

STUDIO ONE: 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:
play / musical / revue / cabaret / dance school / auditions / rehearsal / film shoot etc
Title:
Production Hire period: • from (day and date)
to (day and date)

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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 or conference paper, etc
- 5. "end time" is the expected finish time of a performance, etc
- 6. "use detail" is what you will be doing during the booked period ie: bumping, 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 work schedules.

The completed and signed Application to Hire form along with a deposit of 20% of the full hire charge should be forwarded to the CPL within four weeks of the pencil booking being made.

Acceptance of bookings will be advised by email to the producer. The balance of the hire fee is payable before occupation of the venue.

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UNDERTAKING

We / I the undersigned:

- 1. Apply to the University of New South Wales to hire Studio One 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 Studio One.
- 4. Will provide 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:						
Email completed form to:	cpl@unsw.edu.au					
OR						
Send completed form to:	Creative Practice Lab lo 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

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