

The: :

Click in the box and then scroll right

at: :

Company

Services requested by :

Mrs / Mr :

Phone

Address :

Name of the concert / Artists :

Event

Unloading the same day or on :

at :

Click in the boxes and then scroll right

Installation Rehearsal Fitting the:

at ::

and

::

and

::

1 service (included)

2 services

3 services

SERVICES AND EQUIPMENT REQUIRED

(To be completed by the orchestra and / or the organiser)

Name and phone number of the administrator

Phone

STAGE EQUIPMENT AVAILABLE

Please indicate your requirements.

chairs 120x



music stands 110x



podium for conductor 1x



stand for conductor 1x



double bass stools 8x



wood mats for double bass and cello 20x



podiums for cello 2x



stools for harp, celesta, etc. 5x



shelves for music stands 20x



Tuning fork
Mhz

ADDITIONAL INSTRUMENTS

Great Organ (Frs 300.-) with tuning Frs 1200.- Yes / No

French Harpsichord Dowd (Frs 440-) 1 tuning included

Orchestra piano Steinway B (Frs 660.-) 1 tuning included

Concert piano Steinway D (Rental directly with the OSR with a copy at the Victoria Hall) cta@osr.ch

***IMPORTANT:**

Depending on the works programmed, the titular organist of the Victoria Hall will estimate the need to tune the Great Organs.
Any retouching or additional tuning on the above instruments will only be done on request and at the expense of the organiser.

SOUND INSTALLATION (SPECIFIC TO THE HALL)

☐ **Standard, for an announcement** (Free) :



Sound system in the hall including 2 **wireless microphones** or **wired switch on/off** with microphone stand
(2 microphones maximum)

Small sound system (70 frs per hour if a Victoria Hall technician is involved)

(Requires blocking of room 18 = Don't sell seats from n°144 to n°150)

Mic Sennheiser HF



☐ Headset mic

X (4 max.)

☐ Tie mic

X (1 max.)

or...

☐ Wireless handhe mic
or...

XX (6 max.)

☐ Hand-held wired mic

X (2 max.)



With stand

Speaker's stand equipped with two microphones (official speeches)

LIGHTING Classic standard (free)



Followspot (Rear side room, 2nd gallery)

☐ 1 Followspot (70 frs per hour if a Victoria Hall technician is involved)

VIDEO PROJECTOR



Scrolling screen, capped at the back of the stage for rear projection - Width 6m x Height 4m

Video projector Full HD Christie LWU505 LCD – ANSI lumen 5,000 – native resolution 1920 x 1200

Are you planning a video projection ?..... **Yes** ☐ / **No** ☐

Before the show

During the show

Before and during

NOTE: Projection managed by a technician hired by you.

VARIETIES

☐ *** Amplified concert**

Managed by which provider ?

☐ *** Concert with Light Show** *Managed by which provider ?*



Seats to be removed and not to be sold at the box office

To be provided when setting up the sound and/or light tables in the hall:

- 29 seats (seats from n° 535 to 553, 562 to 571 + 2 fold away seats)

- Room n° 18 (seats from n° 144 to 150)

*** Please take in consideration the technical possibilities and limitations of the hall:**

http://www.ville-ge.ch/culture/victoria_hall/plans/Plan_techniqueVH_sono-lumiere.pdf

Technical information if needed= 079 514 16 68 or 079 416 91 22 (**Classical concerts**)

076 223 76 56 or 076 349 50 08 (**Variety concerts**)

MISCELLANEOUS- IMPORTANT : Fill in and tick as appropriate.

Do you plan an intermission (20 min.) **Yes** **No**
(cf. specific procedure of the Victoria Hall)

If yes, how long is the first part ? minutes

If yes, how long is the second part ? minutes

If not, what is the total duration of the concert ? minutes

Are you planning a public dress rehearsal ? **Yes** **No**

Do you plan to record the event ? **Yes** **No**

(To be organised by you) (idem, art. 27)

audio video

How many backstage passes would you like to receive ?

(Only for Staff and Artists, and does not give access to the show)

Do you plan to sell records ? (idem, art. 25) **Yes** **No**

Are you planning an autograph signing ? **Yes** **No**

(Only after the concert) (idem, art. 26)

Do you plan to distribute programmes? **Yes** **No**

To be sold By persons hired by yourself at a price of CHF

For free - Self-service on the desks at the main entrance.

Reception/Cocktail ? (cf. specific procedure of the Victoria Hall) **Yes** **No**

Before (max 50 pers./ 45 min.)

