



SHORE CULTURAL CENTRE AUDITORIUM RENTAL APPLICATION

(THIS IS NOT A CONTRACT)

This application allows the Shore Cultural Centre to: draw up a rental contract, be informed about the event so as to answer questions from the public, and prepare the facility for your arrival.

ALL QUESTIONS MUST BE ANSWERED COMPLETELY IN ORDER TO PROCEED

Date(s) requested for Auditorium use: _____

Name of event: _____

Name of sponsoring organization: _____

What is the main mission/purpose of your organization? _____

Name of contact person: _____

Address for correspondence: _____

Daytime phone number: _____ Other phone number: _____

Email address: _____

Driver's License Number: _____ *We must have a copy of ID

Has the sponsoring organization ever produced a show/program at another facility? Yes No

If yes, please give the name of the event, venue name and location, and date(s) of the event:

About the Event

Time the event will start: _____ Time the event will end: _____

Time you need to begin set-up: _____ Time you will vacate premises: _____

Estimated number of people attending: _____ Estimated number of people participating: _____

If the cast, company or crew includes minors, they must be supervised by an authorized adult (Renter or other) at all times, and will not be allowed in any part or space in the building not rented by the presenter/contract holder.

Will you need an additional date for rehearsal time? Yes No

If yes, please indicate the desired date and times: _____

Will you need auxiliary rooms (costumes, set, dressing, etc.)? Yes No

If yes, please indicate how many _____, and give the purpose for each below:

Tickets

Notice must be given to the Shore Cultural Center (SCC) of ticket prices(s) and the locations of where tickets will be sold. Tickets sold out of the SCC main office or box office by SCC personnel before and during the event will incur a \$2.00/ticket service charge. No reserved seat tickets are accepted for events at the Shore Cultural Center. Refer to the rental guide, page 3, for additional information.

Will tickets be sold? Yes No What is/are the price(s)? _____

Will the proceeds of the event be donated to another group or a charity? Yes No

If yes, please provide the name and address of the group/charity:

Concessions, Merchandise, Promotional Items

Certain concession items may be prohibited at the discretion of SCC management. Approval for any type of concession, or sale of merchandise or promotional items, must be approved by SCC management prior to the event. There will be a charge of \$20/table for tables provided to vendors selling concessions or products of any kind. SCC management must approve the location and placement of all tables—they may not hinder egress in any fashion. Refer to the rental guide, pages 3 and 4, for additional information.

Will concessions, merchandise, or promotional items be sold? Yes No

What will be sold? _____

Who will receive the proceeds from the sales? _____

How many concessions/vendors will there be? _____ How many tables will be needed? _____

Will auxiliary rooms be required for concessions/vendors? Yes No How many? _____

Will this event be publicly advertised (social media, print media, radio, TV)? Yes No

If yes, what media will you use to advertise your event? _____

Alcohol (Liquor Permit & Security Required)

Any alcoholic beverages **must** have prior approval of SCC management. There shall be **NO SALE** of alcoholic beverages in or upon city owned land/facility without the presentation of a valid **STATE OF OHIO LIQUOR PERMIT**.

- If people are PAYING for beer/wine/liquor, you **MUST** get a liquor permit through the State of Ohio (a fee applies). The state must receive the application and fee 30 days ahead of the event (at a minimum). You **MUST** also get a liquor permit from the City of Euclid (\$50 fee).
- If alcohol will be served but **not** sold, only a permit from the City of Euclid is **required** (\$50 fee).

When alcoholic beverages are served/sold, a City of Euclid police officer must be present to provide security for the event. The Renter must pay the security officer(s) in cash at the end of the event. Refer to **Security** below, and the rental guide, pages 4 and 5, for additional information.

Will alcoholic beverages be available at no charge? Yes No Will alcoholic beverages be sold? Yes No

Decorations, Signs

Decorations, displays, banners, posters, etc. may not be fastened to any part of the facility without the permission of SCC management. Any unauthorized material will be removed and returned to the Renter. Refer to the rental guide, page 4, for additional information.

Will there be any decorations, displays, banners, posters, yard signs, etc.? Yes No *Any banners, posters or yard signs not removed will be done by SCC maintenance team and a fee of \$100.00 will be deducted from the security deposit.

