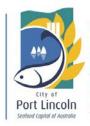
Nautilus Arts Centre

66 Tasman Terrace PO BOX 1787, Port Lincoln South Australia 5606 P: (08) 8621 2351 F: (08) 8621 2399 NAUTILUS E: nautilusartcentre@plcc.sa.gov.au ARTS CENTRE





City of Port Lincoln

Level One, Civic Centre, 60 Tasman Terrace PO BOX 1787, Port Lincoln South Australia 5606 P: (08) 8621 2300 F: (08) 8621 2399 E: plcc@plcc.sa.gov.au www.portlincoln.sa.gov.au

Template 16-6-T22

ADMINISTRATION REQUIREMENT FORM

THE FIR	ST SCHED	ULE										
PERFORM	ANCE DETA	AILS										
Performa Supportin												
Please ent	ter a start & f	inish time	in each	box i.e.								
Date Bump in set Rehe			earsal	Rehe	earsal	Performance		Performance		Performance		Out
ORGANIS	ATION CON	TACT DET	TAILS									
The Hirer Performan Contact N Postal Add	nce Name lame											
Income pa	ayment metl	hod	☐ Cheque ☐ Bank Deposit									
Bank Details (for direct deposit income payments)			Bank Name: Account Name: BSB: Account Number:									
Remittance advice method A/H Telephone No. Mobile No.			Email Post									
Facsimile No. E-Mail Address												
Your Website Address ACN ABN												
Registered for GST			Ye	s N	lo							

Technical Contact Name														
Postal Address														
B/H Telephone No														
A/H Telephone No.														
Mobile No.														
Facsimile No.														
E-Mail Address														
THE SECOND SCHEDULE	<u> </u>													
BOX OFFICE	Evening/s		Mar	nina N	\ 1 a + i	in a a /			Λ.	-+			+in a	0/0
Performance Start Time	Evening/s		IVIOI	ning N	viati	nee/	5		Ai	terr	noor	1 IVIc	ıtıme	e/s
Interval Start Time														
Performance Finish Time														
Door the nextermance have	an interval	□ Vo.		No			ntor	val.	must	ne		- L	200	than
Does the performance have	an interval	Ye:	· [NO			20mi		must	· IIC	л Б	ie ie	233	tiiaii
Does the performance have	a lockout period	Ye	5	No		l	_eng	gth:						
Notes:														
The Auditorium doors are to ope In the interest of customer satis					rman	nce ho	מ מו	n int	erval	if th	ne di	ırati	on o	f the
show exceeds 1hour 30 minutes	jacion and comjete we		cna a	perjo.	man	ice iii	,		crrar	.,	ic at		o o _.	,
If school matinee performan	ces are being held are	e these t	ickets	on sa	ale t	to the	e ge	nera	аІ Г	$\overline{}$	⁄es			No
public?							- 6-			'	CS] 110
If yes please provide the deta	ils below													
TICKETS														
Ticket Header Information (1	letter, number or spac	ce per blo	ock)											
1 NAUTILUS THEATRE														
2 Port Lincoln 3							1			1				
4														
5														
Row 3 "Name of Pro	moter"													
Row 4 "Presents"														
Row 5 "Name of Sho)W"													

Date bookings open	
Person to be informed of progressive sales	
Email address to send through weekly reports	

HIRERS TICKETS

Person authorised to issue complimentaries Number of company tickets to be held Number of Promotional Giveaway Tickets to be held

Preferred location

Note: If competition tickets are given away please notify the box office of the winner names.

Estimated Audience	
For non-ticketed events such as conferences and	seminars, please indicate expected attendance to assist with
staff rostering.	

ADVERTISED PRICES

Ticket Type	Hirers Ticket	GST	*Total Ticket	Ticket Handling	Advertised
	Price	Charge	Price GST Inc.	Fee	Price
Early Bird Price					
End date:					
Adult					
Concession					
Child*					
Family (2adult + 2child)					
Group					
Please circle: 6+ 8+ 10+					
Other					
Other					

Please ensure Advertised Price column is completed this is the gross price advertised to public.

It is not compulsory to complete entire grid as it is provided for your calculation purposes.

