



**Clermont**  
**Arts & Recreation Center**  
 3700 S. Highway 27, Clermont, FL 34711

## THEATRE RENTAL APPLICATION NON TICKETED EVENT

Indicate Space Requested:                      **Main Stage Theatre**                      **Black Box Theatre**

Today's Date \_\_\_\_\_

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Before Event Setup Time: \_\_\_\_\_ After Event Cleanup Time: \_\_\_\_\_

Name of Organization/Applicant \_\_\_\_\_

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

Check Type of Rental                      Non-Profit                      Business/Organization                      Resident                      Non Resident

**Non-Profit documentation must be provided with application.**

Tax Exempt                      Yes                      No                      If yes, provide Tax Exempt # \_\_\_\_\_

**If Yes, you must provide your Tax Exempt Certificate with application.**

Federal ID # or Driver's License # \_\_\_\_\_ Website \_\_\_\_\_

Event Contact \_\_\_\_\_ Email \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Secondary Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Briefly Describe Event: \_\_\_\_\_

Will there be any outside vendors, businesses, groups, etc. participating/involved?                      Yes                      No

If yes, please list each company: \_\_\_\_\_

Will there be food at the event?                      Yes                      No                      Admission Fee:                      Yes                      No

Will there be alcohol at the event?                      Yes\*                      No                      *\*If yes, an alcohol approval form must be submitted and approved prior to your event. Violation of this policy will result in forfeiture of your deposit and immediate cancellation of your rental.*

**Black Box Theatre: All fees, deposit and application must be submitted to reserve the room and are due at the time of the reservation**

**To be Completed by City of Clermont Staff**

**Payment Schedule for Main Stage:**

\_\_\_\_\_ 50% of rental cost plus application fee received (due at time of reservation)

\_\_\_\_\_ Remaining balance of rental cost due 30 days prior to rental date\*

\_\_\_\_\_ \$1000 security deposit due 14 days prior to rental date

*\*Final payment not received by the due date will be assessed a 10% late payment fee per week on balance due*

**Please submit these items by the following dates:**

\_\_\_\_\_ Floor Plan 1<sup>st</sup> draft (30 days prior to event)

\_\_\_\_\_ Final Floor Plan (10 days prior to event)

\_\_\_\_\_ Certificate of Liability naming the City of Clermont as certificate holder *\*due 14 days prior to event date*

\_\_\_\_\_ Alcohol Request Form, Permit and/or License *\*due 4 weeks prior to event date*

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

**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.*

**ROOM DESCRIPTION**

**Main Stage Theatre**

All Main Stage rentals include the use of the Main Lobby

- Room Rental Package (No Stage Use)-Cost includes floor space only.
- Room & Stage Rental Package-Cost includes floor and stage space only.
- Theatre Seating Package-Cost includes use of the stage and 800 cushion chairs
- Banquet Package (No Stage Use) - Cost includes floor space, 1 microphone, 40 tables and 350 chairs.
- Banquet Package with Stage- Cost includes floor and stage space, 2 microphones, 40 tables and 350 chairs.

**Black Box Theatre**

- Cost includes stage, stage entrance room, 1 microphone, preset stage and house lights, 250 fixed seats

**Commercial Kitchen**

- |  |   |
|--|---|
| ✓ Commercial gas stove and oven with griddle | ✓ Refrigerator                            |
| ✓ Commercial baking oven                     | ✓ Three large sinks                       |
| ✓ Two commercial food warmers                | ✓ Two hand washing sinks                  |
| ✓ Ice machine                                | ✓ Stainless steel counters for prep space |
| ✓ Freezer                                    | ✓ Three 50-gallon garbage cans            |

*Kitchen rental does not include:*

- ✗ Kitchen supplies/utensils (i.e., pots, pans, dish soap, etc.)
- ✗ Dishwasher
- ✗ Coffee Maker

**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 additional staff at an additional fee with a two-hour minimum. Management will review proposed staffing request to determine staff availability.
- Main Stage Theatre rentals must vacate the building no later than 12:00 AM (7 days a week).
- Black Box Theatre rentals must vacate the building no later than 12:00 AM Monday through Saturday and 11:00 PM on Sunday.

**SCHEDULING OF ROOM RENTALS**

- Applications will not be accepted if they are incomplete or not signed.
- Applications will not be accepted, or dates held, more than 12 months in advance of rental date(s).
- 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.

**For-profit businesses are prohibited from charging admission or conducting sales of any type, including indirect sales, with the exception of theatre rentals for uses of a performing nature.**

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

## PAYMENTS

- Credit cards are accepted but include a 2.5% processing fee.

