

THE ALAN ROSS CENTRE BOOKING FORM PART 2



Billanook College

Details of Hirer

Contact Name:	Organisation:
Contact Address: Work number: Mobile Number	
Bank Details: BSB _____ Acc # _____	(Ticket Sales profit)
ABN:	Email:
I have read the Conditions of Hire and agree to abide by them for & on behalf of the named organisation.	
SIGNED:	DATED:

Title of performance/event:

Date & time of booking(s)

Description of use	Date	Access	Curtain	Interval	Depart
<i>e.g. Performance</i>	<i>Monday 30th April 2014</i>	<i>6:00pm</i>	<i>7:30pm</i>	<i>8:30pm</i>	<i>11:30pm</i>

Music

Will any music be performed or played within the performance?	YES / NO
Playback material - <input type="checkbox"/> CD <input type="checkbox"/> Ipad/computer <input type="checkbox"/> Preloaded onto venue computer	
Playback location - <input type="checkbox"/> Stage Manager <input type="checkbox"/> BioBox	
We STRONGLY recommend iPad/iPod/Computer for playback due to the unreliability of CDs. The venue will happily supply all connections to our sound system.	

Return forms to:

Centre Operations Officer, The Alan Ross Centre, Billanook College
197-199 Cardigan Road
Mooroolbark VIC 3138
Tel: (03) 9724 1199 Fax: (03) 9725 8556



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Technical Details

Will you be using stage lighting or sound equipment other than that supplied within the hire? YES / NO
(All equipment must be TAG-tested and approved by our technical staff.)

If YES, please supply details, including those of the Hire Company.

Name:

Company:

Contact:

Equipment being supplied:

In order to comply with Health and Safety legislation, you must inform us in advance of any special effects you will be using (ie. **strobe lighting, smoke, Hazers, confetti and pyrotechnics**).

Please give details below and the Centre Operations Officer will discuss these with you in more detail.

Naked flames are not be permitted under any circumstances.

Confetti cannons/streamers - Additional cleaning charges will apply

Any smoke alarms set off by clients smoke effects where the venue was not informed and alarms not isolated, will incur the cost of the call out fee from the MBF/CFA

Staff (One box per line must be ticked)

Please indicate your staffing levels for your event. If you are supplying operators, please include their details. The Venue Supervisor can carry out one component of your request.

	Client	Theatre	n/a	Name	Contact Number
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Stage Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Follow Spot(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

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Tickets

Try Booking is used for all ticketed events at the Alan Ross Centre. This enables us to set up your event for you and for your audience to book online (and at the door). Please contact the Centre Operations Officer for more details. The cost to you is \$1 per ticket with no set-up fee.

Price Band	Adult	Consession (student/Pension)	Family (2 adults 2 children)
<i>Example</i>	\$25	\$18	\$65

Date for tickets to go on sale? ___ / ___ / ___ Time _____AM/PM

Title of Show:

Show Description:

Would you like to reserve tickets for VIP?

(please view venue map and supply aisle and seat numbers per performance)

Would you like to reserve seats at the back for Videographer

(please view venue map and supply aisle and seat numbers per performance)

A logo or image is recommended to go on ticket sales information online (JPG) no larger than 30Kb
Email to the Centre Operations Officer.

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Insurance

A photocopy of the policy must be provided with this agreement.

PLEASE SEE THE ATTACHED HIRE AGREEMENT

This agreement to hire is subject to the attached conditions of hire. I confirm that I have read the Alan Ross Centre Hire Agreement and agree to abide by them.

NAME:

ORGANISATION:

POSITION:

SIGNED:

DATED:

For and on behalf of the above named organisation.

BILLANOOK COLLEGE RESERVES THE RIGHT TO REFUSE ANY BOOKINGS WHICH THEY MAY CONSIDER UNSUITABLE FOR THE VENUE OR SCHOOL.

Please note: It is the Hirer's obligation to market the show and, although the Centre will help if at all possible, no responsibility will be taken for marketing activities at the Centre.

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Please read and retain this page for future reference.

- To prevent confusion, tickets can only be sold through our computerised Box Office system (Try Booking)
- If you wish to prevent seats from being sold (for sound desks, video cameras, etc.) we must have this information from the time of booking. Once removed, they cannot be sold, and vice versa.
- All children over the age of two need a ticket. Those under two will be admitted free, but must sit on a lap. Prams and pushers are not permitted to block or impede access.
- If you wish to issue complimentary tickets for press, volunteers, staff, VIP's etc., this must be done through the nominated person on the booking form. All seats will incur a \$1 charge
- All orders online are payable with a credit card. Cash or Credit card available at the Box Office.
- Only the nominated person on the booking form will be given confidential Box Office information.
- Please ensure that all ticket details are returned and confirmed with the Centre BEFORE announcing details to members or the general public. Or if details are unclear, please indicate in writing an approximate 'On Sale' date.

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