



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



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

FACILITY USER check one Nonprofit¹ For Profit

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 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), the one onsite technical staff member may cover the lobby *if her/his presence is not required in the auditorium*. Prior approval is required for this from the Technical Staff. If additional lobby coverage is needed, renter may 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.

(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 _____ Additional technical staff ⁵
- ___ Sound package⁵ (more than two mics needed) _____ Concert grand piano⁵
- ___ Choral risers (6 available)⁵ how many? _____ LCD projector & screen⁵
- ___ Musician chairs (60 available) how many? _____ Conductor's podium & music stand
- ___ Music stands (60 available) how many? _____ Lectern with microphone

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 (renter may provide staff)

- ___ Special Event Liquor Permit (sales or serving)⁴ _____ Ticket office (staffed by your group)⁵
- ___ Sales tax license (form is filed after your event)⁴ _____ 6' tables (6 available) how many? _____
- ___ Bringing in perishable goods or liquids _____ Lobby chairs (5 blue) # extra? _____
- ___ Renter will provide lobby coverage: **Contact information must be provided to auditorium staff within 30 days of event** _____ Additional lobby staff needed⁵

⁵ Additional fees apply
⁴ Indicates city permits you must secure prior to auditorium use

Event rentals are billed in 5-hour shifts Fri-Sun and 2-hour shifts Mon-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