



## PEABODY AUDITORIUM RENTAL POLICIES & PROCEDURES

- 1. DEPOSITS:** A non-refundable application fee of \$200 is required to hold any date at the auditorium and will be credited towards the deposit. No date will be held without a submitted application fee. Once the submitted application is received, 50% of the estimated rent will be required as the initial deposit along with a signed permit. The second 50% deposit is due 30 days before the first requested rental date listed on the permit. No payment will be accepted unless it is cash, cashier's check, or money order. Make this remittance payable to The City of Daytona Beach. If any deposit date is not met, all monies held are forfeited and the event will be deemed canceled.
- 2. RENTAL PAYMENTS:** Application Fee is applied directly to rental costs. The Application fee is retained if event is canceled. The first 50% deposit is due with signed permit. No payment will be accepted unless it is cash, cashier's check, or money order. Make this remittance payable to The City of Daytona Beach.
- 3. SECURITY:** Fire/EMT officers and security personnel are required during all events at the Peabody Auditorium. The required staffing is based on estimated attendance and will be determined by the Peabody Auditorium Manager. The only exceptions would be small, private events that may not require these personnel. The Peabody Venue assistant will make arrangements and the charges will appear on the contract, permit, or final settlement.
- 4. STAGEHANDS:** Sunco Productions representative Don Steadman is the appointed Technical Director for the Peabody Auditorium. He has full and complete charge of the stage at all times. All events shall employ as many stagehands as deemed necessary by the Tech Director to set up the stage, perform event, and break down the stage. He will arrange for the necessary stagehands. As the promoter or sponsor of the event, you will be responsible for compensating him for his services, as well as for stagehands. There is an additional 25% of the total charges for the payroll company, which includes liability insurance, workman's compensation, and payroll charges. Mr. Steadman's number is 386-671-3464 or cell 386-547-7113.



5. **USHERS:** The Peabody Auditorium will supply ushers and a House Manager for your event. See PDF file of Rental & Service Rates Schedule for fees.
6. **PUBLICITY:** Those who rent the auditorium must handle their own publicity. Press releases may be emailed to the Digital Media Specialist at [SmartEmilie@CODB.us](mailto:SmartEmilie@CODB.us) for distribution to the Peabody press list.
7. **MERCHANDISE CONCESSIONS:** All merchandise concession rights and privileges are reserved to the Auditorium. Permission to sell items in the auditorium must be obtained from the Peabody Auditorium Manager. Venue sales commission is 10% for electronic or recorded materials and 20% of soft goods sold. The renter or lessee is responsible for paying the Florida State Sales Tax, currently 6.5%. \*Note: **Venue does not supply sellers.**
8. **LIABILITY INSURANCE:** Each lessee of the auditorium must secure their own Workers Compensation and Comprehensive General Liability Insurance and names the City of Daytona Beach as an additional insured on the policy. Liability limits range from a combined single limit for bodily injury and property damage of no less than \$500,000 to \$2,000,000 if the events are determined by the City's Risk Manager to be ultrahazardous. Proof of certificate must be submitted 30 days prior to event contract date. If you have questions regarding the insurance requirement, please contact the Peabody Auditorium Manager.
9. **COPYRIGHT MATERIAL:** In accordance with the Federal Copyright Law of 1978, each lessee is responsible for copyright insurance.
10. **REHEARSAL:** With an all-day rental, rehearsal time is included for the same day. Rehearsal time any other day is at the rate of 50% of full rental rate with security stagehands present.
11. **COMP TICKETS:** The use of advance ticket sale monies for any purpose prior to show time is prohibited. All complimentary tickets must be stamped as such. The City of Daytona Beach requires 24 complimentary tickets per contract, from seats in Orchestra Sections 2 or 3, Row G.



12. **MORE THAN ONE SHOW:** Only one show per-four-hour period of rental is allowed, both for crowd control and clean up.
13. **SMOKING:** Smoking is not permitted in any public building in the State of Florida.
14. **FOOD & ALCOHOLIC BEVERAGE SALES:** The Auditorium has exclusive rights for food & beverage sales. All arrangements for alcoholic beverages must be made through the Peabody Auditorium Manager. No outside food and beverage are permitted in the theatre. Onsite Concessions will be available unless otherwise noted in advance. By regulation of the State of Florida, Division of Alcohol Beverage Control Board, no alcohol of any type may be brought upon the premises to be used, consumed, sold, promoted, or served therein except by the licensed liquor permit holder.
15. **CANCELLATION:** Cancellation of any show must be made within 30 days of the show date. Otherwise, no rental refund will be made. Initial deposits are non-refundable.
16. **RESERVED SEATS:** It is required that all events at the Peabody Auditorium be by reserved seating. Seating diagrams are available for your use.