

Nautilus Arts Centre
 66 Tasman Terrace
 PO BOX 1787, Port Lincoln
 South Australia 5606
 P: (08) 8621 2351 F: (08) 8621 2399
 E: nautilusartcentre@plcc.sa.gov.au
www.nautilusartcentre.com.au



City of Port Lincoln
 Level One, Civic Centre, 60 Tasman Terrace
 PO BOX 1787, Port Lincoln
 South Australia 5606
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HIRE AGREEMENT FOR NAUTILUS ARTS CENTRE FACILITIES (SMALL SCALE EVENTS)

BETWEEN **THE CITY OF PORT LINCOLN** "the COUNCIL"
 AND....."the Hirer"
 Postal Address:
 Contact Person:
 Production/Event Title:
 Email: Contact Phone:

AREA/S OF FACILITY REQUIRED:

Areas in "*red italics*" included in base Theatre Hire, but may be hired individually if available.

- Nautilus Theatre* *Flat Floor* *Media Room*
- Green room* Kitchen Bar courtyard*
- Rotary Gallery Sir Walter Nicholls Gallery Studio/Band room

DATE/S REQUIRED:

TIME FRAME/S REQUIRED:

OCCURANCE REQUIRED:

- One off Monthly Weekly
- Other Please state:

I have read the Terms and Conditions of Hire as provided by the COUNCIL and agree to abide by the provisions specified therein. I also certify that the information supplied in the Administration and Technical Requirements forms is true and correct.

Signed for and on behalf of the HIRER by:

The Hirer

.....
 Signature

.....
 Print Name

.....
 Position

.....
 Date

**cannot be hired individually, must be hired in conjunction with Rotary Gallery or Nautilus Theatre*

THE FIRST SCHEDULE

Refer Fees and Charges Document as attached.

A deposit may be requested as confirmation of the booking at the discretion of the Council.

OFFICE USE ONLY:

TENTATIVE CALENDAR BOOKING ENTRY DATE: __/__/20__ INITIALS: ___

RECORDS ENQUIRY 16.6.1.9

ATTACHED AND SENT TO ENQUIRER

FEES & CHARGES SCHEDULE

CONDITIONS OF HIRE

SMALL SCALE EVENTS

SMALL SCALE TECHNICAL REQUIREMENT FORM

THEATRE HIRE ONLY

TECHNICAL REQUIREMENT FORM ADMINISTRATIVE SCHEDULE

BOOKING RECORDS NO.: _____ DATE: __/__/20__ INITIALS: ___

CONFIRM (UPDATE) CALENDAR BOOKING ENTRY DATE: __/__/20__ INITIALS: ___

THEATRE/GALLERY COORDINATOR NOTIFIED (NAC website calendar to be updated by them)