If yes, please describe the type(s) and the location(s) planned: _____

Please list all stage scenery and/or decorations and how they will be set up or affixed to the stage: _____

Equipment and Power

Will there be video- or audio-taping of this event? Yes No

What equipment are you bringing in to tape the event? _____

What other equipment will be brought in for the event? (Please list all items: keyboards, drums, speakers, soundboard, lights, etc.):

Please check any equipment and spaces available at no charge from the SCC that you will need:

- Baby grand piano (Renter must pay for piano tuning)
- Box office
- Green Room

What will be your electrical power needs? Stage _____

Auditorium _____

Vendors (Lobby, Halls) _____

Please refer to "Production and Technical Information" in the rental guide, pages 6 and 7, for additional information on lighting, sound, and electrical availability.

Security

Security is required for any auditorium event, including those serving beer or wine. Shore Cultural Centre management will hire off-duty City of Euclid police officers to fill the detail as follows: Up to 125 people one Officer, 126 to 499 people two Officers, 500 to 800 people three Officers.

Security officers will be on paid duty starting when the doors open until the end of the event when the doors close. The Renter must pay each security officer at an hourly rate of \$30.00, with a minimum of 3 hours. The Renter is responsible for paying cash only to the Shore office 3 weeks prior to the event, which will be paid directly to the officer(s). **Concert/Dance security differs from above in that 2 officers are required, and above 300 persons attending, one additional officer is needed for each 150 persons attending.**

Insurance

The Renter is required to present a certificate of insurance in the amount of one million dollars, naming the City of Euclid (585 East 222nd Street, Euclid, OH 44123) and the Shore Cultural Centre (291 East 222nd Street, Euclid, OH 44123) as additional named insured. The certificate of insurance **MUST** be submitted to the SCC main office **no less** than three (3) weeks before the event to allow for review by the city law director. If not received by that time, the event will be cancelled.

Signatures

I have read in full, understand and agree to the policies and terms set forth in the "Rental Guide and Policies". I understand that failure to comply with any rules or regulations will result in the group or individual being denied any further rentals within the facility and/or cancellation of the present rental.

Signature: _____

RENTER WILL BE RESPONSIBLE FOR FULFILLING THE TERMS OF THE RENTAL AGREEMENT AND ALL DAMAGES TO THE FACILITY CAUSED BY MEMBER(S) OF ITS GROUP OR ORGANIZATION.

THE ABOVE PERSON/ORGANIZATION HEREBY RELEASES AND DISCHARGES THE SHORE CULTURAL CENTRE AND ITS AGENTS, SERVANTS, SUCCESSORS AND ASSIGNS FROM ALL CLAIMS, DEMANDS, CAUSES OF ACTION AND FROM ALL LIABILITY FOR DAMAGES OF WHATSOEVER KIND WHICH MAY ARISE FROM OR OUT OF INJURIES RECEIVED DURING USE OF SAID FACILITY.

THE RENTER AGREES THAT IN CONSIDERATION OF THE USE OF THE PREMISES, THEY SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGE TO THE BUILDING, AREA RENTED AND/OR EQUIPMENT OWNED BY THE CITY OF EUCLID AND/OR SHORE CULTURAL CENTRE RESULTING FROM THE ACTIVITY/EVENT PERMITTED USE BY THE RENTER.

THE RENTER AGREES THAT THE VALUE OF SAID DAMAGE SHALL BE DEDUCTED FROM THE SECURITY DEPOSIT PRIOR TO THE RETURN OF ANY PORTION OF THE SECURITY DEPOSIT. SECURITY DEPOSIT REFUND WILL BE RETURNED/MAY BE PICKED UP FIVE (5) DAYS AFTER THE EVENT.

FAILURE TO PAY RENTAL FEE IN FULL AT LEAST THREE (15 business days) WEEKS BEFORE EVENT WILL RESULT IN THE CANCELLATION OF THIS PERMIT.

I guarantee that I am authorized to assume all risks and liabilities in my name or in the name of the organization completing this application.

Signature: _____

Email Address: _____

Cell Phone/Phone Number where you can be reached: _____

Date: _____

FOR OFFICE USE ONLY:

Valid Driver's License/ID	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date received: _____
Security Deposit received	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date received: _____ <input type="checkbox"/> cash Amount: \$ _____ <input type="checkbox"/> check
Rental Fee received (Due in full 15 business days before date of event)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date received: _____ <input type="checkbox"/> cash Amount: \$ _____ <input type="checkbox"/> check
Certificate of Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date received: _____
Liquor Permit (City of Euclid)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date received: _____
Liquor Permit (State of Ohio)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date received: _____
Security Officers # _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date called in: _____