



2017 City of Noblesville Parks and Recreation Application, Agreement and Guidelines for RECREATION ANNEX AUDITORIUM

Thank you for considering the City of Noblesville Parks and Recreation Department (NPRD) facilities for your special event. We look forward to having you in our facilities and ask that you follow these rules to ensure that your event goes smoothly and that park and college resources are protected. Failure to comply with these rules could result in the partial or total loss of your facility deposit. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the City of Noblesville Parks and Recreation Department at least six (6) weeks prior to your anticipated event. Submitting this Recreation Annex Auditorium Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two (2) weeks. Once approved it may be necessary to set up a planning meeting with NPRD staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.**

APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED

- Application Auditorium Use Event Site Plan

Staffing: All rentals will be monitored by a Noblesville Parks and Recreation staff member at no additional charge. A Noblesville Parks & Recreation staff member is available at \$15.00/hour for light and sound needs during your rental. A renter may bring in their own sound technician to work with NPD monitoring staff.

Rental/Permit Fees, Damage Deposits and Certificate of Insurance:

Facility deposits, rental/permit fees and certificate of insurance are required within two weeks following approval of permit application. Holds are placed on the calendar as a courtesy and are good for only two weeks. The items listed below must be received within the two week period to secure your date. After 15 days, courtesy holds will be released without further notice.

Checks should be made payable **to Noblesville Parks and Recreation** and mailed to
701 Cicero Road, Noblesville, IN 46060 or dropped off at the Forest Park Inn.

Deposit: NPRD will return any deposits within 45 days after the event. NPRD will issue the refund if the rented area is found to be in the same condition as it was prior to the event. Otherwise, the department will use the deposit (or a portion of it) to clean the area and repair any damage. Facility and equipment checks will happen at the beginning and end of each use.

Security: Any event with alcohol may have additional cost for security or police. This will be decided upon at the pre event meeting.

Storage: Noblesville Parks and Recreation does not store equipment after your event ends. You will have a scheduled time at which you must have all equipment out. If your equipment stays longer than your scheduled time a \$50.00 daily charge will be taken from your deposit. Any equipment left after 30 days Noblesville Parks will decide to trash, keep, or donate.

Vehicles and Parking: Event parking will be discussed during the pre-event meeting and may vary based on Ivy Tech Community College schedules. Production vehicles are also permitted to use the garage door on the north side of the auditorium for equipment loading and unloading during their rental period.

Merchandise/Concessions: If the renter wishes to have concessions or merchandise available, first right of refusal will be given to the contracted concessionaire. Parks shall receive 15% of gross concessions revenues payable one week after the conclusion of the event.

Ticket Sales: Ticket sales are permitted at the auditorium. Please follow the following procedures:

1. If tickets are being sold for attendee entry into your event, the renter will pay either the rental rate or 15% of all tickets sales; whichever is greater.

Entire Application Must Be Completed In Full



2. The renter must provide all accounting for tickets sold.
3. The renter must pay the rental rate when making the reservation.

Alcohol: Alcohol is permitted in the facility with approval from Noblesville Parks and Recreation. Alcohol must be catered in by a licensed caterer. Alcohol requirements include:

1. An additional \$400 deposit is required. NPD also requires.
2. COI from licensed caterer with “Noblesville Parks and Recreation” and “Ivy Tech Community College” listed as additionally insured.
3. Copies of all valid bartender licenses.

Insurance: During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

1. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
2. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
3. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$2,000,000 annual aggregate.
4. Workers’ Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Indiana. The City of Noblesville, the City, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker’s Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss hereunder.

Pay Schedule: Facility deposit and half of full reservation is due upon reservation. The rest of the payment is due 60 days from the event.

Refunds: No refunds will be given for event less than 30 days. 30-60 days there will be a \$10 charge. Any cancellation greater than 60 days a full refund will be given.

Seating: The Rec 2 B Theatrical Auditorium seats a maximum of 347 with the ability to use the wheelchair accessible seating and one (1) additional row of chair seating against the back wall (which must be requested during the pre-event meeting).

No events will have exclusive access to the facility. Pre event meetings will designate areas organization may store equipment during the rental period and rules that are related with the shared space.

Pre- Event Meeting: Once the application has been approved, NPRD staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting is mandatory to work out all the details of the event. Please bring your event map/layout to this meeting. The application and event guidelines will be reviewed at that time. Potential pre event meetings may include:

1. Review Facility Rules
2. Discuss Event
3. Discuss shared space
4. Discuss other possible uses during show time period
5. Discuss pre-approved stage builds and painting
 - a. Prefer most props and stage equipment to be premade or painted off site
6. Review technical support needs and dates
7. Set-up separate meetings for lighting prep for a show (if a show)
8. Discuss concessions, tickets, or (catered) alcohol sales
9. Discuss the Noblesville Parks and Recreation Emergency Action Plan
10. Discuss parking for the event depending on days and times due to Ivy Tech schedule
11. Facility walk through each pre and post use

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Fire Curtain: The operation of the fire curtain in the Rec 2 B Theatrical Auditorium cannot be impeded in any way. Nothing can be placed in the path of the fire curtain for any purpose during an audience event. No combustible scenery can be placed downstage of the fire curtain for an event.

