

Benalla Performing Arts & Convention Centre

# BPACC Entire Venue Hire Application Form

**BPACC**

2017/2018

Office Use Only

**Event Date:** \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Transfer Ledger #: \_\_\_\_\_

**Event Time:** \_\_\_\_\_

Internal Hire #: \_\_\_\_\_

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](mailto: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

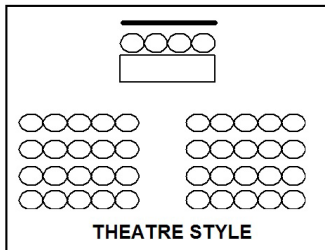
Attendance (including staff): \_\_\_\_\_

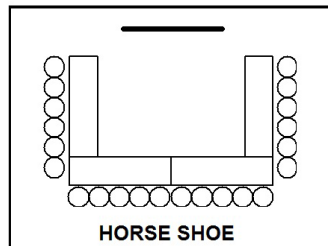
Please indicate which room(s) you require:

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| 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"/> |

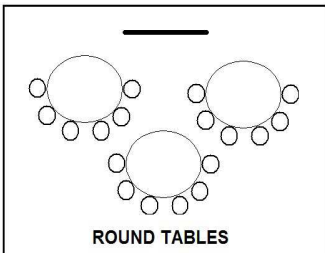
### Capacity

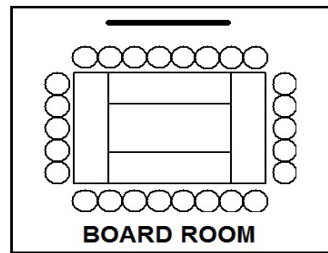
|                     | Theatre Style | Horse Shoe | Round Table | Board Room |
|---------------------|---------------|------------|-------------|------------|
| Meeting Room 1      | 50            | 24         | 20          | 28         |
| Meeting Room 2      | 50            | 24         | 20          | 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:

|   | <b>Premium</b><br><i>(MR1 and MR2 only)</i>                         | <b>Standard</b>   |
|---|---|---|
| <b>Coffee</b>                             | Nespresso Pod Varieties   | Nescafé Blend 43  |
| <b>Tea</b>                                | Twinnings Tea Varieties   | Dilmah Black Tea  |
| <b>Biscuit</b>                            | Gourmet "Byron Bay Cookies" Assorted Packs                          | Arnott's Standard Packs   |
| <b>Price: One Serve / per person</b>      | <b>\$ 5.00</b>  | <b>\$ 3.50</b>  |
| <b>Price: All Day / per person</b>        | <b>\$ 10.00</b>   | <b>\$ 7.00</b>  |
| <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<br><input type="checkbox"/> | \$250<br><input type="checkbox"/> | \$350<br><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

Please indicate if you require any of the following equipment:

