



Performing Arts Unit BOOKING ENQUIRY FORM

Name of Event:

Type of event:.....

.....Approximate Attendance:

Hire Period (This must allow for set up/down & Box Office ticket collection (if required):

DAY	DATE	TIME IN	TIME OUT	TYPE OF ACTIVITY (i.e. Bump in, bump out, rehearsal, event)

Venue: (please tick the area/s you wish to hire)

The Zenith Theatre and Convention Centre:

- The Auditorium
 The Seminar Room
 The Rehearsal Studio

Other Venues:

- Joe Ciantar Music Rehearsal Studio
 Other

How did you hear about this venue?

- Word of Mouth
 Attended event at this venue
 Walked past this venue
 Website
 Advertisement
 Other

EVENT CONTACTS

Organisation:

Organisation Address:

Is this a Not-For-Profit organisation? Yes No (if yes, please attach Certificate of Incorporation)

Event Contact Person: **Position:**

Contacts Address:

Phone (H): Phone (W):

Phone (M): Fax:

Email:

EVENT DETAILS

Type of event (please tick one only): Concert / Theatre Presentation / Seminar
 Meeting Rehearsal Recital Cocktail function
 Other:

Event description (25 words or less)
.....
.....

Is your event a ticketed event? Yes No

RESOURCES

NB: Some resources may be compulsory for certain booking and/or may incur an additional charge.

Do you require any of the following resources? (Please tick)

- Audio Visual Equipment; Data projector & screen, internet access, lectern, microphones etc.
- PA / Sound System
- Sound and/or lighting Technician (s)
- Catering (please select service) All day catering package Tea/Coffee service only
- Menus will be supplied** Morning Tea Lunch
- Afternoon Tea Evening service

Please list any specific requests or dietary requirements:.....
.....

- Kiosk / Bar Services
- Front of house staff: Please indicate numbers (some venues have set levels):

Additional Requests:

NB: If the proposal in your application is possible at your nominated venue, we will contact you with details of how to confirm the booking with the Performing Arts Unit. More information about this follows on the next page.

Applicant signature: **Date:**

Operations Coordinator,
Willoughby City Council Performing Arts Unit
P.O Box 57 Chatswood NSW 2057
Email: paunit@Willoughby.nsw.gov.au

HOW TO MAKE A BOOKING

To make a booking, a *Booking Enquiry Form* must be submitted and be signed by a person over the age of 18 years who will be responsible for payment of fees and any other charges arising from the engagement. This person, under Council's definition becomes the hirer.

If the proposal in your application is possible at your nominated venue, a Hire Agreement will then be offered based on the information provided in this application. This will include the estimated fees and charges for the hire of the venue and services you have nominated.

CONFIRMATION

On confirming you would like to go ahead with your event, your booking will be finalised once the following have been received:

- A signed PART A – WPAU Hire Agreement
- A signed PART C – WPAU Ticketing Agreement (if applicable)
- Evidence of Public Liability Insurance to the value of 20 MILLION DOLLARS in the form of a certificate of currency.
- Hire Deposit – 50% of the total venue hire charge payable.

A letter of confirmation will be forwarded once all documents have been received. Until you have received written confirmation, the booking may be cancelled at anytime without notice.

BOOKING REQUIREMENTS AND EVENT SCHEDULE

The hirer must disclose information about their event through meeting with the Performing Arts Operations Coordinator to discuss requirements and event schedule at least 14 days prior to the booking start date.

CANCELLATION

In the event of cancellation by the hirer, the percentage of the fee forfeited will be as follows:

- Less than 28 days prior notice – 100% of deposit
- More than 28 days prior to function – 50% of deposit

Willoughby City Council expressly reserves the right, to refuse to accept any engagement or to cancel any engagement already made and the Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right. In these circumstances, the Council may refund any portion of amounts paid on account of fees, if such a refund is considered to be warranted.

PENALTY RATES

It is the responsibility of the hirer to organise the setting up (bump in), taking down (bump out) and cleaning of the venue back to its original state within the agreed booking time. Should the premises not be vacated by the agreed time the hirer will incur penalty rates at increments of a per hour basis.

DISPUTES

Any dispute arising between the hirer and the Duty Manager shall be referred to the Performing Arts Unit Operations Manager.

The Performing Arts Unit Operations Manager or his departmental representatives shall have admission to the Venue premises, or any part thereof, at all times.

The Performing Arts Unit Operations Manager or his representative may at his discretion, cause the entrance doors to the Venue to be closed and refuse admission to any person or persons.

If you require further information about booking a venue, please contact
Performing Arts Unit Operations Coordinator on 9777 7555
or email paunit@willoughby.nsw.gov.au