



# SPACES FOR HIRE

Kingston Butter Factory  
Cultural Precinct

[loganarts.com.au](http://loganarts.com.au)



CITY OF  
**LOGAN**

# HAVE YOUR EVENT WITH US

## The reimagined Kingston Butter Factory Cultural Precinct has the perfect space to host your next event.

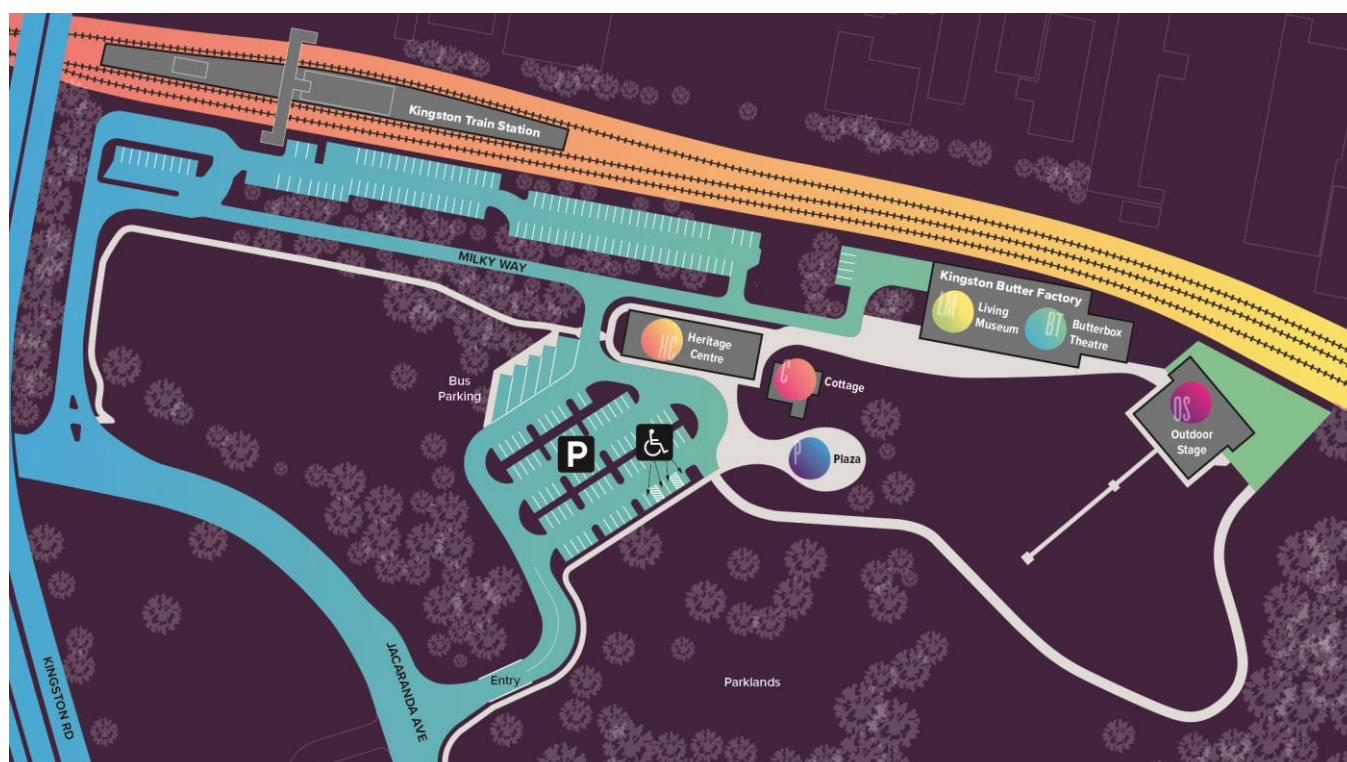
Our range of versatile indoor and outdoor spaces for hire include a large Outdoor Stage area, open Plaza, Indoor Studio, Butterbox Theatre, Atrium, function and meeting rooms.

These spaces can accommodate various events, ranging from large outdoor concerts, to smaller scale events such as theatre performances, meetings, and cocktail-style functions.

The cultural precinct is conveniently located next to the Kingston train station and accessible via the Beenleigh or Ferny Grove lines. There is also free parking onsite for buses and cars.

If you're looking for a unique and easily accessible venue space, this is it. Talk to our dedicated event teams about how we can help you create an event to remember.

For further information please contact our KBF team (see page 12).



