



Clermont Arts & Recreation Center

Black Box Theater

Rental Application

City of Clermont
Parks & Recreation Department
3700 S Hwy 27
Clermont, FL 34711
(352) 394-3500
www.clermontfl.gov



BLACK BOX THEATER RENTAL APPLICATION

APPLICATION AND PAYMENT PROCESS

Applications will not be accepted less than 60 days, or more than 12 months in advance of a rental date following confirmation of the CPAC season. Submitting an application does not guarantee confirmation of a rental date or room.

1. Submit a completed application to the Parks & Recreation Department located at the Arts & Recreation Center during office hours, Monday through Friday between 8am-5pm, or by email to ARC@clermontfl.org.
2. The application will be reviewed and the applicant will receive a cost estimate. A completed application, fees, and security deposit must be submitted in full to reserve the room and are due at the time of reservation.
3. Payment can be submitted by cash, credit card, or check. Payment cannot be made over the phone or online.
4. The renter is responsible for all additional costs incurred during the rental, including but not limited to; use of equipment, extended time in room, and building or technical staff. Until all outstanding balances are paid in full, the applicant or organization will not be permitted to rent any city facility.
5. Changes to the approved application are only permitted by the applicant or alternate contact.
6. Applicant must be at least 18 years of age.

Today's Date _____

Event Date _____

Name of Event _____

Name of Organization/Applicant _____

The refundable deposit will be made payable and mailed to the name and address of the applicant listed

Address _____ City _____ State _____ Zip _____

Check if applicable: Non-Profit Tax Exempt

Non-Profit Documentation or Tax Exempt Certificate must be submitted with application.

Event Contact _____

Best Number to Reach You _____ Email _____

Valid Photo ID # Provided Other _____

Secondary Contact _____

Best Number to Reach You _____ Email _____

ALCOHOL

Will there be alcohol at the event? **Yes*** No

**If yes, an alcohol approval form must be submitted a minimum of 30 days prior to your event.*



EVENT DETAILS:

Estimated Attendance: _____ (maximum seating capacity 245)

What time is your event? Start: _____ **Finish:** _____

What is your setup & exit time? Begin Setup: _____ **Exit Time:** _____

Briefly Describe Your Event: _____

Check all that apply: Private Open to the Public Meeting Performance Other

If other, please explain: _____

Admission Fee: Yes No

Check any theater Equipment needed

| <u>A/V Tech Required</u> | <u>No Tech Required</u> | <u>Additional Equipment</u> |
|----------------------------------|-------------------------------------|-----------------------------|
| Projector & Screen | Portable Projector | Podium |
| Advanced Lighting | Portable Projection Screen | Laptop |
| Microphone(s) How many? _____ | Wired Microphone & Portable Speaker | |
| | Preset Lighting | |

Other Please explain: _____

**Renter must provide all cables, extension cords, etc*

Please check any additional rooms needed:

| <u>Room</u> | <u>Time In</u> | <u>Time Out</u> | <u>Room</u> | <u>Time In</u> | <u>Time Out</u> |
|---------------|----------------|-----------------|----------------|----------------|-----------------|
| Gymnasium | _____ | _____ | 600 sq ft room | _____ | _____ |
| Clermont Room | _____ | _____ | 300 sq ft room | _____ | _____ |

Indicate any special requests or needs you may have: _____

Please list all groups that will be participating in your event:

Business Name: _____ Business Name: _____

Primary Contact: _____ Primary Contact: _____

Phone: _____ Phone: _____

Email: _____ Email: _____



FACILITY RENTAL POLICIES

Resident/Non-Profit:

- Applicant is a resident or land owner located in the Clermont city limits
- For-profit businesses may utilize the resident rate only if the business's physical address is within the City limits. Rentals for the intended use of a business function must utilize the business's physical address.

**Non-Profit organizations must provide proof of non-profit status (501c3), and be currently registered and active with the Florida Division of Corporations. Applicant must be a registered agent, representative, or board member of the organization/business.*

Non-Resident/Business:

- Applicant resides outside the Clermont city limits
- Business is located outside the Clermont city limits

**Clermont Residents are not permitted to use 'Resident' status if the business is located outside of the city limits.*

For-profit businesses, organizations, and individuals are prohibited to rent or utilize any City facility for business purposes that would involve sales of any type. This would include, but is not limited to: charging admission, sales of products or services, online sales, concessions, etc. (This does not include approved rentals of a performance nature)

Theater Rentals

- The Clermont Arts & Recreation Center is available from June through September, to for-profit businesses, organizations, and individuals requesting to hold performances that are open to the general public. Refer to the 'Theater Rental Application -Ticketed Event' for information on ticket sales and concessions.
- Registered non-profit organizations are permitted to hold events that are open to the general public throughout the year.
- The Theaters are not available for rental by for profit organizations, individuals and/or businesses who wish to hold performances that will be open to the general public during the City of Clermont's performance season (September – May).

