



CAROLINE
CHISHOLM
CATHOLIC COLLEGE

THE QUIN AUDITORIUM



APPLICATION GUIDE

Welcome!

Thank you for considering the Quin Auditorium at Caroline Chisholm Catholic College for your event!

Situated right in the heart of Melbourne's west, our venue is a large, versatile theatre with seating for 821 people. The large floor level stage is capable of hosting anything from a single dancer to the largest brass band while the large raked auditorium ensures a good view from every seat. The high level equipment ensure that all events are catered for.

Why not see for yourself?

We are always happy to show people around our venue. If you'd like to come and see all that the Quin Auditorium has to offer, then simply call (03) 9296 5336 or email us at QA@cccc.vic.edu.au and we can arrange a time for you to visit.

What dates are available?

The Quin Auditorium does book up fast. Send us an email letting us know which dates you are interested in. If the exact day is unavailable, we may well be able to find a close by date that works just as well.

How to apply

Along with this document, you will find:

- The Quin Auditorium Application for Hire Form
- The Quin Auditorium Terms and Conditions of Hire document
- The Quin Auditorium Technical Specifications document
- A seating plan showing the layout of the auditorium

Once you have a date set, what we need from you is information. As much as possible. We know that often in the early stages, not all of the information is available, but the more you can send, the easier it is to give you an accurate quote. Please fill in the **Application for Hire** form and return it to us. This is a live document, so you may either fill it in on your computer or print the forms and fill it in by hand.

While we prefer to have forms sent back by email, so that there will always be an electronic copy, forms may also be returned by mail to:

The Quin Auditorium
204 Churchill Ave
Braybrook
VICTORIA 3019

When you fill out the form, think about how you plan to put on the show, exactly what you'll need and any special requirements.

The Terms and Conditions of Hire

Along with the **Application for Hire** form, we require you to read the **Terms and Conditions of Hire**. Please read through it carefully and then sign the space on the final page. *It is important that you know all of the information contained in this document before entering into a hire agreement.*

The signature can be provided electronically or printed and signed by hand.

The Technical Specifications document

This documents outlines all of the technical details of the venue. It is advisable that you read this before applying as it will give you a better idea of exactly what is available in our venue and if there's any equipment that you may need to hire.

Your Quote

Once you have returned your **Application for Hire** form with a signed **Terms and Conditions of Hire**, we will send you a quote, based on the information you have provided. At this point there is no obligation to proceed, but bear in mind that taking too much time to decide may result in somebody else booking the date you wanted.

Once you have your quote, you may either request for it to be adjusted (for a change in times or equipment for instance) or you can use the **Hire Agreement Form** to accept.

If you decide not to proceed, please let us know.

The Hire Agreement Form

Attached to your hire quote will be a **Quin Auditorium Hire Agreement** form. To proceed, simply read and fill in this form and return it to us along with the required deposit and bond (where required). This will confirm your booking and you will be notified by email.

Please note that **no booking is confirmed until the deposit has been paid and all documents are complete.**

Questions?

If there's anything that you are unsure of, or anything else you need to know, then please do ask! We really don't mind answering questions and the more information we share, the better your experience will be.

Simply email any questions to QA@cccc.vic.edu.au or call (03) 9296 5336 and we'll be happy to help.

On behalf of Caroline Chisholm Catholic College, we look forward to making your event one to remember!

