



# JERUDONG INTERNATIONAL SCHOOL ARTS CENTRE

THE PLACE FOR THE ARTS IN BRUNEI

## VENUE BOOKING FORM

<b>Company/Individual Name:</b>	<b>Company/Individual Address:</b>
<b>Contact Person:</b>	<b>Tel No:</b>
<b>Email Address:</b>	<b>Event/Production Name:</b>
<b>Actual Date(s) of Event:</b>	<b>No of people expected to attend:</b>
<b>Event description:</b>	

MAIN EVENT VENUE
<input type="checkbox"/> Auditorium
<input type="checkbox"/> Foyer
<input type="checkbox"/> Gallery
<input type="checkbox"/> Conference Room

Date required (Rehearsals & Event Date)	Time Required	
	From	To

AUDI-VISUAL REQUIREMENTS	AV Support (please tick)	Date required (Rehearsals & Event Date)	Time Required	
			From	To
For set-up				
For rehearsal				
For actual event				

**IT Resources/AV Equipment Required:**

- |  |   |  |                                   |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> Computer      | <input type="checkbox"/> Projector          | <input type="checkbox"/> Screen            | <input type="checkbox"/> Speakers |
| <input type="checkbox"/> Clicker mouse | <input type="checkbox"/> Network connection | <input type="checkbox"/> Internet          |                                   |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Cordless Mic.      | <input type="checkbox"/> 3.5mm audio cable |                                   |

**Other (Please specify):**



# JERUDONG INTERNATIONAL SCHOOL ARTS CENTRE

THE PLACE FOR THE ARTS IN BRUNEI

## VENUE BOOKING FORM

### GOVERNMENT APPROVAL FOR EVENT

All public events **MUST** be approved by the government. Once approved letter received, it will need to be submitted to the Arts Centre Manager.

### VENUE SET UP

Specific plan required?  No  Yes (Please attach to this form)

Podium required?  No  Yes

No. of tables needed: \_\_\_\_\_ No. of chairs needed: \_\_\_\_\_

Other special arrangements required? Please provide details below:

### ANY OTHER INFORMATION

*Please provide any additional information you feel may be appropriate regarding this event.*

### SIGNATURE

*Please sign to confirm the above information is correct. Thank you.*

*Company Stamp*