



# Facility/Event request

Thank you for your interest in **The Borland Center** for your upcoming event. *Please complete all applicable sections and submit to **The Alliance for Community Enrichment** for review.*

## **Basic Event Information:**

Facility Requested: \_\_\_\_\_

Theatre

Theatre Lobby

Community Hall

Community Hall Prefunction Area

Student Center

Conference Room

Dates Requested: \_\_\_\_\_

Alternate Dates: \_\_\_\_\_

## **Contact Information:**

Name of Presenter: \_\_\_\_\_

Contact Person \_\_\_\_\_

Address of Presenter: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

Name and Title of Person Signing Contract (if different): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Presenter is a/an:  Non-Profit Organization  
(please include copy of status letter  
from the federal government)

Individual

Corporation (Commercial Entity)

Other (please describe with  
attached documentation)

Mission / Value Statement of Presenter: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

State in which Corporation is Incorporated: \_\_\_\_\_

Name of President: \_\_\_\_\_

Financial Officer: \_\_\_\_\_

Social Security Number (for individuals): \_\_\_\_\_

**Venue References** (*Presenters must include two*)

Name of Venue: \_\_\_\_\_

Date of Last Performance: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone/E-mail: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Date of Last Performance: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone/E-mail: \_\_\_\_\_

**Banking Information** (*Presenters must complete*)

Name of Presenter's current banking institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name and Title of Bank Official as Reference: \_\_\_\_\_

**Insurance Information**

Each **Presenter** is required to fully insure itself, its officers, directors, employees, agents, and presentations, at its own expense, **Comprehensive General Liability** (personal injury, including bodily injury, \$1,000,000 per occurrence; and property damage, \$100,000 per occurrence). *Insurance Requirement available to be sent to Insurance Agent listing required wording, etc.*

Presenter has insurance  Yes  No

Name of Insurance Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

General Liability Policy Number: \_\_\_\_\_

Policy Effective Date: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

**Food Service Information**

**The Borland Center** is pleased to offer the exclusive catering services of **Chardonnay Catering** to meet all of your food service needs. Events utilizing Theatre Lobby are supported by **Palm Beach Coffee & Ice Cream**.

Will event require food service?  Yes  No

## **Program Information**

Please include program information in detail (i.e., conductor, artist(s), repertoire/works etc.) including individual running times and instrumentation (if appropriate) for each work. Use additional pages if necessary.

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## **Approximate Length of Program/ Event including Intermissions**

First Half: \_\_\_\_\_ Intermission: \_\_\_\_\_ Second Half: \_\_\_\_\_

## **Equipment/Instruments to be loaded in**

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## **Keyboard Needs**

Piano

Desired selection times: \_\_\_\_\_ Desired tuning schedule: \_\_\_\_\_

## **Sound Equipment Needs**

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## **Lighting Needs**

Standard concert white lighting

Theatrical lighting

## **Other Technical Requirements**

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# Facility Pricing Guidelines

Prices for items and services not listed below are available upon request.

<b>1. Theatre: 500 seat</b>				
	Rental / 7 Hours	Additional Hour	Additional Performance	
Profit	\$1,000.00	\$70.00	\$250.00	
Non Profit (501 C-3)	\$700.00	\$50.00	\$250.00	
Rehearsal (same rates as above)				
Box Office Fee/per printed ticket	Pricing available upon request			
Ticket Set Up & Stock	Pricing available upon request			
Box Office Personnel (same night - no hourly minimum)	\$20 per hour			
Volunteer Ushers & Ticket Takers	Available upon request			
Dressing Room Space	Included in rental			
Piano Rental & Tuning	\$300 & above			
Credit Card sales	5% per transaction			
House Manager / REQUIRED (hand held radio support included)	Included in rental			
Stage Manager	\$20 per hour/4 hour minimum			
Technical Director / REQUIRED	\$20 per hour/4 hour minimum			
Tech Dir and/or assoc during rehearsal	\$20 per hour/4 hour minimum			
Light/Sound technician(s) / REQUIRED	\$20 per hour/4 hour minimum			
General Stagehands	\$20 per hour/4 hour minimum			
Custodial / REQUIRED	\$50 per event			
Security	Pricing Available upon request			
Lobby Only	PROFIT	\$ 1,000		
Lobby Only	NON-PROFIT	\$ 500		

