

KISSIMMEE CIVIC CENTER EVENT RESERVATION APPLICATION

IMPORTANT: Please type or print legibly. All sections *must* be completed.

Please submit your application to: Kissimmee Civic Center
201 East Dakin Avenue
Kissimmee, Florida 34741
Fax: 407-935-1437
www.kissimmeeciviccenter.com

CONTACT INFORMATION:

Name of Event Organization/Company: _____

Name of Event: _____ Type of Event: _____

Type of Organization: Non Profit Commercial Government Private

Contact person: _____ E-mail: _____

Work phone: _____ Cell phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip Code: _____

BILLING INFORMATION:

Is the party responsible for billing the same as above?: Yes No (Please see below)

Responsible person: _____ E-mail: _____

Work phone: _____ Home phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT INFORMATION:

Event Dates(s): _____ Event Location: Arena Ballroom Lakefront Park

What is your anticipated attendance?: _____ What age group are you targeting?: _____

Provide a brief description of your event: _____

What time will your set up start?: _____ How long will your set up take?: _____

What time will your doors open?: _____ What time does your event start?: _____

What time does your event end?: _____ How long will your break down take?: _____

Will your event require more than one show time?: _____ Yes (please see below) _____ No

How many shows?: _____ What are your show times?: _____ & _____

Have you previously held this event or type of event?: _____ Yes (please see below) _____ No

Please list date and location: _____

Will your event have an intermission?: _____ Yes _____ No How long?: _____

ENTERTAINMENT:

Will your event have "Live" entertainment?: _____ Yes (please see below) _____ No

Is your entertainment a: _____ International Performer _____ National Performer _____ Local Performer

Does your entertainer have special requirements and/or a technical rider? _____ Yes _____ No

Will your event require a designated dancing area?: _____ Yes _____ No Size? _____
(Events that require dancing area may restrict capacity levels)

Will your event require usage of any additional space such as? _____ Dressing/Make up Room
_____ Green Room _____ Press area _____ Reception area _____ Business office _____ Locker-rooms
_____ Referee area _____ Autograph's _____ Private meeting area

Will your event require a DJ?: _____ Yes _____ No If yes, who?: _____

Will your event include any live animals?: _____ Yes _____ No What type?: _____

SPORTS / ATHLETES:

What type of event are you hosting?: _____ Entertainment/Show _____ Competition / Tournament

Are your athletes?: _____ Professional _____ Collegiate _____ Amateur _____ Youth

Do your athletes have any special requirements? _____ Yes (please attach) _____ No

Will your event require usage of any additional space such as? _____ Dressing/Make up Room
_____ Green Room _____ Press area _____ Reception area _____ Business office _____ Locker-rooms
_____ Warm up Area _____ Referee area _____ Autograph's _____ Private meeting area

Will your event require a DJ?: _____ Yes _____ No If yes, who?: _____

FISHING EVENTS:

Will your event require the use of boat ramp?: Yes No How many boats?; _____

Will your event require tent rentals and/or set?; Yes No How many tents?; _____

Will your event require shore utilities?;(check) Electric Water Sewer Cable

Will your event require space for a weigh in?; Yes No Tournament draw?; Yes No

VENDORS/MERCHANDISE:

Any vendor who will sell or giveaway merchandise must have a vendor agreement, copy of their business license and insurance on file with the Civic Center prior to event/show.

How many vendor/merchandise locations will your event require? _____

Please check the type of vending that will occur on the day of your event?: Clothing
 Jewelry Shoes Food/Bev Books CD's/Tapes Electronics
 Photographer Misc (please describe) _____

PRODUCTION:

Will your event require hiring of any outside Production Companies?: Yes No
(Lighting, Sound, Decorating, Television, Radio, etc.)

