

Industry and Alumni Support: Facilities Use Booking Request

Date:

Booker's contact details

Name	
Company	
ABN	
Company Address	
Email	
Phone	

Information on the AFTRS facilities you wish to use

Name of project	
Desired date(s)	
Time & duration	
Number of attendees	
Space required (e.g. theatre, studio, meeting room)	
Name of alumnus/i involved (if any)	
Type of project Cast and crew screening, rough cut screening, writers room, meeting etc	

Costs and Considerations

Projectionist	<ul style="list-style-type: none"> ○ Required for all theatre screening bookings ○ \$47.36/hr, minimum 4-hr call PLUS GST 	
Cleaning	<ul style="list-style-type: none"> ○ AFTRS will charge a cleaning fee if the area is left in an unsuitable way – \$35.46/hr PLUS GST 	
Security	<ul style="list-style-type: none"> ○ An additional security charge may be added if the event is held after normal operating hours – \$35.46/hr PLUS GST 	
COVID-Safe Nurse or Supervisor	<ul style="list-style-type: none"> ○ If Your arrival at AFTRS is outside of current business hours, we will extend our regular COVID-Safe screening process. All attendees must register at sign-in counter and have their health checked. This is charged at approx \$50/hour PLUS GST. Minimum calls and overtime rates may apply. TBC 	
Cancellation	<ul style="list-style-type: none"> ○ Any booking that is cancelled within 48 hours of the booking will incur 100% of the charges (this includes date change requests) 	
I accept there may be fees incurred as per the above requirements	Agree	

COVID-Safe Protocols

Maximum number of people in any space within the building must not exceed number designated for relevant space you are booking (will be confirmed by AFTRS in writing)		
A distance of 1.5m between everyone at all times must be adhered to		
Bookers must ensure that none of their guests have been in a COVID hot-spot in the previous 14 days, or have any flu-like symptoms.		
I agree to ensure that all individuals that attend this booking comply with the above requirements	Yes	
	No	
Signature		
Comments and questions		

AFTRS Internal Sign off

Industry Use administration	Recommended	Yes	No
Head of industry and Alumni engagement (To complete risk assessment)	Approved	Yes	No
Executive approval (if required)	Approved	Yes	No
Comments and conditions			

Accounting
(to be completed by
Industry Use administration)

Customer PO number	
Amount to be invoiced	
Chart of account no.	
GST code	
State	
Division	
Dept	
Project	