



AUCKLAND GIRLS' GRAMMAR SCHOOL

DOROTHY WINSTONE CENTRE
P.O. Box 68-053, Newton, AUCKLAND 1032.
Phone: 307-4182 Fax: 309-9152 Mobile: 0274 772-357
DWC Manager: Alicia Hall Email: dwc@aggs.school.nz

APPLICATION FOR HIREAGE

NAME OF COMPANY/ORGANISATION: _____

FULL ADDRESS: _____

POSTAL ADDRESS: (if different from above) _____

CONTACT PERSON: _____

BUSINESS PHONE: _____ HOME & CELL HONE: _____

E-MAIL ADDRESS: _____

PROGRAMME TITLE: _____

TYPE OF PROGRAMME: _____

HALL HIRE - The following section MUST be completed in order to correctly staff & cost your booking:

DAY AND DATE	PURPOSE	FROM	TO
	Access & Set-up time/s		
	Rehearsal time/s		
	Performance Start & Finish		
	Function (Pre or Post event)		
	Pack-out Start & Finish		
	Other requirements		

SEATING CAPACITY REQUIRED (✓) 353 (*Half Hire*) 790 (*Full Hire*)
Mon-Thu only *Fri, Sat & Sun*

USE OF FOYER KITCHENETTE (✓) YES NO

TICKET PRICES: \$ _____ Sold through: _____

A **DEPOSIT** is necessary to secure this booking. Upon receipt of your deposit & completed application form, invoicing and confirmation of booked hours of hire, equipment & services will be processed. A **HIRE AGREEMENT** will also be sent for your signature. Any additional expenditure incurred during your hire of the venue (e.g. extra time, cleaning, damage) will be sent to you as a final invoice. **Twelve weeks' notice of cancellation/rebooking is required or your deposit will not be refunded.**

STAFFING REQUIREMENTS:

Fire safety officer	- Supplied by DWC
Technicians	- Contracted by hirer as necessary
Security & Parking	- Supplied by hirer (3 per ½ hire & 5 per full hire)
Ushers	- Supplied by hirer (3 per ½ hire & 5 per full hire)

TECHNICAL HIRE - The following section MUST be completed by marking the appropriate box (✓):

Full lighting rig needed	—	LIGHTING TECHNICIAN NEEDED Contact Rhedgirl Productions, Mb. 021.707 433, Email. rhedgirl@gmail.com	Basic lighting rig needed	—	Only one preset of general lighting of stage
Full Sound system needed For live music/singing	—	SOUND TECHNICIAN NEEDED Contact Mike Hughes, wk 09.550-7875, mb 021.441-194 Email mike@intec.co.nz or Francis Nolier, wk. 09.845 7809, mb. 021.779 416 Email. francis@oceania-audio.co.nz	Basic PA system needed	—	Only use of school PA system suitable for i.e. MC/playback.
AV system needed	—	AUDIO VISUAL NEEDED Contact Alicia Hall, Theatre Manager, Mb 0274.772-357 Email. dwc@aggs.school.nz	For Basic lighting sound & AV - please provide someone who will be able to run the lights, sound & AV during your event. We will do the set-up, and give a run-through during the first two hours of your access only.		

Costs for full use of lighting rig and sound mixer system are added to the hire charges **but not the technicians**. If you require full lighting or sound hire, **contact the technician directly** to book then & negotiate a fee. **Please notify the Theatre Manager of equipment requirements**, for correct invoicing and advice on best solutions for your event.