****Open to the general public refers to any event or rental attended on a 'walk-in' basis, often without prior invitation. Generally, these are publically advertised and may be either ticketed or non-ticketed, as well as free or paid events.***

Event Publicity

- No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with the City of Clermont without prior written approval.

Applicant Initials: _____

Scheduling of Room Rentals

- Applications will not be accepted if they are incomplete or not signed.
- Applicants are permitted to schedule a maximum of four (4) rental dates within a thirty (30) day period, with a maximum of three (3) rooms in the recreation wing per day. New applications will be accepted once the current rental agreement has expired.
- Police and/or Fire Staff may be required based on the event's program. The City of Clermont will determine the number of staff required and time needed. Officers are scheduled a minimum of four hours. This fee is paid by the renter.
- Crowd Managers may be required depending on attendance.
- The City of Clermont reserves the right to cancel any events/rentals in any City-owned facility or park.



Rental Hours

- Rentals during hours other than Monday to Saturday, 8:00 AM - 9:00 PM, and Sunday, 11:00 AM – 6:00 PM, will require an additional staffing fee at a two-hour minimum.
- Rentals must vacate the building no later than 12:00 AM (7 days a week).
- Rental times must include set up and break down.
- It is the applicant’s responsibility to inform caterers or other participants of the event and contracted rental time.
- Deliveries of rental equipment or other items must be made during the rental period. Caterers, vendors and event staff must adhere to contracted rental time.

Setup Requirements:

- All floor plans must be approved by the Facility Manager prior to the event date.
- An exit checklist will be provided. It is the applicant’s responsibility to ensure all items are completed.

Loading and Unloading

- At no time are vehicles permitted to be left unattended in the fire lanes, along sidewalks, or blocking pedestrian crosswalks. Once unloaded, vehicles must be moved immediately.

Applicant Initials: _____

LIABILITY INSURANCE

A Certificate of Insurance (COI) is required:

- For any event or facility rental by a business or organization, both for-profit and non-profit
- For any event or facility rental that is open to the general public
- To serve alcohol in any city facility or property

A Certificate of Insurance (COI) may be required:

- From a vendor that provides equipment (or similar items such as a tent, platform or stage, scissor lift, bounce house, etc.) to an event or facility
- Utilizing a generator or other potentially dangerous item
- Under any other condition the City determines reasonable and necessary

The applicant shall supply, when required, a Certificate of Insurance reflecting minimum coverage of \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence. The City of Clermont shall be named as an additional insured, which shall be noted on the Certificate of Insurance as the Certificate Holder at City of Clermont, 3700 S Highway 27, Clermont, FL 34711. The Certificate shall indicate that the applicant’s insurance policy shall not be cancelled without thirty days prior written notice to the City of Clermont.

The COI must be submitted a minimum of 72 hours prior to the event date, listing the City of Clermont as additionally insured. If the COI is not submitted as required, the city reserves the right to cancel the rental.

Applicant Initials: _____



SECURITY DEPOSITS, REFUNDS AND CANCELATION POLICY

Security Deposits and Refunds

- Deposits are held separate from the rental fees and are not applied toward account balances.
- Security deposit refunds are issued 2-3 weeks after the rental date.

Cancelation Policy

| Rental Cancelation and Refund Policy (application fees are non-refundable) | |
|---|------------------------------|
| <i>Cancelations must be submitted in writing</i> | |
| If you cancel within: | You will receive: |
| 60 calendar days or more from the rental date | 100% of the rental cost |
| 59-31 calendar days from the rental date | 50% of the rental cost |
| 30 calendar days or less from the rental date | No refund of the rental cost |

ALCOHOL POLICY

- The applicant is responsible for submitting a City of Clermont alcohol request form **a minimum of 30 days prior to the rental date** (60 days is recommended).

