 **SHOWCASING OUR COMMUNITY**  
312 Main Street, Palmerston North | PO Box 132, Palmerston North   
06 351 4409 | venuehire@globetheatre.co.nz

**VENUE HIRE ENQUIRY 2017**

|  |  |  |
| --- | --- | --- |
| **1. EVENT NAME** |  | |
| **2. EVENT DATE(S)** |  | |
| **3. Event Type** (Type YES/NO,  where relevant) | Live performance |  |
| Conference/meeting |  |
| Presentation |  |
| Exhibition |  |
| Display |  |
| Film screening |  |
| Other (specify) |  |
| **4. Admission** | Ticketed (Globe box office) (includes discount on venue hire charge) |  |
| Ticketed (own arrangement) |  |
| Non-ticketed (free to public) |  |
| Non-ticketed (invite-only/closed) |  |
| **5. Event participation** | Number of performers/presenters |  |
| Audience size |  |
| **6. Contact details** | Organisation/Company |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Position |  |
| Phone (Day/Evening) |  |
| Mobile |  |
| Email |  |
| **7. Venue needs**  Areas required for hire  (Type YES/NO,  where relevant) | Globe 1 (200 seats) |  |
| Globe 2 (100 seats) |  |
| Foyer |  |
| Café/Lounge |  |
| Rehearsal room |  |
| Other (specify) |  |
| **8. Hire period**  State date and time(s) (approx.) | Arrive/pack-in |  |
| Rehearsal/usage |  |
| Performance begins |  |
| Interval |  |
| Performance ends |  |
| Pack-out/exit by |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. Services required**  (Type YES/NO,  where relevant) | Personnel | | |
| Bar service available from one hour pre-show to one hour after show, including interval (FREE) |  | |
| Light/sound | | |
| Basic rig/sound system |  | |
| Technician required to operate during performance/event ($25/hr) |  | |
| Equipment | | |
| Microphone/s (3) |  | |
| Microphone stands (3) |  | |
| Table(s) |  | |
| Chairs |  | |
| Noticeboards |  | |
| Projector |  | |
| Piano (Steinway grand, available  in Globe 1 only) |  | |
| Piano (upright)) |  | |
| Lectern |  | |
| Other (specify) |  | |
| Please add any other information about your hire which is not covered above. | | | |
| **General Terms and Conditions**  A copy of our general Terms and Conditions are available on our website at [www.globetheatre.co.nz](http://www.globetheatre.co.nz). Please tick this box to indicate that you have read and agree to these Terms and Conditions | | | |
| Tick here | | |  |

**Thank you for your venue hire enquiry.**

Please return this form to the Globe Theatre, PO Box 132, Palmerston North or email to [venuehire@globetheatre.co.nz](mailto:venuehire@globetheatre.co.nz) and we will forward a quote.