

CITY OF DAYTONA BEACH PEABODY AUDITORIUM EVENT APPLICATION

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The Peabody Auditorium
600 Auditorium Blvd.
Daytona Beach, FL 32118
Phone: 386-671-3461
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***City of Daytona Beach
PO Box 2451
Daytona Beach, FL 32115-2451
Phone 386-671-3462
Fax 386-226-3425
Email: barbierim@codb.us***

Please print or type application. All sections must be completed. 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 Office at 386-671-8250. 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 30 days prior to your event. Application Fee: 20% of the base rental fee or \$160.00 for a Community or Private Event, 50% of the base rental fee or \$750.00 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. Best of luck.

REQUIRED INFORMATION

- 1.1 Name of Event Producer/Promoter _____
- 1.2 Type of Organization non-profit profit charitable government
- 1.3 Contact Person _____ Social Security # _____
- 1.4 Address _____

City _____ State _____ Zip _____
- 1.5 Work Phone _____ Home Phone _____
Fax Number _____ Pager Number _____
Email address _____
- 1.6 Is this event connected with a regional or national conference or convention being held in the greater Daytona Beach area? Yes No

2.0 BILLING INFORMATION

- 2.1 Is the party responsible for billing the same as above? Yes No
- 2.2 If not, please provide the proper information below:
Attention: _____
Address _____

City _____ State _____ Zip _____
Work Phone _____ Fax # _____

3.0 EVENT INFORMATION

- 3.1 Event Name _____
- 3.2 Date(s) Requested _____
- 3.3 Location of Event _____
Need Use of: Atlantic Room Yes No Steinway Piano Yes No

3.4 Brief Description of Event _____

3.5 Site plan attached Yes No, explanation _____

3.6 Event Time: Date: _____ Start _____ am/p.m. _____ am/p.m.

Date: _____ Start _____ am/p.m. End _____ am/p.m.

Date: _____ Start _____ am/p.m. End _____ am/p.m.

Set-up: Date: _____ Start _____ am/p.m. End _____ am/p.m.

Breakdown: Date: _____ Start _____ am/p.m. End _____ am/p.m.

Raindate: Date: _____ Start _____ am/p.m. End _____ am/p.m.

3.7 Number of expected attendees/participants _____

Age breakdown: ____ under 10 ____ 11-18 ____ 19-25 ____ 26-40 ____ 41+

3.8 Have you held this event 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.

On event day(s), will you be using the box office? Yes No

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

Date: _____ Start _____ am/pm End _____ am/pm

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 using signs at your event? Yes No

8.2 How many signs and what dimensions?_____

9.0 BANNERS

9.1 Do you plan to use banners on the City-owned horizontal or vertical street poles?

- 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.

What are your plans for providing additional security? _____

11.0 **EMERGENCY FIRE/MEDICAL SERVICES**

Note: Public Property requires the use of the Daytona Beach Fire/Rescue Department employees during the event at the promoter's expense.

11.1 What are your plans for providing additional Fire/EMS? _____

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 _____

Affiliation _____