



Hire of Japan-Pacific ICT Centre Multipurpose Theatre

Name of Requesting Organisation/Association

Physical Address:

Mailing Address:

Email Address:

Contact Person:

Office:

Mobile:

Home:

Title of Event

Purpose of Event – *Provide Brief descriptions of purposes and activities.*

Background of Requesting Organisation

List of Partner Organisations/Sponsors taking part or organizing this event.

- 1.
- 2.

Number of Participants

Provide a draft program on a separate page.

Indicate required date and time

Times – charges apply from one hour before session and one hour after session.

	session 1		session 2		session 3
9.00am- 1.00pm		2.30pm- 5.00pm		6.00pm- 10.00pm	

Indicate facilities required – *please tick*

	session 1	session 2	session 3
Theatre only			
Stage Lighting			
Use of Internet			

Catering – tick if you require use of foyer for refreshments.

	session 1		session 2		session 3
9.00am- 1.00pm		2.30pm- 5.00pm		6.00pm- 10.00pm	

Name in Full:

Signature:

Contact: ITS Main Office
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