



# SEMINOLE THEATRE

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

## Rental Application

Please fill out form in its entirety

Check all that apply to you

Auditorium  Terrace  Studio

### Contact Information:

Producer/Organization		Date of Event	
Name of person signing the agreement and title:		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 <input type="checkbox"/> Will need it to be provided by theatre			

Primary contact name:		Title:
Phone	Email	

### Event Information:

Title/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"/> School Show <input type="checkbox"/> Other _____ *For schools shows or events with more than 8 children. Someone must oversee drop-off and pick-up. *
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 If so how much? _____ (Include this time in your schedule) 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 <b>If so complete pages 2 &amp; 3 Event Listing &amp; Ticketing information.</b> Will merchandise be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be a pre or post show reception? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, specify _____
Total number of people that require backstage, dressingroom, and stage access (Please note if this number exceeds 45, the rental of our upstairs studio spaces is required): Anticipated Attendance:
<b>Schedule</b>
We will need access to the rental space at: _____ (Include any load-in, set-up, rehearsal or sound check before doors open 1 hour before event begins) The event begins at : _____ and ends at: _____ We will leave the building by: _____ (Include strike and complete load out)  *If applicable attach a detailed schedule*



# SEMINOLE THEATRE

## Technical Specs Questionnaire

This section is designated to help us determine your exact needs in terms of manpower and technical support.

Please list specific equipment you will bring and their purpose:

**Lighting**

Basic Lighting (Nonadjustable)

Specialty Lighting  
 \_\_\_ Lighting Cues  
 \_\_\_ Change Focus

Briefly describe what you need:

Do you require a follow spot? \_\_\_ Yes \_\_\_ No If so, 1 or 2? \_\_\_

**Audio**

Do you need music in the lobby? \_\_\_ Yes \_\_\_ No  
 Do you need microphones? \_\_\_ Yes \_\_\_ No If yes, how many and what type?

Will you be bringing any additional sound equipment or backline? \_\_\_ Yes \_\_\_ No If yes, specify?

If using any additional media, what type of device will you provide? (CD,IPAD,USB)

\*Please note any additional media required must be submitted 72 hours before event to test for compatibility\*

**Projection**

Will you be using projection? \_\_\_ Yes \_\_\_ No  
 If so, will you be bringing your own laptop? \_\_\_ Yes \_\_\_ No  
 Is there audio to be synched with the image? \_\_\_ Yes \_\_\_ No

\*Please note projector is compatible with HDMI cable only\*

**Additional Information**

Do you need marley dance floor? \_\_\_ Yes \_\_\_ No  
 Will you be recording your event? \_\_\_ Yes \_\_\_ No If yes, how many videographers/photographers? \_\_\_\_  
 Do you require additional stagehands? \_\_\_ Yes \_\_\_ No  
 Will you be using haze? \_\_\_ Yes \_\_\_ No  
 DO you have a stage manager? \_\_\_ Yes \_\_\_ No If no, would you like us to provide you with one? \_\_\_\_  
 Do you have any additional needs not listed? \_\_\_ Yes \_\_\_ No  
 If yes, please specify:  
 Do you need any tables or chairs set up in lobby or on stage \_\_\_ Yes \_\_\_ No.  
 If yes, please specify:

<b>TO BE COMPLETED BY SEMINOLE THEATRE</b>		
<b>Rental Fee:</b>	<b>Building Staffing Fees:</b>	<b>Deposit:</b>



# SEMINOLE THEATRE

<b>Additional Labor:</b>	<b>Other:</b>
<b>Executive Director:</b>	<b>Technical Director:</b>

## Insurance Policy

Liability Insurance: Required COI General Liability up to \$1,000,000

\*We can provide insurance at additional cost and will quote depending on the event\*

## 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: at least a 2160 x 1080px (2:1 ratio). No larger than 10MB
  - o Marquee: 300w x 90h (Note, try to use only large text, if using text, it is low resolution)
  - o Lobby window digital Screens: 1080w x 1920h
  - o Box office poster display box: 26in X 40in

If you are not selling tickets through the Seminole Theatre you can purchase a Display Package. The package includes the following:

- o Marquee: 300w x 90h (Note, try to use only large text, if using text, it is low resolution)
- o Lobby window digital Screens: 1080w x 1920h
- o Box office poster display box: 26in X 40in

You must provide all printed and digital files in the indicated sizes if doing a display package.

- Purchase Display Package
- Provide my own art-work

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

<b>Facility Fee:</b> 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 \$2.00 and added to your ticket prices as indicated and will be deducted at settlement
<b>Service Fee:</b> Eventbrite Online Service Fees are \$0.99 + 2.25% per ticket. These can be put on top or deducted from the price of the tickets. They are for <b>online orders only</b> .
<b>Online Service Fees:</b> <input type="checkbox"/> Pass fees on to customer – Customer will pay “Total” price above plus Service and Processing Fees. <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.
<b>Processing Fees:</b> 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 <b>only</b> be deducted.

Please email [info@seminoletheatre.org](mailto: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
- Skipping every other row (A gets skipped then C, then E, etc...)



## SEMINOLE THEATRE

### 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.**