

**Anglo-Chinese Junior College  
Faith Centre for Performing Arts**

**Booking Form – Mrs. Lee Choon Guan Theatre**  
**Seating Capacity: 450**  
**(274 stall seats<sup>1</sup>, 176 balcony seats)**

**An Orchestra pit for about 30 musicians is available for booking, extra charges apply.**

<sup>1</sup>Access to the stall seats for the handicapped is available from the foyer.

**End-user Information**

**Name:** \_\_\_\_\_

**Company/Group/Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Office Tel:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Billing Information (if different from above)**

**Name:** \_\_\_\_\_

**Company/Group/Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Office Tel:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Company Stamp:** \_\_\_\_\_

**Please ensure that all required information from point 1 to 9 is filled out. Any incomplete information will result in the rejection of the booking request.**

**Please describe the nature and type of your performance.**

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**Kindly note that theatre bookings are available daily from 8 am to 10 pm on Monday to Saturday, and 2 pm to 10 pm on Sunday.**

**1. Venue Open Time**

[Venue open time must be at least 30mins before rehearsal slot or performance slot.]

Date	Day	Time

**2. Rehearsal Slots**

[Minimum bookings must be in 2-hour to 4-hour block for each day reserved.]

Date	Day	Time Slot	Total Hours

### 3. Performance Slots

[Minimum bookings must be in 4-hour block for each day reserved.]

Date	Day	Time Slot	Total Hours

### 4. VENUE LOCK-UP TIME

[Venue lock-up time must be at least 60mins after rehearsal slot or performance slot.]

Date	Day	Time

- a) All bookings for rehearsal, set-up and/or performance will require at least 2 technicians. Additional 1 pax security guard is required for **all** non-weekends and PH bookings.
- b) Each 4hrs performance slot is for **ONE SHOW ONLY**. Any changes to the number of performances will be charged according to the number of shows.
- c) Take note that the booking duration is **inclusive** of cleaning time. Hirers must clear the venue within the booking duration.
- d) Hirer must submit a full name list, contact number and NRIC (last 4 digits for Singaporeans and PRs and FULL passport number for foreigners) at least a week before the bump-in. You may arrive 10 minutes before your booking time.
- e) Please plan your schedule in advance. **The venue must be restored to its original state at the end of your rehearsal/performance slot time.** The hirer is responsible for the condition or state of the venue and hirers will have to bear the costs of any damages to the venue. These additional charges will depend on the severity of the damage(s). Do take note that the venue is under 24-hour security cameras surveillance. Should there be any disputes, the Theatre Administrator will investigate the matter and address it accordingly.
- f) No extensions are allowed. Any overtime usage will be charged at \$500 per hour, or part thereof.

**5. Dance Holding Room:**

*Located at the basement at stage right.*

*Please tick.*

☐ **Required**                      ☐ **Not Required**

Dance holding room is chargeable at \$200/day based on your booking schedule. The cost is non-negotiable.

**6. Wireless Hand-held Microphones:**

*Shure ULX S4 SM-58*

*Please tick.*

☐ **Required**                      ☐ **Not Required**

**If required, please tick quantity:**

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 6   ☐ 7   ☐ 8

Each microphone is chargeable at \$30/day based on your booking schedule. The cost is non-negotiable.

**7. Projector:**

*Our projector is positioned in-front of the main curtain, projecting onto the full-size cyclorama.*

*Please tick.*

☐ **Required**                      ☐ **Not Required**

Our projector is chargeable at \$200/day based on your booking schedule. The cost is non-negotiable.

**8. Intercom:**

*Communication headsets from control room to side stage*

*Please tick.*

☐ **Required**                      ☐ **Not Required**

**If required, please tick quantity:**

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 6   ☐ 7   ☐ 8

Each intercom is chargeable at \$20/day based on your booking schedule. The cost is non-negotiable.

## 9. Insurance:

### 1) Accident and Personal insurance for ALL events

*Please tick*

☐ **Required** (Additional charges will be applied based on the specific requirements of the event.)

