

# PORTLAND ARTS CENTRE

## VENUE HIRE ENQUIRY FORM

Please complete and return to the Portland Arts Centre Administration. We will then send you a quote for your event - [arts@glenelg.vic.gov.au](mailto:arts@glenelg.vic.gov.au). Enquiries: 03 5522 2263

<b>Organisation</b>	
<b>Contact Person</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	

**NAME OF EVENT:** \_\_\_\_\_

**NUMBER OF PEOPLE ATTENDING:** \_\_\_\_\_

**TYPE OF EVENT:**

- Theatre production       Concert       Presentation / Forum  
 Film Screening       Other \_\_\_\_\_

**IS THIS EVENT:**     Ticketed     Free community event

**SPACE(S) REQUIRED:**

- Anderson Theatre  
 Foyer / Woolcock Gallery (for Displays, registration or food & beverage)  
 Meeting Room / Dressing Rooms  
 Kitchen

**HOSPITALITY:** (to be provided by **the hirer** unless otherwise arranged)

- Catering  
 Bar  
 Tea and Coffee / Supper  
 Other \_\_\_\_\_

**TECHNICAL REQUIREMENTS\*:** (Anderson Theatre / Meeting room only)

- Lectern       lit     unlit  
 Projector  
 Laptop  
 Microphones  
 Audio (Music, etc)  
 Full access to stage equipment  
 Other \_\_\_\_\_

**LIGHTS\*:**

- Audience Lights
- Stage Lights

**ANY ADDITIONAL EQUIPMENT/PROPS\*:**

\_\_\_\_\_

**HIRE PERIOD**

Hire First Day to Last Day:			Start	Finish
Bump-In (set up)	Date:	Time		
Rehearsal *	Date:	Time		
Production *	Date:	Time		
Bump-Out (pack down)	Date	Time		

Do you have Public Liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**\* Please Acknowledge:**

The PAC is a professional presentation venue; therefore for audience comfort and best general presentation, we recommend lectern lights and audio as a minimum. **As such any set up and management requires a technician.**

You will only have access to the venue at stated times above. **Any time spent outside quoted times will be added to your invoice.**

Delivery and storage of props is to be pre-arranged, and is **dependent on PAC schedules and space.**

Unless otherwise stated we will automatically add 30 minutes both before and after your booking time to allow for setting up and packing down. **Any additional time taken over that will be charged accordingly.**

Please review our rates and charges