

MINISTRY OF ARTS & CULTURE

Pointe Canon Open Air Theatre

APPLICATION FORM FOR HIRE OF OPEN AIR THEATRE

SERIAL NUMBER				
NAME OF ORGANISATION				
ADDRESS				
CONTACT PERSON				
TEL.No:RESIDENCE	OFFICE	FAX	CELLULAR	
NATURE OF ACTIVITY				
SPECIFY BY SALE OF TICKETS		BY INVITATION		
COST OF TICKETS				
NO OF GUESTS EXPECTED (Not to exceed 500)				
BOOKING REQUIRED FOR:	(Others: Specify)			
DRAMA ACTIVITIES				
CULTURAL PROGRAMMES				
FILM PROJECTIONS				
SEMINARS				
LECTURES				
	DAYS/S	DATE/S	HOURS	OTHER DETAILS
			FROM	TO
1				
2				
3				
4				
5				
6				
7				
			Other Costs	
			Entertainment Tax	
			Total Cost	
<p>The amount should be paid on confirmation to the Finance Section, Ministry of Arts & Culture, Finance Section, 1st Floor, R.Seenevassen Building, Maillard Street, Port-Louis. Any balance/refund will be claimed/settled after the show. The amount may be forfeited in case the event is not held. However if the event is postponed for not more than 30days, the amount may be stand good.</p>				

1.

Rules and Regulations

I/We undertake to observe the following conditions attached to the hire of the Pointe Canon Open Theatre:

- (a) To produce, where required, the following at least three days prior to the show:
 - (i) Clearance certificates (where applicable) from the Police Department, Mauritius Society of Authors and the Board of Film and Stage Play Censors; and
 - (ii) Evidence of insurance covers taken.
- (b) To restrict the number of invitees/tickets on sale to a maximum of 500 (The Ministry reserves the right to refuse access to invitees/tickets holders beyond this figure)
- (c) To ensure that no drinks and foodstuffs are taken on the gradin. No alcoholic drinks are allowed on the premises. Smoking is prohibited.
- (d) To meet cost of damage, if any, to the Ministry's property within a delay prescribed by the Ministry.
- (e) To effect no changes on the stage and on the premises unless prior written authorization has been obtained from the Ministry.
- (f) Tickets may be sold at the Pointe Canon Open Air Theatre from 09.00 hrs to 12.00 hrs and 13.00 to 15.00 hrs as well as one hour prior to the shows whenever applicable.
- (g) Invitees/Public may have access to the theatre one hour before the show starts.
- (h) Back stage areas are under the control of the Officer-in-charge of the Pointe Canon Open Air Theatre. Arrangements for use of back stage areas will have to be made in advance with the Officer-in-charge (Access to back stage areas will be restricted to Artists and those who are directly concerned with the ongoing show only. Arrangements for special laissez-passer cards will have to be issued by the organizers, and prior approval to use same obtained from the Officer-in-charge).
- (i) No unauthorized person will have access to the light and sound control room and to the equipment therein.
- (j) To take any insurance cover for artists, damage etc, the terms of the insurance policy to the satisfaction of the Ministry.

2.

Rates

Events	Normal Days	Public Holidays & Sundays
Commercial	Rs1,500 (per hour)	Rs2,000 (Half day)
Non-Commercial	Rs800 (per hour)	Rs1,200 (per hour)

3.

Notes

- (i) Application forms should reach this Ministry three weeks prior to the show.
- (ii) The Ministry reserves the right to postpone or cancel any show by giving prior notice within four days to the organizers in case the theatre is urgently needed.
- (iii) The Organiser to inform the Ministry immediately in case the booking is cancelled;
- (iv) The Ministry shall not be held responsible for any (such) inconvenience caused which is beyond its control;
- (v) All props/unused materials shall be removed after the function or early in the following working day at least.
- (vi) The printing, stamping by authorities concerned and the sale of tickets will be the responsibility of the organizer; and

I/We understand that failure to comply with the above conditions may lead to appropriate actions by the Ministry.

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Name/Status of Applicant/Organiser

.....
Signature of Applicant/Organiser

.....
Date

.....
Name/Seal of Organisation

FOR OFFICE USE

Recommended/Not recommended
Remarks.....
.....

Date:.....

Name of authorising Officer:

Date:.....

Signature

Rank