



# UQ ART MUSEUM BOOKING FORM

CLIENT DETAILS					
Event coordinator					
Address					
Telephone		Mobile			
Email					
BOOKING DETAILS					
Event description					
Date of event	/	/	Start time *		Finish time *
Venue	Gallery D		Foyer		Boardroom
Event type	Lecture		Reception		Other
EQUIPMENT HIRE	Dry bars	5 available		Chairs	80 available
AV HIRE Please tick See Gallery Hire fees for equipment costs	<p>Standard AV package includes, lectern with microphone &amp; light, speakers and mixer. AV technician also required on site for a minimum of three hours, to set up and pack away.</p> <p>This package is suitable for larger events of 100 people or more with formal speeches up to 30 minutes.</p>				
	<p>Portable PA with hand held mic. This is suitable for smaller groups of 40 or 50 people with short, casual, more informal speeches.</p>				
	JBL powered speakers with stands (pair)				
	SOUNDCRAFT 12 channel mixing desk				
	JBL mounted speakers (foyer & organ areas)				
	Lectern (including mic and light)				
	SENNHEISER lapel mic (with receiver)				
	SENNHEISER hand held mic (with receiver)				
	Microphone stand				
	Stage with stairs and skirting (Large)				
	Stage with stairs and skirting (Small)				
	Data Projector				
	Projector screen				
	ZOOM digital recorder				
ATTENDEE NO'S	UQ Staff		Visitors		

## PLEASE NOTE:

Use of this form does NOT guarantee a booking.  
Please contact UQ Art Museum to check venue availability.

### CATERING

UQ has a number of on-site caterers available but you do not need to use these exclusively.  
You can use any caterer of your choice internal or external.

### AUDIO VISUAL

UQ Art Museum has AV equipment for hire.  
See Gallery Hire Fees for AV package and equipment costs.

### STAFFING

Events outside of the gallery hours of 10am-4pm, with more than 50pax require 2 UQ Art Museum staff.  
See Gallery Hire Fees for staffing costs.

Any extra hours used or parts thereof will be charged accordingly regardless of estimates noted  
in the booking form.

\* **START and FINISH times** to also include SET UP and PACK UP.

Access times are 4.00pm to 9.30pm.

If the event takes place outside of these hours, prior approval from UQ Art Museum is required  
before confirming your booking.

Final booking confirmation is required from you no less than 7 days prior to the function to  
secure venue hire.

Please notify the UQ Art Museum at least one week prior if your event is cancelled or rescheduled.

### CLIENTS ACCEPTANCE

The above details are correct. I will advise of final guaranteed numbers prior to the event and  
confirm that the venue will be cleared of catering equipment and refuse before vacating the premises.

Name.....

Signature.....

Date ...../...../.....