



# Application for Hire



HIRING INFORMATION	
NAME:	ROLE:
ORGANISATION OR GROUP NAME:	
ADDRESS:	
POSTCODE:	PHONE:
EMAIL:	MOBILE:
PURPOSE OF HIRING:	
ANTICIPATED NUMBER OF PERSONS ATTENDING:	
NOMINATED FIRST AID OFFICER NAME:	
FIRST AID OFFICER MOBILE:	First Aid Officer to bring First Aid Kit to theatre

LIGHTING REQUIREMENTS
Standard Rig
Extra Lighting (please specify)
Moving Lights    2            or    4
Strobe Lights
Blinders (2)
Follow Spots        1            or    2
Any additional lighting requirements please contact the Theatre Manager

SOUND REQUIREMENTS	
Standard Rig	Wired Mics - How many?
Extra Sound (please specify)	
Wireless Mics - How many?	
Shotgun Mics (X 4 downstage)	Hanging Mics (X 3 upstage)
Any additional sound requirements please contact the Theatre Manager	



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## OTHER REQUIREMENTS

Grand Piano

Gym Change rooms

Smoke Machine

Haze Machine

Data Projector

UV Light

Tickets

Name of Show:

Dates:

Starting time:

Any additional requirements please contact the Theatre Manager

## PERSONNEL REQUIREMENTS

Sound Operator

Lighting Operator

Stage Manager

Follow Spot Operators

Technicians - How many?

Ushers - How many?

Any additional personnel requirements please contact the Theatre Manager





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DATES AND TIMES REQUIRED - THIRD CHOICE		
REHEARSAL		
DATE	ACCESS TIME	DEPARTURE TIME
PERFORMANCE		
DATE	ACCESS TIME	DEPARTURE TIME
NOTE: Preferred dates may not be available during peak times of the year. Please check your Letter of Offer carefully as your dates may have changed.		

## DECLARATION

I ..... declare that I:

- Have read and understood the Mahon Theatre's Terms and Conditions of Hire
- Have read and understood the Mahon Theatre's Schedule of Fees
- Agree to undertake to observe such conditions and to pay Aquinas College all fees and charges arising from the hiring described above.

Signed: \_\_\_\_\_

Date:



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Mahon Theatre  
AQUINAS COLLEGE

## Waiver and Indemnity Form

NAME: \_\_\_\_\_

ORGANISATION \_\_\_\_\_

POSITION IN ORGANISATION \_\_\_\_\_

I, \_\_\_\_\_ have read and agree to the following conditions of hire relating to "Waiver and Indemnity". The hirer must have and maintain public liability insurance to the minimum amount of \$ 10,000,000 for any one event. **The hirer must provide a Certificate of Currency of the insurance to Aquinas College at least three months prior to hire date.**

### Waiver and Indemnity

Aquinas College is not liable to the Hirer for any loss suffered by the Hirer arising out of or in connection with or caused by the use of the School property. The Hirer releases Aquinas College from any claim arising out of or in connection with or caused by the hirer's use of Aquinas College.

The Hirer indemnifies Aquinas College from and against all claims, demands, actions, costs and expenses arising out of or in connection with or caused by the Hirer's use of Aquinas College. However, the extent of the Indemnity provided by the Hirer shall be reduced proportionately to the extent that any act or omission of Aquinas College contributed to the loss.

Signed \_\_\_\_\_

Date \_\_\_\_\_