

HIRER DETAILS

First Name <input type="text"/>		Organisation <input type="text"/>	
Surname <input type="text"/>		Telephone Number <input type="text"/>	Mobile Number <input type="text"/>
Address <input type="text"/>		ABN <input type="text"/>	Email <input type="text"/>
Suburb <input type="text"/>	Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Bank Details: BSB <input type="text"/>	Account Number <input type="text"/>

Bank details are required for transfer of ticket sales funds

BOOKING DETAILS

Title of Performance/Event <input type="text"/>	Expected Audience Numbers <input type="text"/>
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Date and time of booking(s). Times to include first to arrive, last to leave.

Description of use <i>(eg Full Dress Rehearsal)</i>	Date	Time from	Time to
<input type="text"/>	<input type="text" value="Sunday 30th April 2023"/>	<input type="text" value="6:00pm"/>	<input type="text" value="11:30pm"/>
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MUSIC

Will music be performed or played within the performance? Y N

If YES (please tick):

Playback Material: CD iPad/iPod/Computer Preloaded onto venue computer

Playback Location: Stage Manager BioBox

We strongly recommend iPad/Computer for playback due to the unreliability of CD's. The venue can typically supply connections to our sound system.

STAFF

Please indicate the staffing levels for your event. If you are supplying operators, please include their details.
The Venue Technician can carry out ONE component of your requirements.

	Client	Theatre	N/A	Name	Contact Number
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Stage Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Follow Spot(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



TECHNICAL DETAILS

Will you be using stage lighting or sound equipment other than that supplied within the hire? Y N

All equipment must be TAG-tested and approved by our Technical Staff.

If YES please supply details, including those of the Hire Company:

Hire Company

Contact

Supplied Equipment

Special Effects

- In order to comply with Health and Safety requirements, you must inform us in advance of any special effects you will be using ie. (strobe lighting, smoke, Hazers, confetti and pyrotechnics)
- Please give details below and the Centre Operations Officer will discuss these with you in more detail
- Naked flames are not be permitted under any circumstances
- Confetti cannons/streamers - Additional cleaning charges will apply
- Any smoke alarms set off by clients smoke effects where the venue was not informed and alarms not isolated, will incur the cost of the MBF/CFA call out fee.

TICKETS

TryBooking is used for all ticketed events at the Alan Ross Centre. This enables us to set up your event for you and for your audience to book online (and at the door). Please contact us for more details. TryBooking charge a 2.5% processing fee and 50¢ per ticket, which is typically passed on to the ticket buyer.

Ticket Pricing:

Example: Adult

Adult

Example: Concession (Student/Pension)

Concession (Student/Pension)

Example: Family (2 Adults, 2 Children)

Family (2 Adults, 2 Children)

Title of Performance/Event for TryBooking

Date for ticket sales to commence

Time for ticket sales to commence

Description of Performance/Event for TryBooking

A logo or image is recommended for your TryBooking listing. Please [contact us](#) for information on image format and size requirements.

Would you like to reserve tickets? (Please view Venue Map and supply aisle and seat number per performance).

VIP

 Y N

If YES Aisle and Seat Number

Videographer (rear row seats)

 Y N

Audio Mixer

 Y N

INSURANCE

A copy of your insurance policy Certificate of Currency must be provided with this Booking Form.

HIRE AGREEMENT

PLEASE SEE THE ATTACHED HIRE AGREEMENT

This agreement to hire is subject to the attached conditions of hire. I confirm that I have read the ALAN ROSS CENTRE Hire Agreement and agree to abide by the conditions listed within.

Name

Organisation

Position

Signature

Date

Please note: It is the Hirer's obligation to publicise the performance.



FURTHER INFORMATION

Please read and retain this page for future reference.

- To prevent confusion, tickets can only be sold through our preferred Box Office system (TryBooking). Ticketing costs can be absorbed by the purchaser when booking their ticket
- If you wish to prevent seats from being sold (for VIP's sound desks, video cameras, etc) we must have this information from the time of booking. Once removed, they cannot be sold, and vice versa
- Children under two will be admitted free, but must sit on a lap. Prams and pushers are not permitted to block or impede access
- If you wish to issue complimentary tickets for press, volunteers, staff, VIP's etc., this must be done through the nominated person on the Booking Form
- All orders online are payable with a credit card. Cash or Credit card available at the Box Office
- Only the nominated person on the Booking Form will be given confidential Box Office information
- Please ensure that all ticket details are confirmed with the Centre before announcing details to members or the general public
- Please ensure a copy of your Certificate of Currency is included when making a booking

Return forms to:

Alan Ross Centre Bookings

Email: ARCBookings@billanook.vic.edu.au