# SPACES FOR HIRE

## OUTDOOR STAGE AND GREENSPACE

**Permanent stage:** 14m (W) x 12m (D) x 8m (H)

**Patron capacity (full event space):** 5000

**Wing space (off stage):** 4m (W) x 12m (D) to each side of stage

**Stage floor surface:** Concrete, with 7.5kPA Uniform distributed load and 4.5kN point load capability

**Stage height:** 1.2m (with tiered step(s) down at front/sides)

**Stage ceiling height:** 8m

**Clear height above stage:** 6m

**Event Lawn:** 5,000m<sup>2</sup>

This 14m wide Outdoor Stage faces south-west and offers highly adaptable performance space. It can accommodate up to 50 performers, together on stage and its fan-shaped audience viewing area caters for crowds of up to 5,000.

Featuring mosaic artwork that represents the city's diverse peoples, it faces vast open green space.

Ramp access is available at the front and rear. Backstage, a crossover corridor adjoins the dressing rooms (2 large 20-person rooms and 1 small 6-person room).

The standard audio and lighting fit out is equipped with a wide range of equipment that includes brands such as Nexo, Yamaha and GrandMA. Our fulltime onsite Production Supervisor and skilled technical team are available to support the delivery of your event.

Our facilities can be tailored to suit your needs and detailed technical specifications are available on request.



Artist's impression of the outdoor event stage and lawn.

	Unit	Amount (incl. GST)
Set Up/Rehearsal, Non-performance Day	Per Day	\$2,500.00
Weekday rental (Monday to Thursday)	Per Day	\$5,000.00
Weekend rental (Friday to Sunday Public Holidays)	Per Day	\$6,500.00

Hire Inclusions & optional extras	Unit	Amount (incl. GST)
Venue Officer/Technician	Up to 6 hours	Included in hire
House Fixed Speakers & Lighting Grid	Per Day	Included in Hire
Customised AV Solutions	Per Day	POA

\*Discounted room hire rates available to Community Organisations\*

## Butterbox Theatre

**Stage:** 10.8m (W) x 7.1m (D) x 5.6m (H) Includes rear stage false crossover wall:

**Patron capacity:** 220 (156 Retractable and 64 Flat floor Loose seating)

**Full Theatre Size:** 263m<sup>2</sup> or 19.3m (L) x 13.7m (W)

**Stage floor surface:** Masonite

**Stage height:** 0m (Black box style stage at building floor level)

This contemporary black box theatre with flat stage, retractable seating and audio visual set up offers versatile indoor space for a variety of events. Theatre productions, conferences, conversations, artist gatherings are all accommodated in this flexible venue.

The theatre offers 263m<sup>2</sup> of space with a 90m<sup>2</sup> sprung flat-stage performance area. In standard seating mode the theatre can fit up to 220 patrons.

Like all facilities at this venue, our standard audio and lighting packages are of high quality. The venue utilises the latest in ProLight LED Luminaires in both Profile and Fresnel, Dante audio systems from Yamaha, and projection from Epson.

Our skilled technical team, with fulltime Production Supervisor, is onsite to assist in tailoring the facilities to suit your event. Detailed technical specifications are available on request.



Artist's impression of indoor theatre.

	Unit	Amount (incl. GST)
Set Up/Rehearsal, Non-performance Day	Per Day	\$500.00
Weekday Rental (Monday to Thursday)	Per Day	\$850.00
Weekend Rental (Friday to Sunday Public Holidays)	Per Day	\$1,200.00

Hire Inclusions & optional extras	Unit	Amount (incl. GST)
Venue Officer/Technician	Up to 6 hours	Included in hire
House Fixed Speakers & Lighting Grid	Per Day	Included in Hire
Customised AV Solutions	Per Day	POA

\*Discounted room hire rates available to Community Organisations\*

270 Jacaranda Avenue, Kingston QLD 4114

Booking Enquiries: 07 3412 4922 | Box Office: 07 3412 5626

Website: [Kbfprecinct.com.au](http://Kbfprecinct.com.au) | Facebook: @KBFCulturalPrecinct

