



**VIEWBANK COLLEGE**  
*Caring for Excellence*

VIEWBANK COLLEGE  
Warren Road, Rosanna  
P.O. Box 264  
Rosanna, VIC 3084

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Fax: (03) 9459 0512  
viewbank.co@edumail.vic.gov.au  
ABN 48 121 291 190

## **PERFORMING ARTS CENTRE – APPLICATION TO HIRE FORM**

### **NEW HIRER DETAILS:**

ORGANISATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

POSTION HELD: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTACT PHONE NO: \_\_\_\_\_

ABN NUMBER: \_\_\_\_\_

### **EVENT DETAILS:**

PURPOSE/NATURE OF EVENT \_\_\_\_\_

APPROX NO OF  
CREW/PERFORMERS \_\_\_\_\_

### **ADDITIONAL REQUIREMENTS:**

Milpara Room

Kitchen

### **DATES REQUESTED:**

DATE	TIME OPEN	TIME CLOSE	TYPE OF USE (Rehearsal/Performance/Seminar/Bump in)

**Please note that bump in/out times must be included in your booking hours**

## TECHNICAL REQUIREMENTS:

STAGE LIGHTING	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO				
TALKBACK SYSTEM	<input type="checkbox"/>	PROMPT SIDE	<input type="checkbox"/>	OPPOSITE PROMPT SIDE				
	<input type="checkbox"/>	IN AUDIENCE	<input type="checkbox"/>	BACK STAGE				
SOUND SYSTEM	<input type="checkbox"/>	CD						
	<input type="checkbox"/>	IPOD/MP3 INPUT (Hirer Controlled)						
	<input type="checkbox"/>	COMPUTER INPUT (Hirer controlled)						
MICROPHONES (Suitable as a handheld/lectern Mic, Not suitable as a room or choir mic)	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4
LECTERN	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO				
GRAND PIANO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO				
BACKDROP	<input type="checkbox"/>	WHITE CYCLORAMA	<input type="checkbox"/>	BLACK SOUNDPROOF WALL				
	<input type="checkbox"/>	BLACK PLEATED CURTAIN						

## ADDITIONAL INFORMATION:

**If you are booking the Milpara room and require tables/seats to be available please list here in additional information, and include the set up in your booking time.**

## ADDITIONAL TECHNICAL REQUIREMENTS:

Do you request a technical consult with one of our technicians prior to event to discuss any additional technical requirements (technical consult fee applies, minimum 1 hour)

Yes

No

Do you require additional staff above the minimum requirement as stated in the General Information for Hirers Handbook (These will be charges as per schedule of fees)

Theatre Technician

Do you have Public Liability Insurance?

Yes

Amount of Cover \$ \_\_\_\_\_

No

Please note that a minimum of **\$10,000.000** cover is required for Public Liability Insurance, supported by a copy of a Certificate of Currency.

## PLEASE NOTE:

The College Council reserves the right to refuse the hire of the Viewbank College Performing Arts Centre to any organization without stating reasons for doing so.

I/We hereby undertake, upon approval of this application, to comply in all respects to the Conditions of Hire Agreement, a copy of which has been provided to me (and available via the College website) and to make all payments as required by the Conditions of Hire and set out in the Schedule of Fees

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Signature of Applicant/s

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Date

(Note that this form must contain a handwritten signature)

Please return the completed application form to:

Viewbank College Performing Arts Centre  
Theatre Manager  
PO BOX 264  
Rosanna VIC 3084  
Phone: 84582843  
Email: [accounts@viewbank.vic.edu.au](mailto:accounts@viewbank.vic.edu.au)

When approval is granted, a deposit of \$200 and a bond of \$1000 must be paid and a copy of the Public Liability Insurance Certificate of Currency must be received by Viewbank College within 7 days of the date that approval is received by the Hirer. Your booking will be confirmed once payments have been received.



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**DIRECT DEPOSIT INFORMATION FOR REIMBURSEMENT OF BOND**

Hirer Name:									
Account Name(s):									
Bank Name:									
BSB Number:					-				
Account Number:									

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return this Direct Deposit Information Form together with your  
Application to Hire Form to ensure reimbursement of Bond.**