BROOMFIELD AUDITORIUM RENTAL REQUEST FORM

720-887-2356 www.broomfieldauditorium.com Fax 720-887-1384

Organization Name: **Event Date:**

Is Your Organization: For Profit Non-Profit

Rental Contact:

Phone: E-mail:

Address:

PROOF of LIABILITY INSURANCE – Please provide certificate. Failure to provide certificate will delay your rental request.

Publicity Contact: Phone: E-mail:

Publicity Website: Ticket price(s):

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 in an "as is" condition. Extra fees may apply for custom changes to curtains position, rigging, hanging and focusing of lights, or other reconfiguration of the current stage plot. Hanging of sets, backdrops or banners requires prior approval from the Technical Coordinator. Only Auditorium staff are permitted to hang anything over performance or audience space.

____ If the above-named rental group, cannot provide required lobby coverage for the *entire rental time*, renter must hire a second auditorium staff member for additional fees.

____ It is the renter's responsibility to ensure that food and drinks are not brought into the Auditorium. I understand that if food or drinks are brought into the Auditorium, a *fee* may be deducted from our deposit.

____ I have read the **Reservation Policy** (http://www.broomfield.org/DocumentCenter/View/3420) and agree to abide by its terms.

____ I have read the **Auditorium and Backstage Use Policy** and agree to abide by its terms (link below) (http://www.broomfield.org/DocumentCenter/View/3421) . 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 party must rent the Marley floor or bring our own floor.

Front of House (please check the box next to the item you will need

Renter will provide Lobby Coverage for entire rental period (must be over 18) ☐

Renter will NOT provide Lobby Coverage for entire rental period (extra fees apply) ☐

Liquor license (Renter must secure city permit prior to use) Contact: 303-464-5819 ☐

Sales Tax (for selling merchandise) Contact: 303-464-5811 ☐

For Office Use Only:

CLASS Rental #_____ **Event Date(s):** _____**CONES?**_____

Date Submitted (user) _____ **Date Processed (city)** _____

Rental Fees: _____ **Deposit** (per rental): **$100**

Extra Equipment Fees: _____ **TOTAL:** _____

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(continued other side)

Technical Contact: Phone: E-mail:

Event rentals are billed in 5-hour minimum shifts Fri-Sat and 2-hour minimum shifts Sun-Thurs; check the Audi website for current fees - subject to change based on Broomfield City Council adoption.

In order to comply with Time and Attendance Guidelines for the City and County of Broomfield, any rental over 5 hours must include a 15 minute break for Auditorium Staff.

Rental Time	**Day 1** **Date:** **Event Name:** **Rehearsal / Public / Private?**	**Day 2** **Date:** **Event Name:** **Rehearsal / Public / Private?**
Check-In Time:		
Event Start Time:		
Event End Time:		
Check Out Time:		

Please Tell Us About Your Event:

Basic Rental: Standard lighting plot, sound system*, 1 technician, 60 music stands and chairs; 6 tables

* Sound System includes 2 microphones or inputs of choice from available inventory, media playback -tape deck, CD player, mixer, speakers, monitors and intercom.

Please Check All That Apply

Equipment (for specifications, please call 720-887-2347)	**Day 1**	**Day 2**
Piano use = $55		
Piano tuning (optional) = $100		
LCD Projector = $80		
Choral Risers (6 available) = $15/each = Number needed:		
Marley floor (4 sections avail.) = $25 ea = Number needed:		
Additional Sound Reinforcement (if more than 2 inputs) = $55		
Chairs (60 avail), number needed:		
Music stands (60 avail), number needed:		
Conductor's podium		
Lectern		
Tables (6 available for lobby or stage)		
Ticket Office (staffed by renter – limit 2 persons) = $26		
Additional Technical Staff = $22/hr		
Lighting set/restore or Curtain re-hang = $26/hr		

Staging - Please describe in detail all equipment you will bring (sets, furniture, decorations, etc.):

Other Special Needs (fees may apply)	**Day 1**	**Day 2**

Thank you for choosing the Broomfield Auditorium