



Venue Hire Application

Laycock Street Community Theatre

Proudly owned and operated by Central Coast Council

Thank you for choosing Laycock Street Community Theatre for your upcoming event. Please complete the following details and return to claire.ross@centralcoast.nsw.gov.au

This application must have a copy of your public liability insurance certificate attached.

Contact Information										
Hirer name										
ABN										
Contact person										
Phone				Mobile						
Email address										
Postal address										
Not-for-profit association		<input type="checkbox"/> Y <input type="checkbox"/> N		Incorporated		<input type="checkbox"/> Y <input type="checkbox"/> N		Government department		<input type="checkbox"/> Y <input type="checkbox"/> N
Please tick the room/venue you require:										
<input type="checkbox"/> Laycock Street Community Theatre Auditorium (Capacity 392)					<input type="checkbox"/> Laycock Street Community Theatre Don Craig Room (Capacity 100)					
<input type="checkbox"/> Peninsula Theatre (Capacity 122)										
Hire Dates										
Please list all dates for access required, including rehearsal information.										
Day	Date	Reh	Perf	Venue access time	Event start time	Interval	Event finish time	Venue egress time	# Cast and/or crew	
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							

Ticketing				
Wording on tickets Tickets must be sold through the Laycock Street Community Theatre's Box Office	(Presenter's name) _____			
	present(s) (Production title) _____			
Ticket pricing All advertised prices MUST include the \$3.95 booking fee and 10% GST	Adult	\$	Full-time Student Card Holders	\$
	Pensioners/Concession Card Holders	\$	Groups of 10 or more	\$
	Child (2 year old to Year 12 of High School)	\$	Other (please specify)	\$
	Membership Price <i>The Theatre offers a membership program to patrons with benefits including discounted ticket prices. We encourage all our hirers to secure further ticket sales by providing a membership price that is less than a concession ticket.</i>			\$
Complimentary tickets	Charged to the hirer at \$3.95 per ticket and arranged upon payment of deposit, please speak to our Ticket Sales Officer on 4323 3233.			
Preferred on sale date	Date: _____ <i>Tickets will not be placed on sale without a signed agreement, payment of deposit, provision of public liability insurance certificate and provision of marketing information.</i>			
Provide a nominated email address below if you wish to offer patrons purchasing tickets to your event, the option to 'opt-in' to receive marketing material from you. The information captured is permitted for marketing use only and cannot be shared or used for any other purposes. This will be sent via an automatically generated email to the nominated email address only. Nominated email: _____				

Please select the appropriate production classification and effects:			
<input type="checkbox"/>	Suitable for all ages (no content requiring adult supervision)	<input type="checkbox"/>	Mild content (adult supervision may be required)
<input type="checkbox"/>	Moderate content (suitable for ages 15 and over)	<input type="checkbox"/>	Suitable for adults only (may contain strong language, nudity/explicit sexual scenes)
<input type="checkbox"/>	Possible sightline restrictions	<input type="checkbox"/>	Fog/smoke/hazer effects
<input type="checkbox"/>	Strobe	<input type="checkbox"/>	Loud noises
<input type="checkbox"/>	Other - please detail:		

Marketing Information	
The information provided may be used for our marketing purposes. Please complete form below or send responses separately via email.	
Production name	
Presenting line	
Performance genre	
Production description Please note: our marketing team may need to edit this copy for the program.	<i>150 words maximum</i>
Key selling points	
Review quotes Please note quotes must have prior approval to be used in media releases and associated marketing.	
Target audience	
Images Please supply images to meet the following marketing requirements.	<ul style="list-style-type: none"> • Hero image for website use (no text overlay), • Production poster, • Facebook cover (png or jpg at least 400 pixels wide x 150 pixels high)
Video	<i>Supplied videos must be MP4 format.</i>
Links Facebook page/websites	<i>Please provide additional information that may be used in marketing collateral</i>
Please ensure booking details are presented as follows in all related promotional material: Bookings ph. 4323 3233 or online at www.centralcoast.nsw.gov.au/theatres The venue name Laycock Street Community Theatre must not be abbreviated or altered.	

From the information you have provided you will be issued with:

- a Venue Hire Agreement for execution and return;
- invoice for deposit payable prior to tickets going on sale; and a
- Front of House and Technical Requirements, and Production Risk Profile form to be completed and returned two months prior to performance date.

The Venue Hire Agreement lists the requirements for your event (and associated costs) and is your contract for hire. Please check it thoroughly for accuracy and return signed Venue Hire Agreement, and payment of deposit within one month.