<b>2. Community Hall : 6,000 Square Feet</b>				
Suite Rental Pricing / Up to 7 Hours	Square Feet	Profit	Non Profit	
Entire Hall	6000	\$3,000.00	\$1,500.00	
1A/B & 2 or 3A/B & 2	4500	\$2,250.00	\$1,125.00	
2	3000	\$1,500.00	\$750.00	
1A/B or 3A/B	1500	\$750.00	\$375.00	
1B or 3B	750	\$400.00	\$200.00	
1A or 3A	750	\$400.00	\$200.00	
Janitorial Services/ REQUIRED		\$50	\$50	
Audio/ Visual equipment/services		*	*	* Pricing upon request
Prefunction Area Only	2,000	\$1,000	\$500	

<b>3. Student Center :</b>				
		Profit	Non Profit	
Entire Center (up to 5 hours)		\$ 500	\$250	
Janitorial Services/ REQUIRED		\$50	\$50	
Audio/ Visual equipment/services		*	*	* Pricing upon request

<b>4. Conference Rooms :</b>				
		Profit	Non Profit	
14 Person		\$50 /hr	\$ 25/ hr	
6 Person		\$ 25/hr	\$ 12/ hr	
Audio/ Visual equipment/services		*	*	* Pricing upon request

## Programming Values

***The Alliance for Community Enrichment*** is a bridge from Palm Beach Community Church to the community and is not an instrument to proselytize those from other religious faiths. The Alliance is entrusted with the responsibility of promoting and maintaining the following values in the programs and events that occur in ***The Borland Center campus***:



### ***1. Judeo-Christian Tradition***

The Alliance for Community Enrichment embraces values associated with the Jewish and Christian faiths with respect for God's name.

### ***2. Family Entertainment***

The Alliance for Community Enrichment seeks to promote family entertainment that is multi-generational in nature (e.g. suitable for children, parents, and grandparents).

### ***3. Intentional Inclusivity***

The Alliance for Community Enrichment values diversity. It maintains a policy of non-discrimination and will provide the highest level of community service to any group that is willing to work within the framework of these values.

### ***4. Community***

The Alliance for Community Enrichment will promote a sense of civic pride and cultural harmony while maintaining cultural distinctiveness. Events that contribute to unity and a cooperative spirit in society will be encouraged.

