

VENUE REQUEST FORM

PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS

Company/Individual:		
Address:		
Contact Person:		
Tel:	Fax:	Email:
Public Entertainment License Number (if applicable):		
Company Registration Number:		
Name of Event:		
Nature of Event:		
Brief Description:		
Use of smoke / haze / fire / pyrotechnics: [] Yes [] No (If yes, please provide details)		Expected No. of Pax:
No. of Cast & Crew:	Major Artists Involved:	
Do you intend to sell tickets: [] Yes [] No (Please provide details)		
Event dates and times		Bump-in /Set-up dates and times:
Rehearsal dates and times:		Bump-out dates and times:
Venue Required: <i>theatres</i> [] The Singapore Airlines Theatre [] Flexible Performance Space [] Creative Cube <i>event spaces</i> [] Campus Green [] Amphitheatre [] VIP Verandah [] Concourse <i>studios & academic rooms</i> [] Dance / Rehearsal Studio (with sprung floor) <i>Others</i> [] Rehearsal Studio (without sprung floor) / Music Ensemble Room [] _____ (indicate venue) [] Classroom / Lecture Theatre		
By signing this form you acknowledge that a one-time public liability insurance is required in joint names with LASALLE College of the Arts Limited for hire of any venue spaces. Venue Hire officer will advise on minimum insured sum based on venue(s) required.		
I, the undersigned, verify that the above information provided is accurate and I understand that this venue hire request form does not in any way constitute a booking agreement.		
Signature:		Company Stamp
Name:		
Date:		
Thank you for taking time to fill in our venue hire request form. i. Venue Hire Requests may be submitted 12 months in advance. We will respond as soon as a decision is made and no less than 6 months prior to event date. ii. For major production involving long running shows (2 week run and above), requests will be considered outside the 12 months. iii. Venue Hire Requests for Theatres have to be submitted at least 6 months in advance. iv. All venue hire requests will be reviewed and you will be informed on the status of the request within 5 working days. v. We will respond as soon as possible. If you are working with specific deadline, please do let us know.		

**Note: Hirers are not permitted to carry out any form of publicity, including ticket sales without a signed contract with LASALLE unless prior consent by LASALLE is obtained.*