

## 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  Archival - Package:  A1 (1 Cam)  A2 (2 Cam)  
 Recording - Package:  R1 (1 Cam)  R2 (2 Cam)  
 Livestreaming - Package:  L1 (2 Cam)  L2 (3 Cam)

Virtual Studio  Green Screen Studio only  
 Virtual  Hybrid

**Venue(s) Required:**

Theatre  Black Box/Virtual Studio  Gallery  Sky Garden  Sky Terrace  
 Dance Studio  Studio 1  Studio 2  Studio 3  Recording Studio

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

## Venue Request Form

**Please include Synopsis:**

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**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.**