

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: Performance/Event Details

Title of Performance/Event:

Nature of Performance/Event: (Please)

Drama

Dance

Music

Multi-Discipline

Non-Arts (E.g. conference, ceremony, 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):

Part C: Venue (Please where applicable)

Music Studio (Capacity: Approx. 25 persons)

Dance Studio (Capacity: Approx. 60 persons)

Date	Booking Time (include set-up / tear down)*	Performance / 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.vtvch@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..