



Peabody Auditorium Event Application

Deadline for application submission is 60 days prior to event date. The Peabody Auditorium is a *rental-only* venue. We do not produce shows.

All Peabody events require evidence of liability insurance submitted to the City thirty days prior to the event date. The City needs to be listed as the certificate holder & as additionally insured. Please email your insurance certificate to Tiffany Howard at howardtiffany@codb.us.

Please submit the completed application and remit application fee to:

The Peabody Auditorium
Attn: Tiffany Howard
600 Auditorium Blvd.
Daytona Beach, FL 32118
Phone: 386-671-3469
Email: howardtiffany@codb.us

Application Fee & Deposit

The submitted application will be reviewed and at this time you will be contacted. If your event has been accepted, a non-refundable application fee of \$200 will be required to hold any date and will be credited towards the deposit. No date will be held without a submitted application fee. The Peabody Venue Manager will then compile a cost projection for your review.

Once the cost projection is accepted and the contract (permit) is signed, a deposit of \$500 or 50% of the rent, whichever is greater, must be paid as the initial deposit. The remainder of the fees are due 30 days before taking possession of the facility. If any deposit date is not met, all monies held will be forfeited and the event will be deemed canceled.

**Please type or print legibly and complete all sections of this application. A separate application must be submitted for each event. Event producers are required to provide three references with addresses and phone numbers from past events. Any questions should be directed to the Entertainment Venues Assistant; Tiffany Howard at 386-671-3469 or howardtiffany@codb.us.*

Thank you for selecting Peabody Auditorium to host your event.

REQUIRED APPLICATION INFORMATION

Producer/Promoter Name : _____

Type of Organization

*Non-profit_____ Profit_____ Private_____ Government_____

**If non-profit, rate only valid for those issued within Volusia county with proof of 501c3*

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work: _____

Mobile: _____ Website: _____

Email address: _____

Is this event connected with a regional or national conference or convention being held in the greater Daytona Beach area? **Yes** **No**

BILLING INFORMATION

Is the party responsible for billing the same as above? **Yes** **No**

If not, please provide the proper alternate contact information:

Attn: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work: _____

Mobile: _____ Website: _____

Email address: _____

EVENT INFORMATION

Main contact person (if different from above): _____

Preferred contact method: _____

Event Name: _____

Event Description: _____

LOAD-IN

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

Date: _____ Curtain: _____ am/pm End: _____ am/pm

Date: _____ Curtain: _____ am/pm End: _____ am/pm

Date: _____ Curtain: _____ am/pm End: _____ am/pm

LOAD-OUT

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

Times that the venue will be occupied is to be confirmed no later than 3 weeks before the move-in date of the event. Minor adjustments can be made on the day of and for the next day of the event with authorization from the Peabody Auditorium Manager. Venue cut-off time is 11 pm for performances and can be discussed if more time will be needed. Load-out times can surpass the 11 pm curfew.

Date(s) Requested: _____

Space Requested: Auditorium Lobby Rose Room & Patio

Piano Required Yes No

**9 ft. Concert Grand CFIIIs Yamaha (only available for stage rentals)*

Projected number of attendees/participants? _____

Will this event be open to the public? _____

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

Is this a ticketed or non-ticketed event? (Please check one.)

If ticketed, the Peabody Box Office uses the Ticketmaster Ticketing System. Once approved, ticketing arrangements must be made with Tiffany Howard and the venue box office manager Kevin Doherty at 386-671-3471.

SPECIAL EFFECTS

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

If yes, describe the effects

Effect time

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

Effects Producer/Company Name: _____

Address: _____

Phone _____ Email _____

PROPOSED RETAIL SALES

How many vendor locations do you hope to accommodate?

- 0 vendors
- 1-5 vendors
- 6-10 vendors
- 11+ vendors

Type of vending (Please indicate the number of each vendor):

- Clothing _____
- Jewelry _____
- Media _____
- Miscellaneous _____

If miscellaneous, please describe in detail:

PROPOSED SPONSORS

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

List specific trade names

PROMOTION

At what level will the event be promoted?

- Local
- Regional
- National
- International

What type of publicity will be used?

- Newspaper
 - Radio
 - TV
 - Website
 - Social Media
 - Direct Mail
 - Billboard
 - Community
 - Other
-
-

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

Please note that event advertising may not begin until the City Manager signs the contract/permit.

SIGNS & BANNERS

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

Will you be using other forms of advertising? Yes No

If yes, please describe in detail:

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

Do you plan to use outdoor banners? Yes No

If yes, please provide location(s) of poles_____

(Please note that an additional permit will need to be obtained to use outdoor banners and a proper banner application will need to be filed at City Hall. Thank you)

SECURITY

Note: Public property requires the use of Security. Some events may require the use of Daytona Beach Police as required by the Daytona Beach Police Chief. Security officers will be scheduled for your event. The cost will appear on your permit/contract as a line item charge.

EMERGENCY FIRE/MEDICAL SERVICES

Note: Most events require the use of the Daytona Beach Fire/Rescue Department officers. The cost will appear on your permit/contract as a line item charge.

INDUSTRY REFERENCES

This application requires a minimum of three verifiable industry references. All references listed below are subject to verification by The City of Daytona Beach. If you do not wish us to contact any of the references below, please do not list them below.

Reference 1

Name: _____

Company: _____

Address: _____

Phone: _____ Email : _____

Reference 2

Name: _____

Company: _____

Address: _____

Phone: _____ Email : _____

Reference 3

Name: _____

Company: _____

Address: _____

Phone: _____ Email : _____

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: _____

Organization/Affiliation: _____