

## Venue Booking Form

### Function details

Hirer	
Description of function	
Start date and time	
End date and time	
Bump-in time*	
Bump-out time*	
Number of people	

\* The time you need access to the venue to set up for your event

\* The time you will leave the venue after you have packed up after your event

### Contact details

Contact person	
Organisation	
Phone	
Email	
Mail address	
Date of enquiry	

The full auditorium is 380m<sup>2</sup> (floor space approx. 18m x 20m plus stage approx. 4m x 8m (450mm high)).

Facilities include: bar/servery, wireless internet access, power points and doors to a patio.

Half the auditorium can be hired with the same facilities.

You can inspect photos of the auditorium and Godinymayin on our website [www.gyracc.org.au](http://www.gyracc.org.au).

Please circle your requirement/s below.

### Charges (room only)

Room type	8 hours (9am – 5pm)	4 hours (any time between 9am – 5pm)	Additional hours Hours prior to 9am and after 5pm until midnight	Additional staff time Venue hires that require additional staff time
Full auditorium	\$800	\$440	\$100hr + \$65/hour per GYRACC staff member	\$65/hour *
Foyer	By application			

These costs include set up. If the requirements change after the room has been set up there will be an additional charge @ \$40 per hour. You may opt to use half the room only with the dividing screen in place however rates are for the whole room and you will have exclusive use of the auditorium.

\*Large-scale venue hires require extra assistance from our Venue Manager at a cost of \$65 per hour. These extra costs if needed will be negotiated at the time of the booking.

### Audio-visual and lighting equipment

Equipment	Hire fee (per day)	Number required
<b>Basic audio package</b> Sound desk, speaker and microphone	\$100	
<b>Extra Audio package – must hire an external technician</b>	\$200	
<ul style="list-style-type: none"> <li>Data projector and screen</li> <li>Sound desk</li> <li>Lectern with microphone</li> <li>2 x wireless microphone (hand held)</li> </ul>		
<b>Additional equipment</b>		
Instrument microphone*	\$60 each	
Vocal microphone*	\$60 each	
Lapel microphone*	\$60 each	
Electronic whiteboard	\$100	
NEC 46" monitor and DVD/Blu-ray player	\$60	
Basic lighting wash ( <b>must hire an external technician</b> )	\$100	

\* These microphones may require a larger sound desk that costs an additional \$100 per day.

**Please note we do NOT have an in-house sound/lighting/AV technician.** However our staff can assist with the basic audio package set up. We can organise a technician @ \$75 per hour if you book the extra audio package and/or have additional technical requirements.

### Venue layout

Please circle preferred layout of furniture and/or describe requirements below:



Other layout requirements:

.....

.....

### Capacity

	Theatre	Cabaret
Full auditorium	350	250
Half auditorium	100	80

We have 14 rectangular tables on wheels (1800 x 900mm), eight (8) round tables (seats 6-8) and 250 padded chairs available for use. If you require additional seating or tables, please organise this yourself. These can be hired from Dragonfly Catering and Events, 0437 719 498.

### Kitchen

Use of the kitchen (adjacent to the auditorium) is \$80 per day and includes a glass dishwasher, water jugs and sinks. PLEASE NOTE: crockery, set up and pack down not included.

Please indicate whether you require use of kitchen.....Yes / No

### Tea/coffee

We can organise a basic tea and coffee service (including milk, sugar, paper cups) @ \$2.50 per person (no service). If you require this please indicate the number of people.

Number: .....

### Urn only

Our hot water urn is also available to hire at \$10 per day if you choose to provide your own tea and coffee.

### Catering

We do not supply catering but recommend Dragonfly Catering and Events, Katherine ([www.dragonflynt.com](http://www.dragonflynt.com); ph 0437 719 498) or Nitmiluk Tours ([catering@nitmiluktours.com](mailto:catering@nitmiluktours.com); ph 0429 662 244).

### Tablecloths

We can supply tablecloths at a cost of \$5.00 each. Please indicate the number of tablecloths you require.....

### Alcohol

If you require alcohol please discuss when organising your booking.

### **Cleaning/amenities/damage**

Large events that run for longer than one day will incur a cleaning/amenities charge which will be negotiated at the time of booking. We request you leave the room in the same condition you found it. Any damage to the venue or equipment will incur an additional cost.

### **Riders**

Hire fees do not include use of consumable items such as gaffer, electrical or mark up tape. Photocopier fees @50c per page. To meet legislative requirements all electrical equipment brought into the venue must display up-to-date electrical certification.

### **Terms and conditions**

Upon receiving this booking form, Godinymayin will send you a quotation and venue hire agreement. Your booking will be confirmed when you sign and return these. Unconfirmed bookings can only be held for three working days from the quotation issue date, after which the auditorium space will be released.

Upon completion please return this form by: email to [venue@gyracc.org.au](mailto:venue@gyracc.org.au), mail to Godinymayin Yijard Rivers Arts & Culture Centre, PO Box 613 Katherine 0851 or dropping it into Godinymayin.

**All prices are exclusive of GST and are valid until 31 December 2017 unless notified otherwise.**