

ALIWAL

ARTS CENTRE

Venue Request Form

All fields are required to be filled, where applicable.

Please email completed document to either:

evelyn_tan@artshouse.sg
(6342 5792)

or

leahwoo@artshouse.sg
(6435 0133)

PART A: HIRER'S PARTICULARS		
Name of Applicant (Organisation / Individual):		Billing Address:
Status of Applicant: <input type="checkbox"/> Non-Profit Arts Organisation <input type="checkbox"/> Artist (To be supported with Artist Bio) <input type="checkbox"/> Private Organisation / Individual		Business Registration Number (Organisation): NRIC / Passport Number (Individual):
Contact Person:		Email Address:
Mobile Number:	Office/Home Number:	Fax Number:
Profile of Organisation / Artist(s):		
Where did you hear about the Aliwal Arts Centre venues?		

PART B: ACTIVITY / EVENT DETAILS	
Genre: <input type="checkbox"/> Theatre <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Media Arts <input type="checkbox"/> Film <input type="checkbox"/> Visual Arts <input type="checkbox"/> Literary Arts <input type="checkbox"/> Photography <input type="checkbox"/> Others: _____ (please specify)	
Type: <input type="checkbox"/> Performance <input type="checkbox"/> Exhibition <input type="checkbox"/> Rehearsal <input type="checkbox"/> Seminar / Workshop <input type="checkbox"/> Meeting <input type="checkbox"/> Others: _____ (please specify)	
Expected Number of Attendees:	Will you be engaging a caterer for your event? (Note that Aliwal Arts Centre has a list of official caterers) <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Activity / Event synopsis: 	
Ticketing details (price / URL): 	
Intended equipment / props / sets to be brought into the venue: 	
Licences and Permits Notice: All hirers are to apply for licenses and permits required for events in Aliwal Arts Centre. Relevant government licenses and permits must be submitted to the management no later than one month to event date, failure to do so will result in cancellation of booking with no options of postponement and/or refund.	

PART C: VENUE(S) REQUIRED

- Multi-Purpose Hall Music Studio Multi-Purpose Studio
 Store Shared Workstation
 Courtyard (with rental of Aliwal Arts Centre spaces, subject to availability)

Name of Venues(s):	Date / Duration:	Time / Duration:

PART D: ACKNOWLEDGEMENT

I, the undersigned, verify that the above information is accurate and understand that this venue hire request form does not in any way constitute a booking agreement. All licences and permits required for the event will be submitted no later than one month to event date, failure to do so will result in cancellation of booking with no options of postponement and / or refund.

Authorised Signature

Date

Company Stamp