

## RESERVATION PROCEDURES



To confirm a rental date at the Mizner Park Amphitheater:

1. Submit the rental application (below) for approval.
2. Upon approval, a refundable security deposit of \$1,500 will be required to confirm the date.\*

\*The deposit will be returned following the event, provided no damage occurs to the venue during or as a result of the event, and all amounts due the City and vendors are paid in full. If renter cancels the event, due to weather or any other reason, the City in its sole decision may retain the security deposit.

The City of Boca Raton has the exclusive right to determine whether to allow an individual or organization to use the facility. The decision to approve or disapprove facility use is based on whether or not the planned event is in the best interest of the City of Boca Raton. Upon receipt of the rental application, all facility reservation requests will be evaluated on the following factors:

- Availability of requested date(s)
- Financial condition of the applicant to undertake the event (The City reserves the right to request financial statements and references)
- Ability of the applicant to properly manage the event
- Ability of the facility to safely accommodate the event without damage to the facility
- Applicant's prior rental history at the Mizner Park Amphitheater
- Ability of City of Boca Raton to adequately support the event
- Safety concerns
- Financial return to the City of Boca Raton
- Impact on surrounding community

Advertising:

- Advertising for an event is not permitted, nor may tickets go on sale until all charges due and a signed agreement have been received and executed by the City of Boca Raton
- All advertising and promotional materials shall be reviewed and approved by the CBR event Coordinator prior to distribution.
- The Venue shall be referred to as "The Mizner Park Amphitheater" in all marketing and promotional materials.
- Use of the City's logo or Amphitheater logo is prohibited except as a description of location, or unless approved in writing by the City Manager or designee

Amplified Sound and Noise:

- The applicant shall be subject to the general prohibitions of the City's Noise Standards
- All outdoor concerts must end no later than 11:00PM. The maximum allowable noise level for concerts is 95 decibels recorded at the sound board area. Sound or noise may not exceed 65 decibels at the property line.
- Monitoring sound levels will be taken periodically during the event as well as during set up and sound check. If sound levels or times exceed the established level, Amphitheater Management will request that the volume is turned down (or off if exceeding curfew for noise). Failure to comply with such a request shall constitute a violation of the City of Boca Raton Code and be cause for fines, immediate termination of the event or forfeiture of deposit and rental fees.

Applications must be submitted to [MiznerAmp@myboca.us](mailto:MiznerAmp@myboca.us) for review prior to any in person meeting

# RENTAL APPLICATION



ORGANIZATION NAME: \_\_\_\_\_

TYPE OF ORGANIZATION: \_\_\_ Commercial \_\_\_ Non-Profit\*

(\*If non-profit, a copy of 501c3 status must be submitted with this rental application)

Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## PAST EVENT REFERENCES:

We are looking for at minimum of 1-2 venue related references

1. Name/Phone number/Company Name/Relation:

\_\_\_\_\_

2. Name/Phone number/Company Name/Relation:

\_\_\_\_\_

3. Name/Phone number/Company Name/Relation:

\_\_\_\_\_

EVENT NAME: \_\_\_\_\_

TYPE OF EVENT: Ticketed or Free: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Description: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

Load In Date/Time: \_\_\_\_\_

Load Out Date/Time: \_\_\_\_\_

## FACILITY/AREA TO RENT:

\_\_\_ Full Amphitheater: Including use of the stage, backstage, green space, and clock tower

\_\_\_ Green Space only: Green space in front of the facility/clock tower (no backstage access)

## HOW THIS EVENT BENEFITS THE COMMUNITY AND THE CITY OF BOCA RATON:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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