## Outdoor Plaza

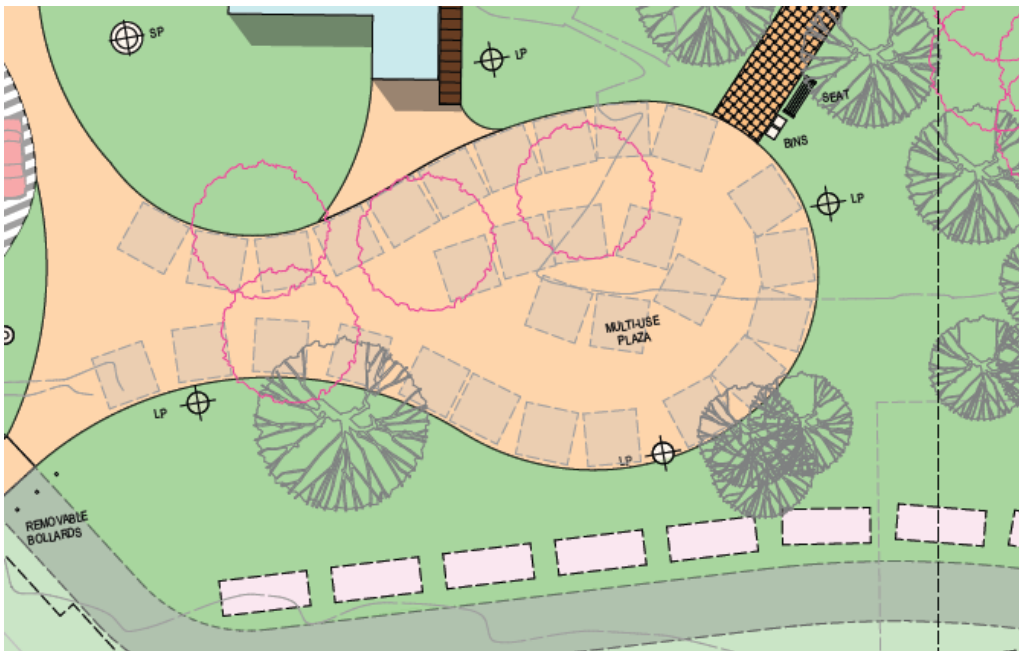
**Space Dimensions:** approximately 1750m<sup>2</sup> (including plaza 750m<sup>2</sup> and surrounding lawn 1000m<sup>2</sup>)

**Patron capacity:** 500

**Floor surface:** Concrete Plaza painted with artistic design, paved pathways and grassed lawns. Shaded Structure in the centre of the Plaza 8m x 16m

The multipurpose outdoor Plaza is the ideal space for open air events. Decorated with colourful artwork and surrounded by green space, it can accommodate events such as market days, exhibitions and displays.

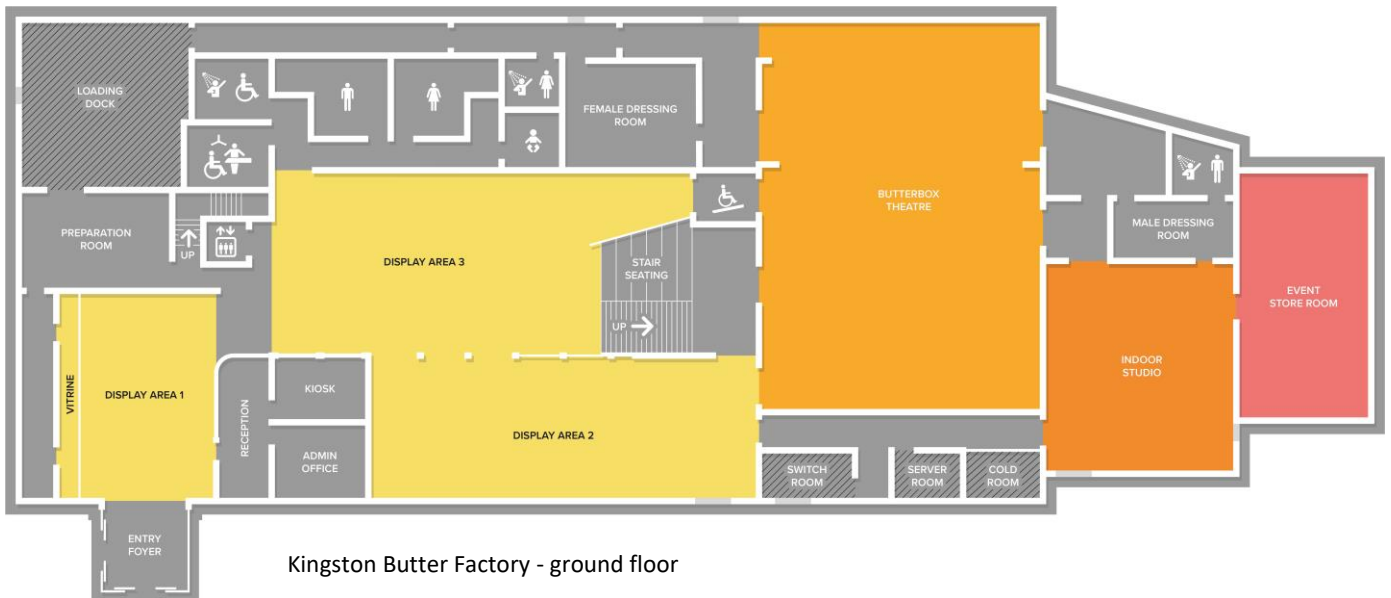
The nearby children’s play area has been designed to reflect the plaza artwork where insects are the inspiration. With its 3-dimensional sculptures and yellow shade covering, this space invites children to engage in imaginative play.



