

# Casual User Venue Booking Form Kalamunda Performing Arts Centre

48 Canning Road, Kalamunda 6076 | Ph 9257 2558 | E performingarts@kalamunda.wa.gov.au

**THIS BOOKING IS NOT CONFIRMED UNTIL FULL PAYMENT IS MADE 28 DAYS PRIOR TO EVENT**

## Contact Details

Organisation	<input type="text"/>		
Organisation type (e.g.school, community group, charity, commercial business)	<input type="text"/>		
Are you registered as a not-for-profit organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
First Name	<input type="text"/>	Surname	<input type="text"/>
Date of Birth	<input type="text"/>	Drivers licence #	<input type="text"/>
Phone (H/W)	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Address	<input type="text"/>		
Suburb	<input type="text"/>	Post Code	<input type="text"/>
Bond Refund (payee)	<input type="text"/>		
Bank	<input type="text"/>	Branch	<input type="text"/>
BSB #	<input type="text"/>	Account #	<input type="text"/>

## Booking Details

Area/s Required	<input type="checkbox"/> Theatre (KPAC Technician Compulsory)	<input type="checkbox"/> Teaching Area
	<input type="checkbox"/> Agricultural Hall	
Event Title	<input type="text"/>	
Genre (e.g. music concert, dramatic play)	<input type="text"/>	
Brief description of use	<input type="text"/>	
Estimated number of performers	<input type="text"/>	Estimated number of support crew <input type="text"/>
Will Alcohol be consumed? (Liquor Permit required? - complete form provided)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will Alcohol be Sold? (Liquor License and Permit required? - complete form provided)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of security/crowd control arrangements	<input type="text"/>	
	<i>(Council reserves the right to request the hirer employ private security if deemed necessary)</i>	
Ticket prices if relevant	<input type="text"/>	Contact for ticket sales <input type="text"/>
Agricultural Hall Equipment Required (for use in the Ag hall only)	<input type="checkbox"/> Portable PA	<input type="checkbox"/> Radio Mics
Theatre Equipment required (for use in the Theatre only)	<input type="checkbox"/> Grand Piano	<input type="checkbox"/> Projector <input type="checkbox"/> Radio Mics
Have you completed your annual building induction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Office Use Only

Booking received	<input type="text"/>	Booking ID #	<input type="text"/>
Staff member	<input type="text"/>		
Payment received	<input type="text"/>	Receipt #	<input type="text"/>

Please read and sign Conditions of Hire overleaf ↴

## Occupancy Times Required

Theatre (minimum 3 hour booking each day)

Please note: exact times are required for costing and security purposes

Date	Set-up/Rehearsal (non-audience)	Performance (audience)	Pack up	Exit/Arm Building by
	to	to	to	

Teaching Area

Please note: exact times are required for costing and security purposes

Date	Set-up/Rehearsal (non-audience)	Performance (audience)	Pack up	Exit/Arm Building by
	to	to	to	

Agricultural Hall/Lesser Hall (minimum 2 hour booking each day)

Please note: exact times are required for costing and security purposes

Date	Set-up/Rehearsal (non-audience)	Performance (audience)	Pack up	Exit/Arm Building by
	to	to	to	

## Booking Requirements

- Please ensure your booking is confirmed and full payment is made by KPAC BEFORE further organisation of your event.
- Your technical requirements must be received a minimum of 6 weeks prior to event so we can advise whether we can provide you with the necessary equipment, technician availability and enough set-up time.
- If your booking is over continuous days you **MUST** book the entire day and connecting night. An overnight fee (Midnight to 9am) will be charged to leave property and reserve technical rigging.
- If you require set-up time or need to bring in equipment etc, this time **MUST** be reserved and paid for. We cannot guarantee the kitchen or foyer will be free for set-up and storage of items unless you have blocked the time to guarantee another event is not booked in the interim.
- The Teaching Area is **NOT** automatically booked with the theatre. This requires an additional cost. The Teaching Area is not available for hire between 8.30am – 4.30pm, Monday to Friday during school terms. Changes to Teaching Area bookings **CAN NOT** be made on the day of your event. *All queries and bookings for the Teaching Area must be made through the KPAC office.*
- All children are to be supervised at all times, any unsupervised children will not be permitted to enter the building.
- **PLEASE NOTE:** The Theatre foyer **IS NOT** a rehearsal studio, change room or storage area – if a space is required in addition to the theatre please book the Agricultural Hall or the Teaching Area (out of school hours).

I agree that the information declared above is true and correct and I have read and understand the above booking requirements.

Please note that local police may be notified of your booking.

Signature

Date