



AUDITORIUM AND SOPHIA CHAPEL BOOKINGS

This booking request must be completed and returned either via email or to the Auditorium tray in Reception no later than 10 working days prior to the date of the booking. Once this form is received and approved your booking will be locked into the calendar available on Ultranet. If your booking is not approved you will be advised.

Purpose of booking:

Person in charge: Contact phone (ext. &/or cell phone):

Person in charge needs to be approved by Senior Management and be onsite for duration of hire period. Students may not make use of the Auditorium, Chapel or associated spaces without supervision. Food and drink are permitted in the Atrium area.

Email address:

Areas required: (Please mark with and 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 3 access required: Yes No Open times: Close times:

Technical requirements : (Please mark with and X)

Stage position:

Flat Assembly mode Mass mode Stage @ 1 metre Riser only

Other - Please describe

Seating:

Assembly mode Upstairs Downstairs No. of trestles* Seats per trestle*

Other - Please describe

*NB: You are responsible for set up and return.

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 (4 avail) Other – specify

CATERING DETAILS

Catering Company:			
Proposed menu:			
Delivery times for all goods:			
HAVE LIQUOR LICENCE	YES/NO		Bar Manager (name)
REQUIRE LIQUOR LICENCE [25 days Council to process].	YES/NO		Do you need to arrange EFTPOS?

PERSONNEL - For ALL bookings outside normal school hours

(It is essential all emergency wardens remain available for the duration of the performance)

Emergency Wardens and Ushers Must be at safety briefing 40 minutes before event and in the Auditorium 30 minutes before the event starts.			
Downstairs:	A		C
	B		D
Upstairs Gallery: (If in use)	E		F
Jubilee (If in use)	J1		J2
CHAPEL	A		B
Car Park Attendants - Required when expected car parking exceeds 50 spaces Must be in the Auditorium 45 minutes before the event starts.			
Car Park Attendants	1		2

APPROVAL

Applicant Signature:		Date	
Senior Management Signature:		Date	

PLEASE NOTE: *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.*

PLEASE KEEP FOR YOUR RECORDS

BOOKINGS for WEEKENDS and AFTER HOURS

For events booked in the Auditorium, Atrium, Chapel and Kitchen:

- a teacher or approved adult must remain in charge at all times. This person is accountable for ensuring that the Auditorium rules are adhered to at all times and that the Auditorium is left as found. This person must remain onsite for the duration of the booking;
- all musical equipment, chairs and other items are to be returned to their original position with access routes to all doors, including fire doors kept clear (allow at least 10 minutes for tidy up);
- food and drink are permitted ONLY in the Atrium. If this area becomes littered with crumbs etc. there is a vacuum cleaner and brooms available in the kitchen, to ensure that users can leave the premises tidy and clean;
- all rubbish is to be disposed of in the bins provided and bins are to be emptied at the end of the event into the large waste bin by the garages on driveway 3;
- the toilet areas are to be checked at the end of your use of the facility. All toilet paper and other rubbish items are to be placed in the bins provided;
- no-one is to enter the Convent area or school grounds via any access door without permission from the person in charge. For the duration of your booking you are to remain in the Auditorium and Atrium;
- take ALL personal items when you leave. Do not leave them stored in the Auditorium without prior permission from the Auditorium Coordinator or they will be moved to Lost Property at Reception.