

**Anglo-Chinese Junior College
Faith Centre for Performing Arts
Booking Form – Mrs. Lee Choon Guan Theatre**

**Seating Capacity: 454
(278 stall seats¹, 176 balcony seats)
An Orchestra pit for about 30 musicians is available for use.**

¹Access 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: _____

Compulsory to fill up all the information below from points 1-9. Booking will be rejected if any incomplete information is provided.

Please describe the nature and type of your performance.

1. Venue Open Time

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

Date	Day	Time

2. Rehearsal Slots

[Bookings must consist of a minimum of one 2-hour to 4-hour block on each day booked.]

Date	Day	Time Slot	Total Hours

3. Performance Slots

[Bookings must consist of a minimum of one 4-hour block on each day booked.]

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.
- 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 have to clear the venue within the booking duration.
- d) You may arrive 10 minutes before your booking time.
- e) Please plan your schedule in advance, **venue must be returned to original state before 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 supervision. Should there be any disputes, the Theatre Administrator will look into the matter and address it accordingly.
- f) Strictly no extensions allowed and any overtime usage will be charged at \$500 per hour, or part thereof.

*This a very serious offence and the school does not take this lightly.

5. Dance Holding Room:

First room from stage right staircase to dressing room level (basement).

Please tick in one of the boxes or delete accordingly

☐ **Required** ☐ **Not Required**

Dance holding room is chargeable at \$200/day (according to your booking schedule) and the cost is non-negotiable.

6. Wireless Hand-held Microphones:

Shure ULX S4 SM-58

Please tick in one of the boxes or delete accordingly

☐ **Required** ☐ **Not Required**

If required, please tick quantity:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Each microphone is chargeable at \$30/day (according to your booking schedule) and the cost is non-negotiable.

7. Projector:

Projector position is in front of the main curtain projecting on the cyclorama (full size)

Please tick in one of the boxes or delete accordingly

☐ **Required** ☐ **Not Required**

Projector is chargeable at \$120/day (according to your booking schedule) and the cost is non-negotiable.

8. Intercom:

Communication headsets from control room to side stage

Please tick in one of the boxes or delete accordingly

☐ **Required** ☐ **Not Required**

If required, please tick quantity:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Each intercom is chargeable at \$20/day (according to your booking schedule) and the cost is non-negotiable.

9. Insurance:

1) Accident and Personal insurance for ALL events

Please tick in one of the boxes or delete accordingly

☐ **Required** (Additional charges apply according to event requirement)

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

2) Property damage insurance for ALL events

Please tick in one of the boxes or delete accordingly

☐ **Required** (Additional charges apply according to event requirement)

☐ **Not Required** (I understand that by selecting NOT REQUIRED, I shall be liable for any damage to ACJC property caused by the event.)

Note:

- a. ACJC advises ALL hirers to purchase the relevant insurance for your event.
- b. Proof of self-purchased insurance must be provided at least **ONE MONTH** before the start of booking. Booking will be rejected for non-compliance.

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:

Up to 50 lots can be provided at \$100 per day, **ONLY after 6pm** and subject to availability. No valet services or reservation services is provided.

The school has demarcated all the lots clearly.

- 1) RED lots are strictly reserved for season parking holders only **between 6am and 6pm**.
- 2) WHITE visitor lots are open to visitors (Total: 14 lots) on a first come, first served basis.
- 3) Visitors may also park in the RED-WHITE lots (Total: 9 lots) on a first come, first served basis.

11. Other Instructions

- 1) For any competition event, there is strictly no entry and parking in the premises before 6pm (Mon-Fri). All attendees are to drop-off outside the school compound.
- 2) Any food-delivery services must be received outside the school compound at the security post.
- 3) Please assist to inform all the guest prior to event date to help guests plan their routes and parking requirements. Multi-storey carparks are available behind and opposite the school.

- 4) Vehicles will not be allowed access to the College if parking facilities is full. All vehicles can be parked at the Multi-storey car park outside the College.
- 5) There should be strictly no food and drinks delivery service to ACJC premises as we are a MOE facility, please collect your food and drinks delivery at the guard post. Hirers are responsible for informing ALL patrons entering ACJC premises during the period of event booking of this regulation.

12. Additional technical assistance/requirements, if any:

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**
- **Sound 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 that there will be additional charges based on transport claims by the crew, should they be required to work before 7.30am and/or after 11pm. If your booking time ends at 11pm, transportation charges of \$100 will be automatically added into 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, 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.

Section B (To be filled in by Theatre Administrator)

Date Received: _____ Acknowledged by: _____

ACJC Stamp: _____ Signature: _____