BANYULE THEATRE COMPLEX

APPLICATION TO HIRE FORM

This form must be completed and returned to P.O Box 264, Rosanna, 3084

Banyule Theatre Complex
10 Buckingham Drive, Heidelberg, VIC 3084
84582843
## GENERAL INFORMATION

**ORGANISATION**

**CONTACT NAME**

**ADDRESS**

**CONTACT EMAIL**

**CONTACT PHONE NO**

**TYPE OF FUNCTION**

**NAME OF FUNCTION**

## DATES REQUIRED (Minimum 4 Hours)

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<tr>
<th>Date / Times (Open/Close) / Purpose (Set up/Rehearsal/Performance/etc.)</th>
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### OPTIONAL

- **MILPARA ROOM (MULTI PURPOSE ROOM)**
  - □ NO
  - □ YES (list dates required below)
  - +$100 PER DAY

- **ADDITIONAL EXTERNAL CHANGEROOM(S)**
  - □ NO
  - □ BOTH
  - □ 1
  - □ 2
  - +$50 PER DAY
TECHNICAL REQUIREMENTS

STAGE LIGHTING  □ YES  □ NO

TALKBACK SYSTEM  □ PROMPT SIDE  □ OPPOSITE PROMPT SIDE
  □ IN AUDIENCE  □ BACK STAGE

SOUND SYSTEM  □ CD
  □ IPOD/MP3 INPUT (Hirer Controlled)
  □ COMPUTER INPUT (Hirer controlled)

MICROPHONES  □ 1  □ 2  □ 3  □ 4
  SHURE SM58
  (Suitable as a handheld/lectern Mic,
  Not suitable as a room or choir mic)

LECTERN (Wooden)  □ YES  □ NO

UPRIGHT PIANO  □ YES  □ NO

BACKDROP  □ WHITE CYCLORAMA  □ HIRER SUPPLIED BACKDROP
  □ BLACK PLEATED CURTAIN  □ BLACK SOUNDPROOF WALL

FALSE FLOOR (CAN BE PAINTED)  □ NOT REQUIRED
  Additional cost to install / remove  □ YES, PAINTED BLACK
  □ YES, HIRER PAINT PROVIDED

ADDITIONAL INFORMATION
APPLICATION TO HIRE & SCHEDULE OF HIRING CHARGES

1. ALL HIRERS MUST PAY:

Security Bond .......................... $500

After the hiring period is completed and payment for the final invoice has been received, the $500 security bond will be returned within 21 days by cheque. Any additional hours used, damage or repair costs may be deducted from the bond.

Deposit ...................... ............... $220

The deposit will be deducted from your final invoice charges and the balance must be paid within 14 days after invoice issued.

2. PUBLIC LIABILITY INSURANCE: (if applicable):

Please see page 5 and sign.

3. SURCHARGE:

A surcharge will be applied for use and occupation of the theatre, beyond the hours booked and confirmed by the hirer as per Hire Form.

If theatre is not left in a clean and tidy manner after each performance, a charge for extra cleaning will also apply.

4. TECHNICIAN:

Our Technician will be in attendance at all times during the hiring period.

5. DISCOUNT:

GOVERNMENT SCHOOLS: A discount of 20% on the theatre costs only.

NOT FOR PROFIT COMMUNITY GROUPS: A discount of 10% for hiring 4-7 days on theatre costs only.

I certify that I have obtained a copy of "Conditions of Hiring and Use" and "Complex Fee's & Charges."
I undertake to comply in all respects with such conditions.

Signed application to hire forms, deposit and bond must be returned within 14 days to secure date/dates required.

Signature: ..................................................

Date: ..................................................
PUBLIC LIABILITY INSURANCE
HIRERS OF SCHOOL FACILITIES

It is compulsory that you have PUBLIC LIABILITY INSURANCE since the Department of Education and Early Childhood Development cannot accept liability.

*N.B. This does not apply to Government Bodies or Government Schools.*

Please indicate whether your organization has PLI □ YES □ NO

Please check that the copy you provide covers the date of booking and not the date at time of booking.

A copy of your Public Liability Insurance Certificate needs to be attached when returning the completed Application Form

If there are any queries please ring the Theatre Manager on 8458 2843

Or Email: provis.lisa.n@edumail.vic.gov.au

SIGNATURE: ..................................................

DATE: ........................................................
FORM OF UNDERTAKING REQUIRED BY SCHOOL COUNCIL AS CONDITION OF ALLOWING INDIVIDUAL(S) TO USE SCHOOL PROPERTY

In consideration of the College Council of Viewbank College having, pursuant to the Education (School Grounds) Act, agreed, subject to it being given these undertakings to authorize.

NAME: ........................................................................................................................................

To use the school property on the ......................... day of .................. 20........

for the purpose of ........................................................................................................................

I undertake:

(i) to pay the charge, if any, levied by the College Council for or in connection with the use of the school property to leave the school property and all furniture and equipment used in a fit state of cleanliness and tidiness for the resumption of school work, and, in the event of minor damage occurring to any of the school property, furniture or equipment while it is being used, to pay to the College Council the cost of making good the damage and I agree to accept the decision of the College Council on the extent of any such damage

(ii) to ensure that all legal requirements for the conduct of the function are complied with to take out public risk cover in respect of the hire

Dated this ...................................... day of ......................................................... 20........

Signature .................................................................................................

Address ....................................................................................................

Witness............................................................

Address............................................................

............................................................