

## HIRE REQUEST FORM (Theatre & Black Box)

<b>Part A: Hirer's Particulars</b>			
Name of Company/Organisation:			
Address:	Tel:		
	Hp:		
	Email:		
Contact Person:	Designation:		
<b>Part B: Performance/Event Details</b>			
Title of Performance/Event:			
Nature of Performance/Event: (Please <input checked="" type="checkbox"/> )			
<input type="checkbox"/> Drama	<input type="checkbox"/> Dance	<input type="checkbox"/> Music	
<input type="checkbox"/> Multi-Discipline	<input type="checkbox"/> Non-Arts (E.g. conference, ceremony, seminar, etc) please specify		
_____			
Sale of tickets:	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	* If yes, please indicate ticketing agent:
Sale of merchandise:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Merchandiser (if any):			
<b>Part C: Facilities Required (Please <input checked="" type="checkbox"/> where applicable)</b>			
<input type="checkbox"/> Theatre (Capacity: 615 seats)		<input type="checkbox"/> Black Box (Capacity: 120 seats)	
Date	Booking Time (include set-up / tear down)*	Performance / Event Time*	
	Min. 4 hours booking	Start	End
<p>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.</p>			
_____	_____	_____	
Signature	Company Stamp	Date	
<p>Kindly return the completed form to: <a href="mailto:enquiries.dc@artshouse.sg">enquiries.dc@artshouse.sg</a>          Drama Centre has the discretion to retain all materials, papers and images submitted and are not liable for any unsolicited proposal and material.          We will respond to your request as soon as possible. If you are working with specific deadlines, please let us know.</p> <p style="text-align: center;">*Additional booking schedule/information can be attached with booking form for submission.</p>			