



MAGIS PERFORMING ARTS CENTRE (MPAC)

MPAC HIRE APPLICATION FORM

HIRER DETAILS

Organisation/Group Name: _____

Contact person: _____

Position held in organisation: _____

Address: _____

Contact telephone numbers: _____ (Home/Work/Mobile)

_____ (Home/Work/Mobile)

Email address: _____

Billing address: _____

(if different to above address) _____

EVENT DETAILS

Purpose/nature of event: _____

- Requirements:
- Inigo Theatre
 - Green Rooms
 - Catering (*Seminars/Conferences only*)
 - Box Office
 - Kiosk
(Kiosk availability to be determined by College)

Number of performers/crew/speakers involved in the event: _____

Expected audience numbers per performance (if applicable): _____

DATE	Time Venue Open	Time Venue Closed	Type of Use (eg.Rehearsal/Performance/Competition/Seminar/ Conference/Bump In/Bump Out etc.)

Will you require extra staff above the minimum requirement as stated in the General Information for Hirers Document? (These will be charged as per the schedule of fees)

Theatre Technician(s)

Usher(s)

Do you have Public Liability Insurance?

Yes. Amount of Cover \$ _____

No

Please note that a minimum of \$20 million cover is required for Public Liability Insurance, supported by a copy of a Certificate of Currency.

PLEASE NOTE:

The College reserves the right to refuse the hire of MPAC to any organization without stating reasons for doing so.

I/We hereby undertake, upon approval of this application, to comply in all respects to the Conditions of Hire Agreement, a copy of which will be provided to me (and available via the College website) and to make all payments as required by the Conditions of Hire and set out in the Schedule of Fees

Signature of Applicant/s

Date

(Note that this form must contain a handwritten signature)

Please return the completed application form to:

Mrs. Monica Baron
Loyola College
325 Grimshaw Street, Watsonia 3087
Phone: 9433 0767
Email: mpachiring@loyola.vic.edu.au

If approved, you will be sent a CONDITIONS OF HIRE AGREEMENT to sign and return, along with your Public Liability Insurance Certificate of Currency.

The TECHNICAL INFORMATION FORM will also be sent at the time of approval. This form is to be completed and returned up to six weeks prior to your event.