



## CENTENARY THEATRE VENUE HIRE BOOKING FORM 2024

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](mailto:theatre@willhigh.vic.edu.au)

<b>Your Organisation-Full Name (Hirer)*</b>	
<b>Your Contact Name*</b>	
<b>Your Postal Address*</b>	
<b>Your Phone*</b>	
<b>Your Email*</b>	
<b>Your ABN*</b>	

<b>EVENT TITLE:</b>		
<b>TYPE OF EVENT:</b> <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**



## CENTENARY THEATRE VENUE HIRE BOOKING FORM 2024

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

Stage                       Auditorium                       Foyer   
 Kiosk / Kitchen                       Box Office                       Loading Dock / Green Room

Event Date: ____/____/____	Bump In / Rehearsal: _____am/pm	Performance: _____am/pm	Bump Out: _____am/pm
Event Date: ____/____/____	Bump In / Rehearsal: _____am/pm	Performance: _____am/pm	Bump Out: _____am/pm
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### **Venue Supervision & Technical Support:**

One supervising technician is included during scheduled hire times. It is the responsibility of the hirer to complete the technical requirements schedule and 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.)*



## CENTENARY THEATRE VENUE HIRE BOOKING FORM 2024

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/>

### 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



**PLEASE PROVIDE FURTHER INFORMATION REGARDING YOUR  
BOOKING REQUEST, IF REQUIRED**