



RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE

Date Received: \_\_\_\_\_  
(for official use only)

**APPLICATION AND RENTAL REQUEST FOR BREC'S  
INDEPENDENCE PARK THEATRE AND CULTURAL CENTER**  
(Revised December 09, 2009)

Organization Name \_\_\_\_\_ Parish/County\* \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

First Contact Name \_\_\_\_\_ Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Second Contact Name \_\_\_\_\_ Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

\* There is a 20% surcharge on the facility rental (only) for organizations/individuals operating outside East Baton Rouge Parish.

**Type of Organization:**

\_\_\_\_\_ BREC    \_\_\_\_\_ Business    \_\_\_\_\_ Partnership    \_\_\_\_\_ Individual  
\_\_\_\_\_ Not-for-profit Organization (501 (c) 3 documentation – Please send with this form)

**Space Requested:** \_\_\_\_\_ Theatre (Includes Art Room & Activity Room)    \_\_\_\_\_ Art Room    \_\_\_\_\_ Activity Room

**Type of Event:** \_\_\_\_\_ Ceremony    \_\_\_\_\_ Concert    \_\_\_\_\_ Convention    \_\_\_\_\_ Dance Competitions    \_\_\_\_\_ Dance Recitals  
\_\_\_\_\_ Film Show    \_\_\_\_\_ Graduation    \_\_\_\_\_ Public Meeting    \_\_\_\_\_ Rehearsal    \_\_\_\_\_ Seminar  
\_\_\_\_\_ Talent Show    \_\_\_\_\_ Theatrical Production    \_\_\_\_\_ Trade Show

DATE(S) REQUESTED	TIME IN (include load in)	TIME OUT (include load in)	EVENT/ACTIVITY	START/SHOW TIME	EXPECTED NUMBER OF AUDIENCE/PARTICIPANTS

Please give a brief description of your event and expectations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list all tech rehearsal dates and times:

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What is the publicized name of your event?

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Is this a ticketed event?  YES  NO If yes, what is the ticket price? \_\_\_\_\_

Would you like BREC Independence Park Theatre to manage the ticket sales?  YES  NO

Would you like to incorporate online (via [www.theparktheatre.com](http://www.theparktheatre.com)) :  Advertising - \$25.00  Ticket Purchases - \$25.00

Will there be concessions?  YES  NO (There is a \$75.00 Vending Fee for all events with concessions)

Will you need any of the following and please **list quantity** in the provided space?\*\*\*

\_\_\_\_\_ Podium - \$25.00 \_\_\_\_\_ Projector - \$250.00 \_\_\_\_\_ Projector Screen - \$25.00 \_\_\_\_\_ Lavalier Microphone - \$75.00

\_\_\_\_\_ Wireless Microphone - \$50.00 \_\_\_\_\_ Corded Microphone - \$20.00 \_\_\_\_\_ PCC/Choral Microphone - \$20.00

\_\_\_\_\_ Make-up Mirror - \$25.00 \_\_\_\_\_ Piano - \$150.00 \_\_\_\_\_ Mirror Ball - \$15.00

\_\_\_\_\_ Spotlight - \$50.00 (will require a BREC Spotlight Operator)

*\*\* A Set-up & Strike Fee (includes tables & chairs) of \$75.00 & Custodial Fee of \$50.00 per event will be charged to each invoice.*

USE PERMITS AND LICENSE AGREEMENTS shall be granted provided acceptance by the event or activity sponsor with all regulations, policies, terms and conditions as set forth in the GENERAL RULES AND REGULATIONS and USE PERMIT AND LICENCE AGREEMENT. APPLICATION AND RENTAL REQUEST forms may be submitted up to one year in advance of the first event/activity date.

Applications for the use of the theatre are accepted in accordance with the priority list determined by BREC. However, for artistic or other reasons, BREC reserves the right to allow exceptions to the established list. As a general rule, the intention of BREC is to provide for the constant use of the facility.

It is understood this is an application only and not a contractual agreement. A rental agreement and invoice will be provided after the application has been reviewed and the client has been contacted (if needed).

Once the application is approved, the dates requested will be reserved for a period of one week, upon which time a \$500.00 Deposit will be **required** in order to secure the requested dates for the event. If the Deposit is not received the requested dates will be released and the client will be notified by phone, postal mail, electronic mail and/or fax.

**This form should be completed and mailed/faxed to:**

**Independence Park Theatre  
7800 Independence Blvd.  
Baton Rouge, LA, 70806.**

**Fax #: (225) 216-7799**

Applicant signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Please print your name here: \_\_\_\_\_ Title: \_\_\_\_\_