After (max 250 pers./90 min)

Before and after

For how many people ?

Contact bar : buvettevictoriahall@gmail.com

Do you plan to have free of charge cloakrooms ? **Yes** **No**

If so, an account will be taken (1 Frs per item) and the amount will be invoiced to you.

RENTAL **TOTALITY of the hall** **MAIN FLOOR only**

(Tick according to contract)

1499 seats

779 seats

TICKET BOX

Would you like to use our own ticketing system ? **Yes** **No** **shared**

Other box office(s)

Website and phone number

Would you like to have our cashiers* ? (included in our own ticketing system) **Yes** **No**

For others ticket offices = *Flat rate of 140 frs per cashier **1 cashier** **2 cashiers**

Will the seats be numbered ?

Location of the rear stage public podium, (110 seats)

Available at the ticket office only for small ensembles and when the entire hall is rented

IMPORTANT:

FOR ANY TYPE OF CONCERT, A TICKET IS REQUIRED TO ACCESS IN THE HALL

In the case of free concerts, please add "TICKETS OR INVITATIONS TO BE WITHDRAWN...» ...in your various promotional materials (posters, flyers, programmes, Internet, etc.)

WiFi connection - Ville de Genève (Free)

The Victoria Hall is equipped with Wi-Fi for the entire building.



REMINDER

For the events, the organiser is in charge to hire people for **the transport and installation of the artist's equipment**, this at his own risks and expenses*

You can call on the main manager (tél. +41(0)22.418.35.05 / +41(0)79.263.89.93)

or technical managers (Symphonic Concerts) tél. +41(0)79.514.16.68 or (Variety Concerts) +41(0)76.223.76.56 to assist you in filling in this technical form.

Please add all the information you can on this sheet, to help us to organise your show in the best way

***Stage set-up :**

To be carried out by the stage manager or manager of the event.

Please provide a rough sketch on the plan below.

Rear stage podium :

80 choristers max. seated or 120 singers standing (according to orchestra size)

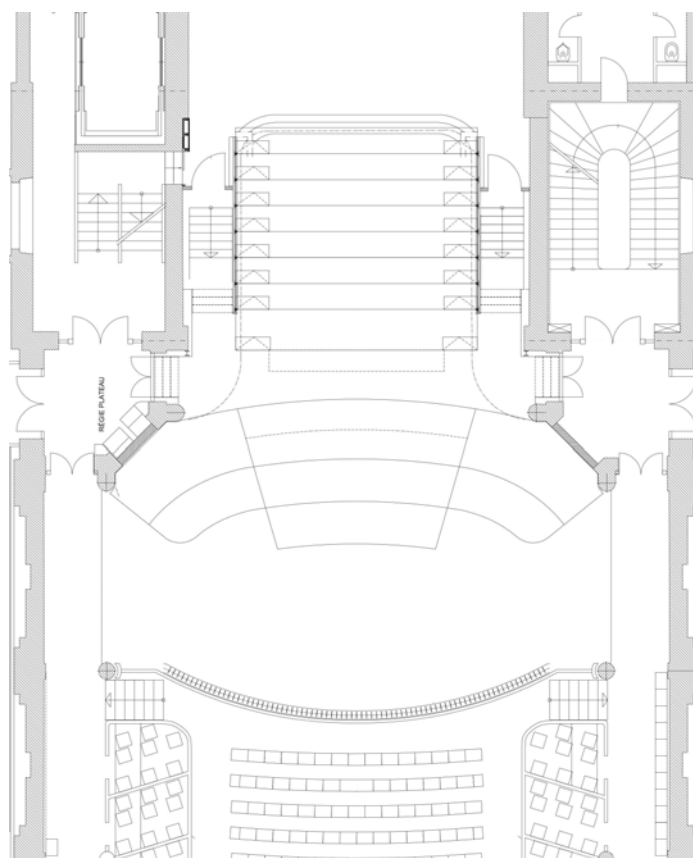
Recommended orchestra size
(120 musicians max.)

Strings

Woodwinds

Brasses

Percussions



Dimensions of the stage on :

http://www.ville-ge.ch/culture/victoria_hall/plans/planTechnique07.pdf

Last and first name

Phone number

I have read the above and accept its terms.

Date/...../.....

Signature:

Digital

Send by Mail :

Post : Victoria Hall, rue du Général-Dufour 14, 1204, Genève

Handwritten standard

This technical form is an integral part of the rental contract and is the only authentic reference. It must be returned at the latest 3 months before the event, duly completed, accompanied by the programme and the timing of the evening.