

Venue Hire Application Instructions

Thank you for choosing Gosford City Council for your upcoming event.

There are a number of important steps in securing your booking. They are as follows:

Step 1: You will be allocated a booking contact for the duration of your event. Please direct all enquiries to this person to ensure the smooth and consistent planning of your event.

Step 2: Complete the attached **Venue Hire Application** and return at your earliest convenience to your booking contact. Your booking will remain tentative at this stage.

Step 3: From the information you provide, your booking contact will generate a **Venue Hire Agreement** and forward it to you along with the **Terms and Conditions of Hire**. The Venue Hire Agreement lists the requirements for your event and the associated costs. A Deposit to secure your booking will be requested. A **Venue Questionnaire** will also be forwarded with the Agreement and must be completed and returned by the specified due date.

Step 4: The Venue Hire Agreement has a sign-off section which must be returned along with the completed Marketing Questionnaire and payment of the specified Deposit. Once these are received, your event is confirmed. *If the Agreement, Deposit or Questionnaire are not received by the specified due date/s, your (tentative) booking may be cancelled.*

Step 5: In particular, if another booking enquiry for the same venue or timeframe is made within a month of the date of your event or performance and the Agreement, Questionnaire or Deposit have not been received or paid, your booking will be automatically cancelled.

If you have any questions regarding this process please do not hesitate to contact your allocated booking contact.

For more information about the Venue, including a profile of spaces available, visit www.laycockstreettheatre.com

Alternatively, information may be requested directly from your booking contact via phone or email.

Laycock Street Theatre

VENUE HIRE APPLICATION

Section 1- Event Information and Contact Details

Form Completed by						Date			
Event Name									
Group/Organisation									
Hire Date and Times	Start Date		Access Venue Time		Event Start Time				
	End Date		Exit Venue Time		Event Finish Time				
Rehearsal Times (List if applicable)									
Multi Day Events	If you plan to run your event over multiple days, please provide details of the dates and any varying times								
Public Liability Insurance	Hirers of Council facilities are required to hold Public Liability Insurance for a minimum of \$10,000,000 cover for injury to persons as a result of the hiring and Contents Insurance cover for damage to property and equipment owned by the Hirer. Proof of cover must be provided.								
	Public Liability	<input type="checkbox"/> Yes		Policy No:					
	Date of Expiry:			Name of Insurer:					
Event Description	Please provide a brief description of your event								
How did you hear about our Venue?									
Hirer Name									
Contact Person									
Phone					Fax				
Mobile									
Email Address									
Website (if applicable)									
Postal Address									
Town/Suburb					State			Postcode	
Hirer Status	Are you a not for profit association?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you a Government department/body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ABN No.	If applicable, please provide ABN:								
Spaces Required	Please tick below. If your preference is not available venue staff will allocate the most suitable space/s for you.								
<input type="checkbox"/> Laycock Street Theatre Auditorium (Capacity 392)				<input type="checkbox"/> Peninsula Theatre (Capacity 122)					
<input type="checkbox"/> Don Craig Room (Capacity 100)				<input type="checkbox"/> Gosford Regional Gallery					