Fire Exits: Must never be blocked for any reason.

Flames: No open flames or pyrotechnics during any rental or show.

Safety: The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. Pursuant to Noblesville City Code 131.01, the discharge of a firearm is strictly prohibited within the City's jurisdiction. Amplified music (City Code 93.22) or the promotion or sale of any article (City Code 117.24) is expressly prohibited without a Special Use Permit.

Electrical Safety: Electrical wiring and safety codes (*National Electrical Code*) will be followed. All electrical work will need to be addressed through Noblesville Parks and Recreation and Ivy Tech Community College during the Pre Event meeting.

Equipment Safety: A/V equipment, if used, must be used appropriately. NPRD staff have the right to shut down any auditorium rental if any sound, light or A/V equipment is determined to be used inappropriately. Additionally, sound levels must be kept at a reasonable level throughout the rental.

Rigging Safety: Rigging work in any will need to be reviewed and approved at the Pre Event meeting.

Personnel Lifts (Genies): Prohibited with the current structure of Rec 2 B Theatrical Auditorium.

Stage Builds: Will need to be approved at the Pre Event meeting.

Food & Drink: No food or drink is allowed in the auditorium. Food and drink is permitted in the Atrium.

Cleaning of Audience Seating Areas: The renter will be responsible for any needed cleanup of audience seating areas due to their use during their rental. Should additional maintenance and cleaning of the audience seating areas be required the renter will be responsible for any cleaning and maintenance costs.

Photography, Recording, Radio, Television and Film: Noblesville Parks and Recreation staff must be notified in advance of photography or recording of any kind during a performance. If photography or recording is desired, the renter must provide a waiver permitting such recording signed by the artist or artist's management. Additional charges and restrictions may apply.

Volunteers: Any persons not employed by the renter, Noblesville Parks and Recreation or Ivy Tech Community College but participating in stage operations is defined as a volunteer. They are permitted to participate at the discretion of the Noblesville Parks and Recreation Department and after approval through the SafeHire background check system. Such persons must provide any needed information and documentation and successfully complete whatever training is deemed necessary by Noblesville Parks and Recreation. The renter must provide a list of all such persons at least four weeks prior to the event.

Unruly or Objectionable Persons: Noblesville Parks and Recreation and Ivy Tech Community College reserves the right to have removed from its facilities any individual whose behavior is offensive or disruptive to other participants or whose actions are deemed detrimental to the safety and security of any person(s) or property on site. Noblesville Parks and Recreation and Ivy Tech Community College will not be liable to the renter for any damages which might result from such removal.

Lost and Found: Found articles are retained for a reasonable period, and may be retrieved from the Noblesville Parks and Recreation Annex Office. Please send an email to nhaberlin@noblesville.in.us for missing items.

Children and Infants: All children and infants but have a supervised adult with them at all times. Any child or infant found to be disruptive to other patrons will be asked to leave the performance with the accompanying adult.

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ASL Interpreter: An American Sign Language interpreter must be provided for an event if requested by an audience member requiring such assistance. Upon receiving such a request prior to the event, the renter shall arrange and pay for the services of an ASL interpreter.

Service Animals: Service animals are permitted in all facilities as a reasonable accommodation under the Americans with Disabilities Act. Seating for patrons requiring assistance from service animals will be made available in wheelchair accessible seating areas of venue.

Copyright: It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

Violations: Park facilities must be used solely in accordance with the City of Noblesville Parks and Recreation policies and procedures; NPRD retains the right to revoke a special use permit any time upon violation of your agreement of the risk or threat or a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other activities or are in violation of state and local ordinances.

By signing and submitting this application, the permit applicant agrees to abide by the park rules and regulations and Emergency Action Plan of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the City of Noblesville Parks and Recreation Department Rental Agreement.

Please Read Carefully

I, as applicant or duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of the Noblesville Parks and Recreation Auditorium at the Ivy Tech Community College Hamilton County Campus. The applicant agrees that while renting the park or park premise, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Auditorium Rental Agreement, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages.

