

# Venue Hire Application

Applications must be received minimum 3 weeks prior to the event date.

Return to: Event Coordinator.

ACMI Australian Centre for the Moving Image Federation Square

PO Box 14 Flinders Lane 8009

Tel: 03 8663 2200 Fax: 03 8663 2215 ABN: 37 375 237 227

Please Note: Applications will not be acknowledged if this form is incomplete.



|  |   |   |   |   |
|--|---|---|---|---|
| <b>Client / Organisation</b>   |   |   |   |   |
| <b>Contact Name</b>  |   |   |   |   |
| <b>Postal Address</b>  | <b>Suburb</b>   |   | <b>State</b>                                      |   |
|  |   |   | <b>Post code</b>                                  |   |
| <b>Contact Numbers</b>   | <b>Phone (h)</b>  | <b>Phone (w)</b>                                | <b>Fax</b>  |   |
|  | <b>Mobile</b>   | <b>Email</b>                                    |   |   |
| <b>Organisation Type</b><br><small>eg. screen culture, government, education</small>   |   |   | <b>ABN</b>  |   |
| <b>Event Title</b>   |   |   |   |   |
| <b>Event Description</b>   |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
| <b>Hire Period</b>   | <b>Start date</b>   |   | <b>End date</b>                                   |   |
| <b>Alternative Hire Period</b>   | <b>Start date</b>   |   | <b>End date</b>                                   |   |
| <b>Space(s) Required</b><br><small>please tick</small>   | <b>Cinema 1</b> (170 seats)   | <b>Cinema 2</b> (390 seats)                     | <b>The Cube (event space)</b> (200 pax)           | <b>Studio 1</b>                                 |
|  | <b>Lightwell</b>  | <b>Gallery 2</b>                                | <b>ACMI Lounge</b> (200 pax)                      |   |
|  | <b>Private event</b><br><small>please tick</small>  |   | <b>Public event</b><br><small>please tick</small> | <b>Expected attendance</b>                      |
| <b>Event Running Order</b>   | Please specify a complete running order for each space required. Must include minimum 30mins set up period and minimum 30 mins vacate period. Set up commencing prior to 8.30am and vacate ending after 11.30pm may incur additional charges. |   |   |   |
|  | <b>Space 1</b><br><small>please specify</small>   | <b>Space 2</b><br><small>please specify</small> |   | <b>Space 3</b><br><small>please specify</small> |
|  | Set up  | Set up  |   | Set up  |
|  | Set up end  | Set up end                                      |   | Set up end                                      |
|  | Event start   | Event start                                     |   | Event start                                     |
|  | Event end   | Event end                                       |   | Event end                                       |
|  | Vacate start  | Vacate start                                    |   | Vacate start                                    |
|  | Vacate end  | Vacate end                                      |   | Vacate end                                      |
| <b>Cinema Facilities</b><br><small>please tick</small>   | <b>35mm</b>   | <b>16mm</b>                                     | <b>Digi Betacam</b>                               |   |
|  | <b>SP Betacam</b>   | <b>DV Cam</b>                                   | <b>HD Cam (Cinema 2 only)</b>                     |   |
| <b>Event Requirements</b><br><small>please tick</small>  | <b>Introduction</b>   | <b>Interval</b>                                 | <b>Festival</b>                                   |   |
|  | <b>Video proj</b>   | <b>Lecture</b>                                  | <b>Panel discussion</b>                           |   |
|  | <b>Lect &amp; mic</b>   | <b>Laptop presentation</b>                      | <b>Q &amp; A</b>                                  |   |
|  | <b>Catering</b>   | <b>Other</b>                                    |   |   |
|  | <b>I / we have public liability insurance</b>   |   | <b>I would like to receive acmi e-newsletter</b>  |   |
| <b>Signature on behalf of Client / Organisation</b><br><small>please note: this application is not a reservation.</small>  |   |   | <b>Date</b>                                       |   |
| <b>Privacy</b> ACMI respects personal privacy and complies with the Information Privacy Act 2000 (Vic) . You can opt out of our database at any time. For further information on the ACMI Privacy Policy please visit <a href="http://www.acmi.net.au/privacy">www.acmi.net.au/privacy</a> or contact our Privacy Officer on 8663 2252 |   |   |   |   |