

Theatre Hire – Booking Form

HIRER DETAILS

Company/organisation	
Contact person	
Address	
Contact number	
Email address	
ABN if applicable	

EVENT DETAILS

Type of event	
Date of event	
Time/s required <i>Set-up/clean-up times must be included in the hours</i>	Start time: _____ AM / PM End time: _____ AM / PM Please circle if an additional day is required (e.g. set-up): YES / NO Date: _____ Start time: _____ AM / PM End time: _____ AM / PM

SERVICES

Standard hire <u>\$55.00 per hour</u> Compulsory	Access to theatre and foyer Tables and chairs Lectern – please circle if lectern is required: YES / NO Rubbish bags provided, room/s cleaned and rubbish removed <i>No equipment included</i> <i>Suitable for hirers who have their own equipment/PA system</i>
Equipment <u>\$150.00 per weekend</u>	Lighting/sound Overhead projector 2 x microphones – please circle type: Handheld / Headset Equipment training with staff prior to event <i>Please specify any additional equipment you require and we will confirm if available:</i>
Additional microphone <u>\$20.00 each</u>	Please circle if an additional microphone is required: YES / NO Quantity: _____ Please circle type: Handheld / Wireless

Kitchen <u>\$100.00 per weekend</u>	Kitchen access – reheat/prepare food
Cleaning	Cleaning is included in the standard hire hourly rate, however room/s are to be left tidy and how they were originally set-up. An additional cleaning charge of \$100.00 will apply if this does not occur.

FEES

Service	Services required <i>Please circle</i>	Fees	Total <i>Please complete</i>
Bond	Compulsory	\$200.00	\$200.00
Standard hire	Compulsory	\$55.00 per hour	\$
Equipment	YES / NO	\$150.00 per weekend	\$
Additional microphone	YES / NO	\$20.00 each	\$
Kitchen	YES / NO	\$100.00 per weekend	\$
			\$

HOW TO BOOK

- Return this Booking Form to Carrum Downs Secondary College:
carrum.downs.sc@edumail.vic.gov.au or PO BOX 8845 Carrum Downs VIC 3201
- The following documents will be sent to you:
School Council Hire Agreement and invoice – to be returned/paid prior to event
- An appointment will be organised for you to collect keys and have equipment training (if required)

If you have any questions please do not hesitate to contact the College on 9788 9100, or email carrum.downs.sc@edumail.vic.gov.au