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

**VENUE HIRE ENQUIRY 2016**

|  |  |  |
| --- | --- | --- |
| **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 | |
| Globe house manager/building warden  (if hire is outside 10am-4pm period): $35/hr |  |
| Own house manager/building warden  with H&S responsibilities |  |
| Bar (run by MTI) pre-show and interval (FREE) |  |
| Bar (run by MTI) post-show ($100 deposit required) |  |
| Light/sound | |
| Basic rig |  |
| Technician required ($25/hr) |  |
| Own technician |  |
| Equipment | |
| Microphone/s (3) (FREE) |  |
| Microphone stands (3) (FREE) |  |
| Table(s)(FREE) |  |
| Chairs (FREE) |  |
| Noticeboards (FREE) |  |
| Projector/screen (Costs apply) |  |
| Piano (Steinway grand, available  in Globe 1 only) (costs apply) |  |
| Piano (upright) (FREE unless tuning required) |  |
| Lectern (FREE) |  |
| Other (specify) |  |
| **10. Past hires** | Is this the first time you are hiring space  at the Globe Theatre? |  |
| **11. Anything else?** | Please add any other information about your hire which is not covered above. |  |

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

Please email this form to [theglobe@inspire.net.nz](mailto:theglobe@inspire.net.nz) and we will arrange a quote and hire agreement, including terms & conditions. Your hire is **not confirmed** until you have accepted the quote and signed the hire agreement.