^{*}Please stipulate cut off age for Child tickets ie U16

TICKET HANDLING FEE

Ref: City of Port Lincoln Fees and Charges Schedule

Ticket Price	Ticket Handling Fee GST Inc.
Complimentary	\$2.00
\$5.00 or less	\$2.00
\$5.01 to \$15.00	\$3.00
\$15.01 to \$25.00	\$5.00
\$25.01 to \$50.00	\$5.50
Over \$50.00	\$6.00
Eftpos Handling fee	3%

The ticket handling fee for <u>ALL</u> tickets is aligned to the highest ticket price and is calculated on the *Total Ticket Price GST Inclusive.

EXAMPLES FOR COMPLETING ADVERTISED PRICES GRID

Based on Hirers Ticket Price	\rightarrow
Hirers Ticket Price	\$22.00
Add 10% GST	\$ 2.20
Total Ticket Price GST Inclusive	\$24.20
Add Ticket Handling Charge	\$ 4.50
Total Advertised Price	\$28.70

← Based on Total Advertised P	rice
Total Advertised Price	\$69.90
Less Ticket Handling Fee	\$ 5.50
# Total Ticket Price GST Inclusive	\$64.40
Less GST (divide by 11)	\$ 5.85
Hirers Ticket Price	\$58.55

[#] Check ticket handling fee is still correct once Total Ticket Price GST Inc. has been determined

SEATING CAPACITY REQUIRED

Capacity
Orchestra Pit installed

504 Seats
N/A

HOUSE SEATS

The Nautilus Art Centre reserves the right to withdraw a maximum of 8 seats from sale for any performance. Therefore, if used the above capacities will be reduced by 8. These seats will be put back on sale if not required.

VIDEO SEATS

Do you wish to video the performance? If yes, indicate which performance/s

Yes No	

Please note: Should you intend to record the production either by capturing video image and/or audio using electronic devices, and re-sell, re-produce or broadcast to the public afterwards then you need to hold and comply with the APRA and PPCA licensing act.

TECHNICAL CREW OPERATION SEATS (OP-SPOT)

Do you wish to place a Sound or Lighting desk in the auditorium?

Yes No		

If so, up to 8 seats will be removed from sale.

Please note that the Venue will not be responsible for the non-sale of video or mixer seats if YES is indicated and is subsequently not required by the Hirer.

FOYER DISPLAYS	
Do you wish to use Pin-up boards for Foyer Displays *	
Board positioning must be approved by Management.Existing displays must not be moved	Yes No – Number
PUBLICITY/ADVERTISING Do you PERMIT the Theatre to place advertising on your	Yes No
behalf?	
Please Note: Payment for advertising may be required before placement can commence	
Advertising start date	
Is your attraction suitable for children 12 years and under?	Yes No
Please supply a brief description of your event below	
Please supply a descriptive copy of your event & images for News letter and website, at no extra cost.	general information and inclusion in the Venue's
A Theatre Advertising Information Sheet is included in your marketing and to give you an overview of the advertising servi	•
PROGRAMS	
Will you have programs for sale?	Yes No
Do you require the theatre to sell Programs on your behalf?	Yes No
Do you require the Theatre to provide a float?	Yes No
Program price	\$
Programs arrival date at theatre	
MERCHANDISE	
Will you have Merchandise for sale	Yes No
Do you require the theatre to sell Merchandise on your behalf	Yes No
Do you require the Theatre to provide a float	Yes No
If yes please provide details below:	
CD's DVD's	
Clothing	
Other: (Specify)	
Merchandise arrival date at theatre	

City of Port Lincoln – Commercial Hire Agreement for Nautilus Theatre

A 10% Commission fee + GST is charged on the sales income of all programs and merchandise. Program / Merchandise sellers are NOT included in Basic Rental.

Do you require set up for Merchandise/Program sales	Yes	☐ No		
If yes are trestles required	Yes	☐ No	Number:	
If yes are chairs required	Yes	☐ No	Number:	
Will you be erecting display booths in the foyer	Yes	☐ No	Number:	
VIP'S Attending				
Will you be holding a function after the show	Yes	☐ No		
Will you be holding a pre show function	Yes	☐ No		
Please detail any VIP requirements below:				
Sponsorship		T		
Is your event being sponsored	☐ Yes	☐ No		
Name of sponsor				
Patron Services				
Does the performance have smoke/fog	Yes	No		
Does the performance have strobe lighting	Yes	☐ No		
Is videoing or photos allowed during performance	☐ Yes	☐ No		
If yes provide details (e.g. no flash photography)			_	