

Event Scoping Form

Name of Event			
Hirer (Organisation/Company)			
Hirer's Representative			
Address		OFFICE ONLY	
		Event Number	
ABN		Are you registered for GST?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Phone 1		Mobile	
Email			

Information about your event:

Is your event a meeting or a performance?		Is your event ticketed?	
Which venue would you like to hire? Please check appropriate box			
Illawarra Performing Arts Centre Venues:			
<input type="checkbox"/>	IMB Theatre Capacity: 515	<input type="checkbox"/>	Bruce Gordon Theatre Capacity: 234
<input type="checkbox"/>	IMB: Upstairs Dressing Rooms	<input type="checkbox"/>	Bob Peet Studio Capacity: 60 standing
Wollongong Town Hall Venues:			
<input type="checkbox"/>	Main Auditorium Capacity – Seats: 748 (lower level) 944 (with gallery) Standard Set-up: Clear Space	<input type="checkbox"/>	The Music Lounge Capacity – Seats: 120 seated Standard Set-up: Cabaret style
<input type="checkbox"/>		<input type="checkbox"/>	Ocean Room Capacity – Seats: 30 Theatre Style Standard Set-up: Clear Space
<input type="checkbox"/>		<input type="checkbox"/>	Wattle Room Capacity – Seats: 30 Theatre Style Standard Set-up: Clear Space
Proposed Event date/s	1 st preference:		
	2 nd preference:		
Bump In / Set up time	Start:	End:	
Doors open to public	Start:	End:	
Event / Performance time	Start:	End:	
Bump Out / Strike time	Start:	End:	
Total Access time (should start from beginning of Bump In time and finish at end of Bump Out time)			
Known technical requirements			
Seating / Floorplan			
Are you from the Local Government Area (LGA), a registered charity or non for profit company?			
How many patrons do you expect?			
What Food and Beverage options do you expect (if any at all)?			