Preliminary drawing of outdoor plaza with market stalls.

	Unit	Amount (incl. GST)
Set Up/Non-event Day	Per Day	\$500.00
Weekday Rental (Monday to Thursday)	Per Day	\$750.00
Weekend Rental (Friday to Sunday Public Holidays)	Per Day	\$1,250.00

\*Discounted room hire rates available to Community Organisations\*



### Indoor Studio

**Full Theatre Size:** 106m<sup>2</sup> or 11m x 9.5m

Includes Lounge Furniture & small boardroom table/chairs

Includes kitchenette with fridge & microwave

Adjoins to theatre & can be booked independently (Mon-Thurs) or as part of dual space hire combined with Theatre (Mon-Sun)

The Indoor Studio offers an extension to the theatre space. Complete with boardroom furniture and kitchenette, this venue is also suitable for artist space, gatherings, or business meetings.

	Unit	Amount (incl. GST)
Studio Rental (Monday to Thursday) Half Day Hire (up to 4 hours)	Per Hire	\$250.00
Studio Rental (Monday to Thursday) Full Day Hire (over 4 hours)	Per Hire	\$385.00

\*Discounted room hire rates available to Community Organisations\*

### Atrium (Indoors Level 1)

**Room Dimensions:** 21.1m (W) x 23m (L)

**Patron capacity:** 150 standing (to be confirmed)

Includes unallocated flat bench tiered seating with cushions and looks out to the Creative Industries display spaces.

Overlooking the creative display area, the Atrium is a relaxed and open space.

	Unit	Amount (incl. GST)
Half Day Hire (up to 4 hours)	Per Hire	\$400.00
Full Day Hire (over 4 hours)	Per Hire	\$750.00

\*Discounted room hire rates available to Community Organisations\*



Kingston Butter Factory - second floor

### Mezzanine Function Room (Indoors Level 2)

**Room Dimensions:** 6.8m (W) x 23.9m (L)

**Patron capacity:** 75

Full room: 169m<sup>2</sup> includes kitchenette

A comfortably sized room with kitchenette, the Mezzanine Function Room is suitable for business or social events.

	Unit	Amount (incl. GST)
Half Day Hire (up to 4 hours)	Per Hire	\$550.00
Full Day Hire (over 4 hours)	Per Hire	\$785.00

\*Discounted room hire rates available to Community Organisations\*

### Small Meeting Room/s (Indoors Level 2)

1. **Community Workshop/Meeting Room Dimensions:** 6m (W) x 9m (L) – 55m<sup>2</sup>

**Patron capacity:** 14 Includes boardroom table/chairs

2. **Mezzanine Meeting Room:** 6.8m (W) x 6.2m (L) – 43m<sup>2</sup>

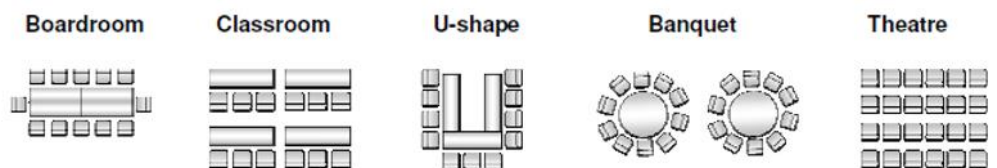
**Patron capacity:** 12 Includes boardroom table/chairs & kitchenette

These versatile rooms can be arranged in a variety of configurations for workshops, presentations, and business meetings.

	Unit	Amount (incl. GST)
Meeting Room	Per 4hr Hire	\$45.00

\*Discounted room hire rates available to Community Organisations\*

### Example Meeting & Function Room Configurations



# CATERING

Our catering department is passionate about great food. We offer a selection of contemporary and traditional menus to please most palates and budgets. Our teams are committed to delivering excellent customer service and can help you create the right atmosphere and experience for your guests.

