

# Venue Hire and Production Support Application

## Form Preview

### Eligibility

\* indicates a required field

Please note:

Before completing this application form, you should have read the [Venue Hire and Production Support guidelines](#).

If you have any questions in regards to eligibility criteria, please email [artistic@union.unimelb.edu.au](mailto:artistic@union.unimelb.edu.au)

Before lodging your application, contact the Union House Theatre's Artistic Director to discuss the submission.

Applications are accepted at any time throughout the year, however, the Theatre Board should receive an application at least four weeks prior to the project commencement date.

**Maximum funding: \$2,000.**

Applicants must be Student Theatre Groups [currently affiliated](#) with Union House Theatre.

### Confirmation of Eligibility

**I confirm that:**

- I have read and understand the program guidelines.
- This work does not form part of a University assessment.

**Please select below: \***

Yes  No

You must confirm that all statements above are true and correct.

### Contact Details

\* indicates a required field

#### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

#### Applicant Organisation Details

**Applicant name \***

Organisation Name

# Venue Hire and Production Support Application

## Form Preview

Please use your Student Theatre Group's name.

### Primary contact person \*

First Name

Last Name

The person we will correspond with about this application.

### Position held in organisation

e.g. Producer, Director, Treasurer.

### Primary contact's number \*

### Primary contact's email address \*

This is the address we will use to correspond with you about this application.

## Project Details

### Title of Show

### Author:

### Director:

### Venue

### Application Amount?

Maximum funding is \$2,000.

### Season start date

If unknown, provide your best guess.

### Season end date

# Venue Hire and Production Support Application

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If unknown, provide your best guess.

### **Performance Times**

### **Number of Performances**

### **Has the group obtained the rights to this production?**

### **If applicable, please attach evidence that the group has the rights to this production**

Attach a file:

### **Will auditions be held?**

### **What are the objectives of this project?**

### **Project Description or Synopsis:**

### **Previous Projects**

#### **In what year was the student group formed?**

#### **List Previous Projects:**

If applicable, name of production, year, venue.

### **Personnel**

#### **How many people are in the cast?**

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## Form Preview

**How many University of Melbourne personnel are involved?**

**How many non-University of Melbourne personnel are involved?**

**Who are the principal members of the production team and what is their previous experience?**

**You might like to include short Curriculum Vitae or evidence of performing arts creative work to date.**

Attach a file:

Attach a file:

Option for including a second curriculum vitae.

## Accessibility

**How have you considered Accessibility? That is, how can your project be experience/accessed by people with disabilities and/or from culturally and linguistically diverse backgrounds and/or with a low socioeconomic status?**

## Environmental Impact and Sustainability

**What steps are you taking to ensure your work will leave a minimal environmental impact? How are you considering environmental sustainability?**

## Budget and Financial Details

# Venue Hire and Production Support Application

## Form Preview

**Who is your Treasurer?**

**Address**

Address

  

**Phone Number**

**Email**

**What is the current bank account balance of your student theatre group?**

Download Forms & Templates

**1. [Budget Template](#)**

**Affiliated student groups must complete the following forms:**

**2. [FO4a New Supplier Form \(Example of Completed FO4a Form\)](#)**

**3. [Statement by Supplier Form including Example of Completed Form](#)** (only required if you don't have an ABN)

**Please attach the completed Project Budget using the Budget Template**

Attach a file:

**If you are an affiliated student group, please attach the completed F04a New Local Supplier Request Form**

Attach a file:

**If you are an affiliated student group and do not have an ABN, please attach the completed Statement by a Supplier form**

Attach a file:

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### Additional Information

**Is there anything else you would like the Theatre Board to know which is relevant to your project?**

Additional relevant information can be uploaded below:

**Upload files**

Attach a file:

or

**Provide web link:**

Must be a URL

### Certification and Feedback

\* indicates a required field

#### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant or applicant group is approved for this grant, I/we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes

No

**Name of contact \***

First Name

Last Name

**Position \***

Position held within the student group (e.g. Director, Treasurer)

**Contact's number \***

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**Contact's Email \***

**Date \***

### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

- Very easy     Easy     Neutral     Difficult     Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60 minutes

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**