### ***5. Moral and Spiritual Enrichment***

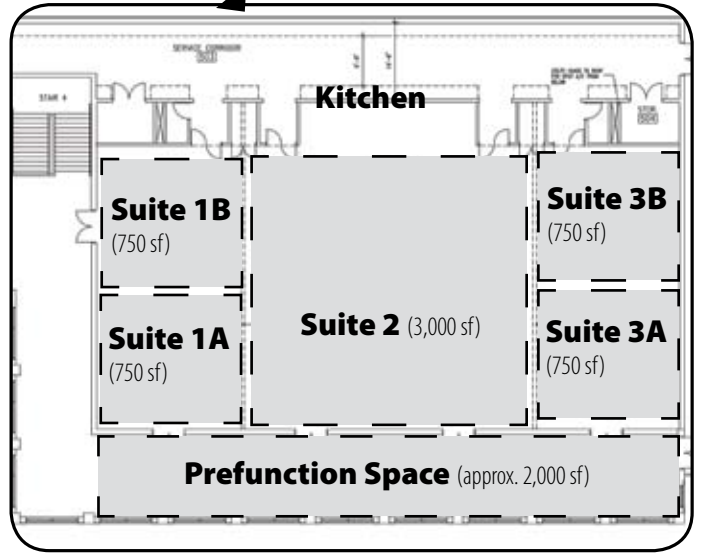
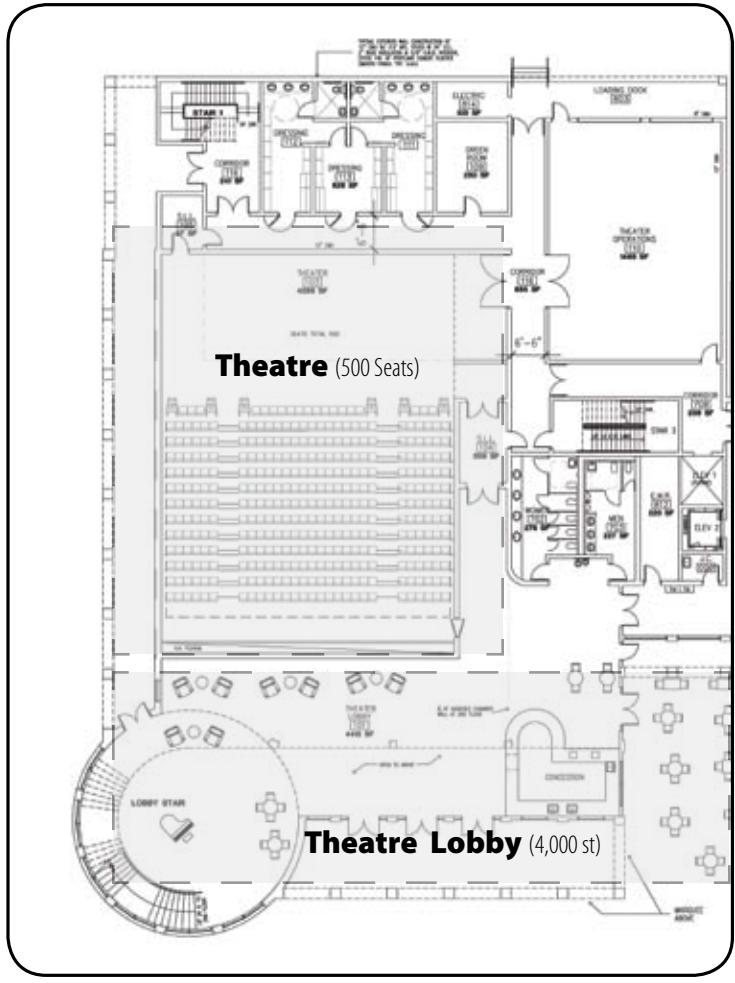
The Alliance for Community Enrichment will be a leader in hosting educational and performing arts functions that contribute to personal and/or spiritual growth.

### ***6. Virtue***

The Alliance for Community Enrichment will promote the development of virtues such as compassion, character, courage, honesty, fidelity, faith, responsibility, self-discipline, and hard work.



**The Alliance**  
*for Community Enrichment*



## Recordings

Please check all that apply

Audio  Video

Please indicate the purpose of recordings

Archival

Broadcast

## Rehearsal Room Requests (subject to availability and fees)

Date and time needed For what purpose and how many participants

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## Schedule

Load-in time: \_\_\_\_\_

Technical and artistic rehearsal time: \_\_\_\_\_

Performance time: \_\_\_\_\_

Load-out time: \_\_\_\_\_

## Tickets

This event will be  For Public Sale  By Invitation Only

Free (tickets required)

Other (please explain in attached documentation)

Please attach any additional information pertinent to your presentation, including audio or video recordings, photographs, reviews, etc.

*It is hereby agreed to by the person/organization (Presenter) requesting the use of a theater that no information or publicity of any nature relating to the proposed event may be announced or released in any manner until the standard facility contract is executed by the Alliance for Community Enrichment and the Presenter and the required deposit has been paid.*

*Furthermore, the Presenter hereby represents that a full, accurate, and complete disclosure of all information has been made and that the above statements and information are true and accurate.*

**Prepared and Agreed to by: X** \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this request and all supporting materials to:*

Greg Finley, Executive Director

The Alliance for Community Enrichment at The Borland Center

4889 PGA Blvd

Palm Beach Gardens, FL 33418

561/904-3130 (tel)

561/626-5998 (fax)

gregf@allianceforcommunityenrichment.com