## Pricing and Quotes

All quotes are provided as an estimate only and any changes to your event requirements will alter your quote. All prices are inclusive of GST. Every effort is made to honour and maintain stated prices however prices are subject to change at the discretion of the catering department without notice and are subject to seasonal availability.

## Confirmation

A signed Venue Hire Agreement and the payment of deposits finalised by the due dates must be received. Receipt of payments and documentation signifies acceptance of terms and conditions of the hire of the centre. All documentation and deposits must be finalised to ensure your event proceeds and prior to any ticket releases, if applicable for your event.

## Guests

Attendance figures including dietary requirements **must be confirmed in writing with the venue no later than 5 working days prior** to the event. This figure will be the accepted maximum number of guests and as such will be charged for regardless of any decrease in numbers. We are aware of the varied specific dietary requirements that exist and are happy to work with you to tailor these to your event attendees.

## Services and Charges

Standard function tables accommodate up to 10 guests per table

All table linen is provided and charged from **\$8/per piece**; this includes cloth napkins.

An alternate drop service if available will incur a **\$5/per head** charge.

The sale and service of alcoholic beverages at events is regulated by compliance with the Liquor Act. Under no circumstances, will minors, disorderly or intoxicated patrons be provided service.

Catered events with low guest numbers may incur staffing costs which if applicable will be indicated at the time of quotation.

Our venues do not allow food or beverage to be brought onto the premises. Approval must be sought for the following exceptions:

- Food being used for demonstration purposes or taste testing
- Celebration cakes
- Sponsorship involving food and/or beverage
- Corkage fees may be applicable on sponsored beverages

## Kiosk

A kiosk operates inside the main building before and during selected events. It offers a selection of grab-and-go foods including chocolates, ice-creams, pastries and a range of refreshments that attendees may purchase and enjoy within the theatre and other hireable spaces.



## CONFERENCE AND WORKING LUNCHES

We have a range of options available to make your delegates feel special at your event.

Vegetarian and special dietary needs are available upon request, prior to your event date.

**V** = vegetarian

**df** = dairy free

**gf** = gluten free

### On Arrival, Morning Tea, Afternoon Tea

- Seasonal whole fruit (per piece) \$ 1.50pp
- Baked Cookies (1) \$ 2.50pp
- Sweet Muffin 80gr (1) \$ 5.00pp
- Sweet Danishes (1) \$ 5.50pp
- Plain Scones with strawberry jam and cream (1) \$ 6.00pp
- Caramel Slice (gf) (1) \$ 7.00pp
- Refuel Bar (v) (1) \$ 7.50pp
- Banana Bread (gf) (1slice) \$ 8.00pp
- Orange Almond Bread (gf, df) (1 slice) \$ 8.00pp
- Spinach and Fetta Pastizzi (v) (1) \$ 3.00pp
- Petite Pies (1) \$ 3.50pp
- Sushi (v options available) (2 slices) \$ 4.50pp
- Sausage Rolls (v options available) (1) \$ 4.50pp
- Chorizo Tart (1) \$ 4.50pp
- Kale Tart (v) (1) \$ 4.50pp
- Spinach and Onion Pakora (v) (1) \$ 4.80pp
- Savoury Muffin 130gr (v) (1) \$ 6.00pp
- Roast Vegetable Scrolls 180gr (v)(1) \$ 7.00pp
- Spinach and Fetta Scrolls 180gr (v)(1) \$ 7.00pp

*Additional beverage items including soft drink, bottled water, alcohol and barista coffee are available and charged on consumption when requested.*

### Platter, charged per platter

- Seasonal fruit platter S (serves 5) \$ 25.00
- Seasonal fruit platter M (serves 10) \$ 50.00
- Seasonal fruit platter L (serves 20) \$ 100.00
- Cheese platter small (serves 5) \$ 50.00
- Cheese platter medium (serves 10) \$ 100.00
- Cheese platter large (serves 20) \$ 200.00

### Traditional Sandwiches, Rolls and Wraps Selection made with seasonal chef selection fillings

- White, grain and wholemeal breads, gluten free pumpkin bread (4 points) \$ 6.00pp
- Ciabatta rolls, fresh round white rolls or wholemeal rolls (1 roll) \$ 6.50pp
- Tortilla wraps (2 pieces) \$ 8.50pp

