



Benalla Performing Arts & Convention Centre

Theatrical Requirements Form

For theatrical or concert bookings only

Event Front of House Contact: _____ Mobile: _____

Please note: Please ask your Front of House contact to meet with BPACC staff for your event at least 1 hour before the performance.

Will there be:

	Yes	No	Details
An interval?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lockout Period for latecomers?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Complimentary Seats?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Programs? (Cost?)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Program Sellers Stand?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Merchandise or Handouts? (Cost?)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please note: A 20% selling fee applies on merchandise sold at BPACC, unless previously approved otherwise.

During the performance, are there any entries or exits through the auditorium ?

Yes No

Do you require seats taken out to reserve a technical position in the auditorium?
(21 seats, 7 seats x 3 rows)

Yes No

Auditorium Open – 20 minutes before the performance

BPACC requires that doors to the auditorium are opened at least 20 minutes before the start time of your event. Should you wish to hold the opening time of the house ensure you have communicated this to the Venue Technician. Before opening the doors, the Front of House Supervisor shall check with the Technician to ensure that there are no changes to this time.

SPECIAL REQUIREMENTS

Please note: BPACC does not have a Theatrical Flying system or trap doors.

Do you need:

	Yes	No	Details
Smoke alarms isolated*?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please note: BPACC has to notify VIC Fire of any isolated alarms three (3) weeks before the event by written application.

Smoke alarms isolated for: Herbal Cigarettes/Cigars/Pipes* Smoke Hazer's/Effects*

Please note: It is illegal under Victorian Law to use real (cancer causing) cigarettes/cigars/pipes inside this venue (including upon the stage- including e-cigarettes). Naked flame is not permitted within the BPACC venue.

UV Light or Lasers*?

Yes No

Please note: UV Light should only be used for fluorescent effects. Special precautions are required for Class 3A, 3B and Class 4 of Lasers.

Strobe Lighting*?

Yes No

Please note: Flicker rates of 4 flashes per second or less are recommended and all strobes should be synchronized when more than one is used, to reduce risk to flicker-sensitive Epileptics. BPACC will hire in strobe lights, at the cost of the hirer.

Scaffolding*? (Used in bump-in/out or Performance)

Yes No

Please note: All scaffolding must be erected and dismantled by someone certified as competent for that class of scaffolding only. Unauthorized changes to scaffold structures are illegal.

Construction/Painting*?

Yes No

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Firearms and Weapons*? _____

Please note: A certified and licensed production member must be responsible for the storage and lock-up of all firearms and weapons. The Production Company must comply with all State legislations and regulations. Live ammunition must never be used. All prop firearms should be modified and deactivated by a qualified gunsmith- with certified proof. All cast, crew, and venue staff must be made aware of the risks in relation to blank fire ammunition prior to the event. All swords, knives, and blades should be blunt and certified safe to use. All actors using firearms or weaponry must be trained by those certified and licensed to operate these items.

Hazardous Substances*? _____
Production utilising the Engagement of Children*? _____
Productions utilising Animals*? _____
Food and Beverages*? _____

Please note: Alcohol must not be consumed on stage, or by any personnel (including actors) in the working environment during working hours. Personnel will not be permitted to work if they arrive under the influence of alcohol or illegal drugs. All catering options must adhere to strict hygiene principles in relation to both food preparation and presentation and comply with relevant State Public Health and Food Acts (including food and beverages consumed by actors on stage). Particular care must be taken with the hygiene of props used for eating and/or drinking. All food and beverages consumed by actors on stage must be kept in food-safe air tight containers. All perishable food and beverages must be kept refrigerated between 1-5°C. Food consumed on stage by actors should not be reused and should be prepared fresh before each performance. All food and beverages should be disposed of correctly.

Content Warning for Audience Members? _____

Please note: Written warning should advise patrons of, including but not limited to, Smoke Effects, Lasers, UV Light, Strobe Effects, Adult Themes, Sexual Themes, Nudity, Violence, Course Language, and Simulated Drug-use.

* Separate Risk Assessment forms need to be provided for each item. Please complete and co-sign all Risk Assessments with the BPACC Technician on Duty. MSDS (Material Safety Data Sheet) may also need to be provided before using the item. Risk Assessments should be completed for all events if:

- Working in Darkness or Diminished Lighting Conditions (including backstage or technical personnel)
- Working at Heights
- Entering/Exiting the Venue Outside Daylight Hours
- Exposure to Excessive Sound Levels (including Orchestral and Other Musicians)
- Extremes in Temperature (including outside construction/painting and unloading vehicles at the dock door)

For more information on safety standards please refer to the *Safety Guidelines for the Entertainment Industry (2001)*, Developed by the Australian Entertainment Industry Association and the Media Entertainment and Arts Alliance, or speak to the BPACC Staff.

Insurance Cover

Please provide proof of your Public Liability Insurance i.e. a copy of your Certificate of Currency or equivalent documentation

Please initial here _____

OCCUPATIONAL HEALTH AND SAFETY

- a. A risk assessment will also need to be carried out once your scenery is in place in the venue. This will require the attendance of your stage manager/technical representative. The manager has the discretion to prohibit any event,
- b. To ensure that all participants are fully aware of safety procedures throughout the period of hire you are required to allot a ten (10) minute period within the contracted hire period to have all members of the production/event assembled to attend a Venue Procedures Briefing. This briefing will be conducted by the Technician on duty.
- c. All items provided by the Hirer must be suitable for use in the venue. Electrical items must have a current compliance tag attached.

Please fill in and sign the statement below:

Statement of Completion of Safety Induction Presentation

I have read and understood my responsibilities as a supervisor, and a visitor to BPACC in respect to the Victorian Occupational Health and Safety Legislation of 2004.

I accept that I have a responsibility for myself and a duty of care for those under my control in respect to the Victorian Occupational Health and Safety Act 2004, I have worked through and understand the BPACC Safety Induction Presentation provided.

I acknowledge that it is in my interests to ensure that all people working on this event whether voluntarily or paid must view or be taken through the BPACC Safety Induction Presentation before entering the venue.

I hereby declare that, to the best of my knowledge, all information above is true and correct and authorise the Rural City of Benalla to directly deposit funds into the bank account listed above.

Supervisor in Charge of Event

Name..... (Printed)

Signature..... Date.....