

Form Details

For all enquiries or to return this form, please contact;

Centre Box Office, Arts & Culture Officer

ph | 03 5671 2470

email | wonthaggi.artscentre@basscoast.vic.gov.au

post | 96 Graham St, Wonthaggi VIC 3995

Information that is collected in this form is subject to the Council's privacy policy. We will use this information to create a contract document. This booking form does not constitute a confirmed booking.

Contact Details

Contact Name			
Company / Group			ABN (if applicable)
Phone Numbers	Office	Home	Mobile
Postal Address			
Email Address			
Have you booked any part of the Wonthaggi Union Community Arts Centre before?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Company / Group Type (please tick);			
<input type="checkbox"/>	Community Group (not for profit)	<input type="checkbox"/>	Based in Bass Coast Shire
<input type="checkbox"/>	School Group	<input type="checkbox"/>	Based outside of Bass Coast Shire
<input type="checkbox"/>	Standard (commercial)	<input type="checkbox"/>	Based in Bass Coast Shire
<input type="checkbox"/>		<input type="checkbox"/>	Based outside of Bass Coast Shire
Public Liability Insurance is required: Do you have Current Insurance?*			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a Workers Compensation Certificate?*			Yes <input type="checkbox"/> No <input type="checkbox"/>

Event Information

Title of Performance / Event			
Type of Performance / Event (please tick)			
<input type="checkbox"/>	Awards Night	<input type="checkbox"/>	Cultural Event
<input type="checkbox"/>	Calisthenics/Dance/Gymnastics	<input type="checkbox"/>	Musical
<input type="checkbox"/>	Children's Event	<input type="checkbox"/>	Music Performance
<input type="checkbox"/>	Competition	<input type="checkbox"/>	Production Week
<input type="checkbox"/>	Comedy	<input type="checkbox"/>	School Performance
<input type="checkbox"/>	Graduation	<input type="checkbox"/>	Seminar/Launch
<input type="checkbox"/>	Other (please specify)		
<input type="checkbox"/>	Number of cast (people on stage)		<input type="checkbox"/>
<input type="checkbox"/>	Number of crew (people backstage)		<input type="checkbox"/>

Additional Information

Any additional details you would like to note.

Event Timings

Date	Activity (bump in/bump out/ rehearsal/performance/black out)	Access Start	Show Start (if applicable)	Interval Start (if applicable)	Interval End (if applicable)	Show End (if applicable)	Access End

If there is insufficient space above, please use an attachment to include all timings

Staffing Information

Please be aware that supervising staff are required during your booking.

The minimum staffing is Supervising Technician at all times and Front of House Duty Officer for all events when public are using the auditorium.

Technical and Front of House staff will be provided at costs prescribed in Bass Coast Shire Council's Fees and Charges Schedule.

Do you require use of the orchestra pit?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you require additional technical staff?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, what technical staff do you require?	<input type="checkbox"/>	Lighting Operator	<input type="checkbox"/>	Sound Operator
	<input type="checkbox"/>	Follow Spot Operator	<input type="checkbox"/>	Stage Manager
Do you require Ushers?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Box Office, Front of House and Bar

Ticketing: All hirers of the venue must use the ticketing service provided by Bass Coast Shire Council. A ticketing form will be provided with your contract document.

WUCAC offers a bar service for patrons attending events, including the provision of alcohol. Please indicate if it is appropriate to serve alcohol at your performance/event.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
How did you hear about the Wonthaggi Union Community Arts Centre?					
<input type="checkbox"/>	Return Client	<input type="checkbox"/>	Website	<input type="checkbox"/>	Newspaper
<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Search Engine	<input type="checkbox"/>	Social Media
<input type="checkbox"/>	Other (please specify)				

I understand this document does not constitute a confirmed booking. On return of this booking form, a quote and contract will be provided to complete in order to proceed with confirming the booking.

_____ Signature

_____ Date

_____ Name