

Benalla Performing Arts & Convention Centre
BPACC Meeting Room
Hire Application Form

BPACC 2017/2018

Office Use Only

Event Date: _____	Event Time: _____
Purchase Order #: _____	Internal Hire #: _____
Transfer Ledger #: _____	EventPro Event #: _____

Please complete as thoroughly and as accurately as possible and return to:

Benalla Performing Arts & Convention Centre
 57 Samaria Road,
 BENALLA, VIC, 3672
 Ph: (03) 5762 5515
 Email: bpacc@benalla.vic.gov.au

Section 1: Contact and Event Details

This form has been completed by:

Please Note: BPACC will only confirm changes to your event made by the person named below.

Name: _____ Company: _____

Address: _____ Suburb: _____

State: _____ Post Code: _____

Email: _____

Phone: _____ Mobile: _____

Event Name: _____

Company to be invoiced (if different from above):

Name: _____ Company: _____

Address: _____ Suburb: _____

State: _____ Post Code: _____

Email: _____

Phone: _____ Mobile: _____

Please indicate which best describes your company:

Government: Not-for-Profit: School: Community: Other:

Please indicate which best describes your event:

Meeting: Arts: Workshop: Seminar: Other:

Please initial here _____

Section 2: Room Selection and Attendance

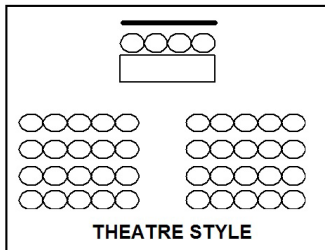
Attendance (including staff): _____

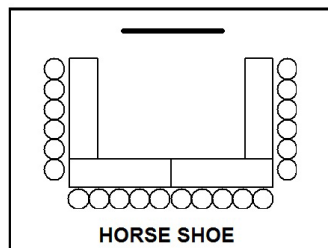
Please indicate which room(s) you require:

- | | | | |
|--|--------------------------|---|--------------------------|
| Meeting Room 1 (MR1) | <input type="checkbox"/> | Meeting Room 2 (MR2) | <input type="checkbox"/> |
| Meeting Room 3 (MR3) | <input type="checkbox"/> | Double Meeting Room
(MR1 & 2 combined) | <input type="checkbox"/> |
| Auditorium | <input type="checkbox"/> | Entire Venue | <input type="checkbox"/> |
| Backstage
(2 medium rooms, 2 small rooms & open
"Green Room" area) | <input type="checkbox"/> | Foyer
(able to be extended into MR1 & 2) | <input type="checkbox"/> |

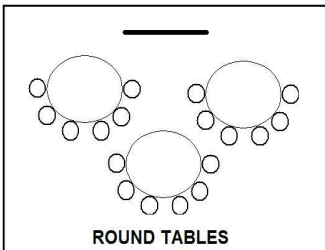
Capacity

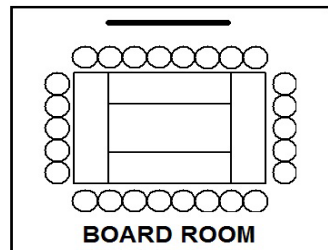
	Theatre Style	Horse Shoe	Round Table	Board Room
Meeting Room 1	50	24	20	28
Meeting Room 2	50	24	20	28
Meeting Room 3	45	20	10	24
Double Meeting Room	100	45	70	50
Auditorium	340			





Custom Set-Up (please draw below):





Section 3: Access Times

Please ensure you have adequate time for your personal set-up and pack-up:

Date	Set-Up		Event		Pack-Up		Break/Intervals		Total Hours
	To	From	To	From	To	From	To	From	

Please initial here _____

Section 4: Refreshments / Catering

BPACC can provide one of two options:

	Premium <i>(MR1 and MR2 only)</i>	Standard
Coffee	Nespresso Pod Varieties	Nescafé Blend 43
Tea	Twinings Tea Varieties	Dilmah Black Tea
Biscuit	Gourmet "Byron Bay Cookies" Assorted Packs	Arnott's Standard Packs
Price: One Serve / per person	\$ 5.00	\$ 3.50
Price: All Day / per person	\$ 10.00	\$ 7.00
<i>Selection Required:</i>	<input type="checkbox"/> one serve <input type="checkbox"/> all day	<input type="checkbox"/> one serve <input type="checkbox"/> all day
Gluten Free biscuit option:	<input type="checkbox"/> Required Qty: _____	<input type="checkbox"/> Required Qty: _____
Vegan biscuit and milk substitute option:	<input type="checkbox"/> Required Qty: _____	(additional \$2.50 per vegan serve)
Vegan gluten free biscuit option:	<input type="checkbox"/> Required Qty: _____	

Please note: Both packages include chilled water, mints, urn, and all crockery required.

