

CULTURAL ART CENTER

APPLICATION FORM



Roosevelt Cultural & Arts Community



Roosevelt Public Library Cultural Art Center

Application Form

Prior to completing this form, you must read and acknowledge that you fully understand the Library's Cultural Art Center Policy. The Policy details the guidelines, hours of operation, scheduling, application process, responsibility for damage or loss, public safety, termination of event, crowd control/direction, food and refreshments, smoking, tipping, fire regulations, storage, delivery of equipment, supplies, scenery and the daily rental fees.

Date of Application: / /

Name of Organization: Address:

President/

Chairperson of Organization:

Telephone No.: Cell No.:

Name of person applying:

Address:

Telephone No.: Cell No.:

Additional Contact Person:

Telephone No.: Cell No.:

Purpose of the Organization:

Dates of requested for the Cultural Art Center:



Will you need the Atrium and or Dressing Room? Yes or No

Please describe the type of event:

Expected size of audience: Expected amount of performers/people on stage:

Type of equipment needed:

Chairs needed:

Computer Yes or No

Projector Yes or No

Stage lighting Yes or No

Sound equipment Yes or No

Tables needed Yes or No: (Amt: _____)

External vendors must provide General Liability Insurance; ie: DJ, photographer

(Use Website: theeventhelper.com)

Will stage props be used? Yes or No

Will you need to store any equipment, supplies or scenery prior to the day of the event?

Will refreshments be served? Yes: No: Rehearsal: Yes No....

Names of people that will direct, instruct and oversee the safety and security of people and property:

Name: Address:

Name: Address:

Name: Address:



Insurance Requirements

Any organization using the Cultural Art Center must supply the following insurances:

- A. Statutory Workers' Compensation and Employer's Liability Insurance for all employees, with minimum limits of \$100,000.00 for each accident.
- B. Comprehensive General Liability with a minimum of \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage.
- C. Indemnification Agreement Hold Harmless Clause shall be identified and its language typed on the reverse side of the certificate to the effect that the Organization agrees to indemnify and save harmless the Roosevelt Public Library, their agents, employees, or any other person to the extent permitted by law against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Owner, for damage because of bodily injuries, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the performance of this Contract. The Roosevelt Public Library is named as additional insured and a waiver of subrogation in favor of them applies.
- D. All certificates issued in support of the above requirements must carry positive statements that the specific coverages required are provided. All insurance shall be obtained from companies licensed to do business in the State of New York as "admitted carrier" and must be acceptable to Owner with an "AM Best" rating no lower than "B+" and "Secured." All insurance shall be "occurrence basis" insurance coverage, and "claims made" insurance coverage shall be deemed unacceptable. An original Insurance Certificate indicating the above must be submitted after Board approval and a minimum of ten (10) business days prior to the event.

Daily Rental of Cultural Art Center (revised)

The Cultural Art Center can be rented by the hour (minimum of two hours) or daily (up to four hours). It may be necessary for the Library to provide a technician (who will be paid an hourly rate) depending on the organization's audio-visual equipment needs.

Rental time includes set up, preparation and breakdown.

1. Hourly Cultural Art Center rental (two-hour minimum) WEEKDAYS: \$ 225.00 per hour
2. Friday and Saturday evening hourly rates: \$ 300.00 per hour
3. Audio-visual per technician: \$ 50.00 per hour



4. Maintenance: \$ 25.00 per hour (2 hr minimum, 1-50 person) Additional maintenance 50-75(2)
75-125 (3)
5. Security Staff: \$25.00 per hour (2 hr minimum, 1-50 person) Additional maintenance 50-75(2)
75-125 (3)
6. .Refundable security deposit: \$ 500.00

Deposit/Payment

A \$500.00 security deposit must be submitted with every application and will be refunded five (5) business days after usage of the Cultural Art Center provided no damage occurred as a result of using the Cultural Art Center.

The deposit will be returned immediately if the application is not accepted. If the application is approved, the Library will deposit the funds, which are non-refundable except in cases of emergency closings which would result in having to cancel the requested date.

Not less than seven (7) days prior to the approved usage date, the remaining balance (50%) must be paid to the Library. Only checks or money orders made payable to the Roosevelt Public Library will be accepted.

NO SOLICITATION OR COLLECTION OF FUNDS IS PERMITTED ON LIBRARY

PROPERTY. RELEASE: The above named organization and/or user does hereby indemnify and hold harmless the Roosevelt Public Library, its agents and employees against any and all claims including, but not limited to, claims for property damage or loss and claims for personal injury which may arise out of or in conjunction with the use of its premises and/or equipment. We also have received, read and agreed to abide by the Library's "Cultural Art Center Policy."

Signature of Authorized Officer (Applicant)

DATE



SECURITY DEPOSIT

\$500.00 security deposit given on:

ESTIMATED FEES

Monday-Thursday Hours _____: x \$225.00 = \$

Friday, Saturday and Evening Hour Rates: _____X 300.00 =
\$ _____

AUDIO-VISUAL TECHNICIAN:

Hours: _____ x \$50.00 = \$ _____

MAINTENANCE

Hours: _____ x \$25.00 per hour= \$ **TOTAL ESTIMATED**

(2 hr minimum, 1-50 person)

Additional maintenance 50-75(2) _____

75-125 (3) _____

DEPOSIT

50% deposit: _____ Date: _____

BALANCE

Balance due seven (7) days prior to event on

