|  |  |
| --- | --- |
| Baradene Crest_bolder name.jpg | **Baradene College Limited** |
|  |  |

**Booking Request - Auditorium, Atrium and/or Chapel**

Your completed Booking Request must be received at least 10 work days prior to the booking date. When approved your booking will be locked into the calendar. If your booking is declined you will be advised.

|  |  |
| --- | --- |
|  |  |
| Purpose of booking: |  |
|  |  |
| Person in charge: |  | Contact phone (ext. and/or cell phone): |  |
|  |
| Email address: |  |
|  |  |
| *Note: Person in charge must be approved* *by management, and must remain on-site for the duration of the hire period. Use without supervision by the approved persons is unacceptable. Please read the terms of hire (below) to ensure that your event is able implement these terms. Once your booking is approved, you will receive a Hire Agreement for signing.***Areas required:** *(Please mark with* X *)*  |
| Auditorium |  |  |  Kitchen |  |   |  Atrium |  |   |  Chapel |  |  |  Car Parking |  |  |
|  |
| Date |  |  Access time |  |  Start time |  |  Finish Time |  |
|  |  |  |  |  |  |  |  |
| Is this booking outside normal school hours?  | Yes |  |  No |  |  |  Approximate numbers attending |  |
|  |  |
| Gate 2 access required?  | Yes  |  |  No  |  |  Open times |  |  Close times  |  |  |

 **Technical requirements:** (*Please mark with* X*)*

**Stage position**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Flat |  |  | Assembly mode |  |  Mass mode |  |  Stage @ 1 metre |  |  |  Riser only |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other - Please describe |  |

**Seating**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Assembly mode  |  |  Upstairs |  |  Downstairs |  |  No. of trestle tables\* |  |  Seats per table\*  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other - Describe |  |

*\* NB: Set up and return are your responsibility as hirer.*

**Sound**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CDs / Tapes / USBs etc. labelled |  |  CD Playback |  |  Lectern right side  |  |  Lectern left side |  |
|  |  |  |  |  |  |  |  |
| Lapel mic (1 avail.) |  |  Gooseneck Mic (3 avail.) |  |  Vocal mic (4 avail,) |  |  Wireless mic (2 avail.) |  |
|  |  |  |  |  |  |  |  |
| Upright piano |  |  Grand piano |  |  Organ |  |  Other |   |

**Lighting**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| All light bars |  |  Stage lights only |  |  Spots (4 avail.)  |  |  Colours (specify) |  |  Follow Spot (1 avail) |  |
|  |  |  |  |  |  |  |  |  |  |
| Other – Specify |  |

**Audio Visual**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PowerPoint (USB/ CD) |  |  Laptop required |  |  DVD |  | OHP |  | Plasma screen (2 avail) |  | Camera feed |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Power leads (number) |  |  Other (specify)  |  |

# Catering:

*Food and drink are permitted ONLY with prior approval.*

|  |  |  |  |
| --- | --- | --- | --- |
| Catering Company name: |  | Delivery times for all goods between: |  |
| Proposed menu: |  |
| Require Liquor license? *Circle one. (25 days for Council to approve).* | Yes | No  | Do you need to arrange EFTPOS machine/s? *Circle one*. | Yes | No |
| Have Liquor License?*Circle one*. | Yes | No | Bar Manager’s name: |  |

#  Personnel: *Emergency Wardens and Ushers are required for ALL bookings outside normal school hours.*

*Those named below must be at the safety briefing 40 minutes prior to the start of a booking and remain available for the duration of the event.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chapel (x2) | A |  | B |  |
| Auditorium downstairs (x4) | C |  | D |  |
| “ “ | E |  | F |  |
| Upstairs Gallery (x2 if in use) | G |  | H |  |
| Jubilee (x2 if in use) | J |  | K |  |
| Kitchen manager (if in use) | L |  |  |  |
| Car park attendants (x2 when more than 50 cars expected) | M |  | N |  |

**Approval:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Signature** |  | Date |  |
| **Senior management signature** |  | Date |  |

*Should your booking request be approved, note that on completion of your use of the premises, all musical equipment, chairs and other items must be returned to their original position with all access routes kept clear to all doors including fire doors, and facilities left in their original state unless agreed otherwise* ***in advance.***

**Do you have any customised requirements that are in addition to those recorded above?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

.

 **Booking Terms and Conditions**

**For events booked in the Auditorium, Atrium, Kitchen, and/or Chapel**

* An approved adult must remain in charge at all times and must remain onsite for the duration of your booking This person is accountable for ensuring that the Auditorium terms of use are adhered to at all times, and that these premises are left as found.
* For the duration of a booking all hirers, students and guests are to remain in the areas booked, i.e. Auditorium, Atrium, Kitchen, Walkway, and/or Chapel. The Convent area or school grounds must not be accessed without permission from the person in charge of the booking.
* Food and drink are NOT permitted on these premises including the Walkway. The exception is for a specific pre-arranged food based event in the Atrium only. A vacuum cleaner and brooms are available in the kitchen to clear crumbs and papers to ensure the premises are left clean and tidy by the hirer.
* A ‘pack out’ team must be assigned by the hirer to clear and tidy after each use.
* All equipment, instruments, chairs and other items are to be returned to their original position, with access routes kept clear to all doors including the fire doors.
* Toilet areas are to be checked at the end of use of the premises. All toilet paper and other rubbish items are to be placed in the bins provided.
* All other rubbish must be put in the bins provided. At the end of the event the hirer must ensure that these bins are emptied into the large waste bin by the garages on Driveway 3.
* All personal items must be taken away at the end of a booking. Any items left in the building without prior arrangement with Baradene staff will be moved to Lost Property at Reception.

#