



Please complete and submit this form 2 months prior to your booking. This form can also be submitted at the time of hire with your hire application form, if details known.

TO SUBMIT THIS FORM:

Please submit this form to the Recreation Booking• Team.

email - hallbookings@mornpen.vic.gov.au

phone - 5950 1150 fax - 5971 9327

post - Recreation Booking• Team, Mornington Peninsula Shire
Private Bag 1000, Rosebud VIC 3939

CONTACT INFORMATION

Enquiries & bookings:
Recreation Booking• Team,
Mornington Peninsula Shire
Private Bag 1000, Rosebud VIC 3939
5950 1150 (Mon-Fri)
hallbookings@mornpen.vic.gov.au

PCT LOCATION

Address:
Peninsula Community Theatre
91 Wilsons Road
Mornington
Melway Map 145 E2

Please refer to the **Fact Sheet & Fee Schedule** when completing this form.

PART B) Booking requirements

BOOKING DETAILS

Please enter your booking information

Booking Name:

Booking Number:

Event Date:

Peninsula Community Theatre (PCT): Booking Requirements Form

Booking Name:
Booking Number:
Event Date:



SET UP

The maximum capacity for the whole venue is **460** people (includes guests, staff & any other persons occupying the building)

Room please select	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Reception Room
Pax enter number people		
Standard Set Up Styles Ready to use floor plan, laid out for you by the set-up team. Refer to the Fact Sheet for more information. Please select one of the 5 options available.	<input type="checkbox"/> Theatre Style (2 blocks <i>(A^æā*)</i>) <input type="checkbox"/> Theatre Style (3 blocks <i>(A^æā*)</i>) <input type="checkbox"/> Banquet Style (standard) <input type="checkbox"/> Banquet Style ** (with dance floor) <input type="checkbox"/> Empty Room	<input type="checkbox"/> Theatre Style (2 blocks <i>(A^æā*)</i>) <input type="checkbox"/> Theatre Style (3 blocks <i>(A^æā*)</i>) <input type="checkbox"/> Banquet Style (standard) <input type="checkbox"/> Banquet Style (with dance floor) <input type="checkbox"/> Empty Room
OR *My Style *additional set up fee may apply, check with your booking officer.	<input type="checkbox"/> My Style (please attach your floor plan)	<input type="checkbox"/> My Style (please attach your floor plan)

For a full list of furniture available - please refer to the Fact Sheet.

Additional set up options to consider:

Registration trestle table with 2 x chairs by the entrance?

Brochure display trestle tables?

How many?

Buffet / catering trestle tables?

How many?

Queue management, rope barriers (posts and ropes)?

Other?

Peninsula Community Theatre (PCT): Booking Requirements Form

Booking Name:

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**MORNINGTON
PENINSULA**
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KITCHEN

Use of the kitchen is optional.

Do you need access to the kitchen?

Please select from of the below options:

I need access to the **'on hand cupboard'** ONLY - **caters for up to 50pax**

Limited inventory and limited stock capped at 50

I need access to the **'main cupboards'** - **caters for up to 250pax**

Full inventory and limited stock capped at 250

I need access to the **'stored stock'** - **caters for 250 to 400pax**

Full inventory of stock serving up to 400

OTHER

*** PLEASE NOTE: Hirers are responsible for cleaning, please refer to the fact sheet for more information.**

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Booking Name:
Booking Number:
Event Date:



AUDIO VISUAL EQUIPMENT

Please indicate below what you require and the Theatre Operations Officer will contact you.

Standard 9ei Jda Ybh Use of the standard venue sound and lighting system is optional. There are no additional fees.

Sound system to play music

Theatre lighting

Lectern

Wired handheld microphone on stand (x2)

Equipment Hire: Fees and charges apply, please refer to the Fee Schedule for the prices.

Data projector & screen

Wireless handheld microphones (x2)

Portable PA

Wireless lapel microphones (x2)

Piano

Technical support (hire a technician)

INSURANCE

Insurance is compulsory for all bookings. Please select one of the below options:

I have my own public liability insurance (compulsory for public events) minimum 10million cover. **Please attach.**

I want to purchase the Shire blanket insurance (eligibility applies) Please check this with the Hall Booking Officer first to find out if you are eligible.

OTHER