



MAGIS PERFORMING ARTS CENTRE (MPAC)

MPAC HIRE APPLICATION FORM

**HIRER DETAILS**

Hirer/Organisation Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Position held in organisation: \_\_\_\_\_

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

\_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_ (Home/Work/Mobile)

\_\_\_\_\_ (Home/Work/Mobile)

\_\_\_\_\_

Email address: \_\_\_\_\_

Billing address: \_\_\_\_\_

(if different to above address) \_\_\_\_\_

\_\_\_\_\_

**EVENT DETAILS**

Purpose/nature of event: \_\_\_\_\_

- Requirements:
- Inigo Theatre
  - Green Rooms
  - Catering (*Seminars/Conferences only*)
  - Box Office
  - Kiosk  
*(Kiosk availability to be determined by College)*

Number of performers/crew/speakers involved in the event: \_\_\_\_\_

Expected audience numbers per performance (if applicable): \_\_\_\_\_

DATE	Time Venue Open	Time Venue Closed	Performance Start Time <i>(If Applicable)</i>	Performance Finish Time <i>(If Applicable)</i>	Type of Use <i>(eg. Rehearsal/Performance/Presentation/Bump In/Bump Out etc)</i>

Please provide as accurate information as possible and include several date options in order of preference

The College will provide one Theatre Technician and one Duty Manager for each event.

Will you require the Theatre Technician to operate:

- Audio                    **OR**  
 Vision

**Do you have Public Liability Insurance?**

- Yes                            Amount of Cover \$ \_\_\_\_\_  
 No

Please note that a minimum of \$20 million cover is required for Public Liability Insurance, supported by a copy of a Certificate of Currency.

**PLEASE NOTE:**

The College reserves the right to refuse the hire of MPAC to any organization without stating reasons for doing so.

The **CONDITIONS OF HIRE AGREEMENT** must accompany this form at the time of application.

**When approval is granted, a deposit of \$500 must be paid and a copy of the Public Liability Insurance Certificate of Currency must be received by Loyola College within 7 days of the date that approval is received by the Hirer.**

The TECHNICAL INFORMATION FORM will be sent 8 weeks prior to the event. This form is to be completed and returned up to six weeks prior to your event for discussion at the Technical Requirement Meeting.

A preceding event does not guarantee the repeat hiring of MPAC for future years.

Applications for Hire are required on an annual basis and are open on the first Wednesday of November.

I/We hereby undertake, upon approval of this application, to comply in all respects to the Conditions of Hire Agreement, a copy of which has been provided to me (and available via the College website) and to make all payments as required by the Conditions of Hire and set out in the Schedule of Fees.

\_\_\_\_\_  
**Signature of Applicant/s**

\_\_\_\_\_  
**Date**

*(Note that this form must contain a handwritten signature)*

**Please return the completed application form to:**

Ms Monica Agius  
Loyola College  
325 Grimshaw Street, Watsonia 3087  
Phone: 9433 0767  
Email: [mpachiring@loyola.vic.edu.au](mailto:mpachiring@loyola.vic.edu.au)