



Please provide information for each of following questions by listing company names, addresses, telephone numbers and contact persons. Failure to do so will result in a delay in the processing of this application. Reference must reflect those of Applicant.

Applicant Information (organization who will sign contract and provide liability insurance)

Applicant: _____
(name of company, business or individual as you report it on a W-9 and certificate of insurance)

Contact Person: _____ Title: _____

Address: _____

City/State/Country: _____ Zip/Postal Code: _____

Phone #: _____ Fax: _____

Email Address: _____

Employer Identification #: ____ - _____

Please check one: Profit OR San Diego based Non-Profit (you must submit a San Diego, California Letter of Exemption to qualify for non-profit rental rates.)

Event Contact Person (if different from above): _____

Phone #: _____ Email Address: _____

Event Information:

Requested Dates/Times: _____

Requested Theater(s): Civic Theatre (capacity 2,967) Balboa Theatre (capacity 1,335)

Full Description and Name of Show or Function for which the facility is being rented: (Attach additional sheet if necessary)

Estimated Attendance: _____

List any and all Security needs, requests, requirements for this event: (Attach additional sheet if necessary)

PAYMENT SCHEDULES & CONTRACT DEADLINES

1. Should your organization contract one of our venues, a License Agreement will be sent to you for review and signature.
2. The Agreement must be fully executed by San Diego Theatres and Licensee, along with full non-refundable deposit by due dates stated in the Agreement prior to any on-sales, announcements, or advertising.
3. In the event of cancellation, the full rental fee is non-refundable and non-transferable and any production and/or labor costs incurred prior to the cancellation must be paid by the licensee.
4. Should the event be Non-Ticketed, we may require Ten (10) business days prior to the event, the amount of the estimated production costs are due.
5. Payment must be made by Bank wire, ACH, cashier's check, certified check and should be made payable to the San Diego Theatres, Inc.
6. A Certificate of General Liability Insurance is due no later than fourteen (14) business days prior to load in of the event and must meet the requirements as outlined in Section 5 of the License Agreement.
7. San Diego Theatres may hold your date without a contract and deposit for a maximum of thirty (30) calendar days. After this date if you have not contracted the facility(ies), San Diego Theatres reserves the right to **automatically release** the date without notification.
9. Should another party request, or *challenge*, your date(s) **before** you have requested a contract:
 - a) San Diego Theatres will send notification by e-mail to inform you of the second party requesting the same date(s). **If we do not hear back from you within two (2) business days, the date will be released** and made available to the second party.
 - b) If San Diego Theatres is able to contact you and you confirm the date(s), you will be given two (2) business days to sign the license agreement and submit a **full non-refundable, non-transferable deposit**.
 - c) If a full deposit is not received within the specified time, the second party shall be given two (2) business days to sign the license agreement and submit a **full non-refundable, non-transferable deposit**, and the date(s) shall be contracted to that second party.
11. San Diego Theatres may require approval of any Marketing or Publicity that contains our logo, address, phone information or images of the facility.

Any questions regarding this application should be directed to our Programming Department via email at Booking@sandiegotheatres.org.

**San Diego Theatres, Inc.
233 A Street, Suite 900
San Diego, CA 92101**