



TOWN HALL — THEATRE —

APPLICATION

THEATRE HIRING

FOR TOWN HALL

Date of Application: _____ Requested Time: _____ to _____

Function Date: _____

Organisation/Function: _____

Name of Person Responsible: _____

Address: _____ Phone: _____

Email: _____

Section 1

Requested Facilities	(Please tick if required)
Theatre	
PA System *	
Digital Projector *	

Note: * Including lectern/requires Projectionist

Section 2

Projectionist required? Yes/No

If No, advise name of approved Projectionist below

Name: _____ Phone: _____

Projectionists Signature: _____

I hereby agree I will be responsible for all persons attending the event organised by myself and agree to meet costs of any damages incurred. It is also agreed that all copyright issues and fees are the applicant's responsibility.

Signature of Applicant

Signature of Theatre Manager

Section 3

Refundable Bond Yes/No

OFFICE USE ONLY:

Paid: \$..... Date: Receipt No.:



FEES

Hire Of Theatre	Duration
Private	\$180.00 up to 4 hours
Council	\$150.00 up to 4 hours
School/Community	\$150.00 up to 4 hours

Projectionist	\$60.00 per hour (Min 2 Hrs)
Town Hall Kitchen	Contact Council
Refundable Bond	\$200.00
Cleaning Fee	\$65.00 per hour Min 1 Hr Charge (if left in an unacceptable condition)
Accessory Hire (Urn, tables, glasses)	\$35.00

- Organisations can provide an approved Projectionist and need to advise Theatre Manager in advance. An approved Projectionist must have completed training at Temora Town Hall Theatre.
- The Kiosk is not available for hire.
- At least 48 hours notice of hire is required.
- Advertised Cinema programs take precedence over casual hiring. This clause may be negotiable subject to significant advance notice, scale of event and approval of Management Committee and Council.