Name of Company #1: _____ **Contact person:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Work phone: _____ **Fax:** _____ **Pager/Cell:** _____

Name of Company #2: _____ **Contact person:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Work phone: _____ **Fax:** _____ **Pager/Cell:** _____

AUDIO VISUAL:

(Civic Center Properties cannot provide AV Equipment for outdoor events. AV Equipment will be the sole responsibility of the licensee)

Will your event require the rental of Civic Center specialty lighting?: Yes, see below No

What type of lighting?: Leko spot lights? _____ How many?: _____ Follow spot light?: _____

Will your event require the rental of additional staging?: Yes No What size?: _____

Will your event require the rental of a dance floor?: Yes No What size?: _____

Will your event require rental of Civic Center sound equipment?: _____ Yes _____ No

Will your event require rental of additional speakers/monitors?: _____ Yes _____ No

Will your event require rental of Civic Center microphones?: Yes, see below No

What type of microphones?: Handheld Lavalier Podium How many? _____

Will your event require use of a CD Player?: Yes No Tape Player?: Yes No

Will your event require rental of Civic Center AV equipment?: _____ Yes, see below _____ No

_____ Podium Presidential Standard

_____ Easels How many?: _____

_____ Projection screen What size? _____

_____ TV/VCR's How many?: _____

_____ Extension cords/Power strips How many?: _____

Will your event have props and/or decorations?: Yes No What type? _____

Will your event require a phone line(s)?: _____ Yes _____ No (sole responsibility of the licensee)

Will your event require internet services?: _____ Yes _____ No (sole responsibility of the licensee)

Will your event be televised, recorded and/or broadcasted?: Yes, (please explain) No

Will your event restrict cameras and/or video recorders from entering the event?: Yes No

Will your event require the use of a loading dock?: _____ Yes _____ No

Will your event require the use of a lift and/or forklift?: Yes, (please explain) No

Will your event require Pyro Techniques?: _____ Yes _____ No

Will your event use any type of liquid on the show floor?: _____ Yes, (please explain) _____ No

Will your event require 100 amps or more of electricity?: Yes, (please explain) No

TICKET SALES:

All tickets are subject to tax and facility service fees. Fees will be added once your ticket price(s) have been set.

Is your event open to the public?: Yes No Will your event require tickets?: Yes No

Will tickets be sold?: Yes No Reservation?: Yes No Comp?: Yes No

What are your ticket prices? Advanced _____ Event date: _____

Will your tickets sales require any discounts / coupons? Yes, (please explain) No

Will your event require complimentary tickets?: Yes No

How many?: Reserved _____ GA _____ Date needed? _____

What type of seating will your event require?: Reserved General Admission

What is the anticipated date for your tickets to go on sale?: _____

What time will your box office open on the day of show?: _____ Close?: _____

CATERING:

Will your event require catering for performers, acts and/or athletes?: Yes No

Name of Company: _____ Contact person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Fax: _____ Cell/Pager: _____

Will alcoholic beverages be dispensed, provided or served?: Yes No

(The Civic Center has sole rights to any alcohol sales and/or consumption)

SIGNS/BANNERS:

Will your event require rental of Civic Center outdoor sign-age?: Yes No

Will your event require the hanging of banners?: Yes No Inside Outside

PROMOTIONS:

At what level will your event be promoted?: Local Regional National

What type of publicity will be used?: Newspaper Radio Television

Web Site Direct Mail Community Billboard Schools Other
Telephone number to be released for public information?: _____

Will you invite any media to your event? Yes No What type? _____

INSURANCE:

Do you currently have or have you applied for insurance? _____ Yes _____ No
(All insurance must follow specific guidelines as outlined in the Operational Policy Handbook)

PERSONNEL:

Public events require that the promoter hire City of Kissimmee Personnel (event staff, ticketing staff, maintenance staff, facility attendant, security staff, EMS and Police) and will be at the promoter's expense.

All other persons/personnel or affiliates utilized by the Licensee will be at the sole responsibility of the Licensee. The Civic Center does not permit the Licensee to replace Civic Center personnel with his/her own personnel and/or volunteers

All employees and/or volunteers must have a current credential for the specific event. All badges and/or credentials will be produced and allocated, at the promoter's expense, by the Civic Center or designated vendor.

All staffing requirements are at the discretion of the Civic Center Supervisor and/or designee.

SIGNATURE:

I understand that this is an application only and does not obligate the City of Kissimmee in any fashion to reserve any facility and/or approve any event that does not include a reservation deposit.

I fully understand that my reservation deposit is non refundable. In the event the City of Kissimmee does not approve my event; I am entitled to a full refund of my reservation deposit.

I agree to sign the required License Agreement.

