

WEHL STREET THEATRE BOOKING FORM

Hirer/Account Name:

Address:

 Postcode

Mobile Ph:

Other Contact No:

Email:

I have read and understand the terms & conditions of hire and agree to abide those conditions of the Wehl Street Theatre set by Centrestage Community Theatre Incorporated – Managing body.

Name

Position

Sign

Date

Return booking form to:

Centrestage Community Theatre Inc.

7 Wehl Street South, Mount Gambier

SA 5290

Telephone 0402 569 425

Email wehlstreettheatre@gmail.com

Contact Person

Phone

Nominated person in charge

Phone

Purpose of Hire

Which of the following best describes the nature of your organisation's activity?

A. Business or Commercial Group

B. Charitable, Non – Profit, School or Community Group

Do you agree for Centrestage to promote your event via the Wehl Street Theatre website?

If YES please provide promotional material (Posters/flyers/photos) to the booking officer prior to your event

If NO, basic booking Event booking information will still be listed on the website i.e. Name/Date of Event.

Office Use:

Deposit

Public Liability

Invoice

Paid



CLEANER



THEATRE TECHNICIAN



PIANO



PROJECTOR

(Cleaner & Theatre Tech at additional cost)

THEATRE BOOKING FORM

(please note charges for performance and rehearsal use are the same. Please include bump in/out date and time and cleaning date/time if doing own cleaning and different from bump out time. Energy usage will be checked from the times keys are picked up and returned to determine actual theatre usage)

Date	Start Time AM/PM	Finish Time AM/PM

EAST WING BOOKING FORM

DATE	EAST WING	WORKSHOP/PROPS ROOM	START TIME AM/PM	FINISH TIME AM/PM

Please note: Any electrical Appliance and equipment bought into the theatre must be safety tested and tagged