

BOOKING APPLICATION FORM

HIRE INFORMATION

PLEASE TICK: MEETING PERFORMACNE / EVENT LAST MINUTE REHEARSAL

NAME OF ORGANISATION/GROUP:

EVENT OVERVIEW:

EVENT NAME:

NUMBER OF PARTICIPANTS:

HAVE YOU BOOKED AT THE NORTHCOTE ARTS CENTRE BEFORE? NO YES

IS THE GROUP A NOT-FOR-PROFIT ORGANISATION? NO YES Incorporation Number:

DO YOU HAVE PUBLIC LIABILITY INSURANCE? NO YES Please attach a copy, must be valid to final date of hire

WILL YOUR EVENT INVOLVE PARTICIPANTS UNDER 18? NO YES

If YES, all organisers over 18 who will be on site during the event will need appropriate clearance to engage with children, such as a current Working With Children Check card.

IS THIS BOOKING TICKETED?

NO YES Not Applicable If yes, you will be required to complete a Ticketing Form. Note: all ticketed events must use Northcote Town Hall Arts Centre ticketing or pay an ownsell fee.

WILL YOU REQUIRE STORAGE SPACE?

NO YES No storage is available without prior arrangement. Fees may apply. Please contact booking staff for more information.

NOISE LEVELS

Nil Low Mid High (max +55db) Hirers must provide details of proposed activities such as singing, drumming, amplified speech or music, or active group movement.

PRINCIPAL CONTACT

NAME:

ROLE:

ADDRESS:

POSTCODE:

PHONE (B/H):

EMAIL:

NAME OF ACCOUNT TO BE INVOICED

NAME:

ROLE:

ADDRESS:

POSTCODE:

PHONE (B/H):

EMAIL:

ROOM HIRE DETAILS *Please attach a separate sheet if there is insufficient space below*

ROOM/S NAME	DATE/S REQUESTED	ACCESS TIMES (Charges are applied to these times)	EVENT TIME	TOTAL HOURS

MEETING ROOM applications only

ROOM SET UP

- Clear Floor Space Theatre/Forum Board room
- U-Shape (with tables and chairs) U-Shape (chairs only) Banquet Style (round tables and chairs)
- Table at the front of room Extra chairs (amount _____) Other _____

Please attach a plan for alternative set up

EQUIPMENT HIRE

Please list all items you wish Northcote Arts Centre to provide, including meeting and event items such as whiteboards, laptop, projector/screen, power leads, tea & coffee station, water station etc. Charges may apply for some items. If you are bringing your own lap top please advise us of the model so we can provide the appropriate cables.

PERFORMANCE and EVENT applications only

Northcote Arts Centre provides supported event delivery, with an in-house production team to assist hirers from booking through to delivery.

Northcote Arts Centre performance and event spaces are hired on a black box basis where hirers may book a room only, or opt in to equipment hire and the associated costs as required. Staffing requirements apply to performances and events. Staffing will be outlined in your quote based on the information provided in this form.

Northcote Arts Centre can open a bar for performances and events on request. There is no mandatory charge for this, but there is a minimum sell requirement of an average of \$200 per performance across a season. Any shortfall will be charged to the hirer. Targets for large events will be set on a case by case basis.

Northcote Arts Centre has an in-house ticketing system. Our Ticketing Policy requires all ticketed events to use the system or pay an ownsell fee to manage ticketing externally. Benefits of using the venue ticketing system include 24 hour online sales, a live box office during business hours, and a live box office before each show. To discuss ticketing please contact our Ticketing Supervisor at ticketing@darebin.vic.gov.au or 8470 8903.

All performances and public events are required to provide Public Liability Insurance of \$20 million covering the entire period of hire.

EQUIPMENT HIRE

Please list all items you wish Northcote Arts Centre to provide, including theatre Lighting, Audio, projection or staging. Items can be adjusted following your production meeting.

LAST MINUTE REHEARSALS

Northcote Arts Centre has some availability of spaces for last minute general rehearsals not associated with a performance season at the venue.

Bookings may be made only at times when the venue is already programmed to be open and no more than two weeks in advance of the first rehearsal date. Bookings may only be made for a maximum period of two weeks.

These spaces are hired at a discounted rate in the understanding that the hire is on an "as is" basis; no special setting or cleaning will be undertaken to prepare the space, and some venue furnishings or infrastructure may be stored in a section of the room during the rehearsals.

Rehearsal-only bookings are not guaranteed usage of their requested spaces but will be notified and accommodated into another available and suitable room if a change is required.

Longer lead in rehearsals will be considered on a case by case basis and will be assessed with regards to venue usage at the requested time.

Cancellation of rehearsal spaces must be made at least 48 hours prior to the booked date or the hirer will incur full payment of the space.

Rehearsals requiring specialist equipment or overnight storage should be aware that standard or additional rates may apply.

PROMOTIONAL INFORMATION

E-NEWSLETTER - Northcote Arts Centre publishes a monthly enewsletter where events, performances and monthly activities are advertised. Please visit www.northcotetownhall.com.au to subscribe.

WEBSITE - Northcote Arts Centre will provide a web listing for all ticketed events. Listings can also be created for unticketed public events, or regular passive recreation bookings on request.

FACEBOOK – Northcote Arts Centre can create or share content promoting public events on the venue Facebook page.

PAYMENT

MEETING AND PASSIVE RECREATION PAYMENTS

Meeting and Passive Recreation bookings will be formally invoiced by Darebin on a monthly cycle, in advance of booking dates where possible.

FUNCTION, PERFORMANCE AND EVENT PAYMENTS

All events and performances are to be **paid in full** before the date of the event. You will be required to pay you bond within 10 days of receiving your tax invoice and confirmation. If there are any concerns about paying, please contact the booking staff. Payment instalments may be negotiated. Ticketed performances and events can make alternative arrangements for Venue hire payments to be deducted from ticket sales. Please contact booking staff to confirm this arrangement.

You may pay prior to your booking at the Northcote Arts Centre by cash, card or cheque between office hours.

CANCELLATIONS

All cancellation are to be made in writing and sent to ntownhall@darebin.vic.gov.au. Cancellations by phone will not be accepted.

MEETING AND PASSIVE RECREATION CANCELLATIONS

Full payment of room hire will be charged if cancellation is received less than 7 days prior to the hire date.

Full payment of all charges including equipment and staffing will be charged if cancellation is received less than 48 hours prior to the hire date.

FUNCTION, PERFORMANCE AND EVENT CANCELLATIONS

Full payment of room hire will be charged if cancellation is received less than 30 days prior to the hire date.

Full payment of all charges including equipment and staffing will be charged if cancellation is received less than 7 days prior to the hire date.

This is an application to apply for Venue hire.

Completion of this application does not guarantee approval will be given. Please do not promote your event at Northcote Arts Centre until your booking is confirmed in writing.

The Hirer agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them in connection with the Hirers performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omission of the Hirer. The Hirers liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

Personal information requested such as name and address, is collected for the purpose of registering and administering applications for hiring of council facilities. The personal information collected will not be used for any other purpose or disclosed except as may be required by law. If you do not provide the information your application may not be processed. You may access the information collected about you by contacting us on (03) 9481 9500.

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

I agree with all of the conditions and upon acceptance of this application I agree to comply with all respects outlined in the Northcote Arts Centre's Conditions of Hire.

SIGNATURE OF APPLICANT _____ **DATE** ____ / ____ / ____

All bookings will be confirmed in writing. Booking Forms can be emailed to ntownhall@darebin.vic.gov.au .
All forms **MUST** be signed to acknowledge full understanding of the Conditions of Hire.