



BROOMFIELD AUDITORIUM RENTAL REQUEST FORM
720-887-2356 www.broomfieldauditorium.org Fax 720-887-1384



FACILITY USER check one **Nonprofit**¹ **For Profit** **EVENT DATE(s)** _____

Organization Legal Name _____
Address _____
City, State, Zip _____
Publicity phone _____ Publicity web _____

Event contact (for all rental matters) _____
Phone _____ Email _____
Onsite contact² (if different person) _____
Phone _____ Email _____

¹ Certificate of Incorporation required for first time users
² An adult (18 years+) representing facility user is required onsite during all scheduled use

LIABILITY INSURANCE Failure to provide certificate of liability insurance will delay your request

Agency _____ Certificate Expiration Date _____
Address _____
City, State, Zip _____
Phone _____ Email _____

REQUESTED USE check all that apply **Event** **Rehearsal** **Meeting** **Other**

(please specify use) _____
Type of Function (check one) **Public** **Private**
Event Admission **Free (295 seat max)** **Ticketed-prices** _____

PLEASE READ AND INITIAL BELOW I have read and understand/acknowledge the following:

____ No open flames are allowed in the facility, and food and beverages must be limited to the lobby area only.

____ The auditorium rental applies to the facility "as is" in its present condition. Extra fees may apply for requesting changes to curtains/rigging, hanging/focusing of lights, sound system changes, or other reconfiguration of the current house plot. Hanging of extra sets or backdrops is also not permitted without approval from the Technical Coordinator, at least *three weeks prior* to the event.

____ If the above-named rental group, cannot provide required lobby coverage (see p.2), renter must hire a second auditorium staff member for additional fees.

____ It is not permitted to bring in breakable glass or other props that are intended to shatter or leave marks onstage without prior approval from the Technical Coordinator.

____ I have read the **Reservation Policy** and agree to abide by its terms.

____ I have read the **Auditorium and Backstage Use Policy** and agree to abide by its terms; I understand that as renters, our onsite staff is responsible for understanding and enforcing this policy.

____ I understand that if my event includes **tap dancing**, my organization must rent the Marley floor or bring our own floor.

For Office Use Only:

CLASS Rental # _____ **Event Date(s):** _____ **CONES?** _____
Date Submitted (user) _____ **Date Processed (city)** _____

(continued on other side)

BROOMFIELD AUDITORIUM RENTAL REQUEST FORM (p. 2)

ORGANIZATION LEGAL NAME: _____

If renting for *multiple events*, please fill out a separate page (2) for each event (rehearsals do not apply as separate events)

TECHNICAL One technical staff person is present during scheduled facility use

Our organization will need the following

- | | |
|---|--|
| <input type="checkbox"/> Sound reinforcement package ⁵ (i.e., bands, amplified recitals, etc) | <input type="checkbox"/> Grand piano ⁵ <input type="checkbox"/> Tuning? ⁵ |
| <input type="checkbox"/> Total # microphones needed (\$12 each for more than two) | <input type="checkbox"/> LCD projector & screen ⁵ |
| <input type="checkbox"/> Musician chairs (60 available) how many? ____ | <input type="checkbox"/> Conductor's podium & music stand |
| <input type="checkbox"/> Music stands (60 available) how many? ____ | <input type="checkbox"/> Lectern with microphone |
| <input type="checkbox"/> Choral risers (6 available) ⁵ how many? ____ | <input type="checkbox"/> Additional technical staff ⁵ |
| <input type="checkbox"/> Marley floor (4 sections 5' wide) ⁵ required for tap dancing - how many sections? ____ | |

STAGING black upstage curtain (traveler) and side legs provided at no additional charge

- Bringing in props or instruments (please describe) _____
- Bringing in **sets** or **backdrops** (please describe – must be approved by technical coordinator) _____
- _____
- Bringing in other floor covering (requires prior approval of technical coordinator) _____
- Other _____

FRONT OF HOUSE must be staffed by at least one person over 18 at all times (except during closed rehearsals)

- Renter will provide lobby coverage: **Contact information must be provided to auditorium staff within 30 days of event**
- | | |
|--|--|
| <input type="checkbox"/> Special Event Liquor Permit (sales or serving) ⁴ | <input type="checkbox"/> Additional lobby staff needed (minimum 2 hours) ⁵ |
| <input type="checkbox"/> Sales tax license (form is filed after your event) ⁴ | <input type="checkbox"/> Ticket office (staffed by your group) ⁵ |
| <input type="checkbox"/> Bringing in perishable goods or liquids | <input type="checkbox"/> 6' tables (6 available) how many? ____ |
| | <input type="checkbox"/> Lobby chairs (5 blue) # extra? ____ |
- ⁵ Additional fees apply
⁴ Indicates city permits you must secure prior to auditorium use

Event rentals are billed in 5-hour shifts Fri-Sat and 2-hour shifts Sun-Thurs; check the Audi website for current fees -subject to change. Please complete the shaded areas; the other sections are for office use

DAY 1: Event/Rehearsal/Activity Name: _____

	Date	Time	Attendance	Fees
Load-In/Set-up				\$
Event/Activity Start				
Event/Activity Finish				
Load Out/Strike By				
Extra Equipment (Page 1)				\$
Extra Equipment (Page 1)				\$
Applicable Discount	(event rentals only)			\$
Deposit	(per event rental only)			\$100.00
Total Fees Due	Initial Date		Balance Date	\$

DAY 2: Event/Rehearsal/Activity Name: _____

	Date	Time	Attendance	Fees
Load-In/Set-up				\$
Event/Activity Start				
Event/Activity Finish				
Load Out/Strike By				
Extra Equipment (Page 1)				\$
Extra Equipment (Page 1)				\$
Applicable Discount	(event rentals only)			\$
Total Fees Due	Initial Date		Balance Date	\$

Thank you for choosing the Broomfield Auditorium