



CENTENARY THEATRE VENUE HIRE BOOKING FORM

In order for your application for hire of the Centenary Theatre to be considered please complete the following booking form. We will use your information to estimate a cost and reply with a quote by email.

If you have any queries regarding the hiring of the facilities or information requested on this form, please contact us on (03) 9397 1899 or email theatre@willhigh.vic.edu.au

| | |
|------------------------------------------------|--|
| Your Organisation-Full Name (Hirer) | |
| Your Contact Name* | |
| Your Postal Address | |
| Your Phone* | |
| Your Email* | |
| Your ABN* | |

| | | |
|-----------------------------------------------------------------|-------------------------------------|------------------------------------------|
| EVENT TITLE: | | |
| TYPE OF EVENT: <i>(Tick more than one if applicable)</i> | | |
| Rehearsal <input type="checkbox"/> | Workshop <input type="checkbox"/> | Social Function <input type="checkbox"/> |
| Seminar <input type="checkbox"/> | Conference <input type="checkbox"/> | Music <input type="checkbox"/> |
| Recording <input type="checkbox"/> | Theatre <input type="checkbox"/> | Dance <input type="checkbox"/> |
| Assembly <input type="checkbox"/> | Other _____ | |
| Notes Comments: | | |

*Required



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AREA ACCESS: *(Tick more than one if applicable)*

Stage

Auditorium

Foyer

Kiosk

Box Office

Store Room

| | | |
|-------------------------------|----------------------|-----------------------|
| Event Date: ____/____/____ | Start: _____am/pm | Finish: _____am/pm |
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Venue Supervision & Technical Support:

One technical support person is included during scheduled hire times. It is the responsibility of the hire to communicate with the technical support staff.

Depending on times required and your specific needs to operate the venue - additional charges may apply *(please refer to hire fee and charges form.)*



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TECHNICAL REQUIREMENTS: CENTENARY THEATRE

Please note a theatre supervisor/technician will be present during hire hours, this is included in the hire cost.

Where required please tick the appropriate box

| | | | |
|-------------------------------------------------|--------------------------------------|------------------------------|-----------------------------|
| Do you require technical support or assistance? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Lighting Technician | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Audio Technician | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Use of Data Projector | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Use of Follow Spot | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| LED Lighting | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Radio Mic - Hand Held | <i>Two Available - Charges Apply</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Radio Mic - Head Set | <i>10 Available - Charges Apply</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Hazer | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Lectern | <i>Charges Apply</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Stage Microphones | <i>Three Available</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Grand Piano | <i>Charges Apply</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Kiosk/Kitchen | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Will you be serving alcoholic beverages?

YES

NO

A Liquor License is required to be supplied for all hirers who are serving alcoholic beverages. For more information and your responsibilities please refer to the Victorian Commission for Gambling and Liquor Regulation <https://www.vcglr.vic.gov.au/>



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Trestle Table/s *Eight Available* YES NO

Amount required _____

Chair/s *50 Available* YES NO

Amount required _____

Music Stands *10 Available* YES NO

Amount required _____

Costume Racks *Four Available* YES NO

Amount required _____

Pin Up Board *10 Available* YES NO

Amount required _____

If you require technical assistance please give brief details:

Insurance:

A Public Liability Insurance Policy is a departmental requirement for all hirers with a booking of the Centenary Theatre. Have you, the hirer, enclosed a copy of your Public Liability Insurance Policy to the amount of no less than \$10 Million per occurrence?

YES NO