

## BOOKING REQUEST FORM

### DETAILS OF ORGANISATION

Name of Organisation:	
Type of Organisation (please select one of the following options)	
1. Commercial (e.g. musicians, concerts)	
2. Small Business (e.g. dance/acting/modelling schools)	
3. Not-for-Profit (e.g. schools, churches, charities)	
Address:	

Contact Name:		Contact Number:	
Email:			

### EVENT DETAILS

- Please note the following:**
1. The Theatre complex is **not** available during school hours.
  2. The Theatre is **not** available for Sunday hire before 1pm.
  3. The building must be cleared by **midnight** of the date of the event
  4. Include all dates and times required, including rehearsals.

Date:		Start Time: (incl. setup)		End Time: (after pack down)	
Date		Start Time: (incl.setup)		End Time: (after pack down)	
Date		Start Time: (incl.setup)		End Time: (after pack down)	

### ADDITIONAL REQUIREMENTS AND INFORMATION

In order for us to be able to provide you with a detailed event costing, please indicate whether the following personnel and/or equipment will be required:

Technical equipment, e.g mics, folds	Yes/No	Total hours required	
In-house Lighting Technician	Yes/No	Total hours required	
In-house Sound Technician	Yes/No	Total hours required	
In-house AV Technician	Yes/No	Total hours required	

### PUBLIC LIABILITY

Any person or organisation hiring these facilities is required to carry public liability insurance. Please ensure that a copy of your 'Certificate of Currency' will be required to finalise the booking. **The certificate of currency, the signed Hire Agreement and the deposit are required before the booking can be confirmed.**

### SECURITY

Large-scale and youth-based events will require the hire of security personnel. The organisation/person hiring the facilities will be responsible for organising this. The Manager may make arrangements for additional security and the cost of this will be passed on to the person/organisation hiring the Theatre.

### CLEANING

The Theatre is cleaned under contract; however, the Hirer is expected to leave the facility in a clean and tidy state. Where additional cleaning is required (at the discretion of the Manager), this will be deducted from the Damage/Misadventure Bond.

**Please Note:** The Hirer is responsible for cleaning up after the event, ensuring that all rubbish is collected in and around the venue and that this rubbish is properly disposed of in the large bins located at the end of Carpark. Please ensure that **these bin lids are shut** to prevent rodents and crows from accessing the rubbish. **Rubbish must not be left stacked up outside the bins.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the completed form to [TheLakestheatrebookings@mbc.wa.edu.au](mailto:TheLakestheatrebookings@mbc.wa.edu.au)