I agree to read, understand and abide by the policies set forth in the Civic Center's Operational Policy Handbook.

Signature: _____ Title: _____ Date: _____

OFFICE USE ONLY

Area(s) Rented: _____ Reservation Deposit: \$ _____

Balance Due: \$ _____ Date Balance Due: _____

Method of Payment: Cash Check # _____ D/L # _____

Visa Mastercard _____ / _____ / _____ Exp _____

Date: _____ Staff Signature: _____

**** Reservation Deposits are Non Refundable ****

Key Points for Civic Center Arena Rental

Tickets:

- The Civic Center Properties will have sole sales and distribution rights to any and all ticket sales. The City of Kissimmee will remit all receipts from the box office sales within 3 business days of the event settlement. You may have the flexibility to set your own ticket prices however; please remember to advertise that the facility will charge a \$2.50 facility service fee and applicable taxes per ticket.
- All bleacher seating will be sold as General Admission tickets.
- The Civic Center Properties will provide you any and all Complimentary, Team Sponsor, and VIP tickets @\$2.50 per ticket.
- Some events will be required to recognize our strict “No Re Entry” Policy.

Credentials:

- You may admit your staff at no charge however; they must display a proper credential. The Civic Center Properties will provide and manage any and all credentials. Please provide your marketing material so that we can have them generated.
- All athletes, trainers, officials, promoters, sponsors and VIP personnel will be required to present a credential upon entry. This credential will be issued through the Civic Center Properties.

Food & Beverage:

- Should you want to provide a VIP Area during your event, please keep in mind that the Civic Center Properties has an exclusive “Concessionaire” for all Food & Beverage Services during any and all Special Events. Any and all arrangements must be made through the Civic Center Supervisor and/or designee
- Alcohol cannot be provided “free of charge” to any participants and or guests.
- The Civic Center Properties will have sole rights to any and all concessions and there locations.
- The Civic Center Properties are under contract with a concessionaire therefore we can not permit any outside food or beverage to be brought into the building(s). Should you have the need for any specialized food and/or beverage, please let us know and we will make sure that we meet your needs.

Merchandise:

- Any and all vendors who take orders or receive money for any service that they provide to the attendees of any event held at the Civic Center Properties, whether indoors or outdoors, will be subject to a vendor fee, payable to the City of Kissimmee, Civic Center.
- Sales of any and all souvenirs, novelties, programs or other merchandise may be permitted however Vendors will be required to provide the Kissimmee Civic Center a current occupational license and proper insurance in order to sell merchandise on City property. The vendor shall pay the \$250.00 Vendor permit Fee to the City of Kissimmee, Civic Center. The contracted vendor shall pay all fees and provide required documentation not less than thirty days prior to the event.

Staff:

- The Civic Center Properties will provide all staffing, at our discretion, including police officers, EMS, crowd management, box office, etc. based on our current Fees & Charges, for the duration of your event.

Insurance:

- The Licensee is responsible for providing the City of Kissimmee, Civic Center Properties, Insurance as it is outlined in the Operational Policies Handbook.

Marketing:

- The Civic Center Properties will permit you to solicit sponsors however; all sponsors and display locations will be allocated by the Civic Center Supervisor and/or designee prior to the event date.
- The Civic Center Properties will not permit any sponsor booths to be set up in the lobby or front entrance area without paying the vendor fee. Any and all accommodations for sponsors must be made through the Civic Center Supervisor and/or designee.

Parking:

- The Civic Center Properties has “Paid Parking”. All patrons will be charge \$5.00 to park on the Civic Center Properties.
- The Civic Center Properties will provide 10 Complimentary Parking Passes to the Promoter.

Fishing:

- Licensee will have use of the designated “Fishing Tournament Area” in the park as identified on the Special Event Planning Map
- Must use overflow parking lot across from Lakeshore Blvd.

Production:

- Licensee will be responsible for all Sound and Lighting for the production of their event. Licensee shall be responsible for any and all costs that are associated with these services. Any and all companies who are hired by the licensee must follow all policies as outlined in the Civic Center’s Operational Handbook.

Payment Procedure:

- A reservation deposit in the amount of \$500.00 is required prior to a contract being generated.
- All remaining balance will be due not less than thirty (30) days prior to event.

Signature of Acceptance: _____