If you wish to provide your own tea, coffee, sugar, milk, and biscuits BPACC can provide the following:

Equipment	Price	Required	Qty
Urn (Hot water Urn)	\$ 12	<input type="checkbox"/>	_____
Crockery Hire (1-30 pieces)	\$20	<input type="checkbox"/>	_____
Crockery Hire (31-100 pieces)	\$ 30	<input type="checkbox"/>	_____
Crockery Hire (101-150 pieces)	\$ 40	<input type="checkbox"/>	_____
Crockery Hire (151-250 pieces)	\$ 50	<input type="checkbox"/>	_____

Please indicate if catering has been arranged:

Yes No

Catering supplier: _____ Delivery Time: _____

Do you require fridge storage? Yes No Do you require a Liquor Licence? Yes No

Section 5: Tickets

Is your event ticketed: Yes No Do you require BPACC to sell your tickets: Yes No

Please note: Tickets printed and sold by BPACC incur a Booking Fee of \$2.50 per ticket (including complimentary).

Are the tickets: Allocated Seating General Admission

Tickets on sale: _____ Sale required online via the BPACC website: Yes No

Ticket Prices (including BPACC \$2.50 Booking Fee and GST):

Adult	Concession	Child	Group	Other
_____	_____	_____	_____	_____

Please note: BPACC accepts Companion Cards and Carer Cards for all ticketed events.

Do you require tickets to be printed (for your distribution/sales): Yes No

1 – 150 Tickets	151 – 250 Tickets	251 – 340 Tickets
\$150 <input type="checkbox"/>	\$250 <input type="checkbox"/>	\$350 <input type="checkbox"/>

What information would you like on your tickets?

Please note: All events with tickets sold by BPACC need to fill out the additional GST Form.

Please initial here _____

Section 6: Equipment Hire, Fees, and Charges

MEETING ROOM –

Equipment	Price (ea)	Required	Qty
Data Projector and Screen	\$ 50	<input type="checkbox"/>	_____
Flip Chart Easel	\$ 10	<input type="checkbox"/>	_____
Laptop and PC Speakers	\$ 40	<input type="checkbox"/>	_____
Phone	\$ 5	<input type="checkbox"/>	_____
Wireless Microphone/PA	\$ 45	<input type="checkbox"/>	_____
Wired Microphone/PA	First: Included Additional: \$ 20	<input type="checkbox"/>	_____
White Board (each)	First: Included Additional: \$ 15	<input type="checkbox"/>	_____
Lectern (no microphone)	First: Included Additional: \$ 20	<input type="checkbox"/>	_____
Table Cloths	\$ 15	<input type="checkbox"/>	_____
Truss-Mate LED Lights (set of 8)	\$ 100	<input type="checkbox"/>	_____
Red Carpet and Rope Bollards (set outside)	\$ 250	<input type="checkbox"/>	_____
Media Centre: Meeting Room Three (Projector, Projector Screen, Blue Ray Player, HDMI, VGA, Digital TV "Free to Air" Channels, Surround Sound)	\$ 100	<input type="checkbox"/>	_____
Mini Cinema: Meeting Room Three (Projector, Projector Screen, Blue Ray Player, HDMI, VGA, Digital TV "Free to Air" Channels, Surround Sound, Three (3) hour Room Hire, Film Rights, and twenty (20) tickets included)	\$ 400	<input type="checkbox"/>	_____

Please note: if you use your own laptops or devices you will need to bring the appropriate adaptors.

Please Note: All equipment and set-up is subject to availability.

OTHER –

Equipment	Price (ea)	Required	Qty
Phone Call	50c connection 20c per minute	<input type="checkbox"/>	_____
Wireless Internet access (up to 10 users)	Included	<input type="checkbox"/>	_____
Wireless Internet access (more than 10 users)	\$ 5 per user	<input type="checkbox"/>	_____
Printing/Photocopying: A4 (Black and White)	50c per page/side	<input type="checkbox"/>	_____
Printing/Photocopying: A3 (Black and White)	75c per page/side	<input type="checkbox"/>	_____
Printing/Photocopying: A4 (Colour)	\$ 1 per page/side	<input type="checkbox"/>	_____
Printing/Photocopying: A3 (Colour)	\$ 1.50 per page/side	<input type="checkbox"/>	_____

Section 7: Additional Information

Please indicate if you have attached the following:

Attached

- Additional BPACC GST Form
- BPACC Advertising Options Form
- BPACC Deposit Form
- BPACC Kiosk Conference Options Form

Please indicate if there is any additional information that would be useful in planning your event.

(e.g. rehearsals, allergies or medical conditions, or other relevant information)

Please initial here _____

Please select and give details if you will be providing any of the following:

	Yes	No	Details
Merchandising / Handouts / Trade Displays / Give-aways	<input type="checkbox"/>	<input type="checkbox"/>	_____
Photographer (Photos and Video)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Photographer's Name: _____ Phone: _____

Please note: Permission may be needed by performers and patrons before recording/photographing.

