



Please send this completed form to [functionsales@pertharena.com.au](mailto:functionsales@pertharena.com.au).

**Contact Information**

Name of Company: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

Company Contact Name / Position: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Website: \_\_\_\_\_

**Event Information**

<b>Event Name:</b>	
<b>Brief Event Description/Purpose:</b>	
<b>Preferred Date(s):</b>	
<b>Time Schedule:</b> <i>(including access and bump-out times)</i>	
<b>Attendance Numbers:</b>	
<b>Attendee Profile:</b> <i>(including age range, special needs, male vs female etc)</i>	
<b>Event Configuration/Set up Requirements:</b>	

**Has this event or a similar been held elsewhere in the past?**  
*(including event dates and locations, details of contact person)*

**Do you have any food and beverage requirements?**  
*(Catering can be arranged for your event. All food and beverage must be supplied by the venue as external catering is not permitted.)*





**Are you selling tickets to your Event?**

*(if yes, please advise how you will be selling them, and who you will be selling them to.)*

**Does your Event require any temporary structures?**

*(if yes, please advise what temporary structures you plan to arrange and for what purpose.)*

**Will your event have any retail outlets?**

*(if yes, please advise what these will be. Commission on sales or a fee may apply.)*

**Which contractors/suppliers, if any, do you anticipate contracting for your event?**

*(please include Production, Sound, Staging and Lighting Companies)*

**Are bathrooms or other facilities required?**

*(if yes, please list your requirements. A fee may be incurred.)*

**Any other requirements (eg power, water, lighting etc)**

*(if yes, please list your requirements. A fee may be incurred.)*

