



Clermont  
 Performing Arts Center  
 3700 S. Highway 27, Clermont, FL 34711

## THEATRE RENTAL APPLICATION TICKETED EVENT

Indicate Space Needed:  Main Stage Theatre  Black Box Theatre

Today's Date \_\_\_\_\_  
 Name of Event/Show \_\_\_\_\_  
 Date(s) of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
 Showtime(s) \_\_\_\_\_ Load In Time: \_\_\_\_\_  
 Rehearsal Time \_\_\_\_\_ Ends \_\_\_\_\_ Load Out Time Begins \_\_\_\_\_ Ends \_\_\_\_\_  
 Name of Organization/Applicant \_\_\_\_\_

Check Type of Organization  Not for Profit  Resident  Non Resident  Business

Tax Exempt  Yes  No If yes, provide Tax Exempt # \_\_\_\_\_

Federal ID # or Driver's License # \_\_\_\_\_ Website \_\_\_\_\_

Event Contact \_\_\_\_\_ Email \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Secondary Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Describe your Event/Show in detail: \_\_\_\_\_

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Describe your set onstage including number of people onstage, set pieces, special effects etc. Please include a stage plot, if available.

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Please check all that you will require (Additional Staff Charges May Apply)

- |                               |                          |                                 |                          |                               |                          |
|-------------------------------|--------------------------|---------------------------------|--------------------------|-------------------------------|--------------------------|
| Video Projection Screens      | <input type="checkbox"/> | Monitor Audio Technician        | <input type="checkbox"/> | Use of CPAC Audio Equipment   | <input type="checkbox"/> |
| Lighting Technician for Show  | <input type="checkbox"/> | Front of House Audio Technician | <input type="checkbox"/> | Additional Lighting Equipment | <input type="checkbox"/> |
| Follow Spot Lights            | <input type="checkbox"/> | 3 Phase Power                   | <input type="checkbox"/> | Additional Techs for Setup    | <input type="checkbox"/> |
| Pyrotechnics (including haze) | <input type="checkbox"/> | Hanging of Soft Goods / Flats   | <input type="checkbox"/> | Cameras with Operators        | <input type="checkbox"/> |

Elaborate in detail any needs checked above that you will require. Describe all technical requirements you need or are bringing. Submit any tech riders, stage plots, audio input patch needs, lighting plots.

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**Mainstage Theatre Rental Includes**

- Online ticketing services
- Ushers for the day of the show
- Use of the Green Room, Dressing Room, and Rehearsal Room
- Entire rented theatrical space with seating for the Mainstage with a maximum capacity of 1000

**Black Box Theatre Rental Includes**

- Online ticketing services
- Ushers for the day of the show
- Use of the Green Room, Dressing Room
- Entire rented theatrical space with seating for the Black Box with a maximum capacity of 251

**Ticket & Payout Settlement**

- All shows/events that require ticketing and seating needs must operate through the CPAC ticketing program. The CPAC will add additional facility fees to the price of the ticket that cannot be negotiated or discounted. The CPAC will give the renter an automated ticket link where tickets can be purchased online as well as offer the CPAC box office as another location to purchase tickets during normal box office hours. Within 2 business days of the show completion the renter will be given a settlement report which shows the total number of tickets sold, total revenue generated from tickets, and any additional charges associated with the event/show. Payout to the renter will be a check issued by City of Clermont within 2-3 weeks of rental/event.

**Deposits, Payments & Refunds**

- A 50% deposit of the total balance is required to hold the facility rental date. Date will not be held until deposit is received
- Deposits are held separate from the rental fees and are not applied toward account balances.
- **The total rental fees are due no later than 14 days prior to event.**
- Credit cards are accepted but include a 2.5% processing fee.
- Refunds & payouts are issued 2-3 weeks after the rental date, based on final settlement report.

**Cancellation requests must be made in writing to the Parks & Recreation Department**

Rental Cancellation and Refund Policy (application fees are non-refundable)	
If you cancel within:	You will receive:
30 calendar days or less from the rental date	No refund of rental costs
31-59 days prior to the event date	50% of the total rental costs
60 days or more	100% of rental costs

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**Lighting, Sound & Video Equipment**

- The CPAC has inventoried lighting, sound and video equipment that may be utilized during rentals. All requests for use of the equipment must be approved by CPAC staff prior to the rental. Any additional equipment needed that is not currently part of the CPAC inventory will be charged to the renter/applicant. All CPAC equipment must be restored and put away in complete working order or additional replacement/repair charges may be passed on to the applicant/renter.

