

# VENUE QUESTIONNAIRE

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## Venue Questionnaire

Hirers must complete this form and return it to the Cairns Civic Theatre Administration no later than 12 weeks prior to the commencement of your bump-in. Completed forms can be returned to the Cairns Civic Theatre Administration via Fax 07 4050 7780 or PO Box 359 Cairns QLD 4879.

**PERFORMANCE NAME:**

Please give a brief synopsis of the performance. This is *essential* as this description will be given to the general public on request and will be displayed on relevant websites:  
 Cairns Civic Theatre [www.cct.com.au](http://www.cct.com.au) and ticketLiNK [www.ticketlink.com.au](http://www.ticketlink.com.au)


A picture can also be displayed. The preferred format for this image is jpg, resolution 300 dpi. Please email the image to [eventchick@cct.com.au](mailto:eventchick@cct.com.au)

**VENUE USAGE & TIMES**

Usage	Day	Date	From (am/pm)	To (am/pm)
Bump In/ Setup				
Rehearsal(s)				
Event/Performance(s)				
Bump out/ Vacate				



Venue Questionnaire

**PERFORMANCE DURATION**

Duration of Event	Time (Estimate)
1 <sup>st</sup> Half	
Interval (20 minutes)	
2 <sup>nd</sup> Half	
Approximate finish time	
Additional Information	

**LOCK OUT TIMES**

Do you require Lockout Times?

YES
  NO

If Yes, please give details and duration below:

Lockout Time	Duration
Act 1	
Act 2	
Other – please state.....	

**BOOKING INFORMATION**

Please give details of any promoter seats you require to be held:

Performance	Number of Seats
Opening Night	
Other – please state.....	
Other – please state.....	

**TICKET REFUNDS (Clauses 6.2, 7.2)**

Do you agree to ticket refunds on request, **prior** to a performance/ event?

YES
  NO

IN SOME CIRCUMSTANCES (please give details):



## Venue Questionnaire

### TICKET PRICING

Please See Part 7 regarding Booking Fees & EFT Charges(Clauses 6.1, 6.6, 3.9.2 & 6.7)

<b>DATE TO OPEN TICKET SALES:</b>	_____ (minimum 5 days notice required)
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**Please Note:**

- Tickets to all events at the Cairns Civic Theatre may only be sold through the ticketLiNK office at the Cairns Civic Theatre and ticketLiNK agents.
- Tickets will not be available for sale until the Venue Hire deposit has been paid to Cairns Civic Theatre.

**Ticket Commission Fees**

- Total of ticket selling price \* \$70.01 & over = \$4.80 commission
- Total of ticket selling price \* \$45.01 - \$70.00 = \$4.25commission
- Total of ticket selling price \* \$15.01 - \$45.00 = \$3.20 commission
- Total of ticket selling price \* \$0.01 - \$15.00 = \$2.15 commission

\* The **ticket selling price** is the total of the Hirers Ticket Price plus the Ticket commission inclusive.  
Eg: If the Hirers ticket price = \$20, the ticket selling price would be \$20 plus \$3.20 commission = \$23.20.

Ticket Type	Evening Ticket Selling Price  Hirers Price + Commission	Matinee Ticket Selling Price (if applicable) Hirers Price + Commission
Adults	\$	\$
Concession (Govt. Benefit Cards only)	\$	\$
Adult Agent Rate (recommend this is the same as concession rate – please see below for further detail)	\$	\$
Senior Card Holder	\$	\$
Youth (18-21 years)	\$	\$
Child (3-17 years)	\$	\$
Child Agent Rate (recommend a \$2-\$3 difference from Full Child rate – please see below for further detail)		
Group 10+ To assist with group sales would you like to offer a Group Discount PLUS one complimentary ticket for every group booking (min 10 tickets)?	\$	\$
	<input type="radio"/> YES	<input type="radio"/> NO
Cairns Library Members	\$	\$
Other – please state.....	\$	\$

**\*Please note:** The Cairns Civic Theatre has an initiative with Cairns Libraries to offer their 65,000 members a \$5 discount off the advertised adult ticket price. Please indicate above if you would like to participate in this initiative and offer Cairns Library members a \$5 discount on their tickets.



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**\*Agent Rate:** The Cairns Civic Theatre has an initiative with local Tourism Operators TTNQ and DCM who oversee 55 Tourists Desks situated in prime locations in the Cairns CBD. The Agent rate will be passed onto these tour operators, who will work in partnership with ticketLiNK as ticketing agents. A breakdown of revenue generated through this incentive will be included on your reconciliation. Furthermore if you participate, CCT will include a ½ page colour advertisement for your performance in our Tourist Link Entertainment guide for free. This will increase marketing exposure for your event to an additional 55 ticketing agents and potentially thousands of patrons. Please contact the theatre for more information regarding this incentive.

