



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 Working With Children Checks 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. An invoice based on your application, due for payment in full, two weeks prior to the date of your first hire.
5. Direct Deposit information for reimbursement of bond – (after the event)
6. A final invoice will be issued after the event for any additional expenses incurred.

Hirer Details:

Organisation Name:	
Authorised Contact Person:	
Position Held:	
Business Address:	
Billing Address:	
Email:	
Contact Phone Number:	
ABN Number:	
Please tick	Sole trader: registered business name company: sole director company: multiple directors incorporated association.

Event Details:

Purpose/Nature of event:
Proposed number of ticket sales/persons attending the Performing Arts Centre during the hire (NB: please ensure you allow for multiple concert ticket sales eg. If there are two performances in one day and/or you hire the PAC for multiple days.)
Approximately number of crew/performers – (NB please allow for all performers who may be present for more than one performance)

Additional requirements:

- Milpara Room
 Kitchen

Dates and Times requested:

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

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:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px;"> </td><td>Stage Lighting</td></tr> <tr><td> </td><td>Talkback System – prompt side</td></tr> <tr><td> </td><td>Talkback System – opposite prompt side</td></tr> <tr><td> </td><td>Talkback System – in audience</td></tr> <tr><td> </td><td>Talkback System – backstage</td></tr> <tr><td> </td><td>Sound System – CD</td></tr> <tr><td> </td><td>Sound System – IPOD/MP3 Input (Hirer Controlled)</td></tr> <tr><td> </td><td>Sound System – Computer Input (Hirer Controlled)</td></tr> </table>		Stage Lighting		Talkback System – prompt side		Talkback System – opposite prompt side		Talkback System – in audience		Talkback System – backstage		Sound System – CD		Sound System – IPOD/MP3 Input (Hirer Controlled)		Sound System – Computer Input (Hirer Controlled)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px;"> </td><td>Lectern</td></tr> <tr><td> </td><td>Grand Piano</td></tr> <tr><td> </td><td>Backdrop – white cyclorama</td></tr> <tr><td> </td><td>Backdrop – black soundproof wall</td></tr> <tr><td> </td><td>Backdrop – black pleated curtain</td></tr> </table>		Lectern		Grand Piano		Backdrop – white cyclorama		Backdrop – black soundproof wall		Backdrop – black pleated curtain
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Microphones

(Suitable as a handheld/lectern 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