

CITY OF DAYTONA BEACH PEABODY AUDITORIUM EVENT APPLICATION

*Benjamin Scott or Kelsey Greene
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: scottb@codb.us OR greenek@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 past experience presenting similar events. Three references with addresses and phone numbers are required. Any questions should be directed to the Peabody Auditorium Management at 386-671-3460 or the City of Daytona Beach Cultural Services Division at 386-671-8250.

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 application fee to:

**The Peabody Auditorium
600 Auditorium Blvd.
Daytona Beach, FL 32118**

Application Fee

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

The application fee is applied to the rental costs.

20% of application fee is retained if event is cancelled.

Thank you for selecting the Peabody Auditorium for your event.

**PEABODY AUDITORIUM APPLICATION
REQUIRED INFORMATION**

- 1.1 Producer/Promoter Name _____
- 1.2 Type of Organization non-profit profit charitable government
- 1.3 Contact Person _____
- 1.4 Address _____
- City _____ State _____ Zip _____
- 1.5 Home Phone _____ Work Phone _____
 Fax Number _____ Cell Phone _____
 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 _____

3.0 EVENT INFORMATION

- 3.1 Event Name _____
- 3.2 Date(s) Requested _____
- 3.3 Space Requested: Auditorium Lobby Rose Room Atlantic Room
- 3.4 Brief Description of Event _____
- 3.5 Piano Required Yes No
- 9 ½ foot Model D Concert Grand Steinway } Please check preference
 9 ft. Concert Grand CFIIIs Yamaha }
- 3.6 Show(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: _____

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 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. 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.

11.1 **REFERENCES**

Name _____
Address: _____

Phone: _____
Email Address: _____

Name _____
Address: _____

Phone: _____
Email Address: _____

Name _____
Address: _____

Phone: _____
Email Address: _____

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 _____