



Venue Hire Form

Registered Name of Company / Individual's Name as in NRIC / Passport UEN (Company)

Address:

Hire Type: Private Hire Arts General
 NGO / Non-Profit Arts Non-Profit (Non-profit arts company incorporated in Singapore)

Contact Person: _____ Email: _____

Mobile: _____ Telephone: _____

Name of Event: _____

Type of Event:

Theatre Concert Conference / Seminar
 Dance Wedding Filming / Recording
 Musical Graduation Others: _____

Venue(s) Required:

Theatre Gallery Library
 Seminar Room Meeting Room Others: _____

Date(s) and time of set-up, rehearsal, and event (Please list down all dates):

Activity	Date		Time	
	From	To	From	To

Synopsis of Event:

IMDA Rating (if applicable). Please state the rating given, with reasons for the rating:

*If your performance has yet to be rated, please state the expected receipt of IMDA permit.

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Acknowledgement:

I, the undersigned, verify that the above information is accurate, and I understand that this venue request form does not in any way constitute an agreement. I consent to allow Alliance Française de Singapour to collect, use, disclose, and / or process my personal data for my / our interest at Alliance Française de Singapour. I also agree to the terms stated in the Data Protection Policy and confirm that all information provided is accurate and complete.

Signature & Date

Company Stamp

Thank you for taking the time to fill in our venue request form. Please note the following:

1. Venue Hire Requests may be submitted 6 months in advance or, specifically, 12 months in advance for theatre booking.
2. Alliance Française de Singapour has the discretion to retain all materials, papers, and images submitted, and are not liable for any unsolicited proposal or material.
3. Please note that all venue requests are subjected to review by the management. We will aim to respond to your request in 7 working days upon receipt of all necessary information. Please let us know if you are working with a specific deadline.

Please note:

Hirers are not permitted to carry out any form of publicity, including ticket sales without a signed contract with Alliance Française de Singapour. Alliance Française de Singapour reserves the right to decline or request change to content of artistic works likely to receive "RA" or "Advisory" rating by the Infocomm & Media Development Authority (IMDA). Alliance Française de Singapour respects the artistic decisions made by the hirer and hope we reach a mutual understanding.