

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



## QPT APPLICATION FOR HIRE

### PART 1: ORGANISATION AND CONTACT DETAILS

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

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

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

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

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

Facsimile 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: \_\_\_\_\_

How many performances: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

### PART 4: VENUE HIRE *please tick all that are relevant*

Whole Venue  
*By negotiation with Management*

Lower Foyer

Mezzanine and Balcony

Stage Area Only

Outdoor Amphitheatre

QPT Gardens

Main Theatre & Auditorium  
*Includes Dressing Rooms, Green Room & Laundry*

Upper Foyer

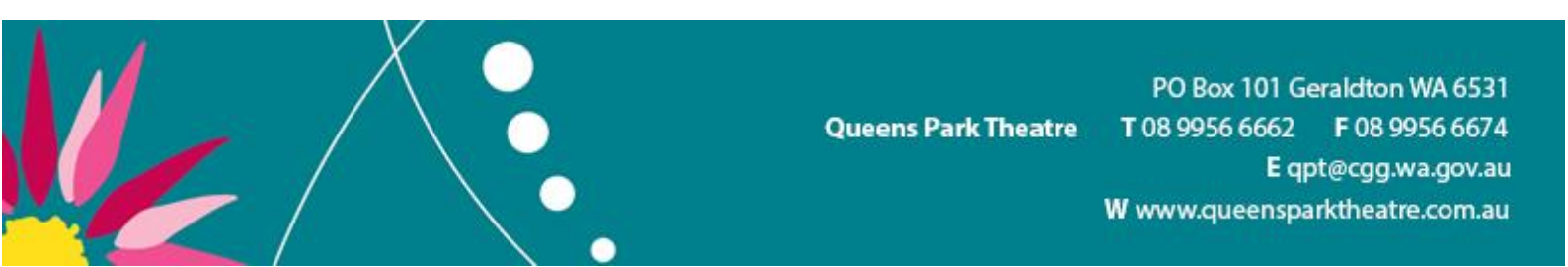
Auditorium Only

Dressing Rooms Only

QPT Forecourt

Loading Dock/Driveway *Truck/Bus Parking*

*For more information, refer to BLD195 – Queens Park Theatre (Rooms for Hire) plans on the QPT website.*



### **PART 5: BUMP IN/OUT**

Bump In	Date: _____	Time: _____
Sound Check	Date: _____	Time: _____
Rehearsal(s)	Date: _____	Time: _____
Show(s)	Date: _____	Time: _____
Bump Out	Date: _____	Time: _____

Sound Check/Other  Please attach details

Pre-rig required, beyond standard rig\*  Please attach details *\*additional costs may incur*

### **PART 6: TECHNICAL INFORMATION**

- I/we have read and understood the QPT06 – Queens Park Theatre Technical Specifications.
- I/we have completed and attached QPT11 – Queens Park Theatre Technical Requirements.

#### **PLEASE NOTE:**

*The Technical Requirements form must be returned to the Queens Park Theatre with all details completed. Failure to do so, will mean QPT staff and facilities cannot be guaranteed.*

### **PART 7: 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).

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

## OFFICE USE

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

### **PART 8: DEPOSIT**

\$ \_\_\_\_\_ Must accompany this completed application. No booking will be confirmed until a deposit is received at the Theatre.

Date Received: \_\_\_\_\_ Approved:  Yes  No

Deposit Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

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

## **PART 9: INTERNAL APPROVALS**

<b>NAME AND POSITION</b>	<b>AGREEMENT SECTION</b>	<b>READ AND AGREED</b>	<b>READ AND CHANGES TO BE MADE</b>
<i>Coordinator Events and Venues</i>	Deliverables Marketing	<input type="checkbox"/>	<input type="checkbox"/>
<i>Venues Technical Team Leader</i>	Technical	<input type="checkbox"/>	<input type="checkbox"/>
<i>QPT Finance Officer</i>	Finance	<input type="checkbox"/>	<input type="checkbox"/>
<i>Manager Corporate and Compliance</i>	Contractual	<input type="checkbox"/>	<input type="checkbox"/>