



Performing Arts Centre Hire Agreement

Please complete this form to help us finalise your request to hire the Theatre. Once submitted, we will generate a quote for your hire, which will include a 10% non-refundable holding fee for your selected dates. Once paid you will receive a final confirmation of your date/s and the necessary staffing will be organised.

Please email a final copy of this form to crccsvenues@crccs.vic.edu.au

How to use this form:

This form is to be filled out in full and submitted along with your \$1000 bond payment and public liability.

This form does not secure your dates. Your booking will not be confirmed until we receive the following:

- Receiving your Public Liability
- Bond Payment of \$1000 payment and this form within 7 days of receiving it,
- 10% deposit payment within 7 days of receiving it and signed final agreement.

Personnel and/or equipment may not be available for late submissions. If these are not received with in the timelines set for your booking, your date will be released without notice.

Hirer Information

Company Name:

Individual person(s) Name:

ABN:

Production /Event:

Email:

Address:

Contact Number:

Total Number of Cast & Crew:

Total Number of Audience

Account Details

Note: This will be the account that your bond of \$1000 will be refunded into.

Account Name:

Bank/ Insitution:

BSB:

	Account Number:	



Theatre Charges

Schedule of fees (ex. GST)

Description	Monday – Sunday
Rehearsal	\$250 / hr
Performance	\$450 / hr
Bump In & Bump Out	\$250 / hr
Bond required to secure booking (refundable)	\$1000

Requirements

Extra Costs

Description	Monday – Sunday
Usher	\$35 / hr
Trestle Table/s (only 10 available for hire)	\$5 / per table
Chair/s (only 100 available for hire)	\$1 / per chair
Hall Hire	\$500 / per day
Cafeteria	\$500 / per day

Description	Yes/No	Qty
Usher		
Trestle Table/s (only 10 available for hire)		/10
Chair/s (only 100 available for hire)		/100
Hall Hire		Days
Cafeteria		Days



Moving Lights Production Staff

Your details will be passed on to our nominated technicians once relevant payments and documentation has been received to secure your date. You will be required to liaise with the technician directly for all your sound and lighting requirements for your event. You will be invoiced accordingly after your event with any extras you may incur. This invoiced amount is payable directly to them.

Note: All MLP staff have a minimum 4 hour call out fee. Standard hire includes the use of the house audio system and 1 Technician. All extra equipment must be tested and tagged.

Additional Information

Please list below any additional information/ requests and we will meet these to the best of our ability.

Agreement

I/We understand that the information provides above is true and correct and understand that my requests above are only requests and that I will be notified once all times and requests have been confirmed.

Name: _____

Position: _____

Signed: _____

Date: / /