### **CRITIQUE**

Do you require a Critique of the Show? (Usually two tickets are supplied).

YES
  NO

### **MIXING SEATS**

Concert Productions involving large sound systems often require a Mixing Position in the Auditorium. In this situation it is necessary to remove 13 seats from sale. Do you require the removal of Mixing Seats?

YES
  NO

### **FOYER BAR**

Please select what type of bar is required.

ALCOHOLIC
  SOFT

### **BACKSTAGE RIDER**

Will the artist/s require a backstage rider?

YES
  NO

Please provide requirements:


*\*Charges apply.*

### **FUNCTIONS**

The Theatre lawns make an ideal venue for your private function, allowing you to make the most of the beautiful tropical surroundings. Marquees suitable for up to 80 guests are available for hire, complete with lighting and decoration. Alternatively there is the option of a private function in our Theatre Foyer with bar. Our Event Coordinator would be pleased to discuss any requirements you may have - details on fees and charges can be located in the Schedule of Fees and Charges.

Would you like our Event Coordinator to contact you and discuss your function requirements?

YES
  NO

Please advise contact details and any special requirements:




## Venue Questionnaire

### SHOW RATINGS

In order for us to better inform our patrons about the performance, could you please complete the following ratings classifications by ticking the relevant boxes? Please also indicate the reasons for the rating, eg. course language, violence etc.

- G For General Exhibition**  
 Suitable for people of all ages. Parents can feel confident knowing that children can watch the performance by themselves without being harmed or distressed. May have mild swear words and contain discreet verbal references to sex. Violence minimal and mild.
- PG Parental Guidance Recommended for Persons Under 15 Years**  
 It is up to parents to provide guidance. Includes scenes with:
  - mild course language
  - mild depictions of violence in a stylised, theatrical or historical way
  - discreet visual depictions or references to sex
  - some partial nudity
- M Recommended for Mature Audiences**  
 Contains scenes with:
  - course language
  - realistic violence of medium intensity shown
  - sexual activity, including intercourse implied or simulated
  - some partial nudity
- MA 15+ Restrictions Apply to Persons Under the Age of 15 Years**  
 May contain course language or depictions of sex or violence or any combination of elements like to disturb, harm or offend those under 15 years.
  - crude language
  - sexual intercourse or other sexual activity implied or simulated
  - realistic violence of medium intensity depicted
  - drug use depicted, but not in an advocatory manner
  - nudity
- R 18+ Restricted to Adults 18 Years and Over**  
 Unsuitable for children under the age of 18 years. Restricted to adults 18 years and over.
  - coarse language
  - highly realistic and explicit violence - relished or cruel
  - simulated sexual acts
  - nudity

### MEET AND GREET/Q&A SESSION

A Meet and Greet provides a once in a lifetime opportunity for patrons to actually meet the artist/s and can be restricted to a private backstage pass or public greeting in the Theatre Foyer after the performance. Alternatively we would be happy to coordinate a brief Q&A session (maximum 8 pax) which provides an excellent learning opportunity for aspiring artists to speak with the performer/s in a brief 15 minute session.

Would the artist/s be available for either a meet and greet or Q&A Session? If so, please outline your preference below as well as any special terms and conditions. Details would be finalised at the Production Meeting.




## Venue Questionnaire

### **COPYRIGHT**

Does your production include material subject to copyright? (eg scripts or musical scores). Recording of copyright material is prohibited without an authorised APRA license.

YES
  NO

### **CAMERAS AND/OR RECORDING EQUIPMENT AND OFFICIAL PHOTOGRAPHERS**

It is theatre policy to prohibit the use of cameras and/or recording equipment in the auditorium, do you have any objections to the Theatre staff making such an announcement prior to each performance?

YES
  NO

Do you have an official photographer? (Official Photographers must contact the Client Relations & Events Co-ordinator 2 days prior to the performance).

YES
  NO

### **MERCHANDISE/ PROGRAMME SALES (please see PART 9 - ALL MERCHANDISE SALES)**

Commission is payable to the Cairns Civic Theatre on all Programmes and/ or Merchandise sold. The Commission is 10% of the GST inclusive price.

Will you have Programmes for Sale?

YES
  NO

\*Do you require a Programme Seller?

YES
  NO

Will you have Merchandise for Sale?

YES
  NO

\*Do you require a Merchandise Seller?

YES
  NO

*\*Fees apply for Sellers (minimum 3 hours).*

Do you require the Theatre to provide a float?

YES
  NO

Please indicate below what type of merchandise you will have available for selling and the cost of each item.

Merchandise	Selling Price (\$) inclusive of commission	Merchandise	Selling Price (\$) inclusive of commission
1.		2.	
3.		4.	