

*Encore Theatre*



www.encorecomplex.co.za

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Telephone: 083 327 7748

## Corporate and Performing Arts Venue

### Booking Request Form

Event name			
Event type			
Event START time			
Event END time			
Single date		Multiple dates	
Alternative single date		Alternative multiple dates	

Client Name (Personal/Company)	
Street Address	
Postal Address	

Contact Person 1 (Main Coordinator)	
Mobile phone	
Office phone	
E-mail	

Contact Person 2 (Technical)	
Mobile phone	
Office phone	
E-mail	

A complete description of each venue is available on [www.encorecomplex.co.za](http://www.encorecomplex.co.za) .

VENUE	GUEST TOTAL	NOTES
The Encore (Theatre/auditorium)		
Tamboti Room		
Magnolia Room		
Marula Hall		
Protea Room		
Kiepersol Room		
Strelitzia		

TECHNICAL REQUIREMENTS
<p>Please note the following:</p> <ul style="list-style-type: none"> <li>• Encore appointed technicians to operate all AV equipment in Auditorium/Theatre.</li> <li>• Depending on technical rider, a minimum of two hour setup time prior to the start time of the event is required, to ensure that all elements of presentation are working. The technicians will stipulate the call time for technical check according to the information given in the booking request form.</li> <li>• Equipment will not be supplied on the day of the event if it was not requested in writing in this booking request.</li> <li>• We do not supply musical instruments other than the piano/keyboard, or musicians, background music or laptops for multi-media presentations.</li> <li>• Technicians will be available by specific booking for wedding ceremonies only. Own arrangements has to be made for PA system, background music and announcements, if the reception is to be held at Encore.</li> <li>• Tampering with equipment is not permitted. Repair cost for damages due to tampering will be for your account.</li> </ul>

THE ENCORE THEATRE HAS THE FOLLOWING EQUIPMENT AVAILABLE:	
<p><b>Sound</b></p> <p>Presonus 16:4:2 mixing desk (16 channels, digital)</p> <p>6x Shure PGX4 radio microphones – 4 with SM58 heads, 2 with Beta58 heads</p> <p>1x Sennheiser EW100 radio microphone with 815 head</p> <p>1x Shure SM58 vocal microphone</p> <p>1x Shure Beta58 vocal microphone</p> <p>1x Shure 10A instrument microphone</p> <p>1x Sennheiser e815s vocal microphone</p> <p>5x DI boxes</p> <p>2x JB Systems MCD150 CD Players</p> <p>6x Monitors (6 circuits)</p>	<p><b>Lighting</b></p> <p>22x LED PARcans</p> <p>4x Scanners</p> <p>4x Theatre Spots</p> <p>1x Chauvet Colorstrip</p> <p>4x Effect lights</p> <p><b>Display</b></p> <p>Projector with screen permanently installed</p> <p>NOTE: VGA (Computer RGB) input only</p>

The Encore (Theatre/auditorium)			
Items below are included in flat rate:	QTY	*Not included in Flat rate:	QTY
Main Sound System	1	*Follow Spot & operator	
Monitoring		*Moving Yolk Lights	
Cable Microphones		*Smoke machines & fluid	
Radio Microphones (handheld)		* Comm Sets	
Radio Microphones (head set)		*Recording	
Stage Lighting		(Conferencing only)	
Piano/Keyboard		*Duplications	By arrangement
Drum screen (compulsory)		<b>NOTES:</b>	
D.I. Boxes			
CD Player			
DVD Player			
Data Projector			
Audio Signal from PC to DP			

Smaller Conference Venues	Protea/Strelitzia	Kiepersol	Tamboti	Magnolia	Marula
Data Projector			Not available in these venues		
White Screen					
Plasma Screen	Not available				

CATERING REQUIREMENTS (indicate type of catering & beverages and quantities required)		
ITEM	DESCRIPTION	QTY
Meals		
Mid-morning tea/coffee		
Mid-afternoon tea/coffee		
Other:		
•		
•		

QUOTATION	
DESCRIPTION	TOTAL ZAR
Venue hire (including sound and technician)	
Venue hire (including sound & lighting and technicians)	
Catering according to client specifications	
Breakage deposit	
50% Deposit (due on acceptance of quotation)	
Balance (due 14 days prior to event start date)	

**Standard venues hire tariffs:**

- The theatre/auditorium hire includes venue hire and technical services for a maximum of 8 hours, from start of setup. Thereafter, per hour rates apply for technical services.
- Standard venue hire excludes catering, catering equipment hire and additional technical requirements.

**Payment of Deposit & Balance:**

Payment of a 50% venue hire deposit secures the booking. The deposit is non-refundable in the event of cancellation. The balance is payable 14 days prior to the event start date. Where applicable, a breakage deposit [R500] will be charged together with the rest of the hiring costs. This will be refunded within one month after the function, less any breakages, loss, cleaning costs, damages caused by the client or any persons connected to the client.

<b>Bank:</b>	ABSA	<b>Account Name:</b>	Encore Complex
<b>Account Number:</b>	9233 054 366	<b>Branch code:</b>	33-55-45
<b>Branch Name:</b>	ABSA Hatfield	<b>Reference:</b>	Booking date & Event Name

**Proof of payment**

- When paying by electronic transfer, include an automatic e-mail notification to [mjmjonker@gmail.com](mailto:mjmjonker@gmail.com)
- When paying by direct deposit, fax/scan-mail the deposit slip to: +27 (0)12 430 2709 or [mjmjonker@gmail.com](mailto:mjmjonker@gmail.com)

**Final arrangements:**

To ensure the success of your event, all aspects of the event will be confirmed in writing. Changes not agreed upon in writing will not be accepted.

**Acceptance of Terms and Conditions**

THE SUPPLIER will prepare a formal quote upon receipt of this signed form.

I, \_\_\_\_\_, in my capacity

as \_\_\_\_\_, have read, do

understand, accept and agree to abide by the above Terms and Conditions, as well as the conditions and limitations as outlined in the Booking Request Form and the Venue Hire Policy.

I understand and agree that this agreement becomes binding upon payment of the 50% non-refundable deposit and breakage deposit (where applicable). Once the deposit payment has been received the venue booking will be considered confirmed.

\*Signed at Pretoria, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
 [Complete before printing this page for signature.]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_