THE BOOKING PROCESS

Altona Theatre



Initial Booking Process

Enquiry

Venue Hire Quote

Site InspectionBy Appointment, if required

Complete Form 1

Booking the venue

Form 1 - Received

Deposit Request Sent

Pay Deposit

Your deposit must be paid within 14 days of receiving your invoice

Booking Confirmed

Theatre Hire Pack – Sent

Ticket Order Form Submitted

Tickets Printed/ Sent

8 weeks before vour event

Venue Hire Invoice Sent

Bond Request Sent

Complete Hire Agreement

Complete Technical Requirements Form

Bond Paid

Final Venue Hire and Technical Fees Payment

Event

Bond Refunded

