



## 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: January 2024)

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/Organization Name: \_\_\_\_\_

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 \$250.00 is required when submitting this request. If the event moves forward, the application fee will be applied to the invoice balance as a security deposit.**

### EVENT INFORMATION

\_\_\_\_\_ *By checking this box, I am requesting an estimate for the proposed event listed below. I understand this will not reserve the date(s) and time(s) requested, and that is only done when paying the \$250.00 Application Fee (non-refundable). I understand that BREC's Independence Park Theatre will not hold any date(s) until the \$250.00 Application Fee (non-refundable) has been paid in full.*

**Requested facility: Independence Park Theatre Stage and Auditorium (Includes Art Room & Activity Room)  
Room Capacity: Auditorium (seating max) – 786 | Dressing Room – 10 | Art Room – 40 | Activity Room – 60  
Room capacity based on State Fire Marshal Code. No seats can be added to the auditorium and no standing in the auditorium.**

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

Desired Client Arrival Time: \_\_\_\_\_ Desired Client Departure/Exit Time: \_\_\_\_\_

Rehearsal Start/End Time (if any): \_\_\_\_\_

Performance/Show Start Time: \_\_\_\_\_ Performance/Show End Time: \_\_\_\_\_

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

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

**FACILITY USAGE & RENTAL REQUEST**

What is the publicized/advertised name of the event?

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Please briefly describe your event:

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

- Conference/Meeting       Concert       Dance Performance       Film Festival  
 Film Screening       Film: Single showing       Social Gathering       Post Q & A  
 Rehearsal       Theatrical Performance       Other (please describe): \_\_\_\_\_

**As of January 1, 2024, BREC's Independence Park Theatre will require all tickets for all ticketed events to be sold using BREC's Independence Park Theatre's ticketing system. Some exceptions can be made if certain requirements are met. For more information, please ask the facility for a ticketing waiver request.**

Is your event ticketed?     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. *Occupancy will be enforced, failure to comply will result in the termination of the event and contract agreement with no form of compensation to the applicant/user/client/renter.*

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.

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### STAFF AND LABOR NEEDS (Cont'd.)

Rates listed are hourly rates. 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 shifts. 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 breaks will be given every five (5) hours.

### Required positions for all rentals:

Stage Manager	\$48.00
Audio Engineer	\$48.00
Lighting Board Programmer	\$48.00
House Manager	\$35.00
House Attendants	\$30.00
Security	\$20.00

### Not required but may be added if needed by facility management or at the renter's request:

Audio/Visual Assistant	\$35.00
Follow Spot Standard	\$43.00
Stagehand	\$40.00

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

➤ **Does your event travel with your own audio/sound and/or lighting equipment?**     YES     NO

**If yes, please check the equipment:**

Audio/Sound and Lighting (including rigging)     Audio/Sound only     Lightening (including rigging) only

### SPECIAL REQUIREMENTS

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

<input type="checkbox"/> Hanging of Banners or Backdrops	<b>\$160.00</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"/> 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"/> 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"/> 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"/> 6-Foot Table(s) (# requested: _____)	<b>No charge</b>
<input type="checkbox"/> 8-Foot Table(s) (# requested: _____)	<b>No charge</b>
<input type="checkbox"/> Dedicated Wi-Fi Access Point	<b>No charge</b>
<input type="checkbox"/> LAN Access Point (1 available)	<b>No charge</b>

### VENDING

For a once per day fee of \$75.00, Independence Park Theatre will allow vending. This fee is only charged on dates when vending items are sold. Vending can include but is not limited to outside vendors (offering the sale of goods and/or services), merchandising (applicable to events, companies/organizations, private and/or personal) sales of audio performances, books/magazines/programs, etc. Vending does not include the sale of food, snacks, refreshments, or drinks of any kind. A list of items to be sold must be presented at a minimum of five days before the event start date; this list is to include any outside vendors as well.

I am interested in applying the **\$75.00** Vendor Fee to my event and I have read and understood the above terms.

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### GENERAL EQUIPMENT/CUSTODIAL NEEDS

*Usage fees includes the general needs and usage of tables & chairs, divider walls, internet (upon request), etc. This does not apply to special equipment that have charges associated with them, as listed above under: "SPECIAL REQUIREMENTS".*

- I am aware of the one-time Usage Fee of \$75.00. [redacted] Please initial.
- I am aware of the daily custodial fee of \$75.00 per each day we are renting the facility. [redacted] 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 state 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 alcoholic beverages and spirits are not permissible unless sold by BREC's Independence Park Theatre and are never allowed outside the facility. 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.  
[redacted] Please initial that you understand the above statement.
- I am aware that helium-filled balloons are not permitted at this facility and that it is my organization's responsibility to communicate this to any individuals working with our organization, participants, volunteers, as well as patrons/attendants.  
[redacted] Please initial that you understand the above statement.

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 \$250.00 is required when submitting this request. Once the application is approved, the date(s) requested will be reserved until an approved proposal is received by BREC's Independence Park Theatre. At that time, the application fee will be applied to the invoice balance as a security deposit.**

It is understood this is only an application to request rental for BREC's Independence Park Theatre. This document is not a contractual agreement and does not guarantee availability or confirmation of booking for the facility. 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 and email the form. This helps with accountability.*

**Email:** [Theatre@brec.org](mailto: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 (if applicable): \_\_\_\_\_