

APPLICATION REQUEST FOR EVENT



**20200 Saddle Club Rd., Weston, FL 33327
Phone (954) 389-4321 / Fax (954) 389-5430**

The Arts Council of Greater Weston, Inc. is an independent not-for-profit corporation comprised of 15 elected Board Members. We support the diverse cultural activities of our community in an effort to enhance the quality of life for all residents.

In 2003 the Arts Council entered into an agreement with the City of Weston to advocate and promote arts and culture and to review event requests for the City.

The Arts Council is delighted to consider your request for an artistic or cultural event to be held in Weston for recommendation and presentation by the Arts Council to the City of Weston for final approval and/or sponsorship.

If your event is approved by the City of Weston, you may have the opportunity to take advantage of a number of benefits. These benefits will increase public awareness and credibility and **may** include:

- Expedited and/or discounted permitting with the City of Weston.
- Marketing support.
- Community information.
- Access on City television and radio.
- Public facilities coordination.
- Assistance with police and traffic coordination.
- Listing in the Weston Community Arts Calendar.
- Access to the Arts Council Artists Directory
- Access to the Arts Council Venue Directory

Applicants must answer all questions in the application. Completed applications are reviewed by The Arts Council and then forwarded to the City of Weston for consideration. If Arts Council approval is issued, you will be required to display the Arts Council Logo in your Event program and marketing material.

Please return your completed application along with the appropriate attachments to the Arts Council at the address indicated on page 5.

A non-refundable processing fee of \$50.00 payable to *The Arts Council of Greater Weston, Inc.* must accompany your application.

After you have submitted your application, The Arts Council will need 30 to 45 days to complete its review.

PROGRAM CRITERIA:

All applicants must agree to comply with the following criteria for the Arts Council approval / recommendation:

- A) Event must promote arts and culture and be held in the City of Weston
- B) Event must comply with all rules and regulations, permits and all other regulatory requirements of the City of Weston.
- C) Organization must hold the Arts Council harmless from any litigation or liability that results from the event or program.
- D) This application must be completed in its entirety and submitted with relevant attachments and fee.
- E) The event will build a positive image and reputation for our community and develop an audience for the future.
- F) The organization will have the financial wherewithal to complete its event/program.
- G) The event is well planned and organized and the promoter has sufficient experience to complete the event/program successfully.
- H) The applicant has a clear understanding of the technical and logistical requirements.
- I) The appropriate venue has been secured for the event by the organizer.
- J) The proposed event must not conflict with other community events in the City of Weston.
- K) There must be adequate time allotted for planning and promoting to successfully execute the event.

APPLICATION

All items must be completed

GENERAL INFORMATION:

1. Name of Organization:

2. Person to contact:

3. Title:

4. Current address:

5. City:

6. State:

7. ZIP Code:

8. Phone:

9. Cellular:

10. Fax:

11. Email:

12. Web Site: www.

13. How long has your organization existed?

EVENT INFORMATION:

14. Event Name:

15. Proposed date: / /

16. Proposed starting time:
Proposed ending time:

17. Proposed venue (Location):

18. What is the purpose of event?

Performance/Concert Exhibit Festival/Fair Film Lecture/Workshop

Other (describe)

19. Detailed description of artistic / cultural content of event: (Attach additional document if needed)

20. Type of audience: (Check all that apply) Children Family Adults

21. Anticipated audience:

1 to 50 51 to 100 101 to 300 301 to 500 501 to 1000

1001 to 2000 2001 to 3000 above 3000

22. Is this a For-profit event Fundraiser Free to the public Charity non-profit

Which organization(s) will receive the funds and what is the anticipated net revenue to be donated?

23. Briefly describe your technical, personnel, and promotional requirements:

24. Please attach your written marketing plan. Done

25. Please attach a diagram of event layout. Done

26. Have you produced and or presented an event before? Yes No If so, provide details:

EVENT BUDGET:		
27. Anticipated income from:	<u>Ticket sales:</u>	
	<u>Grants/Scholarships:</u>	
	<u>Sponsorships:</u>	
	<u>Others:</u>	
		<u>TOTAL:</u>
28. Anticipated expenses:	<u>Artist fees:</u>	
	<u>Facility rental:</u>	
	<u>Equipment rental:</u>	
	<u>Technical/equipment expense:</u>	
	<u>Marketing:</u>	
	<u>Security:</u>	
	<u>Insurance:</u>	
	<u>Florida tax:</u>	
	<u>Admissions sales tax:</u>	
		<u>TOTAL:</u>
29. List your sponsors or partners in this event:		
30. If you have any additional information you would like to add in support of this request, please attach extra pages as needed.		
31. APPLICATION SUBMISSION IS 60 DAYS PRE-EVENT.		
32. Signature of applicant:	34. Date:	
33. Title:		
You may be asked for additional information by the Arts Council of Greater Weston Event Application Committee.		
Please return the completed application to: Arts Council of Greater Weston Event Application Committee 20200 Saddle Club Rd., Weston, FL 33327		