

WESTERN DOWNS CINEMAS

DALBY CINEMA

THEATRICAL HIRE BOOKING FORM



I/We the undersigned wish to apply for the hire of the Dalby Cinema as detailed below:

APPLICANT DETAILS

Applicant:

Contact Person:

Email:

Phone No:

Postal Address:

Mobile No:

Name & ABN (if applicable) for Tax Invoice:

EVENT/FUNCTION DETAILS

Type of Event:

Person Responsible:

Phone No:

Date of Event:

Day of Week:

Times Cinema is required:

Event Times:

AREAS TO BE UTILISED - tick as required

Theatre Only

Dressing Rooms

Event Space*

(*hire fees apply - separate hire form required)

GENERAL TECHNICAL REQUIREMENTS - tick

1 x microphone & static stage lighting

Cinema projector required

iPod/Aux/CD Sound

Note: For further Sound & Lighting Requirements please complete the Sound & Lighting Technical Requirements.

BUMP-IN/OUT & REHEARSALS - hire fees may apply

Date required (if different from hire date)

Time required - from until

LIQUOR LICENCE DETAILS

Alcohol will be served at the event (not sold)

Alcohol will be sold at the event

The selling of alcohol requires the hirer to obtain a liquor licence for the event - refer to the Office of Liquor, Gaming and Racing to obtain a licence.

INSURANCE DETAILS - tick as required

Hiring more than 12 times in a calendar year - you WILL need Public Liability Insurance of \$20 Million

If you are a sporting body, club, association, corporation or incorporated body you WILL need Public Liability Insurance as above

If you are a non-commercial, non-profit making and non-incorporated body and hiring 12 times or less, you are covered by the Council's Casual Users Liability Insurance

(if required please attached a certificate of currency)

ADDITIONAL TECHNICAL REQUIREMENTS

(if required)

Sound equipment - tick as required

Corded Microphone

Radio Microphone

Lecturn

Other (please provide details)

Lighting equipment

Follow spot

Technical staffing requirements - tick as required

In-house technician required (fees apply)

Hirer appointed technician

I/We accept the Terms of Hire of the Dalby Cinema as outlined in the Theatrical Hire Information Pack

NAME:

DATE:

SIGNATURE:

IMPORTANT NOTICE Western Downs Regional Council are collecting personal information you supply on this form in accordance with privacy principles in order to facilitate your hire of the Western Downs Cinemas. This information will **only** be accessed by persons who have been authorized to do so. **Some of this information may be given to Council's insurance providers (insurance broker and insurer) for the purpose of administering insurance claims in the event of an insurance claim related to the hire of this facility.** Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*. If you provide any personal information about another person, you should ensure that you are authorized to do so.