



BROOMFIELD AUDITORIUM - RENTAL REQUEST FORM

3 Community Park Road Broomfield CO 80020 720.887.2371

www.broomfieldauditorium.com 303.438.6234 fax



CULTURAL AFFAIRS

For office use only CLASS Rental # _____ Event Date(s): _____
Date Submitted _____ Date Processed _____ New User? _____ Cones? _____

FACILITY USER check one _____ City & County _____ Nonprofit ⁽¹⁾ _____ For Profit ⁽²⁾

Organization Legal Name _____
Address _____
City, State, Zip _____
Phone _____ Email _____
Publicity phone -required for your public event to be listed on the auditorium events flier _____
Publicity web -required for your public event to be listed on the audi events web _____
Event contact -for all rental matters _____
Phone _____ Email _____
Onsite contact ⁽³⁾ -if different person _____
Phone _____ Email _____

- ⁽¹⁾ Certificate of Incorporation required for first time users
- ⁽²⁾ Certificate of Liability Insurance required
- ⁽³⁾ An adult (18 years+) representing facility user is required onsite during use

LIABILITY INSURANCE Failure to provide the information will result in the denial of this 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 _____ Other _____
Event Admission _____ Free -295 seat max _____ Ticketed -prices _____
Cultural Affairs will sell your event tickets on Fridays from 2- 5 pm.
They will be paperless unless you provide us with tickets a minimum of 30 days before the event.

TECHNICAL one staff is onsite during scheduled facility use

Our organization will need the following:
____ Sound package ⁽⁵⁾ (more than two mics needed) _____ Additional staff ⁽⁵⁾
____ Intercom System _____ Concert grand piano ⁽⁵⁾
____ Choral risers ⁽⁵⁾ -6 available- how many? _____ LCD projector & screen ⁽⁵⁾
____ 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 other equipment facility not responsible for damage or theft _____
____ Bringing in other floor covering requires prior approval of technical coordinator _____
____ Other _____

FRONT OF HOUSE

____ 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 - how many? _____
(No open flames allowed, food is only permitted in the Lobby)

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

Please complete the shaded areas; the other sections are for office use

DAY 1: Event/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	(public event rentals only)			\$
Deposit	(per event rental only)			\$100.00
Total Fees Due	Initial Date		Balance Date	\$

DAY 2: Event/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	(public event rentals only)			\$
Total Fees Due	Initial Date		Balance Date	\$

DAY 3: Event/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	(public event rentals only)			\$
Total Fees Due	Initial Date		Balance Date	\$

DAY 4: Event/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	(public event rentals only)			\$
Total Fees Due	Initial Date		Balance Date	\$

Thank you for choosing the Broomfield Auditorium