



**METROPOLITAN BOARD OF PARKS AND RECREATION
APPLICATION FOR USE OF CENTENNIAL BLACK BOX 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): _____

Centennial Black Box Reservation Fees:

Rental Fee: \$100/hour (4 hours minimum), includes:

- Facility Rental Fee (\$40/hour)
- Technician (\$30/hour)
- House Manager (\$30/hour)

DEPOSITS:

- Make checks payable to *Creative Parks Nashville.*)
- Nonrefundable \$100.00 for one-day events; or \$200.00 for multi-day events
- FINAL BALANCE is to be **paid in full 3 business days before the event** or risk cancellation.

TECHNICAL NEEDS (indicate your requests)

For a musical performance please include a stage plot and input list with this application. Adjustments may need to be discussed with theater staff if necessary.

_____ Public Address System for non-music event (# 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/MP3 player thru house system

_____ Stage Lighting (**general lighting only**)

_____ Keyboard (Yamaha Privia, no amplifier available)

_____ Projector (Renter provides connection cables and media player)

Centennial Black Box Theater 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 Technical Director.
2. You are responsible for all your own box office and ticketing duties.
3. The renter and the renting/tenant organization accept liability and are financially responsible for any loss or damage to the Centennial Black Box 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, and patrons.
4. Metro Parks assumes no liability for any loss, breakage, or theft of property belonging to the renter group.
5. 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 \$100 shall be applied at the top of each subsequent hour.
6. 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.
7. Alcohol, drugs and weapons are prohibited in the Centennial Black Box Theater at all times.
8. The Centennial Black Box Theater is smoke-free. Smoking is allowed in designated outdoor areas.
9. Furnishings provided by the theater are limited to tables and chairs currently on inventory in the building. Any additional items must be provided by the reserving party.
10. All areas used must be returned to the condition they were in prior to the rental period.

11. All trash, decorations and other items brought in by the reserving party must be removed from the building.
12. 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.

All applications for the reserved use of the Centennial Black Box 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 _____

rvsd 01/2024