



SEMINOLE THEATRE

Seminole Theatre
18 N Krome Ave
Homestead, FL 33030
www.seminoletheatre.org

Rental Application

Check all that apply to you

Auditorium Terrace Studio

Contact Information:

Producer/Organization		Date of Event	
Name		Email	
Phone	Street Address		
City		State	Zip Code
Is this entity a 501(c) 3 Non-Profit Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No *If so, please attach proof 501(c)3 status upon booking		Are you exempt from FL Sales tax? <input type="checkbox"/> Yes <input type="checkbox"/> No *If so, please attach proof of State sales tax exemption upon booking	
Do you have Liability Insurance? Please see page 2 for requirements and suggested vendor <input type="checkbox"/> Yes <input type="checkbox"/> No, but we will secure for the event			

Event Information:

Description of event:	
Type of Event: Concert <input type="checkbox"/> Musical <input type="checkbox"/> Play <input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Dance <input type="checkbox"/> Other <input type="checkbox"/>	
Will you need dressing rooms? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you bringing Scenery? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you need rehearsal time? <input type="checkbox"/> Yes <input type="checkbox"/> No Will this be a ticketed event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If so complete pages 2 & 3 Event Listing & Ticketing information.	
Anticipated Attendance:	
Schedule	
We will need access to the room at: _____ (Keep in mind event set-ups are not included. You will need time to set up prior to the event.)	
The event begins at : _____ and ends at _____	
We will leave the building by: _____	
<i>*If applicable attach a detailed schedule*</i>	

Technical Specs Questionnaire

This section is designated to help us determine your exact needs in terms of man power and technical support.	
Lighting	
<input type="checkbox"/> Specialty Lighting	<input type="checkbox"/> Basic Lighting (Nonadjustable)
<input type="checkbox"/> Lighting Cues	
<input type="checkbox"/> Change Focus	
Notes:	
Audio	
Do you need music in the lobby? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need microphones? <input type="checkbox"/> Yes <input type="checkbox"/> No
What type of device will you provide? (CD,IPAD,USB)	

TO BE COMPLETED BY SEMINOLE THEATRE		
Rental Fee:	Building Staffing Fees:	Deposit:
Additional Labor:	Other:	
Executive Director:	Technical Director:	



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INSURANCE POLICY

Event insurance can be quoted and supplied through the Seminole Theatre

EVENT LISTING INFORMATION

The following information is required to list your event on the Seminole Theatre calendar.

(Optional for Non-Ticketed Events)

- Provide a blurb about the show. (150-450 words)
- Provide a blurb about your company. (100 – 200 words)
- Artwork Requirements
 - o Website / Facebook Banner: JPEG Image. Pixel Size 784 wide x 289 tall
 - o Website Image / Preview: JPEG Image. Pixel Size 270 wide x 320 tall
 - o For ticketed events only: Eventbrite: We recommend using at least a 2160 x 1080px (2:1 ratio) Image that's no larger than 10MB (only required for ticketed events)

- Provide my own art work I have artwork but need it cut and re-sized (\$15.00)
- I don't have artwork create for me (\$30.00)

The following information is optional:

Website: _____

Facebook: _____

Twitter: _____

If you have a YouTube video you would like to feature and imbed on your event page, please provide the direct link here:

- Play video automatically when page is opened
- Play video only when "Play" button is pressed



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Event & Ticketing Information

Approximate length of Performance: Hr: Min:		Will there be an intermission? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes how many? _____ How long? _____	
Suitable Ages: All ages <input type="checkbox"/>		6 yrs old + <input type="checkbox"/> Adults only <input type="checkbox"/>	
Is photo/video recoding by patrons allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		*Event insurance required*	
ATTACH A COPY OF PERFORMANCE SCHEDULE IF APPLICABLE			

Ticket Fees & Deductions

<p>Facility Fee: We charge a per ticket fee on all tickets to help maintain the theatre; venue patron insurance and cover the costs of the box office and ticket printing. The fee is \$1.50 per ticket for not-for-profit and \$2.00 for commercial promoters this includes insurance fee. The fee is added to your ticket prices as indicated and will be deducted at settlement</p>
<p>Service Fee: Eventbrite Online Service Fees are \$0.99 + 2% per ticket. These can be put on top or deducted from the price of the tickets. They are for online orders only.</p>
<p>Online Service Fees:</p> <p><input type="checkbox"/> Pass fees on to customer – Customer will pay “Total” price above plus Service and Processing Fees.</p> <p><input type="checkbox"/> Absorb fees in ticket price – Customer will pay “Total” price only. Service and Processing Fees will be deducted from Producer ticket income at settlement.</p>
<p>Processing Fees: Credit Card processing is 3%. ONLINE it can be put on top or deducted from the price of the ticket. Phone/Box Office it can only be deducted.</p>

Please email info@seminoletheatre.org to request a seating map or our ticket price calculator, which can break down how much you would receive after tickets deductions.

Ticket Scales

Ticket Type / Name	Location or # of Tickets	Base Price	Facility Fee*	Total
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	Total: 418**			

**Make sure to include the following seats in your calculations.

- 2 ADA Accessible locations in fourth row of Orchestra
- 4 ADA Accessible locations in last row of Orchestra (2 are used for sound mixing location if applicable)
- 4 ADA Accessible locations in balcony



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Refund Policy.

- All sales are final. No refunds or exchanges permitted.
- Refunds are not permitted. For multi-event bookings, exchanges may be permitted.
- Case-by-case basis. All requests to producer for approval.
- All refunds/change requests accepted prior to event start time.

Please note – it is the box office’s policy to allow a grace period of 24 hours from purchase time for refunds, exchanges and changes to orders to allow for mistakes during processing.