Applicant Initials: _____

- Alcohol must be served by an approved licensed and insured organization, holding an appropriate State of Florida Alcohol, Beverage and Tobacco License. Examples of those licenses include 13CT catering, or non-profit 1, 2, 3 day permit. Examples of licenses not permitted include 2COP and 4COP licenses.
- The serving of alcoholic must end at least 30 minutes prior to event end time.
- The approved licensed and insured organization shall have general liability insurance with host liquor liability coverage endorsement or event liability insurance which shall provide coverage in the event of an incident resulting from the serving of alcohol beverages at the function. The City of Clermont shall be named as a co-insured in such policy. The minimum amount of coverage shall be \$1,000,000 aggregate per occurrence. The insurance shall be issued by a company acceptable to the City of Clermont.
- Not adhering to policy may result in forfeiture of your deposit and cancelation of your rental, and possible denial of future requests.
- The applicant is responsible for ensuring guests are adhering to the alcohol policy.



RENTAL RATES

Black Box Theater includes:

- Stage, stage entrance room, and 245 fixed seats
- Adjustable lighting with preset controls

| RENTAL RATE <i>3 hour minimum</i> | RESIDENT & NON-PROFIT | NON-RESIDENT & BUSINESS |
|--------------------------------------|-----------------------|-------------------------|
| | Per Hour | Per Hour |
| | \$100 | \$125 |

| ADDITIONAL ROOMS | RESIDENT & NON-PROFIT | NON-RESIDENT & BUSINESS |
|------------------------------------|-----------------------|-------------------------|
| | Per Hour | Per Hour |
| Clermont Room <i>1 hr minimum</i> | \$60 | \$70 |
| 600 sq ft room <i>1 hr minimum</i> | \$25 | \$30 |
| 300 sq ft room <i>1 hr minimum</i> | \$15 | \$20 |
| Gymnasium* <i>2 hr minimum</i> | \$55 | \$75 |

**Full Court Rental includes use of up to 30 plastic chairs and up to 2 eight foot rectangular tables*

| Additional Equipment | Per Item | Additional Equipment | Per Item |
|------------------------------|----------|-------------------------------------|----------|
| Projector & Screen | \$75 | Podium | \$25 |
| Laptop | \$40 | Portable Projector | \$40 |
| Microphone | \$15 | Portable Projection Screen | \$20 |
| Tables <i>Gymnasium only</i> | \$2 | Wired Microphone & Portable Speaker | \$55 |
| Chairs <i>Gymnasium only</i> | \$1 | | |

| Additional Staff | Per Hour |
|--|----------|
| Facility Staff <i>2 hr minimum</i> | \$35 |
| Crowd Managers <i>2 hr minimum</i> | \$25 |
| Entertainment Tech <i>4 hr minimum</i> | \$30 |

| | | |
|------------------|-------|--|
| Application Fee | \$10 | <i>Non-refundable</i> |
| Security Deposit | \$200 | <i>Deposits are held separate from the rental fees and are not applied toward account balances</i> |

All fees and security deposit must be submitted in full to reserve the room and are due at the time of reservation.

| | |
|---------------------------|---|
| Applicant Initials | <p>_____</p> <p>I am requesting a technician for my rental.</p> <p><i>I understand that it is my responsibility to schedule and discuss the technical requirements in advance of the rental date. I also understand that the initial cost provided for technical assistance is an estimate, and may be subject to change based on the requirements of the rental.</i></p> |
| OR | <p>_____</p> <p>I will not require a technician for my rental.</p> <p><i>I understand that not all outside equipment, including laptops, may be compatible with the current audio/visual system, and ARC staff will not be responsible for troubleshooting issues, providing additional cables, etc. to correct problems that may occur the day of the rental. ARC staff may be contacted in advance of the rental date to determine if outside equipment or media is compatible. (Technician rates may apply)</i></p> |



HOLD HARMLESS / INSURANCE AGREEMENT

The user will indemnify and hold harmless the City of Clermont from and against all claims, damages, losses, and expenses, including reasonable attorney’s fees, arising out of, or resulting from the occupancy of the Park/Facility by the User, its agents, servants, invitees, and guests under this license.

The User will comply with all laws, ordinances, regulations, or other orders regarding the safety of persons or property, or their protection from damage, injury or loss.

The applicant shall supply, when required, a Certificate of Insurance reflecting minimum coverage \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence. The City of Clermont shall be named as an additional insured, which shall be noted on the Certificate of Insurance. The Certificate shall indicate that the applicant’s insurance policy shall not be cancelled without thirty days prior written notice to the City of Clermont.

