

Section A : 申请单位详情 Hirer's Particulars

申请单位 Name of Company / Organisation : _____

呈现机构 Name of Presenter : _____

机构类别 (勾选适用者) Type of organisation (tick where applicable)* :

- ☐ 非营利组织 Non-Profit Organisation ☐ 公益机构/慈善团体 Institution of Public Character / Registered Charity
- ☐ 艺术团体 Arts Organisation ☐ 其他(请填写) Others (please specify) : _____

地址 Address :

电话 Tel :

电邮 Email :

公司注册号码 Company UEN No. :

联络人 Contact Person :

联络人职称 Designation :

*如为非营利组织、慈善团体或公益机构, 需提供合法证明。

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

Section B : 演出/活动详情 Performance / Event Details

演出/活动名称 Title of Performance / Event : _____

演出/活动性质(请勾选) Nature of Performance / Event (tick where applicable) :

- ☐ 戏剧 Drama ☐ 舞蹈 Dance ☐ 音乐 Music ☐ 跨界 Multi-Discipline
- ☐ 非艺术类活动(如:会议、工作坊、研讨会等)请简述使用性质及内容
Non-Arts (e.g. conference, workshop, seminar etc.), please specify : _____

演出/活动详情 Description of Performance / Event : _____

演出/活动形式(请勾选) Performance / Event Format (tick where applicable) :

- ☐ 现场活动(有观众) Physical Event (with audience) ☐ 现场活动(无观众) Physical Event (closed-door)
- ☐ 摄影 Filming ☐ 彩排 Rehearsal

售票 Sale of tickets :

☐ 是 Yes

☐ 否 No

商品销售 Sale of merchandise :

☐ 是 Yes

☐ 否 No

预估参与人数 (观众/与会者) Projected Number of Audience/Participants : _____

☐ 座位安排 Seating : ☐ 阶梯式座位 Tiered seating* ☐ 地面座位 Seating on ground level

*阶梯式座位需要4名剧组工作人员, 用时最少2小时装台及最少2小时拆台。

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

是否需要技术人员/操作员 (请勾选) Do you require technicians / operators (tick where applicable) :

☐ 灯光技术员/操作员

☐ 音响技术员/操作员

☐ 工作人员

Lighting technician / operator

Sound technician / operator

Crew

Section C : 申请使用档期 Facilities Required

日期 Date	申请时间 (包含装台/拆台) Booking Time	演出/活动时间 Performance / Event Time*	
	最少租用4小时 Min. 4 hours booking	开始时间 Start	结束时间 End

*请包括剧场装台时间、用餐时间、观众入场时间和剧场拆台时间。Please include set up / bump in time, meal times, proposed front of house / audience doors open time, strike / tear down time.

*可检附其他活动流程表/相关资讯提交申请。Additional booking schedule / information can be attached to the request form.

本人(以下签署人)已确认上述所填资料正确无误, 明白本申请表不代表受申请单位同意租用之证明或依据, 申请档期将依审议结果凭办后续相关事宜。

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.

负责人签名 Signature :

申请单位用印 Company Stamp :

填表日期 Date :

填妥申请表, 以电邮寄至 Kindly return the completed form to: space@practice.org.sg

实践剧场有权酌情保留收受之所有申请资料、文件和图像, 如申请资料有任何法律纠纷, 概由申请者自行负责。

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

所有场馆租赁请求均需经过审查, 实践剧场保留拒绝任何申请的权利。

All venue hire requests are subject to curation and the management reserves the right to refuse any applications.

我们将尽快受理您提交的申请。We will respond to your request as soon as possible.

如有特定期限, 敬请告知。If you are working with specific deadlines, please let us know.

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