

GOODMAN ARTS CENTRE

Venue Request Form

All fields are required to be filled, where applicable.

Please email completed document to either:

evelyn_tan@artshouse.sg
(6342 5792)

or

junainy@artshouse.sg
(6342 5794)

PART A: HIRER'S PARTICULARS		
Name of Applicant (Organisation / Individual):		Billing Address:
Status of Applicant: <input type="checkbox"/> Non-Profit Arts Organisation <input type="checkbox"/> Artist (To be supported with Artist Bio) <input type="checkbox"/> Private Organisation / Individual		Business Registration Number (Organisation): NRIC / Passport Number (Individual):
Contact Person:		Email Address:
Mobile Number:	Office/Home Number:	Fax Number:
Profile of Organisation / Artsist(s):		
Where did you hear about the Goodman Arts Centre venues?		

PART B: ACTIVITY / EVENT DETAILS

Genre:

- | | | |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Dance | <input type="checkbox"/> Music |
| <input type="checkbox"/> Media Arts | <input type="checkbox"/> Film | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Photography | |
| <input type="checkbox"/> Others: _____ (please specify) | | |

Type:

- | | | |
|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Performance | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Rehearsal |
| <input type="checkbox"/> Seminar / Workshop | <input type="checkbox"/> Meeting | |
| <input type="checkbox"/> Others: _____ (please specify) | | |

Expected Number of Attendees:

**Will you be engaging a caterer for your event?
(Note that Goodman Arts Centre has a list of official caterers)**

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Description of Activity / Event synopsis:

Ticketing details (price / URL):

Intended equipment / props / sets to be brought into the venue:

Licences and Permits Notice:

All hirers are to apply for licenses and permits required for events in Goodman Arts Centre. Relevant documents must be submitted to the management no later than one month to event date, failure to do so will result in cancellation of booking with no options of postponement and/or refund.

PART D: PROJECT STUDIO APPLICATION (Available for hirer from 1 month to a maximum of 12 months)

Project Description:

Kindly describe your project according to the four points in a separate page and attach it to this booking form.

- ✓ **You and your work**
 - ❖ The aim of the project and how you plan to achieve it.
 - ❖ The names, skills and experience of other main people involved in this project.
 - ❖ How this project fits in with your current work and its future development.
 - ❖ If your project is to be presented, where and when will it be presented.

- ✓ **How the public engages with your work**
 - ❖ Who are the people the project will reach out to (e.g. the audiences or people taking part), stating whether these people would normally engage with the arts.
 - ❖ How you will reach out to your target audience (share your press and marketing activities).

- ✓ **Financing**
 - ❖ Your budget for the project.
 - ❖ How you would finance your project.

- ✓ **How the project studio will be used during this rental period for your project**
 - ❖ Description of how you plan to use the space. Do highlight activities that are open to the public.
 - ❖ Broad timeline for completing your project.
 - ❖ If you planning to conduct activities that generate revenue (e.g. workshops / classes / performances), please provide a weekly schedule of such activities.
 - ❖ If you are planning to use the space for exhibitions from time to time, please provide your estimated dates for your exhibition(s) during your lease period.

- ✓ **Affordability and accesibility of paid programmes conducted in the space**
 - ❖ If you plan to conduct classes / workshops / performances in the space, please share with us your proposed ticket prices / fees. As this is a community space, prices should be affordable to the general public. As such, please provide comparisons with other similar classes / workshops / performances available in the market as a comparison.

PART E: ACKNOWLEDGEMENT

I, the undersigned, verify that the above information is accurate and understand that this venue hire request form does not in any way constitute a booking agreement. All licences and permits required for the event will be submitted no later than one month to event date, failure to do so will result in cancellation of booking with no options of postponement and / or refund.

Authorised Signature

Date

Company Stamp