



## Artscape Venue Booking Information Form

Event name:					
Event Organiser / Company name:					
Contact person:		Landline telephone number:		Cell phone number:	
Postal address:		Email address:		Website:	
Event description: <i>(This will appear on the Artscape website - max <b>500</b> characters, not words, including spaces, please avoid unnecessary use of capitals).</i>					
Name of your Director:		Names of your Principal / Headline Artists:		Number of people in your cast:	
Proposed ticket prices:			Details of any potential risks to patrons attending this production:		
Venue (tick as required):	<input type="checkbox"/> Opera House (1,473 seats) <input type="checkbox"/> Theatre (541 seats) <input type="checkbox"/> Arena (129 seats) <input type="checkbox"/> Opera Bar (80 seats) <input type="checkbox"/> Innovation Lounge (80 seats) <input type="checkbox"/> Chandelier Foyer (150 seats)			<input type="checkbox"/> iSibaya (meeting room for 24 people at tables and chairs, or 50 people cinema style) <input type="checkbox"/> Rehearsal Room <input type="checkbox"/> Exhibition space <input type="checkbox"/> Other (please specify)	
Proposed dates:	First date in venue:		Final date in venue:		
Proposed event / performance times:	Start time:		Approximate finishing time:		
Nature of the event (i.e. a concert, play, comedy, conference, workshop etc.):		If this is a performance piece, please indicate whether this is a new work or if it has been staged before.	<input type="checkbox"/> New work <input type="checkbox"/> Previously staged	If previously staged, please advise where and when.	
Do you have another venue booked for this production within 6 (six) months of the proposed Artscape dates?			<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where and when?	
Do you have the necessary capacity to fund this event, to include artist salaries, royalties, and venue hiring fees?			<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, how do you propose paying for the event?	
Are you relying on funding to stage your production/event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, has the funding already been received or confirmed?		<input type="checkbox"/> Yes <input type="checkbox"/> No	



Technical requirements (tick those which apply):	If possible, please provide a technical rider for your event. <ul style="list-style-type: none"> <li><input type="checkbox"/> P.A. System (speakers and mixing desk)</li> <li><input type="checkbox"/> Microphones (please specify)</li> <li><input type="checkbox"/> Monitors (please specify)</li> <li><input type="checkbox"/> Backline – guitar amplifier</li> <li><input type="checkbox"/> Backline – bass amplifier</li> <li><input type="checkbox"/> Backline - keyboard</li> <li><input type="checkbox"/> Backline – drum kit</li> <li><input type="checkbox"/> Piano – Yamaha Baby Grand</li> <li><input type="checkbox"/> Piano – Steinway Concert Grand</li> <li><input type="checkbox"/> Projector</li> <li><input type="checkbox"/> Screen</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Is a lighting design required (if yes, Artscape will put you in touch with a designer for further negotiation – fees apply for the design)</li> <li><input type="checkbox"/> Use of the venue lighting equipment</li> <li><input type="checkbox"/> Follow spots (for Opera House and Theatre events only)</li> <li><input type="checkbox"/> If Follow spots are required, how many?</li> <li><input type="checkbox"/> Does your event include a set (if yes, please provide further details)</li> <li><input type="checkbox"/> Does your event include flown scenery (if yes, please provide further details)</li> <li><input type="checkbox"/> Do you require the use of the stage machinery (lifts, revolve, fly bars etc)? If so, please provide further details.</li> <li><input type="checkbox"/> Other (please specify)</li> </ul>
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**Should this event be approved, the following Terms and Conditions will apply, subject to a formal venue rental agreement to be entered into between the parties:**

**Booking Confirmation:**

Bookings will only be considered upon receipt of this signed booking form – Artscape reserves the right to take up to 10 (ten) working days to respond to the booking request.

**Cancellation policy:**

Artscape must be notified in writing of any cancellations. Cancellations made less than 14 (fourteen) days before the event may incur a cancellation fee.

**Maximum running time:**

The duration of stage productions must not exceed 3 (three) hours. Productions with a running time of more than 90 (ninety) minutes must include a mandatory 30 (thirty) minute interval.

**Technical support:**

All technical requirements must be discussed and confirmed with Artscape’s technical team at least 3 (three) months in advance of the event. If available, a technical rider ought to be attached to this booking form.

**Marketing:**

All promotional materials must be approved by Artscape before going to print / bring distributed. Marketing information for this event, including an inventory for ticket sales, must be received by Artscape 3 (three) months prior to the event, otherwise, the event will be cancelled by Artscape.

**Food and Beverage:**

External caterers are permitted at the premises, however, no beverages are allowed without the prior approval of Artscape’s Theatre Manager.

**Smoking and alcohol:**

Artscape is a smoke free building. A smoking area is provided outdoors and away from entrances and is indicated with a designated smoking sign. Personnel working at Artscape are prohibited from drinking alcoholic beverages on Artscape premises whilst on duty.

**Agreement:**

I, the undersigned, agree to the Terms and Conditions outlined above and confirm that all the information provided on this booking form is accurate and to the best of my knowledge.

Client name: \_\_\_\_\_

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