PRACTICE SPACE
Venue Hire Request Form

Section A : Hirer's Particulars

Name of Company / Organisation :	
Name of Presenter :	
Type of organisation (tick where applicable)* : ☐ Non-Profit / Arts Organisation ☐ Others (please specify) :	
Address :	Tel :
	Email :
	Company UEN No. :
Contact Person :	Designation :

*Please submit an authorised document that can prove your status as a NPO, charity or IPC.

Section B : Performance / Event Details

Title of Performance / Event :

Nature of Performance / Event (tick where applicable) :

☐ Drama ☐ Dance ☐ Music ☐ Multi-Discipline

☐ Non-Arts (e.g. conference, workshop, seminar), please specify :

Description of Performance / Event :

Performance / Event Format (tick where applicable) :

☐ Physical Event (with audience) ☐ Physical Event (closed-door)

☐ Filming ☐ Rehearsal

Sale of tickets : ☐ Yes ☐ No

Sale of merchandise : ☐ Yes ☐ No

Projected Number of Audience/Participants :

Seating (max. 120 pax) : ☐ Tiered seating* ☐ Seating on ground level

*Tiered seating will require 4 crew with a minimum of 2 hours to set up and 2 hours to strike.

Do you require technicians / operators (tick where applicable) :

☐ Lighting technician / operator ☐ Sound technician / operator ☐ Crew

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Section C : Booking Schedule			
Date	Booking Time (including set-up and tear down time)	Performance / Event Time*	
	Min. 4 hours booking	Start	End

*Please include set-up / bump-in time, meal times, proposed front-of-house / audience door open time, and strike / tear down time. Additional booking schedule / information can be attached to the request form.

I, the undersigned, verify that the above information is accurate and I understand that this hire request form (and any other documentation requested by the venue) is for a tentative booking and does not in any way constitute a booking agreement and the date(s) requested will be subject to availability.

Signature : Company Stamp : Date :

Kindly return the completed form to: **space@practice.org.sg**

The Theatre Practice has the discretion to retain all materials, papers and images submitted and are not liable for any unsolicited proposals and material.

All venue hire requests are subject to approval and the management reserves the right to refuse any applications.
We will respond to your request as soon as possible. If you are working with specific deadlines, please let us know.

Address	54 Waterloo Street, Singapore 187953
Telephone	6337 2525
Website	www.practice.org.sg
Email	space@practice.org.sg