

Studio Theatre Booking Request Form

This form is an annexure to, and forms part of, the UTAS Contract for Hire of University Venues:

http://www.utas.edu.au/ams/forms/Venue_Hire_Contract.pdf

SECTION A		Details of Applicant/User				
Organisation, Club or Society						
Name of Applicant/User (Contact Person)				Position		
Telephone Number				Fax Number		
Email						
Name of Responsible Officer*				Position		
Telephone Number				Fax Number		
Email						
*Note: The Responsible Officer must be 18 years or over, and must be in attendance throughout the function. Refer Terms and Conditions, p 2.						
SECTION B		Event Details				
Name of Production / Event:						
Dates / Times required:	Bump In:		1 st Production:		Bump Out:	
	Date Required:		Access Time:		Start Time:	Finish Time:
Please provide ACCESS times for each day of your booking – if insufficient space, please attach separate list.						
SECTION C		Seating / Staging Requirements				
<p>There are three (3) moveable seating banks of 40 seats each in the Theatre. ONLY AMS staff may move the seating banks in / out of the theatre.</p> <p><u>Note:</u> The University's Place of Assembly Licence permits a maximum of 170 persons in the theatre at one time.</p>						
Please indicate your requirements:						
<input type="checkbox"/> No, I do not require any seatings banks in the Theatre at all						
<input type="checkbox"/> Yes, I require the following seating banks to be available: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>						
<p>All staging and production requirements are the responsibility of the hirer. In order to ensure compliance with OH&S standards and approval from the AMS Facilities Services Manager, please provide details of any equipment / staging you intend to bring to your event:</p>						
SECTION D		Additional Notes:				
<p>Please be aware that the Studio Theatre is hired on an "as is" basis.</p> <p>Please ensure this form is completed and returned to the Venue Hire Officer with the UTAS Contract for Hire for University Venues:</p> <p>http://www.utas.edu.au/ams/forms/Venue_Hire_Contract.pdf</p>						