

AVO

PLAYHOUSE

To submit a rental application, receive additional information on the venue, or to check availability, please contact:

City of Vista
Keith Gemmell, Theatre Facility Rental Manager
Direct Line: 760-726-1340 ext. 1525
Fax: 760-643-2883
kgemmell@cityofvista.com

Mailing Address:
200 Civic Center Drive
Vista, CA 92084



**CITY OF VISTA
RECREATION AND COMMUNITY SERVICES
CULTURAL ARTS DIVISION**



**AVO PLAYHOUSE
FACILITY USE APPLICATION**



Please type or print neatly. Your application will be reviewed and an estimate of fees determined. Reservation is not guaranteed until you receive written notification.

APPLICATION DATE: _____

Applicant's Name: _____

(* The adult representative of the organization must be the person responsible for the event, the first person to arrive the day of the event, and the person who will be on site for the entire event)

Name of Organization: _____

Address: _____

Phone: (day) _____ (eve) _____

Email Address: _____

Tax or Non-Profit I.D. #: _____

EVENT INFORMATION

Event Title: _____

Type of Event: Musical Play Concert Dance Choir Graduation

Lecture/Presentation Other: _____

Total Number of Performances: _____

Brief Description of Event: _____

Number of Performers: _____

Estimated Audience Attendance (per performance): _____

Merchandise

All merchandise (flowers, CDs, t-shirts, etc.) sales will be assessed a 10% fee of gross sales for a "non-profit" and 20% fee of gross sales for a "profit" organizations.

Will any merchandise be sold during your event? Yes No

ADDITIONAL INFORMATION

The City of Vista requires a minimum of one million dollars in liability coverage for facility park usages with attendance exceeding 100 persons. Events with higher risk levels will require additional insurance coverage as determined by the City Manager; these may include, but are not limited to, events that include alcohol and/or those with pyrotechnics. *Before final approval, you will need to submit a certificate of insurance and endorsement to your commercial general liability insurance policy that names as additional insured, the "City of Vista, its officers, employees and agents".* The name of the insured on the certificate/endorsement you submit must match the name of the host organization. Insurance coverage must be maintained for the duration of the event including set-up and dismantle dates. Insurance may be purchased through the City of Vista.

Please Indicate Method of Providing Insurance Coverage:

- Provide your own with the City of Vista named as additionally insured; additionally insured endorsement required.
- Purchase through the City of Vista

Upon approval of rental application, the renter will be notified and a projected estimate of costs will be emailed or faxed to the renter. The estimate must be signed and faxed or returned to complete the approval process.

If the event does not require tickets, the estimate of fees will be given to the renter, which must be paid in full 30 days prior to the event. At the conclusion of the event a settlement of actual fees incurred will be processed and adjustments to the prepaid amount will be either invoiced or refunded to the renter.

The Procedures, Rules, and Fees Governing Use of Park & Recreation Facilities will be in effect where applicable. Additionally, all marketing collateral must adhere to procedures outlined with the Venue Style Guide document.

By signing below, I attest that I understand this application does not guarantee or hold the facility for my event and that I will be notified if my application has been approved. Furthermore, that I have received a copy of the *Venue Style Guide* and *Procedures, Rules, and Fees* governing this rental and understand that failure to comply with all Recreation and Community Services Department Rules or special conditions attached to my rental document may result in disapproval of the rental agreement.

Applicant Signature: _____ Date: _____

Office Use Only:		Date Received: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
By: _____		Date: _____	
Comment: _____			
<input type="checkbox"/> Tech	<input type="checkbox"/> FOH	<input type="checkbox"/> Security	<input type="checkbox"/> Parking

