

Please return to theatre@viewbank.vic.gov.au



APPLICATION TO HIRE

VIEWBANK
COLLEGE

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

Please complete and submit this document to begin the application process.

All applications are submitted monthly to our School Council for approval, so be sure to get your application in as soon as possible. Please read our Hire Booklet for more information on the hire process and conditions of hire.

Hirer Details

Organisation Name:

Authorised Contact Person:

Position Held:

Business Address:

Billing Address:

Email:

Contact Number:

ABN Number:

Please tick:

Sole Trader: Registered Business Name

Company: Sole Director

Company: Multiple Directors

Incorporated Association

Event Detail:

Dates & Times Requested:

Date	Time In	Time Out	Type of Use

Please note that bump in/out times must be included in your booking hours or on a separate day. These will be charged a fee as per the schedule of fees. Your booking hours cease when the carpark is locked, and all attendees have left the premises.

Purpose/Nature of Event:

Proposed number of tickets sold during the hire period

(NB: Theatre seats 390 people, please ensure you allow for multiple concert ticket sales)

Approximate number of crew & performers

(NB: please allow for all performers who may be present for any time of your hire period)

Technical Requirements:

Please Indicate the equipment of Facility Required:
(Additional costs may apply. All costs exclude GST)

Lighting

Stage Lighting

Lighting Changes

Talkback System

Prompt Side

Opposite Prompt Side

In Audience

Backstage

Sound System

CD

IPOD/MP3 Input (Hirer Controlled)

Computer Input (Hirer Controlled)

Backdrop

White Cyclorama

Black Soundproof Wall

Black pleated curtain

Additional Tech Extras

Lectern

Grand Piano (\$550 per day)

Lectern with Microphone
(\$55 per day)

Data Projector (\$220 per day)

Wireless Microphone 4 way kit (lapel or handheld) (\$110 per day)

1 2 3 4

Additional Room Requirements

Milpara Room (No Kitchen)
(\$150 per event)

Milpara Room with Kitchen
(\$250 per event)

G10 Upstairs Classroom
(\$44 per hour plus cleaning costs of \$38.50 (GST Incl.) per room per day

G11 Upstairs Classroom
(\$44 per hour plus cleaning costs of \$38.50 (GST Incl.) per room per day

Additional Information:

Do you require an onsite technical consult with one of our technicians prior to the event to discuss any additional technical requirements such as lighting requirements or bump into the theatre?

(technical consult fees apply, minimum 1 hour)

Yes

No

More information:

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 to SAM4Schools

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 to:

Viewbank College Performing Arts Centre
Hiring Manager
theatre@viewbank.vic.edu.au