



C31 Studio Booking Form

Conditions of Use:

- The C31 Studio is free to use for all Member / Affiliate and Not-for-Profit C31 Producers; however studio technician charges of \$20 per hour do apply. There is a minimum of 4 hours and the studio technician must be paid directly.
- For Profit C31 Producers, and non C31 Producers are required to pay a fee for using the studio of \$100 + GST per hour, + studio technician charges. There is a minimum of 4 hours and the studio technician must be paid directly.
- C31 staff and office space must be respected. Facilities other than the studio and control room are strictly off limits (i.e. computers, phones, photocopier, fax, presentation suite, capture area etc)
- The consumption of alcohol is not permitted on the C31 Premises
- The producer is liable to pay for any equipment damage while using the studio.
- 24 hours notice must be given for studio cancellations. Bookings must be cancelled with both C31 and the arranged C31 studio technician. Cancellations made after this will be charged a nominal cancellation fee by C31, and will be liable to pay the studio technician (+ presentation operator if applicable) for the minimum 4 hour rate.
- The cancellation fee is \$50 for member/affiliate groups and not for profit C31 producers (+ studio technician rates), and \$100 for Profit C31 Producers and Non C31 Producers (+ studio technician rates).

C31 Studio Booking Form

Name: _____

Program: _____

Member/Affiliate Group/Non-Profit C31 Producer/Independent Producer
(Please Circle)

Member Group: (if any) _____

Studio Booking Date: _____

Studio Booking Time: From: _____ **To:** _____

Phone: _____

Email: _____

Postal Address: _____

Billing Address (if different from above): _____

Would you like C31 to organise a Studio Tech for you: YES/NO (Please circle)

(Please note every program using the C31 studio must employ an approved C31 studio technician)

I agree to abide by the C31 Studio Conditions of Use:

(Name- Please Print)

(Signature)

(Date)

Please submit to the C31 office via fax (03) 9660 3100 or email sarah@c31.org.au.
Your booking is not finalised until you have received confirmation from C31. For any further enquiries please contact Sarah Hattam on (03) 9660 3131.

Office Use Only

C31 studio technician booked: _____

Total Cost of Studio hire (not including Studio Tech/Pres operator fees):
