

## **Event Information Form**

Please complete and return to the Auditorium at least four weeks prior to your first rental date.

Phone: 250-721-8512 Email: fargproserv@uvic.ca

Please visit https://www.uvic.ca/farquhar/venue-rental/technical/index.php for a current listing of the Auditorium's equipment. There you will also find drawings of the seating, stage, lobby, backstage areas, and lighting plot. Please let us know as much about your event as you are able. The more we know about what you want, need and expect in advance the better able we will be to meet those expectations. Last minute requests may not be met.

We host 200+ bookings per year, please use us as a resource. We are here to help.

Organization:	
Event Title:	
Event Contact - the person who will be on	-site and in-charge of the event through the rental period(s):
Name:	Email: Phone:
Event Stage Manager - the person who wil	I be on-site and in-charge of the running/operation of the event:
Same As Above: or Name:	
Email:	Phone:
EVENT & REHEARSAL DETAILS:	
A Date of Event:	Venue Entry Time:
Start Time: Length of Ev	ent: Min. Intermission Y: Min: N:
B Date of Event:	Venue Entry Time:
Start Time: Length of Ev	ent: Min. Intermission Y: Min: N:
C Date of Event:	Venue Entry Time:
Start Time: Length of Ev	ent: Min. Intermission Y: Min: N:
1 Rehearsal Date:	Venue Entry Time:
Rehearsal From: to:	
2 Rehearsal Date:	Venue Entry Time:
Rehearsal From: to:	<del></del>
3 Rehearsal Date:	Venue Entry Time:
Rehearsal From: to:	<del></del>
4 Rehearsal Date:	Venue Entry Time:
Rehearsal From: to:	<del></del>
Rehearsals which will have invited gue	sts in attendance (1 - 4): # Of Guests:
Are Media Expected? (A-C or 1-4):	Y: At: N:
Latecomers' Call / Procedure:	
Recording Policy (Video, Audio, Photo)	for PATRONS:
Recording Policy (Video, Audio, Photo)	for MEDIA:
SCHEDULE Date(s) / Notes	Time From - To
Load-In/Stage Set-up:	-
Audio Set-up:	-
Sound Check/Levels:	
Lighting Hang/Focus:	-
Lighting Levels/Cues:	-
On-Stage Rehearsal:	
Lobby Set-Up:	
Other	

IGHTING					
Standard (regular washes per the A If "No" please elaborate:	Auditoi	rium's "Ho	use Hang)∶Y:	N:	
Specials (specific placement and for Areas are to be highling)		•	N:		
Other Lighting Notes:					
ROJECTION					
LCD Projection: Y: N:					
Image Source(s): Computer: Other:	Y:	N:	Your's:	Farq's:	
Audio from Projection Source?: Y:	!	N:			
Projection Notes:					
•					
UDIO					
Number of on-stage microphones:	\	/ocal:	Instrumen	t:	
Number of off-stage microphones:	\	/ocal:	Instrumen	t:	
What requires reinforcement?:	:		_		
-					
-					
Are Question & Answer Microphon	es Red	quired In T	he Audience C	hamber?: Y:	N:
Monitors: # of monitors:		•	onitor mixes: _		
Are speaker stacks required (in add	dition 1	to the hou	se system)?: `	<b>f</b> : N:	
Audio Playback From: CD's:	Y:	N:			
Computer:		N:	Your's:	Farq's:	
USB Stick:	<b>Y</b> :	N:			
Other:	Y:	N:	Source:		<u></u>
Steinway Concert Grand Piano:	Y:		or 1-4 (pg 1):_		N:
Piano tuning:	Y:	For A-C	or 1-4 (pg 1):		N:
Audio Notes:					
ECORDING / STREAMING					
Audio Recording of event "Archiva		N:	By Farq:	By Other:	
Audio Recording of event "Pro":	Y:	N:	By Farq:	By Other:	
Name of audio company co	_				
Video Recording and/or Streaming		cording: \		By Farq:	By Other:
		reaming: \		By Farq:	By Other:
Streaming Platform (if applicable).					
Name of record/stream compan	-	• •	· · <u> </u>	1 11 6:	/e !! · · ·
Please note that The Farquhar can					•
Also note that Streaming Pay-Per-	view is	possible	(again for disci	ussion - part of ti	cketing set-up)
Record / Stream Notes:					

STAGE							
Conductor's	Podium Y	: N:					
Chairs:	Y:	N: #	<b>#</b> :	The Fa	rq has 80 orches	stra chairs	
Music Stands	s: Y:	N: #	#: <u> </u>	The Fa	rq has 50 music	stands	
Stools:	Y:	N: #	#:	The Fa	rq has 6 stools		
Risers:	Y:	N: T	he Farq	has 12, 4'	x 8' risers with	interchangeable	e leg heights
Risers if "Y"	': #:	Risers at 8	3" high				
	#:	Risers at '	16" high				
	#:	Risers at 2	24" high	(24" riser	s require railings	s & a bit of addit	ional time)
Lecterns:	Y:	N: #	Lg:	# Sm	: The F	arq has 2 Lg an	d 1 Sm
Tables:	Y:	N: 3	0"x72" ;	#:	The Farq has 1	16 (shared with	lobby)
			4"x48"		-	5 (shared with lo	obby)
			8"x30" =		The Farq has 3	3	
What are you	bringing/	need for th	e stage?	' (décor, s	et pieces, etc):		
Stage Notes:							
SPECIAL EFFEC	CTS						
Are Special E	ffects be	used durin	g the bo	oking?: Y	': N:		
If "Y: Mirr	or Ball: Y	: Ope	n Flame:	<b>Y</b> :	Smok	e: Y:	
Haze	er: Y:	Pyro	otechnics	s: Y:	Confe	etti: Y:	
Stro	be: Y:	Unio	corns:	Y:	Ponie	s: Y:	
Othe	er: Y:	Des	cribe: _				
*** Please No	te: some s	special effe	ects requ	ire very s	pecific permits	and insurance o	overage***
OBBY / FOH / I	RECEPTIO	N Please no	te that for	some larger	set-ups a site visit ma	ay be required regard	ding fire regulations
Closed Circu	it Video Fe	eed to Lob	by TV: `	<b>/</b> : N	<b>:</b>		
<b>Event Slides</b>	to Lobby	TV:	`	r: N	l:		
Signage in th	e Lobby :		`	<b>/</b> : N	: Describ	oe:	
Merchandisir	ng:		`	<b>/</b> : N	: 15% of a	ny on-site sales	are billable
If books a	re to be in			_	ntact The Farq <u>ii</u>	<u>mmediately</u> .	
Tables:	Y:		0"x72" ;		The Farq has 16	•	• .
			4"x48"		The Farq has 6 (	•	ge)
Chairs:	Y:	N:	#:		Lobby has 20 st	acking chairs	
Easels:	Y:	N:	#:		Lobby has 4		
Display Walls		N:	#:		Lobby has 2 dis		
Pre-Show Ta		N:	Location	on:			Start Time:
"Lobby/FOH"	' Notes:						
Reception: \			s", & are	hoping to	host it on-site c	•	Immediately
If "Yes":					Start T	ime:	
		of Guests:					
	Bar:	Υ:	N:		, contact the Far	q Immediately	
	Catering:		N:	Caterin	g Company:		
	Invitation		N:				
	Set-up Da					Time:	_
		contractor:		N:	Name:		
	Décor Co	ntractor:	Y:	N:	Name:		
	Florist:		<b>Y</b> :	N:	Name:		