

THE THEATRE PRACTICE

Practice Space Venue Hire Request Form

Section A: Hirer's Particulars	
Name of Company/ Organization :	
Type of organization (tick where applicable)* :	
<input type="checkbox"/> Non-profit organization	<input type="checkbox"/> Registered charity
<input type="checkbox"/> Institution of Public Character	<input type="checkbox"/> Others (please specify) : _____
Address :	Tel :
	Fax :
Contact person :	Designation :

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

Section B: Performance/ Event Details**			
Name of Performance/ Event :			
Nature of event:			
<input type="checkbox"/> Drama	<input type="checkbox"/> Dance	<input type="checkbox"/> Music	
<input type="checkbox"/> Multi-discipline	<input type="checkbox"/> Others (please specify) : _____		
Date	Booking Time (including set-up/ tear down)	Performance/ Event Time	
	Minimum 4 hours booking	Start	End
Details of Event (please be as specific as possible) :			

** Please attach additional booking schedule/ information with this form for submission if necessary.

Section C: Performance/ Event Requirements (tick where necessary)

SOUND

Item	✓	QTY	Remarks
Full sound system		-	
Shure SM58 Wired Dynamic Vocal Microphone			4 available for rent
Crown PCC-160 Boundary Microphone			2 available for rent
ACT-70T Wideband Bodypack Transmitter			4 available for rent
Mipro MU-55LS Lavalier Microphone (Beige)			4 available for rent
ACT070H Wideband Handheld Microphone (2 mics will be provided at no additional cost)			2 available for rent
Microphone stand (Black)			4 available
Stereo DI Box			2 available
Mono DI Box			2 available
Bringing in own equipment (Please provide details on a separate sheet)		-	
Special requirements (please specify, subject to approval) :			

LIGHTING

Item	✓	QTY	Remarks
House rig		-	
Using own lighting plot		-	
Bringing in own equipment (Please provide details on a separate sheet)		-	
Special Requirements (please specify, subject to approval) :			

MULTIMEDIA AND COMMUNICATIONS

Item	✓	QTY	Remarks
Panasonic projector (4500 lumens)			2 available for rent
Wired intercoms			4 available

TECHNICAL CONSUMABLES

Item	✓	QTY	Remarks
AA Batteries (chargeable)		-	

SEATING

Item	✓	QTY	Remarks
Platform risers (height: 20 to 100cm)		-	

Section D: Manpower Requirements

Personnel	✓	QTY	Remarks
Light Operator			
Sound Operator			
Usher			At least 2 pax needed (from Hirer/ Venue)
Production Coordinator	✓	1	Compulsory
Venue Manager	✓	1	Compulsory

Acknowledgement

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

Authorized signature and date

Company stamp

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.