

# DURBANVILLE HIGH SCHOOL AUDITORIUM

## INFORMATION NEEDED TO PREPARE A QUOTE

CLIENT: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SEND COMPLETED FORM BACK  
TO JAN BURGER  
AT DURBANVILLE HS**

**FAX: 086 501 7190**  
**E-MAIL: [jan@zsd.co.za](mailto:jan@zsd.co.za)**  
**CELL: 082 881 1503**

**Please contact me should you  
need more info or assistance.**

WHAT DO WE NEED TO KNOW?															
<b>Dates</b> (Please include time for preparations, set-up and striking)	At what time do we open up for you?	At what time will you leave?	Sound System	Number of microphones	Sound Engineer	Lighting	Lighting engineer	Data Projectors	"Ramp"	Modular stage	Piano	Numbered seats	Class rooms	Vehicle security guards	Cafeteria / tuck shop
1															
2															
3															
4															

Fax: \_\_\_\_\_

TYPE OF FUNCTION / ARTIST: \_\_\_\_\_

5																	
6																	
7																	
8																	
9																	
10																	

**Please specify your need for the following services**

**SOUND: (In case of live performances, please indicate if you use back tracks or live instruments - then specify them)**

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**LIGHTING:**

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**VEHICLE SECURITY OUTSIDE**

- ◆ How many additional guards do you need?
  - ◆ For how many days?
  - ◆ r how many hours (specify times) each day?    Day 1:                      Day 2:
- Day3

## GENERAL INFO AND TARIFFS

### 1. AUDITORIUM

We quote the rental as soon as we have all your info. Rental includes the following:

- ◆ Auditorium with 2 dressing rooms and large room under the stage (also serves as two dressing rooms)
- ◆ Foyer
- ◆ Public toilets
- ◆ 7 long tables for foyer + 7 black table cloths (R 15 per table cloth per day)
- ◆ 1 podium

### 2. SOUND AND LIGHTING

- ◆ We quote according to your needs. Please indicate on the form above .
- ◆ SHOULD YOU MAKE USE OF OUR INHOUSE SOUND AND LIGHTING SYSTEM, THE HOURLY TARIFF OF THE AUDITORIUM IS CHEAPER.
- ◆ WE CAN PROVIDE SOUND AND LIGHTING OF HIGH PROFESSIONAL STANDARD FOR ANY KIND OF FUNCTION / EVENT.

### 3. DATA PROJECTOR

- ◆ R 350 per day or any part of a day

### 4. RAMP

- ◆ R 500 = erecting / striking cost
- ◆ R 750 = per day

### 5. MODULAR STAGE

- ◆ R 5 = PER UNIT PER DAY (Each frame, deck or step is a separate unit)
- ◆ R600 per day = for the whole modular stage
  - o You inform me what your needs are
  - o It is a modular stage with which you can create additional stage levels or raisers. Very strong - manufactured for stage productions. Frames fit onto each other to create virtually any variation of levels
  - o Wood decks: (42) is 75cm x 75cm.
  - o Frames: 36 x 50cm high
  - o Frames: 36 x 30cm high
  - o Black slip-on covers for each frame

### 6. BABY GRAND PIANO

- ◆ R 350 per day or any part of a day
- ◆ R 500 extra if it needs to be tuned for the event

### 7. COMPULSORY ADDITIONAL ITEMS

- ◆ R 50 Unlocking / locking up (per day)
- ◆ R 350 Cleaning services per concert / day
- ◆ R 120 Manager on standby (per day)
- ◆ R 200 Number seats if you sell reserved seats

- ◆ R 1000 Deposit - refundable within 2 working days after the event if everything was found in order..

8. **OPTIONAL ITEMS**

- ◆ R 90 per HOUR = per additional security guard for vehicles

9. **CAFETERIA (CONTACT NUMBER: MRS LOMBARD: 072 366 8828)**

- ◆ Should you need cafeteria services, **you are obliged to make use of Mrs Lombard.**
- ◆ **The cafeteria service is at no cost for you. Please make all arrangements with her re the kind of service you need, length of interval, etc yourself.**
- ◆ Should you need additional catering, it is for your account and you arrange that with Mrs Lombard yourself. If you need more caterers to quote for you, you may contact Jan Burger