Kaleide Theatre booking - technical details

This form helps us to staff and set up your booking - please return this form to room bookings at least one week prior to your event.

**Type of Event**
(Tick boxes as required)

- Lecture/Seminar
- Film/Video Screening
- Meeting
- Performance
- Other (please specify___________________________)

RMIT Kaleide Theatre strictly observes Australian classification and intellectual property laws regarding the public presentation of audiovisual material. If you are unsure about your rights and obligations, please contact the venue for further information.

**Contact Person**
(At the time of the event)

- Name__________________________________________
- Address__________________________________________________________________________
- Phone____________________________________ Email_________________________________
- RMIT Dept._______________________________________________________________________

**Foyer Setup**
(Tick boxes as required)

- Kiosk - for serving tea/coffee/food in the foyer - the kiosk has a 600 litre chiller and boiling water urn ONLY
- Tables in the foyer (no.______) - up to four (4) standard sized trestle tables can be supplied
- Display of publicity materials - a sandwich board and space in the poster cabinet can be supplied - sticky tape on any surface is not permitted.

**Stage Setup**
(Tick boxes as required)

- Lectern & Microphone
- Handheld Wireless Microphone
- Additional (wired) Microphones (no.______) - up to six additional wired microphones on stage can be supplied
- Tables on stage (no.______) - if the screen and lectern are in use, then there is only space for one standard table and four chairs on the stage.
- Chairs on stage (no.______) - up to six chairs are available for the stage.
- Additional sound equipment - please list your requirements separately - a full inventory of equipment is available from the venue.
  - Lighting - changes to the venue’s lighting require rigging by venue staff - please contact the venue if you have specific lighting requirements.
  - A plan & schedule of the venue’s lighting rig is available from the venue.

**Projection**
(Tick boxes as required)

- Computer/Powerpoint presentation - computer NOT supplied
- DVD Video
- VHS Video
- External Video Source (please specify__________)  □ Other __________________________
- 16mm Film (aspect ______), no of reels (______)  □ Other __________________________

ALL RMIT Kaleide Theatre bookings are staffed from the booked setup time - for additional information, or for resources not covered by this form, please contact the venue coordinator on (03) 9925 3713, or email union.theatre@rmit.edu.au