

Please provide information for each of following questions by listing company names, addresses, telephone numbers and contact persons. Failure to do so will result in a delay in the processing of this application. Reference must reflect those of Applicant.

Applicant Information (organization who will sign contract and provide liability insurance)

Applicant:			
(name of company, business or i	ndividual as you report it on a W-9	and certificate of insurance)	
Contact Person:	Τ	ïtle:	
Address:			
City/State/Country:	Zip/Posta	al Code:	
Phone #:	Fax:		
Email Address:			
Employer Identification #:			
Please check one: Profit Exemption to qualify for non-pro	OR San Diego based Nor ofit rental rates.)	n-Profit (you must submit a Sar	n Diego, California Letter of
Event Contact Person (if differer	t from above):		
Phone #:	Email Address:		
Event Information:			
Requested Dates/Times:			
Requested Theater(s): Civ	vic Theatre (capacity 2,967)	Balboa Theatre (capacity 1,33	5)
Full Description and Name of Sh	ow or Function for which the facili	ty is being rented: (Attach add	itional sheet if necessary)
Estimated Attendance:			
List any and all Security needs, r	equests, requirements for this eve	nt: (Attach additional sheet if i	necessary)

## Facility References - Where you have held this event in the past 18 months:

1.	Facility:	City/State:	
	Contact:	Phone#:	
	Name of Event:	Date of Event:	
2.	Facility:	City/State:	
	Contact:	Phone#:	
	Name of Event:	Date of Event:	
3.	Facility:	City/State:	
	Contact:	Phone#:	
	Name of Event:	Date of Event:	
	edit References:		
		Phone #:	
lf y	<mark>isiness References</mark> : you wrote N/A for Facility ve done business.	y References or if you were only able to list one reference,	please list three companies with which you
1.	Company:	City/State:	
	Contact:	Phone#:	
2.	Company:	City/State:	
	Contact:	Phone#:	
3.	Company:	City/State:	
	Contact:	Phone#:	
Но	ow did you hear about the	e Civic and Balboa Theatres?	
Th	is application will NOT be	processed/approved if information is incomplete or inaccurate. No	dates can be contracted without an Annroved B.

This application will **<u>NOT</u>** be processed/approved if information is incomplete or inaccurate. No dates can be contracted without an Approved Rental Application.

This is not a legal contract and is not binding to either the Applicant or San Diego Theatres, Inc. (Civic and Balboa Theatres).

**DO NOT** make any advance arrangements regarding facility usage until a contract has been sent and fully executed with San Diego Theatres. This includes disseminating or releasing any information or publicity of any nature in regard to the event including, but not limited to, the offering of tickets or reservations.

## I hereby confirm that the above is true and correct to the best of my knowledge.

## PAYMENT SCHEDULES & CONTRACT DEADLINES

1. Should your organization contract one of our venues, a License Agreement will be sent to you for review and signature.

2. The Agreement must be fully executed by San Diego Theatres and Licensee, along with full non-refundable deposit by due dates stated in the Agreement prior to any on-sales, announcements, or advertising.

- 3. In the event of cancellation, the full rental fee is non-refundable and non-transferable and any production and/or labor costs incurred prior to the cancellation must be paid by the licensee.
- 4. Should the event be Non-Ticketed, we may require Ten (10) business days prior to the event, the amount of the estimated production costs are due.
- 5. Payment must be made by Bank wire, ACH, cashier's check, certified check and should be made payable to the San Diego Theatres, Inc.
- 6. A Certificate of General Liability Insurance is due no later than fourteen (14) business days prior to load in of the event and must meet the requirements as outlined in Section 5 of the License Agreement.
- 7. San Diego Theatres may hold your date without a contract and deposit for a maximum of thirty (30) calendar days. After this date if you have not contracted the facility(ies), San Diego Theatres reserves the right to **automatically release** the date without notification.
- 9. Should another party request, or *challenge*, your date(s) **before** you have requested a contract:

a) San Diego Theatres will send notification by e-mail to inform you of the second party requesting the same date(s). If we do not hear back from you within two (2) business days, the date will be released and made available to the second party.

b) If San Diego Theatres is able to contact you and you confirm the date(s), you will be given two (2) business days to sign the license agreement and submit a <u>full non-refundable, non-transferable deposit.</u>

c) If a full deposit is not received within the specified time, the second party shall be given two (2) business days to sign the license agreement and submit a <u>full non-refundable, non-transferable deposit</u>, and the date(s) shall be contracted to that second party.

11. San Diego Theatres may require approval of any Marketing or Publicity that contains our logo, address, phone information or images of the facility.

Any questions regarding this application should be directed to our Programming Department via email at <u>Booking@sandiegotheatres.org</u>.

San Diego Theatres, Inc. 233 A Street, Suite 900 San Diego, CA 92101