

Viewbank College
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ABN 48 121 291 190
CRICOS Provider Code 00861K

Application to Hire - Viewbank College Performing Arts Centre

Thank you for your interest in hiring the Viewbank College Performing Arts Centre (PAC).

Please complete and submit this document to finalise your application to hire.

All applications are submitted monthly to our School Council for approval, so be sure to get your application in as soon as possible.

You will be notified if your application has been approved or declined.

If approved, you will then be emailed the following –

1. Viewbank College School Council Hire Agreement
Within the hiring agreement, you will also be requested to register your organisation with SAM4Schools <https://www.sam4schools.com.au/> SAM4Schools has been appointed by Viewbank College to administer the risk and compliance management at Viewbank College. To register you will need to upload your Certificate of Currency for your Public Liability Insurance as well as your event COVID Safe plan etc.
2. a deposit invoice for \$200
3. a bond invoice for \$1,000 (both invoices must be paid within 7 days of receipt).
4. Direct Deposit information for reimbursement of bond

Hirer Details:

Organisation Name:	
Authorised Contact Person:	
Position Held:	
Business Address:	
Billing Address:	
Email:	
Contact Phone Number:	
ABN Number:	

Event Details:

Purpose/Nature of event:
Approximately number of crew/performers:

Additional requirements:

Milpara Room

Kitchen

Dates and Times requested:

Date	Time open	Time close	Type of use <small>(Rehearsal/Performance/Seminar etc)</small>

Please note that bump in/out times must be included in your booking hours.

Technical Requirements:

(Additional costs may apply) – See Viewbank College Performing Arts Centre Schedule of fees and charges:

<input type="checkbox"/>	Stage Lighting
<input type="checkbox"/>	Talkback System – prompt side
<input type="checkbox"/>	Talkback System – opposite prompt side
<input type="checkbox"/>	Talkback System – in audience
<input type="checkbox"/>	Talkback System – back stage
<input type="checkbox"/>	Sound System – CD
<input type="checkbox"/>	Sound System – IPOD/MP3 Input (Hirer Controlled)
<input type="checkbox"/>	Sound System – Computer Input (Hirer Controlled)

<input type="checkbox"/>	Lecturn
<input type="checkbox"/>	Grand Piano
<input type="checkbox"/>	Backdrop – white cyclorama
<input type="checkbox"/>	Backdrop – black soundproof wall
<input type="checkbox"/>	Backdrop – black pleated curtain

Microphones:

(Suitable as a handheld/lecturn mic, not suitable as a room or choir mic)

1 2 3 4

Additional Information:

(If you are booking the Milpara Room and require table/seats to be available, please list set up requirements)

Additional Technical Requirements:

Do you request a technical consult with one of our technicians prior to the event to discuss any additional technical requirements (technical consult fees apply, minimum 1 hour)

Yes

No

Do you have Public Liability Insurance?

Please note that a minimum of \$10,000,000 cover is required for Public Liability Insurance, supported by a copy of a Certificate of Currency.

Yes

No

Please note:

The College Council reserves the right to refuse the hire of the Viewbank College Performing Arts Centre to any organisation without stating reasons for doing so.

We hereby/undertake, upon approval of this application, to comply in all respects to the School Council Hire Agreement, a copy of which will be provided to you once your event has been approved by College Council and to make all payments as required by the Conditions of Hire and set out in the Schedule of Fees and Charges.

Signature of Applicant

Date

Please return the completed application form by post to:

Viewbank College Performing Arts Centre
Theatre Manager
PO Box 264
Rosanna Victoria 3084

Or email:

theatre@viewbank.vic.edu.au