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the globe theatre
PALMERSTON NORTH
SHOWCASING OUR COMMUNITY

CONTACT DETAILS

Organisation/Company: _____

Address: _____

_____ Postcode _____

Contact Name: _____

Position: _____

Phone (Day): _____ Phone (Evening) _____

Mobile: _____ Email: _____

Bank Account Details

(Please complete this if you will be using the Globe Theatre in-house ticketing service to avoid any unnecessary delay in receiving your ticket proceeds, less hire costs - see Terms and Conditions)

Account name _____

Account sort code _____

HIRE DETAILS

Areas of the Globe required for hire:

- (a) Entire Complex.. .. . Yes
- (b) Globe 1 (200 seats) Yes
- (c) Globe 2 (100 seats) Yes
- (d) Foyer Yes
- (e) Lounge Yes

Hire Period:

(a) Single Event (one-off hire for entire period):

Commencement date : ____/____/____ Time: _____ am/pm

End date: ____/____/____ Time: _____ am/pm

(b) Recurring Event (Set dates during a fixed period)

Commencement date: ____/____/____ End date: ____/____/____

Specific dates of hire during set period: _____

Service Schedule

Services Required	Circle One	Scope of Services
In House Ticketing	Yes/No	(See Terms and Conditions of Hire)
Set Up	Yes/No	Date Time
Pack Out	Yes/No	Date Time
Other (please specify)		

EVENT DETAILS

Event Type: (please circle all options appropriate to your event)

- (a) Ticketed/Non-ticketed Yes
 - (b) Public/Private.. .. . Yes
 - (c) Live Performance/Conference/Meeting.. .. . Yes
 - (d) Exhibition/Display/Film Screening.. .. . Yes
 - (e) Other (Specify) Yes
-

Start Time _____ Interval _____ Finish Time _____

In House Marketing

A paragraph on your event (for use in our online 'What's On' guide and other Globe-sponsored publicity) & appropriate images should be emailed as soon as possible to theglobe@inspire.net.nz

Additional Facilities and Services

Staff required: House Manager [] Usher [] Box Office Operation []

Other: _____

Bar Facilities: [] Licensed [] Non-licensed [] Not required

Please note: Bar hours – 1 hour pre show and half time for evening performances. After show bar requires an up-front \$100.00 deposit to be refunded if the bar takings are greater than the deposit.

Daytime arrangements and specific catering requirements by negotiation.

Other relevant general hire information:

TECHNICAL REQUIREMENTS

NB: Hireage of Globe 1 and Globe 2 includes general lighting and audio as per itemised list and stage plan. Hirers are welcome to provide a qualified Operator to manage their tech; if you would like the Globe Theatre to arrange an operator/technical support, please indicate this below. Any external operator/technical costs will be added to your final invoice upon the instructions of the Technician/contractor.

Lighting requirements: Technician required: []

Basic Rig [] or Specific Requirements (detail below)

Sound requirements: Technician required: []

Basic Rig [] or Specific Requirements (detail below)

Do you require the Globe to arrange personnel to conduct pre-show technical set-up, such as rigging lights or installing additional sound equipment? []

In-House Equipment – No Charge (please check any items you wish to use)

Audio

Microphone/s (3 total) [] of 3
Microphone Stands (3 total) [] of 3
Upright Piano []

Furniture

Tables/s []
Chairs []
Lectern []

In-House Equipment for Hire

Concert Grand Piano (\$100 per day) []
Digital Projector (\$40) []

The Globe may also be able to assist in arranging external hire of other technical equipment (ie. projector screen) or additional furniture as required. Any external costs for these items will be added to your final invoice.

Additional equipment required:

GLOBE THEATRE HIRE AGREEMENT

Venue Hire Fee: *(to be completed by Theatre Management)*

Hire Area		\$
Power		\$
Cleaning		\$
Concert Grand Piano		\$
Piano Tuning (if necessary)		\$
Projector		\$
Other		\$
		\$
	Subtotal	\$
	GST	\$
	Total Hire Fee	\$

Payment Terms:

- The full amount of the Venue Hire Fee payable fourteen (14) working days after the hire period UNLESS the Globe’s in-house ticketing system is used. In this case, rental and other fees will be deducted from ticket sales and the balance transferred to the Hirer by electronic bank transfer unless otherwise arranged.
- It is a condition of hire that a number of house seats (6 seats in Globe 1; 4 seats in Globe 2 for single performances; 10 seats total spread over a season) are retained for usage by Theatre Management for promotional purposes.

SIGNED for and on behalf of _____ **(the Hirer)**

by: (Name) _____

(Signature) _____

(Date) _____

By signing this Agreement the Hirer acknowledges that the Terms of Hire and the Conditions of Hire annexed are deemed to be binding on the Hirer.

The hire is not confirmed until this form has been completed and returned to the Theatre Management.