

# VENUE HIRE ENQUIRY FORM

**Name of Presenting Organisation / Event Company**

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**Contact Details**

Contact Name			
Mailing Address			
Phone (BH)		Mobile	
Email			

**Preferred Dates** (please indicate 3 dates)

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**Venue/s Required** (please tick)

Llewellyn Hall (Stalls Only - 960 seats)		Larry Sitsky Recital Room (up to 120 seats depending on layout)	
Llewellyn Hall (Stalls & Gallery - 1,335 seats)		Big Band Room (up to 145 seats depending on layout)	
Will This Be A Ticketed Event			

**Event Type** (please tick as required)

<input type="checkbox"/> Concert	<input type="checkbox"/> Theatrical Performance	<input type="checkbox"/> Recording
<input type="checkbox"/> Presentation	<input type="checkbox"/> Graduation / Speech Night	<input type="checkbox"/> Lecture
<input type="checkbox"/> Conference	<input type="checkbox"/> Information Session	<input type="checkbox"/> Other:

**Name of Artist/s or Event**

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**Concert / Event Timings**

Start Time		Finish Time (Approximate)	
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**Rehearsal Timings** (if known)

Preferred Date / Time		Preferred Duration	
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**Equipment Requirements** (please tick as many as required)

<input type="checkbox"/> Piano / Instrument Hire	<input type="checkbox"/> Amplification of Instruments
<input type="checkbox"/> Stage Risers	<input type="checkbox"/> Audio Playback
<input type="checkbox"/> Lighting (other than open-white)	<input type="checkbox"/> CD/Video Recording
<input type="checkbox"/> Projection (please note: all projection will incur additional charges)	