

Cummins Theatre Merredin Venue Hire Application Form

This form is for facility hire of the Cummins Theatre Merredin, including hire of the main theatre auditorium, kitchen, bar, and Tivoli room. For all other bookings including equipment hire please complete the relevant form. All forms are available at www.cumminstheatre.com.au

The "Terms and Conditions of Hire" must be read and understood prior to completion of this form. Submission of this form does not, in any way, guarantee or confirm the booking. A booking is only confirmed once you receive a booking confirmation and the required deposit is paid.

HIRE DETAILS:

Name of Hirer:						
Community or Commercial Hire:						
Contact Name:						
Phone Number:						
Email Address:						
Name of Event:						
Type of Event:						
Event Date:						
Booking start and end time (time you require access to the venue for setting and packing up):						
Event start and end time (time guests/patrons will be accessing the venue):						
<p>Facilities to be hired: <i>Please tick which facilities you require in your booking. Hire of the bar and/or kitchen also includes hire of the fridges. If you do not select bar and/or kitchen in your booking you will not have access to the fridge area.</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Main Auditorium</td> <td style="width: 33%;"><input type="checkbox"/> Dressing Rooms</td> <td style="width: 33%;"><input type="checkbox"/> Bar</td> </tr> <tr> <td><input type="checkbox"/> Stage</td> <td><input type="checkbox"/> Tivoli Function Room</td> <td><input type="checkbox"/> Kitchen</td> </tr> </table>	<input type="checkbox"/> Main Auditorium	<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> Bar	<input type="checkbox"/> Stage	<input type="checkbox"/> Tivoli Function Room	<input type="checkbox"/> Kitchen
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SET UP AND EQUIPMENT DETAILS:

The following questions are intended to be answered with use of the technical information sheet. Please read this information sheet before answering these questions.

<p>What set up is required for the room/s?</p> <p>Main Auditorium:</p> <p><input type="checkbox"/> Theatre rows centre aisle</p> <p><input type="checkbox"/> Theatre rows no aisle</p> <p><input type="checkbox"/> Cabaret seating</p> <p><input type="checkbox"/> Cabaret seating with dance floor</p> <p><input type="checkbox"/> Other: _____</p>	<p>Tivoli Room:</p> <p><input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Theatre rows</p> <p><input type="checkbox"/> Cabaret seating</p> <p><input type="checkbox"/> Presentation Workshop (U-Shape)</p> <p><input type="checkbox"/> Other: _____</p>
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What standard equipment do you require? Main Auditorium: <input type="checkbox"/> Data projector and screen <input type="checkbox"/> Cinema kit <input type="checkbox"/> Fold back speakers <input type="checkbox"/> Piano <input type="checkbox"/> Microphone with speakers and lecturn	Tivoli Room: <input type="checkbox"/> Data projector and screen <input type="checkbox"/> Microphone with speakers and lecture <input type="checkbox"/> White board <input type="checkbox"/> Display board <input type="checkbox"/> Stationary pack
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What additional equipment do you require?
Please refer to our technical specifications for all non standard hire equipment. If an item is not on our list then unfortunately we are unable to supply it. For lighting and sound requirements a seperate techincal request form or an up to date technical rider will need to be supplied to the venue manager and/or technical manager at least two weeks prior to your event.

Do you require tea and coffee stations for your event?

Do you require water stations for your event?

Do you require tablecloths for your event?

Would you like the bar opened for your event?

Do you require any additional crockery and/or glassware? Please specify:

Please note: hirers are responsible for cleaning any crockery and glassware hired from Cummins Theatre

Are there any contractors attached to this booking (e.g caterers, staging etc.)?
If yes please specify:

Will contractors need vehicle access to load in? YES NO
If yes, specify preferred entry: _____
What are the expected arrival times for contractors to load in and pick up equipment?

DECLARATION:
"I declare that all information on this application form is true and correct and in accordance with the Terms and Conditions of Hire."

Signed Print Name Date