

CITY OF DAYTONA BEACH PEABODY AUDITORIUM EVENT APPLICATION

***Helen Riger –OR-- Jill Jaquet
The Peabody Auditorium
600 Auditorium Blvd.
Daytona Beach, FL 32118
Phone: 386-671-3461
Fax : 386-671-3959***

***The City of Daytona Beach
Cultural Services Division
PO Box 2451
Daytona Beach, FL 32115-2451
Phone 386-671-3462
Fax 386-239-6435***

Email: jaquetj@codb.us -OR- rigerh@codb.us

Please type or print legibly and complete all sections of application. A separate application must be submitted for each event. Event producers are required to attach a resume or summary of qualifications and experience in presenting similar events. Three references with addresses and phone numbers are also required. Any questions should be directed to the Peabody Auditorium Management at 386-671-3460 or the Cultural Services Division at 386-671-8250.

Many events require evidence of liability insurance submitted to the City thirty days prior to the event date.

Please submit completed application and application fee to:

**The Peabody Auditorium
City of Daytona Beach
P.O. Box 2451
Daytona Beach, FL 32115-2451**

Deadline for application is 45 days prior to your event.

**Application Fee: 20% of the base rental fee or \$200.00 for a Private Event;
\$500 or 50% of the base rental fee for a Community Event;
\$750.00 or 50% of the base rental fee for a Tourism Event.
These fees are non-refundable and are applied to the rental cost.**

Thank you for selecting the Peabody Auditorium for your event.

3.6 Show Time(s):Date:_____Curtain_____am/pm End _____am/pm

Date:_____Curtain_____am/pm End _____am/pm

Date:_____Curtain_____am/pm End _____am/pm

Load-In: Date:_____Start_____am/pm End: _____am/pm

Load-Out: Date:_____Start_____am/pm End_____am/pm

3.7 Projected number of attendees/participants _____

Age breakdown: ____under 10 ____11-18 ____19-25 ____26-40 ____41+

3.8 Have you held this event at the Peabody previously? Yes No

If yes, list previous date(s):_____

Does this event differ from the previous years? Yes (explain below) No

3.9 Is this a ticketed non-ticketed event. If ticketed, the Peabody Box Office uses Ticketmaster Ticketing System. Once approved, arrangements must be made with the box office manager at 386-671-3462.

4.0 **SPECIAL EFFECTS**

4.1 Will there be any special effects used? Yes, see below No

4.2 If yes, describe effects: _____

4.3 Effect time: Date: _____ Start_____am/pm End_____am/pm

4.4 Effects Producer/Company Name: _____

Address: _____

Phone: _____

Fax: _____

5.0 **PROPOSED RETAIL SALES**

5.1 How many vendor locations do you hope to accommodate?

0 vendors 1-5 vendors 6-10 vendors 11 or more vendors

5.2 Type of vending (including number of each):

Clothing_____ Jewelry_____ Miscellaneous

If miscellaneous, please describe in detail: _____

6.0 **PROPOSED SPONSORS**

How many commercial sponsors do you anticipate? (Include product sampling, giveaways and exhibits)_____

6.1 List specific trade names:

7.0 **PROMOTION**

7.1 At what level will the event be promoted?

- Local Regional National International

7.2 What type of publicity will be used?

- Newspaper Radio Television Web Site Direct Mail
 Community Billboard Other

7.3 Telephone number to be released for public information()_____

8.0 **SIGNS**

8.1 Will you be supplying posters to publicize the event in advance? Yes No

8.2 Will you be using other forms of advertising? Rack cards, flyers, postcards, or standees: Describe: _____

8.3 Will they be provided in advance for the Peabody lobby? Yes No

9.0 **BANNERS**

9.1 Do you plan to use banners? Yes No

9.2 If yes, please provide location(s) of poles_____
(Please obtain a proper banner application. Thank you)

10.0 **SECURITY**

Note: Public property requires the use of Security. Tourism Events may require the use of Daytona Beach Police as required by the Police Chief.

Security officers will be scheduled for your event. The cost will appear on your contract line item charge.

11.0 **EMERGENCY FIRE/MEDICAL SERVICES**

Note: Public Property requires the use of the Daytona Beach Fire/Rescue Department employees during most events.

The cost will appear on your contract line item charge.

11.1 **REFERENCES**

Name _____

Address: _____

Phone: _____

Name _____

Address: _____

Phone: _____

Name _____

Address: _____

Phone: _____

12.0 **SIGNATURE**

I understand this is an application only and does not obligate the City or its agents in any regard to reserve the Peabody Auditorium or approve an event. I have included the application fee and understand that this application will not be processed without the application fee. Please make checks payable to "The City of Daytona Beach."

Signature of Applicant _____ **Date** _____

Title of Applicant _____

Title/Affiliation _____