

The Baton Rouge River Center

Baton Rouge, Louisiana

275 South River Road
Baton Rouge, LA 70802
Phone: (225) 389-3030
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Facility Application

The Baton Rouge River Center is a Civic Center complex consisting of an Arena, a Theatre for the Performing Arts, a Ballroom and a Convention Center with associated meeting rooms. The facilities are owned by the City of Baton Rouge and managed by SMG.

Purpose

This is an application for lease of the Baton Rouge River Center by potential users who have not established financial or event experience rating in the promotion of public events with the Baton Rouge River Center. This is not a contract for facility space or dates, yet the information included in the Application is essential for the Baton Rouge River Center in the event a contract is constructed.

This document is an application and does **not** bind either party. SMG, the Baton Rouge River Center, and the applicant agree that no publicity about any proposed program will be made public until a formal contractual agreement has been executed by both parties.

Name: _____

Organization: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email Address: _____

Application: (Check one): _____ Corporation _____ Partner _____ Individual

Financial References

Bank: _____

Address: _____

Event Information

Event Location: _____

Type of Event Proposed: _____

Name and/or Titles of Proposed Acts and/or Performers:

Will this be a benefit performance? _____ If so for whom? _____

Event Dates: _____

Will this event require a move in or move out day? _____

What will be the publicized name of the event:

Estimated Ticket Prices: _____

Program Start Time: _____ **End Time:** _____

What additional services do you anticipate may be needed in the production of the event? _____

Please include all event details not provided for in the information above.

Please include the following information when returning this application:

A fact sheet including but not limited to:

- a. A history of your group or organization
- b. Names and locations of facilities in which you have promoted an event.
- c. A brief description of the event.

The Baton Rouge River Center/SMG may require a security deposit to provide against damage to building or contents of the Baton Rouge River Center and/or to guarantee the payment of any unpaid bills. Applicant will furnish required certificates of insurance.

All contractual agreements, usage, and event activities are subject to the standard rules for usage.

IT IS UNDERSTOOD THAT THIS IS AN APPLICATION ONLY AND IS NOT A CONTRACTUAL AGREEMENT AND THAT THE BATON ROUGE RIVER CENTER/ SMG MAY OR MAY NOT GRANT THE REQUEST SET FORTH ABOVE.

A facility contract and cost estimate will be provided to potential lessee after application has been approved and all technical event information has been forwarded to event personel.

APPLICANT: _____

SIGNATURE: _____

DATE: _____