**Insurance**

- The applicant shall supply a Certificate of Insurance reflecting minimum coverage \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence. The City of Clermont/CPAC shall be named as an additional insured, which shall be noted on the Certificate of Insurance. The Certificate shall indicate that the applicant's insurance policy shall not be cancelled without thirty days' prior written notice to the City of Clermont/CPAC.

**Concessions & Merchandise**

- The City of Clermont/CPAC reserves the right to sell all concessions for the event and keep all proceeds. The City of Clermont/CPAC reserves the right to allow or not allow merchandise to be sold from applicant. If applicant is allowed to sell merchandise, 10% of gross sales are to be given to the City of Clermont/CPAC upon completion of the rental with a settlement report.

**Promotion & Marketing**

- The City of Clermont/CPAC accepts no responsibility for promotion and marketing of rental. Any use of the City of Clermont or Clermont Performing Arts Center logo must be authorized in writing by a city staff member prior to any distribution to public.

**Hold Harmless Agreement**

The user will indemnify and hold harmless the City of Clermont/CPAC from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of, or resulting from the occupancy of the Park/Facility by the User, its agents, servants, invitees, and guests under this license.

The user will comply with all laws, ordinances, regulations, or other orders regarding the safety of persons or property, or their protection from damage, injury or loss.

The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply the Certificate of Insurance to the City of Clermont/CPAC no later than fourteen (14) calendar days prior to the Program/Event Date. Also, the undersigned agrees to be responsible for damage to facilities and conduct of persons in the program and/or event. Parking is permitted only in designated areas of the park/facility. There is no parking allowed at any place of business or residence near the park/facility unless written permission is granted by each individual owner in advance.

**I have read the rules and regulations and fully understand them. I accept responsibility and insure that all members and guests will honor and abide by the above conditions.**

Name of Applicant (printed): \_\_\_\_\_

Group Representing: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Clermont Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## THEATRE COST ESTIMATOR

**DEPARTMENT USE ONLY**

**(To be filled out by CPAC Staff)**

ITEM	Costs	COMMENTS	TOTAL COST
Application Fee	\$10		
Rental of the Mainstage for one day	\$4250		
Mainstage second show per day	\$1500		
Additional Mainstage day rental	\$2000		
Staffing +	\$25	2 hr min, per worker	
Police++	\$30	4 hr min, per officer	
Entertainment Technicians+++	\$TBD	5 hr min, per tech	
Fire Inspector	\$30	2 hr min, per worker	
Rental of Black Box for one day	\$1500		
Black Box second show per day	\$500		
Additional Black Box day rental	\$750		
<i>Any additional costs associated with rental that apply will show up in settlement report post show</i>			
		Sales Tax 7%	
		<b>TOTAL</b>	

- + Rentals during hours other than Monday to Saturday, 8:00 AM - 9:00 PM and Sunday 11:00 AM – 6:00 PM require additional staff at an additional fee with a two-hour minimum.
- ++Police may be required based on the event's program. The CPAC will determine the number of officers required and time needed. Police Officers have a minimum of four hours. This fee is paid by the renter.
- +++Entertainment Technicians may be required based on the event/rental program. The CPAC will determine the amount of technicians required and time needed. Renter must use the CPAC's resident technicians. The fee will be paid by the renter.

The Clermont Performing Arts Center is not available for rental by for profit organizations, individuals and/or business who wish to hold performances that will be open to the general public during the City of Clermont's performance season (September – May)

The Clermont Performing Arts Center is not available for more than one (1) performance by any for profit organization, individual and/or business within each calendar year.

The City of Clermont/CPAC reserves the right to cancel any events/rentals in any City-owned facility or park without notice or reason.

Clermont Performing Arts Center  
located in the  
Clermont Arts & Recreation Center  
3700 South Highway 27, Clermont, FL 34711  
(352) 394-4800 office, (352) 394-2900 fax  
WWW.CLERMONT PAC.COM

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