



Date/Time Received: _____
 Received by: _____
 (For office use only)

**RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE
 APPLICATION AND RENTAL REQUEST FOR BREC'S INDEPENDENCE PARK THEATRE AND CULTURAL CENTER**
 (Revised: April 13, 2016)

Organization Name _____ Parish/County* _____

Mailing Address _____ City _____ State _____ Zip _____

First Contact Name _____ Primary contact number _____ Additional contact number _____

Email (please print clearly) _____ Fax _____

Second Contact Name _____ Secondary contact number _____ Additional contact number _____

Email (please print clearly) _____ Fax _____

* There is a 20% surcharge on the facility rental (only) for organizations/individuals operating outside East Baton Rouge Parish.

Has your organization rented this facility before? _____ Yes _____ No If yes, when: _____

Type of Organization: _____ BREC _____ Business _____ Partnership _____ Individual
 _____ Not-for-profit Organization (**501 (c) 3 documentation – Please send with this form to be eligible for discount.**)

Space Requested: _____ Theatre (Includes Art Room & Activity Room) _____ Art Room _____ Activity Room

Type of Event: _____ Concert _____ Dance Performance _____ Film _____ Graduation _____ Seminar
 _____ Talent Show _____ Theatrical Production _____ Other (Explain: _____)

DATE(S)	TIME IN (include load in)	TIME OUT (include load out)	EVENT/ACTIVITY	START/SHOW TIME	EXPECTED NUMBER OF AUDIENCE/PARTICIPANTS

*** Time In and Time Out will be the only times access to the facility will be available without additional charges. ***

Will there be an intermission? Yes No If yes, when: _____

Please give a brief description of your event and expectations:

TICKETING

Is this a ticketed event? YES NO

Would you like BREC Independence Park Theatre to manage the ticket sales?

YES (one-time \$25.00 set up charge*) NO

** A completed W-9 will be required. Client will be responsible for credit card processing fees associated with ticket sales.*

If BREC Independence Park Theatre will not be handling ticket sales there is no need to complete the Ticket Information section.

TICKET INFORMATION (Must be completed when returning this form. PLEASE PRINT CLEARLY.)

General Seating (recommended) or **Reserved Seating** (an additional \$25.00 set up fee)

Ticket Prices: ADULT \$ _____ CHILD \$ _____ SENIOR (50+) \$ _____ STUDENT (w/ ID) \$ _____

Does STUDENT (w/ ID) prices apply to: Any school/college/institute Only High Schools Only Colleges

Only this specific school/college/institute: _____

Please list and other discount or promotions: _____

[COMPANY NAME - 25 total characters including spaces]

PRESENTS _____

[TITLE OF SHOW – 25 total characters including spaces]

[Date(s) & Time(s)]

All Audiences

Mature Audiences

Requested On-Sale Date: _____

** Tickets will not be made available for sale until at least half of the invoiced payment is received for the event.*

Would you like to incorporate online at no charge (via www.theparktheatre.com): Yes* No

** Please note: The graphic for your event must be sent in a JPEG format and we should receive the graphic no later than two weeks prior to the event in order to post it. The graphic will be reviewed by BREC Independence Park Theatre and Cultural Center for approval upon receipt.*

INSURANCE

Proof of \$1 million Comprehensive General Liability / Personal Injury Liability insurance policy must be provided at time of contract signing.

STAFF AND LABOR NEEDS

Please note that BREC Independence Park Theatre and Cultural Center uses its own contract labor for the staffing needs associated with any event at our facility. We also hold the right to staff according to the needs we see necessary to efficiently operate the event based on the information provided in this request. Charges will be assessed for services according to rates set by Independence Park Theatre and Cultural Center. These charges include, but are not limited to, facility rental, equipment rental, staffing/labor charges and security charges.

