*Please complete & submit to* *reddoor@nmt.org.nz**, and we will contact you within 3 business days to arrange hire.*

Contact Information

|  |  |
| --- | --- |
| Company | Click or tap here to enter text. |
| Contact Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

Event Information

|  |  |
| --- | --- |
| Event Name | Click or tap here to enter text. |
| Type of Event | Choose an item. |
| Event Dates | Click or tap here to enter text. |
| Rooms Required | [ ]  Auditorium[ ]  Green Room[ ]  Sewing Room (second dressing room)[ ]  Foyer[ ]  Full Venue Hire |

Technical Needs

|  |  |
| --- | --- |
| A/V Requirements | [ ]  Lighting[ ]  Sound[ ]  Projection *(additional costs apply)* |
| Are you planning on using the House Lighting Rig? | [ ]  Yes[ ]  No *(please attach a lighting plan)* |
| Please list any technical equipment being packed in. | Click or tap here to enter text. |

Venue Staff Requirements

|  |  |
| --- | --- |
| Do you require a House Tech? | [ ]  Yes *($35 p/h)*[ ]  No *(one shall be provided for pack in & out, depending on needs)* |
| Do you require a Stage Manager? | [ ]  Yes *($35 p/h)*[ ]  No |
| Do you require a Front of House Manager? | [ ]  Yes *($35 p/h)*[ ]  No |

Site Plan

****