

VENUE REQUEST FORM: PRIVATE

For Private Events where tickets are sold to the public Esplanade will take minimum rental or 18% of Box Office sales whichever is higher. For Private Events where no revenue is generated through ticket sales, or any other form or payment for participation, Esplanade will charge a minimum rental.

PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS

Company / Individual:		
Address:		
Contact Person:		
Tel:	Fax:	Email:
Type of Event and Brief Summary:		
Requested Hiring Date (s) and Time of Event:		
Company Registration Number:		
Proposed marketing launch date:		
Do you intend to sell tickets? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Venue Required:		
<input type="checkbox"/> Concert Hall (CH) <input type="checkbox"/> Recital Studio <input type="checkbox"/> Rehearsal Studio <input type="checkbox"/> Theatre (TH) <input type="checkbox"/> Theatre Studio		
Only available for hire when there is no performance taking place		
<input type="checkbox"/> CH Main Foyer <input type="checkbox"/> TH Main Foyer <input type="checkbox"/> The Bay Room <input type="checkbox"/> CH Circle 1 Foyer <input type="checkbox"/> TH Circle 1 Foyer <input type="checkbox"/> The Glass House <input type="checkbox"/> CH Circle 2 Foyer <input type="checkbox"/> TH Circle 2 Foyer <input type="checkbox"/> The Tall Room <input type="checkbox"/> CH Circle 3 foyer <input type="checkbox"/> TH Circle 3 Foyer		
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:
<p>Thank you for taking the time to fill in our venue hire request form.</p> <p>Venue Hire Requests for Private Events may be submitted 12 months in advance (6 months in advance for Theatre booking)</p> <p>Private Events = Conferences, Cocktail Receptions, Meetings, etc</p>		

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

Esplanade - Theatres on the Bay Opens on 12 Oct 2002