



## TECHNICAL QUESTIONS FOR OUTSIDE HIRE

**Please describe your event in detail: (Is it a Drama, Musical, Dance, Concert....etc)**

**Which Theatre will your production be performing in – Opera, Drama, Loft, Grand Foyer?**

**What will your stage need to look like? All the Theatres are equipped with a black surround (black curtains). The Drama and Opera also have grey BP screens which may be used for lighting effects:**

**Will you be using a set? If so, what does it look like – please submit photographs, plans, or a sketch. Please note that The Playhouse does not supply scenery – if your show requires scenery or props, you must bring your own, or you may hire items from the Playhouse Props Department. This hire fee will be for your own cost. You will also need to arrange your own transport to deliver scenic items to the Theatre.**

**Do you have a Set Designer or Set Coordinator? Please note that a ground plan or stage layout must be submitted at the Production Meeting. Production Managers do not design or manufacture sets or props.**

**The Theatres have rostra which may be used as band/choir risers. Our show decks are 2m x 1m in size, and may be raised to heights of 20mm, 400mm, 600mm, 800mm and 1m. Please indicate in your stage plan or layout how many you require.**

**Will you require Playhouse crew and/or flymen for your set up. If so, how many people:**

**Will you require Playhouse crew and/or flymen for scene changes during the performance:**

**Will you require a Playhouse Stage Manager to run your show? Please note that if your show is technically complicated, we suggest that you bring your own Stage Manager or technical person who is familiar with the show:**

**Do you have your own staff working on your production? Stage manager, Sound, Lighting, Crew, etc? If it is a very involved show, it is advisable to bring your core staff who are familiar with the show as this will be less stressful for all concerned.**

**Do you have a script, score or running order of your show? Please send a copy to the Production Manager as soon as possible. If a DVD of your production is available, please may we have a copy?**

**What are your lighting requirements? Please note that the Opera, Drama, and Loft have saturation rigs (general lighting rigs) in place. A lighting plan must be submitted at the Production Meeting:**

**How much time will you need to plot the lighting for your show? Please take this time into account in your set up schedule.**

**Please send a running order/list of scenes or songs, along with an indication of the “mood” required for lighting purposes- eg. Red, blue, pink, happy, bright, dim, etc.**

**Do you need specials or isolated spots of light to be focussed in specific areas? If so, the Lighting department will need to be informed timeously. Please indicate these specials on your Lighting Plan.**

**Do you need follow spotters (extra cost to client)? How many?**

**Do you need haze machines or smoke machines? (Extra cost to client).**

**Do you need to use a Starcloth? – Available in Opera and Drama only. (Extra cost to client)**

**Will you be using AV? Please note that the Playhouse does not have AV equipment, all projectors, LED screens, or any other AV equipment, and also an AV operator, must be hired by the client. Please note that The Opera and Drama Theatres do have BP screens onto which AV may be projected.**

**Do you need to use a Playhouse piano? (Extra cost to client). Please note that the cost of tuning the piano (if necessary) is also for the client's account.**

**Will you be recording or filming your performance?**

**Do you require the use of CD players?**

**Do you have a band? If yes, please take note of and respond to a detailed Sound Requirements Questionnaire attached.**

**Are you using any open flames or Pyrotechnics? Please note that the pyro technician must produce a certificate to ensure his/her qualifications. A SAPS clearance certificate must also be supplied.**

**Do you need ballet mats? (Extra cost to client). Please note that the ballet tape will also be charged for.**

**Does your show have a PG Rating for Sex, Nudity, Language or Violence?**

**How many people are in your show? Dressing rooms will be allocated by Playhouse staff.**

**Please take note of the following points:**

- **All company members, artists and crew must sign in at Stage Door. Please supply us with a comprehensive list of all cast & crew names for Security purposes.**
- **Only artists/company members and crew are allowed back stage. STRICTLY NO FAMILY OR FRIENDS MAY HAVE ACCESS TO THE STAGE AREAS.**
- **Members of the audience MAY NOT cross onto the Stage area at any time before, during, or after a show. Any members of the public who wish to see cast members must meet them at Stage Door – entrance in Acutt Street. Understand that this rule is applied for safety reasons and will be strictly enforced.**
- **If scaffolding is to be used as part of your scenery on stage, it must be checked and certified by a structural engineer after set up has been completed.**

- **It is of VITAL importance that starting times, projected running times and end of performance times are STRICTLY adhered to**
- **Once a production meeting has been held, changes to what was agreed upon in the meeting will not be entertained.**
- **Please note that for Playhouse staff working on your production after 18h00 during the week and after 12h00 on Saturdays, overtime and S&T costs are charged. Double time costs are also applicable on Sundays and public holidays. Standard Outside Hirer contracts include the following staff: one production manager, one technical stage manager, one lighting technician, one sound technician. Any additional staff eg: stage manager, crew, follow-spot operators and fly-men, are charged for accordingly.**