



County Auditorium
4530 Spikes Way
Milton, FL 32583
850-623-1569

AUDITORIUM USER PERMIT

EVENT NUMBER: _____
(Event number generated by the county after approval)

Please call 623-1569 to ensure your preferred date is available. This form may be completed and submitted by faxing it to 623-1504 or you may bring it to 4530 Spikes Way, Milton, FL 32583.

A. RULES AND REGULATIONS

1. The county commissioners, through their representative, the manager, reserves the right to refuse the use of any of the facilities at the auditorium to anyone sponsoring an event, which would be contrary to the public interest. User will comply with all applicable laws and rules adopted by Santa Rosa County or any other governmental agency.
2. One day "use" shall be from 8:00 a.m. - 12:00 midnight.
3. User permit fee must be paid on or before the date of the event.
4. If any portion of the auditorium is damaged by the user or the user's attendees it will be the responsibility of the user to restore the facilities to its former condition and to assume the expenses of such restoration.
5. The user shall comply with the seating capacity of the auditorium.
6. No alcoholic beverages are allowed on the premises of the auditorium.
7. No dogs, cats or other animals are allowed on the premises of the auditorium. This provision shall not apply to animals trained to assist the blind.
8. All events involving minors or student groups must be adequately supervised.
9. There shall be no smoking in the auditorium, lobby, kitchen, restrooms, storerooms or offices.
10. If food and/or drinks are served, linen or paper tablecloths must be used on banquet tables. The user will assume the cost of this expense.
11. If the kitchen facilities are used with the auditorium, the user will be responsible for the washing and cleaning of all kitchen equipment and utensils. No dishes or silverware will be provided.
12. If the kitchen facilities or conference rooms are not used with the auditorium, they must remain locked at all times.
13. If possible, decorating should be done the same day as the event. This is to avoid unnecessary use of the facilities and the conflicting schedules of other organizations. If this is not possible, the facilities may be used for decorating purposes prior to the event, by paying half of the normal permit fee for the additional day.
14. Decorations, decorating equipment and/or other paraphernalia brought in by the user must be removed from the facility immediately following the event unless other arrangements have been made with the auditorium staff.
15. No sign, picture, poster, notice or advertisement shall be inscribed, painted, taped or affixed with nails, hooks, tacks, screws, or any type of fasteners to the walls, doors, etc. of the facility. The auditorium maintenance staff will be happy to instruct the user as to the proper decorating procedure.
16. The operation of any engine, motor or the use of oils, burning fluids, camphene, kerosene, naphtha, gasoline or any explosive, odorous liquid or gas on the premises is prohibited.



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17. No chair, table, movable seat, stand or other obstruction of any kind can be placed so as to remain in the aisles, passageways or doors of said building. Aisles, passageways and doorways must remain clear at all times.
18. Any event involving wrestling, boxing or any other contact type sport, or any event that could cause harm to the participants or spectators, proof of liability insurance in the amount of one million dollars is required.
19. The county shall not be responsible for any damages or injury that may happen to the lessee or the lessee's agent, servants, employees, patrons or property from any cause whatsoever, prior, during or subsequent to the period covered by this lease; and the said lessee hereby expressly releases said county and its officers and employees from and agrees to indemnify it and them against any and all claims for such loss, damage or injury.

Organization/Individual Using Facility: _____

I hereby agree to abide by the above rules and regulations of the Santa Rosa County auditorium.

_____ User Signature	_____ Date	_____ Witness
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B. LEASE RATE CLASSIFICATION & PRICING

- Class "A" **Commercial/Business/Individual**
Any commercial entity, business or individual leasing any portion or all of the facility for an organization function or for themselves.
- Class "B" **Nonprofit**
Any nonprofit chartered civic, fraternal or charitable organization or any nonprofit religious organization leasing the facility for an organizational function. (Must have tax exempt number)
- Class "C" **Governmental**
(Federal, State, County, City)

	Facility	Rate	Min. / Max.
Class "A"	Auditorium	\$50/hour	3 hour min. (\$150) / 6+ hour max. (\$300)
	Conf. Room	\$30/hour	3 hour min. (\$90) / 6+ hour max. (\$180)
Class "B"	Auditorium	\$40/hour	3 hour min. (\$120) / 6+ hour max. (\$240)
	Conf. Room	\$25/hour	3 hour min. (\$75) / 6+ hour max. (\$150)
Class "C"	Auditorium	\$90 per event	6+ hour max. (\$90)
	Conf. Room		

- The hourly rate shall be from the time the front doors open until the last person leaves
- One day leases shall be from 8:00 a.m. until 12:00 midnight
- Pre-event preparation and/or decoration, if not done the same day as the event, shall be half the regular rate
- If the kitchen is not leased with the auditorium, it will remain locked at all times
- There is a telephone in the lobby where staff may be reached at all times

Other facility uses

Kitchen	\$35/event
Stage	\$20/event
PA System	\$10/event



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C. ORGANIZATION INFORMATION: TO BE COMPLETED BY THE APPLICANT

Name of organization or individual desiring permit:			
Authorized representative:		Title of rep:	
Phone:			
Alternative representative:		Title of rep:	
Phone:			
Address:			City:
E-mail:	Fax #:	State:	Zip Code:
Type of Event:	<input type="checkbox"/> Commercial/Business/Individual	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Governmental
Description of activities to be conducted:		Nature of event:	
Will admission be charged or voluntary donations be accepted?			
Date of event:		Start time:	End time:
Pre-event preparation and/or decoration date (if applicable): <i>Note: If not done same day, rate is half the normal day rate</i>		Start time:	End time:
Rooms and/or area requested:	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Conference Room "A"	<input type="checkbox"/> Conference Room "B"
Table and chair arrangement:	<input type="checkbox"/> Banquet setup	<input type="checkbox"/> Theatre Setup (tables set straight across)	<input type="checkbox"/> Dance setup
<i>Note: Each table seats 8 people</i>			
Number of people expected to attend event:			
Name of caterer (if applicable):			
Caterer address:		Caterer phone:	
Name of security firm or personnel (if applicable): <i>Note: Security is required for dances involving minors</i>		Date notified:	
Please check if the following facilities, equipment and/or supplies are needed: <i>Note: The auditorium does not furnish or arrange for table cloths and if the kitchen is not used, the doors must remain locked during event. If kitchen is used, cleaning of all dishes, utensils, etc. must be done by the user. No dishes or silverware will be provided.</i>			
		<input type="checkbox"/> Stage \$20/event	<input type="checkbox"/> P.A. System \$10/event
		<input type="checkbox"/> Kitchen 35/event	

Other information

- Setup & cleanup of the facilities is included in the user price. User is responsible for kitchen equipment and utensils.
- Please list any additional requests in Section D, Setup Form.