### **MAIN STAGE THEATRE**

- 50% of the rental cost plus application fee are due at time of reservation.
- Remaining balance of rental cost is due 30 days prior to the rental date.
- \$1000 security deposit is due 14 days prior to the rental date.
- If final payment is not received by the due date, a 10% late payment fee will be assessed per week on the balance due.
- Any remaining balance on the rental costs and fees will be charged to the applicant. Until all outstanding balances are paid in full, the applicant or organization will not be permitted to rent any city facility.

### **BLACK BOX THEATRE**

- A completed application, fees, and security deposit must be submitted in full to reserve the room and are due at the time of reservation.

## REFUNDS AND CANCELLATIONS

- Cancellation requests must be made in writing to the Parks & Recreation Department.
- Security deposit refunds are issued 2-3 weeks after the rental date.

<b>Rental Cancellation and Refund Policy (application fees are non-refundable)</b>	
<b>If you cancel within:</b>	<b>You will receive:</b>
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

The Clermont Performing Arts Center is 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)

## TECHNICIAN REQUIREMENTS AND STAFFING\*

- The applicant will be required to provide details of all audio, visual, lighting, etc. that will be needed during the event. This must also include all equipment being brought in by the renter.
- City staff will review the applicant's request, and contact the renter. City staff will then determine what technical requirements will be needed during the event.

*\*see technical rider*

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

# THEATRE COST ESTIMATOR

DEPARTMENT USE ONLY (To be filled out by City of Clermont Staff)

ITEM	RESIDENT & NON-PROFIT	NON-RESIDENT & BUSINESS	COMMENTS	TOTAL COST
<b>Main Stage Rental Rates</b>	<b>Per hour</b>	<b>Per hour</b>	<i>4 hour minimum</i>	
Room Rental (No Stage)	\$175	\$200		
Room & Stage Rental	\$225	\$250		
Theatre Seating Package	\$275	\$300	<i>includes stage &amp; seating for up to 800</i>	
Banquet Package (No Stage)	\$245	\$270	<i>includes 40 tables &amp; 350 chairs</i>	
Banquet Package with Stage	\$275	\$300	<i>includes 40 tables &amp; 350 chairs</i>	
<b>Black Box Rental Rates</b>	<b>Per hour</b>	<b>Per hour</b>	<i>3 hour minimum</i>	
Stage, stage lights and 1 microphone	\$100	\$125		
Projector & Screen	\$75	\$75	<i>Black Box only</i>	
<b>Additional Rooms</b>	<b>Per hour</b>	<b>Per hour</b>		
Kitchen	\$60	\$75	<i>2 hour minimum</i>	
Rehearsal Room	\$40	\$50		
<b>Additional Equipment</b>	<b>Per item</b>	<b>Per item</b>		
Tables	\$2	\$2	Qty:	
Cushion Chairs	\$1	\$1	Qty:	
Podium	\$25	\$25		
Wireless Microphone	\$15	\$15		
Portable Speaker	\$40	\$40		
Laptop	\$40	\$40		
<b>Additional Equipment-Main Stage Only</b>	<b>Per item</b>	<b>Per item</b>		
Rear Screen Projectors	\$100	\$100		
Dance Floor (21 x 21)	\$250	\$250		
Risers (total of 12)	\$200	\$200		
Spotlight	\$20	\$20		
Video Camera	\$50	\$50		
Large Portable Sound System	\$80	\$80		
Small Band Setup (1-7 Inputs)	\$150	\$150		
Medium Band Setup (8-14 Inputs)	\$250	\$250		
Large Band Setup (15+ Inputs)	\$350	\$350		
			<b>Subtotal</b>	
			<b>Sales Tax</b>	
<b>Additional Staff</b>	<b>Per hour</b>	<b>Per hour</b>		
Facility Staff	\$25	\$25	<i>2 hour minimum</i>	
Crowd Managers	\$25	\$25	<i>2 hour minimum</i>	
Entertainment Technician	\$TBD	\$TBD		
Application Fee	\$10	\$10	<i>non-refundable</i>	\$10
<b>Security Deposit</b>	<i>Deposits are held separate from the rental fees and are not applied toward account balances</i>			
Main Stage				\$1000
Black Box Theatre				\$200
<i>Final payment not received by the due date will be assessed a 10% late payment fee per week on balance due</i>				
<b>GRAND TOTAL</b>				

Applicant Initials: \_\_\_\_\_

**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

City of Clermont  
Parks & Recreation Department  
Clermont Arts & Recreation Center  
3700 South Highway 27, Clermont, FL 34711  
(352) 394-3500 office, (352) 394-2900 fax  
WWW.CLERMONTFL.GOV



# 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 \_\_\_\_\_