☐ **Not Required** (I acknowledge that by selecting NOT REQUIRED, as the hirer, I will fully indemnify ACJC and will assume responsibility for all accidents and/or injury sustained during the specified event period stated in the booking)

### 2) Property damage insurance for ALL events

*Please tick*

☐ **Required** (Additional charges will be applied based on the specific requirements of the event.)

☐ **Not Required** (I acknowledge that by selecting NOT REQUIRED, I shall be liable for any damage caused to the ACJC property during the specified event period stated in the booking.)

*Proof of self-purchased insurance must be submitted at least ONE MONTH prior to the booking start date. Non-compliance will result in the rejection of the booking.*

## 10. Parking Facilities:

It is **compulsory** for all hirers to pay for the car parking facilities on **ALL** performance days and/or **ALL** the competition days. Rates are as follows:

Maximum 50 lots will be provided at \$200 per day for parking **after 6pm** and subject to availability. Please note that no valet services or reservation services will be provided. Please submit all the vehicles plate number at least one week before the booking date.

Please take note of the types of parking lots below:

- 1) RED lots are reserved for season parking holders **between 7am and 6pm**.
- 2) WHITE lots are open to visitors on a first come first served basis (Total: 14 lots).
- 3) RED-WHITE lots are open to visitors on a first come, first served basis (Total: 9 lots).

## 11. Other Instructions

- 1) There is strictly **no entry and parking** in the premises before 6pm (Mon-Fri). All attendees are to drop-off outside the school compound, adhering to traffic rules and ensuring the safety of all road users.
- 2) Any food-delivery services must be delivered to and self-collected at the security post. Consumption will only be at the school canteen.
- 3) Please inform all attendees on the transport and car park arrangement prior to the event date(s). They are strongly encouraged to park at the nearby HDB multi-story carparks and not to wait or park along Dover East Close Road.
- 4) Vehicles will not be allowed access to the College if parking facilities is full.

## **12. Additional technical assistance/requirements, if any:**

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**A minimum of 2 technicians are needed for each booking for rehearsal or performance. The job scope of the technicians includes:**

- **Technical set up/sound check/strike**
- **Basic lighting programming, excluding show operations.**
- **Audio mixing**

**During a show or event, these technicians will be on standby for technical support only. Microphones, projection, rooms, special lighting requirements, and other requests will incur additional charges.**

- Please contact the Theatre Administrator for detailed additional manpower rates, additional equipment, and room requests, if these are required.
- Please liaise with the Theatre Administrator to arrange a production meeting 3 weeks prior to the event. All last-minute requests and requirements will be rejected.

## **13. Transportation Charges**

Please note additional charges will apply for transport claims by the crew if their work is required before 7.00am and/or after 11pm. If your booking extends after 11pm, a transportation charge of \$100 will be automatically included in your forecast bill.

## **14. Please take note of the CPA cleaning instruction which is indicated in the hirer agreement (6.1 – 6.5).**

Based on your requirements and requests, ACJC Faith CPA will tabulate a forecast bill and send it to you within 5 to 7 working days upon receiving your booking form for your perusal and confirmation of the booking.

There will be cancellation charges as indicated in the hirer agreement (2.1).

**EVENT BOOKING WILL NOT BE CONFIRMED IF  
AGREEMENT FORM IS NOT SIGNED AND RETURNED  
BACK TO ACJC CPA THEATRE.**

Please submit this form to us via email at [acjcfaithcpa@gmail.com](mailto:acjcfaithcpa@gmail.com), or fax to 6777 5479.

Final confirmation will be given upon the signing of all documents and receiving of deposit payment.

Thank you for choosing ACJC Faith CPA. We look forward to working with you.

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**Section B** (To be filled in by Theatre Administrator)

Date Received: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

ACJC Stamp: \_\_\_\_\_ Signature: \_\_\_\_\_