

**Theatre Booking Form**

 (Email completed form & any questions to bookings@tapac.org.nz)

**About TAPAC:**

TAPAC is a vibrant performing arts hub offering high-quality creative arts education and facilities to Auckland’s diverse creative communities. TAPAC is a registered charity and all profits go back into providing exciting, quality and affordable performing arts programmes for the community.

TAPAC is run by a small and dedicated team. We provide theatre hirers with technical and production support; box office and ticketing services; venue-specific marketing support and hospitality services.

The information you provide here is what TAPAC will base your cost-estimate on. Please provide full details, so that we understand your requirements and expectations.

|  |
| --- |
| **CONTACT DETAILS:**  |
| Production Company: (if any) |  |
| Primary Contact & Job Title:  |  |
| Address: |  |
| Phone Number: |  |
| Email Address: |  |
| Other Key Contacts for your group: (Please include Job Title)  |  |

|  |
| --- |
| **DATES & DURATION:** |
| How many days hire in total (including show days and pack-in/set-up): |  |
| Number of performances per day: |  |
| Access/set-up and exit/pack-out times for each requested date:  |  |
| First Preference of Dates:  |  |
| Second Preference of Dates:  |  |
| Third Preference of Dates:  |  |
| **EVENT DETAILS:**  |
| Name of Show:  |  |
| Type of Show: (e.g. circus, dance showcase, kids show, cabaret etc)  |  |
| Ideal seating capacity: |  |
| Approximate duration of Show: |  |
| Ticketing for Show: (Tickets, Koha, Free, Other) |  |
| Draft Run Sheet: estimated timeline of the event*Please delete examples not required* | Please include: * Access time
* Pack in time
* Technical check time
* Rehearsal/walk through
* Show time and length
* Pack out time
* Departure time
 |
| Describe any technical requirements: (Please tell us what you need from TAPAC, along with any external suppliers) *Please delete examples not required* | Please include: * AV (audio visual/screen)
* Lighting equipment
* Lighting design
* Audio/sound
* Staging specifics
* Circus rigging
* Performance specifics
* Operators required
 |

Please provide a brief synopsis/description of the event and your intended audience: