

Italian Forum Cultural Centre

External Hirers Booking Request Form

The details in this booking form will be used to draw up the final agreement between the Hirer, as detailed in the booking request form, and the Venue Management Company; ACA Sydney Pty Ltd.

I acknowledge that before filling in this booking form I have received, read, and understood the conditions of use and technical specifications.

The conditions of use may also be found on the website at
www.actorscentreaustralia.com.au/ACA/services/facilities

1. Details of Hirer

Company name	<input style="width: 90%;" type="text"/>
ABN	<input style="width: 90%;" type="text"/>
Postal address	<input style="width: 90%;" type="text"/>
Contact for booking/authorised agent	<input style="width: 90%;" type="text"/>
Email	<input style="width: 90%;" type="text"/>
Phone	<input style="width: 90%;" type="text"/>

1.1 Details of Event Contact (if different from above)

Company Name	<input style="width: 90%;" type="text"/>
ABN	<input style="width: 90%;" type="text"/>
Postal address	<input style="width: 90%;" type="text"/>
Contact for booking/authorised agent	<input style="width: 90%;" type="text"/>
Email	<input style="width: 90%;" type="text"/>
Phone	<input style="width: 90%;" type="text"/>
Contact for technical details	<input style="width: 90%;" type="text"/>
Email	<input style="width: 90%;" type="text"/>
Phone	<input style="width: 90%;" type="text"/>

2.Details of the Hire

Name of event	<input type="text"/>
Type of event (i.e. Performance etc)	<input type="text"/>
Estimated attendance	<input type="text"/>
Number of participants	<input type="text"/>
Which space(s) will you need?	<input type="text"/>
Booking start date	<input type="text"/>

2.1 Access Details

Access/Bump-in time	<input type="text"/>
Stage Rehearsal start time/s	<input type="text"/>
Stage Rehearsal finish time/s	<input type="text"/>
Dress/Tech rehearsal start time/s (if required)	<input type="text"/>
Dress/Tech rehearsal finish time/s (if required)	<input type="text"/>
Event (Performance) start time/s	<input type="text"/>
Event (Performance) finish time/s	<input type="text"/>
Bump-out completion time	<input type="text"/>
Other access requests (eg extra time on separate day for rehearsal or bump-in)	<input type="text"/>
Staffing and other notes (Eg when technician is required)	<input type="text"/>

3.Technical and Equipment Requests

Basic Lighting using standard rig	<input type="checkbox"/>
Additional lighting requests or lighting design	<input type="checkbox"/>
Please specify	<input type="text"/>
<input type="checkbox"/>	I acknowledge that additional lighting or lighting design may require additional time in the venue for adaptation and restoration of standard rig, as well as additional plot and focus sessions, staff and consumables, and that additional lighting requests are carried out at the cost of the hirer
Audio	<input type="text"/>
Projection	<input type="text"/>
Staging	<input type="text"/>
Other Technical Requests	<input type="text"/>

4. Additional Equipment and staffing requests

I acknowledge that I have read the conditions of use and technical specifications, and request the following additional staffing, equipment hire or purchases at the cost of the hirer

Equipment

Consumables and minor equipment

Staff

I acknowledge that the hirer will take responsibility for any other fees and charges as outlined in the conditions of use

5. Front of House and Other Services

Ticketing (Ticketing is required if tickets are sold for your event, but not if the event is by invitation only)

Kiosk/Refreshments available to patrons during intermission (included)

Kiosk/refreshments available before or after event (incurs staffing charge)

Catering (Eg catered event pre or post show)

Catering (meal provided for performers)

Merchandising (CD sales etc)

Extra front-of-house staff

Other

Please specify for any of the above

I will supply volunteers to take on the role of ushers and Stage Management

I would like the Theatre to supply staff to take the roles of ushers and stage management

6. Special Conditions and Requests

7. Venue hire fees and charges will be based on the information provided in this form

8. Booking Confirmation

- I acknowledge that my booking will not be considered confirmed until I have**
1. Met with the Venue Coordinator and toured the facilities, and provided the following
 2. Proof of public liability
 3. Deposit inline with the terms of hire
 4. Completed and signed Letter of Agreement

And have received, in turn, written confirmation from ACA Sydney's Operations Manager

- In addition, I acknowledge that before my event I will be required to submit the following**
1. Full Technical requirements form, with stage plans if applicable
 2. Risk assessment
 3. Front of House and Marketing information for the Theatre

9. Agreement conditions

- I acknowledge that the Hire agreement will be based on the information contained in this booking request form, and that the booking request form, forms part of the Hire agreement**
- I acknowledge that fees and charges for Hire of the venue will be based on the information provided in this form, and that the hirer takes responsibility for any costs incurred as a direct result of incomplete or misleading information, or changes in or additions to information**
- I acknowledge that I am authorised to act on behalf of the company and artists specified in this document**
- I acknowledge that I have read the conditions of use**
- I acknowledge that the terms and conditions in the conditions of use shall be deemed to form part of the Hire agreement**
- I acknowledge that I and the company, and artists, I act for will observe, fulfil and be bound by the terms of the Hire agreement including the conditions of use**