



# Booking Request Form

To ensure that we have the information we need to book in your event, we require the below information to be completed. If you have any questions, please feel free to contact us via email: [coordinator@gardinerstreetartscollective.com.au](mailto:coordinator@gardinerstreetartscollective.com.au)

## Event Details

Event Name: \_\_\_\_\_

Event Date/s: \_\_\_\_\_ (Start/Finish)

Event Time/s: \_\_\_\_\_ (Start/Finish)

Business / Organisation Name: \_\_\_\_\_

Event Category:

Dance

Art

Music

Other \_\_\_\_\_

( please indicate type)

## Contact Information:

Event Contact Person/s: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## How did you find out about Gardiner Street Arts Collective?

Social Media (Facebook/Instagram)

Google

Referral – if so from whom: \_\_\_\_\_

Other (please specify: \_\_\_\_\_)



Please provide a script relating to your event/workshop/exhibition and tell us what it is about. (Please note: GSAC may use for marketing purposes)

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**Room Hire:**

- |  |   |
|--|---|
| <input type="checkbox"/> The Ingbly Room<br>(Dance/Movement) | <input type="checkbox"/> The Harmony Room       |
| <input type="checkbox"/> The Gallery - Exhibition            | <input type="checkbox"/> The Gallery - Workshop |

**Hire Price**

\$200.00 Bond & Secures Booking

*The Ingleby Room and The Harmony Room*

\$30 ... per hour

\$100 ... 1/2 Day Rate / 5 hours

\$150 ... Full Day Rate / 10 hours

*The Gallery*

\$35 ... per hour

\$150 ... 1/2 Day Rate / 5 hours

\$200 ... Full Day Rate / 10 hours

*The Gallery Exhibitions*

\$750.00 ... per week

\$1,150.00 ... for 2 weeks

Room Hired	
Total Hours/Days/Weeks	
Total Cost	\$

By signing I hereby agree to the Policies, Procedures and Terms and Conditions set out in the Venue Hire Information document.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this booking form.

The Gardiner Street Arts Collective coordinator will contact you shortly to confirm your booking.