

# Cobblestone Arts Center Facilities Usage Request Form / Performance Agreement

Application Date:	Room:	Date(s) requested:	Total Hours: From: To:
Organization Name:		Actual time of event: From: _____ To: _____	
Estimated attendance:		Name of on site supervisor (must be present)	
Are admission fees being charged: Yes          No If yes, please specify:		Home Phone:	Cell:
E-Mail:			
Purpose of use of facility (explain completely):			
Furniture/equipment/support services needed (be specific and thorough):			
Equipment/materials to be brought by organization:			
If requesting theater use only (Please respond yes/no to all questions):			
Will you be using lights:		Do you need a lighting designer from Cobblestone:	
Will you be using any music:		Do you need someone from Cobblestone to run music:	
Will you be using any microphones:		How many stand mics:	
		How many body mics:	
Will you be promoting the event:		Do you need Cobblestone to run sound:	
Will you be selling concessions:		Do you need Cobblestone to run concessions:	
Will you be selling tickets at the door:		Do you need Cobblestone to work the box office:	
Will you be distributing programs:		Do you need Cobblestone to provide the programs:	
Do you need to come in prior to performance for a tech rehearsal :			
<b>Performance Fee:</b>		<b>Please See Back:</b>	

General Liability Insurance: it is agreed that the above named organization will be fully responsible for the care of the building facilities and equipment and the supervision of all persons coming into the building in connection with this activity. It is further agreed that this organization will reimburse the arts center in full for any damage to the building or equipment resulting from use as requested herein. Organizations/Persons using arts center facilities shall provide the District with proof of liability insurance with Cobblestone Arts Center listed as an Additional Insured at limits equal or greater than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Name of Insurance Carrier \_\_\_\_\_ (please attach certificate of insurance)

I have read Cobblestone Arts Center's facilities usage regulations and fee schedule and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and agree to observe all rules and procedures as stated. Hold Harmless Agreement: The undersigned is over 21 years of age and has read this form and regulations and agrees to comply with them. He/she agrees to be responsible to the arts center for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_ (Organization) does hereby covenant and agree to defend, indemnify and hold harmless the arts center from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of the arts center's property, facilities and/or services by \_\_\_\_\_ (Organization)

*Staff Use Only/Theatre Rentals:*

<b>Rent:</b> Determined on a case-by-case basis by what is needed for rental	<b>Supervisor:</b> Required if using theatre \$20 per hour	<b>Tech:</b> Only if needed \$45 per hour
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Signature of person in charge:

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_