



297 Queen Street Campbelltown  
PO Box 162 CAMPBELLTOWN 2560  
townhalltheatrecampbelltown@gmail.com  
www.campbelltowntheatre.com.au

## HIRE APPLICATION

<b>Name of Group/ Organisation:</b>			
<b>Contact</b>			
<b>Position</b>			
<b>Address</b>			
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Date:</b>			

This schedule is to cover ALL requirements. Please state clearly the purpose e.g. bump in/ set up, rehearsals, every performance and bump out.

Please give details of the reason for your booking:

I/We apply to hire the Town Hall Theatre at the following times: (Please include rehearsals, bump in/out & performances required)
If more space is required please attach a separate list

Booking #	Day	Date	Start Time	Finish Time	Activity
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

- I/We agree to pay all the fees and charges associated with this booking as per the supplied **Schedule of Fees and Charges**
- I/We have read the **Terms and Conditions** for hire of the Town Hall Theatre and agree to comply with all conditions as provided.
- I/We will submit a copy of my/our current Certificate of Currency of my/hour Public Liability Policy for the hire period 14 days before the first booked date.
- The deposit (ie security Bond) is required within 14 days of the tax invoice, which is also the confirmation of hire.
- I/We have submitted a signed **Technical Form** with this application
- I/We have a copy of the **Venue Checklist** and will adhere to all items on this list

<b>Signature:</b>		<b>Date:</b>	
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**OFFICE USE ONLY**

<b>Deposit Received</b>		<b>Hire Fee Paid</b>	
<b>Deposit Refunded</b>		<b>Forms Submitted</b>	