Please indicate if you need to arrange any of the following:

	Yes	No	Details
Prams or Walking Frames Storage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wheelchair Seating	<input type="checkbox"/>	<input type="checkbox"/>	_____
VIP or Dignitaries Attendance	<input type="checkbox"/>	<input type="checkbox"/>	_____

VIP Name: _____ Special Requirements: _____

VIP Name: _____ Special Requirements: _____

Back Door Access to BPACC _____

VIP Parking _____

Please note: BPACC shares carpark spaces with GOTAFE and cannot guarantee that parking spots will be available.

Section 8: Additional Staff

Please select any additional staff you may require:

STAFF	Price (per person/per hour)		Required	Qty
	Normal	Public Holiday		
Usher	\$ 30	\$ 50	<input type="checkbox"/>	_____
Please note: BPACC recommends one (1) usher per 50 attendees. One (1) BPACC 'Head Usher' is required if you wish to provide your own ushers.				
Front of House/ Box Office, Bar/Kiosk, Out-of-Hours Venue Attendant	\$ 40	\$ 80	<input type="checkbox"/>	_____
Technical (Auditorium: Light and Sound)	\$ 70	\$ 130	<input type="checkbox"/>	_____
Please note: (a) BPACC provides one (1) Technical Staff Member for each Auditorium and Entire Venue booking. Any events that require multiple aspects (lighting, sound, projection) will, likely, require an additional technical staff member. A technical staff member may be in contact, via phone or email, to discuss your needs. BPACC technical staff members are unable to design a lighting design. (b) One (1) Box Office Staff Member will be provided for events where BPACC is responsible for selling the event's tickets. (c) Out-of-Hours Attendant required between 5:30pm – 9:00am weekdays and all day weekends.				

Please initial here _____

Section 9: Other Information

Please Note: BPACC's fire alarm and sensors are very sensitive. Aerosols, including but not limited to deodorants and hairsprays, can set the alarms off. BPACC has signage warning this hazard. Please contact BPACC if you believe your event will need the fire alarms isolated. BPACC has to notify VIC Fire of any isolated alarms three (3) weeks before the event by written application. If BPACC has not been notified that alarms need to be isolated, and the alarms are activated, charges for the CFA call out and BPACC evacuation may be passed to hirers' of the event in full.

Please initial here _____

Please Note:

- a) Any changes to the requirements requested from the receipt of this form are subject to written confirmation as per conditions of hire and may incur an additional charge.
- b) Clients will not be given access to the building before allocated times as above (Section 3). Staff will arrive at the venue 15mins prior to times requested. If changes are required to your access times please contact BPACC at least 48 hours prior to your event.
- c) All clients' equipment, belongings, etc. must be removed at the time of your departure. Collection of equipment the following day is not possible. Equipment left will incur a \$40 fee per day.
- d) Footwear must be worn within this venue at all times.
- e) Rehearsal is defined as fluorescent lighting and venue FOH staff only.
- f) If the venue requires cleaning 'above and beyond' our cleaners regular duties, the costs of such expenses will be passed on to the hirer in full (e.g. steam cleaning carpets or washing walls/ceilings, etc).
- g) The cost of any BPACC equipment broken, lost, or stolen by hirers or their guests will be passed on to hirers in full.
- h) BPACC is a breastfeeding friendly venue. Please make staff aware if a comfortable room is needed.
- i) BPACC is a non-smoking venue. Smoking is not permitted within the venue, GOTAFE courtyard, or front entrance and paved courtyard. Please ensure your event attendees do not smoke within these areas and that they dispose of their cigarette butts in bins or butt disposal points provided.
- j) All Performance events also need to fill out the additional Theatrical Form for approval.
- k) Cancellation Fees may apply:

Less than 24hrs notice	100% of holding fee
Less than 48hrs notice	80% of holding fee
Less than five (5) business days notice	50% of holding fee
Less than ten (10) business days notice	10% of holding fee

Please initial here _____

A holding fee is required to confirm your booking. Please download the form our website.

Signature: _____ Date: ____ / ____ / ____

Name: _____

OFFICE USE ONLY			
Approved by BPACC-			
SIGNED: _____	Yes	No	Date
DATED ____ / ____ / ____			
Confirmation email sent	<input type="checkbox"/>	<input type="checkbox"/>	
Quote sent	<input type="checkbox"/>	<input type="checkbox"/>	
Phone confirmation & connection	<input type="checkbox"/>	<input type="checkbox"/>	
Post Event – invoice & letter sent	<input type="checkbox"/>	<input type="checkbox"/>	
Post Event – feedback form send	<input type="checkbox"/>	<input type="checkbox"/>	