



**FACILITY USAGE & RENTAL REQUEST**

**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: September 1, 2019)**

BREC staff who serve in a supervisory role of this facility, BREC Commissioners, and their immediate family members, are prohibited from renting this facility based on the Louisiana Code of Governmental Ethics.

**I confirm that I am not limited by this prohibition. Initial:** \_\_\_\_\_

**CONTACT INFORMATION**

**TODAY'S DATE** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business Number (if applicable): \_\_\_\_\_

How did you hear about BREC Independence Park Theatre? \_\_\_\_\_

Applicant (check one): \_\_\_\_\_ BREC \_\_\_\_\_ Business \_\_\_\_\_ Partnership \_\_\_\_\_ Individual

\_\_\_\_\_ Not-for-profit Organization - 501(c)3 Federal Tax Number Required: \_\_\_\_\_

*Federal Tax ID number must be given with the completion of this request to apply for the not-for-profit rate. Failure to provide this will result in having the not-for-profit discount dismissed, commercial rates will then be applied. All applicants are subject to approval. Federal issues documents may be required upon request.*

**\* There is a 20% surcharge on the facility rental (only) for organizations/individuals operating outside East Baton Rouge Parish. Effective immediately, a non-refundable application fee of \$100.00 is required when submitting this request. If the event moves forward, the application fee will be applied to the invoice balance but is not considered a deposit.**

**EVENT INFORMATION**

**Space(s) Requested (check all that apply):**

- Independence Park Theatre Stage and Auditorium (Includes Art Room & Activity Room)
- Art Room  Activity Room

Event Date Request: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_ Intermission (y/n) (length): \_\_\_\_\_

Desired Client Arrival Time: \_\_\_\_\_ Rehearsal Start/End Time: \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_

If this is a multi-day event, please list additional dates and times here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the publicized name of the event?**

\_\_\_\_\_



**Please describe your Event:**

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**Usage Type (check all that apply):**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Conference/Meeting | <input type="checkbox"/> Concert                | <input type="checkbox"/> Dance Performance              | <input type="checkbox"/> Film Festival |
| <input type="checkbox"/> Film Screening     | <input type="checkbox"/> Film: Single showing   | <input type="checkbox"/> Social Gathering               | <input type="checkbox"/> Post Q & A    |
| <input type="checkbox"/> Rehearsal          | <input type="checkbox"/> Theatrical Performance | <input type="checkbox"/> Other (please describe): _____ |  |

**Is your Event ticketed?**    **YES**       **NO**

*BREC's Independence Park Theatre offers, but does not require, tickets to be sold using  
BREC's Independence Park Theatre's ticketing system.*

**Are you interested in finding out more about ticketing through BREC's Independence Park Theatre?**       **YES**     **NO**

**ATTENDANCE:**

In order to remain in compliance with fire code safety, we will require that you provide proof of estimated attendance. This is to include any individuals working with your organization, participants, volunteers, as well as patrons/attendants. Please be advised, we are not allowed to add chairs to our auditorium unless it is requested to accommodate a guest with accessibility needs. Every person must be seated in the auditorium to comply with fire code safety.

With the above in mind, how do you plan to track attendance for this event?

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**INSURANCE**

Proof of \$1 million Comprehensive General Liability / Personal Injury Liability insurance policy must be provided by the requested due date that will be provided in the contract agreement. LICENSEE's insurance policy shall be endorsed to designate "BREC, Independence Park Theatre, Commissioners of Baton Rouge Recreation and Park Commission, the Parish of East Baton Rouge and their employees, officers, directors, and volunteers. Also, Baton Rouge Recreation and Park Commission's employees, officers, directors, and volunteers." as an additional insured on LICENSEE's policy.

**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	\$30.00 per hour
Box Office Attendant (if ticketed event)	\$20.00 per hour
House Manager	\$25.00 per hour
House Attendant	\$20.00 per hour
Lighting Board Programmer	\$30.00 per hour
Spotlight Operator	\$25.00 per hour
Stage Manager	\$30.00 per hour

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Stagehand	\$25.00 per hour
Technical Director	\$30.00 per hour

The minimum scheduled hours for any one day are four (4) hours. Each show call is four (4) hours long. If there are multiple performances in a day, each show is a four (4) hour shift. Overtime is time and a half and will be in effect after eight (8) hours in a day and on major holidays. A 15-minute break will be given every two and a half (2.5) hours. A paid thirty (30) minute break will be given every five (5) hours.

