

# FOREST HILL COLLEGE

## BOOKING REQUEST 2019/20



Organisation Name & ABN:	
Name & Office of Authorised Person:	
Address for Correspondence:	
Phone/Mobile:	Email:
Type of Event:	

### PLEASE INDICATE THE COLLEGE FACILITY REQUESTED FOR HIRE:

<input type="checkbox"/>	Theatre Complex – Change Rooms Requirements:	<input type="checkbox"/>	Near Stage	<input type="checkbox"/>	Near Foyer	<input type="checkbox"/>	Both
<input type="checkbox"/>	Theatre Foyer						
<input type="checkbox"/>	Classrooms: Average number in each class:	_____	Number of Rooms	_____			
<input type="checkbox"/>	Black Box Theatre						
<input type="checkbox"/>	Steam Centre						
<input type="checkbox"/>	Multipurpose Room						
<input type="checkbox"/>	Gymnasium Courts						
<input type="checkbox"/>	Outdoor Netball/Tennis Courts						
<input type="checkbox"/>	Strength and Conditioning Room:	<input type="checkbox"/>	Large	<input type="checkbox"/>	Small		
<input type="checkbox"/>	Synthetic Soccer Pitch						
<input type="checkbox"/>	Synthetic Futsal Courts						
<input type="checkbox"/>	Instrumental Music Rehearsal Space						
<input type="checkbox"/>	Football Oval						
<input type="checkbox"/>	General Grounds						

Dates Required	Arrival Time	Departure Time	Purpose (Rehearsal/Performance)

*\*Please note that access to Forest Hill College Facilities is strictly limited to the times stated in the Forest Hill College Hire of Facilities Agreement and includes bump in/bump out times. The College premises are patrolled by security at midnight and no persons can be in the premises at that time.*

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For Theatre Complex hires:

Please indicate if you will be providing your own technician and/or equipment:  Yes  No

If Yes: Please specify the role of your technician and the equipment you will be providing (as applicable)

**PLEASE INDICATE EQUIPMENT REQUIRED FOR THEATRE COMPLEX HIRE:** (for **all** hire dates, or **specific** dates only)

- Lectern with Microphone:  All or Date/s Required: \_\_\_\_\_
- Handheld Microphones: Amount Required \_\_\_\_\_  All or Date/s Required: \_\_\_\_\_
- Cordless Microphone: Amount Required \_\_\_\_\_  All or Date/s Required: \_\_\_\_\_
- Microphone Stands: Amount required \_\_\_\_\_  All or Date/s Required: \_\_\_\_\_
- Talkback Radio:  All or Date/s Required: \_\_\_\_\_
- Follow Spot (2000 watt):  All or Date/s Required: \_\_\_\_\_
- Data Projector:  All or Date/s Required: \_\_\_\_\_
- Laptop (for projection and/or playing music):  All or Date/s Required: \_\_\_\_\_
- CD Player – Side Stage:  All or Date/s Required: \_\_\_\_\_
- CD Player – Bio Box:  All or Date/s Required: \_\_\_\_\_
- DI Boxes:  All or Date/s Required: \_\_\_\_\_
- Technician:  All or Date/s Required: \_\_\_\_\_
- Access to other rooms (eg classroom space) to cater for talent overflow for stage management purposes  
 All or Date/s Required: \_\_\_\_\_
- Tables: Amount Required \_\_\_\_\_  All or Date/s Required: \_\_\_\_\_
- Other: (Please state) \_\_\_\_\_  All or Date/s Required: \_\_\_\_\_

Please detail the type of any food or beverages that you would intend to provide at your function:

*\*Please note that food and beverages, other than tea/coffee/water and prepacked confectionary style snacks, are not permitted without express written permission of the College.*



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**Do you require a tour of the proposed hire space outside of your hire dates?:**

To determine measurements/suitability of the space for your event planning:  Yes  No

**If Yes:** Please specify three suitable dates and times (between Monday to Friday, 8:30am to 3:15pm):

*\*The College will then confirm the appointment time via email. Please note that tours are limited to one hour.*

**If Yes:** Please specify if you require the College technician to attend the tour:  Yes  No

*\*Please note that a fee of \$40 per hour will apply (in addition to the facility hire fee) when a College technician is required to attend a tour.*

**Do you have a current Certificate of Currency and Public Liability Insurance?:**  Yes  No

### PLEASE RETURN YOUR COMPLETED BOOKING REQUEST FORM VIA:

**Email:** [hire@fhc.vic.edu.au](mailto:hire@fhc.vic.edu.au)

**Post:** 178/180 Mahoneys Road, Burwood East 3151

**In Person:** General Office, Forest Hill College, 178/180 Mahoneys Road, Burwood East 3151

A written quotation will be provided within seven (7) days of the College receiving your booking request.

*\*Please note booking enquiries will not be confirmed until a hire agreement has been signed between the hirer and College.*

*The College is collecting the information on this application for the purpose of attending to this booking hire enquiry. Any personal information included in the form will only be used to communicate with the applicant. The information will not be disclosed by Forest Hill College and in particular, to others for marketing purposes, except as required by law.*



FOREST HILL  
COLLEGE

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