

**BIG GLADES SQUARE & AMPHITHEATRE
FACILITY LEASE APPLICATION**

The information you provide in this application will be used to determine the terms, conditions, and fees for a lease agreement. The information is also necessary to begin the planning process in cooperation with municipal services such as police, fire, health, and risk management. Please fill it out in its entirety and return it to the contact below. If the details of your request change, the lease agreement will be adjusted to reflect the modifications. Please note that any requests for spaces, dates, hours, and services shall not be deemed confirmed unless a contract and invoice is issued and signed by both parties. This application does not suggest any formal agreement. *If you have any questions please don't hesitate to contact Natasha Proulex at 276.328.6013 ext. 202 or nproulex@townofwise.org*

Thank you for your interest in the Big Glades Square & Amphitheatre.

If this application covers multiple events, please prepare a separate form for each.

Primary Lessee Contact Information

Lessee Name (that will appear on the contract): _____

Federal Identification Number or Social Security Number: _____

If Organization, Select Type: Non-profit For-profit Private Government

Are you a 501 (c)(3)? (documentation required) _____ Yes _____ No

Do you have Liability Insurance? _____ Yes _____ No

Mailing Address: _____

Physical Address: _____

Contact Person : _____

Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

Is this your first time producing an event? _____

If no, how many years have you been working or promoting public events: _____

What events have you recently produced?

Artist(s)/Event Date/ Venue Capacity

Is there any pending litigation against you or your organization? Yes No

Have any complaints been filed against you in conjunction with previous productions?

Yes No If yes, please provide details, including dates and venues):

Have you ever been cited for fire, public safety, or other violations at an event by any governmental agency? Yes No If yes, please give details:

Are there any outstanding debts associated with past events you have produced? Yes No

If yes, please give details: _____

Event Information

Name of Event: _____

Dates: PREFERRED DATE 1: _____
PREFERRED DATE 2: _____
PREFERRED DATE 3: _____

PLEASE NOTE: Dates will not be held until a contract is issued and a deposit payment is received.

Description of Event: (musical concert, dance performance, film, theatrical play, fashion show, beauty contest, festival, private party, etc.)

Number of people in cast/production: _____ Number of Attendees Expected: _____

Please choose one:

- Admission is free of charge and open to the general public
- Admission is by purchased ticket and open to the general public
- This is a private event by invitation only
- Other, explain _____

Schedule: In order to best help create a budget for your special event, please estimate the number of hours you will be using the Space. Please include rehearsals, set-up, and other time requirements.

First Person Working Event Will Arrive At: _____ Am /Pm

Load-In/Set-Up Begins: _____ Am /Pm

Event Starts At: _____ Am /Pm Event Ends At: _____ Am /Pm

Intermission At: _____ Am /Pm Until _____ Am /Pm

Load-Out Begins: _____ Am / Pm

Load-Out Ends: _____ Am / Pm

Last Person Working Event Will Leave At: _____ Am / Pm

Rehearsal Hours: _____ Am / Pm Dates: _____

For movies – name and rating of movie _____

(Movie ratings must be G, PG or PG-13)

Service Requirements

Lighting Sound Movie Screen, Projector and Sound (Only municipal personnel may set up, take down screen and operate equipment)

Closing a Public Street, Describe: _____

Signage to be Displayed, ID Sign Size &Location(s): _____

Other _____

If this event involves a professional performer, please include a copy of their technical requirements.

Food, Beverages, & Merchandise On Town-Owned Property (parks, streets, sidewalks, etc.): Will there be sale of food, beverages, or merchandise on town-owned property? Yes No If yes, please give details: (names of vendors, items to be sold, onsite equipment to be utilized, power requirements, etc.)

Food stands must be located away from possible contamination sources, such as toilets, garbage, etc. A canopy or other form of overhead protection must be provided. Food vendors must comply with all Virginia Department of Health requirements (ie, licensing, equipment, hand washing facilities, fire extinguishers, equipment sanitation, food temperatures, water source & disposal, insect control, etc.)

Will amusement rides, inflatables, bounce houses, etc. be used in conjunction with the event? Yes No If yes, please give details: _____

Publicity Information

Presenting Organization: _____

Event Title: _____

Run Time: _____

Ticket Information if applicable: *(include all discounts, advance sales, and door sales)*

<u>Ticket Type</u>	<u>Price</u>	<u>Method For purchase</u>
___ senior	_____	___ Door
___ adult	_____	___ Advance Sale by Event Producer
___ child	_____	___ Both
___ other	_____	

How And Where To Obtain Tickets: *(include phone number and/or website)*

Event Summary: *(a brief eye-catching summary to display on calendar of events. 1 sentence)*

Event Description: *(a longer explanation to display on event page. 4 to 7 sentences)*

Is This Event Appropriate For All Ages? _____ If No, Please Provide An Explanation And Minimum Age Requirement:

Artist(s) Name: _____

If applicable, please enclose promotional information pertaining to the event that you would like distributed. What type of information are you providing?

- Artist Bio
- Cassette Tape/CD
- DVD/VHS video
- Press Release
- Programs from previous events
- Other: _____

Feel free to include information such as marketing materials, press releases, newspaper clipping or recording of past events you have produced with this artist. Please clearly label all information with your company name.

How do you plan to promote your event? _____

(The Town must review marketing materials prior to distribution)

Website Posting Specifications: As an additional service to the organization using the Big Glades Square & Amphitheatre, we will publish photo and text on our website with the event information you've provided. Please review the specification. **IMAGE RESOLUTION:** 300 DPI minimum **FILE FORMAT:** Any type readable in Adobe Photoshop (including PDF, JPG, TIFF, PSD)

ATTACHMENTS:

- Certificate of Insurance for Lessee (Town of Wise listed as "Additional Insured")
- Certificate of Insurance for Food Vendors (Town of Wise listed as "Additional Insured")
- Certificate of Insurance for Amusement Ride Vendor (Town of Wise listed as "Additional Insured")

