



waapa
Western Australian
Academy of Performing Arts

APPLICATION TO HIRE WAAPA FACILITIES

Welcome to WAAPA at Edith Cowan University.

All booking applications must be made on this 'Application to Hire WAAPA Facilities' form and must be lodged with the WAAPA School Manager at least 14 working days prior to the event. Once received and assessed, a hire quote will be generated and emailed to you within 3 working days.

If you have any queries regarding the hiring of WAAPA venues, or the information requested on this form, please email waapa@ecu.edu.au or contact us on +61 8 9370 6993

We look forward to welcoming you soon.

Organisation "the Hirer":			
Contact Name:		ABN:	
Address:			
Ph:		Fax:	
Mobile:		Email:	

Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm

Function / Activity Title: _____

Type of Event: (Tick more than one option if applicable)					
Seminar	<input type="checkbox"/>	Live Entertainment	<input type="checkbox"/>	Social Gathering	<input type="checkbox"/>
Awards/Graduation	<input type="checkbox"/>	Expo	<input type="checkbox"/>	School Program	<input type="checkbox"/>
Performance	<input type="checkbox"/>	Auditions	<input type="checkbox"/>	Sports Event	<input type="checkbox"/>
Professional Development	<input type="checkbox"/>	Exam	<input type="checkbox"/>	Other	<input type="checkbox"/>



waapa
Western Australian
Academy of Performing Arts

APPLICATION TO HIRE WAAPA FACILITIES cont...

Type of Venue Required:

Studio	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Workshop	<input type="checkbox"/>
Rehearsal Room	<input type="checkbox"/>	Music Auditorium	<input type="checkbox"/>	Green Room	<input type="checkbox"/>
Ensemble Room	<input type="checkbox"/>	Sound / Lighting Room	<input type="checkbox"/>	Other	<input type="checkbox"/>

***Please note: The Geoff Gibbs Theatre, The Roundhouse and the Enright Studio are not available for external hire. There is no guarantee that venues will be available, as first priority is always given to teaching, rehearsals and WAAPA performances.**

Other Venue Specifications: *(Additional charges may apply)*

Mirrors	<input type="checkbox"/>	Tarquette	<input type="checkbox"/>	Sprung Floor	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	Audio Visual Equipment *	<input type="checkbox"/>	Tables & Chairs	<input type="checkbox"/>
Piano/s *	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Services Required: *(Additional charges may apply, please provide details)*

Signage	<input type="checkbox"/>	Internet Access/Phone	<input type="checkbox"/>		
Parking	<input type="checkbox"/>	Liquor Licence*	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Room Set-up	<input type="checkbox"/>	Security/Crowd Control	<input type="checkbox"/>	Other	<input type="checkbox"/>

***Required for the selling of liquor at any event held at WAAPA.**

Brief Details: _____

Number of Participants: _____

Seating Style:	Judging Panel	<input type="checkbox"/>	Board Room	<input type="checkbox"/>	Class Room	<input type="checkbox"/>
	Lecture Theatre	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Payment Details: See ECU's Terms and Conditions of Hire for payment details

Method of Payment:	Invoice	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Credit Card*	<input type="checkbox"/>
--------------------	---------	--------------------------	--------	--------------------------	--------------	--------------------------

*Credit options include – Master Card, Bank Card, Visa, American Express



waapa
Western Australian
Academy of Performing Arts

APPLICATION TO HIRE WAAPA FACILITIES cont.....

Insurance:

As per clause 7.1 of ECU's Terms and Conditions of Hire, have you, the Hirer, enclosed a copy of your Public Liability policy to an amount of not less than \$10 Million?

Yes No Or

This application must be fully completed and signed by the Hirer where indicated below. In consideration of WAAPA approving the Hirer's application to hire the facilities, the Hirer agrees to ECU's Terms and Conditions of Hire (copy attached)

**SIGNED for and on behalf of the Hirer
by its duly authorised representative:**

Signature

Date

Full name (please print)