

EVENT APPLICATION FORM



Approval from AIM Senior Management must be obtained by organisers of any function or event held on AIM property. Permission will be granted only after organisers have agreed to abide by certain conditions required by AIM and only after the proper procedure has been followed.

AIM Senior Management reserves the right to cancel any event if the agreed conditions are not met. No marketing material, inclusive of AIM's name, may be released without prior approval of the AIM marketing department.

(* Mandatory Field)

CONTACT DETAILS

AIM Employee* AIM Student* External*

Applicant Name*

Company Name (if applicable)

Email*

Address

Telephone (Mobile)*

(Home)

EVENT DETAILS

Campus

Day & Date

Bump In - Start Time

Event Start Time

Event End Time

Bump Out - End Time

Event Name

Event Type

Room Type Concert Hall Theatre Classroom Dance Ensemble Acoustic Studio

Intended audience Select Public General Public Open to entire College Not Applicable

Open to select AIM department/s only

Marketing Plan (Provide links if available)

Expected number of attendees

Ticket Sales (charged amount per ticket) \$

No charge

Catering Café External (Self Organised) Alcohol (subject to approval. Incurs additional security cost) No catering

1 of 3

SYDNEY

1-55 Foveaux Street Surry Hills NSW 2010
T 02 9219 5444 F 02 9219 5454
E enquiries@aim.edu.au

MELBOURNE

120 King Street Melbourne VIC 3000
T 03 8610 4222 F 02 9219 5454
E enquiries@aim.edu.au

AIM.EDU.AU

ABN 89 003 261 112
CRICOS Code 00665C
RTO Code 90465
VERSION 19 October 2015

RESOURCES REQUIRED

Please indicate the number of each that is required, including staff members.

PLEASE NOTE Certain venues and event types will require AIM staff to be present,* this will incur a cost to the event applicant. Quotations can be provided following the completion of this form.

*Application approval may be affected by staff availability

- | | | | |
|---|--|---|--|
| <input type="radio"/> Sound Technician | <input type="radio"/> Lighting Technician | <input type="radio"/> <u> </u> x Front of House staff | <input type="radio"/> Security |
| <input type="radio"/> <u> </u> x Trestle Tables | <input type="radio"/> <u> </u> x Vocal mics | <input type="radio"/> <u> </u> x Music stands | <input type="radio"/> <u> </u> x Sconces |
| <input type="radio"/> <u> </u> x Monitors | <input type="radio"/> <u> </u> x Guitar Amps | <input type="radio"/> <u> </u> x Bass Amps | <input type="radio"/> <u> </u> x Keys Amps |

- | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|
| <input type="radio"/> Audio/Playback | <input type="radio"/> Stage lighting | <input type="radio"/> House lights | <input type="radio"/> Projection |
| <input type="radio"/> LCD display | <input type="radio"/> Lectern | <input type="radio"/> Examiner table | <input type="radio"/> Whiteboard |
| <input type="radio"/> Other | | | |

- | | | | |
|-----------------------------------|--|--------------------------------|-----------------------------------|
| <input type="radio"/> Grand piano | <input type="radio"/> Electric piano | <input type="radio"/> Drum kit | <input type="radio"/> Synthesizer |
| <input type="radio"/> Nord | <input type="radio"/> Hand Percussion: | | |
| <input type="radio"/> Timbales | <input type="radio"/> Conga's/Bongo's | | |

CLASSICAL USE ONLY

- | | | | |
|---------------------------------|----------------------------------|-------------------------------|---------------------------|
| <input type="radio"/> Timpani's | <input type="radio"/> Vibraphone | <input type="radio"/> Marimba | <input type="radio"/> CFX |
|---------------------------------|----------------------------------|-------------------------------|---------------------------|

ADDITIONAL INFORMATION/REQUESTS

BRIEF EVENT DESCRIPTION

SIGNATURE OF APPLICANT

Signature of Applicant _____ Date / / (dd/mm/yyyy)

OFFICE USE

Received by _____ Date _____ Authorised by _____ Date _____

Resources approved by _____ Staff member assigned _____

Public liability documents received Yes No

Calendar Event Email Admissions Roster Created Admissions Team Allocated

RAPLA TBC RAPLA photo RAPLA Booked Security Booked - Date _____

Facilities Assigned _____ Date _____

Technicians Assigned _____ Date _____

Notes
