

PRACTICE SPACE Venue Hire Request Form

Section A: Hirer's Particulars

Name of Company/Organisation:

Type of organization (tick where applicable)* :

- Non-profit organization Registered charity
 Institution of Public Character Others (please specify) :

Address:	Tel:	
	Fax:	
	Email:	
Contact Person:	Designation:	

** Please submit an authorized document that can prove your status as a NPO, charity or IPC.*

Section B: Performance/Event Details

Title of Performance/Event:

Nature of Performance/Event: (Please)

- Drama Dance Music Multi-Discipline
 Non-Arts (e.g. conference, workshop, seminar etc.) *please specify*:

Sale of tickets: Yes* No
 * If yes, please indicate ticketing agent:

Sale of merchandise: Yes* No

* Name of Merchandiser (if any):

Projected Patrons (Audience / Participation) Session:

Section C: Facilities Required

Date	Booking Time (include set-up /tear down)*	Performance / Event Time*	
	Min. 4 hours booking	Start	End

** Please include preparation time, i.e. any preset before show time.*

** Additional booking schedule/information can be attached with booking form for submission.*

I, the undersigned, verify that the above information is accurate and I understand that this hire request form does not in any way constitute a booking agreement and the date(s) requested will be subject to availability.

Signature: _____ Company Stamp: _____ Date: _____

Kindly return the completed form to: space@practice.org.sg

The Theatre Practice has the discretion to retain all materials, papers and images submitted and are not liable for any unsolicited proposals and material.

We will respond to your request as soon as possible.

If you are working with specific deadlines, please let us know.