

TRIM Reference: \_\_\_\_\_



## QPT APPLICATION FOR HIRE

### PART 1: ORGANISATION AND CONTACT DETAILS

Organisation/Hirer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ ABN: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PART 2: BANKING DETAILS

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

### PART 3: EVENT DETAILS

Name of Show/Performance: \_\_\_\_\_

Nature of Show/Performance/Function: \_\_\_\_\_

### PART 4: VENUE HIRE

☐ **Main Theatre & Auditorium**  
*Includes Dressing Rooms, Green Room & Laundry*  
[QPT Seating Plan](#)

☐ **Single Room/Area**  
*Please select one option below*  
[QPT Rooms for Hire](#)

☐ Upper Foyer

☐ Lower Foyer

☐ Mezzanine

☐ Stage Area Only

☐ Outdoor Amphitheatre

## PART 5: PERFORMANCE DETAILS

Date	Bump In	Sound Check	Show Start Time	Interval	Show Finish Time	Exit Building

Other Information: *Rehearsals or Technical Rehearsals days or extra days*

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## PART 6: TECHNICAL INFORMATION

Provide contact details to discuss Technical Requirements

Contact Person:	
Mobile Number:	
Email Address:	

[QPT Technical Specifications](#)

## PART 7: FILMING

*If you are Professionally Filming, there is a live performance fee charged.*

Do you permit Photography and Filming?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you Professionally Filming?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## PART 8: MERCHANISE

*Standard set up for merchandise: Table, pin board, chair.*

QPT provides staff and payment collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hirer provides staff and payment collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Specify other equipment if necessary

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## PART 9: TICKET DETAILS

Billing to appear on Ticket: \_\_\_\_\_

Name of Show/Performance: \_\_\_\_\_

On Sale Date: \_\_\_\_\_

*The following prices should include all booking fees and GST.*

TICKET SELLING PRICE TO PATRONS		
1	<b>ADULT/FULL PRICE</b>	\$
2	<b>EARLY BIRD</b> <i>Specify Cut-off Date:</i> _____	\$
3	<b>CONCESSIONS</b> <i>Please tick Concessions available:</i> <input type="checkbox"/> Pensioner <input type="checkbox"/> Seniors Card <input type="checkbox"/> Health Care Card <input type="checkbox"/> Full Time Student (over 18 years) <input type="checkbox"/> Other, specify: _____	\$
4	<b>FRIENDS OF THE QPT</b>	\$
5	<b>GROUP PRICE</b> <i>Specify Group Size:</i> _____	\$
6	<b>FAMILY</b> <i>4 Tickets</i>	\$
7	<b>CHILDREN/STUDENTS</b> <i>Under 18 years</i> <i>Please Specify:</i> _____	\$
8	<b>OTHER</b> <i>Please Specify:</i> _____	\$

### **PLEASE NOTE**

The Council is affiliated to the [WA Companion Card Program](#) and requires that a ticket shall be issued at no charge to the holder of a "Companion Card" for their carer.

## PART 10: MEDIA, PROMOTOR HOLDS AND COMPLIMENTARY TICKETS

Please specify the number of seats you require for media and guests:

\_\_\_\_\_

## PART 11: CONDITIONS OF HIRE

I/we have received, read and understood the Conditions of Hire for the Queens Park Theatre. Should the above-mentioned booking be approved, I/we agree in all respects to comply with and abide by the Conditions of Hire for the Queens Park Theatre (QPT).

[Conditions of Hire](#)

Signature: \_\_\_\_\_

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

## OFFICE USE

Received on behalf of the City of Greater Geraldton by: \_\_\_\_\_

Approved:

☐ Yes

☐ No

Trim Reference: \_\_\_\_\_

DEPOSIT

\$ \_\_\_\_\_

Invoice for deposit will be issued to hirer. No booking will be confirmed until payment of the deposit has been received.

Officers Signature: \_\_\_\_\_

## QPT BOX OFFICE DETAILS

### Street Address

QPT Box Office  
75 Cathedral Avenue  
GERALDTON WA 6530

### Postal Address

QPT Box Office  
PO Box 101  
GERALDTON WA 6530

### Telephone Number

(08) 9956 6662

### Email Address

[qpt@cgg.wa.gov.au](mailto:qpt@cgg.wa.gov.au)