

IO MYERS STUDIO : APPLICATION FOR HIRE

PRODUCER'S DETAILS

Company Name:

Producer's Name:

Address:

Phone/Mobile:

Email:

ABN (for invoicing):

PRODUCTION CONTACTS

Director's Name:

Phone/Mobile:

Email:

Technical Manager:

Phone/Mobile:

Email:

PRODUCTION DETAILS

Type:

performance / exhibition / screening / rehearsal / film shoot / concert etc

Title:

Production Hire period:

- from (day and date)

- to (day and date)

SCHEDULE OF USE

TIMES REQUIRED: PLEASE FILL OUT THE FOLLOWING FORM ACCURATELY.

1. use 24 hour clock
2. "open time" is the time that you will arrive at the theatre
3. "close time" is the time you will lock up the theatre after use
4. "start time" is the beginning of a performance, screening, exhibition etc
5. "end time" is the expected finish time of your event
6. "use detail" is what you will be doing during the booked period - ie: bumping in, tech, performance etc

DAY	DATE	OPEN TIME	START TIME	END TIME	CLOSE TIME	USE DETAIL

NB: Please inform the CPL of any changes at the earliest opportunity as this information is used to prepare theatre, maintenance and cleaning schedules.

The completed and signed Application to Hire form along with a deposit of 20% of the full hire charge should be received by the CPL to secure your pencil booking. Payment can be made by cash, cheque or credit/debit card. Cheques must be made out to the University of New South Wales.

UNDERTAKING

We / I the undersigned:

1. Apply to the University of New South Wales to hire Io Myers Studio for the period shown above.
2. Have read and understand the **Information and Conditions of Hire** and agree to abide by these. Further, should any damage occur to University property brought about by persons and/or patrons related to our hire, then we understand that the University will hold us responsible to pay the total sum of damages.
3. Indemnify the University, its members, servants and agents from and against all liability from damages, costs, actions, claims and demands which may be made, sustained, suffered or recovered against it or them by any person for injury to person, loss of or damage to property however sustained when using, entering, leaving, within or near Io Myers Studio.
4. Will provide evidence of a current public liability insurance policy as set out in the **Information and Conditions of Hire**
5. Undertake to ensure that a suitably qualified person shall be in charge of activities at all times, and accept responsibility for insurances concerning all persons and property related to this hire.

Signed:

Position:

Date:

Send completed form to: Creative Practice Lab
Io Myers Studio
University of New South Wales
Sydney NSW 2052

For further information:

T: 9385 5684
E: cpl@unsw.edu.au
W: sam.arts.unsw.edu.au