



# Braidwood Community Arts Centre

## EVENT PROPOSAL FORM

# 2014

### HIRER'S INFORMATION

**Hirer's Name:** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Hirer Status:-** **BRAG Member**  **NON-Member**  **Commercial Entity**  **[please tick]**

### EVENT INFORMATION

**Room/s to be used:** [please circle] **Main Gallery** **Workshop Space** **Long Gallery**

**Activity:** Please tick appropriate boxes

- Exhibition:** theme, number of works, medium, whether workshop and/or artists talk included.
- Workshop:** what being taught, number of participants, equipment being used.
- Performance:** Title and nature of show, number of performers.
- Meeting:** Public or private. If public, time, title nature of meeting.
- Other.** Please outline nature of event proposed.

**Please provide brief details of your event in the space below:-**

***NOTE ALL:** Where appropriate, please provide documentation such as Artists CV & images of artwork/other to support proposal. Images may be on disc, thumb drive, hardcopy or emailed & available for promotional use of the event. Please indicate time of day, number of hours for the event and likely seating, plinths, tables other items needed.*

### PROPOSED HIRE DATES

**Preferred Date:** \_\_\_\_\_ **Optional Dates:** \_\_\_\_\_

### SIGNATURE

I have read & agree with the Braidwood Community Arts Centre's terms & conditions of use for hirers.

**Hirers Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_