

**VENUE HIRE REQUEST FORM**

**Part A: Particulars of Hirer**

Name of Company/Organisation:

Address:

GST Registration Number:

*(If not applicable, please indicate N.A.)*

Contact Person:

Mobile:

Tel:

Email:

Fax:

**Part B: Event Details**

Title of Event:

Nature of Event:

For F&B/Receptions:  Pre  Intermission  Post

Name of caterer (if any):

**Part C: Venue** (Please  where applicable)

Concert Hall Suite (50 pax standing)  Theatre Suite (15 pax standing)

**Foyer Spaces:**

VT Circle Foyer (Approx 30 pax standing)

VCH Main Foyer (30 pax standing)

VCH Door 3 Foyer (100 pax standing)

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

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

*\*Additional booking schedule/information can be attached with booking form for submission  
Kindly return the completed form to [enquiries.vtch@artshouse.sg](mailto:enquiries.vtch@artshouse.sg)*

- Victoria Theatre & Victoria Concert Hall, at its discretion, may retain all materials, information and images submitted and will not be liable for any unsolicited proposal and materials.
- All requests will be attended to as soon as possible. If you are working with specific deadlines, please let us know.
- Hirers are not permitted to carry out any form of publicity, including ticket sales without a signed contract with Victoria Theatre & Victoria Concert Hall. Unless prior consent by Victoria Theatre & Victoria Concert Hall is obtained.