

CAPITOL
Theatre

VENUE REQUEST FORM: ARTS

PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS

Registered name of Company / Individual's name as in NRIC or Passport:

Address:

Contact Person:

Tel:

Fax:

Email:

Name of Production:

Public Entertainment License Number (if applicable):

Company Registration Number / NRIC or Passport No. for Individual:

GST Registration Number:

Art-form:

Major artists involved:

Number of cast and crew:

Proposed marketing launch date:

Do you intend to sell tickets?

Yes

No

Requested set-up, rehearsal and performance dates and times:

Venue Requirements *(please specify)*:

I, the undersigned, verify that the above information is accurate and I understand that this venue hire request form does not in any way constitute a booking agreement.

DD/MM/YY:

Name & Signature:

Company stamp:

FOR OFFICIAL USE ONLY

Deposit Collected:

Thank you for taking the time to fill in our venue hire request form.

- 1) Venue Hire Requests may be submitted 12 months in advance.
- 2) For major regional tours involving long running shows (4 week run and above), requests will be considered outside the 12 months.
- 3) Capitol Theatre has the discretion to retain all materials, papers and images submitted, and is not liable for any unsolicited proposal or material.
- 4) We will respond as soon as possible. If you are working with specific deadlines please do let us know.

Note: Hirers are not permitted to carry out any form of publicity, including ticket sales without a signed contract with Capitol Theatre unless prior consent is obtained.

Please also provide with your application form a copy of your Company Certificate of Business Registration as at 01 Oct 2014