



PROMOTER APPLICATION

(NOTE: This is not a contract for rental space or dates)

In order to have complete information on file and to better serve our clients, applicants for dates and space at the Columbus Civic Center are required to complete this application in its entirety and return to:

Columbus Civic Center, 400 Fourth Street, Columbus GA 31901
Attn: Kanise Wiggins
Email: *wiggins.kanise@columbusga.org*
Direct: (706)225-4840
Fax: (706) 653-4692

Subject to the requirements of law, it is understood that this information will be kept confidential. This document is an application only and does not imply or confer upon the applicant the right or privilege to secure a permit to use the Columbus Civic Center. The applicant agrees that no publicity or announcement of any event to be staged at the Columbus Civic Center by the applicant will be made public until a License Agreement is fully executed by the Columbus Civic Center. Additionally, applicant will deliver a nonrefundable deposit (*Amount TBD on event size and type*) to the Columbus Civic Center at the execution of the License Agreement, which will be applied towards applicant's event.

Applicant _____
(Name of organization, company, corporation, or individual)

(If corporation, list state of corporation) _____

Person(s)-of-contact _____

Address _____ **Suite** _____

City _____ **State** _____ **Zip** _____

Phone (____) _____ **Alternate Phone** (____) _____

E-Mail Address _____

Company Website _____

Please check nature of event:

- | | |
|--|--|
| <input type="checkbox"/> Convention/Trade Show | <input type="checkbox"/> Meeting/Seminar |
| <input type="checkbox"/> Banquet/Dinner Dance | <input type="checkbox"/> Sporting Event |
| <input type="checkbox"/> Concert/Musical Event | <input type="checkbox"/> Consumer Show |
| <input type="checkbox"/> Retail Sale | <input type="checkbox"/> Other: |

Name of Event _____

Requested

Date(s) _____
Day of Week/ Month/ Date/ Year (From/ To)

Name of performer(s) or artist(s):

Stage Configuration End Stage Center Stage Half House Other:

Will tickets be sold? Yes No Advance Prices \$_____ \$_____ \$_____

At door price \$_____ Reserved Seating General Admission

Will programs, souvenirs, tapes, publications, or other items be sold on the premises during the event? Yes No

Number of Meeting Rooms Required _____

Projected Attendance _____

Number of move-in/move-out days _____ Number of show days _____
(if other than in/out days)

Please check type of food and beverage service your event will require:

Banquet Concessions Other _____

Have you ever held an event in Columbus? Yes No

Have you ever held an event in our facility? () Yes () No

If yes, please list dates and name of events:

<u>Name of Event</u>	<u>Dates</u>
1. _____	_____
2. _____	_____

Please list three references for facilities leased in the past for events you have produced / promoted:

<u>Name of Event</u>	<u>Other Facility Used</u>	<u>Dates</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Name _____ of _____ Your _____ Financial
Institution _____
City _____ State _____ Phone () _____
Account Number _____ Routing Number _____
Type _____

Please include with this application:

1. A copy of your business license (including W-9 form)
2. A brochure, fact sheet, or promotional material describing your organization/event.
3. Recent published reviews of your event in other locations, if any.
4. Printed publicity materials and/or programs from prior events similar to the event for which you are requesting dates.

It is understood that this is an application for space and dates only and is not a contractual agreement. Once applicant's date(s) are on hold, they will be considered tentative holds until applicant executes an Event Agreement and delivers a refundable building deposit.

In the event that there are multiple tentative holds for a particular date, the holds will be given a priority based on who has called for the tentative hold first. A party who is not in a first hold position may challenge the date by offering the refundable deposit with an executed Event Agreement. The first hold has seventy-two (72) hours to sign a License Agreement and deliver the refundable deposit in order to secure their date and confirm their event.

All parties must show proof that they represent, promote, or own the specific event being planned for the Columbus Civic Center (Artist contracts, Agency contracts etc.). Such proof shall be required before any tentative hold can become a confirmed hold with an executed Event Agreement and a non-refundable deposit.

In the event a particular date is being held by more than one party for the same event or artist, the date shall be held tentatively in the name of the artist until either party can provide proof that they represent, promote, or own the specific event. At this point, an executed License Agreement, along with the refundable building deposit shall be delivered to the Columbus Civic Center. This will confirm a specific event to take place at the Columbus Civic Center.

The applicant hereby represents that a full and complete disclosure has been made of all information which might be pertinent to the Columbus Civic Center's consideration of this application and that all of the statements are true and correct. I authorize the Columbus Civic Center to verify any information on this Promoter Application.

Applicant Signature

Date