

ROYAL THEATRE
Facility Use Agreement



General Provisions:

All Lessees agree to abide by all general requirement as stated in the "POLICIES AND PROCEDURES" and all special requirements as set forth by the Boys and Girls Clubs of the Suncoast, Inc.

LESEES INFORMATION: (print clearly or type) **MAKE DUPLICATE COPY**

NAME OF APPLICANT _____

NAME OF ORGANIZATION (if applicable) _____

TAX EXEMPT NUMBER _____ TITLE (if applicable) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ WORK PHONE _____

SPECIFIC AREA OF FACILITY _____

BRIEFLY DESCRIBE THE EVENT FOR WHICH YOU ARE REQUESTING THIS FACILITY _____

REQUESTED DATES AND TIMES _____

SET UP DATE AND TIME REQUESTED _____

TAKE DOWN DATE AND TIME REQUESTED _____

GENERAL REQUEST _____

SPECIAL REQUEST _____

ANTICIPATED ATTENDANCE _____ PER USE DATE _____

NUMBER OF SUPERVISORS _____ PER USE DATE _____

WILL YOU BE SERVING FOOD OR DRINKS? YES NO

IF YES, WHAT WILL YOU BE SERVING? _____

ARE YOU PLANNING TO CHARGE AN ADMISSION, DONATION OR OTHER FEE? YES NO

IF YES, HOW MUCH? \$ _____ FOR WHAT PURPOSE _____

DOES YOUR GROUP HAVE INSURANCE? YES NO

FINANCIAL PROVISIONS:

Facilities Rental Fee.....\$ _____

Personal Fee ___ hrs at \$ _____ per hr.....\$ _____

Set-up Charges.....\$ _____

Clean- up charges.....\$ _____

Equipment Rental Fee.....\$ _____

For _____

Other charges _____ \$ _____

Total Charges \$ _____

Deposit \$ _____

Balanced Due \$ _____

CONDITIONS OF USE:

1. All Lessees are required to furnish a Certified of Insurance on week prior to the date of the event as required by Boys & Girls Club requirements.
2. The Lessees agrees that:
 - a) All Fire Department regulations must be strictly observed.
 - b) Concessions will only be operated by Boys & Girls Club.
 - c) All fees are payable fourteen (14) working days prior to scheduled use of facility.
 - d) Applicant must notify Director of cancellation or changes in plans at least fourteen (14) days prior to event date. Failure to do so will result in a forfeit of the deposit.
 - e) Damage to building, property or equipment is the responsibility of the Lessee.
 - f) Lessee will provide police protection for the events as required by Boys & Girls Club polices.
 - g) The facility and grounds will be cleaned as requires by lessee unless other arrangements are made by lessee.
 - h) All Boys & Girls Club regulations and policies will be followed.

I UNDERSTAND AND WILL ABIDE BY THE ABOVE CONDITIONS.

Signature _____ Date _____

AREA DIRECTOR _____ APPROVED ___ REJECTED ___ DATE _____

REASON FOR REJECTION (if applicable) _____

ADDITION INFORMATION: _____ Rental Fee waived as a co-sponsored event
 _____ Rental Fee waived as a community service event
 _____ Cleaning Deposit will be required (amt. \$ _____)
 Other _____

OFFICE USE ONLY: DATE PAID _____
 AMOUNT PAID _____
 PAID FOR _____
 CHECK NUMBER _____
 OTHER PAYMENTS _____



BOYS & GIRLS CLUBS
 OF THE SUNCOAST