

Venue Request Form

PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS.

Registered Name of Company/Individual's Name as in NRIC/Passport: **UEN** (for Company):

Address:

Hire Type: Private Hire Arts General
 NGO/Non-Profit Arts Non-Profit (Non-profit arts company incorporated in Singapore)

Contact Person:

Email:

Mobile:

Telephone:

Name of Event:

Type of Event:

Theatre Concert Conference/Seminar
 Dance Wedding Filming/Recording
 Musical Graduation Others: _____

Variable Services:

Di.GT.al Initiative Livestreaming (Package A)
 Archival Recording - Package: B (1 Cam) C (2 Cam)
 Studio Recording - Package: D (2 Cam) E (3 Cam)
 Video Editing

Virtual Studio

Green Screen Studio only
 Virtual Hybrid - Package: Kilo Mega Giga
 Others: _____

Venue(s) Required:

Theatre Black Box/Virtual Studio Gallery Sky Garden Sky Terrace
 Dance Studio Studio 1 Studio 2 Studio 3 Others: _____

Promo Code (if any): _____

Date(s) and time of set-up, rehearsal and event (please list down all dates):

Activities	Date		Time	
	From	To	From	To

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Please include Synopsis:

MDA rating (if applicable). Please state clearly the rating given and reasons for the rating:

**If your show has yet to be rated, please state the expected receipt of MDA permit.*

Please submit your current script, or video recording of past related event:

Script Video Recording Not Applicable

Do you intend to sell tickets? Yes No

How did you know about us?

I attended an event here Google Search Social Media I saw an advertisement
 I received an email from you Client referral Others: _____

Acknowledgement

I, the undersigned, verify that the above information is accurate and I understand that this venue request form does not in any way constitute an agreement. I consent to allow Gateway Theatre to collect, use, disclose and /or process my personal data for my/our interest at Gateway Theatre. I also agree to the terms stated in the Data Protection Policy and confirm that all information provided is accurate and complete.

Signature & Date

Company Stamp

Thank you for taking the time to fill in our Venue Request Form. Please note that:

1. Venue Hire Requests may be submitted 6 months in advance or, specifically, 12 months in advance for Theatre Booking.
2. Gateway Theatre has the discretion to retain all materials, papers and images submitted, and are not liable for any unsolicited proposal or material.
3. Please note that all venue requests are subjected to review by the management. We will aim to respond to your request in 7 working days upon receipt of all necessary information. Please let us know if you are working with a specific deadline.

NOTE:

Hirers are not permitted to carry out any form of publicity, including ticket sales without a signed contract with Gateway Theatre. Gateway Theatre reserves the right to decline or request change to content of artistic works likely to receive “RA” or “Advisory” rating by the Media Development Authority (MDA). Gateway Theatre respects the artistic decisions made by the hirer and hopes to reach a mutual understanding.