

Section A: 申请单位详情 Hirer's Particulars

申请单位 Name of Company/Organisation:

单位类别 (勾选适用者) Type of organisation (tick where applicable)* :

- 非营利组织 Non-Profit Organisation
 公益机构/慈善团体 Institution of Public Character/Registered Charity
 艺术团体 Arts Organisation
 其他 (请填写) Others (please specify) : _____

地址 Address:

电话 Tel:

传真 Fax:

电邮 Email:

联络人 Contact Person:

联络人职称 Designation:

*如为非营利组织、慈善团体或公益机构, 需提供合法证明。

Please submit an authorised document that can prove your status as a NPO, charity or IPC.

Section B: 演出/活动详情 Performance/Event Details

演出/活动名称 Title of Performance/Event:

演出/活动性质 (请勾选) Nature of Performance/Event: (Please)

- 戏剧 Drama
 舞蹈 Dance
 音乐 Music
 跨界 Multi-Discipline
 非艺术类活动 (如: 会议、工作坊、研讨会等) 请简述使用性质及内容 Non-Arts (e.g. conference, workshop, seminar etc.), please specify: _____

演出/活动形式 (请勾选) Performance/Event Format: (Please)

- 现场活动 (有观众) Physical Event (with audiences)
 现场活动 (无观众) Physical Event (closed-door)
 线上直播活动 Live Digital Event
 线上活动预录 Digital Event Recording

售票 Sale of tickets: 是 Yes* 否 No

*如为售票活动, 请注明售票系统 If yes, please indicate ticketing agent:

贩售需求 Sale of merchandise: 是 Yes* 否 No

*贩售人员姓名 (如有) Name of Merchandiser (if any):

预估参与人数 (观众/与会者) Projected Number of Patrons (Audience/Participants):

Section C: 申请使用档期 Facilities Required

日期 Date	申请时间(包含装台/拆台) Booking Time (include set-up/tear down)*	演出/活动时间 Performance/Event Time*	
	最少租用4小时 Min. 4 hours booking	开始时间 Start	结束时间 End

*请包含演出前的准备时间。Please include preparation time, i.e. any preset before show time.

*可检附其他活动流程表/相关资讯提交申请。Additional booking schedule/information can be attached to the request form.

本人(以下签署人)已确认上述所填资料正确无误,明白本申请表不代表受申请单位同意租用之证明或依据,申请档期将依审议结果凭办后续相关事宜。

I, the undersigned, verify that the above information is accurate and I understand that this hire request form does not in any way constitute a booking agreement and the date(s) requested will be subject to availability.

负责人签名 Signature:

申请单位用印 Company Stamp:

填表日期 Date:

填妥申请表,以电邮寄至 Kindly return the completed form to: space@practice.org.sg

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The Theatre Practice has the discretion to retain all materials, papers and images submitted and are not liable for any unsolicited proposals and material.

我们将尽快受理您提交的申请。We will respond to your request as soon as possible.

如有特定期限,敬请告知。If you are working with specific deadlines, please let us know.

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