



**METROPOLITAN BOARD OF PARKS AND RECREATION
APPLICATION FOR USE OF LOOBY CENTER THEATER**

Date Application Submitted _____

Name of Group represented _____ Type of event _____

Main Contact (person responsible) _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Please list date(s) and hours requested. Minimum rental is four (4) hours per day. Include all load-in, set-up and strike time needed. Event details should be included on a separate sheet.

Date(s) of Requested Use: _____ Arrival Time: _____ Departure Time: _____

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Note: Any set-up and cleaning time must be included in the reservation period. The Main Contact (above) will be required to leave their Driver's License/ID at the front desk until the event is over and the facility is left in good condition.

Description of Proposed Activity:

Expected Maximum Attendance: _____

Indicate if the proposed activity involves any of the following: Fundraising Admission Fees
Entry/Registration Fees Selling of Concessions/Merchandise Any Marketing/Sales Activities

Will the activity or event be advertised or promoted to the public? Yes No

If so, please attach a copy of any press release, flier or hand-out associated with the event.

Electrical outlets needed: _____ List of Electrical items you plan to use _____

Estimated rental balance (See next page for fees): _____

Looby Theater Reservation Fees:

Rental Fee: \$155/hour (4 hours minimum), includes:

- Facility Rental Fee (\$75/hour)
- Technician (\$40/hour)
- House Manager (\$40/hour)

DEPOSITS:

- Make checks payable to *Creative Parks Nashville.*)
- Nonrefundable \$200.00 deposit
- FINAL BALANCE is to be **paid in full 3 business days before the event** or risk cancellation.

TECHNICAL NEEDS (indicate your requests)

- _____ Public Address System (# of mics (up to 4)_____ ; # of mic stands (up to 4)_____)
(These are WIRED, hand-held, microphones. We do NOT offer wireless, headset, choral, or lavalier mics)
- _____ CD Player thru house system
- _____ Stage-hand Intercom Headsets (In-house communications: 6 available (these are WIRED headsets)
- _____ Stage Lighting (general lighting unless otherwise specified and negotiated)
- _____ Piano (1 available): _____ Onstage, or _____ in Greenroom (*rental fee does NOT include tuning*)
- _____ Lectern/podium (1 available)
- _____ Laser Projection System (Renter must provide connection cables and media player)

LOOBY CENTER THEATER INFORMATION AND RULES

1. If you are requesting that our technician run either the sound or the lights during your performance, you must provide materials (script, music, etc.) at least 2 weeks in advance of your event. If you prefer to use your own Board Operator, this must be approved at least 2 weeks in advance by the Technical Director.
2. Our green room is equipped with the following items that you may use as needed: *three 3'x6' folding tables, one lightweight 3'x3' card table, 1 heavy weight 3'x3' table; 20 folding chairs*
3. Renter may use these tables and chairs in lobby provided that renter returns all items to their original location backstage. **Tables and chairs may NOT be left in the lobby over night**
4. The renter assumes responsibility for providing security guard service, if required, during use of the facility. This service must be approved by Metro Park Police – 615-882-3429. Security is required when 100 or more people are in the theater and/or if alcohol is present.
5. Renter is responsible for all box office and ticketing duties and must have at least 1 person remain in the lobby and monitor doors at all times during the rental.
6. The renter and the renting/tenant organization accept liability and financial responsibility for any loss or damage to the Looby Theater building, equipment, and furnishings caused by the act, default, or negligence of the undersigned, or the renting organization, or any of its officers, assigns, employees, guests, patrons.
7. Metro Parks assumes no liability for any loss, breakage, or theft of property belonging to the renter/user group.
8. In the event that a renter exceeds the time frame listed on their application, the renter will be automatically liable for an additional hour immediately following their agreed upon end time. An additional hourly rate of \$155 shall be applied at the top of each subsequent hour.
9. Set-up, break-down and clean-up time must be included in the reservation rental period. It is the responsibility of the reserving party to make sure that the facility is clean.
10. Alcohol (without Park Board approval), drugs and weapons are prohibited in the Looby Theater at all times.
11. The Looby Theater is smoke-free. Smoking is allowed in designated outdoor areas.
12. All trash, decorations and other items brought in by the reserving party must be removed from the building.

- 13. Parks staff has authority to stop any unsafe, destructive or illegal activity, and terminate the reservation in the event that policies and rules are continually violated.
- 14. Leaving facility with trash, decorations or other items may result in future reservations not being accepted.

All applications for the reserved use of the Looby Center Theater are subject to approval by the Specialized Skills Supervisor of Theater and/or the Superintendent of Cultural Arts, based on compliance with Park Board policies and the availability of facilities and staff. Some activities may require additional staff or security, and additional fees may apply. Certain activities may also require Park Board approval. By signing below, the applicant agrees to adhere to all Park Board policies, facility rules and established fees specified on this application.

Applicant Signature: _____ Date: _____

Metro Government does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. For inquiries, call (615) 862-8400.

Metro Parks
 Attn: Centennial Performing Arts Studios/Theater
 P.O. Box 196340
 Nashville, TN 37219-6340

-----Below for official use only-----

Accepted and Approved by Metro Parks Disapproved

Specialized Skills Supervisor: _____ Date: _____

Superintendent of Cultural Arts: _____ Date _____