



NSW POLICE BAND BOOKING FORM

08/11

A SEPARATE BOOKING FORM IS AVAILABLE FOR SCHOOL PERFORMANCES.

To make an enquiry regarding the band for a performance, please fill out the following form **on your computer or print and handwrite** details. Return via email, fax or mail to the attention of the Commander. You will be contacted once your enquiry has been processed. Please allow seven days for this to occur. In the unlikely event that you do not receive a reply after this period then please contact us on (02) 9557 9456.

Please note: Engagements are assessed on a individual, priority basis and clients are advised to maintain a degree of flexibility regarding alternate performance dates and times, and the band will endeavour to do the same. The band's annual calendar is varied and extensive and it should be noted that most performances are booked 12 to 18 months in advance. Early preparation and request is in the organiser's best interest. To ensure the band remains accessible to the entire community and to widen our public contact we will not normally perform at an event over more than two consecutive years and will not normally return to the same event without a two year hiatus. There shall be no restriction in the band's continued involvement in long standing ceremonial commitments or other significant events.

GENERAL BOOKING INFORMATION

Click in boxes to enter details

1. Name of Organisation

2. Name of Contact Person

3. Email Address

4. Phone Number

5. Fax Number

6. Name of Event

7. Brief Description of Event (max. 2 lines)

8. Date of Event Time of Event

Location of Event (max. 2 lines)

9. Group Requested:
Please note: Preference may be given to requests for the Concert Band/
 Marching Concert Band

Large - **Concert Band**
 Marching Concert Band
 Big Band
 Rock Band

- Small** - Jazz Combo
 Wind Quintet
 Brass Quintet
 Low Brass Quartet
 DJ/Electronic Ensemble

10. What is the expected audience size?

	YES	NO
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11. Are there any VIP's/
 Dignitaries attending?

If yes, whom?

12. Is the performance open
 to the general public?

13. Are you charging an entry fee?

If yes, the ticket fees are:

14. Do we have your permission to sell
 Police Band CDs and associated
 merchandise at your event?

15. Have you invited local media
 to attend your event?

If yes, who have you invited?

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VENUE DETAILS

Please Note:

A representative of the NSW Police Band may need to access the performance area prior to an event to assess the facilities; the organiser will be contacted to schedule a convenient date if required. The band will also need access immediately prior to the event for setting up and sound check requirements.

	YES	NO
16. Do you have any objection to the Police Band arranging local media to attend?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is the performance venue <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor		
18. If outdoor is shade provided for the band	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details (max. 4 lines)		
<div style="border: 1px solid black; height: 60px;"></div>		
19. If outdoor, is there an alternative in the event of inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details (max. 4 lines)		
<div style="border: 1px solid black; height: 60px;"></div>		
20. If indoor, please briefly describe the room (max. 4 lines)	<div style="border: 1px solid black; height: 60px;"></div>	
21. Is the event open to general public?	<input type="checkbox"/>	<input type="checkbox"/>
22. Is there a stage provided?	<input type="checkbox"/>	<input type="checkbox"/>

23. The full band requires a **minimum** performance area of 12m x 9m and the Big Band requires a **minimum** performance area 9m x 6m, with our various smaller groups requiring less space.

Please provide performance area dimensions

24. What is the access from the vehicle loading area to the performance area?

Stairs Ramps
 Lifts Escalator
 Flat Surface Unsealed Surface

	YES	NO
25. Is the access from the vehicle loading area to the performance area sheltered?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are there separate changing/green room facilities available for both male and female band members?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details (max. 4 lines)		
<div style="border: 1px solid black; height: 60px;"></div>		
27. Will you be providing your own sound equipment (P.A.) and technician	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details (max. 4 lines)		
<div style="border: 1px solid black; height: 60px;"></div>		

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	YES	NO
28. Will you be providing your own lighting equipment and technician?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide details (max. 4 lines)</i>		
29. Is there access to 240 Volts? (standard outlets)	<input type="checkbox"/>	<input type="checkbox"/>
30. Is there access to two, 240 volt circuits?	<input type="checkbox"/>	<input type="checkbox"/>
31. Distance of power access from performance area (in metres)	<input type="text" value=""/>	M
32. Armless chairs (30) are required for most performances, can you provide this?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
33. For large groups, the band generally conveys equipment in a 10-tonne truck (approx. 3.5m high, 7m long, 3m wide) which needs to be parked as close as possible to the performance area. We also need parking for a 21 Seat bus and a 14 Seat van. Are you able to provide parking for all of these vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
34. For small groups, the band generally requires parking for a 14 seat van only (approx. 2.2mm high). Are you able to provide parking for this vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
35. Are parking permits required?	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details below of designated vehicle parking, street entry, parking permits and any other relevant details. (attach map if necessary) (max. 4 lines)		

OTHER INFORMATION

Cost recovery for a performance and the duration of the bands stay in a locality may include the provision of meals, travelling or incidental allowances in accordance with award entitlements and government policy.

	YES	NO
36. Can suitable meal/ refreshments be provided?	<input type="checkbox"/>	<input type="checkbox"/>
37. Please select meal types:	<input type="checkbox"/> Morning Tea <input type="checkbox"/> Dinner <input type="checkbox"/> Lunch <input type="checkbox"/> Light Refreshments <input type="checkbox"/> Afternoon Tea <input type="checkbox"/> Other	
<i>If other, please describe (max. 4 lines)</i>		

	YES	NO
38. Is there a meal room with food preparation facilities available?	<input type="checkbox"/>	<input type="checkbox"/>
Please Note: If you are booking the band for an overnight or extended visit, considerations will need to be given to safe and acceptable travel and accommodation requirements for the performers. This is in line with legislative requirements and NSW Police OH&S policies. Details will be discussed after we receive your application.		

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The band has a fee structure which is available upon request. In the case of "Not for Profit", "Charity", "Educational" or other similar organisations, exemptions from some or all associated costs may be negotiated. This can be discussed further with the band upon submission of your application.

This form does in no way guarantee a band's performance but every effort will be made to accommodate both the band's and client's needs. At any time the band reserves the right to cancel their attendance at an event.

39. Name of Applicant

40. Position/Title

41. Signature of applicant

42. Date

Unfortunately no performances can be scheduled until this form is completed and returned. Thankyou for your interest in a performance by the police band and we look forward to hearing from you soon. Please email, fax or mail this form to:

**Commander
NSW Police Band
Unit 4/31-41 Bridge Road
Stanmore, NSW, 2048**

Email: band@police.nsw.gov.au

Fax: (02) 9557 2507

Phone: (02) 9557 9456

FOR OFFICIAL USE ONLY

This section to be completed by Commander, NSW Police Band

43. Date application received

44. Received Via:

Email **Fax** **Mail**

45. Communication to client to confirm receipt of application via:

Email **Fax** **Mail**
Phone

46. Date of communication

47. Booking accepted **Yes** **No**

48. Group selected

49. Communication to client to confirm booking via:

Email **Phone**

50. Date of confirmation to client

51. Signature of Commander