above units are independently dimmable through an SP20/2 Board + DMC 24/4 Aux. board.

1 x helicopter light
1 x 18' mirror ball
UV Lighting Available

Extras: (Additional charges apply)

50 x music stands –	(with dimmable lights)	Quantity: _____	Price on Application
	(Without lights)	Quantity: _____	Price on Application
Banner Hanging:	(From internal roof)		Price on Application
Small Banners – Up to 2 Banners	Conditions Apply		Price on Application
Large, Full Spread Back Drops:	Conditions Apply		Price on Application

Included in Conference/Seminar Events:

56 KW overhead only white – dimmable on seven rows and specials for lectern or speaker highlight

For additional requests for concerts/conferences/seminars, please consult Peter Harvey on the above numbers.

It is important that any request for follow spot lighting during rehearsal be arranged with Peter prior to actual rehearsal.

Additional requirements for lighting technician on day:

Notification of Hazardous Event Conditions



Policy

It is the policy of the Dallas Brooks Centre to ensure that every event within its venues is conducted in a safe manner.

To assist in achieving this outcome, the Dallas Brooks Centre requires each production company or presenter to complete a Notification of Hazardous Event Condition (attached). The Notification of Hazardous Event Conditions forms part of the hiring agreement.

Procedures

- The attached "Notification of Hazardous Event Conditions" is also available from the Venue office upon request.
- The notification is to be completed by the Production Company or Presenter, and submitted to the Function Coordinator, at least 14 days prior to bump in.
- If deemed necessary, a demonstration time and date to view any hazardous condition, can be made by contacting the Function Coordinator.
- A risk assessment based on Australian Standard AS4360 will be conducted whilst on site, and the outcome of this assessment may either approve or reject the hazardous conditions, or provide operational controls to ensure minimal risks and maximum safety strategies are employed.
- Should hazardous event conditions require the appointment of dedicated Safety Officer or operator to the event in question, the hirer/presenter will be notified and this position will be rostered accordingly by the Function Coordinator, and at the presenter's expense?
- Material Safety Data Sheets must be provided along with the notification where appropriate.
- Failure of the Production Company or presenter to comply with this policy, in total or part, breaches legislative conditions of the OH&S Act 1985, and constitutes a failure to comply with "duty of care" provisions.
- Examples of hazardous event conditions include, but are not limited to overhead rigging, including props and/or people, temporary staging and platforms, use of theatrical props, naked flame and theatrical effects including pyrotechnics and smoke, use of water and manual handling hazards.

Notification of Hazardous Event Conditions (cont)



Must be completed by the Production Company or Presenter

Company: _____

Production: _____

Venue: _____

Date/s: _____

Technical Contact: _____

Phone: _____

Briefly describe major set elements

Hazardous Condition

Materials Involved

Manual Handling

Hazard:

Estimated Weight:

Must include hazard associated with unloading, set-up and rigging of major elements

Rigging, Pyrotechnics, Explosives and Firearms Use Only

Accredited or Licenced person	Contact Details
License or Permit number	Expiry Date
(A copy of the license or permit must be made available to the manager, at or prior to the risk assesment meeting)	

Declaration

I confirm that the above details are a true and accurate reflection of hazardous performance conditions and that all effects will be conducted within OH&S guidelines.	Print Name
	Signature
	Position Date
Approved by: _____	
Technical Manager: _____	
Date: _____	

Client Brief for Dallas Brooks Centre



This is a guideline to assist you with your event in the Auditorium.

McCall Security are looking after your Event, they are here to assist in the areas of crowd control and safety issues. Their task is to make sure your event is trouble free; if any problems are encountered they are able to deal with them in a professional manner.

All McCall security hold first aid certificates, and are obliged to sign a register before being allowed to start a shift; please introduce yourself, and (if required) work out a contact code for emergency use.

Venue

- In an Emergency you may be asked to assist with evacuation of the building.
- Know where the Fire Exits are in your work area.
- Look and see Exit lighting and arrows pointing in which direction.
- Proximity of phones
- Know the address of the venue
- Fire fighting equipment's location
- Note anything that looks odd, and report it
- First aid Station location

Closest hospital casualty department is just across the road

[St Vincents Hospital](#)
[Victoria parade, Fitzroy](#)
[Telephone 03 9288 2211](#)

- Know your public access time
- Know your ticket and their seat location
- Know where toilets are located
- This is a non smoking venue
- You will need to know the area in which you will be working, familiarize yourself