



MARY'S MOUNT CENTRE (MMC) BOOKING FORM

Please download and save this form before completing.

EVENT NAME

ORGANISATION

CONTACT NAME

CONTACT EMAIL

CONTACT PHONE

EVENT TYPE

IS YOUR ORGANISATION CONSIDERED NOT-FOR-PROFIT OR LOCAL COMMUNITY GROUP

YES

NO

BUMP IN DATE	EVENT START DATE	EVENT END DATE	BUMP OUT DATE
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ALTERNATIVE DATES (If original dates are unavailable)

PERFORMANCE AND ACCESS DETAILS

(Times you will be entering and exiting the centre - required for security and cleaning purposes)

DATE	TIME IN	TIME OUT	NO. OF PEOPLE EXPECTED	DETAILS*

* Details: Bump in / Set up, Rehearsal, Performance (other). If you have more entries, please type in the notes section.

PLEASE NOTE: For bookings on weekdays (Mon-Fri) there is no entry to the theatre before 5pm.

NUMBER OF USHERS:

NOTE: Ushers are to be supplied by the Hirer. MMC rules stipulate a minimum of one usher per 100 patrons. Ushers are required to undertake MMC training inc. evacuation procedures. Usher torches and reserved signs are provided by MMC.

REQUIRED VENUE SPACES (Check all boxes that apply)

STAGE/AUDITORIUM	FOYER & KIOSK
LOADING DOCK. Bump In Time Req:	Bump Out Time Req:
TECH STUDIO / GREEN ROOM (Included in Cost – Curtain Divider Installed)	
WHITE STUDIO (Additional Cost) Configuration	1 Large Space 2 Divided Spaces

*The White Studio has a solid room divider that can divide large space into two areas.

Comments:

STAGE AND EQUIPMENT REQUIREMENTS

Please indicate below any other equipment or requirements required for your event.

ORCHESTRA PIT/STAGE Thrust removal and return (\$904)

STEINWAY BABY GRAND PIANO (\$260) PIANO TUNING (\$304)

STAGING PLATFORMS:

Large (\$100 ea – 2 avail) No Req Small (\$75 ea – 4 avail) No Req

MUSIC STANDS (\$15 ea) No Req SCONCES (\$10 ea) No Req

TRESTLE TABLES (7 available) Number req:

CHAIRS (27 available) Number req:

PORTABLE PA (\$50 p/day – Note: roving microphones are included in the theatre hire)

LARGE TV (\$127 p/day)

COSTUME RACKS (4 available) Number req:

*Chair and table numbers are centre totals and therefore FOH requirements need to be factored as to not exceed supply.

Comments:

FRONT OF HOUSE REQUIREMENTS

The MMC Foyer has a kiosk facility that may be utilised as part of the hire. Hirers may provide or sell 'CLEAN' snacks/food and beverages (NO ALCOHOL) from the kiosk (Food and beverages are not to be consumed in the theatre). There is a fridge (equivalent size of two bar fridges) and a sink available. The kiosk is a facility only and all contents must be supplied by the Hirer. Please indicate (check the boxes that are required) below your FOH requirements.

Is the KIOSK facility required Yes No

AUDIO VISUAL REQUIREMENTS

The Loreto Abbey Theatre has a standard open white and blue stage wash, 4 colour wash on the cyclorama, downstage prompt side special. All sound and lighting must be arranged through Sound and Light Concepts (SLC) separate to the MMC facility, please ensure you discuss technical elements with SLC including sound requirements (microphones, fold back) and AV (data projection). NOTE: At least 1 Duty Technician is required from SLC for all events.

SLC (Sound and Light Concepts)

27 Martin Drive Delacombe VIC 3356 | 03 5336 1255 | mmc@slcaust.com.au | www.slcaust.com.au

Please ensure you have contacted SLC directly for your event.

PUBLIC LIABILITY INSURANCE

Clause 8.5 in the Terms & Conditions of hire requires the HIRER to take out and maintain throughout the Hire Period, public liability insurance for a minimum amount of \$10,000,000.00 per single event.

I confirm that I have a copy of the Certificate of Currency of Insurance and will forward with this application

SAFETY WARDEN

Claus 8.6 in the Terms & Conditions of the hire requires the HIRER to Nominate a responsible adult to act as the emergency warden throughout the Hire Period which person must read, understand and accept the duties set out in the Facility Rules and complete any induction that the College may require.

Safety Warden Name

Contact Email and Phone

NOTES AND OTHER INFORMATION REQUIRED FOR YOUR EVENT

I confirm that I have checked the online Calendar to ensure my dates do not clash with any in-house Loreto College Ballarat event

I confirm that I have read and understood the Terms and Conditions of Hire including 5.1 and 5.2 relating to additional charges: [Terms and Conditions](#)

Download and save this form and email to mmcevents@loreto.vic.edu.au or click the Submit button and attach your Certificate of Currency to the email before sending.

SUBMIT

We will respond to your enquiry as soon as we can. Please be patient with us as the education needs of our students is our highest priority and we will attend to your enquiry as soon as we can.

Please email mmcevents@loreto.vic.edu.au if you are having trouble completing this form.