I _____, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the City of Noblesville and Ivy Tech Community College, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

Signature

Date

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City of Noblesville Parks and Recreation Department
701 Cicero Road
Noblesville, Indiana 46060
317-776-6350

701 Cicero Road

Noblesville, IN 46060

OFFICIAL EVENT PERMIT APPLICATION FOR AUDITORIUM
City of Noblesville Parks and Recreation Department (NPRD)
(Please Print or Type)

- Auditorium operating hours are 8:00 a.m. - 10:00 p.m.
- Permit applications must be submitted to the Department at least six weeks prior to event.
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Type of Organization: (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> City of Noblesville | <input type="checkbox"/> Department-Affiliated | <input type="checkbox"/> Private – City Resident |
| <input type="checkbox"/> Hamilton County | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Private – Non-Resident |
| <input type="checkbox"/> Other _____ | Tax ID# _____ | <input type="checkbox"/> Profit Making |
| | Non-Profit Fundraising Event | <input type="checkbox"/> Other _____ |
| | Tax ID# _____ | |

Please complete entire application:

Date of Application: _____

Date of Proposed Event: _____

Contact Information:

1. Organization applying for Special Use Event Permit:

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax: _____

2. Name of organizational **contact** responsible for managing event

(Please list the one representative that will be responsible for all communication):

Name: _____ Title: _____

Address/Phone Number (if different)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax: _____

E-mail: _____

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Event Logistics:

3. Name of event: _____

4. Type of event: (Please check all that apply)

- Concert Play/Musical Presentation/Speaker/Class Religious Service
 Recital/Dance Comedy Show Movie Banquet/Ceremony
 Wedding Fund Raiser Other (please explain) _____

5. What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities.)

6. Total number of anticipated attendees and participants (i.e. performers, volunteers, attendees, etc.): _____
Peak Attendance: _____ at time _____ a.m. p.m.

7. Is this a first time event for you or the sponsoring organization at this location? Yes No
(a) **If not**, how does this event differ from previous years(s)?

(b) Attendance totals for last event: Daily _____ Overall _____

8. How do you plan to publicize this proposed event? (If available, please attach a copy of the **proposed** Publicity plan or flyer) **PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY THE CITY OF NOBLESVILLE PARKS AND RECREATION.** Please list event web site if available.

9. Do you wish to have any signs, banners or flyers be hung or posted on campus? Yes No
Describe the proposed locations of the banners, etc.

10. Do you wish to erect temporary structures such as tents, booths, or tables etc. for this event?
 Yes No

(a) If yes, please describe below, including size, capacity, how many, etc. Location of all items must be shown on your site map.

Item	Size	Quantity

(b) If contracting with a company that will be providing any of the above, list information below:

Company Name: _____ Contact Person: _____

Address: _____

Telephone Number: _____

11. Is this event open to the public? Yes No

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12. Is this event ticketed? Yes No

13. Is this event free? Yes No

14. Please advise what accommodations you are providing for persons with special needs: (parking, transportation, accessibility)

15. Will donations/contributions be accepted during this event? Yes No

If yes, please explain how these donations will be generated or collected. _____

16. Do you plan to sell, distribute, or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, art, etc.)? Yes No

If yes, please list the number of booths expected: _____

17. Do you plan to sell or service alcohol? Yes No

18. Will there be displays, literature, or other types of solicitation? Yes No

If yes, please explain: _____

19. Please describe how you plan to remove trash from the event site:

Person responsible for clean-up:

Contact Name: _____ Relationship to organization: _____

Phone Number: _____

Security/Safety:

20. What are your plans for providing emergency/medical services? _____

Event Entertainment:

22. Do you wish to use Noblesville Parks and Recreation's permanent A/V equipment in the auditorium??

Yes No

If no, please list the contact information for sound technicians: _____

23. Do you wish to use Noblesville Parks and Recreation staffing services for A/V needs?

Yes No

24. Will any type of sound amplifying equipment or devices be brought in to the auditorium?

Yes No

If yes, please list type of equipment below:

Type of Equipment	Quantity

25. What are the electrical needs for the event: _____

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Type of equipment	Power requirements

26. Are there any special provisions pertaining to your event that have not been addressed on this application?



Auditorium Fees

	Non Profit Monday- Thursday	Public Monday- Thursday	Non Profit Friday- Sunday	Public Friday- Sunday	Deposit
Rehearsal/Hourly	\$30/Hour	\$50/Hour	\$50/Hour	\$85/Hour	\$200/one time
Performance (includes NPD A/V Staff & Atrium space)*	\$500	\$1,000	\$700	\$1,200	\$500/one time
Atrium Only	\$30/hour	\$50/hour	\$50/hour	\$85/hour	\$100 (only)
Alcohol Deposit	\$400	\$400	\$400	\$400	\$400
NPD staff if using A/V	\$15/hour	\$15/hour	\$15/hour	\$15/hour	N/A

***Time limited to six (6) hours per event. If extra time is required it will be billed at the appropriate hourly rate. Renter will pay the rental rate or 15% of all ticket sales; whichever is great.**

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