### AUDITORIUM –

| Equipment   | Price (ea)                           | Required                 | Qty   |
|---|--------------------------------------|--------------------------|-------|
| <b>AUDIO:</b>   |                                      |                          |       |
| Wired Microphones (4 available)   | \$ 20                                | <input type="checkbox"/> | _____ |
| Wireless Microphones<br>(4 available - 4 handheld or 2 face & 2 handheld)   | \$ 45                                | <input type="checkbox"/> | _____ |
| Lectern with Microphone   | \$ 20                                | <input type="checkbox"/> | _____ |
| Foldback Speakers   | \$ 5                                 | <input type="checkbox"/> | _____ |
| Playback: <input type="checkbox"/> CD <input type="checkbox"/> MP3  |                                      | <input type="checkbox"/> |       |
| Playback required from: <input type="checkbox"/> Side Stage <input type="checkbox"/> Control Room <input type="checkbox"/> On Stage |                                      |                          |       |
| <b>AUDIO VISUAL/ PROJECTION:</b>  |                                      |                          |       |
| Cinema Projector and Dolby Digital Surround Sound   | \$ 150                               | <input type="checkbox"/> |       |
| Cinema Projector Data Conversion: MP4 to DCP (max 15min clip)   | \$ 15<br>per hour                    | <input type="checkbox"/> | _____ |
| <b>Please note: A 10min MP4 may take up to 4hours to convert to DCP.</b>  |                                      |                          |       |
| Data Projector and Screen or Scrim  | \$ 75                                | <input type="checkbox"/> |       |
| DVD Player (runs through Cinema Projector)  | \$ 20                                | <input type="checkbox"/> |       |
| Laptop  | \$ 40                                | <input type="checkbox"/> |       |
| <b>LIGHTING</b>   |                                      |                          |       |
| Theatrical Lighting   | \$ 75                                | <input type="checkbox"/> |       |
| Truss-Mate LED Lights (set of 8)  | \$ 100                               | <input type="checkbox"/> | _____ |
| <b>OTHER</b>  |                                      |                          |       |
| Stage Set-Up: Basic (e.g. One table, four chairs, and lectern)  | Included                             | <input type="checkbox"/> |       |
| Stage Set-Up: Extensive (e.g. Multiple presentation tables, multiple chairs, banners, lectern, and other)                           | \$ 75                                | <input type="checkbox"/> |       |
| Table Cloths  | \$ 15                                | <input type="checkbox"/> | _____ |
| White Board (each)  | First: Included<br>Additional: \$ 15 | <input type="checkbox"/> | _____ |
| Lectern with microphone   | First: Included<br>Additional: \$ 20 | <input type="checkbox"/> | _____ |
| Smoke Machine   | \$ 45                                | <input type="checkbox"/> |       |
| Grand Piano (K.Kawai RX-7)  | \$ 95                                | <input type="checkbox"/> |       |
| Piano Tuning  | \$ 350                               | <input type="checkbox"/> |       |
| Rostra (4 available)  | \$ 7                                 | <input type="checkbox"/> | _____ |
| Orchestra Pit - Emptied   | \$ 400                               | <input type="checkbox"/> |       |
| Red Carpet and Rope Bollards (set outside)  | \$ 250                               | <input type="checkbox"/> |       |

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

### 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<br>Additional: \$ 20 | <input type="checkbox"/> | _____ |
| White Board (each)   | First: Included<br>Additional: \$ 15 | <input type="checkbox"/> | _____ |
| Lectern (no microphone)  | First: Included<br>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<br>(Projector, Projector Screen, Blue Ray Player, HDMI, VGA,<br>Digital TV "Free to Air" Channels, Surround Sound)  | \$ 100                               | <input type="checkbox"/> |       |
| Mini Cinema: Meeting Room Three<br>(Projector, Projector Screen, Blue Ray Player, HDMI, VGA,<br>Digital TV "Free to Air" Channels, Surround Sound, Three (3) hour Room<br>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.*

#### OTHER –

| Equipment                                     | Price (ea)                       | Required                 | Qty   |
|---|----------------------------------|--------------------------|-------|
| Phone Call                                    | 50c connection<br>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<br>page/side             | <input type="checkbox"/> | _____ |
| Printing/Photocopying: A3 (Black and White)   | 75c per<br>page/side             | <input type="checkbox"/> | _____ |
| Printing/Photocopying: A4 (Colour)            | \$ 1 per<br>page/side            | <input type="checkbox"/> | _____ |
| Printing/Photocopying: A3 (Colour)            | \$ 1.50 per<br>page/side         | <input type="checkbox"/> | _____ |

### Section 7: Additional Information

**Please indicate if you have attached the following:**

A4 basic drawing of how you require the stage set

**Attached**

Lighting Plan

Performance Running Sheet

Additional BPACC GST Form

Additional BPACC Theatrical Requirements 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 /<br>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"/> | _____                       |
| <b>Please note:</b> <i>It is the policy of BPACC that prams/frames not be allowed in the aisles for OH&amp;S reasons.</i> |                          |                          |                             |
| 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   | <input type="checkbox"/> | <input type="checkbox"/> | _____                       |
| VIP Parking   | <input type="checkbox"/> | <input type="checkbox"/> | _____                       |

**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<br>(per person/per hour) |                | Required                 | Qty   |
|--|--------------------------------|----------------|--------------------------|-------|
|  | Normal                         | Public Holiday |                          |       |
| Usher  | \$ 30                          | \$ 50          | <input type="checkbox"/> | _____ |
| <b>Please note:</b> 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,<br>Out-of-Hours Venue Attendant   | \$ 40                          | \$ 80          | <input type="checkbox"/> | _____ |
| Technical (Auditorium: Light and Sound)  | \$ 70                          | \$ 130         | <input type="checkbox"/> | _____ |
| <b>Please note:</b> (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<br>Approved by BPACC-<br>SIGNED: _____<br>DATED ____ / ____ / ____ | Yes                      | No                       | Date |
|--|--------------------------|--------------------------|------|
| 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"/> |      |