

FACILITY RENTAL REQUEST PROCEDURES

1. Verify room or space availability by contacting the Office of Conference & Event Services
2. Return the attached Rental Application by FAX or EMAIL. All information must be included for the application to be processed.
3. If the application is approved, Barry University will forward a “Facility Use Agreement” contract form, policies and procedures addendum, and price quote or invoice.
4. The organization placing the request should return the signed contract, policies and procedures addendum, and room deposit by the due date in the agreement to confirm reservation. All payments must be in the form of a business check, cashier’s check, or money order made payable to Barry University. Please do not mail cash. Personal checks are not accepted.
5. Prior to the event date, lessee must submit proof of insurance and full payment to Conference & Event Services.

BASIC GUIDELINES

- Bookings will only be confirmed with the receipt of a room deposit. Deposits and fees must be paid by the dates indicated in your Facility Use Agreement.
- All Barry University events are priority, and any rental agreement can be cancelled at the discretion of the University through the Conference and Event Services Department.
- The lessee assumes full responsibility for any and all damage to rental area, furniture and equipment.
- The consumption of alcoholic beverages or smoking inside our facilities is not permitted at any time.
- Any rented tables and chairs must be set-up and broken down by the lessee. The use of decorations is allowed, provided they pose no risk of damage to facilities and furniture. Lessee must ensure that the decorations are removed and facility is returned to its original condition.
- All clean-up is the responsibility of the lessee.
- The lessee agrees to abide any special guidelines specific to the facility being requested
- Catering arrangements must be made directly through Sodexo Dining Services. If using an outside catering company, the University must receive proof that they are licensed and insured

EXCLUSIONS

External use of Barry’s facilities is limited to business or organizations constituting a legal entity, or individuals affiliated with Barry (current students, employees, alumni). Barry University reserves the right to deny permission for use of its facilities for any activities which may disrupt the normal daily operations of the university, or any programs not deemed in the best interest of the University.

APPLICATION FOR RENTAL
THE BROAD CENTER OF THE PERFORMING ARTS

Date: _____ Name of Organization/Individual: _____

Affiliation (indicate if Barry student, alumni, employee, or other): _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Contact Person: _____ Title: _____

Campus Facilities Desired: _____

Requested Date(s): _____ Program Start Time: _____ End Time: _____

Alternate Date(s): _____

Event/Program Name: _____ Anticipated Number of Participants: _____

Nature or Purpose of Event: _____

Admission charge (if any): _____

The Lessee warrants that the facility desired is intended to be used for the purpose described in the application, and that all information provided in this application is true and accurate. The Lessee further agrees to hold harmless Barry University, its trustees, officers, and agents from any claims, liabilities and causes of action arising out of the operation of this agreement. It is understood that no Alcoholic beverages will be served, and decorations will not cause damage to the facility. Services and equipment listed above will be provided for an additional charge.

The lessee agrees to maintain during the term of this liability insurance (Hazard and Third Party Liability) with the limits of liability \$1,000,000/\$1,000,000 (Bodily Injury/Property Damage- each occurrence). A copy of the insurance waiver must be submitted by the date indicated in the Facility Use Agreement.

If you have any questions, please call (305) 899-3057. Thank you for choosing Barry University.

Print Name & Title _____ Signature _____

Date _____

NUMBER OF PERSONS IN CAST _____ ESTIMATED ATTENDANCE PER SHOW _____ (979 MAX)

PROSPECTIVE PRODUCTION SCHEDULE

LOAD-IN (BRINGING IN AND SETTING UP SCENERY, DECORATIONS, PROPERTIES, COSTUMES, SPECIAL LIGHTING OR SOUND)

DATE	NOTES	ARRIVAL TIME	START TIME	STOP TIME	TOTAL HOURS

REHEARSALS

DATE	YOUR ARRIVAL	CAST ARRIVAL	START TIME	STOP TIME	TOTAL HOURS

PERFORMANCES

DATE	ARRIVAL TIME	OPEN HOUSE	CURTAIN UP	STOP TIME	TOTAL HOURS

STRIKE AND LOAD OUT (TEARING DOWN AND REMOVING SCENERY AND RESTORING THE STAGE TO NORMAL.)

DATE	NOTES	ARRIVAL TIME	START TIME	STOP TIME	TOTAL HOURS

Please indicate specific space and equipment requirements by completing the checklist:

AUDITORIUM AREAS

- FULL STAGE (optional) (Space behind red Main Drapes) 20' d x 60'w
- APRON ONLY (Space in front of red Main Drapes) 8' d x 40'w
- ORCHESTRA PIT (Space in front of Apron, 4'6" below stage level)..... 14' d x 40'w
- DRESSING ROOMS (2) (with shower & restroom)
- GREEN ROOM
- TICKET BOOTHS IN LOBBY

FURNITURE

- TABLES 2.5' x 5' (2)
- CHAIRS (20)
- PODIUM WITH MICROPHONE (2)
- UPRIGHT PIANO IN PIT (1)

AUDITORIUM EQUIPMENT

- ROYAL RED MAIN DRAPE HOW MANY: on-stage ____ in lobby ____
- BLACK CURTAIN BACKDROP HOW MANY: on-stage ____ in lobby ____
- CYCLORAMA (22' x 50')

AUDIO/VISUAL EQUIPMENT

- PLAYBACK EQUIPMENT IN BOOTH (CD PLAYER)
- STANDARD MICROPHONES WITH CORDS (5) HOW MANY needed? ____
- STANDARD WIRELESS MICROPHONES (4) HOW MANY needed? ____
- 16 X 20 PROJECTION SCREEN

OPTIONAL SERVICES/EQUIPMENT (not included in price of rental)

<input type="checkbox"/> HAZERS (2)	\$50 each per day
<input type="checkbox"/> MARLEY DANCE FLOOR	\$200 per day*
<input type="checkbox"/> FOLLOW-SPOTS (operators not included)	
<input type="checkbox"/> DIGITAL PROJECTOR (from fixed location in Broad) (1)	
<input type="checkbox"/> HIGH END MOVING LIGHTS (2 available)	\$25 each per day
<input type="checkbox"/> WENGER ACOUSTICAL CHOIR SHELLS	\$50 per day
<input type="checkbox"/> WENGER CHORAL RISERS	\$50 each per day
<input type="checkbox"/> SHURE LAVALIERE BODY WIRELESS MIC	\$200 per day
<input type="checkbox"/> TABLE LINENS: (qty) _____	\$200 per day
<input type="checkbox"/> CATERING	\$25 each per day

*additional labor charges for set up/breakdown

1.) BARRY UNIVERSITY DOES NOT PROVIDE THE FOLLOWING EQUIPMENT:

Blacklights, mirror-balls, video equipment, stage props, construction tools or supplies, sewing machines, costumes, ironing boards, audio or video tapes, stage make-up, or ushers.

- 2.) If concessions are to be sold, ushers must be provided to keep all food & drink out of the auditorium
- 3.) Additional rooms are required for cast larger than 20 unless cast are stationed in the auditorium seats.
- 4.) Minimum crew required for all Broad events 1 technical director and 2 stage hands
- 5.) Overtime rates apply for any crew over 8 hours of labor.

For further information, please contact FERNANDO LONDONO, Technical Director flondono@barry.edu or 305-899-4584

PLEASE RETURN YOUR COMPLETED APPLICATION :

**Conference & Event Services,
Barry University,
11300 NE 2nd Avenue,
Miami Shores, FL 33161**