

# Redfern Community Centre Studio Booking Request

## About this form

You can use this form to apply for a booking at Redfern Community Centre Studio.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by email and in person. Please refer to the Lodgement details section for further information.

### Part 1: Applicant Details

Name/s\*

Organisation/Group Name/Company Name\*

Postal Address\*

Contact Number\*

Email Address\*

Date

Australian Business Number (ABN)\*

### Part 2: Booking Details

Please tick box/es below to indicate the kind of booking you request

- Record as a group/band  Bring own audio engineer/operator (must be experienced with Protools or Logic)   
Record as an individual  Use RCC operator/assistant (higher fees apply)

Of the following, what best describes your current regular income: please tick a box below.

- Unemployed  Part time or casually employed  Full time employed   
Student  Full pension recipient  Part pension recipient

If you are booking studio time, briefly describe your recording project

Estimate if possible, the total number of hours you will require

Would you like to be emailed with information on RCC events and programs? (please tick a box below)

- All RCC events/programs  Music events and programs only  No information please

Is there anything else you wish to tell us?

## Studio Fees and Charges

Individual/Community group studio use	\$30.00 per hour
Commercial, Government or Politicians	\$54.50 per hour
Studio operators	Senior \$72.50 / Basic \$48.00 per hour
Public Liability cover for self-operators	\$30.00 per 3 months cover

## Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of delivering venue hire services in the Council area (Council Land).
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Life Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

## Lodgement Details

You can lodge the completed application by:

**EMAIL:** [redferncc@cityofsydney.nsw.gov.au](mailto:redferncc@cityofsydney.nsw.gov.au)

**IN PERSON:** 29 Hugo Street Redfern NSW 2016, Monday to Friday 9am to 5pm.

**What now:** Once your application is received a Council Officer will contact you within 10 working days to discuss your requirements. Please note that completion of this form does not secure your booking and you may be asked to provide additional information.

**TELEPHONE:** (02) 9690 2149

**MOBILE:** 0405 027 165

**EMAIL:** [thorn@lastminuteproduction.com.au](mailto:thorn@lastminuteproduction.com.au)

**WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)