*** All staffing labor is charged at a four hour minimum and will be scheduled on a need basis as outlined in the contract. ***

Audio Engineer	\$25.00 per hour
Audio Assistant	\$22.00 per hour
Box Office Attendant (if ticketed event)	\$20.00 per hour
Master Electrician	\$30.00 per hour
House Manager	\$20.00 per hour
Lighting Board Programmer	\$30.00 per hour
Spot Light Operator	\$25.00 per hour
Stage Manager	\$25.00 per hour
Stagehand	\$23.00 per hour
Technical Director	\$30.00 per hour

ADDITIONAL LABOR NEEDS

Does your event travel self-contained, meaning you bring in your own lighting and sound equipment? YES NO

Will you be hanging a backdrop/banner? YES NO **Please note: We DO NOT have a Fly System in our theatre.**

If yes, we will need to have the backdrop/banner at least 7 business days prior to the event. Please list the date it will be delivered below:

_____ is the delivery date of our (circle one) **Banner Backdrop Other**

The size of the above mentioned backdrop/banner is: _____

BAR/CONCESSIONS

As of January 1, 2016 our facility will operate our Independence Park Theatre Concessions and Bar for all events held at our facility. The Independence Park Theatre Concessions and Bar will serve concessions, non-alcoholic beverages as well as alcoholic beverages. Alcoholic beverages will ONLY be sold to those 21 years or older with proper ID, in compliance with Louisiana state laws. All concessions sales will end a least 30 minutes before the end time of the hosted event, alcoholic beverage sales may end an hour before the end time of the hosted event. Independence Park Theatre Concessions and Bar will be the only permitted concessions and beverages (non-alcoholic and alcoholic) on the premises for sale or consumption, unless approved by Independence Park Theatre prior to the date of the event. Any violation of the Louisiana states laws by the client or patrons can result in cancelation of the contract and contacting of local authorities when necessary.

MERCHANDISE SALES

There is a \$75.00 Vending Fee for all events with merchandise sales. Merchandise sales include: T-shirts, CD's, programs, booklets, promotional items and the like thereof. No sales will be permitted at our facility if this is not selected.

Will there be merchandise sold? YES NO

Note: Concessions sales by the client will not be permitted, unless approved by Independence Park Theatre prior to the date of the event. Independence Park Theatre Concessions and Bar will be the only permitted concessions and beverages, as stated above.

EQUIPMENT NEEDS

Check the box if needed and list the **quantity** needed on the blank line.

- _____ Podium (w/ mic) - \$25.00 [1 available]
- _____ Projector - \$250.00 [1 available]
- _____ Projector Screen - \$25.00 [1 available]
- _____ Lavalier Microphone - \$75.00
- _____ Wireless Microphone - \$50.00
- _____ Corded Microphone - \$20.00
- _____ PCC/Choral Mic/Tap Mic Spread (3-PCC/Choral Mics plus 3-Tap Mics if needed) - \$60.00
- _____ Baby Grand Piano - \$150.00 [1 available]
- _____ Spotlight - \$50.00 (*will require a Spotlight Operator listed above in the "STAFF/LABOR NEEDS" section*)

SET UP/STRIKE NEEDS

**** A Set-up & Strike Fee (includes tables & chairs) of \$75.00 & Custodial Fee of \$50.00 per event will be charged to each invoice.**

- I am aware of the onetime Set Up/Strike Fee of \$75.00. _____ Please initial.
- I am aware of the daily custodial fee of \$50.00 per each day we are renting the facility. _____ Please initial

USE PERMITS AND LICENSE AGREEMENTS shall be granted provided acceptance by the event or activity sponsor with all regulations, policies, terms and conditions as set forth in the GENERAL RULES AND REGULATIONS and USE PERMIT AND LICENCE AGREEMENT. APPLICATION AND RENTAL REQUEST forms may be submitted up to one year in advance of the first event/activity date. Applications for the use of the theatre are accepted in accordance with the priority list determined by BREC. However, for artistic or other reasons, BREC reserves the right to allow exceptions to the established list. As a general rule, the intention of BREC is to provide for the constant use of the facility. It is understood this is an application only and not a contractual agreement. A rental agreement and invoice will be provided after the application has been reviewed and the client has been contacted (if needed). Once the application is approved, the dates requested will be reserved for a period of one week, upon which time a **\$500.00 security deposit** will be **required** in order to secure the requested dates for the event. If the deposit is not received the requested dates will be released and the client will be notified by phone, postal mail, electronic mail and/or fax.

This form should be completed and returned by one of the following:

** Preferred method is to scan an email the form. This helps with accountability.*

Email: theatre@brec.org

Mail to: Independence Park Theatre | 7800 Independence Blvd. | Baton Rouge, LA | 70806

Fax: (225) 216-7799

Applicant signature: _____ Date signed: _____

Please print your name here: _____ Title: _____