

VENUE REQUEST FORM: ARTS

PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS

Registered name of Company / Individual's name as in NRIC or Passport:

Address:

Contact Person:

Tel:

Fax:

Email:

Public Entertainment License Number (if applicable):

UEN / NRIC or Passport No. for Individual:

GST Registration Number:

Name of Production:

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 Theatre Recital Studio Theatre Studio
 Annexe Studio Outdoor Theatre Rehearsal 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. I consent to allow The Esplanade Co Ltd (TECL) to collect, use, disclose and/or process my personal data for the purpose of my venue rental interest at Esplanade. I also agree to the terms stated in the Data Protection Policy (available on our website, <http://www.esplanade.com>) and confirm that all information provided is accurate and complete.

DD/MM/YY:

Signature:

Company Stamp:

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

- 1) Venue Hire Requests may be submitted 18 months in advance for Concert Hall and Theatre bookings, and 12 months for other venues.
- 2) The Esplanade has the discretion to retain all materials, papers and images submitted, and is not liable for any unsolicited proposal or material.
- 3) We will respond as soon as possible. If you are working with specific deadlines please let us know.

*** 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.**
as at 1 Apr 2017



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www.esplanade.com EsplanadeSG EsplanadeSingapore #esplanade

UEN: 199205206G Information correct at time of print.