



THE PEABODY DAYTONA BEACH EVENT APPLICATION

The Peabody Daytona Beach
600 Auditorium Blvd.
Daytona Beach, FL 32118
Phone: 386-671-3469
greenekelsey@codb.us

The City of Daytona Beach
Entertainment Venues
600 Auditorium Blvd
Daytona Beach, FL 32118



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 at 386-671-3469.

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

Deadline for application is 60 days prior to event date.

Please submit completed application and remit application fee to:

The Peabody Daytona Beach
Attn: Kelsey Greene
600 Auditorium Blvd. Daytona Beach, FL 32118
Phone: 386-671-3469
Email: greenekelsey@codb.us

Application Fee (Deposit)

20% of the rental charges or \$500.00, whichever is greater.

Application Fee is applied directly to rental costs.

Application Fee is retained if event is cancelled.

Thank you for selecting The Peabody Daytona Beach to host your event.

Required Application Information

1.1 **Producer/Promoter Name** _____

1.2 **Type of Organization** Non-profit Profit Private Government

1.3 **Contact Name** _____

1.4 **Address** _____

City _____ **State** _____ **Zip** _____

1.5 **Phone** _____ **Work** _____

Mobile _____ **Fax** _____

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 alternate contact information:

Attn: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email address _____

3.0 **EVENT INFORMATION**

3.1 Event Name _____

3.2 Event Description _____

3.3 Date(s) Requested _____

3.4 Space Requested: Auditorium Lobby Rose Room Atlantic Room

3.5 Piano Required Yes No

9 ½ ft. Model D Steinway Concert Grand

9 ft. CFIIIs Yamaha Concert Grand

} Please check preference

3.6 Show(s):
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

3.7 Projected number of attendees/participants _____
Expected age range: <10 11-18 19-25 26-40 41-65 65+

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 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 the box office manager Kevin Doherty at 386-671-3471.

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 _____ Email _____

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+ vendors

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

Clothing _____ Jewelry _____ Media _____ 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 TV Website Social Media Direct Mail

Billboard Community 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 Standees Other

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. 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.

11.0 **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.

12.0 **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 1:

Name _____

Company _____

Address _____

Phone _____ Email _____

Reference 1:

Name _____

Company _____

Address _____

Phone _____ Email _____

13.0 **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 _____

Organization/Affiliation _____