

Please complete this form if you would like to **apply to hire** the Peninsula Community Theatre, Mornington.

**PART A) Hire application**

APPLICANT DETAILS			
Name			
Organisation / Club			
Postal address			
Town / Suburb		Postcode	
Phone			
Email			

EVENT DETAILS			
Event name			
Event date(s)			
Arrive / set up time <small>the time you will enter the building</small>		Event START TIME <small>official / advertised start time</small>	
Exit / bump out time <small>the time you will close the building</small>		Event FINISH TIME <small>official / advertised finish time</small>	
Number of guests <small>whether invited or expected</small>		Number of helpers <small>including staff &amp; performers</small>	
Description <small>Describe the event / activity or proposed use of the building</small>			
Event type	Please select the box below which best describes your booking		
Public event	Markets, Exhibitions, Shows, Music concerts, Gala dinners, General entertainment. <b>Events that are open and advertised to the general public. Public events may be required to complete an event registration.</b>		<input type="checkbox"/>
Private event / function	Weddings, Parties, Functions, Special interest group functions, Invitational events. <b>Events with a closed audience.</b>		<input type="checkbox"/>
Info exchange	Conferences, Meetings, Seminars, Forums, Education programs, Classes, Workshops, Film screenings. <b>Can be open to the public or by invitation/association.</b>		<input type="checkbox"/>
Other			

**AGREEMENT:**

I have read the **Conditions of Hire** and understand and agree to be bound by them. I acknowledge that this is an application only and that acceptance is at the sole discretion of Mornington Peninsula Shire.

## SUBMIT THIS FORM:

Please submit this form to the Recreation Booking Team.

email - [hallbookings@mornpen.vic.gov.au](mailto:hallbookings@mornpen.vic.gov.au)

phone - 5950 1150                      fax - 5971 9327

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

You will be contacted by a hall bookings officer within 48 business hours of your application being received.

### CONTACT INFORMATION

Enquiries & bookings:

Recreation Bookings Team

Mornington Peninsula Shire

Private Bag 1000, Rosebud VIC 3939

**5950 1150 (Mon-Fri)**

[hallbookings@mornpen.vic.gov.au](mailto:hallbookings@mornpen.vic.gov.au)

### PENINSULA COMMUNITY THEATRE LOCATION

Address:

Peninsula Community Theatre

91 Wilsons Road

Mornington

Melway Map 145 E2