### Examples of seasonal fillings

- Free range egg, chive, mayonnaise, lettuce
- Ham, cheese, tomato
- Chicken, celery, mayonnaise
- Tuna, cucumber, lettuce, lemon, dill mayonnaise
- Smoked salmon, cream cheese, lemon, rocket
- Salami, tomato, baby spinach, aioli
- Roast vegetables, falafel, rocket, tomato chutney (v)

### Beverages

- Brewed tea and coffee - 1 serve \$ 4.00pp
- Brewed tea and coffee - Continuous \$ 8.50pp
- Instant tea and coffee - 1 serve \$ 3.00pp
- Instant tea and coffee - Continuous \$ 6.50pp
- Juice (assorted flavours) - 250ml PET btl \$ 4.00ea
- Juice (assorted flavours) - Jug \$ 8.50ea
- Water - Self-serve station Included
- Water - Bottled \$ 2.50ea

## COCKTAIL PACKAGES

Cocktail packages include platters served to your guests for a half hour duration. You can add an additional half hour at the listed fee per person.

### Canape selection

- Choice of 3 hot/cold canapes, per person \$ 15.00pp
- Choice of 4 hot/cold canapes, per person \$ 20.00pp
- Choice of 6 hot/cold/dessert canapes, per person \$ 30.00pp
- Additional dessert canape, per piece \$ 5.00pp

### Cold

- Bruschetta – tomato, basil and parmesan (v, gf on request)
- Sushi – assortment of flavours (v options available)
- Thai Chicken Noodle Salad served on spoon (gf)
- Crostini with duck, camembert and carrot marmalade

### Hot

- Pies – assortment of chicken curry, lamb and rosemary, steak and pepper
- Lamb Samosa
- Vegetable Samosa (v)
- Involtni – chorizo, spinach and ricotta (v options available, gf available on request)
- Mini Pizza (gf available on request)
- Vegetable Spring Roll (v)
- Chorizo Portuguese Tarts
- Kale Portuguese Tarts (v)
- Tempura Prawns

### Dessert

Charged per piece; Chef's seasonal selection.

### Platters charged per platter

- Cheese platter small (serves 5) \$ 50.00
- Cheese platter medium (serves 10) \$ 100.00
- Cheese platter large (serves 20) \$ 200.00

### Beverages

Choose from selection of De Bortoli red, white and sparkling wines; light, mid-strength, heavy and premium beers; cider; a selection of premixed spirits as well as non-alcoholic beverages.

# CENTRE SERVICES AND OTHER RELEVANT CHARGES

## Event Ticketing

KBF Cultural Precinct offers access to a computerised ticketing system. Prices includes the design of event tickets, event build, printing, and overall management of your ticketing.

- Administration fee (per ticket sold) POA
- Batch print is only available under special circumstances and must be approved directly by the venue manager. POA

## Merchandising fee

- Commission on sales of programs, souvenirs and memorabilia etc., charged at 10% of the value of sales.

## Event duty staff

Event/Venue Supervisor, Front of House Supervisor, Food and Beverage Attendant, Usher, Security Guards (POA)

Bar Attendant, Barista, Audio Operator, Audio Visual & Lighting Operator, Stage Manager, General Technicians

*\*KBF Cultural Precinct follows the guidelines provided by the Liquor Licensing Act of Queensland in regard to crowd control and staffing requirements. Staffing requirements are quoted on a per event basis. KBF Cultural Precinct is a fully serviced venue and the Venue Coordinator reserves the right to charge any additional staffing as is appropriate to your event.*

## Administration Services

- Phone Calls (per call) \$ 0.50
- Photocopies (per page) \$ 0.10

## Equipment

All equipment hired at the request of the client, including pickup and delivery costs.

## Damages

All repairs and replacements shall be decided upon by venue management and affected by the centre's contractors.

Where there is a time lag for repair of essential equipment, short term hire may need to be arranged and on-costed to the hirer.

*\*The use of sticky tape, wall tacks, blue tac or glue is not permitted on any of the venue walls. Repair costs will be forwarded onto the client.*

# MARKETING OPPORTUNITIES

KBF Cultural Precinct currently has several marketing and advertising opportunities in place to promote shows and events held at the centre.

KBF Cultural Precinct must approve all marketing material and requires all promotional and marketing collateral to include relevant Council logos as advised by the marketing team.

## Program Guide

Shows that are open to the public, booked and confirmed may be provided with an opportunity to advertise in our program guide. (This depends on the timing of the event and additional costs will apply).

## Website

All productions with ticket sales are listed on the website.

