



RENTAL APPLICATION

City Venue

Valerie Theatre
 207 Courthouse Square, Inverness, Florida 34450
 Phone: (352) 341-7850 Email: Valerie@Inverness.org
 ValerieTheatre.org

Contact Information

Application Date	
Contact Person	
Street Address	
City, State & Zip	
Phone	
Email	
Organization Name	

Rental Information

Desired Date(s) of Event	
Set-Up Start Time	
Event Start Time	
Event End Time	
Tear Down Time	
Total Hours Requested	
Event Information	<input type="checkbox"/> Private Event <input type="checkbox"/> Public Event <input type="checkbox"/> Wedding



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	<input type="checkbox"/> Fundraiser <input type="checkbox"/> Film <input type="checkbox"/> Slideshow <input type="checkbox"/> Play <input type="checkbox"/> Live Music <input type="checkbox"/> Speaker/Lecture <input type="checkbox"/> Celebration/Party <input type="checkbox"/> Conference <input type="checkbox"/> Dance <input type="checkbox"/> Talent Show <input type="checkbox"/> Other _____ Please briefly describe your event _____ _____
Serving Food	<input type="checkbox"/> Yes <input type="checkbox"/> No If food is brought into the venue, the Renter must provide the caterer's State of Florida catering license information or provide a Serv Safe license. Venue does not have kitchen or refrigeration available for rent.
Serving Alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No If alcohol is provided or sold at this event, the Renter must submit the State of Florida, Division of Alcoholic Beverages & tobacco temporary license. Additionally, the Renter must hire a Citrus County Sheriff Deputy for the hours of the event. Please submit a copy of the detail confirmation to move forward with the rental application approval.
Spaces Requested	<input type="checkbox"/> Valerie Auditorium, Balcony and Lobby <input type="checkbox"/> Stage <input type="checkbox"/> Balcony Bar/Concession Area <input type="checkbox"/> Valerie Plaza and fountain area (additional \$25 per hour) <input type="checkbox"/> Other needs? Please describe _____
Concession Booth	Will you request the City to operate the first-floor concession sales booth? <input type="checkbox"/> Yes <input type="checkbox"/> No
Film Equipment	Will you require the use of the venue's film DVD or Blu Ray Player equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No



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Presentations (Slide, PowerPoint, Keynote)	<p>Presentations will appear on venue screen and connect to venue's sound system automatically through an HDMI cable. Presenter will need to operate the slide presentation via their laptop. It's recommended that they ensure their laptop has an HDMI port. The laptop will be located in the back of the auditorium. We recommend presenter have a wireless presentation remote to advance the presentation at will.</p> <p>Will you connect your laptop for a presentation at this event [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p>																								
Sound System	<p>Will you require the use of the venue's sound system? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p>																								
Lighting System	<p>Do you have any special lighting requests? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p>																								
Ticketing System	<p>Do you want to use the City's ticketing system? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>Additional fees will apply</p>																								
Special Effects	<p>Will you be doing any special effects? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>Please describe _____</p> <ul style="list-style-type: none"> • Glitter, confetti and snow machines are not permitted in the venue. • Smoke machines, electronic cigarettes, open flames and smoking are not allowed in the venue. 																								
Technology Use -- Audio/Visual	<p>List all equipment and technology that will be used in the venue. Make, model information is helpful. Items not approved prior to rental may not be plugged in to venue's system.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Venue technical staff review _____</p>																								
Event Insurance	<p>Renter must provide the City of Inverness with a Certificate of Insurance covering general liability at \$1,000,000 listing the <u>City of Inverness</u> as additional insured.</p>																								
Rehearsal Dates Requested? Need all dates with Start and end time	<table border="0"> <tr><td>1) _____</td><td>Start _____</td><td>End _____</td></tr> <tr><td>2) _____</td><td>Start _____</td><td>End _____</td></tr> <tr><td>3) _____</td><td>Start _____</td><td>End _____</td></tr> <tr><td>4) _____</td><td>Start _____</td><td>End _____</td></tr> <tr><td>5) _____</td><td>Start _____</td><td>End _____</td></tr> <tr><td>6) _____</td><td>Start _____</td><td>End _____</td></tr> <tr><td>7) _____</td><td>Start _____</td><td>End _____</td></tr> <tr><td>8) _____</td><td>Start _____</td><td>End _____</td></tr> </table>	1) _____	Start _____	End _____	2) _____	Start _____	End _____	3) _____	Start _____	End _____	4) _____	Start _____	End _____	5) _____	Start _____	End _____	6) _____	Start _____	End _____	7) _____	Start _____	End _____	8) _____	Start _____	End _____
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7) _____	Start _____	End _____																							
8) _____	Start _____	End _____																							



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Additional Items to Consider	<input type="checkbox"/> Movie Licensing (\$100 - \$300 per viewing booked by city) <input type="checkbox"/> Vendors selling (must provide list of selling vendors at time of application) <input type="checkbox"/> Sound Technician/DJ/Emcee/Slide Show Operator (booked by renter, share contact information at time of request to ensure technical details) <input type="checkbox"/> Entertainer, band, singer, etc. Please share info to ensure technical details. <input type="checkbox"/> Citrus County Sheriff's Office Deputy (booked through Sheriff's Office)

Rental Fees

Rental fees must be paid in cash or check

Number of Hours _____ Rental Fee per Hour _____ + Florida Sales Tax 6%

= Total Cost for Rental _____

Renter deposit check of 25% of total fee. Deposit to hold theater or plaza is 25% of total rental cost. Check due within 10 days of application.

Check Date _____ Check # _____ Check Amount _____ Staff Name _____

Renter check for remainder of total fee. Remainder of rental amount due 30 days prior to event.

Check Date _____ Check # _____ Check Amount _____ Staff Name _____

Rental Checklist

If requesting the nonprofit rate and tax exemption, please provide a copy of the organizations IRS designation letter or state tax exempt form.

If food is brought into the venue, the Renter must provide the caterer's State of Florida catering license information or provide a Serv Safe license.



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If alcohol is provided or sold at this event, the Renter must submit the State of Florida, Division of Alcoholic Beverages & tobacco temporary license.

If alcohol is provided or sold at rental event, the Renter must hire a Citrus County Sheriff Deputy for the hours of the event. Please submit a copy of the detail confirmation.

All electronics, sound, audio/visual, projectors, sound systems, mics, etc. must be reviewed by city technical staff prior to use at Venue.

Requests for additional staff, technical resources, DJs, show lighting, removal of chairs, backstage access, storage, special accommodations outside the rental agreement will require department director approval and additional fees.

FOR CITY STAFF USE	
City Staff Initial Review Staff Name and Date	
Department Director Approval Signature and Date	



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Hourly Rental Fees

Valerie Theatre

This is for use of the auditorium, balcony and lobby only

- \$95 Private Party and Commercial Events
- \$75 Service and Nonprofit Organization Closed Events
- \$50 Government Meetings and Ceremonies

Valerie Theatre Plaza

- \$25 per hour

Additional Fees

- City Staff \$20 - \$40 per hour
- Technical Staff \$20 - \$40 per hour
- Administrative fees for canceled events \$25

Ticketing Service Fees

Administrative fee per ticket \$1

Tix fees are as follows:

\$1.25 per ticket priced \$0.01 - \$9.99 sold online

\$1.50 per ticket priced \$10.00 and above sold online

\$0.25 per ticket priced \$0.01 and above sold through the Box Office Ticket Sales program

\$0.00 fee for tickets priced \$0.00

5% credit card processing fee

Florida sales tax of 6% will also be deducted from the ticket sales