The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply the Certificate of Insurance to the City of Clermont no later than fourteen (14) calendar days prior to the Program/Event Date. Also, the undersigned agrees to be responsible for damage to facilities and conduct of persons in the program and/or event. Parking is permitted only in designated areas of the park/facility. There is no parking allowed at any place of business or residence near the park/facility unless written permission is granted by each individual owner in advance.

I have read the rules and regulations and fully understand them. I accept responsibility and insure that all members and guests will honor and abide by the above conditions.

Name of User (printed): _____

Group Representing: _____

User Signature

Date

City of Clermont Employee Signature

Date



Clermont Arts & Recreation Center Facility Agreement and Guidelines

GENERAL USAGE GUIDELINES

1. **Signage/Advertising** is permitted inside the rental room, and nowhere else in the building or on the property.
2. **Food and beverages** may be brought in or delivered. It is not permitted outside the rented room(s). The use of burning candles or any other type of open flame is not allowed, with the exception of sterno for chafing dishes. *Birthday candles are permitted*
3. **Decorations** are permitted inside the room, provided they are free-standing and removed at the end of the rental. No decorations shall be attached to walls, lights, doors or ceiling. The use of tape, tacks, staples, nails, glue to walls, ceilings and furniture.
4. **Items not permitted** are confetti or glitter; inside or outside. The use/throwing of rice, flower petals, birdseed, confetti, glitter, sparkles, dry ice, fog or smoke machines, sparklers, pyrotechnics, or similar type items; inside or outside of the facility.
5. **Room use** is limited only to the rooms specified in the rental agreement. Only those listed on the application will be permitted to make changes to the rental information Room changes will not be permitted within 48 hours of the rental date.
6. **Conduct** Staff reserves the right to refuse admittance or to eject any person causing harm or damage.
7. **Pets** are not allowed in the facility. Service dogs are welcome.
8. **Tobacco** use of any kind, is not permitted inside the facility

Applicant Initials _____

RENTAL DAY INFORMATION

1. **Set up and Clean up time.** Items cannot be brought into the building before, or left after, the approved rental time. Vehicles are not permitted to be parked in the fire lane. Items may be unloaded onto the sidewalk, but vehicles must be moved immediately after being unloaded.
*Vehicles may be towed at the owner's expense
2. **Trash** must be properly disposed of by the renter in the trash cans provided, or removed from the premises by the renter. Do not leave any decorations, flyers, cardboard boxes, leftover food or drinks, in the room. The applicant will be charged for additional cleaning needed.
3. **Exit time.** The room must be cleaned and vacated by the scheduled departure time. The applicant will be charged in 30 minute increments for any guest or vendor that stays past the permitted room time.

Applicant Initials _____

APPLICANT RESPONSIBILITIES

1. **Rental Day.** The applicant or secondary contact person must be present for the entire duration of the rental.
2. **Room times** must be strictly adhered to. No one is permitted to enter the room before the scheduled time. This includes vendors, caterers, decorators, etc. If additional setup time is required, it must be scheduled and paid for by the renter during normal business hours.
3. **Guests** are not permitted to wander around the facility or in the hallways, and children under 18 years old must be supervised by an adult at all times.
4. **Alcohol** is not permitted anywhere on the property, unless prior approval has been received. The applicant will be held responsible for the conduct of all guests, and will forfeit the full security deposit if alcohol is present at any time.
5. **Music** must be kept to an appropriate level so not to affect adjacent rentals.
6. **Room capacity** must be adhered to at all times. The applicant must monitor guest attendance throughout the rental period.
7. Staff may immediately cancel the rental if attendance exceeds room capacity, with no refund of fees or deposit.
8. **Cancellation** of the rental may occur at any time if incorrect or incomplete information is provided on the rental contract (i.e., contact information, resident status, nature of event, or unauthorized use of alcohol). A refund of fees or deposit will not be issued.

Applicant Initials _____

DAMAGES AND DEPOSITS

1. All **damages, accidents, injuries, or malfunctioning equipment** must be reported to staff immediately.
2. The applicant will be held liable for all damage that occurs to any equipment, the room or the facility, inside or out, due to guest or renter's negligence. This cost will be deducted from the security deposit. If the cost of damage/repair exceeds the security deposit, the applicant will be billed for all additional costs (plus staffing hours, if applicable).

Applicant Initials _____

VENDORS AND OUTSIDE BUSINESSES

All businesses providing services in the facility must provide an active business tax receipt and liability insurance, naming the City of Clermont as additionally insured. Failure to do so may result in loss of deposit.

Applicant Initials _____