## E-newsletter (Monthly)

Shows will receive a brief synopsis (max 50 words), image and show details and online booking option at the discretion of the venue.

Inclusion in EDMs can be arranged to promote your event (additional costs apply).

## Facebook

KBF Cultural Precinct will include 2 x Facebook posts for each production on its Facebook page. Additional boosts and advertising may be scheduled (additional costs apply).

## Onsite billboard signage

Opportunities for onsite physical and electronic signage will be discussed with clients upon request.

# CONTACT US



**Ben Witham**  
Venue Coordinator

Ben Witham is Venue Coordinator for Kingston Butter Factory Cultural Precinct. He is available to discuss venue hire, spaces and events. He can be contacted at

**BenWitham@logan.qld.gov.au or call  
(07) 3412 4956.**

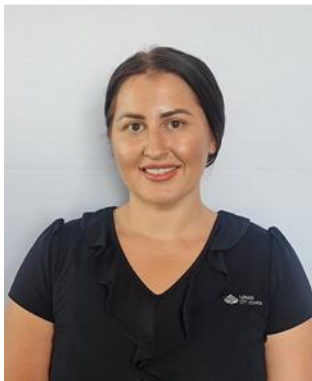


**Nathan Roser**  
Technical and  
Production Supervisor

Nathan Roser is the Technical and Production Supervisor for the Kingston Butter Factory Cultural Precinct. Working with the programming and booking teams, he will assist in facilitating the technical requirements for

performances, residencies, venue hire and everything in between. He can be contacted at

**NathanRoser@logan.qld.gov.au or call  
(07) 3081 4822.**



**Amie Parry**  
Bookings and Events  
Officer

Amie Parry is Bookings and Events Officer for Kingston Butter Factory Cultural Precinct and is responsible for all booking enquiries. She can be contacted at

**AmieParry@logan.qld.gov.au**

**or call  
(07) 3412 4922.**



**Sana Balai**  
Living Museum of Logan  
Curator

Sana Balai is curator for the Living Museum of Logan. Sana welcomes conversation with the community and is happy to talk through ideas. All enquiries about the Living Museum of Logan can be

directed to **SanaBalai@logan.qld.gov.au or (07) 3412 5130.**



**Todd MacDonald**  
Performing Arts  
Programme

Todd MacDonald is the Performing Arts Programmer for the Kingston Butter Factory Cultural Precinct and Logan Entertainment Centre, responsible for programmed performances, artist engagement and residencies.

He welcomes ideas and discussions and can be contacted at

**ToddMacDonald@logan.qld.gov.au or call  
(07) 3412 4955.**

# FREQUENTLY ASKED QUESTIONS

## **Can I provide my own catering and beverage?**

The Kingston Butter Factory Cultural Precinct is a fully licensed and catered venue and therefore all beverages and catering will be provided by the KBF Cultural Precinct. This is a requirement of both liquor and food licenses that the venue operates within. Our catering department will be happy to assist you in developing a menu to suit the needs of your event and budget.

## **Can I hold a date for my event?**

Restrictions can be placed on available dates; however, a non-refundable deposit must be paid within 14 days to secure your date otherwise your booking will be removed from the system.

## **Will I need to pay for staff?**

Yes. Staff are rostered to work your event. This is a compulsory requirement to provide a safe working environment for the period of your hire. Staffing requirements are based on a per-event basis and can include front-of-house and technical staff. Security requirements will be assessed on a per event basis. All prices will be included in your event quote. Please feel free to discuss further with the bookings officer how volunteers from your organisation may be able to assist.

## **Will there be charges for equipment?**

Any equipment provided by the KBF Cultural Precinct for your event will incur a charge. We can provide quotes for hire of external equipment, with any delivery or pick up costs forwarded onto the client.

## **Can the KBF Cultural Precinct provide a ticketing service for my event?**

Yes. All ticketing is done on our in-house ticketing system. This includes the event build, ticket design and printing of tickets. The cost of this service is available on application.

## **Can the KBF Cultural Precinct assist with the marketing and promotion of my event?**

Yes. KBF has various avenues for assisting with the marketing and promotion of your event. Please refer to Marketing Opportunities (page 11) for more information.

## **Does the KBF Cultural Precinct have onsite parking?**

Yes. Free parking spaces are located at the front and rear of the venue, including accessible parking spaces. There are approximately 82 fixed parking bays, 5 Bus parking bays and plenty of overflow parking for major event days.

The precinct also sits adjacent to the Kingston Train station so event attendees can utilise public transport to and from your event.

