

Technical Requirements

The Italian Cultural Institute, Melbourne is delighted to be hosting your event at its premises. We would kindly ask you to fill in the following form and return it to melbourne.iic-amm@esteri.it at least 7 days prior to the event.

Please indicate which of the following items you require:

- Fixed microphone
- Radio microphone (handheld)
- Lectern
- Table
- Chairs (how many)
- Laptop
- Video projector and screen (fixed and portable)
- Semi grand piano (tuning cost excluded)
- Picture hanging rail system
- Tea and coffee facilities

Please indicate the required software and/or the file name of your presentation. If possible, please send to melbourne.iic-amm@esteri.it at least 5 days prior to the event.

If you do not require a laptop will you be bringing your own?

Other Audio or Visual needs

Function Hall Hire - Application Form

IIC Member's Name:

Organisation Name:

Address:

Postcode: _____

Telephone: _____

Mobile: _____ Email: _____

Date/s of event: _____

Time requested: from _____ am/pm to _____ am/pm

Description of Event:

Anticipated number of people attending: _____

Amount agreed with IIC Staff: _____

Do you have Public Liability Insurance? No () or Yes ()

If "Yes", please forward a copy of your certificate along with this form;

If "No", please arrange a suitable policy and send copy to us a.s.a.p.

Bookings are considered tentative, pending receipt of the full payment as agreed.

Payment method:

- Bank Transfer
Account Name: Istituto Italiano di Cultura BSB: 063-170 Account: 0000 0015
Please write your surname and indicate the service/product you have paid for (venue hire).
Please email remittances to melbourne.iic-amm@esteri.it
- Cash (please note we do not accept cheques)
- Debit card (savings/cheque account)
- Visa (\$2.00 surcharge applies to cover administrative costs)
- Mastercard (\$2.00 surcharge applies to cover administrative costs)

For credit card payments

Name on card:

Card number: / / /

Expiry: / (mm/yy)