➤ I have read and understood the above labor scheduling requirement and charges. Please initial: \_\_\_\_\_

**SPECIAL REQUIREMENTS**

**Additional Facility Usage Needs: (check all that apply)**

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Hanging of Banners or Backdrops   | <b>\$75.00</b>   |
| <input type="checkbox"/> Downstage Traveler (Main Curtain)   | <b>No charge</b> |
| <input type="checkbox"/> Upstage Traveler (Back Curtain)   | <b>No charge</b> |
| <input type="checkbox"/> Cyclorama (Cyc) Curtain (Lighted curtain positioned at the back of the stage) | <b>No charge</b> |
| <input type="checkbox"/> Wired/Corded Microphone (# requested: _____)                                  | <b>\$20.00</b>   |
| <input type="checkbox"/> Wireless Microphone (# requested: _____)                                      | <b>\$50.00</b>   |
| <input type="checkbox"/> Lavalier Microphone (# requested: _____)                                      | <b>\$100.00</b>  |
| <input type="checkbox"/> PCC/Choral Mic/Tap Spread (3-PCC/Choral mics plus 3-Tap Mics if needed)       | <b>\$60.00</b>   |
| <input type="checkbox"/> Chair(s) on stage (# requested: _____)  | <b>No charge</b> |
| <input type="checkbox"/> Chair(s) off stage--lobby or additional rooms (# requested: _____)            | <b>No charge</b> |
| <input type="checkbox"/> Baby Grand Piano  | <b>\$150.00</b>  |
| <input type="checkbox"/> Podium (with mic)   | <b>\$25.00</b>   |
| <input type="checkbox"/> Screen and Projector  | <b>\$275.00</b>  |
| <input type="checkbox"/> Spotlight (additional labor will be added for a Spotlight Operator)           | <b>\$50.00</b>   |
| <input type="checkbox"/> 6-Foot Table(s) (# requested: _____)  | <b>No charge</b> |
| <input type="checkbox"/> 8-Foot Table(s) (# requested: _____)  | <b>No charge</b> |

**SET UP/STRIKE NEEDS**

*An Event Set Up 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 one-time Event Set Up 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.

**CONCESSIONS AND BAR**

At our discretion, 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 60 minutes before the end time of the hosted event, alcoholic beverage sales may end 90 minutes 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. Any violation of the Louisiana states laws by the client or patrons can result in the cancelation of the contract and contacting of local authorities when necessary.

**ADDITIONAL INFORMATION**

- I am aware that drugs, as defined by federal and state law, as well as alcoholic beverages and spirits, are not permissible unless sold by BREC's Independence Park Theatre. I also acknowledge that it is my organization's responsibility to communicate this to any individuals working with our organization, participants, volunteers, as well as patrons/attendants. \_\_\_\_\_ Please initial.
- I am aware that helium-filled balloons are not permitted at this facility and it is that it is my organization's responsibility to communicate this to any individuals working with our organization, participants, volunteers, as well as patrons/attendants. \_\_\_\_\_ Please initial



## FACILITY USAGE & RENTAL REQUEST

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. Generally, 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). **Effective September 1, 2019, a non-refundable application fee of \$100.00 is required when submitting this request. The amount will be applied to the invoice balance but is not considered a deposit.** Once the application is approved, the dates requested will be reserved until an approved proposal is received by BREC's Independence Park Theatre, upon which time a non-refundable **\$500.00 security deposit** will be **required** in order to secure the requested dates for the event. The Security Deposit will also be applied towards the invoice balance. 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.

It is understood this is an application only and not a contractual agreement. Decisions regarding facility usage are made solely by Independence Park Theatre staff and/or Board of Directors. Independence Park Theatre reserves the right to deny requests at its discretion.

**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:** ATemple@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: \_\_\_\_\_

**Below is for BREC's Independence Park Theatre's use only.**

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**Date/Time Application Fee Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Date/Time Confirmed:** \_\_\_\_\_

**Confirmed by:** \_\_\_\_\_

**Date/Time Proposal Sent:** \_\_\_\_\_

**Sent by:** \_\_\_\_\_