**Quote Application**

*Once completed please attach to an email and send to: ebiradio@5ebi.com.au*

**Auditorium Hire ($100 per day Package)**

**Capacity:**

The Auditorium can seat up to 60 people comfortably and without hazard. If you expect much larger numbers, we would recommend a larger venue.

The Auditorium has air-conditioning (heating or cooling).

*Please specify how many attendees your event expects, including any organisers or performers:*

Up to 20 \_\_\_\_\_\_

Up to 40 \_\_\_\_\_\_

Up to 70 \_\_\_\_\_\_

**Lighting and Electrics:**

Fluorescent security lights can be switched off and softer, amber-coloured spotlights can be switched on.

There is no 3-phase power. All available power outlets are at the stage-end of the room.

**Tables and Seating:**

The Auditorium features 8 rectangular tables that comfortably seat 8 persons around them. There are excess seats. The tables can be cleared and stacked at the back of the Auditorium if you require theatre-style seating only.

*Please specify how many tables you’d like put out:* \_\_\_\_\_\_

**Table Dressing:**

Tablecloths can be supplied by the client, or the station’s can be used. Disposable cutlery, plates and cups must also be supplied by the client.

*Please specify if you need tablecloths supplied by the station:* \_\_\_\_\_\_

**Kitchen:**

The station’s kitchen area is available for preparing and heating up food (microwave, pie warmer, gas stove). The kitchen must be kept clean and tidy, left as found.

**Stage:**

The Stage is 5 metres wide and 3 metres deep; and about a foot high, with one tread at the side.

A podium is available for speech notes or a laptop.

**Audio-Visual Hire Package ($100 per day Package)**

**Public Address Audio System:**

A PA and/or AV system can be set up in the Auditorium if required. Details of PA and AV requirements must be supplied by the client prior to the day, at the time of negotiating price. The more detail, the better.

5EBI can supply personnel to operate the PA, or just to advise on its installation - there will be EXTRA cost to be negotiated for this. (Ordinarily $25 per hour.)

More extensive audio-visual requirements than described below must be provided by the client, with detail supplied to the station well before the day of the event.

Sound and vision-checking must occur before the event, preferably prior to the day of the event, during business hours if possible.

Depending on the scale of the event, musical instruments, playback media, laptops, PowerPoint presentations, Zoom invitations, publicity banners, performance routines, etc, should be supplied, installed, tested or rehearsed prior to the event. Contact the station beforehand to confirm arrangements.

**Speakers:**

2 Mackie 1kWatt powered speakers with stands which can be placed on or off stage, providing adequate sound coverage for the room size at full person capacity. (For gatherings under 30, one speaker may be sufficient.) A third Mackie speaker can be used for onstage artist foldback monitoring if required.

*Please specify how many speakers you’d like set up, and where in the Auditorium:*

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**Mixing Desk:**

The speakers are driven by an analogue Allen & Heath mixing desk which is mounted on a rolling road case for op placement. The desk features 6 microphone inputs, and 3 stereo line-level inputs. The desk features 2 Main outputs and 3 Auxiliary outputs, with on-board Reverb and Equalization effects but no compression or gating.

There is a separate graphic equalizer unit for eliminating feedback.

Output from the mixing desk can be recorded if required, by way of connecting a hand-held recorder.

*Please specify if you’d like the audio of your event recorded:* \_\_\_\_\_\_

**Microphone Stock:**

We have 2 dynamic microphones (SM58), 1 condenser microphone and 2 stereo DI boxes (for electric or electronic instruments to be amplified through the PA). We have 2 tall mic stands, and 3 table mic stands. We have sufficient audio and power cabling for the system. We also have a battery-operated, wireless hand-held microphone and receiver unit for speaker or performers who wish to move around the venue while remaining amplified.

*Please specify which microphones you’d like set up, and for which purposes:*

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**Video System:**

A small Epson projector can be set up at the edge of the stage for projections onto the wall or onto the available whiteboard. The projector takes HDMI, co-axial RCA Video and VGA multi-pin input.

The projector does not feature audio output; so any audio from a video presentation must be sent to the PA separately to the HDMI line. We have a long HDMI cable to connect with laptops on or offstage.

Laptops must be brought by the client. If a proper projection screen is required, it must be supplied by the client.

*Please specify whether you’d like to use the projector, and whether you intend to provide a projection screen - please also specify whether your vision media features audio:*

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