

Peabody Auditorium Policies & Procedures

The following is a list of rules and regulations regarding rental of Peabody Auditorium:

- 1. DEPOSITS:** A deposit of 20% of the rent must be paid to hold any date at the auditorium. No date will be held without a deposit. This deposit is not refundable. Make remittance payable to The City of Daytona Beach, Cultural Services Department, in cash, cashier's check or money order and submit it with a rental application.
- 2. RENTAL PAYMENTS:** Balance of minimum rental and all estimated charges are due 72 hours in advance of the event, unless ticket sales are being handled by the Peabody Box office and ticket sales equal or exceed the amount owed. No payment will be accepted unless it is in cash, cashier's check, or money order. Make this remittance payable to The City of Daytona Beach, Cultural Services Department.
- 3. SECURITY:** Arrangements for fire/EMT and security at the Peabody Auditorium is a lease requirement. A minimum of one each is required, unless amended due to a small house or closed event not open to the public. The Peabody Theater Manager will make these arrangements for you and the amount charged for these services will be due at final settlement.
- 4. STAGEHANDS:** Don Steadman is the appointed Tech Director for the Peabody Auditorium. He has full and complete charge of the stage at all times. All events shall employ as many stagehands as deemed necessary by the Tech Director to set up stage, perform event and break down stage. He will arrange for the necessary stagehands. As the promoter or sponsor of the event, you will be responsible for compensating him for his services, as well as for stagehands. There is an additional 25% of the total charges for the payroll company, which includes liability insurance, workman's compensation, and payroll charges. Mr. Steadman's number is 386-671-3464 or cell number 386-547-7113.
- 5. BOX OFFICE:** The Peabody Box office is a TicketMaster Box Office. Ticket Fees for the promoter/presenter are as follows:

Setup Fee	\$50.00 per show
Per ticket print fee	.15 per ticket
Credit Card Charge Fee	3.5%
Seat Surcharge	\$2.00 per ticket sold
Extended Ticket Sales Hours:	\$20.00/hour per person

There is an Admissions tax of 6.5% of gross ticket sales in the State of Florida. We are obligated to collect this from the Lessee unless a valid Florida State Sales Tax ID# in the Lessee's name is presented.

- 6. USHERS:** The Peabody Auditorium will supply ushers and a House Manager for your event. The House Manager charge will be billed at final settlement.

7. **PUBLICITY:** Those who rent the auditorium must handle their own publicity. Press releases may be emailed to the theater manager at RigerH@codb.us for distribution to the Peabody press list.
8. **MERCHANDISE CONCESSIONS:** All merchandise concession rights and privileges are reserved to the Auditorium. Permission to sell items in the auditorium must be obtained from the Auditorium Manager. The commission is 15% of the gross sales. Additionally, if you have a State of Florida Sales tax ID #, we will not need to collect the sales tax on any merchandise you sell however, if you do not have an ID #, we are required to collect the 6.5% Florida state sales tax on all merchandise sales.
9. **LIABILITY INSURANCE:** It is necessary that each Lessee of the auditorium secures his own Workers Compensation and Comprehensive General Liability Insurance and names the City of Daytona Beach as an additional insured on the policy. Liability limits range from a combined single limit for bodily injury and property damage of no less than \$500,000 to \$2,000,000 if the events are determined by the City's Risk Manager to be ultra hazardous.

If you have questions regarding the insurance requirement, please contact Tina Stokes of the City of Daytona Beach Risk Management office. Her office number is 386-671-8231.

10. COPYRIGHT MATERIAL: In accordance with the Federal Copyright Law of 1978, each Lessee is responsible for copyright insurance.

11. PIANO TUNING: The fee to use the Steinway Concert Grand is \$100.00. If you require that your piano be tuned for your performance, the cost is \$100 per tuning. You can make those arrangements through the theater manager.

12. REHEARSAL: With all-day rental, rehearsal time is included for the same day. Rehearsal time any other day is at the rate of \$160.00 per hour and only when stagehands present.

13. COMP TICKETS: The use of advance ticket sales monies for any purpose prior to show time is prohibited. All complimentary tickets must be stamped as such. The Theater requires 24 comp tickets per contract

14. MORE THAN ONE SHOW: Only one show per-four-hour period of rental is allowed, both for crowd control and clean-up.

15. SMOKING: Smoking is not allowed in any public building in the state of Florida.

16. FOOD AND ALCOHOLIC BEVERAGE SALES: The Auditorium has an exclusive on food & beverage sales. All arrangements for alcoholic beverages must be made through the Peabody Auditorium Theater Manager. By regulation of the State of Florida, Division of Alcohol Beverage Control Board, no alcohol of any type may be brought upon the premises to be used, consumed, sold, promoted, or served therein except by the licensed liquor permit holder.

17. CANCELLATION: Cancellation of any show must be made within 30 days of show date. Otherwise, no rental refund will be made. Initial deposits are non-refundable.

18. SEAT SURCHARGE: The seat surcharge shall apply to all usage of Peabody Auditorium with any paid admission. This fee is in addition to the rental. Presently the

fee is \$2.00 per ticket.

19. RESERVED SEATS: It is required that all events at the Peabody Auditorium be by reserved seating. Seating diagrams are available for your use.

20. FEES: The following fees shall apply for most events at Peabody Auditorium:

Uniform Police	\$30.00/hr per man
Private security/t-shirt security	\$20.00/hr per man
Fire/EMT services	\$30.00/hr per man
Box Office Fees	see #5 above
House Manager	\$20.00/hr
Custodian	\$15.00/hr
Clean-up Fee	\$50.00 - \$800.00
Banquet room setup	\$50.00
Steinway Concert Grand Piano	\$100.00
Piano Tuning	\$100.00 per tuning
Super Trouper Follow Spot (Not including operator)	\$75.00 each
Phone Lines (where available)	\$50.00 each
Black Yamaha Grand Piano	\$150.00 per event
Orchestra Shell	\$300.00 per event
Banquet table cloths	\$5.00 each
Table skirts	\$20.00 each
Electric hookup/disconnect	\$150.00
Internet access	see Theater Manager
Stagehand Fees	see Conditions/Working Wage Agreement
Rental of Theater	see Rental Schedule
Rental of Banquet Rooms	\$200.00 per room

PEABODY AUDITORIUM
600 Auditorium Blvd.
Daytona Beach, FL 32118

PEABODY AUDITORIUM
P. O. Box 2451
Daytona Beach, FL 32115

For more information, contact Jan Benjamin, Theater Manager at 386-671-3461.