## **Can I use my own technician/ushers for my event?**

You can provide your own technician if they are industry professionals and have completed the community training program. There is a minimum requirement of a front-of-house supervisor for performances. Additional ushers can be supplied by the hirer provided they complete a community venue safety induction.

## **Can I change the lighting rig?**

No. Only venue staff are permitted in the theatre catwalks and overhead rigging. Shows requiring alternate lighting design or scenery require a KBF staff member to complete the rigging.

# Reduction in venue hire fees - CSO application

Logan City Council offers opportunities for community-based organisations to apply for assistance in relation to **venue hire fees**.

## Eligibility

Organisations and individuals wishing to apply for a reduction in venue hire fees that

- the person or community-based organisation hiring the facility is offering a genuine community service or benefit
- the organisation is a constitutionally based non-profit organisation
- the imposition of a hire or rental fee would place an imposition on the person or organisation's financial resources
- the use or activity for which the hiring is sought is considered by the Delegated Officer to be sufficiently compatible with the Council's objectives so as to warrant support by approval of the waiver or concession
- applicants must also hold public liability insurance to the value \$20,000,000.00

## Evaluation

Once your application is received it is evaluated based on (but not limited to) the following;

- Availability of funding to support the endeavour – Logan City Council allocates a finite annual amount of funding to the reduction of hire fees program. At times, particularly toward the end of the financial year, funding availability may be at a minimum.

- Value of the event to the community – Where we ask you what the benefit to the community is, and to show evidence of support, Logan City Council is looking to support activities that have the greatest impact and greatest support in Logan community.
- Applications will also be assessed against how many times, if any, you have received a reduction in hire fees previously. Logan City Council is committed to assisting organisations build financial sustainability, as well as provide a broad section of the community with support.
- Applicants' budgets are reviewed with the view that the activity and/or event is not a profit-making venture. Applicants who submit budgets with a large amount of projected profit may be asked to further explain their need for financial support.

## Support

We are only too happy to assist and support you through the application process and we strongly encourage applicants to discuss the completion of this form with us.

Applications can take up to 14 days to be processed and evaluated, and formal notification of the outcome is provided as soon as possible.

If you have any questions about this document or the application process, please contact your respective Bookings Officer or venue directly.

# BOOKING CHECKLIST

## Complete the Advance Booking Form

This form will assist identifying the space required for your event, and if the venue has the capacity to house your enquiry. It also identifies if you require additional services such as catering, specific technical items, or event ticketing.

## Promoting and Advertising your event

KBF Cultural Precinct must pre-approve all marketing material and requires all promotional and marketing material to include the relevant Council logos as advised by the marketing team.

## Dates tentatively held and confirmation deposit invoice issued

To secure the venue, the hirer must pay the non-refundable deposit within 14 days of the issue date, otherwise the tentative hold will lapse.

## Risk Assessment

KBF Cultural Precinct may request you complete a risk assessment if your event has a large number of attendees or if it is of an irregular nature. KBF Cultural Precinct will supply you with a template from which to complete this requirement.

## Client Meeting

Meeting with KBF Cultural Precinct staff to plan your event in detail including any technical and catering requirements. We will also discuss attendance and ticketing considerations for your event.

## Venue Hire Agreement and Event Quotation issued

Logan City Council requires all venue hirers to sign a legal Venue Hire Agreement which looks at all conditions of hire. A working event quote will be issued to you which may change as discussions progress towards the delivery of your event. An upfront event deposit payment will also be invoiced after taking into consideration room hire, catering and technical requirements.

## Proof of Public Liability

Provide KBF Cultural Precinct with a copy of public liability to the value of \$20 million. This is mandatory; if you do not have public liability you will be unable to hire the venue.



# ADVANCE BOOKING FORM

Company/Organisation Name:

Australian Business Number (ABN):

**Please tick which hirer group your organisation belongs to:**

- Community & non-commercial *(Please include your certificate of incorporation)*
- Commercial & Private
- Internal

Contact Name:

Position:

Telephone No:

Mobile:

Postal Address:

Postcode:

Email Address:

Event Name:

Date	No. People Attending	Arrival Time On site	Leaving Time From site	Area/s Required	Type of Event

**Please tick services required:**

- Catering
- Technical
- Ticketing
- Marketing
- Kiosk/Bar
- Merchandise stall

**How did you find out about us?**

- Word of mouth
- Website
- Social Media
- Newspaper
- Return Client
- Printed Publication
- Other, please specify:

Additional Information:

Hirer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_