

## Darebin Arts & Entertainment Centre 2018 Booking Applications

Applications for 2018 bookings are now open. **Please read through this information carefully to ensure you understand the application process**, as demand for our theatre and larger function spaces outweighs availability at many times of the year, we have implemented a selection process to ensure fair access for as many hirers as possible.

**Applications will close Wednesday 15 March 2017**, and offers will be made between late March and April.

After offers are made and accepted, bookings will still be accepted for remaining available dates, so this is not your only opportunity to book with us in 2018.

### Process:

1. Complete the Booking Application Form as thoroughly as you can. Any missing information may make it harder to assess your application. **Include at least three date preferences in your application form.**
2. Submit your form by email or post to arrive with us by 5pm Wed 15<sup>th</sup> March 2017 to [daecevents@darebin.vic.gov.au](mailto:daecevents@darebin.vic.gov.au), or 'Event Bookings Darebin Arts & Centre, PO Box 91, Preston VIC 3072' **Submitted forms do not confirm a booking**, you must wait for an offer from DAEC in April.
3. DAEC staff will assess all applications received on time, according to the below criteria.
4. In some cases, we may contact you for further information to help us assess your application.
5. Offers will be made between late March and end April, and your booking is not confirmed until an offer is accepted in writing, a deposit invoice is issued and payment received.
6. General bookings will open after April 2017.

### DAEC 2018 Selection Criteria *where more than one application exists for the same date (in this order):*

1. In all cases the operational needs of the centre are prioritised.
2. Internally produced or co-presented Darebin Council events.
3. Balance of art forms and event types, age groups and cultural background of participants/proposed audiences.
4. Duration and scale of proposed booking, location of the applying organisation, previous booking history.
5. The extent to which proposed bookings respond to Key Focus Areas in the Creative Darebin Arts Strategy (may involve request for further information from applicants).

### Notes:

*In January to March 2018 we anticipate a large amount of upgrade works to take place in our foyer. As such, please ensure that if your first preferences fall within this period you include alternative preferences outside of these dates. We hope to advise re the 2018 upgrade schedule by mid-2017.*

*It is your responsibility to check your requested date(s) fall on your preferred day(s) of the week and/or any public or school holidays. **Bookings will not be considered without a completed Booking Application Form.***