venues and events

The Esplanade Co Ltd 1 Esplanade Drive Singapore 038981
Tel (65) 6828 8222 Fax (65) 6337 3633
www.esplanade.com

esplanade
theatres on the bay
singapore

VENUE REQUEST FORM: ARTS

PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS

Company / Individual:		
Address:		
Contact Person:		
Tel:	**Fax:**	**Email:**
Name of production:		
Public Entertainment License Number (if applicable):		
Company Registration Number:		
Art-form:		
Major artists involved:		
Number of cast and crew:		
Proposed marketing launch date:		
Do you intend to sell tickets?	**[ ] Yes**	**[ ] No**
Requested set-up, rehearsal and performance dates and times:		

Venue Required:

[ ] Concert Hall **[ ] Recital Studio** **[ ] Rehearsal Studio** **[ ] Roof Terrace**
[ ] Theatre **[ ] Theatre Studio**

I, the undersigned, verify that the above information is accurate and I understand that this venue hire request form does not in any way constitute a booking agreement.

DD/MM/YY:	**Signature:**	**Company stamp:**

Thank you for taking the time to fill in our venue hire request form.

1) **Venue Hire Requests may be submitted 18 months in advance. We will respond as soon as a decision is made and no less than 12 months prior to event date.**
2) **For major regional tours involving long running shows (4 week run and above), requests will be considered outside the 18 months.**
3) **The Esplanade has the discretion to retain all materials, papers and images submitted, and is not liable for any unsolicited proposal or material.**
4) **We will respond as soon as possible. If you are working with specific deadlines please do let us know.**

Please also provide with your application form a copy of your Company certificate of business registration

*** Note: Hirers are not permitted to carry out any form of publicity, including ticket sales without a signed contract with Esplanade. Unless prior consent by Esplanade is obtained.**