Laycock Street Theatre

Section 2 – Ticketing

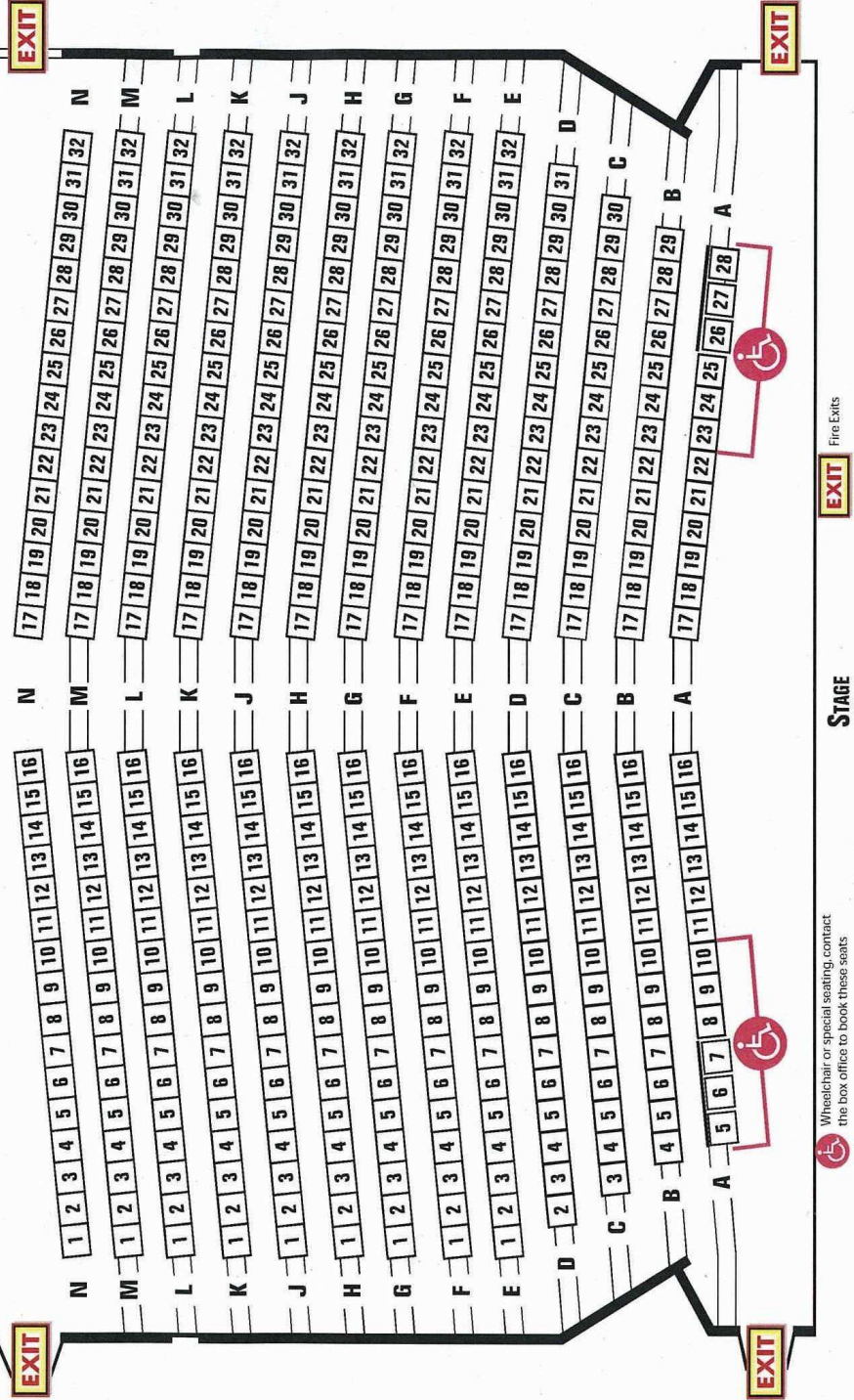
Please tick any of the following warnings appropriate to your production:

Strong Language		Nudity		Explicit Sexual Scenes	
Possible sightline restrictions		Fog/smoke/hazer effects		Pyrotechnics	
Strobe		Loud noises		Other _____	

Ticket Sales	If your event requires tickets of admission, the Venue will create and sell such tickets. Do you require ticket sales for your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wording on Tickets Please indicate what wording you require on your tickets	(Presenter's name) _____ <p style="text-align: center;">present(s)</p> (Production title) _____			
Ticket Pricing Ticket Prices shown must include 10% GST and the Venue Booking Fee of \$3.50/ticket	Adult	\$	Full-time Student Card Holders	\$
	Child (1 year old to Year 12 of High School)	\$	Groups of 10 or more	\$
	Pensioners/Concession Card Holders	\$	Other (please specify)	\$
Commencement of Sales	The day and date the Box Office is requested to commence sales		_____ / _____ / _____	
Sales Tracking	Laycock Street Theatre uses the SABO ticketing system. Producers can be issued a password to access SABO and keep tabs on their ticket sales. Please provide an email address that Box Office can send password details to. This email address will also be notified when tickets are placed on sale.			
	Email _____			
Companion Card	Laycock Street Theatre honours the NSW Companion Card and provides a free seat to the companion of people who are unable to attend the venue without a carer. Information about the Companion Card can be found at: http://www.nswcompanioncard.org.au			
Complimentary Tickets If complimentary tickets are required by the Hirer prior to tickets going on sale, please advise requirements:	No. of tickets _____		Location (see seat map) _____	
	Name of authorised person to collect _____			

Laycock Street Theatre

Laycock Street Theatre - Seating Plan



Wheelchair or special seating, contact the box office to book these seats

Fire Exits

STAGE