



BRINY BREEZES, INC.
AUDITORIUM RESERVATION FORM



(Revised: 1/24/2018)

All reservations are made through the office during regular work hours. Reservations including a security deposit will be required for any event or gathering of 20 persons or more having food or drink. Deposit is \$100 if the kitchen is not used and \$200 if the kitchen is used. Re-occurring events may leave the deposit for the season. Deposits are returned promptly if everything is left in order as per the facilities guidelines. Be sure you receive a copy of the approved form. Corporate functions to include Board of Directors' meetings, District meetings, sanctioned Board Committees, etc., are exempt from the deposit but paperwork should be completed as needed for crowd management. All Auditorium use requires completion of this form, although only events involving more than 150 persons require a crowd manager. Maximum capacity is 199 persons (excluding those on stage).

Contact Person (please print) _____ Lot # _____

Phone # _____ Alt. Phone # _____

Type Of Activity _____
 (Please describe- dinner, dance, meeting, performance, rehearsal, social hour, etc.)

Number Of Expected Attendees _____ Do you want event in BUGLE: Y / N

For any *special instructions* (example; tables, chairs, equipment, etc.) please provide a **work order** the week of the event.

Please write in dates and times you would like to reserve the auditorium. Use back if necessary. (Be sure to allow for set-up and dismantle times as necessary)

***Audio Equipment:** (This equipment may only be used by authorized persons)

Will audio equipment be used: Y / N

Name of Authorized Person _____

****Fire Safety: All fire exits must be obstruction free, unlocked and their locations announced at the beginning of the event. It is the President of this club and the contact person's responsibility to ensure that these guidelines are followed. By signing below, you are attesting that the above requirements will be met or your clubs future events will be denied.**

Club President (Sign/Date) _____

Contact Person (If different) _____

RETURN COMPLETED FORM TO THE OFFICE

[For Office Use: Copy Placed in Mailbox (Sign/Date) _____]

Auditorium Guidelines:

The following Guidelines will be followed:

Reservations will be required for any group exceeding 20 persons; deposits will be required for any event or gathering having food or drink; with an additional deposit for those using the kitchen facilities. Re-occurring events could leave the deposit for the season.

Basic Rule: Everything is left clean and returned to its original place

Fire exit doors must be clearly marked and free access allowed. Fire door exits should be announced at the beginning of each event. Some events will require a Fire Safety Watch; others may not need one. See Reservation form.

No exterior doors shall be left open with the air conditioning on at any time.

All decorations must be removed

Furniture and accessories inside the auditorium stay in the auditorium

If the kitchen is used, all signs, placards must be followed. All food must be removed at the end of the event; everything, all appliances, floor, dishware must be cleaned and returned to its original location/condition. Please be sure that everything is in the OFF position

No one shall go onto the stage or up onto the light/audio bridge unless clearly authorized by the corporation or their designee.

All trash must be in tied bags and properly stored in trash receptacles outside the auditorium or taken with you.

The security deposit is to be used for cleaning, if necessary, and to repair damage if there is any. If neither of these expenditures is required, the security deposit will be returned.

Please check the auditorium prior to the start of your event and inform office staff or current Board member if any part of the facility is not cleaned properly.

Please inform the office the morning following your event so that the facilities can be checked by staff and the security deposit refunded promptly.