

CAPITOL
Theatre

VENUE REQUEST FORM: PRIVATE

For Private Events where tickets are sold to the public, Capitol Theatre will take minimum rental or 15% of Box Office sales, whichever is higher. For Private Events where no revenue is generated through ticket sales, or any other form or payment for participation, Capitol Theatre will charge a minimum rental.

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:

Type of Event and Brief Summary:

Requested Hiring Date (s) and Time of Event:

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

GST Registration Number:

Proposed marketing launch date:

Do you intend to sell tickets?

Yes

No

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.
Venue Hire Requests for Private Events may be submitted 12 months in advance
(6 months in advance for Theatre booking)
Private Events = Conferences, Product Launch, Cocktail Receptions, Meetings, etc

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